

DOCUMENTS RELEASED

GROUP ONE

No	Title	PDF PAGE	Decision on release
1.	202223 DOIA020 FINAL signed response .pdf	N/A	Refused in full under s18(d) as it will soon be publicly available (on our website).
2.	All Staff Fono - Budget (2).ics	15	Some information withheld under s9(2)(a).
3.	All Staff Fono Farewells Powhiri - Tautua.msg Attachments: <ul style="list-style-type: none"> • All Staff Planning Fono Agenda 300922.docx • Revised Laulu MPP farewell 300922 (002) • Revised Laulu Public Farewell Programme 300922 (002) 	16-21	Some information withheld under s9(2)(a).
4.	All Staff Fono Farewell Powhiri - updates next steps.ics	22	Some information withheld under s9(2)(a).
5.	All Staff Fono Tautua Approval (1).ics	23	Some information withheld under s9(2)(a).
6.	Final All Staff Planning Agenda 101022.docx	N/A	Refuse in full under s18(d) as it will soon be publicly available (on our website) as part of the OIA response.
7.	FINAL All Staff Planning presentation - Key Deliverables - 141022.pptx	24-30	Some information withheld under ss 9(2)(f)(iv) and 9(2)(g)(i).
8.	Final Farewell Programme 101022.docx	31	Some information withheld under s9(2)(a).
9.	Final Honouring our Chiefs presentation [[name withheld under s9(2)(a)] feedback 121022.docx	32-33	Some information withheld under s9(2)(a).
10.	Financial Delegations Policy 8_0 October 2022.pdf	34-57	Released in full.
11.	FW_ Ministry support for cultural gifting - Laulu's farewell.msg	58-60	Some information withheld under s9(2)(a).
12.	Hospitality Gifts and Entertainment Policy v4 May 2021 SIGNED.pdf	61-73	Released in full.
13.	Hospitality Gifts and Entertainment Policy v5 December 2022 CE SIGNED 30.11.22.pdf	74-87	Released in full.
14.	Latest RSVPs and seating for Laulu's [withheld under s9(2)(a)].msg	88-91	Some information withheld under s9(2)(a).
15.	20200714 Business Expenditure Policy v3 July 2020.pdf	92-102	Some information withheld under s9(2)(a).
16.	20200714 Travel Policy v3 July 2020.pdf	103-122	Some information withheld under s9(2)(a).
17.	2200714 Fraud Policy v3.0 July 2020.pdf	123-134	Some information withheld under s9(2)(a).

GROUP TWO

No	Title	PDF PAGE	Decision on release
1.	Farewell Celebration for Laulu Mac Leauanae – PowerPoint presentation	136-167	Some information withheld under s9(2)(a).
2.	Laulu's Farewell - update and reminder re community invites Attachments <ul style="list-style-type: none"> Revised Laulu Farewell Programme 290922 (002) - TLS and FV.docx; 	168-171	Some information withheld under s9(2)(a).
3.	MPP Credit Card Policy Feb 2022 SIGNED 25.02.22.pdf	172-183	Some information withheld under s9(2)(a).
4.	Orbit Proposal for MPP – Auckland Event October 22	184-194	Released in full.
5.	Orbit Proposal for MPP – Christchurch Event October 22	195-204	Released in full.
6.	Orbit Proposal for MPP – Wellington Event October 22	205-215	Released in full.
7.	RE: Laulu's Farewell – Niue Attachments <ul style="list-style-type: none"> Final Farewell Celebration – A4 Programme (Public) MM.docx RUNSHEET Public farewell Celebration – Laulu Mac Leauanae v3 – MM.docx RSVPs 121022.docx 	216-224	Some information withheld under s9(2)(a). First attachment has been removed here – it is a duplicate of Document 8, GROUP ONE. Third attachment is be withheld in full under s9(2)(a).
8.	RE: Seeking ETA on AM: All Staff Fono <ul style="list-style-type: none"> AM All Staff Fono 071022.docx 	225-232	Some information withheld under s9(2)(a).
9.	Timeline of Decisions document	233-236	Some information withheld under s9(2)(a).
10.	RUNSHEET Public farewell Celebration – Laulu Mac Leauanae v3 – MM.docx	N/A	This document is a duplicate of Document 7, Attachment 2, GROUP TWO. It has been removed here.
11.	Copies of receipts and invoices for reimbursements and costs paid	N/A	Withheld in full under s9(2)(a) and out of scope.
12.	Talanoaga mo le Faamavaega ma Laulu - Working group	237-238	Some information withheld under s9(2)(a).
13.	Update: All Staff Fono and Laulu's Farewell	239-240	Some information withheld under s9(2)(a).
14.	Yavu – Foundations of Pacific Engagement booklet	N/A	Refused in full under s18(d) as this is publicly available here: www.mpp.govt.nz/assets/Resources/Yavu-Booklet.pdf

