



OIAD-360

s 9(2)(a)

Thank you for your email of 2 August 2022 requesting the following under the Official Information Act 1982 (the Act):

Please provide all communications related to the establishment of a Maori technical experts group (in the area of waste). Please include all discussions related to choosing members of this Maori expert group, and related to the question of whether to tender this expert work.

Please also include all communications related to establishing contact with (William) Gannin Ormsby and or Ka Awatea Services Ltd, including, but not limited to, any introductory conversations Mr Ormsby initiated with MfE officials or other government officials. Please cover the period of August 1, 2019 to November 31, 2020. My request includes, but is not limited to, all email and text communications.

Please find enclosed copies of communications in scope of your request. These have been combined into a single document for convenience. Note that some information has been withheld under section 9(2)(a) of the Act, to protect the privacy of natural persons. Material out of scope of your request has also been withheld.

In terms of section 9(1) of the Act, I am satisfied that, in the circumstances, the withholding of this information is not outweighed by other considerations that render it desirable to make the information available in the public interest.

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 their 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

Glenn Wigley
Director - Policy and Regulatory, Waste and Resource Efficiency

From: Marianna Tyler <Marianna.Tyler@mfe.govt.nz>

Sent: Thursday, 25 June 2020 9:15 AM

To: Melanie Mark-Shadbolt <Melanie.Mark-Shadbolt@mfe.govt.nz>; Kylie Brown <Kylie.Brown@mfe.govt.nz>

Cc: Benjamin Wynyard-Terry <Benjamin.Wynyard-Terry@mfe.govt.nz>

Subject: RE: Maori involvement in the development of the revised national waste strategy

Denise said the waste team are setting up reference groups for industry, community sector and council to participate (so will mention the Fire Emergency NZ) – but they want to bring Maori around the table early to help set the vision, values and principles for the strategy – the job will be keeping the waste team cognisant that this will only be successful if we view this as the start of building a long-term relationship with Maori and not simply extracting information for the purposes of a strategy document.

The wider consultation will occur after the paper has been to Cabinet in November – not sure what their plan is i.e., regional hui - but we can support that thinking too. My understanding is this engagement is before they even start putting anything on paper. The strategy is a non-statutory document but has the potential to guide investment (targeted investment for Maori) and set long-term outcomes etc.

MT

From: Melanie Mark-Shadbolt <Melanie.Mark-Shadbolt@mfe.govt.nz>

Sent: Wednesday, 24 June 2020 10:48 PM

To: Marianna Tyler <Marianna.Tyler@mfe.govt.nz>, Kylie Brown <Kylie.Brown@mfe.govt.nz>

Cc: Benjamin Wynyard-Terry <Benjamin.Wynyard-Terry@mfe.govt.nz>

Subject: Re: Maori involvement in the development of the revised national waste strategy

I like Kiri.

Is there a waste programme in Parihaka? For some reason I thought there was? Fire Emergency NZ Maori rep might be useful, they have interesting waste issues / investment because domestic waste is a large contributor to fires. Just a thought.

When they say Maori engagement do they mean like consulting on their behalf (like regional hui)?

Mel

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From: Kylie Brown <Kylie.Brown@mfe.govt.nz>

Sent: Wednesday, June 24, 2020 5:27:45 PM

To: Marianna Tyler <Marianna.Tyler@mfe.govt.nz>; Melanie Mark-Shadbolt <Melanie.Mark-Shadbolt@mfe.govt.nz>

Cc: Benjamin Wynyard-Terry <Benjamin.Wynyard-Terry@mfe.govt.nz>

Subject: Re: Maori involvement in the development of the revised national waste strategy

Kiri Reihana is the person I proposed – she participated in the Ohanga Amiomio Pacific Summit – if you guys agree.

From: marianna <Marianna.Tyler@mfe.govt.nz>

Date: Wednesday, 24 June 2020 at 3:42 PM

To: Melanie Mark-Shadbolt <Melanie.Mark-Shadbolt@mfe.govt.nz>

Cc: Benjamin Wynyard-Terry <Benjamin.Wynyard-Terry@mfe.govt.nz>, Kylie Brown <Kylie.Brown@mfe.govt.nz>

Subject: Maori involvement in the development of the revised national waste strategy

Kia ora Mel,

We met with Denise a contractor who is leading the revision of the National Waste Strategy. Timeframes are pretty tight with a draft strategy going to Cabinet in November 2020.

Denise has asked if we can support Maori engagement for the strategy as the team want to frame the strategy within Te Ao Maori – thanks to Ben's influence. ☺

Sukie and Ben have already started conversations with Gannin Ormsby and Amio (Tamoko and Waimirangi) and Teina with the Takarangi frameworks. We discussed as a first step testing their interest in being involved, what approach they think is best, who else should be involved etc

Others that we thought might be interested in being involved include:

- Nicki Douglas
- Gina Mohi
- Jacqui Forbes
- Lelani Unasa
- Rawiri Bhana

Mel anyone else you think would be interested? Kylie there was another person you mention in addition to Gina?

We can have some informal conversations now but nothing will be formalised until this approach has been sign-out by the governance board on 8 July.

Nga mihi,

Marianna Tyler
Principal Advisor, Office of the Chief Executive

Ministry for the Environment – Manatu Mo Te Taiao

Mobile: s 9(2)(a) Email: Marianna.Tyler@mfe.govt.nz Website: www.mfe.govt.nz

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From: Denise Lievore <Denise.Lievore@mfe.govt.nz>

Sent: Wednesday, 22 July 2020 4:26 pm

To: Marianna Tyler <Marianna.Tyler@mfe.govt.nz>

Subject: Next steps Maori reference group

Kia ora Marianna

Thanks for the update today. It sounds as though you're making good progress on ensuring Maori are fully involved (whatever that means) in developing the strategy.

Did I understand correctly that Para Kore will be part of the reference group as well? It would be great if that was the case.

My understanding of next steps is that I'll draft some TOR based on the ones Heather had in mind. I'll circulate the draft TOR to you, Sam, Shaun, Glenn and Kathy. They would serve as a conversation starter for the Maori group and MfE to work out the extent and type of engagement. Please let me know if you had a different understanding.

Nga mihi nui

Denise

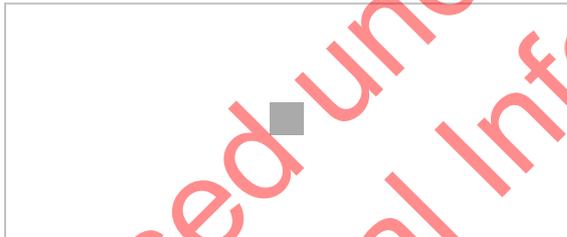
Dr Denise Lievore

Principal Policy Advisor, Waste and Resource Efficiency

Ministry for the Environment – Manatu Mo Te Taiao

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From: Denise Lievore <Denise.Lievore@mfe.govt.nz>
Sent: Thursday, 23 July 2020 7:21 am
To: Marianna Tyler <Marianna.Tyler@mfe.govt.nz>
Subject: RE: Partnership option with Maori - waste strategy

Thanks Marianna, that sounds like a good way forward. I'll give Heather a gentle reminder to send me the TOR she was talking about, so I can get this done asap.

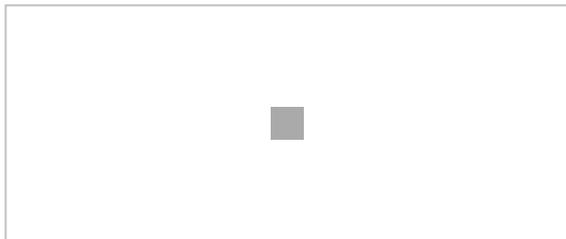
Dr Denise Lievore

Principal Policy Advisor, Waste and Resource Efficiency

Ministry for the Environment – Manatu Mo Te Taiao

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From: Marianna Tyler <Marianna.Tyler@mfe.govt.nz>
Sent: Wednesday, 22 July 2020 5:12 pm
To: Denise Lievore <Denise.Lievore@mfe.govt.nz>
Subject: FW: Partnership option with Maori - waste strategy

Denise just thinking – we could use the ToR as the first part of developing the relationship – have our parts filled in and leave spaces for Gannin, Teina and Jacqui/Para Kore to fill in their parts. That way we are co creating the relationship rather than Crown determining the terms of the relationship.

FYI – as a reminder below are some of the considerations they put on the table from our first meeting.

From: Sam Buckle <Sam.Buckle@mfe.govt.nz>
Sent: Tuesday, 30 June 2020 5:21 PM
To: Marianna Tyler <Marianna.Tyler@mfe.govt.nz>
Cc: Shaun Lewis <Shaun.Lewis@mfe.govt.nz>; Melanie Mark-Shadbolt <Melanie.Mark-Shadbolt@mfe.govt.nz>; Glenn Wigley <glenn.wigley@mfe.govt.nz>
Subject: Re: Partnership option with Maori - waste strategy

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Hi Marianna

Have been talking about this a bit with Mel today. It Reminded me to get back to you!

Yes waste strategy starting to move and we need to sort Te Ao Maori perspective and involvement. Great you have already given some thought.

Team is working on overall plan for developing draft - need to bring you into the thinking at early stage. Likely two stage, internal thinking / targeted engagement to start to develop draft and then broader public consultation next year. But not certain.

I think plan was for Denise to organise a session to dig into engagement aspect of plan to map it all out. Let's make sure you are involved in that.

Glenn - can you check with Denise / Nicola / Kathy whether that has been scheduled. I am keen to be involved also in that session.

Sam

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From: Marianna Tyler <Marianna.Tyler@mfe.govt.nz>

Sent: Monday, June 29, 2020 10:05:19 AM

To: Sam Buckle <Sam.Buckle@mfe.govt.nz>

Cc: Shaun Lewis <Shaun.Lewis@mfe.govt.nz>; Melanie Mark-Shadbolt <Melanie.Mark-Shadbolt@mfe.govt.nz>

Subject: Partnership option with Maori - waste strategy

Kia ora Sam,

Thanks for the update. Looking forward to catching up with Shaun, it sounds like pretty exciting times ahead.

I met with Denise last week and understand things are moving quickly. We discussed Maori involvement in the waste minimisation strategy and agreed due to timeframes that I should go out and informally test interest.

Kylie, Ben and I met with Teina Bossa-Dean and Gannin Ormsby on Friday to discuss their interest. Both were positive and acknowledged the opportunity for the Ministry to demonstrate true partnership with Maori in the development of this strategy. They expressed that partnership means involving Maori from the outset with shared decision-making throughout the whole process including implementation. They also expressed the importance of working at the regional, iwi/hapu level with people who have the expertise doing the work in their communities and that this will be critical to the success of achieving long-term strategic goals for the environment.

Teina Bossa-Dean - works closely with Te Urutaumatua (Tuhoe) and across all its different strata. She was opening keynote for the Ohanga Amiomio Pacific Summit and has been developing an indigenous narrative for the Doughnut Economy (Takarangi).

Gannin Ormsby - works for the Maniapoto Maori Trust Board and has extensive experience in iwi governance and relationship management with local government. Gannin was one of the founders of Para Kore in 2008/9 and is involved in developing Amio a Maori approach for resource efficiency.

In the timeframes that we have, we propose the most efficient way forward is for Gannin and Teina (if they were willing) – to take on the key representative roles which involve working with MfE at

governance board level to:

- help us set the parameters of the partnership
- lead discussions with other Maori they think should be involved (ref group/s)
- co-design the vision and framework (including Maori metrics and measures of success), and
- input into developing the process for wider Maori engagement (post-Cabinet).

I have passed this approach by Mel and she is supportive and suggested testing it with you.

We envisage these roles would be resourced and any time contributed by others as part of a reference group to be remunerated appropriately. We all agreed that it was appropriate for Teina and Gannin to work at the senior leadership level (governance board) with Kylie, Ben and I being their key points of contact.

I understand that Denise is presenting the PID to the Governance Board on 1 July so wanted to test this with you before talking to Denise.

Nga mihi,

Marianna Tyler
Principal Advisor, Office of the Chief Executive

Ministry for the Environment – Manatu Mo Te Taiao
Mobile s 9(2)(a) Email: Marianna.Tyler@mfe.govt.nz Website: www.mfe.govt.nz
23 Kate Sheppard Place, Thorndon, Wellington 6143



From: Sam Buckle <Sam.Buckle@mfe.govt.nz>
Sent: Friday, 26 June 2020 4:52 PM
To: Marianna Tyler <Marianna.Tyler@mfe.govt.nz>; Thomas Murray <Thomas.Murray@mfe.govt.nz>; Therese Anders <Therese.Anders@mfe.govt.nz>
Cc: Shaun Lewis <Shaun.Lewis@mfe.govt.nz>
Subject: waste work programme

Marianna, Thomas, Therese

I am emailing you as the close friends, partners and allies of the Waste and Resource Efficiency Division. We are glad to have your help on the work programme. Things are only getting bigger and busier so very grateful to have your support across our strategic thinking and engagement. Whole lot to do in considering our approach to partnering with Maori, local govt, sector stakeholders and our comms more broadly.

Therese is already reasonably knee deep in things, but we thought a good idea to set up some time with you all to take you over the work programme as currently mapped out over the next 12 months – so you have better context and better able to identify areas where you can help.

Shaun has kindly agreed to set some time aside to give you an update / overview. Ill leave with him to jack it up.

Really appreciate the support.

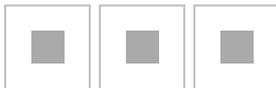
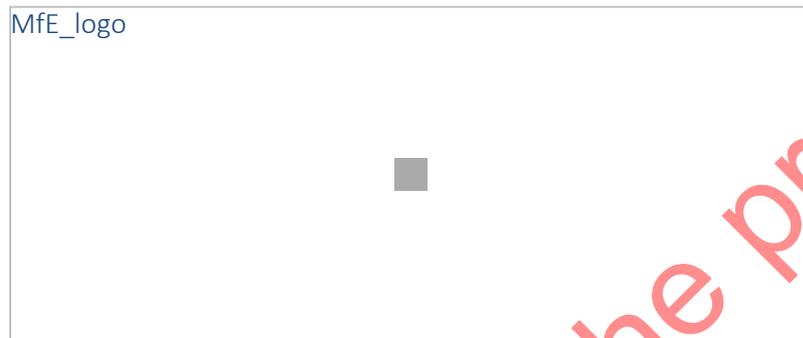
Sam

Sam Buckle – Deputy Secretary Waste, Resource Efficiency and Water Policy

Ministry for the Environment – Manatu Mo Te Taiao

Mobile: s 9(2)(a) Email: sam.buckle@mfe.govt.nz Website: www.mfe.govt.nz

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From: Denise Lievore <Denise.Lievore@mfe.govt.nz>

Sent: Monday, 6 July 2020 12:17 pm

To: Marianna Tyler <Marianna.Tyler@mfe.govt.nz>

Subject: Waste strategy

Kia ora Marianna

I trust you enjoyed the weekend.

Coming out of Friday's meeting with Sam, Shaun and Glenn, it seems we have in-principle agreement to the approach that Gannin and Teina proposed for Maori partnership in developing the waste strategy. I don't recall that the conversation explicitly addressed the issue of governance, so that might need further discussion, unless you recall otherwise.

I anticipate that we should have a clearer steer on the project timelines after Wednesday's Portfolio Board meeting. In the meantime, I'm working on the project schedule and I want to signal a few areas that will need some clarification: no need for immediate action, but I thought it would be helpful to give you a heads-up

The Maori advisory group (or whatever it will be called) led by Gannin and Teina will be the first to be established and to meet. Noting that this is a chicken and egg situation and there will need to be more conversations and detailed planning, the sorts of things I'll need to know and/or that might be up for negotiation, include:

- how long it might take to get the group up and running
- how many rounds of engagement we might be looking at in the first instance (leaving aside wider consultation on the draft strategy)
- what collateral or other material we will need to produce
- costs, e.g. fees (I'll need to find out who'll lead the procurement process).

I'm sure you'll have a well-established way of broaching these topics and I'll take my lead from you. Scott Summerfield from Partnerships has asked to be kept in the loop about our plans.

Sam also said he'd like you to be part of the project team, but I sensed that could present some tensions in respect of your role. At some point it would be good to have some clarity around how this might work.

I'll be in touch when I know the outcome of Wednesday's meeting. Feel free to let me know if I should be factoring anything else into my thinking at this point.

Nga mihi

Denise

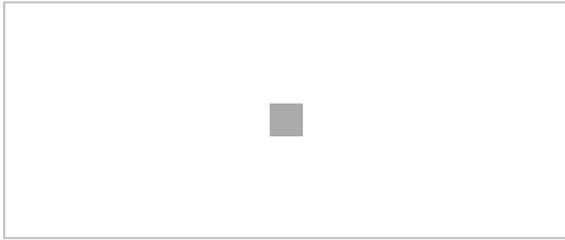
Dr Denise Lievore

Principal Policy Advisor, Division Waste and Resource Efficiency

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From: [Heather Pearson](#)
To: [Karla Kereopa](#); [Marianna Tyler](#)
Subject: Connecting you two re Waste Strategy and Nicki D
Date: Monday, 27 July 2020 11:47:24 am
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)

Kia ora Karla

Marianna, who I have mentioned to you before is in Te Ohu Maori and I am working alongside her to plan the engagement on the development of the NZ Waste Strategy. Her plans are totally exciting!!! starting with a Maori expert technical group – right at the beginning of the strategy development. She mentioned Nicki as a possibility for this ropu so I thought you and her may want to connect and have a korero.

Thanks.

Nga mihi

**Heather Pearson (she/her), Senior Advisor Regional Relationships
Partnerships Directorate**

Manatu Mo Te Taiao - Ministry for the Environment

Waea pukoro: § 9(2)(a) Imera: heather.pearson@mfe.govt.nz Pae tukutuku: www.mfe.govt.nz

Wahi mahi: 23 Kate Sheppard Place, Thorndon, Wellington 6143



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From: basswhite.jobshare
To: [Procurement Mailbox](#)
Cc: [Maria Nicholas](#); [Pamela Ritchie](#)
Subject: Contract documents for Jacqui Forbes (Para Kore)
Date: Monday, 23 November 2020 1:57:30 pm
Attachments: [Sam Buckle e-signed 28 10 2020 updated procurement plan for ropu for VR approval 22 October TM approved 23 10 2020.docx](#)
[Ropu contract Para Kore Jacqui Forbes.docx](#)

Hi again

Next contract for the ropu helping us with the waste strategy – this one is Jacqui Forbes, contracting through Para kore.

- Procurement plan signed by Sam attached and at this link:
<https://tepuna.mfe.govt.nz/otcs/cs.dll/link/21042415>
- Cover sheet signed by Glenn and contract signed by me: Jacqui Forbes:
<https://tepuna.mfe.govt.nz/otcs/cs.dll/open/21046248>
- Pdf of contract signed by Jacqui attached.

Thanks

Nicola

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From: basswhite.jobshare
To: [Glenn Wigley](#)
Cc: [Denise Lievore](#); [Benjamin Wynyard-Terry](#)
Subject: Contract for Ka Awatea Services Ltd
Date: Monday, 12 October 2020 4:15:31 pm
Attachments: [Contract for Ka Awatea Services Ltd.docx](#)

Hi Glenn

See attached draft for the first ropu contract – Ka Awatea. It covers all work through to us putting the draft to Cabinet for approval to consult in June 2021. The total hours and \$\$ is high, because the Wai and Ta from this company will do most of the work for the group – they are the younger ones who will hold the pen and come up with visuals etc.

The other two contracts, for Jacqui and Teina, will be based on this but with much lower hours – they will mainly be commenting and advising rather than doing in my understanding. I'm aiming to have both of those come in at about 20K each.

So total value across all 3 contracts would be \$132K or thereabouts. I think we'd be hard pressed to get it lower than this, given the work involved and the meetings we are wanting them to attend.

If you are happy with this, I'll send it to Gannin for his reaction (along with the equivalent for the other two). I'm hoping we can get this all finally signed up in the course of this week.

Thanks
Nicola

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From: basswhite.jobshare
To: [Procurement Mailbox](#)
Cc: [Maria Nicholas](#); [Pamela Ritchie](#)
Subject: Documents for contract with Ka Awatea Ltd (Gannin Ormsby)
Date: Monday, 23 November 2020 1:53:27 pm
Attachments: [Sam Buckle e-signed 28 10 2020 updated procurement plan for ropu for VR approval 22 October TM approved 23 10 2020.docx](#)
[Gannin Ormsby - Rōpū Contract-compressed.pdf](#)

Hi again

This email has the documentation for the first ropu member helping us with a new waste strategy – Gannin Ormsby (Ka Awatea Ltd).

- Procurement plan signed by Sam is attached and at this link: <https://tepuna.mfe.govt.nz/otcs/cs.dll/link/21042415>
- Cover sheet signed by Glenn Wigley and me, and contract signed by me are here: Gannin Ormsby: <https://tepuna.mfe.govt.nz/otcs/cs.dll/link/21044946>
- Pdf of contract signed by Gannin is attached.

I'll send through the other ropu contracts separately.

Nicola

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From: basswhite.jobshare
To: [Procurement Mailbox](#)
Cc: [Maria Nicholas](#); [Pamela Ritchie](#)
Subject: Documents for ropu support contract (Kawai Catalyst Ltd)
Date: Monday, 23 November 2020 1:47:13 pm
Attachments: [Kawai Catalyst Ltd - Rōpū Contract-SIGNED.pdf](#)

Hi procurement

This email has the documents for the contract with Kawai Catalyst to provide support to the ropu working on the waste strategy with us.

- Procurement plan (signed by Sam): ropu support procurement plan: <https://tepuna.mfe.govt.nz/otcs/cs.dll/link/21042415>
- Contract cover sheet and contract signed by Glenn Wigley: Kawai Catalyst Ltd: <https://tepuna.mfe.govt.nz/otcs/cs.dll/link/21040740>.
- Pdf of contract signed by Tamoko for Kawai attached.

I hope that's everything you need. I'll send through the contracts for the ropu members themselves next.

Thanks
Nicola

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From: [Marianna Tyler](#)
To: [Melanie Mark-Shadbolt](#); [Kylie Brown](#)
Subject: FW: MfE draft engagement plan for iwi/Maori engagement - for review
Date: Friday, 21 August 2020 6:11:32 pm
Attachments: [image001.jpg](#)
[Draft Engagement plan for iwi Maori engagement on waste strategy - Te Arawhiti 17August2020.docx](#)

FYI....

From: Denise Lievore <Denise.Lievore@mfe.govt.nz>
Sent: Monday, 17 August 2020 10:09 AM
To: Fraser.Robinson@tearawhiti.govt.nz; Paige.Bradey@tearawhiti.govt.nz
Cc: Heather Pearson <Heather.Pearson@mfe.govt.nz>; Marianna Tyler <Marianna.Tyler@mfe.govt.nz>; Benjamin Wynyard-Terry <Benjamin.Wynyard-Terry@mfe.govt.nz>; Charlie Hanna <Charlie.Hanna@mfe.govt.nz>
Subject: MfE draft engagement plan for iwi/Maori engagement - for review

Tena koe Fraser and Paige

I understand Heather has been has given Te Arawhiti a heads up that this draft engagement plan was coming your way (attached). We're more than happy to receive your feedback and advice.

Please don't hesitate to contact me if you'd like to discuss the document or need any further information.

Nga mihi
Denise

Dr Denise Lievore

Principal Policy Advisor, Waste and Resource Efficiency

Ministry for the Environment – Manatu Mo Te Taiao

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From: [Glenn Wigley](#)
To: [basswhite.jobshare](#); [Marianna Tyler](#)
Subject: FW: Procurement conflicts issue - heads up
Date: Tuesday, 20 October 2020 4:28:56 pm
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

fyi

From: Glenn Wigley
Sent: Tuesday, 20 October 2020 4:29 PM
To: Sam Buckle <Sam.Buckle@mfe.govt.nz>; Amanda Moran <amanda.moran@mfe.govt.nz>
Subject: RE: Procurement conflicts issue - heads up

Kia ora korua

As requested I spoke this afternoon to Dallas at PSC.

She wanted to ask around PSC, and came back to me after an hour or so.

They feel that Gannion's relationship with Minister Mahuta shouldn't preclude us from engaging with his company or himself. As long as we have strong conflict of interest arrangements and active management in place.

Other factors that were less significant but relevant;

- The skill sets that Gannion has
- The fact that the contract is with MfE not Ministers
- Ministers were not involved at all in suggestion of names

They noted that if Minister Mahuta had responsibilities for waste in the future, there is a question whether we would need to raise her raising the conflict with the PM.

Glenn

From: Sam Buckle <Sam.Buckle@mfe.govt.nz>
Sent: Tuesday, 20 October 2020 2:58 PM
To: Alice King <Alice.King@mfe.govt.nz>; Amanda Moran <amanda.moran@mfe.govt.nz>
Cc: Kirsty Millard <Kirsty.Millard@mfe.govt.nz>; Teri Moon <Teri.Moon@mfe.govt.nz>; Glenn Wigley <glenn.wigley@mfe.govt.nz>
Subject: Re: Procurement conflicts issue - heads up

Glenn is going to follow up on this front.
Sam

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From: Alice King <Alice.King@mfe.govt.nz>

Sent: Tuesday, October 20, 2020 2:35:14 PM
To: Amanda Moran <amanda.moran@mfe.govt.nz>
Cc: Kirsty Millard <Kirsty.Millard@mfe.govt.nz>; Teri Moon <Teri.Moon@mfe.govt.nz>; Sam Buckle <Sam.Buckle@mfe.govt.nz>
Subject: RE: Procurement conflicts issue - heads up

No, we haven't. Teri has worked with the team and developed a management plan that we in Procurement feel comfortable with.

I am happy to talk with Glenn's team about seeking advice from PSC if you would like us to do that before it goes to Vicky?

From: Amanda Moran <amanda.moran@mfe.govt.nz>
Sent: Tuesday, 20 October 2020 2:32 PM
To: Alice King <Alice.King@mfe.govt.nz>
Cc: Kirsty Millard <Kirsty.Millard@mfe.govt.nz>; Teri Moon <Teri.Moon@mfe.govt.nz>; Sam Buckle <Sam.Buckle@mfe.govt.nz>
Subject: RE: Procurement conflicts issue - heads up

Have we asked for advice as part of the procurement plan from PSC?

From: Alice King <Alice.King@mfe.govt.nz>
Sent: Tuesday, 20 October 2020 2:08 PM
To: Amanda Moran <amanda.moran@mfe.govt.nz>
Cc: Kirsty Millard <Kirsty.Millard@mfe.govt.nz>; Teri Moon <Teri.Moon@mfe.govt.nz>
Subject: Procurement conflicts issue - heads up

Hi Amanda,

This is a heads up on a procurement issue that will be going to Vicky Robertson for approval due to the nature of the conflicts of interest involved, namely close relations of Minister Mahuta. I'm putting this on your radar in case Vicky has any questions for you – but I am also very happy to answer any questions she might have.

The procurement in question is from the Waste and Resource Efficiency area and relates to the engagement via direct source of three consultants to work with MfE on the development of a waste strategy. The consultants are Maori individuals who have recognised experience and mana in both waste, resource efficiency, circular economy and matauranga Maori. They will work with MfE during the development of the strategy to ensure a matauranga lens is applied throughout the strategy development and Maori views are represented and included.

Conflict of interest

There is a major perceived conflict risk with this one and we have advised that it needs to be signed off by Vicky so that she can make a final decision on the conflict of interest issues. The main organisation we are contracting with is Ka Awatea Services Ltd, and the individuals are Gannin, Tamoko, and Waimirirangi Ormsby. Gannin Ormsby is married to Hon Nanaia Mahuta, and the other two are also close relatives. As you know, Nanaia Mahuta is (and remains under the caretaker government arrangement) a Cabinet Minister and also an Associate Minister for

the Environment (but with no involvement in waste and resource efficiency matters). The procurement plan details how this risk could be managed. The Procurement Team considers the management plan to be sound, but ultimately, we believe it should be a decision for Vicky as to whether she wishes to proceed.

This procurement was provided to us at the last minute as an urgent procurement, however, we understand that the team were told by people in the Ministry involved in the Ihirangi project to engage with us at least three weeks' ago. We will work with the WRE team to improve early engagement with us.

The issue will be put up to Vicky by the WRE team (Glenn is the director). Teri Moon has been advising the team and either she or I are happy to answer any procurement questions you or Vicky might have.

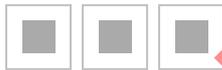
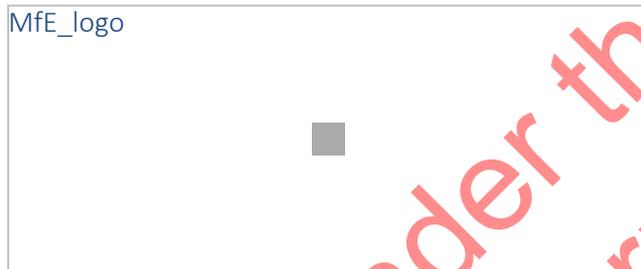
Alice

Alice King – Manager, Legal and Procurement

Ministry for the Environment – Manatu Mo Te Taiao

Mobile: § 9(2)(a) Email: alice.king@mfe.govt.nz Website: www.mfe.govt.nz

23 Kate Sheppard Place, PO Box 10362, Wellington 6143



Please note the content of this email may be legally privileged and confidential - please check with the author before forwarding any of this content outside the Ministry for the Environment.

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From: basswhite.jobshare
To: basswhite.jobshare
Subject: FW: Procurement Plan WRE ropu Draft 19 October
Date: Monday, 19 October 2020 3:40:33 pm
Attachments: [Procurement Plan WRE ropu Draft 19 October.docx](#)

Progress. Not sure why it sent from the other inbox – odd.

Anyway, step 1 done.

n

From: Nicola White **On Behalf Of** basswhite.jobshare
Sent: Monday, 19 October 2020 3:04 pm
To: Marianna Tyler <Marianna.Tyler@mfe.govt.nz>; Teri Moon <Teri.Moon@mfe.govt.nz>
Cc: Glenn Wigley <glenn.wigley@mfe.govt.nz>
Subject: Procurement Plan WRE ropu Draft 19 October

Hi Marianna and Teri

Marianna – here is the draft procurement plan with my revisions in light of the discussion with Teri last week. Could you please add in your bits (see highlighted areas) and the full bios, as well as any other comments you want to make.

Teri – grateful for any feedback – is this a bit more plausible than the last version you saw?

I haven't yet gone back to the draft contract to revise that, and to produce the other two, but will do so and send those through shortly.

Happy to discuss – call if you want. This is my priority today.

Glenn and we have agreed that if by tomorrow it doesn't look like we can get this contract through the system and approved this week, then we should look seriously at postponing the advisory group meeting. He is very reluctant to do that, given the embarrassment factor, but if we are not confident by tomorrow then it is probably too risky to carry on.

Thanks all

Nicola

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From: basswhite.jobshare
To: [Pamela Ritchie](mailto:Pamela.Ritchie)
Subject: FW: ropu support contract Kawai Catalyst Ltd - final for signing please
Date: Tuesday, 10 November 2020 3:39:14 pm

Hi Pam

In Nicola's absence- are you able to help with Glenn's questions?

Thanks
Kathy

From: Glenn Wigley <glenn.wigley@mfe.govt.nz>
Sent: Tuesday, 10 November 2020 10:50 AM
To: basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>
Subject: RE: ropu support contract Kawai Catalyst Ltd - final for signing please

Kia ora Kathola

Before signing, just checking in on a few things;

- that the contract framework and amount is the same as was approved by procurement plan approach 2 weeks ago? – eg that the change has been just adding contact details?
- That it is me that signs – as I recall Sam signing Gannins, which I thought was in the same 40 to 100k contract band.

From: basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>
Sent: Monday, 9 November 2020 2:44 PM
To: s 9(2)(a)
Cc: Glenn Wigley <glenn.wigley@mfe.govt.nz>
Subject: ropu support contract Kawai Catalyst Ltd - final for signing please

Hi Tamoko

Here is the contract with the adjusted contact details – sorry it took me a few days to get that change done. If you could please sign, complete the declarations at the back for you and Wai, and then scan and send back, that would be great thanks.

Glenn: if you could also sign where you need to, that would be great thanks. We meant to sign all this up on the spot at the workshop, but time got away from us.

Thanks
Nicola

From: [Kirsty Millard](#)
To: [Amanda Moran](#)
Cc: [Sam Buckle](#)
Subject: FW: updated procurement plan for ropu for VR approval 22 October TM approved 23 10 2020
Date: Tuesday, 27 October 2020 10:10:48 am
Attachments: [image001.jpg](#)
[updated procurement plan for ropu for VR approval 22 October TM approved 23 10 2020.docx](#)

Hi Amanda

Here is the procurement plan if you are comfortable to sign out in your name.

Kirsty

Kirsty Millard

Director Legal, Procurement and Ministerial Services/Chief Legal Advisor

(She/Her)

Ministry for the Environment – Manatu Mo Te Taiao

Mobile: s 9(2)(a) Website: www.mfe.govt.nz

23 Kate Sheppard Place, Wellington, PO Box 10362, Wellington 6143

cid:image003.jpg@01D26A65.99010DF0



From: Amanda Moran <amanda.moran@mfe.govt.nz>

Sent: Tuesday, 27 October 2020 8:59 AM

To: Kirsty Millard <Kirsty.Millard@mfe.govt.nz>; Sam Buckle <Sam.Buckle@mfe.govt.nz>

Subject: Fwd: updated procurement plan for ropu for VR approval 22 October TM approved 23 10 2020

Let's discuss - were you looking for CE signout or for her to be aware.

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From: Vicky Robertson <Vicky.Robertson@mfe.govt.nz>

Sent: Tuesday, October 27, 2020 8:54:18 AM

To: Amanda Moran <amanda.moran@mfe.govt.nz>

Subject: Fwd: updated procurement plan for ropu for VR approval 22 October TM approved 23 10 2020

Can you test this please. It is unusual for me to have to sign something out like this. Puts more risk for me. If it needs a further signature, maybe it is yours

Get [Outlook for Android](#)

From: Sam Buckle <Sam.Buckle@mfe.govt.nz>

Sent: Friday, October 23, 2020 3:34:48 PM

To: Vicky Robertson <Vicky.Robertson@mfe.govt.nz>; Kim Matthews <Kim.Matthews@mfe.govt.nz>

Cc: Amanda Moran <amanda.moran@mfe.govt.nz>; Glenn Wigley <glenn.wigley@mfe.govt.nz>

Subject: FW: updated procurement plan for ropu for VR approval 22 October TM approved 23 10 2020

Kia ora Vicky,

As discussed yesterday, we are appointing three Maori experts to help develop the new NZ waste strategy. One of the three, Gannin Ormsby, is married to Minister Mahuta, creating risk of a perceived conflict. I am comfortable with the appointment of Gannin for reasons set out in the risk and mitigation section of the procurement plan. Gannin is highly qualified, Minister Mahuta has no involvement in this work etc. We have also consulted PSC and they have indicated that the relationship shouldn't preclude Gannin from being appointed. Nevertheless, given the perception risk, procurement has indicated that the CE should sign off on the procurement plan. The individual contracts for the three experts do not require your signature.