GROUP THREE

No	Title	PDF PAGE	Decision on release
1.	DRAFT List of Attendees for Laulu Mac Leauanae Te Tumu Whakarae pōwhiri_ Te Manatū Taonga Monday 17th October 2022.msg Attachment <ul style="list-style-type: none"> Laulu pōwhiri attendees 17 Oct 2022 MCH Manatū Taonga (002) 	N/A	This document is a duplicate of Document 2, GROUP THREE. It has been removed here.

No	Title	PDF PAGE	Decision on release
2.	FW_ DRAFT List of Attendees for Laulu Mac Leauanae Te Tumu Whakarae pōwhiri_ Te Manatū Taonga Monday 17th October 2022.msg Attachment <ul style="list-style-type: none"> Laulu pōwhiri attendees 17 Oct 2022 MCH Manatū Taonga 	242-245	Some information withheld under s9(2)(a).
3.	RE_ All Staff Fono - Thursday 13th & Friday 14th October 2022 REMINDER TO REGISTER before 5_00pm today!!!.msg	246-249	Some information withheld under s9(2)(a).
4.	RE_ Arrangements for Laulu's farewell.msg	250-251	Some information withheld under s9(2)(a).
5.	RE_ DRAFT List of Attendees for Laulu Mac Leauanae Te Tumu Whakarae pōwhiri_ Te Manatū Taonga Monday 17th October 2022.msg	252-253	Some information withheld under s9(2)(a).
6.	RE_ Farewell invitees .msg	254	Some information withheld under s9(2)(a).
7.	RE_ Final invitee list and speaking notes for Laulu.msg	N/A	This document does not relate to the Farewell, All Staff Fono or Pōwhiri. It has been removed here as it is out of scope.
8.	Revised Farewell Invitation List 041022 [withheld under s9(2)a]_xlsx.msg	N/A	Withheld in full under s9(2)(a).

GROUP FOUR

No	Title	PDF PAGE	Decision on release
1.	All Staff Fono - Budget.msg	256	Some information withheld under s9(2)(a).
2.	Orbit Proposal for MPP - Christchurch Event October 22.pdf	N/A	This document is a duplicate of Document 5, GROUP TWO. It has been removed here.

GROUP FIVE

No	Title	PDF PAGE	Decision on release
1.	Draft farewell invite for Comms design.msg	258	Some information withheld under s9(2)(a).
2.	Draft Farewell Programmes.msg Attachments <ul style="list-style-type: none"> MPP Farewell - draft 289822 (002) Revised Laulu Farewell Programme 280922 (002) 	259-261	Some information withheld under s9(2)(a).
3.	FW_ Farewell Laulu Mac Leauanae_ Secretary for Pacific Peoples - Thursday 13 October @ 3_00pm.msg	N/A	This document has been removed as it if out of scope.
4.	FW_ Tile for Laulu .msg	262-263	Some information withheld under s9(2)(a).
5.	Re_ Laulu's announcement.msg	264-265	Some information withheld under s9(2)(a).

No	Title	PDF PAGE	Decision on release
6.	RE_ Laulu's farewell.msg	266	Some information withheld under s9(2)(a).
7.	RE_ MPP All Staff Fono _ Laulu Farewell & Powhiri.msg	267	Some information withheld under s9(2)(a).
8.	Re_ Tile for Laulu .msg	268-272	Some information withheld under s9(2)(a).
9.	Tile for Laulu .msg	273	Some information withheld under s9(2)(a).

GROUP SIX

No	Title	PDF PAGE	Decision on release
1.	1_ Responses to questions PSC comments 20230208.docx	275-283	Some information withheld under s9(2)(a).
2.	Questions headings on transactions .docx	284-285	Released in full.
3.	Questions on transactions .docx	286-290	Some information withheld under s9(2)(a).