Thanks

Sam

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the Official Information Act 1982

From: basswhite.jobshare
To: [Tara Searle](mailto:Tara.Searle)
Subject: FW: updated procurement plan for ropu for VR approval 22 October
Date: Thursday, 22 October 2020 8:50:27 am
Attachments: [updated procurement plan for ropu for VR approval 22 October.docx](#)

Hi – see below.

Sorry I'm not working in te puna – too tricky from home right now – connectivity issues and tight timing so these are all just circulating as attachments.

Mucky, but best we can do right now.

The 3 ropu contracts will be exactly the same as the ones you already have for Jacqui and Teina – I'll just replicate for Gannin.

I'll draft a slightly different one for Wai and Ta doing the "support" work for them – same outputs, timeframes etc, but just making the support role clear.

Please call if you want to discuss anything – really grateful for the help in getting this sorted, one way or the other!

n

From: Nicola White **On Behalf Of** basswhite.jobshare

Sent: Thursday, 22 October 2020 8:44 am

To: Sam Buckle <Sam.Buckle@mfe.govt.nz>; Glenn Wigley <glenn.wigley@mfe.govt.nz>; Marianna Tyler <Marianna.Tyler@mfe.govt.nz>; Denise Lievore <Denise.Lievore@mfe.govt.nz>; Georgia Bishop <Georgia.Bishop@mfe.govt.nz>

Cc: Teri Moon <Teri.Moon@mfe.govt.nz>

Subject: updated procurement plan for ropu for VR approval 22 October

Hi all

Following the discussions yesterday, here is a revised procurement plan for Sam to discuss with Vicky and seek her approval today.

It still proposes direct procurement for the "support work", because some solid searching yesterday found nothing remotely comparable, and I think the arguments for it are strong. But I have broken the contracts up so that the work is separated out and the different roles will be clearer.

I'll send through the full set of associated contracts shortly.

Please call if anyone has any questions. I'm in a finance meeting at 9, but just at my keyboard most of the rest of the morning.

Nicola

From: [Denise Lievore](#)
To: [Marianna Tyler](#)
Cc: [basswhite.jobshare](#); [Charlie Hanna](#); [Benjamin Wynyard-Terry](#)
Subject: Paper for discussion with Maori experts group
Date: Friday, 14 August 2020 7:34:09 am

Morena Marianna

Nicola has reviewed, refined and approved the paper to underpin further discussions with Gannin, Teina and Jacquie (and the advisory group).

DRAFT Proposal_Maori experts group_waste strategy 12August2020.docx:
<https://tepuna.mfe.govt.nz/otcs/cs.dll/app/nodes/14804583>

A couple of points:

- Nicola has confirmed that the experts group and the advisory group will provide guidance on both the strategy development and the legislation review, given the two projects and initial timelines are very closely linked. I've cc'd Charlie as he's leading the leg review.
- Can you please check the wording in para 14, line 2, where it says 'experts in waste and tikanga'. Is this correct wording? Please change it if not.

Happy to discuss and attend meetings along with Nicola/Kathy as required.

Nga mihi

Denise

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the Official Information Act 1982

From: [Denise Lievore](#)
To: [basswhite.jobshare](#); [Marianna Tyler](#)
Cc: [Heather Pearson](#); [Benjamin Wynyard-Terry](#)
Subject: Papers requiring review and approval - Maori experts group
Date: Wednesday, 12 August 2020 3:00:38 pm

Kia ora Kathy, Nicola and Marianna

Attached are two papers needing:

- review from Marianna if she has time; and
 - approval from Kathy/Nicola to distribute these papers outside MfE.
1. The first paper provides the context for the project and invites the Maori experts group to comment on the proposed approach to strategy development and negotiate their terms of engagement. It is essentially lifted from the most recent project plan. I've deliberately left it open as to what they might want to comment on.

DRAFT Proposal_Maori experts group_waste strategy 12August2020.docx:

<https://tepuna.mfe.govt.nz/otcs/cs.dll/app/nodes/14804583>

2. The second paper is a draft engagement plan for phase 1 of the project, that is to go to Te Arawhiti.

Draft Engagement plan for iwi Maori engagement on waste strategy - Te Arawhiti

12August2020.docx: <https://tepuna.mfe.govt.nz/otcs/cs.dll/app/nodes/13922269>

Kathy/Nicola, do you think there is any chance you could review these papers, especially the paper for the experts group, **by Monday**, so Marianna can begin the conversation with Gannin, Teina and Jacquie?

Nga mihi
Denise

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the Official Information Act 1982

From: [Benjamin Wynyard-Terry](#)
To: [Denise Lievore](#); [Marianna Tyler](#)
Cc: [basswhite.jobshare](#)
Subject: profiles and recommendations for ropu and AG
Date: Thursday, 1 October 2020 12:18:53 pm
Attachments: [image003.png](#)

Hi Denise,

As example, I can share with you the COI register we use for the WAB if it is useful?

Conflict of interest register:

<https://tepuna.mfe.govt.nz/otcs/cs.dll/Overview/13281732>

Below are draft profiles and mobile numbers for the Maori technical experts group (te ropu) as requested. In regards to the Advisory Group meeting on 28/29 October. I recommend we host all members at Wharewaka or Pipitea Marae (subject to availability) and have mana whenua open this hui (wharewaka belongs to mana whenua and they may be able to open and close the hui, otherwise I can explore another option). As none of the ropu members are mana whenua to Wellington (Te Atiawa) it would be culturally appropriate for mana whenua to welcome all members and set the tone the Ministry intends to carry throughout this project. Given the mana and expertise the advisory group and ropu possess, this would be the most appropriate course of action to open and close this meeting.

Teina Bossa-Dean – s 9(2)(a)

Works closely with Te Urutaumatua (Tuhoe) and across all its different strata. She was opening keynote for the Ohanga Amiomio Pacific Summit and is developing an indigenous narrative for the Doughnut Economy (Takarangi). Teina is Ngai Tuhoe and is a geologist at Manaaki Whenua Land Care New Zealand; a research partner with AgResearch NZ; Maori advisor to the Ministry for the Environment's National Climate Change Risk Assessment programme; and linguist representative for the Community Language Commission and Culture (Te Matawai); Language and Identity leader on the New Zealand Maori Council and Maori science advisor to the EPA.

Gannin Ormsby – s 9(2)(a)

Gannin is currently director of a small whanau consultancy called Ka Awatea Services Ltd which aims to connect indigenous peoples and circular economy initiatives to the forefront. Gannin worked ten years at the Waikato Regional Council as Maori advisor providing advice at operational and governance level to whanau, marae, hapu and iwi while supporting iwi through the treaty settlement process. Gannin has also held governance roles with the Maniapoto Trust Board, Women's Refuge, Te Whakaruruhau Te Kura Kaupapa Maori o Bernard Fergusson and Te Kaahu Te Kohanga Reo. He also supported the inception of Para Kore.

Jacqui Forbes – s 9(2)(a)

Jacqui is Nga Ruahinerangi and has been a leader in the community resource recovery sector for many years. She is both one of the founders and general manager of the Para Kore Programme which operates on many marae particularly in the North Island. Jacqui has experience working in community recycling, community enterprise and zero waste education. She has previously worked as a senior manager for Xtreme Zero Waste, she was an Enviroschools facilitator at the Waikato Regional Council, and kura kaupapa and kohanga reo kaiako. Jacqui is currently a member of the Waste Advisory Board.

Waimirirangi Ormsby – s 9(2)(a)

Waimirirangi is experienced in indigenous development and both legislative and grassroots custodianship of natural resources. Waimirirangi is project manager at Ka Awatea Services Ltd, developing Ka Awatea strategic vision document base on Maturanga Maori principles. In addition, Waimirirangi developed 'Toa Taua Taiao, Indigenous Rangatahi Development Programme' to develop capability within Maori and Indigenous rangatahi to deliver community circular economy initiatives. She also works closely with central government agency Te Puni Kokiri to develop Amio Indigenous Circular Economy framework.

Tamoko Ormsby - s 9(2)(a)

Tamoko currently works for Ka Awatea Services Ltd in Project Operations and Marketing. He also works closely with central government agency Te Puni Kokiri to develop Amio Indigenous Circular Economy framework. He has piloted Amio a Tech e-waste initiative that successfully delivered refurbished laptops during COVID-19 pandemic. He has also provided public consultation for Auckland Climate Action Framework, developed a visual storytelling of Te Ao Maori perspective on connectedness to the natural world, conducted interviews capturing Maori climate change narratives, and developed online social media pages, website . In addition, he has worked on Auckland's Waters Strategy; drafting and providing input into the strategy document incorporating mauri, whakapapa and kaitiakitanga concepts into the strategy and informed wider Resource Management team of Te Ao Maori worldview through integrating mana whenua kaitiaki priorities across Auckland's Water strategy.

From: Denise Lievore <Denise.Lievore@mfe.govt.nz>

Sent: Thursday, 1 October 2020 8:23 AM

To: basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>; Marianna Tyler <Marianna.Tyler@mfe.govt.nz>; Benjamin Wynyard-Terry <Benjamin.Wynyard-Terry@mfe.govt.nz>

Subject: RE: Information and decisions needed - ropu and AG

I've added COI to the acceptance letter.

Dr Denise Lievore
Principal Policy Advisor, Waste and Resource Efficiency
Ministry for the Environment – Manatu Mo Te Taiao
Mobile: ^{s 9(2)(a)} [REDACTED] Website: www.mfe.govt.nz

Out of Scope

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the Official Information Act 1982

From: [Marianna Tyler](#)
To: [Karla Kereopa](#); [Heather Pearson](#)
Subject: RE: Connecting you two re Waste Strategy and Nicki D
Date: Tuesday, 28 July 2020 12:16:42 pm
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.jpg](#)
[image006.jpg](#)

Rawe! Thank you Karla. That's great to hear. I can give her a call when the project kicks off.

Aku mihi nui,

Marianna Tyler
Principal Advisor, Office of the Chief Executive

Ministry for the Environment – Manatu Mo Te Taiiao
Mobile: s 9(2)(a) Email: Marianna.Tyler@mfe.govt.nz Website: www.mfe.govt.nz
23 Kate Sheppard Place, Thorndon, Wellington 6143

cid:image003.jpg@01D26A65.99010DF0

From: Karla Kereopa <Karla.Kereopa@mfe.govt.nz>
Sent: Tuesday, 28 July 2020 11:08 AM
To: Heather Pearson <Heather.Pearson@mfe.govt.nz>; Marianna Tyler <Marianna.Tyler@mfe.govt.nz>
Subject: RE: Connecting you two re Waste Strategy and Nicki D

Kia ora korua ko Marianna

Nicki has expressed a great interest in the Waste Strategy Kaupapa and would definitely be keen to be a part of the Maori expert technical group.

Please let me know if you need me to connect with Nicki or if I can assist in any way.

Nga mihi nui

From: Heather Pearson <Heather.Pearson@mfe.govt.nz>
Sent: Monday, 27 July 2020 11:47 am
To: Karla Kereopa <Karla.Kereopa@mfe.govt.nz>; Marianna Tyler <Marianna.Tyler@mfe.govt.nz>
Subject: Connecting you two re Waste Strategy and Nicki D

Kia ora Karla

Marianna, who I have mentioned to you before is in Te Ohu Maori and I am working alongside her to plan the engagement on the development of the NZ Waste Strategy. Her plans are totally exciting!!! starting with a Maori expert technical group – right at the beginning of the strategy development. She mentioned Nicki as a possibility for this ropu so I thought you and her may want to connect and have a korero.

Thanks.

Nga mihi

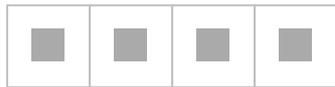
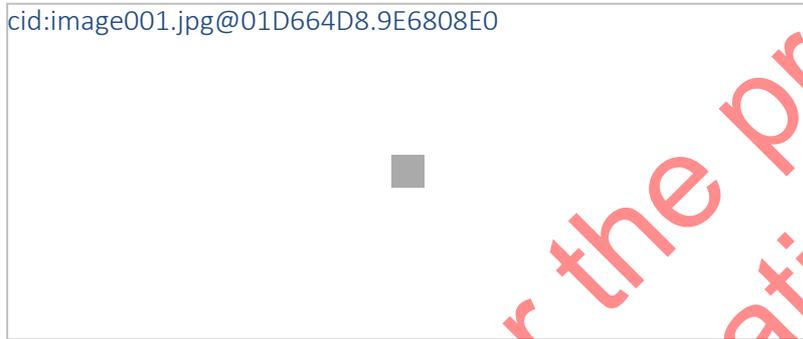
**Heather Pearson (she/her), Senior Advisor Regional Relationships
Partnerships Directorate**

Manatu Mo Te Taiao - Ministry for the Environment

Waea pukoro: s 9(2)(a) Imera: heather.pearson@mfe.govt.nz Pae tukutuku: www.mfe.govt.nz

Wahi mahi: 23 Kate Sheppard Place, Thorndon, Wellington 6143

cid:image001.jpg@01D664D8.9E6808E0



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From: [Sam Buckle](#)
To: [basswhite.jobshare](#); [Marianna Tyler](#)
Cc: [Glenn Wigley](#)
Subject: RE: Context for direct approach - Maori experts waste
Date: Thursday, 22 October 2020 12:40:23 pm
Attachments: [image001.jpg](#)

Nicola, just spoke to Vicky (and then Glenn).

In short, focus for now on the 3 separate contracts for expert advisors (Gannon, Teina, Jacqui) and ensure Gannon's includes requisite disclosure and understanding how we would address situation in respect to Ministerial appointments. Useful to include feedback from PSC. On this basis not sure whether Vicky needs to sign or not any longer. Need to discuss with procurement.

Need to deal with the question of additional services separately. This needs to be separately scoped and addressed, and, if required for project delivery, need to determine what process need to go through.

Thanks

Sam

From: [basswhite.jobshare](#) <basswhite.jobshare@mfe.govt.nz>
Sent: Thursday, 22 October 2020 11:12 AM
To: Sam Buckle <Sam.Buckle@mfe.govt.nz>; Marianna Tyler <Marianna.Tyler@mfe.govt.nz>
Cc: Glenn Wigley <glenn.wigley@mfe.govt.nz>
Subject: RE: Context for direct approach - Maori experts waste

Great ta. See the explanation and description of them in the revised procurement plan I sent around earlier, which explains why they would be best. But if that is a step too far this week, we'll make it work.

n

From: Sam Buckle <Sam.Buckle@mfe.govt.nz>
Sent: Thursday, 22 October 2020 11:00 am
To: Marianna Tyler <Marianna.Tyler@mfe.govt.nz>
Cc: Glenn Wigley <glenn.wigley@mfe.govt.nz>; [basswhite.jobshare](#) <basswhite.jobshare@mfe.govt.nz>
Subject: RE: Context for direct approach - Maori experts waste

Thanks Marianna, im talking to Vicky at 1. As discussed with glenn, my concerns aren't around appointment of the 3 specialist advisors. The COI (or potential COI) is manageable and PSC is ok with it. And they do all have specialist expertise. It's the contract for additional delivery services that we need to work through. Ill get back to glenn later this afternoon.

Sam

From: Marianna Tyler <Marianna.Tyler@mfe.govt.nz>
Sent: Thursday, 22 October 2020 9:46 AM
To: Sam Buckle <Sam.Buckle@mfe.govt.nz>

Cc: Glenn Wigley <glenn.wigley@mfe.govt.nz>; basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>

Subject: Context for direct approach - Maori experts waste

Kia ora Sam,

I'm not sure if you have already met with Vicky, but below are a few bullet points to support your discussion, if required. Nicola has aligned these points in the procurement plan too.

Context for why we didn't go to market

- The waste and resource efficiency team is committed to working with Maori from the outset in their development of a new waste minimisation strategy. This is a new approach for the directorate and one that aligns with the Ministry's commitment to work more collaboratively with our Treaty Partner.
- Initially, timeframes for this project were tight with a draft strategy being proposed to go to Cabinet in February 2021. Te Ohu Maori was asked to identify a small ropu of experts to act as advisors and provide this expertise and capability within these timeframes.
- The make-up of skills required include Maori with demonstrated knowledge and expertise in waste minimisation, who are also thought leaders in combining circular economy, doughnut economy, matauranga Maori, and te ao Maori.
- This combination of skills is quite rare in the current market. The experts we are proposing to engage have already started this thinking and have a full understanding of the many practical variables that combine across community, iwi, hapu, business, local and central government and wider Maori communities.
- Jacqui Forbes and Gannin Ormsby were both founders of the Para Kore Zero Waste on marae programme since 2009, which is now a nation-wide programme that has over 200+ marae participating. Jacqui remains the general manager of Para Kore and Gannin has established a whanau consultancy - Ka Awatea Ltd - which is focused on developing the conceptual framework of a circular economy (Amio) through a te ao Maori lens. Teina Boasa-Dean was a keynote speaker at the Ellen Macarthur Foundation Circular Economy Pacific Summit in 2019 (Vicky was at this summit and may remember her) and has been developing the connection with matauranga Maori, the doughnut economy and the circular economy.
- Tamoko and Waimirangi Ormsby are a young couple and also a part of the whanau consultancy Ka Awatea. They have been actively progressing the concept of the circular economy and te ao Maori working with Auckland Council and are contributing to the 'Amio - Circular Economy Aotearoa' research project recently awarded \$10million dollars via the Endeavour Fund to University of Waikato. They also operate as independent contractors as required.
- The COI with Gannin and Min Mahuta was raised by the team in mid-August. Advice recently sought by the SSC was that Gannin should not be precluded from working with us so long as the Ministry has strong conflict processes in place.
- Te Ohu Maori had initial 'soft' conversations with individuals to first gauge if they were interested in being involved in this work. The ropu requested a hui with the Ministry to gain

more context to better understand the full scope of the project before agreeing to proceed. At this hui the Ministry agreed to send through deliverables for the ropu to consider. The ropu then responded with a full proposal outlining what they proposed to deliver.

- The timeframe for this project has since extended with the draft strategy due to Cabinet June 2021.

Also FYI Gannin is in the MfE office today as part of the Waipa River iwi hui.

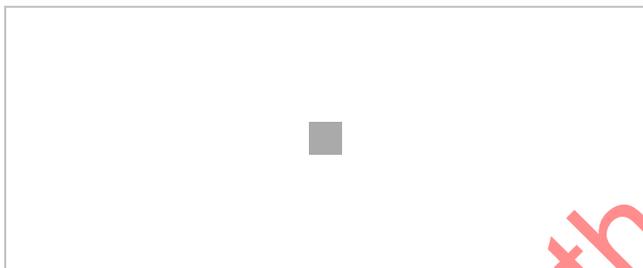
Nga mihi,

Marianna Tyler
Principal Advisor, Office of the Chief Executive

Ministry for the Environment – Manatu Mo Te Taiao

Mobile: s 9(2)(a) Email: Marianna.Tyler@mfe.govt.nz Website: www.mfe.govt.nz

23 Kate Sheppard Place, Thorndon, Wellington 6143



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From: basswhite.jobshare
To: [Procurement Mailbox](mailto:Procurement.Mailbox)
Cc: [Maria Nicholas](mailto:Maria.Nicholas); [Pamela Ritchie](mailto:Pamela.Ritchie)
Subject: RE: Contract documents - various
Date: Friday, 4 December 2020 10:14:26 am
Attachments: [image001.png](#)
[image002.png](#)
[Ropu contract Para Kore Jacqui Forbes.docx](#)
[abdeljabern_11-26-2020_14-23-16_1.pdf](#)

Here you go Dan.

I think these were sent through earlier, but can't be certain – too much email traffic...

Nicola

From: Procurement Mailbox <Procurement@mfe.govt.nz>
Sent: Thursday, 3 December 2020 11:01 am
To: basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>
Cc: [Maria Nicholas](mailto:Maria.Nicholas) <Maria.Nicholas@mfe.govt.nz>; [Pamela Ritchie](mailto:Pamela.Ritchie) <Pamela.Ritchie@mfe.govt.nz>
Subject: RE: Contract documents - various

Thanks Nicola. Awesome that this is signed off now. I can enter Gannin's contract now, as we have everything we need for it. There are just two things we still need (apologies if you have already sent these through, I have gone through all the emails but not been able to track them down

1. **A pdf copy of Jacqui's contract which is both signed off by you and her.** The copy I was able to find in the email chain is a word document with only your signature on it. It does mention a pdf copy that has already been signed by both parties so it could be just a case of the wrong attachment. If you have this could you please send this through to me now and I can enter her contract as well.
2. **The PDF copy of the support contract signed by Glen.** I note that this has been sent to Glen and we are just waiting on his signature. As per the below we now have the Procurement plan all signed off and ready to go for this.

Cheers,

Dan

From: basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>
Sent: Wednesday, 2 December 2020 2:00 pm
To: Procurement Mailbox <Procurement@mfe.govt.nz>
Cc: [Maria Nicholas](mailto:Maria.Nicholas) <Maria.Nicholas@mfe.govt.nz>; [Pamela Ritchie](mailto:Pamela.Ritchie) <Pamela.Ritchie@mfe.govt.nz>
Subject: RE: Contract documents - various

Hi Dan

Will the attached work for you to finish this off and let us start paying bills?

Nicola

From: basswhite.jobshare
Sent: Friday, 27 November 2020 3:53 pm
To: Procurement Mailbox <Procurement@mfe.govt.nz>
Cc: [Maria Nicholas](mailto:Maria.Nicholas) <Maria.Nicholas@mfe.govt.nz>; [Pamela Ritchie](mailto:Pamela.Ritchie) <Pamela.Ritchie@mfe.govt.nz>
Subject: RE: Contract documents - various

Oh my goodness/#this paperwork will be the death of me/ #I miss my old jobs when I had a PA sitting next to me to make sure I scrawled in all the right boxes all the time...

Sorry! My fault – I only looked at the left hand column and never scrolled my eyes right to see the gap and realise I needed to type my name twice. I'll print, sign, re-scan next week when I am back in the office.

Sigh... Friday...

n

From: Procurement Mailbox <Procurement@mfe.govt.nz>
Sent: Friday, 27 November 2020 3:45 pm
To: basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>
Cc: Maria Nicholas <Maria.Nicholas@mfe.govt.nz>; Pamela Ritchie <Pamela.Ritchie@mfe.govt.nz>
Subject: RE: Contract documents - various

Hi Nicola,

I'm not sure if it's displaying incorrectly on our end, as the signature boxes show just Sam's signature for the ropu members procurement plan that you have attached. If possible, could you please convert this to a PDF as this may alleviate issues with your signature not displaying. Our view included below:

APPROVED BY	
Budget Holder (Contract Owner): Nicola White, manager, Policy & Legislation, WRE division Date:	Signature:
Financial Delegation Holder*: Nicola White, manager Date:	Signature:
Procurement Advisor: Teri Moon, Senior Procurement Advisor Date:	Signature: I, Teri Moon, approve this procurement plan by email on 23 October at 9.18am
Sam Buckle, Deputy Secretary Waste, Resource Efficiency, Water and Land Use Policy Date: 28/10/2020	Signature: 

Cheers,
Dan

From: basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>
Sent: Thursday, 26 November 2020 2:18 pm
To: Procurement Mailbox <Procurement@mfe.govt.nz>
Cc: Maria Nicholas <Maria.Nicholas@mfe.govt.nz>; Pamela Ritchie <Pamela.Ritchie@mfe.govt.nz>
Subject: RE: Contract documents - various

Hi again Dan

Sorry – I then saw your other email, went back and checked the documents, and realised that we are ok on most of it.

To summarise, and confirm that I have got it right now please:

1. Ropu member contracts x 3:
 - Contracts themselves: the 3 pdf 's have all the right signatures and are complete
 - contract cover sheets x 3 – all relevant signatures in the e-copies
 - procurement plan – all relevant signatures (Sam and me) in the attached version (I had the wrong link in the earlier email, which may have confused things sorry)
2. Ropu support contract
 - Ropu support procurement plan – I have asked Glenn to put his e-signature in this document

where it is missing

- Ropu support contract – I have sent the pdf signed by Kawai through for Glenn to print, sign & re-scan so we have two signatures on the same pdf on file.

That's where I think things are at – or have I missed something?

Thanks for your help – hopefully we are nearly there

Nicola

From: basswhite.jobshare
Sent: Thursday, 26 November 2020 12:09 pm
To: Procurement Mailbox <Procurement@mfe.govt.nz>
Cc: Maria Nicholas <Maria.Nicholas@mfe.govt.nz>; Pamela Ritchie <Pamela.Ritchie@mfe.govt.nz>
Subject: RE: Contract documents - various

Hi Dan

Thanks for getting back to me on all these contracts. The lawyer in me disagrees with the view that what we've done is not sufficient evidence of agreement to form a binding contract, but I also know when to stop beating my head against organisational rules...

Glenn and I will print out the signed copies of the contracts we each need to sign, sign them in hard copy ourselves, re-scan, then submit again.

Thanks
Nicola

From: Procurement Mailbox <Procurement@mfe.govt.nz>
Sent: Thursday, 26 November 2020 11:31 am
To: basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>
Cc: Maria Nicholas <Maria.Nicholas@mfe.govt.nz>; Pamela Ritchie <Pamela.Ritchie@mfe.govt.nz>
Subject: RE: Contract documents for Jacqui Forbes (Para Kore)

Hi Nicola,

E-Signatures are accepted, however both the supplier and the MfE DFA must sign the same copy of the contract. This is a legal requirement, and signatures must be in the document itself, rather than through email. If you could please get back to us with a copy of the contract signed both by MfE and the supplier within the same document we can process these for you.

Cheers,
Dan

From: basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>
Sent: Monday, 23 November 2020 2:41 pm
To: Procurement Mailbox <Procurement@mfe.govt.nz>
Cc: Maria Nicholas <Maria.Nicholas@mfe.govt.nz>; Pamela Ritchie <Pamela.Ritchie@mfe.govt.nz>
Subject: RE: Contract documents for Jacqui Forbes (Para Kore)

Hi

Do you mean that I need to print, sign and scan the pdf that Jacqui sent through? My e-signature on a separate copy is not enough?

If so, presumably the same goes for all the contracts I just sent through.

In which case it will have to wait until I am back in the office and can print and scan.

Seems cumbersome, especially for mostly remote workers – do we not have a system of e-approvals yet for contracts?

Thanks
Nicola

From: Procurement Mailbox <Procurement@mfe.govt.nz>
Sent: Monday, 23 November 2020 2:36 pm
To: basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>
Cc: Maria Nicholas <Maria.Nicholas@mfe.govt.nz>; Pamela Ritchie <Pamela.Ritchie@mfe.govt.nz>
Subject: RE: Contract documents for Jacqui Forbes (Para Kore)

Good afternoon

Can you please send through the fully signed (executed contract) – PDF signed by both Mfe and the supplier.

Thanks,

MfE Procurement team, Legal Directorate
Ministry for the Environment – Manatu Mo Te Taiao
Email: procurement@mfe.govt.nz Website: www.mfe.govt.nz
23 Kate Sheppard Place, Thorndon, Wellington 6011
PO Box 10362, Wellington 6143



Ministry for the
Environment
Manatū Mō Te Taiao



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From: basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>
Sent: Monday, 23 November 2020 1:58 PM
To: Procurement Mailbox <Procurement@mfe.govt.nz>
Cc: Maria Nicholas <Maria.Nicholas@mfe.govt.nz>; Pamela Ritchie <Pamela.Ritchie@mfe.govt.nz>
Subject: Contract documents for Jacqui Forbes (Para Kore)

Hi again

Next contract for the ropu helping us with the waste strategy – this one is Jacqui Forbes, contracting through Para kore.

- Procurement plan signed by Sam attached and at this link:
<https://tepuna.mfe.govt.nz/otcs/cs.dll/link/21042415>
- Cover sheet signed by Glenn and contract signed by me: Jacqui Forbes:

<https://tepuna.mfe.govt.nz/otcs/cs.dll/open/21046248>

- Pdf of contract signed by Jacqui attached.

Thanks

Nicola

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the Official Information Act 1982

From: basswhite.jobshare
To: [Procurement Mailbox](mailto:Procurement.Mailbox)
Cc: [Maria Nicholas](mailto:Maria.Nicholas); [Pamela Ritchie](mailto:Pamela.Ritchie)
Subject: RE: Contract documents for Jacqui Forbes (Para Kore)
Date: Monday, 23 November 2020 2:41:09 pm
Attachments: [image001.png](#)

Hi

Do you mean that I need to print, sign and scan the pdf that Jacqui sent through? My e-signature on a separate copy is not enough?

If so, presumably the same goes for all the contracts I just sent through.

In which case it will have to wait until I am back in the office and can print and scan.

Seems cumbersome, especially for mostly remote workers – do we not have a system of e-approvals yet for contracts?

Thanks
Nicola

From: Procurement Mailbox <Procurement@mfe.govt.nz>
Sent: Monday, 23 November 2020 2:36 pm
To: basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>
Cc: [Maria Nicholas](mailto:Maria.Nicholas) <Maria.Nicholas@mfe.govt.nz>; [Pamela Ritchie](mailto:Pamela.Ritchie) <Pamela.Ritchie@mfe.govt.nz>
Subject: RE: Contract documents for Jacqui Forbes (Para Kore)

Good afternoon

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Thanks,

MfE Procurement team, Legal Directorate

Ministry for the Environment – Manatū Mo Te Taiao

Email: procurement@mfe.govt.nz Website: www.mfe.govt.nz

23 Kate Sheppard Place, Thorndon, Wellington 6011

PO Box 10362, Wellington 6143



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Aotearoa - he whenua mana kura mō te tangata



From: basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>
Sent: Monday, 23 November 2020 1:58 PM
To: Procurement Mailbox <Procurement@mfe.govt.nz>
Cc: Maria Nicholas <Maria.Nicholas@mfe.govt.nz>; Pamela Ritchie <Pamela.Ritchie@mfe.govt.nz>
Subject: Contract documents for Jacqui Forbes (Para Kore)

Hi again

Next contract for the ropu helping us with the waste strategy – this one is Jacqui Forbes, contracting through Para kore.

- Procurement plan signed by Sam attached and at this link: <https://tepuna.mfe.govt.nz/otcs/cs.dll/link/21042415>
- Cover sheet signed by Glenn and contract signed by me: Jacqui Forbes: <https://tepuna.mfe.govt.nz/otcs/cs.dll/open/21046248>
- Pdf of contract signed by Jacqui attached.

Thanks

Nicola

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the Official Information Act 1982

From: basswhite.jobshare
To: [Nadia Abdeljaber](mailto:Nadia.Abdeljaber)
Subject: RE: Documents for ropu support contract (Kawai Catalyst Ltd)
Date: Thursday, 26 November 2020 2:31:54 pm

Hard copy of the contract itself please

From: Nadia Abdeljaber <Nadia.Abdeljaber@mfe.govt.nz>
Sent: Thursday, 26 November 2020 2:29 pm
To: basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>
Subject: RE: Documents for ropu support contract (Kawai Catalyst Ltd)

Hey,

Glenn has signed the procurement plan – see attached.

Do you need anything else?

Thanks

Kind regards,

Nadia Abdeljaber

Personal Assistant to:

Shaun Lewis | Director | Waste & Resource Efficiency - Systems Change & Investment

Glenn Wigley | Director | Waste & Resource Efficiency - Policy and Regulatory

Ministry for the Environment – Manatu Mo Te Taiao

Website: www.mfe.govt.nz

Environment House, 23 Kate Sheppard Place, PO Box 10362, Wellington 6143



From: basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>
Sent: Thursday, 26 November 2020 2:20 pm
To: Nadia Abdeljaber <Nadia.Abdeljaber@mfe.govt.nz>
Subject: RE: Documents for ropu support contract (Kawai Catalyst Ltd)

Ok – he's already signed all these, but procurement have come back and found one missing signature in the plan and are insisting that they have the two signatures on the same pdf for the contract (rather than two separate signed copies) so I am having to get him to re-sign.
Sigh.

The lawyer in me thinks this is completely unnecessary, but I know when I am beat by organisational rules!

N

From: Nadia Abdeljaber <Nadia.Abdeljaber@mfe.govt.nz>
Sent: Thursday, 26 November 2020 2:11 pm
To: basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>
Subject: RE: Documents for ropu support contract (Kawai Catalyst Ltd)

Hey Nicola,

I will put some time in Glenn's calendar to look at this on the train home this eve. I will invite you to this review time.

Thanks

Kind regards,

Nadia Abdeljaber

Personal Assistant to:

Shaun Lewis | Director | Waste & Resource Efficiency - Systems Change & Investment

Glenn Wigley | Director | Waste & Resource Efficiency - Policy and Regulatory

Ministry for the Environment – Manatu Mo Te Taiao

Website: www.mfe.govt.nz

Environment House, 23 Kate Sheppard Place, PO Box 10362, Wellington 6143



From: basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>
Sent: Thursday, 26 November 2020 2:02 pm
To: Nadia Abdeljaber <Nadia.Abdeljaber@mfe.govt.nz>; Glenn Wigley <glenn.wigley@mfe.govt.nz>
Subject: FW: Documents for ropu support contract (Kawai Catalyst Ltd)

Hi Nadia

Just when I thought I had finished with all this! See below and attached.

- Given that we have a signed pdf from Kawai (attached), could you please print it off, get Glenn to sign it in hard copy, then re-scan it and send it back to me?
- We also need an e-signature from him in the procurement plan – sorry I missed that – could you please organise for that as well?

Thanks so much
Nicola

From: Procurement Mailbox <Procurement@mfe.govt.nz>
Sent: Thursday, 26 November 2020 11:40 am

To: basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>
Cc: Maria Nicholas <Maria.Nicholas@mfe.govt.nz>; Pamela Ritchie <Pamela.Ritchie@mfe.govt.nz>
Subject: RE: Documents for ropu support contract (Kawai Catalyst Ltd)

Hi Nicola,

This is the one that we require e-signatures to be within the same file. We cannot accept two separate copies each with signatures from both parties. Please get back to us with this, as well as Glenn's signature on the procurement plan and then we can process this for you.

Cheers,
Dan

From: basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>
Sent: Monday, 23 November 2020 1:47 pm
To: Procurement Mailbox <Procurement@mfe.govt.nz>
Cc: Maria Nicholas <Maria.Nicholas@mfe.govt.nz>; Pamela Ritchie <Pamela.Ritchie@mfe.govt.nz>
Subject: Documents for ropu support contract (Kawai Catalyst Ltd)

Hi procurement

This email has the documents for the contract with Kawai Catalyst to provide support to the ropu working on the waste strategy with us.

- Procurement plan (signed by Sam): ropu support procurement plan: <https://tepuna.mfe.govt.nz/otcs/cs.dll/link/21042415>
- Contract cover sheet and contract signed by Glenn Wigley: Kawai Catalyst Ltd: <https://tepuna.mfe.govt.nz/otcs/cs.dll/link/21040740>.
- Pdf of contract signed by Tamoko for Kawai attached.