GROUP SEVEN

No	Title	PDF PAGE	Decision on release
1.	FW_ Re_ ## 1795688 ##_ Pipitea marae All Staff Fono - Thursday 13th October 2022.msg Attachment <ul style="list-style-type: none"> MPP_via Orbit_ AV Media Floorplan 13102022 _V3_ (002) 	292-299	Some information withheld under s9(2)(a).
2.	RE_ Photographer for Laulu's farewell.msg	300	Some information withheld under s9(2)(a).
3.	RE_ Re_ ## 1795688 ##_ Pipitea marae All Staff Fono - Thursday 13th October 2022.msg	301-304	Some information withheld under s9(2)(a).

GROUP EIGHT

No	Title	PDF PAGE	Decision on release
1.	Farewell's for Laulu .msg	306	Some information withheld under s9(2)(a).
2.	Final programme- Laulu's Farewell.msg Attachments <ul style="list-style-type: none"> Final Farewell Celebraton - A4 Programme (Public) DRAFT_TS 	307	Some information withheld under s9(2)(a). This attachment is a duplicate of Document 8, GROUP ONE. It has been removed here.
3.	Laulu's Farewell - Cook Islands.msg Attachments <ul style="list-style-type: none"> Final Farewell Celebraton - A4 Programme (Public) DRAFT_TS RUNSHEET Public farewell Celebration - Laulu Mac Leauanae v3 - MM. 	308	Some information withheld under s9(2)(a). Remainder of email chain (including attachments) has been removed as it is a duplicate.

No	Title	PDF PAGE	Decision on release
	<ul style="list-style-type: none"> RSVPs 121022. 		
4.	Laulu's Farewell - Fiji.msg	309	Some information withheld under s9(2)(a).
5.	Laulu's Farewell - Tokelau.msg	310	Some information withheld under s9(2)(a).
6.	Laulu's Farewell - Tonga.msg	311	Some information withheld under s9(2)(a).
7.	Laulu's Farewell - Tuvalu.msg	312	Some information withheld under s9(2)(a).
8.	MPP Staff farewell with Laulu.msg Attachment <ul style="list-style-type: none"> MPP and Laulu farewell program.docx 	313-314	Some information withheld under s9(2)(a).
9.	Public Farewell programme 13 Oct 2022.docx	315	Some information withheld under s9(2)(a).
10.	RE_ All Staff Fono - Thursday 13th & Friday 14th October 2022 REMINDER TO REGISTER before 5_00pm today!!!.pdf	316	Some information withheld under s9(2)(a). The remainder of the email chain has been redacted as it is a duplicate.
11.	RE_ All Staff Fono - Thursday 13th & Friday 14th October 2022.msg	N/A	This email is a duplicate. It has been removed here.
12.	RE_ All Staff Fono Agenda Template FINAL 02_03_22.msg	317	Some information withheld under s9(2)(a).
13.	RE_ All Staff Fono - Thursday 13th & Friday 14th October 2022.msg	N/A	This email is a duplicate. It has been removed here.
14.	RE_ Updated Runsheet _ Laulu's farewell.msg Attachment <ul style="list-style-type: none"> Public farewell Celebration - Laulu Mac Leuanae v3 – MM – 	318-319	Some information withheld under s9(2)(a). Attachment has been removed here as it is a duplicate.
15.	Revised Laulu MPP farewell 300922.docx	320	Some information withheld under s9(2)(a).

GROUP NINE

No	Title	PDF PAGE	Decision on release
1.	FW_ FW_ Laulu's Farewell - update and reminder re community invites.msg	322-323	Some information withheld under s9(2)(a).
2.	Fwd_ Transport for Laulu's farewell_.msg	324	Some information withheld under s9(2)(a).
3.	RE_ _EXTERNAL_ Farewell Laulu Mac Leuanae_ Secretary for Pacific Peoples - Thursday 13 October @ 3_00pm.msg	325	Some information withheld under s9(2)(a).
4.	RE_ Clarification of Laulu's farewell.msg	326	Some information withheld under s9(2)(a).
5.	RE_ Farewell Laulu Mac Leuanae_ Secretary for Pacific Peoples - Thursday 13 October @ 3_00pm.msg	327	Some information withheld under s9(2)(a).
6.	Re_ FW_ FW_ Laulu's Farewell - update and reminder re community invites.msg	328-330	Some information withheld under s9(2)(a).
7.	RE_ FW_ Laulu's Farewell - update and reminder re community invites.msg 7.1 [Itinerary [name withheld under s9(2)(a)] -Departing 11102022-Booking WO11345194_1223043239]	N/A	This email is a duplicate of Document 6, GROUP NINE. It has been removed here.