I hope that's everything you need. I'll send through the contracts for the ropu members themselves next.

Thanks
Nicola

Cc: Denise Lievore <Denise.Lievore@mfe.govt.nz>

Subject: FOR FORWARDING THROUGH TO VICKY PLEASE: Ropu procurement plan

Hi Glenn and Sam

Could you please forward the message below and the attachments on so that it gets to Vicky asap?

We really need a clear yes/no/need to think steer in the course of tomorrow, if possible. We are holding off finalising the arrangements for the advisory group meeting at the end of next week until we have some comfort that we can get the contracts for the ropu members done and can have them able to attend.

Thanks

n

MESSAGE TO VICKY

Procurement has advised that you should consider the attached procurement plan personally, given the overall value (\$150,000) and the nature of the risk attached to it. If possible, we need a response in the next day or so. If you would like more time, we will need to move to defer a meeting of all those working with us in advisory groups and the like, which is scheduled for next week.

The plan sets out the background and rationale for engaging three organisations (involving the services of 5 individuals) to function as a ropu to work alongside MfE as we develop proposals for the new waste strategy. The proposal is that they will do some substantive work at the start of the process with us to develop a conceptual framework that embraces both matauranga Maori and circular economy concepts, to give the strategy a strong indigenous foundation. After that, they would continue as advisers to help ensure that the detailed strategy proposals sit well within that framework and speak effectively to Maori.

The key issue is that the organisation that is best equipped to carry out most of the work is headed by Gannin Ormsby, who is married to Hon Nanaia Mahuta. The other two consultants working closely with him are also whanau. And we have worked up the proposed relationship and supporting contractual arrangements through a direct procurement process: given the small number of Maori with the necessary level of expertise on waste, resource recovery and circular economy matters, as well as deep knowledge of te ao Maori, there is not really a market to draw on. It is hard to avoid conflicts or connections of some kind or another.

The procurement plan sets out the proposed mitigations, which include regular meetings with ministry managers and senior staff, close working relationships, clear deliverables, standard market rates, and approval in advance of any expenses. If the conclusion is that the risk is not manageable, Gannin has offered to withdraw if that would help the work proceed. Given his expertise and mana in the sector, that would be a loss to the project.

Also attached are the relevant contracts, in case you want to see the detail of the arrangements. The third contract will be identical to that for Para Kore (Jacqui Forbes).

We are happy to answer any questions you may have. Marianna Tyler from your office has also been involved in the development of the proposed ropu from the outset and can provide more background on the relevant organisations and individuals, and why we selected them.

Thanks

Sam/Glenn???

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the Official Information Act 1982

From: [Sam Buckle](#)
To: [Marianna Tyler](#); [basswhite.jobshare](#); [Glenn Wigley](#)
Cc: [Denise Lievore](#); [Georgia Bishop](#)
Subject: Re: FOR FORWARDING THROUGH TO VICKY PLEASE: Ropu procurement plan
Date: Monday, 19 October 2020 9:46:42 pm

Yes absolutely

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From: Marianna Tyler <Marianna.Tyler@mfe.govt.nz>
Sent: Monday, October 19, 2020 9:35:16 PM
To: Sam Buckle <Sam.Buckle@mfe.govt.nz>; basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>; Glenn Wigley <glenn.wigley@mfe.govt.nz>
Cc: Denise Lievore <Denise.Lievore@mfe.govt.nz>; Georgia Bishop <Georgia.Bishop@mfe.govt.nz>
Subject: Re: FOR FORWARDING THROUGH TO VICKY PLEASE: Ropu procurement plan

Kia ora Sam,

Can I also please be included in this call?

Nga mihi
Marianna

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From: Sam Buckle <Sam.Buckle@mfe.govt.nz>
Sent: Monday, October 19, 2020 9:19:03 PM
To: basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>; Glenn Wigley <glenn.wigley@mfe.govt.nz>; Marianna Tyler <Marianna.Tyler@mfe.govt.nz>
Cc: Denise Lievore <Denise.Lievore@mfe.govt.nz>; Georgia Bishop <Georgia.Bishop@mfe.govt.nz>
Subject: Re: FOR FORWARDING THROUGH TO VICKY PLEASE: Ropu procurement plan

Hi Nicola

Sorry I can't forward this to Vicky until I've discussed with yourself and Glenn. There is information here that is new to me.

Georgia - can you please prioritise a call with Glenn and Nicola to discuss.

Thanks
Sam

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From: basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>
Sent: Monday, October 19, 2020 9:09:41 PM
To: Glenn Wigley <glenn.wigley@mfe.govt.nz>; Sam Buckle <Sam.Buckle@mfe.govt.nz>; Marianna Tyler <Marianna.Tyler@mfe.govt.nz>
Cc: Denise Lievore <Denise.Lievore@mfe.govt.nz>
Subject: FOR FORWARDING THROUGH TO VICKY PLEASE: Ropu procurement plan

Hi Glenn and Sam

Could you please forward the message below and the attachments on so that it gets to Vicky asap?

We really need a clear yes/no/need to think steer in the course of tomorrow, if possible. We are holding off finalising the arrangements for the advisory group meeting at the end of next week until we have some comfort that we can get the contracts for the ropu members done and can have them able to attend.

Thanks

n

MESSAGE TO VICKY

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The plan sets out the background and rationale for engaging three organisations (involving the services of 5 individuals) to function as a ropu to work alongside MfE as we develop proposals for the new waste strategy. The proposal is that they will do some substantive work at the start of the process with us to develop a conceptual framework that embraces both matauranga Maori and circular economy concepts, to give the strategy a strong indigenous foundation. After that, they would continue as advisers to help ensure that the detailed strategy proposals sit well within that framework and speak effectively to Maori.

The key issue is that the organisation that is best equipped to carry out most of the work is headed by Gannin Ormsby, who is married to Hon Nanaia Mahuta. The other two consultants working closely with him are also whanau. And we have worked up the proposed relationship and supporting contractual arrangements through a direct procurement process: given the small number of Maori with the necessary level of expertise on waste, resource recovery and circular economy matters, as well as deep knowledge of te ao Maori, there is not really a market to draw on. It is hard to avoid conflicts or connections of some kind or another.

The procurement plan sets out the proposed mitigations, which include regular meetings with ministry managers and senior staff, close working relationships, clear deliverables, standard market rates, and approval in advance of any expenses. If the conclusion is that the risk is not manageable, Gannin has offered to withdraw if that would help the work proceed. Given his expertise and mana in the sector, that would be a loss to the project.

Also attached are the relevant contracts, in case you want to see the detail of the arrangements. The third contract will be identical to that for Para Kore (Jacqui Forbes).

We are happy to answer any questions you may have. Marianna Tyler from your office has also been involved in the development of the proposed ropu from the outset and can provide more background on the relevant organisations and individuals, and why we selected them.

Thanks

Sam/Glenn???

Out of Scope

-----Original Appointment-----

From: Denise Lievore

Sent: Monday, 27 July 2020 9:08 am

To: Denise Lievore; Heather Pearson; Marianna Tyler; Therese Anders; Benjamin Wynyard-Terry

Cc: Ella Tisdall

Subject: Maori engagement

When: Tuesday, 4 August 2020 1:00 pm-2:00 pm (UTC+12:00) Auckland, Wellington.

Where: Meetingroom EH 5C

Links to the documents we'll discuss at this meeting. NB, I'm just getting started on some of them.

Draft TOR Maori Technical Experts Group.docx:

<https://tepuna.mfe.govt.nz/otcs/cs.dll/app/nodes/13924614>

Approach to developing waste strategy one pager 23July2020:

<https://tepuna.mfe.govt.nz/otcs/cs.dll/app/nodes/13922382>

Engagement plan for iwi Maori engagement on waste strategy - Te Arawhiti 24July2020.docx:

<https://tepuna.mfe.govt.nz/otcs/cs.dll/app/nodes/13922269>

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From: basswhite.jobshare
To: [Procurement Mailbox](mailto:Procurement@mf.govt.nz)
Cc: [Pamela Ritchie](mailto:Pamela.Ritchie@mf.govt.nz); [Glenn Wigley](mailto:Glenn.Wigley@mf.govt.nz)
Subject: RE: Procurement Plan Standard - waste ropu
Date: Tuesday, 13 October 2020 3:56:00 pm
Attachments: [image001.png](#)

Hi again

Further to the message below, Ka Awatea Services have just confirmed they are happy with this contract, and are ready to sign and start work.

So I'll generate the other two contracts now based on this one.

Please let me know in the course of tomorrow if there are any big issues from your end, otherwise we are ready to sign. Glenn will sign the big contract; the smaller ones are within my delegation.

Sorry for the rush, but we are wanting to get them properly signed up in time to prepare for and come to a meeting in Wellington on 29-30 October, and have an initial relationship meeting with Sam and other MfE leaders off the back of that trip.

Thanks in advance

Nicola

From: Nicola White **On Behalf Of** basswhite.jobshare
Sent: Tuesday, 13 October 2020 10:06 am
To: Procurement Mailbox <Procurement@mf.govt.nz>
Cc: Pamela Ritchie <Pamela.Ritchie@mf.govt.nz>; Glenn Wigley <glenn.wigley@mf.govt.nz>
Subject: Procurement Plan Standard - waste ropu

Hi procurement people

Here is a draft procurement plan that covers 3 contracts we are trying to finalise this week (always last minute I know), along with the first draft contract. The other two contracts will have the same text, but the amounts will be a lot lower (around 20K each). That is because these will each cover just one person acting in more of a reviewer role, not holding the pen on the work. You will want to note the risk section, which draws attention to the fact that the Ka Awatea company is run by Hon Nanaia Mahuta's husband. We are satisfied that the company has special expertise, mana and access to critical networks, and we have had no interaction with Minister Mahuta in relation to the proposed contract. (Other than her joining us briefly for breakfast one day at a two day meeting at the Tainui Endowment College (which was created by her father). The fees they are proposing are standard market rates, and we are currently negotiating the total hours with them and trying to keep it as tight as possible.

This ropu has been a long time in gestation as it is an experiment on close collaboration and early engagement with Maori. Marianna Tyler in OCE has been our adviser throughout the process, including helping identifying who were the appropriate experts to work with and building the relationship with them.

If you've got any questions or want to discuss this, please just give me a call. I know this is another one that is a bit complex – and we always want things done yesterday...

Thanks in advance

Nicola

I am in a jobshare with Kathy Bass.

Kathy works Mon-Wed in Wellington and I work Mon-Friday in Auckland.

Nicola White – Manager – Waste and Resource Efficiency

Ministry for the Environment – Manatu Mo Te Taiao

Phone: Nicola s 9(2)(a) ; Kathy s 9(2)(a)

Email: basswhite.jobshare@mfe.govt.nz

Website: www.mfe.govt.nz

Environment House, 23 Kate Sheppard Place, PO Box 10362, Wellington 6143

<http://intranet/sites/all/files/Lockup-8pt.png>



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From: [Alice King](#)
To: [basswhite.jobshare](#); [Teri Moon](#); [Glenn Wigley](#); [Marianna Tyler](#)
Cc: [Kirsty Millard](#)
Subject: Re: Procurement Plan WRE ropu Draft 19 October
Date: Monday, 19 October 2020 8:48:06 pm

Hi Nicola,

That is something you/Glenn will need to do. We are happy to help with any procurement questions VR may raise.

Alice

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From: [basswhite.jobshare](#) <basswhite.jobshare@mfe.govt.nz>
Sent: Monday, 19 October 2020, 20:22
To: Alice King; Teri Moon; Glenn Wigley; Marianna Tyler
Cc: Kirsty Millard
Subject: RE: Procurement Plan WRE ropu Draft 19 October

Thanks all for looking at this so quickly.

Apologies again for not getting in touch with you sooner to let you know this was coming.

Is there anything else I need to do to get this in front of Vicky or is that something you will do?

I'm out of the office for the next couple of days but will keep an eye on my emails to keep this moving through the system.

Cheers

Nicola

From: Alice King <Alice.King@mfe.govt.nz>
Sent: Monday, 19 October 2020 8:04 pm
To: Teri Moon <Teri.Moon@mfe.govt.nz>
Cc: [basswhite.jobshare](#) <basswhite.jobshare@mfe.govt.nz>; Kirsty Millard <Kirsty.Millard@mfe.govt.nz>
Subject: Re: Procurement Plan WRE ropu Draft 19 October

Hi Teri,

Yes, I agree that VR needs to sign this off given the nature of the conflict and the fact it is a direct source. My view on that might have been different if proper procurement processes were followed. Kirsty is also aware of this one FYI.

Happy to discuss,

Alice

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From: Teri Moon <Teri.Moon@mfe.govt.nz>
Sent: Monday, October 19, 2020 5:57:23 PM

To: Alice King <Alice.King@mfe.govt.nz>
Cc: basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>
Subject: FW: Procurement Plan WRE ropu Draft 19 October

Hi Alice

I've made some changes to the plan to reflect the lack of planning in terms of this process (where risks associated with the delay in contracting were noted), and I have also requested VR approval to this plan and contract (see the comments section of the signing panel) rather than just to the contract (as set out in the draft plan).

Please confirm you agree for the need to have VR sign off on this plan (or happy for you to advise otherwise). Nicola is seeking an urgent turnaround on this one ☺

Happy to chat ☺

Cheers
Teri

From: basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>
Sent: Monday, 19 October 2020 4:51 pm
To: Marianna Tyler <Marianna.Tyler@mfe.govt.nz>; Teri Moon <Teri.Moon@mfe.govt.nz>
Cc: Glenn Wigley <glenn.wigley@mfe.govt.nz>
Subject: RE: Procurement Plan WRE ropu Draft 19 October

Thanks Marianna, that's great.
n

From: Marianna Tyler <Marianna.Tyler@mfe.govt.nz>
Sent: Monday, 19 October 2020 4:45 pm
To: basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>; Teri Moon <Teri.Moon@mfe.govt.nz>
Cc: Glenn Wigley <glenn.wigley@mfe.govt.nz>
Subject: RE: Procurement Plan WRE ropu Draft 19 October

Kia ora,

I have added to the document attached in racked changes – let me know if you required more information.

MT

From: basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>
Sent: Monday, 19 October 2020 4:37 PM
To: Marianna Tyler <Marianna.Tyler@mfe.govt.nz>; Teri Moon <Teri.Moon@mfe.govt.nz>
Cc: Glenn Wigley <glenn.wigley@mfe.govt.nz>
Subject: RE: Procurement Plan WRE ropu Draft 19 October

Grrr – attachments!

From: basswhite.jobshare
Sent: Monday, 19 October 2020 4:36 pm
To: Marianna Tyler <Marianna.Tyler@mfe.govt.nz>; Teri Moon <Teri.Moon@mfe.govt.nz>
Cc: Glenn Wigley <glenn.wigley@mfe.govt.nz>
Subject: RE: Procurement Plan WRE ropu Draft 19 October

And here are two draft contracts to accompany it: one for Ka Awatea (the big contract), and one smaller one for Para Kore (Jacqui Forbes). The one for Teina would be exactly the same as Jacqui's.

Nicola

From: Nicola White **On Behalf Of** basswhite.jobshare
Sent: Monday, 19 October 2020 3:04 pm
To: Marianna Tyler <Marianna.Tyler@mfe.govt.nz>; Teri Moon <Teri.Moon@mfe.govt.nz>
Cc: Glenn Wigley <glenn.wigley@mfe.govt.nz>
Subject: Procurement Plan WRE ropu Draft 19 October

Hi Marianna and Teri

Marianna – here is the draft procurement plan with my revisions in light of the discussion with Teri last week. Could you please add in your bits (see highlighted areas) and the full bios, as well as any other comments you want to make.

Teri – grateful for any feedback – is this a bit more plausible than the last version you saw?

I haven't yet gone back to the draft contract to revise that, and to produce the other two, but will do so and send those through shortly.

Happy to discuss – call if you want. This is my priority today.

Glenn and we have agreed that if by tomorrow it doesn't look like we can get this contract through the system and approved this week, then we should look seriously at postponing the advisory group meeting. He is very reluctant to do that, given the embarrassment factor, but if we are not confident by tomorrow then it is probably too risky to carry on.

Thanks all

Nicola

Released under the Official Information Act 1982

From: [Benjamin Wynyard-Terry](#)
To: [basswhite.jobshare](#); [Marianna Tyler](#); [Denise Lievore](#)
Subject: RE: Ropu contracts – clean draft - core terms
Date: Wednesday, 30 September 2020 5:45:48 pm

Hi Nicola,

Thanks for this, I will read through again and get you my feedback (if any) tonight.

Ben

From: basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>
Sent: Wednesday, 30 September 2020 3:31 PM
To: Marianna Tyler <Marianna.Tyler@mfe.govt.nz>; Denise Lievore <Denise.Lievore@mfe.govt.nz>; Benjamin Wynyard-Terry <Benjamin.Wynyard-Terry@mfe.govt.nz>
Subject: Ropu contracts – clean draft - core terms

Hi all

Thanks for all your work on this. I've had a go at bringing it all together and making it fit how I think we will work things in the division across the year.

This is now looking pretty fully developed to me. I'd be grateful if you all could take a look at the draft below, and let me know any final thoughts, before I send it off to the ropu members for response. I'd like to do this tomorrow.

If they are happy with it, we can take it into the full template and work to get it signed off asap.