No	Title	PDF PAGE	Decision on release
8.	RE_ Laulu's Farewell - travel request.msg	331-335	Some information withheld under s9(2)(a). Remainder of email chain has been redacted/removed as it's a duplicate.
9.	RE_ Laulu's Farewell on Thursday 10th.msg	336	Some information withheld under s9(2)(a).
10.	Re_ SUPER URGENT BOOKING! [name withheld under s9(2)(a)] for Laulu's farewell .msg	337-341	Some information withheld under s9(2)(a).
11.	SUPER URGENT BOOKING! [name withheld under s9(2)(a)] for Laulu's farewell .msg	N/A	This email is a duplicate. It has been removed here.

GROUP TEN

No	Title	PDF PAGE	Decision on release
1.	All Staff Fono - Booklet for your feedback_approval .msg 1.1 Fono Bookley 061022	343-347	Some information withheld under s9(2)(a).
2.	All Staff Fono - Day 1.msg Attachments <ul style="list-style-type: none"> Final All Staff Planning Agenda All Staff Fono letter of expectations All Staff Fono Response to Letter of Expectation - MPP to Minister (FINAL) (002) 	348	Some information withheld under s9(2)(a). First attachment refused under s18(d) as it will soon be publicly available in the OIA response. Second and third attachment refused under s18(d) as they are publicly available in the BIM: www.mpp.govt.nz/assets/Ministers-and-Cabinet/Briefing-to-Incoming-Minister-including-appendices-REDACTED-FINAL-V5.pdf
3.	All Staff Fono - Day 2.msg	349	Some information withheld under s9(2)(a).
4.	All Staff Fono - revised agenda today.msg	350	Some information withheld under s9(2)(a).
5.	All Staff Fono - Thursday 13th & Friday 14th October 2022.msg	351	Some information withheld under s9(2)(a).
6.	All Staff Fono _ Farewells _ Powhiri.msg	352	Some information withheld under s9(2)(a).
7.	All Staff Fono Booklet.msg Attachment <ul style="list-style-type: none"> All staff fono bookley 	353-357	Some information withheld under s9(2)(a).
8.	All Staff Fono.msg	358	Some information withheld under s9(2)(a).
9.	All Staff Fono_ Farewell & Powhiri - updates & next steps.msg	359	Some information withheld under s9(2)(a).
10.	All Staff Fono_ Tautua Approval.msg	360	Some information withheld under s9(2)(a).
11.	Fono Booklet 061022 (002)- TAF Feedback.docx	361-364	Some information withheld under s9(2)(a).

No	Title	PDF PAGE	Decision on release
12.	For invite - All Staff Fono.msg	365	Some information withheld under s9(2)(a).
13.	RE_ All Staff Fono - Booklet for your feedback_approval .msg	366	Some information withheld under s9(2)(a).
14.	RE_ All Staff Fono - revised agenda today.msg	N/A	This email is a duplicate of Document 4, GROUP TEN. It has been removed here.
15.	Re_ All Staff Fono Booklet.msg	367-369	Some information withheld under s9(2)(a).
16.	RE_ All Staff Fono material .msg	370-371	Some information withheld under s9(2)(a).
17.	Re_ ## 1795688 ##_ Pipitea marae All Staff Fono - Thursday 13th October 2022.msg	372-394	Some information withheld under s9(2)(a).