Cheers all

Nicola

DRAFT OF KEY TERMS

Purpose and scope

The Ministry for the Environment is working to help Aotearoa New Zealand become a more resource-efficient, low emissions, circular economy. It has a large number of projects underway with more to be done. The next critical step is to develop a new long term strategy to guide our transition over the next 10-50 years, to be approved and published by Cabinet by the end of 2021. This strategy will need to guide how we and others work together to encourage people to think differently about how we use the planet's valuable and finite resources and to act differently to avoid wasting them. This will include shaping the development of new legislation, use of regulatory tools, priorities for action, behaviour change campaigns, research, allocation and investment of waste levy funds, and more, across all parts of the system.

The Ministry would like to work collaboratively with a group of organisations/individuals with recognised expertise in waste minimisation, the circular economy, and matauranga Maori to develop the *framing, long-term vision, values and principles* underlying the strategy, joining-up a Maori worldview with the concepts of the circular economy and waste hierarchy. The aim is to incorporate and fairly represent Maori perspectives, to help build a truly indigenous foundation for the strategy and to improve Maori engagement and participation with future challenges and opportunities waste minimisation and resource recovery present. The group (the ropu) would be

available to provide ongoing advice as needed across the duration of the project.

The Ministry is therefore engaging [name of party] to participate in this ropu under a contract for services to provide expertise and advice that incorporates a Maori worldview and circular economy concepts in relation to the following deliverables:

1. Between now and the end of October 2020, work collaboratively with the Ministry to:
 - develop an initial working draft of a conceptual framework for the proposed strategy, including (but not limited to) a draft long-term vision, underpinning values, and guiding principles that incorporates a Maori world view and circular economy concepts,
 - introduce the initial working draft of the conceptual framework to the general sector advisory group helping the Ministry to develop the strategy, at the first meeting of that group (tentatively scheduled for 29-30 October 2020).

2. Between November 2020 and May 2021:
 - work alongside the advisory group to contribute to the developing strategy proposals as appropriate/needed,
 - work jointly with the Ministry to refine the initial working draft of the conceptual framework, in light of the developing proposals, and to reflect it appropriately in the discussion document and draft strategy to be published for general public consultation in mid-2021,
 - provide advice and comment on other related Ministry projects (eg the update of the waste legislation), as agreed to by both parties,
 - provide other advice and support as needed and agreed between the parties to help the Ministry consult fully and appropriately with Maori across Aotearoa New Zealand during the public consultation period on the strategy proposals.

3. Between June and December 2021:
 - provide further advice, as needed and agreed, during the Ministry's work to refine the strategy proposals in light of public feedback and prepare a final strategy for submission to Cabinet by the end of 2021.

Governance and working processes

To build its thinking and advice, the work of the ropu is likely to require a mix of:

- individual work by ropu ropu members
- meetings of the ropu
- ropu meetings with a small number of others with relevant matauranga Maori expertise (to be discussed and agreed in advance with the Ministry)
- collaborative working meetings with Ministry staff.

The ropu members will determine that mix for themselves, within the timing and confidentiality constraints set by this contract.

The Ministry will make available Ben Wynyard-Terry to support the ropu work on a day to day basis as needed. Other Ministry staff can be made available as needed for particular meetings or topics.

The ropu primary contact point with the Ministry will be Kathy Bass & Nicola White, the managers responsible for this project. The ropu or a representative of it will meet regularly with

Kathy/Nicola to discuss progress and next steps. During October 2020, these meetings will take place weekly while the work and relationships are getting established (including the relationship with the advisory group).

To avoid doubt, final decisions on the advice that will be provided to Ministers about strategy content and process rest with the Ministry, acting through its normal decision-making structures: in this case, the Waste & Resource Efficiency Portfolio Board, and/or the individuals responsible for the strategy project. (Deputy Secretary: Sam Buckle; Director: Glenn Wigley; Manager: Kathy Bass & Nicola White.) The Ministry will take careful account of the advice from the ropu as it prepares the advice to Ministers.

Meetings between the ropu and the relevant senior Ministry staff will be arranged as needed, to discuss the developing process, outcomes, and emerging ideas and opportunities for joint work.

Confidentiality

The content of this work, including all communications, papers and discussions, must be kept confidential, for several reasons:

- For the ropu to operate effectively, members must be able to speak and debate freely and frankly amongst themselves and with the Ministry, with no risk that their comments will be shared with others.
- For the Ministry, the work with the ropu is part of the normal confidential process of developing policy advice for Ministers. Premature sharing of what is being considered could pre-empt the process of Ministers considering the proposals and undermine trust in the Ministry and the ropu.

If a ropu member wishes to make some public comments about this work, they should check that with the Ministry in advance.

If/when the Ministry or Minister makes a public statement about the work of the ropu, the Ministry will endeavour to check the content in advance with the ropu.

Once information has been released and is in the public domain, members are able to speak freely about it.

Payment rate and cap

The ropu members will each be paid at a rate of \$1000 + GST per day, capped at the following amounts:

	Deliverable 1 (now to end October 2020)	Deliverable 2 (November 2020-May 2021)	Deliverable 3 (June-December 2021)
<i>Ka Awatea (Gannin Ormsby, Tamoko Ormsby, Wai Ormsby)</i>	15 working days (\$15,000 + GST)	5 working days (\$5,000 + GST)	5 working days (\$5,000 + GST)
<i>Pare Kore (Jacqui Forbes)</i>	10 working days (\$10,000 + GST)	3 working days (\$3,000 + GST)	3 working days (\$3,000 + GST)
<i>BHW Lands Trust (Teina Boasa-Dean)</i>	10 working days (\$10,000 + GST)	3 working days (\$3,000 + GST)	3 working days (\$3,000 + GST)
TOTAL	\$45,000 + GST	\$11,000 + GST	\$11,000 + GST

The Ministry will also reimburse actual and reasonable expenses (eg, travel).

From: [Marianna Tyler](#)
To: [Teri Moon](#)
Subject: Re: ropu support draft contract and plan (Kawai Catalyst Ltd) - reviewed
Date: Friday, 23 October 2020 4:12:39 pm
Attachments: [image001.png](#)

Thanks Teri. Have a great weekend and thanks again for working so swiftly on these.

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From: Teri Moon <Teri.Moon@mfe.govt.nz>
Sent: Friday, October 23, 2020 4:06:12 PM
To: Marianna Tyler <Marianna.Tyler@mfe.govt.nz>
Subject: RE: ropu support draft contract and plan (Kawai Catalyst Ltd) - reviewed

Kia ora Marianna

The procurement plans will need Vicky's signature but as the plans are effectively the approval to contract with the selected suppliers (with the risks understood and agreed), the contracts can be signed by the usual financial delegation.

Nga mihi
Teri

From: Marianna Tyler <Marianna.Tyler@mfe.govt.nz>
Sent: Friday, 23 October 2020 3:50 pm
To: Teri Moon <Teri.Moon@mfe.govt.nz>
Subject: RE: ropu support draft contract and plan (Kawai Catalyst Ltd) - reviewed

Kia ora Teri,

Just a quick question, do the contracts /procurement plans still require Vicky R sign-out because of the perceived COI - or can Sam Buckle sign them out with Vicky's approval?

Many thanks,
Marianna

From: Teri Moon <Teri.Moon@mfe.govt.nz>
Sent: Friday, 23 October 2020 3:07 PM
To: [basswhite.jobshare](mailto:basswhite.jobshare@mfe.govt.nz) <basswhite.jobshare@mfe.govt.nz>; Tara Searle <Tara.Searle@mfe.govt.nz>; Marianna Tyler <Marianna.Tyler@mfe.govt.nz>
Cc: Denise Lievore <Denise.Lievore@mfe.govt.nz>; Sam Buckle <Sam.Buckle@mfe.govt.nz>; Glenn Wigley <glenn.wigley@mfe.govt.nz>
Subject: RE: ropu support draft contract and plan (Kawai Catalyst Ltd) - reviewed

Hi Nicola

I've finally reviewed the plan (sorry I have been plagued with system issues today). I've edited in tracked changes in the link (yes, access restored) so if you are happy with these, please accept

them and I can sign off final version by email today.

Nga mihi
Teri

Teri Moon, Senior Procurement Advisor, Procurement and Contracting
Ministry for the Environment – Manatu Mo Te Taiao
Mobile: s 9(2)(a) Email: teri.moon@mfe.govt.nz Website: www.mfe.govt.nz
23 Kate Sheppard Place, Thorndon, Wellington 6143



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From: basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>
Sent: Thursday, 22 October 2020 4:00 pm
To: Teri Moon <Teri.Moon@mfe.govt.nz>; Tara Searle <Tara.Searle@mfe.govt.nz>; Marianna Tyler <Marianna.Tyler@mfe.govt.nz>
Cc: Denise Lievore <Denise.Lievore@mfe.govt.nz>; Sam Buckle <Sam.Buckle@mfe.govt.nz>; Glenn Wigley <glenn.wigley@mfe.govt.nz>
Subject: ropu support draft contract and plan for comment (Kawai Catalyst Ltd)

Hi Teri and Tara

Thanks for the chat earlier this afternoon. As discussed, here is a draft procurement plan and contract for the support work that will be needed alongside the ropu itself.

Hopefully this is starting to be familiar territory now. Comments welcome. I've suggested a start date of Wed 4 November – ever optimistic!

Thanks

Nicola

ropu support contract Kawai Catalyst Ltd
(<https://tepuna.mfe.govt.nz/otcs/cs.dll/link/21040740>)

ropu support procurement plan: <https://tepuna.mfe.govt.nz/otcs/cs.dll/link/21042415>

From: [Sam Buckle](#)
To: [Kirsty Millard](#); [Amanda Moran](#); [Glenn Wigley](#)
Cc: [Caitlin Hanson](#); [Georgia Bishop](#)
Subject: Re: Ropu support work - proposed contract
Date: Wednesday, 28 October 2020 10:10:55 am

Thanks Kirsty
I am happy to sign out then
Georgia - can you please help with that.
Sam

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From: Kirsty Millard <Kirsty.Millard@mfe.govt.nz>
Sent: Wednesday, October 28, 2020 9:02:53 AM
To: Sam Buckle <Sam.Buckle@mfe.govt.nz>; Amanda Moran <amanda.moran@mfe.govt.nz>; Glenn Wigley <glenn.wigley@mfe.govt.nz>
Cc: Caitlin Hanson <Caitlin.Hanson@mfe.govt.nz>
Subject: RE: Ropu support work - proposed contract

Hi There

I have checked in with the team to ensure I am not giving contradictory advice to them. They are ok with the proposed suggestion that you (Sam) sign it out given Amanda has visibility and there has been opportunity for all to consider the risks.

Kirsty

Kirsty Millard
Director Legal, Procurement and Ministerial Services/Chief Legal Advisor
(She/Her)
Ministry for the Environment – Manatu Mo Te Taiao
Mobile: s 9(2)(a) Website: www.mfe.govt.nz
23 Kate Sheppard Place, Wellington, PO Box 10362, Wellington 6143



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From: Sam Buckle <Sam.Buckle@mfe.govt.nz>
Sent: Wednesday, 28 October 2020 7:59 AM
To: Amanda Moran <amanda.moran@mfe.govt.nz>; Kirsty Millard <Kirsty.Millard@mfe.govt.nz>; Glenn Wigley <glenn.wigley@mfe.govt.nz>
Cc: Caitlin Hanson <Caitlin.Hanson@mfe.govt.nz>
Subject: Re: Ropu support work - proposed contract

Given plans signed off by procurement and Amanda has visibility I am happy to sign them out if that helps/satisfies.

Sam

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From: Amanda Moran <amanda.moran@mfe.govt.nz>
Sent: Wednesday, October 28, 2020 6:31:07 AM
To: Kirsty Millard <Kirsty.Millard@mfe.govt.nz>; Sam Buckle <Sam.Buckle@mfe.govt.nz>
Cc: Caitlin Hanson <Caitlin.Hanson@mfe.govt.nz>
Subject: Fwd: Ropu support work - proposed contract

Same questions apply :)

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From: Caitlin Hanson <Caitlin.Hanson@mfe.govt.nz>
Sent: Tuesday, October 27, 2020 1:45:38 PM
To: Amanda Moran <amanda.moran@mfe.govt.nz>
Subject: FW: Ropu support work - proposed contract

FYI-this is to go with the procurement plan from Kirsty I can see in your inbox...(that's if you are the one singing it out and not Vicky)

From: Glenn Wigley <glenn.wigley@mfe.govt.nz>
Sent: Tuesday, 27 October 2020 12:00 PM
To: Georgia Bishop <Georgia.Bishop@mfe.govt.nz>; Caitlin Hanson <Caitlin.Hanson@mfe.govt.nz>
Subject: FW: Ropu support work - proposed contract

Hi both

Below is the 2nd procurement plan that I understand that Amanda will now be signing (delegate by Vicky). This goes alongside the other one you have.

Glenn

ropu support contract Kawai Catalyst ltd
(<https://tepuna.mfe.govt.nz/otcs/cs.dll/link/21040740>)

ropu support procurement plan: <https://tepuna.mfe.govt.nz/otcs/cs.dll/link/21042415>

Out of Scope



From: basswhite.jobshare
To: [Georgia Bishop](mailto:Georgia.Bishop@mfe.govt.nz)
Cc: [Sam Buckle](mailto:Sam.Buckle@mfe.govt.nz); [Glenn Wigley](mailto:Glenn.Wigley@mfe.govt.nz)
Subject: RE: Ropu support work - proposed contract
Date: Wednesday, 28 October 2020 12:40:13 pm

Thanks.

Sam just needs to sign the two procurement plans: the one for the ropu members themselves, and this one for the supporting arrangements.

Let me know if you need a hand to track down the first one.

Nicola

From: Georgia Bishop <Georgia.Bishop@mfe.govt.nz>
Sent: Wednesday, 28 October 2020 10:54 am
To: [basswhite.jobshare](mailto:basswhite.jobshare@mfe.govt.nz) <basswhite.jobshare@mfe.govt.nz>
Cc: [Sam Buckle](mailto:Sam.Buckle@mfe.govt.nz) <Sam.Buckle@mfe.govt.nz>; [Glenn Wigley](mailto:Glenn.Wigley@mfe.govt.nz) <Glenn.Wigley@mfe.govt.nz>
Subject: RE: Ropu support work - proposed contract

Hi Nicola,

I hope you're well today.

I've added Sam's e-signature to the procurement plan: ropu support procurement plan:
<https://tepuna.mfe.govt.nz/otcs/cs.dll/link/21042415>

Is Sam's e-signature also required on this doc? If so could you advise where?: ropu support contract Kawai Catalyst Ltd (<https://tepuna.mfe.govt.nz/otcs/cs.dll/link/21040740>)

Many thanks,
Georgia

From: Sam Buckle <Sam.Buckle@mfe.govt.nz>
Sent: Wednesday, 28 October 2020 10:11 AM
To: [Kirsty Millard](mailto:Kirsty.Millard@mfe.govt.nz) <Kirsty.Millard@mfe.govt.nz>; [Amanda Moran](mailto:Amanda.Moran@mfe.govt.nz) <Amanda.Moran@mfe.govt.nz>; [Glenn Wigley](mailto:Glenn.Wigley@mfe.govt.nz) <Glenn.Wigley@mfe.govt.nz>
Cc: [Caitlin Hanson](mailto:Caitlin.Hanson@mfe.govt.nz) <Caitlin.Hanson@mfe.govt.nz>; [Georgia Bishop](mailto:Georgia.Bishop@mfe.govt.nz) <Georgia.Bishop@mfe.govt.nz>
Subject: Re: Ropu support work - proposed contract

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From: [Kirsty Millard](mailto:Kirsty.Millard@mfe.govt.nz) <Kirsty.Millard@mfe.govt.nz>
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Cc: Caitlin Hanson <Caitlin.Hanson@mfe.govt.nz>
Subject: RE: Ropu support work - proposed contract

Hi There

I have checked in with the team to ensure I am not giving contradictory advice to them. They are ok with the proposed suggestion that you (Sam) sign it out given Amanda has visibility and there has been opportunity for all to consider the risks.

Kirsty

Kirsty Millard

Director Legal, Procurement and Ministerial Services/Chief Legal Advisor

(She/Her)

Ministry for the Environment – Manatu Mo Te Taiao

Mobile: s 9(2)(a) Website: www.mfe.govt.nz

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Cc: Caitlin Hanson <Caitlin.Hanson@mfe.govt.nz>
Subject: Re: Ropu support work - proposed contract

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Sent: Wednesday, October 28, 2020 6:31:07 AM
To: Kirsty Millard <Kirsty.Millard@mfe.govt.nz>; Sam Buckle <Sam.Buckle@mfe.govt.nz>
Cc: Caitlin Hanson <Caitlin.Hanson@mfe.govt.nz>
Subject: Fwd: Ropu support work - proposed contract

Same questions apply :)

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Sent: Tuesday, October 27, 2020 1:45:38 PM
To: Amanda Moran <amanda.moran@mfe.govt.nz>
Subject: FW: Ropu support work - proposed contract

FYI-this is to go with the procurement plan from Kirsty I can see in your inbox...(that's if you are the one singing it out and not Vicky)

From: Glenn Wigley <glenn.wigley@mfe.govt.nz>
Sent: Tuesday, 27 October 2020 12:00 PM
To: Georgia Bishop <Georgia.Bishop@mfe.govt.nz>; Caitlin Hanson <Caitlin.Hanson@mfe.govt.nz>
Subject: FW: Ropu support work - proposed contract

Hi both

Below is the 2nd procurement plan that I understand that Amanda will now be signing (delegate by Vicky). This goes alongside the other one you have.