GROUP ELEVEN

No	Title	PDF PAGE	Decision on release
1.	Responses to questions PSC comments_Second tranche of questions.docx	396-404	Some information withheld under s9(2)(a).
2.	S2352.pdf	N/A	Withheld in full under s9(2)(a) and out of scope.
3.	S3844.pdf	N/A	Withheld in full under s9(2)(a) and out of scope.
4.	S3848.pdf	N/A	Withheld in full under s9(2)(a) and out of scope.
5.	1_ Responses to questions - for PSC.docx	405-409	Some information withheld under s9(2)(a).
6.	20220930 RE_ MPP All Staff Fono _ Laulu Farewell & Powhiri.msg	N/A	This email is a duplicate. It has been removed here.
7.	20221007 RE_ MPP All staff Fono.msg Attachment <ul style="list-style-type: none"> AM041-202223 - Ministry for Pacific Peoples All Staff Planning Fono (FINAL) (004) 	410-416	Some information withheld under s9(2)(a).
8.	All Staff Fono - Day 1.msg	N/A	This email is a duplicate. It has been removed here.
9.	All Staff Fono - Day 2.msg	N/A	This email is a duplicate. It has been removed here.
10.	All Staff Fono Farewells Powhiri - Tautua.msg	N/A	This email is a duplicate. It has been removed here.
11.	All Staff Fono - things you need to know____.msg	417-418	Some information withheld under s9(2)(a). Remainder of email chain has been redacted/removed as it's a duplicate.
12.	All Staff Fono - Thursday 13th & Friday 14th October 2022.msg	N/A	This email is a duplicate. It has been removed here.
13.	All Staff Fono Farewell Powhiri - updates next steps.msg	N/A	This email is a duplicate. It has been removed here.
14.	Farewell Laulu Mac Leauanae_ Secretary for Pacific Peoples - Thursday 13 October @ 3_00pm.msg	419	Released in full.
15.	Gift Inventory - Laulu's Farewell 201022.docx	420-421	Some information withheld under s9(2)(a).
16.	Invitation to Pōwhiri Welcome for Incoming Tumu Whakarae Secretary for Culture and Heritage 17 October 2022.msg	422-423	Released in full.

No	Title	PDF PAGE	Decision on release
17.	Laulu's Farewell - update and reminder re community invites.msg	N/A	This email is a duplicate. It has been removed here.
18.	Update All Staff Fono and Laulus Farewell.msg	N/A	This email is a duplicate. It has been removed here.

GROUP TWELVE

No	Title	PDF PAGE	Decisions on release
1.	Baank account dets for contribution for Laulu's watch.msg	N/A	This document is a duplicate of Document 9, GROUP TWELVE. It has been removed here.
2.	FW_ invoice a [withheld under s9(2)(a)] mo te titi ite farewell kia Laulu.msg Attachment • invoice	425-426	Some information withheld under s9(2)(a).
3.	FW_ Kia orana [withheld under s9(2)(a)] peea koe_.msg Attachment • invoice	427-431	Some information withheld under s9(2)(a).
4.	FW_ Ministry support for cultural gifting - Laulu's farewell.msg	432-433	Some information withheld under s9(2)(a). Remainder of email chain has been redacted/removed as it's a duplicate.
5.	FW_ Samoan gifts for Laulu farewell.msg	434	Some information withheld under s9(2)(a).
6.	Gift for Laulu.msg	435	Some information withheld under s9(2)(a).
7.	Invoice for [withheld under s9(2)(a)]- Laulu's Farewell 131022 - URGENT PAYMENT_ ACCT_ SET UP ETC_.msg Attachment • invoice	436-437	Some information withheld under s9(2)(a).
8.	Ministry support for cultural gifting - Laulu's farewell.msg	N/A	This email is a duplicate. It has been removed here.
9.	Re_ Baank account dets for contribution for Laulu's watch.msg	438	Some information withheld under s9(2)(a).
10.	RE_ Budget for Laulus gift.msg	439-440	Some information withheld under s9(2)(a).
11.	FW_ invoice a [name withheld under s9(2)(a)] mo te titi ite farewell kia Laulu.msg	N/A	This email is a duplicate. It has been removed here.
12.	RE_ Ministry support for cultural gifting - Laulu's farewell.msg	441	Some information withheld under s9(2)(a). Remainder of email chain has been redacted/removed as it's a duplicate.
13.	RE_ MPP Staff farewell with Laulu.msg	442-443	Some information withheld under s9(2)(a).
14.	RE_ Samoan gifts for Laulu farewell.msg	444	Some information withheld under s9(2)(a).
15.	Re_ Update_ All Staff Fono and Laulu's Farewell.msg	445-447	Some information withheld under s9(2)(a). Remainder of email chain has been redacted/removed as it's a duplicate.
16.	Re_ Uso how much can Te Rave'anga get to help towards all our gifts for Laulu please ra_ Vinaka vakalevu _) xo.msg	448	Some information withheld under s9(2)(a).
17.	Re_ ## 1826879 ##_ MPP Fono - Pipitea Marae.msg	449-453	Some information withheld under s9(2)(a).

No	Title	PDF PAGE	Decisions on release
18.	Staff contribution to Laulu gift.msg	454	Some information withheld under s9(2)(a).
19.	Update_ All Staff Fono and Laulu's Farewell.msg	N/A	This email is a duplicate. It has been removed here.

GROUP THIRTEEN

No	Title	PDF PAGE	Decisions on release
1.	RE: Farewell / Powhiri	456-457	Some information withheld under s9(2)(a).
2.	RE: Farewell / Powhiri	N/A	This document is a duplicate of Document 1, GROUP THIRTEEN. It has been removed here.

GROUP FOURTEEN

No	Title	PDF PAGE	Decisions on release
1.	Fwd_ Accom Laulu Mac Farewell.msg	459	Some information withheld under s9(2)(a).
2.	RE_ (1) RSVP update (2) Query re travel _ RE_ Laulu's pōwhiri list as of today .msg Attachments <ul style="list-style-type: none"> • Re: Travel and Accommodation request • RE_ ## 1806549 ##_ Ministry for Pacific Peoples All Staff Fono- Registration confirmation 	460-474	Some information withheld under s9(2)(a) and some information removed as out of scope.
3.	RE_ All Staff Fono - things you need to know___.msg	N/A	This email is a duplicate. It has been removed here.
4.	RE_ Re_ ## 1806549 ##_ Ministry for Pacific Peoples All Staff Fono- Registration confirmation.msg	475-476	Some information withheld under s9(2)(a). Remainder of email chain has been redacted/removed as it's a duplicate.
5.	RE_ Transport for Laulu's farewell_.msg	477-478	Some information withheld under s9(2)(a). Remainder of email chain has been redacted/removed as it's a duplicate.
6.	RE_ Travel from MPP Office to Movenpick Hotel for All Staff Fono on Thrusdya & Friday	479-480	Some information withheld under s9(2)(a).
7.	Travel from MPP Office to Movenpick Hotel for All Staff Fono on Thrusdya & Friday.msg	N/A	This document is a duplicate of Document 6, GROUP FOURTEEN. It has been removed here.

GROUP FIFTEEN

No	Title	PDF PAGE	Decisions on release
1.	[names withheld under s9(2)(a)]- Laulu farewell - venue decorations (1).msg	482	Some information withheld under s9(2)(a).

PART 2, GROUP ONE

No	Title	PDF PAGE	Decisions on release
1.	20230628 Further Questions from PSC.xlsx	484	Some information withheld under s9(2)(a).
2.	FINAL COSTINGS ACROSS 3 EVENTS.xlsx	485-498	Some information withheld under s9(2)(a).
3.	Questions for MPP .docx	499-501	Some information withheld under s9(2)(a).

PART 2, GROUP TWO

No	Title	PDF PAGE	Decisions on release
1.	20230704 Further Questions from PSC.xlsx	503	Some information withheld under s9(2)(a).
2.	Doc_1_Serko Online - Booking Details - [name withheld under s9(2)(a)].pdf	504	Some information withheld under s9(2)(a).
3.	Email_2_Re## 1812236 ## RE Orbit World Travel Itinerary - [name withheld under s9(2)(a)] - Departing 18102022 0900 - Booking WO11338459.msg	505-507	Some information withheld under s9(2)(a).
4.	FW PSC Information Required.msg	508-509	Some information withheld under s9(2)(a).
5.	Orbit World Travel Itinerary - [name withheld under s9(2)(a)]- Departing 16102022 1650 - Booking WO11345190.msg	510-512	Some information withheld under s9(2)(a).
6.	Orbit World Travel Itinerary - [name withheld under s9(2)(a)]- Departing 16102022 1650 - Booking WO11345191.msg	513-515	Some information withheld under s9(2)(a).
7.	RE Laulu Mac Leauanae pōwhiri preparation for Monday 17 October.msg	516-519	Some information withheld under s9(2)(a).
8.	Re## 1823438 ## Flight change and extra accom requested.msg	520-524	Some information withheld under s9(2)(a).
9.	Serko® Online - Booking Details - [name withheld under s9(2)(a)].pdf	525-526	Some information withheld under s9(2)(a).