Glenn

ropu support contract Kawai Catalyst Ltd
(<https://tepuna.mfe.govt.nz/otcs/cs.dll/link/21040740>)

ropu support procurement plan: <https://tepuna.mfe.govt.nz/otcs/cs.dll/link/21042415>

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From: Marianna Tyler <Marianna.Tyler@mfe.govt.nz>

Sent: Wednesday, 30 September 2020 9:08 am

To: Denise Lievore <Denise.Lievore@mfe.govt.nz>

Subject: RE: Updated wording for ropu contract

Thanks for following this up Denise.

From: Denise Lievore <Denise.Lievore@mfe.govt.nz>

Sent: Wednesday, 30 September 2020 7:53 AM

To: Marianna Tyler <Marianna.Tyler@mfe.govt.nz>; basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>

Subject: RE: Updated wording for ropu contract

Kia ora Marianna

Thanks so much for your input. I agree this is a good way to start to shift the focus from waste to circular solutions. I'll look to reflect that in any collateral we develop for other purposes. Over to Nicola and Kathy to incorporate in the contract, or not, as they see fit.

Nicola, I know how busy you are, but did you manage to speak to Gannin last week? The delay in signing a contract (potentially compounded by any absence of communications from MfE) is the greatest risk to the project at this point. If the ropu feel we're not keeping up our end and/or not communicating with them, but still expecting them to deliver in ever-shorter timeframes, then they could walk away from the work. This would harm both the relationship and MfE's reputation amongst stakeholders who have an expectation that the strategy will be grounded in te ao Maori.

If you have spoken to Gannin, thanks for prioritising this and reaching out to him. In that case the risk will have been mitigated to some extent and I'll reflect that in the risk register. If you weren't able to call him last week, can I ask that you prioritise it today, even if it's a quick call to explain what's happening, reassure him that the wheels are turning at our end, and clarify any questions either of you might have.

Nga mihi

Denise

Dr Denise Lievore

Principal Policy Advisor, Waste and Resource Efficiency

Ministry for the Environment – Manatu Mo Te Taiao

Mobile: s 9(2)(a) Website: www.mfe.govt.nz

Environment House, 23 Kate Sheppard Place, PO Box 10362, Wellington 6143



From: Marianna Tyler <Marianna.Tyler@mfe.govt.nz>
Sent: Tuesday, 29 September 2020 5:56 pm
To: Denise Lievore <Denise.Lievore@mfe.govt.nz>; basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>
Subject: RE: Updated wording for ropu contract

Kia ora Denise,

I got carried away – sorry (see below in red). After our discussion today around trying to shift the vocabulary and overuse of the term ‘waste’ – I revisited content in the last MfE annual plan 2018/19 and thought it might be timely to re-introduce the vision expressed in the last annual report. I know Nicola you also mentioned you wanted to move away from the term or at least overuse of ‘waste’. Anyway, I know this is just for a contract – so I won’t be offended if you delete 😊

Nga mihi,

Marianna Tyler
Principal Advisor, Office of the Chief Executive

Ministry for the Environment – Manatu Mo Te Taiao
Mobile: s 9(2)(a) Email: Marianna.Tyler@mfe.govt.nz Website: www.mfe.govt.nz
23 Kate Sheppard Place, Thorndon, Wellington 6143

From: Denise Lievore <Denise.Lievore@mfe.govt.nz>
Sent: Tuesday, 29 September 2020 1:05 PM
To: basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>; Marianna Tyler <Marianna.Tyler@mfe.govt.nz>
Subject: Updated wording for ropu contract

Kia ora koutou

I don’t know where we’ve landed with the contract with the ropu. I’ve given some thought to some additional wording that we should include.

I’m not sure I’ve got the wording right about the ropu meeting regularly with Sam, Glenn and Shaun – Marianna could you review it please and edit as you see fit.

I’ve also added the confidentiality clause that’s in the draft TOR for the advisory group, just changed the wording slightly. I’ve used the wording from the TOR for Wai Kahui and the Freshwater Leaders Group.

Nga mihi
Denise

The Ministry for the Environment is working on its long-term goal of transitioning Aotearoa New Zealand to a more resource-efficient, low emissions, circular economy. The waste and resource efficiency programme has set the core foundations to enable a transition including the expansion of the waste disposal levy, developing regulatory product stewardship, addressing single-use plastics, and TBA? The next step is to develop a new long term strategy that will guide our transition over the next XX years on waste for Aotearoa New Zealand, to be approved and published by Cabinet by the end of 2021. This strategy will guide future work on all aspects of how we manage our valuable and finite resources waste minimisation, including the

development of new legislation, use of regulatory tools, priorities for action, behaviour change campaigns, research, allocation and investment of waste levy funds, and more, across all parts of the **system sector**.

The Ministry would like to work collaboratively with a group of organisations/individuals with recognised expertise in both waste minimisation, the circular economy, **questions** and matauranga Maori (**the ropu**) to develop the *framing, long-term vision, values and principles* underlying the strategy, joining-up a Maori worldview with the concepts of the circular economy and waste hierarchy. The aim is to incorporate and fairly represent Maori perspectives, to help build a truly indigenous foundation for the strategy and to improve Maori engagement and participation with future challenges and opportunities waste minimisation and resource recovery present. The **group** (**the ropu**) would be available to provide ongoing advice as needed across the duration of the project.

The Ministry is therefore engaging the ropu members under a contract for services agreement to provide expertise and advice **advice that incorporates a Maori worldview and circular economy concepts in relation to the following deliverables outputs:**

Between now and the end of October 2020, work collaboratively with the Ministry to:

- develop an initial working draft of a conceptual framework for the proposed strategy, including (but not limited to) a draft long-term vision, underpinning values, and guiding principles that incorporates a Maori world view and circular economy concepts,
- introduce the initial working draft of the conceptual framework to a **the wider sector advisory group being established to help the Ministry develop that will bring additional perspectives to the development of the overall strategy proposals** (the first full working meeting of the advisory group is tentatively scheduled for 29-30 October 2020).

Between October 2020 and May 2021:

- provide advice on the strategy proposals, helping to develop the overall strategy proposals wherever appropriate/needed
- work jointly with the Ministry to refine the initial working draft of the conceptual framework, in light of the developing proposals and discussion with the **advisory group**, and to reflect it appropriately in the discussion document and draft strategy to be published for general public consultation in mid-2021
- provide other advice and support as needed and agreed between the parties to help the Ministry consult fully and appropriately with Maori across Aotearoa New Zealand during the public consultation period on the strategy proposals
- Provide further advice, as needed, during the work to refine the strategy proposals in light of public feedback and prepare a final strategy for submission to Cabinet by the end of 2021.
- Provide advice and comment on other related Ministry projects (eg the update of the waste legislation), as agreed to by both parties **from time to time**.

Governance

The Ministry's Waste & Resource Efficiency Portfolio Board has the authority to make final decisions about strategy content and process. The ropu will meet regularly (**to be agreed by both parties**) with the leads of the Portfolio Board to discuss the development of the strategy, including process and outcomes, as well as emerging ideas and issues for future **opportunities for joint** policy development.

Confidentiality and media

In order for the ropu to operate effectively, members must maintain the confidence of the

group, including confidentiality of matters discussed at meetings and any information or documents provided to the group.

Where information is in the public domain (through no fault of a member or observer), the confidentiality requirements do not apply to that information.

Where information is not already public:

- The Ministry may seek agreement from the Minister for the Environment for the Advisory Group ropu to release a media statement.
- A member may only participate in a media interview or public statement about the business of the Advisory Group ropu if they have obtained the prior written approval of the Ministry.
- Members must at all times comply with the requirements of the Privacy Act 1993 and keep information about identifiable individuals confidential.

Released under the provisions of
the Official Information Act 1982

From: [Benjamin Wynyard-Terry](#)
To: [basswhite.jobshare](#); [Denise Lievore](#); [Marianna Tyler](#)
Cc: [Stephen Goodman](#); [Glenn Wigley](#); [Shaun Lewis](#); [Sam Buckle](#)
Subject: RE: Waste Strategy Draft Agenda for Maori experts groups hui 3rd Sept - 4th Sept
Date: Monday, 24 August 2020 11:07:44 am

Kia ora Nicola/Kathy

Thanks for getting back to me.

Waimirangi and Tamako work closely with Gannin as part of his consultancy Awatea. The ropu agreed on the importance to have rangatahi part of this journey. Waimirangi is the first point of contact for the ropu and these are the parameters in how they wish to work together. Rangatahi play an important role in everything and for the ropu it is vital the voices of tamariki and rangatahi Maori are heard at all levels.

In terms of contracting, all three members are likely to contract through their organisation as Jacqui does with the WAB through Para Kore. It may be that Gannin, Tamoko and Waimirangi will be under the one contract of (Gannin) through Awatea (this is not clear yet). Placing Waimirangi as Chair and the suggested agenda is only pre-emptive and the group may not wish to operate this way. My thoughts are to provide the group with contextual background and a selection of discussions, then they will finalise the agenda.

When I send through the C.V's and profiles of the members I will be sure to add Waimirangi and Tamoko in their as well. I will have a play around with the agenda as per your suggestions and then send it out to them tomorrow.

My questions are:

- Why is the administrative, kawa and operations discussions last in part 1? Or could this be something for the next day?
- Should we add 10 minutes on the end of each presentation so they ropu can ask questions?

Please let me know your further thoughts by Tuesday if you can.

Ngaa mihi,

Benjamin

From: basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>

Sent: Sunday, 23 August 2020 8:37 PM

To: Benjamin Wynyard-Terry <Benjamin.Wynyard-Terry@mfe.govt.nz>; Denise Lievore <Denise.Lievore@mfe.govt.nz>; Marianna Tyler <Marianna.Tyler@mfe.govt.nz>

Cc: Stephen Goodman <Stephen.Goodman@mfe.govt.nz>; Glenn Wigley <glenn.wigley@mfe.govt.nz>; Shaun Lewis <Shaun.Lewis@mfe.govt.nz>; Sam Buckle <Sam.Buckle@mfe.govt.nz>; Nadia Abdeljaber <Nadia.Abdeljaber@mfe.govt.nz>; Georgia Bishop <Georgia.Bishop@mfe.govt.nz>

Subject: RE: Waste Strategy Draft Agenda for Maori experts groups hui 3rd Sept - 4th Sept

Thanks Ben, for getting this moving

A few thoughts from me on the agenda for this hui – no doubt others will have thoughts too:

First up – the people who are coming. We are contracting three people as our expert advisers – Gannin, Jacqui and Teina. So who is the 4th person you have on the list as a member of the advisory group? Also, having someone as a chair in addition to us and the group is a surprise to me. If there are others beyond our three advisers who you think need to be part of the hui, it would be good to talk that through: who, why, in what capacity, would we be paying them etc. Just needing a bit more explanation and clarity from you on this please.

Also, we've already talked through the importance of documenting up front why we are contracting Gannin, given his relationship with one of our Ministers. We would need to be very clear on the reasons if we are to pay more members of the family for services, otherwise the political risks just increase.

Day 1 – after the mihi and karakia, I'd suggest:

Part 1: The context for the strategy project

- Sam: 30 minutes on the big picture of MfE's overall policy work and where waste and resource efficiency fits; the overall direction of travel; what changed with Covid etc
- Glenn: 30 minute on the waste strategy – the role in the new system being developed, timing, and links to other initiatives (waste levy increase, long term infrastructure plan, short term action plans, updated legislation, international agreements and commitments, emissions reduction plan and climate change targets, food system strategy etc)
- *Morning tea – 15 minutes*
- Waste levy expansion – 30 minutes on what Cabinet has decided, next steps, implications, risks, what still needs work and decisions
- Long term infrastructure plan – 20 minutes – what it is, process for developing it over the next year
- Short term action and investment plans – 10 minutes – the first “transition” plan, and those that follow
- Overall discussion – review of context information – 10 minutes
- *Lunch*
- Admin matters, kawa – 20 minutes

Part 2 – WRE key projects (Steve and others)

- Rethinking plastics (Liz) – 40 minutes
- Regulated product stewardship (Dana) – 20 minutes
- Container return scheme (Rod) – 20 minutes
- Others: Kerbside standardisation, labelling etc (Steve) – 15 minutes
- *Afternoon tea*

Part 3 – Implications for the strategy

- Circular economy work in MfE and across govt – what that could bring to the strategy project – 30 minutes (is this you and Marianna, and/or Sukie?)
- General discussion, reflections
- Closing comments & karakia

Day 2 – much as you have it – the goal is to work out the scope of this phase of the work, who else they want involved to help, process, timing, next steps – with the aim of having something to bring to the table of the general working group during October (ie overall timeframe of 6 weeks?).

Hope that makes sense.

Nicola

From: Benjamin Wynyard-Terry <Benjamin.Wynyard-Terry@mfe.govt.nz>
Sent: Saturday, 22 August 2020 12:24 am
To: basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>; Denise Lievore <Denise.Lievore@mfe.govt.nz>; Marianna Tyler <Marianna.Tyler@mfe.govt.nz>
Cc: Stephen Goodman <Stephen.Goodman@mfe.govt.nz>; Glenn Wigley <glenn.wigley@mfe.govt.nz>; Shaun Lewis <Shaun.Lewis@mfe.govt.nz>; Sam Buckle <Sam.Buckle@mfe.govt.nz>; Nadia Abdeljaber <Nadia.Abdeljaber@mfe.govt.nz>; Georgia Bishop <Georgia.Bishop@mfe.govt.nz>
Subject: Waste Strategy Draft Agenda for Maori experts groups hui 3rd Sept - 4th Sept

Kia ora Team,

Please find below the link to the **draft agenda** for the Aotearoa Waste Strategy hui in September with the Maori experts group. Please make your recommended changes to the agenda by **Tuesday 25th August**.

Once confirmed I will then seek agreeance by the Maori ropu to finalise this agenda.

Maori Experts Advisory group Wananga Sept 2020.docx
<https://tepuna.mfe.govt.nz/otcs/cs.dll/link/17258561>

Nga mihi

Benjamin

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From: basswhite.jobshare
To: [Glenn Wigley](mailto:Glenn.Wigley@mfe.govt.nz); [Maria Nicholas](mailto:Maria.Nicholas@mfe.govt.nz); [Denise Lievore](mailto:Denise.Lievore@mfe.govt.nz); [Marianna Tyler](mailto:Marianna.Tyler@mfe.govt.nz); [Sam Buckle](mailto:Sam.Buckle@mfe.govt.nz)
Cc: [Teri Moon](mailto:Teri.Moon@mfe.govt.nz); [Adrienne Ellingham](mailto:Adrienne.Ellingham@mfe.govt.nz)
Subject: RE: Waste strategy ropu contracts
Date: Wednesday, 21 October 2020 1:35:00 pm
Attachments: [image001.png](#)

Understood – I'm assuming we can do the first 3 tomorrow, but the other will need a bit more work. Just going too fast when typing the last message and left that bit out.

n

From: Glenn Wigley <glenn.wigley@mfe.govt.nz>
Sent: Wednesday, 21 October 2020 1:32 pm
To: [basswhite.jobshare](mailto:basswhite.jobshare@mfe.govt.nz) <basswhite.jobshare@mfe.govt.nz>; [Maria Nicholas](mailto:Maria.Nicholas@mfe.govt.nz) <Maria.Nicholas@mfe.govt.nz>; [Denise Lievore](mailto:Denise.Lievore@mfe.govt.nz) <Denise.Lievore@mfe.govt.nz>; [Marianna Tyler](mailto:Marianna.Tyler@mfe.govt.nz) <Marianna.Tyler@mfe.govt.nz>; [Sam Buckle](mailto:Sam.Buckle@mfe.govt.nz) <Sam.Buckle@mfe.govt.nz>
Cc: [Teri Moon](mailto:Teri.Moon@mfe.govt.nz) <Teri.Moon@mfe.govt.nz>; [Adrienne Ellingham](mailto:Adrienne.Ellingham@mfe.govt.nz) <Adrienne.Ellingham@mfe.govt.nz>
Subject: Re: Waste strategy ropu contracts

Hi Nicola

Thanks for below.

Yes will be on alert for emails. Glad to hear they are OK.

Below almost captures our conversation. However, Sam wants us to consider options for the 2nd part - the delivery side and come back with an approach that addresses why this part isnt required to go to market. So this 2nd part wont be ready for Vicky tomorrow - form us to come back to him later.

Give me a call if you need.

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From: [basswhite.jobshare](mailto:basswhite.jobshare@mfe.govt.nz) <basswhite.jobshare@mfe.govt.nz>
Sent: Wednesday, October 21, 2020 1:20:47 PM
To: [Maria Nicholas](mailto:Maria.Nicholas@mfe.govt.nz) <Maria.Nicholas@mfe.govt.nz>; [Denise Lievore](mailto:Denise.Lievore@mfe.govt.nz) <Denise.Lievore@mfe.govt.nz>; [Marianna Tyler](mailto:Marianna.Tyler@mfe.govt.nz) <Marianna.Tyler@mfe.govt.nz>; [Glenn Wigley](mailto:Glenn.Wigley@mfe.govt.nz) <[glenn.wigley@mfe.govt.nz](mailto:Glenn.Wigley@mfe.govt.nz)>; [Sam Buckle](mailto:Sam.Buckle@mfe.govt.nz) <Sam.Buckle@mfe.govt.nz>
Cc: [Teri Moon](mailto:Teri.Moon@mfe.govt.nz) <Teri.Moon@mfe.govt.nz>; [Adrienne Ellingham](mailto:Adrienne.Ellingham@mfe.govt.nz) <Adrienne.Ellingham@mfe.govt.nz>
Subject: Waste strategy ropu contracts

Hi all

Maria – please go ahead and seek the approvals you need to get on and book flights, accommodation, venue etc for the AG meeting next week. Glenn/sam ready to approve whatever you need – thunderbirds are go.

Everybody else – I have spoken with Gannin just now, explained the complexities of the last few days, and checked if he is ok with restructuring the contracts in the way we have discussed. That is, we would do:

- 3 x 20K contracts for him, Jacqui and Teina, to be our “wise heads” ropu
- 1 x separate contract with Wai and Tamoko for the more substantial “doing/creative” part of the work, which we can work up separately.

The suggestion is that doing it this way removes some of the heat, by reducing the contract amounts and having him personally working in a more acceptable role.

He is ok with this. He understands the concern and repeated his offer to withdraw if it is too hard. I responded that we did not think that was necessary at this stage, but if for example his wife became our Minister then it probably would be too awkward. He agreed with that.

In terms of documents and next steps, I'll revise the procurement plan to reflect this latest thinking and produce 4 contracts: 3 small ones (same as the 20K ones already circulated) and one separate one for the other work.

Vicky was not in today so this will all go to her tomorrow for consideration and hopefully approval.

Meantime, the view is that we are now stable enough to be able to proceed with confirming the AG meeting next week.

Thanks all – call or message if anyone has any questions.

Nicola

I am in a jobshare with Kathy Bass.

Kathy works Mon-Wed in Wellington and I work Wed-Friday in Auckland.

Nicola White – Manager – Waste and Resource Efficiency

Ministry for the Environment – Manatu Mo Te Taiao

Phone: Nicola s 9(2)(a); Kathy s 9(2)(a)

Email: basswhite.jobshare@mfe.govt.nz

Website: www.mfe.govt.nz

Environment House, 23 Kate Sheppard Place, PO Box 10362, Wellington 6143



Ministry for the
Environment
Manatū Mō Te Taiao



***Making Aotearoa New Zealand
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Aotearoa - he whenua mana kura mō te tangata

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the Official Information Act 1982

From: basswhite.jobshare
To: [Marianna Tyler](#); [Denise Lievore](#); [Benjamin Wynyard-Terry](#)
Subject: Ropu contracts – clean draft - core terms
Date: Wednesday, 30 September 2020 3:30:53 pm

Hi all

Thanks for all your work on this. I've had a go at bringing it all together and making it fit how I think we will work things in the division across the year.

This is now looking pretty fully developed to me. I'd be grateful if you all could take a look at the draft below, and let me know any final thoughts, before I send it off to the ropu members for response. I'd like to do this tomorrow.

If they are happy with it, we can take it into the full template and work to get it signed off asap.

Cheers all

Nicola

DRAFT OF KEY TERMS

Purpose and scope

The Ministry for the Environment is working to help Aotearoa New Zealand become a more resource-efficient, low emissions, circular economy. It has a large number of projects underway with more to be done. The next critical step is to develop a new long term strategy to guide our transition over the next 10-50 years, to be approved and published by Cabinet by the end of 2021. This strategy will need to guide how we and others work together to encourage people to think differently about how we use the planet's valuable and finite resources and to act differently to avoid wasting them. This will include shaping the development of new legislation, use of regulatory tools, priorities for action, behaviour change campaigns, research, allocation and investment of waste levy funds, and more, across all parts of the system.

The Ministry would like to work collaboratively with a group of organisations/individuals with recognised expertise in waste minimisation, the circular economy, and matauranga Maori to develop the *framing, long-term vision, values and principles* underlying the strategy, joining-up a Maori worldview with the concepts of the circular economy and waste hierarchy. The aim is to incorporate and fairly represent Maori perspectives, to help build a truly indigenous foundation for the strategy and to improve Maori engagement and participation with future challenges and opportunities waste minimisation and resource recovery present. The group (the ropu) would be available to provide ongoing advice as needed across the duration of the project.

The Ministry is therefore engaging [name of party] to participate in this ropu under a contract for services to provide expertise and advice that incorporates a Maori worldview and circular economy concepts in relation to the following deliverables:

1. Between now and the end of October 2020, work collaboratively with the Ministry to:
 - develop an initial working draft of a conceptual framework for the proposed strategy, including (but not limited to) a draft long-term vision, underpinning values, and guiding principles that incorporates a Maori world view and circular economy concepts,
 - introduce the initial working draft of the conceptual framework to the general sector advisory group helping the Ministry to develop the strategy, at the first meeting of that group (tentatively scheduled for 29-30 October 2020).
2. Between November 2020 and May 2021:

- work alongside the advisory group to contribute to the developing strategy proposals as appropriate/needed,
 - work jointly with the Ministry to refine the initial working draft of the conceptual framework, in light of the developing proposals, and to reflect it appropriately in the discussion document and draft strategy to be published for general public consultation in mid-2021,
 - provide advice and comment on other related Ministry projects (eg the update of the waste legislation), as agreed to by both parties,
 - provide other advice and support as needed and agreed between the parties to help the Ministry consult fully and appropriately with Maori across Aotearoa New Zealand during the public consultation period on the strategy proposals.
3. Between June and December 2021:
- provide further advice, as needed and agreed, during the Ministry's work to refine the strategy proposals in light of public feedback and prepare a final strategy for submission to Cabinet by the end of 2021.

Governance and working processes

To build its thinking and advice, the work of the ropu is likely to require a mix of:

- individual work by ropu members
- meetings of the ropu
- ropu meetings with a small number of others with relevant matauranga Maori expertise (to be discussed and agreed in advance with the Ministry)
- collaborative working meetings with Ministry staff.

The ropu members will determine that mix for themselves, within the timing and confidentiality constraints set by this contract.

The Ministry will make available Ben Wynyard-Terry to support the ropu work on a day to day basis as needed. Other Ministry staff can be made available as needed for particular meetings or topics.

The ropu primary contact point with the Ministry will be Kathy Bass & Nicola White, the managers responsible for this project. The ropu or a representative of it will meet regularly with Kathy/Nicola to discuss progress and next steps. During October 2020, these meetings will take place weekly while the work and relationships are getting established (including the relationship with the advisory group).

To avoid doubt, final decisions on the advice that will be provided to Ministers about strategy content and process rest with the Ministry, acting through its normal decision-making structures: in this case, the Waste & Resource Efficiency Portfolio Board, and/or the individuals responsible for the strategy project. (Deputy Secretary: Sam Buckle; Director: Glenn Wigley; Manager: Kathy Bass & Nicola White.) The Ministry will take careful account of the advice from the ropu as it prepares the advice to Ministers.

Meetings between the ropu and the relevant senior Ministry staff will be arranged as needed, to discuss the developing process, outcomes, and emerging ideas and opportunities for joint work.

Confidentiality

The content of this work, including all communications, papers and discussions, must be kept confidential, for several reasons:

- For the ropu to operate effectively, members must be able to speak and debate freely and frankly amongst themselves and with the Ministry, with no risk that their comments will be shared with others.
- For the Ministry, the work with the ropu is part of the normal confidential process of developing policy advice for Ministers. Premature sharing of what is being considered could pre-empt the process of Ministers considering the proposals and undermine trust in the Ministry and the ropu.

If a ropu member wishes to make some public comments about this work, they should check that with the Ministry in advance.

If/when the Ministry or Minister makes a public statement about the work of the ropu, the Ministry will endeavour to check the content in advance with the ropu.

Once information has been released and is in the public domain, members are able to speak freely about it.

Payment rate and cap

The ropu members will each be paid at a rate of \$1000 + GST per day, capped at the following amounts:

	Deliverable 1 (now to end October 2020)	Deliverable 2 (November 2020-May 2021)	Deliverable 3 (June-December 2021)
<i>Ka Awatea (Gannin Ormsby, Tamoko Ormsby, Wai Ormsby)</i>	15 working days (\$15,000 + GST)	5 working days (\$5,000 + GST)	5 working days (\$5,000 + GST)
<i>Pare Kore (Jacqui Forbes)</i>	10 working days (\$10,000 + GST)	3 working days (\$3,000 + GST)	3 working days (\$3,000 + GST)
<i>BHW Lands Trust (Teina Boasa-Dean)</i>	10 working days (\$10,000 + GST)	3 working days (\$3,000 + GST)	3 working days (\$3,000 + GST)
TOTAL	\$45,000 + GST	\$11,000 + GST	\$11,000 + GST

The Ministry will also reimburse actual and reasonable expenses (eg, travel).

From: basswhite.jobshare
To: [Glenn Wigley](#)
Subject: Ropu contracts - signatures please
Date: Thursday, 19 November 2020 4:12:17 pm

Hi

I've at last got the documentation all organised for sending on through to procurement.

To recap:

1. the two procurement plans were signed by Sam and I have those.
2. The three ropu member contracts: I have signed these contracts as within my delegation, but **the cover sheets needs to be signed by you as contract owner**. I've put my electronic approval in the attached links, but it needs you as well on the front page please. I have separate signed pdf copies back from Gannin and Jacqui but still chasing Teina.
 - o Jacqui Forbes: <https://tepuna.mfe.govt.nz/otcs/cs.dll/open/21046248>
 - o Teina Boasa-dean: <https://tepuna.mfe.govt.nz/otcs/cs.dll/open/21041393>
 - o Gannin Ormsby: <https://tepuna.mfe.govt.nz/otcs/cs.dll/link/21044946>
3. The ropu support contract is within your financial delegation so **you need to both sign the contract itself and sign the cover sheet as contract owner**. I am contract manager again. Again, I have a separate pdf signed copy from Tamoko.
 - Kawai Catalyst Ltd: <https://tepuna.mfe.govt.nz/otcs/cs.dll/link/21040740>).

So once I have your signatures in these 4 doc's, I can submit it all to procurement for lodging in the system, and we can start paying invoices and expenses.

Thanks
Nicola

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From: basswhite.jobshare
To: [Sam Buckle](#); [Glenn Wigley](#)
Cc: [Marianna Tyler](#)
Subject: Ropu support work - proposed contract
Date: Friday, 23 October 2020 5:27:51 pm
Attachments: [image001.png](#)

Hi Sam and Glenn

Last gasp on a Friday afternoon, after a bit of a week for all of us. Sorry to be adding yet another urgent thing to your list, but needs must.

Thanks Sam for agreeing to look at this second procurement plan over the weekend. You should also take a look at the response (below) that I got from Gannin this afternoon after I broke it to them that we might not get the other contract done in time for the meeting next week. As you will see, they are not particularly happy – it doesn't get us off to a good start.

I want to be clear that just because we broke the work into separate contracts, so that the different roles and work were not all bundled together in one big contract, doesn't mean that we do not need the services covered by the second contract. It just enables us to be much clearer in the background documentation (the procurement plans) about what we are contracting for, with whom, and why we are satisfied it is appropriate. That was how I put it to Gannin on Tuesday, after we discussed the issues and agreed on the approach. There is substantive work to be done to support the ropu and help translate their thoughts and advice into tangible products, and we do not have the capacity or capability to support that from within MfE. And the combination of skills that Tamoko and Wai offer is pretty extraordinary. This is all set out in the procurement plan.

As discussed on the phone earlier this afternoon, the procurement position is that any contract involving the whanau of a Minister will need to be signed off by Vicky, just to ensure "no surprises". It does not mean that the risks are large or not adequately managed. Procurement have not raised any significant concerns about the risks here, now that we have explained everything so fully.

I am concerned that it will get us off on the wrong foot, in relationship terms, if we cannot sort this out at our end in time to have everyone there at the first major meeting. We risk creating distrust and cynicism, which would be really unfortunate given the amount of goodwill and excitement created earlier.

So this is a plea, really, to see if we can make a last push and try to get this one through the approval process with Vicky as well on Tuesday. That will give us enough time to get them there. I've included the te puna links again below, for convenience.

Feel free to give me a ring or set up a teams chat if you want to talk about anything. I'll be at my computer for a chunk of the weekend anyway.

Thanks

nicola

ropu support contract Kawai Catalyst Ltd
(<https://tepuna.mfe.govt.nz/otcs/cs.dll/link/21040740>)

ropu support procurement plan: <https://tepuna.mfe.govt.nz/otcs/cs.dll/link/21042415>

From: Gannin Ormsby <s 9(2)(a) >
Sent: Friday, 23 October 2020 4:29 pm
To: basswhite.jobshare <basswhite.jobshare@mfe.govt.nz>
Cc: Jacqui Forbes <s 9(2)(a) >; Teina b-dean <s 9(2)(a) >; Tamoko Ormsby <s 9(2)(a) >; Denise Lievore <Denise.Lievore@mfe.govt.nz>; Benjamin Wynyard-Terry <Benjamin.Wynyard-Terry@mfe.govt.nz>; Waimirirangi Ormsby <s 9(2)(a) >; Marianna Tyler <Marianna.Tyler@mfe.govt.nz>; Maria Nicholas <Maria.Nicholas@mfe.govt.nz>
Subject: Re: WRE Ropu Maori - contracts and travel arrangements for next week

MFE CYBER SECURITY WARNING

This email originated from outside our organisation. Please take extra care when clicking on any links or opening any attachments.

Kia ora Nicola,

Thank you for your email.

It would be better for Te Rōpu Maori, if Waimirirangi and Tamoko contracts are ready to sign next week so they can also attend this important meeting with the Board.

As you are aware they have been working on a framework on behalf of Te Rōpu Maori, since our hui at Hopuhopu whilst the details of the contracts have been negotiated.

Introductions are very important and first impressions more so. I would like to use this opportunity to position ourselves in way that the Board understands the importance of having Matauranga Maori guiding the strategy.

Another option is that we zoom in as a Te Rōpu Maori and provide the overview to the Board. Not ideal. I look forward to your response. Feel free to contact me.

Naku noa na,

Gannin

On Fri, 23 Oct 2020, 13:48 basswhite.jobshare, <basswhite.jobshare@mfe.govt.nz> wrote:

Dear all

After many, many twists and turns of process and procedure, we have had to revert to separate contracts to cover Gannin, Jacqui and Teina individually, and a separate process and contract for Wai and Ta's involvement. Thank you Gannin for being so understanding about this, and the need to manage the risk of a perception of conflict of interest over your family connections.

It finally looks like I should be able to send out contracts on Tuesday for Gannin, Jacqui and Teina, for your approval & signature.

Which means we can get on with arranging for you to travel to Wellington for the advisory group meeting next Thursday and Friday. We are happy to arrange your travel for you, or if you prefer you can organise it and include it your invoice. Just let us know which. (ASAP!) I'll hand over to Maria, our new project coordinator, for all those practical things.

For Wai and Ta, I am working on getting approval for a separate contract to cover your work but I am not confident that we will be able to have that resolved in time for the meeting next week. Which means we may be better to assume you will not attend this initial session. That's a real shame, but I am settling for what I can achieve at this late stage. On the plus side, because we have taken so much more time than we expected to get up and running, the meeting next week will now be much more of an introductory and initial session rather than the "meaty" workshop we had initially aimed to hold. So there will be more discussions and opportunities to contribute down the track.

Thank you all – again – for your patience and flexibility as we have worked through our internal processes. I appreciate it has been very frustrating. Hopefully we are through the worst now and can get into the actual work soon.

It would be good to have an exchange or discussion on Tuesday on what role you want to have in the meeting next week. Obviously you have no time to prepare, but it would be great if we could ask you to introduce the work you are going to do with us, alongside the advisory group.

Please feel free to give me a ring if you want to discuss anything.

Hope you all enjoy a warm and covid-free long weekend, and I look forward to seeing you next week.

Nicola

I am in a jobshare with Kathy Bass.

Kathy works Mon-Wed in Wellington and I work Mon-Friday in Auckland (mostly).

Nicola White – Manager – Waste and Resource Efficiency

Ministry for the Environment – Manatu Mo Te Taiao

Phone: Nicola s 9(2)(a) ; Kathy s 9(2)(a)

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From: [Glenn Wigley](#)
To: [Sam Buckle](#)
Cc: [basswhite.jobshare](#)
Subject: updated procurement plan for ropu for VR approval 22 October TM approved 23 10 2020
Date: Friday, 23 October 2020 12:16:50 pm
Attachments: [updated procurement plan for ropu for VR approval 22 October TM approved 23 10 2020.docx](#)

Hi Sam

Following from Nicola's email earlier this morning, the attached procurement plan is ready for signing by Vicky. It relates to the \$75k for the 3 separate contracts in an advisory role as we discussed over the last few days.

Procurement has confirmed that Vicky still needs to sign the procurement plan, but that Vicky doesn't need to sign the 3 individual contracts – these can be signed by Nicola.

We are both aware that Vicky is on leave today, and we are unlikely to get approval today. I have indicated to Nicola that I am OK with her booking flights for the ropu to attend the meeting next Thu and Fri on the basis of the work we have done to date with talking through with yourself, Vicky and PSC.

Give me a call if needed.

Regards

Glenn

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the Official Information Act 1982

From: basswhite.jobshare
To: [Sam Buckle](#); [Glenn Wigley](#); [Marianna Tyler](#); [Denise Lievore](#); [Georgia Bishop](#)
Cc: [Teri Moon](#)
Subject: updated procurement plan for ropu for VR approval 22 October
Date: Thursday, 22 October 2020 8:44:57 am
Attachments: [updated procurement plan for ropu for VR approval 22 October.docx](#)

Hi all

Following the discussions yesterday, here is a revised procurement plan for Sam to discuss with Vicky and seek her approval today.

It still proposes direct procurement for the "support work", because some solid searching yesterday found nothing remotely comparable, and I think the arguments for it are strong. But I have broken the contracts up so that the work is separated out and the different roles will be clearer.

I'll send through the full set of associated contracts shortly.

Please call if anyone has any questions. I'm in a finance meeting at 9, but just at my keyboard most of the rest of the morning.

Nicola

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the Official Information Act 1982