PART 2, GROUP THREE

No	Title	PDF PAGE	Decisions on release
1.	(1) RSVP update (2) Query re travel RE Laulu's pōwhiri list as of today .msg	528-530	Some information withheld under s9(2)(a).
2.	Farewell Invitation List 041022 [withheld under s9(2)(a)] Edits -[withheld under s9(2)(a)] FINAL.xlsx	531-534	Some information withheld under s9(2)(a).
3.	FW Invitation to Pōwhiri Welcome for Incoming Tumu Whakarae Secretary for Culture and Heritage 17 October 2022.msg	535-537	Some information withheld under s9(2)(a).
4.	FW Laulu pōwhiri attendees 17 Oct 2022 MCH Manatū Taonga - Mac edit.msg	538	Some information withheld under s9(2)(a).
5.	Io! Bula vinaka see you on Wednesday at 1 p.m. at your Manatū Taonga! RE Guest list invitations - Laulu Pōhiri.msg	539-544	Some information withheld under s9(2)(a).
6.	Latest RSVPs and seating for Laulu's [withheld under s9(2)(a)].msg	545-548	Some information withheld under s9(2)(a).
7.	Laulu pōwhiri attendees 17 Oct 2022 MCH Manatū Taonga - Mac edit.msg	549	Some information withheld under s9(2)(a).
8.	Laulu pōwhiri attendees 17 Oct 2022 MCH Manatū Taonga - Mac edit.docx	550-552	Some information withheld under s9(2)(a).

No	Title	PDF PAGE	Decisions on release
9.	RE DRAFT List of Attendees for Laulu Mac Leauanae Te Tumu Whakarae pōwhiri Te Manatū Taonga Monday 17th October 2022.msg	553-554	Some information withheld under s9(2)(a).
10.	Re Farewell Powhiri.msg	555-556	Some information withheld under s9(2)(a).
11.	RE Farewell Laulu Mac Leauanae Secretary for Pacific Peoples - Thursday 13 October @ 300pm.msg	557	Some information withheld under s9(2)(a).
12.	RE Laulu's pōwhiri list as of today.msg	558	Some information withheld under s9(2)(a).
13.	RE quick chat about RSVPs.msg	559-560	Some information withheld under s9(2)(a).
14.	RE RSVPS Acceptances and Declines as at 6.00pm Mon 10 Oct .msg	561-564	Some information withheld under s9(2)(a).
15.	RSVPs Acceptances and Declines as at 6.00pm Fri 14 Oct 2022.msg	565-570	Some information withheld under s9(2)(a).
16.	RSVP's from the following 3 people received Friday night.msg	571	Some information withheld under s9(2)(a).
17.	UPDATED list attached!.msg	572-574	Some information withheld under s9(2)(a).

PART 2, GROUP FOUR

No	Title	PDF PAGE	Decisions on release
1.	Me te mihi nui .msg	576	Some information withheld under s9(2)(a).
2.	Pōwhiri information from MPP manuhiri side!.msg	577	Some information withheld under s9(2)(a).
3.	Programme Pōwhiri Welcome Incoming Tumu Whakarae Secretary for Culture and Heritage 17 October 2022.pdf	578	Some information withheld under s9(2)(a).
4.	RE Do you have a copy of the draft programme for Monday.msg	579	Some information withheld under s9(2)(a).
5.	RE Fa'amatalaga mo le oso RE Powhiri Speakers Monday 17 Oct 2022 10 a.m..msg	580-582	Some information withheld under s9(2)(a).
6.	RE Laulu Mac Leauanae pōwhiri preparation for Monday 17 October.msg	583	Some information withheld under s9(2)(a).
7.	Re Malo lava le soifua manuia! RE Powhiri Speakers Monday 17 Oct 2022 10 a.m..msg	584-585	Some information withheld under s9(2)(a).
8.	RE Our photographer was staff member [name withheld under s9(2)(a)].msg	586-587	Some information withheld under s9(2)(a).
9.	RE Powhiri programme.msg	588	Some information withheld under s9(2)(a).
10.	SORRY [name withheld under s9(2)(a)] PLEASE USE THIS ONE!!!!!!!!!!!!.msg	589-592	Some information withheld under s9(2)(a).
11.	Whaikōrero RE Laulu Mac Leauanae pōwhiri preparation for Monday 17 October.msg	593-594	Some information withheld under s9(2)(a).

PART 2, GROUP FIVE

No	Title	PDF PAGE	Decisions on release
1.	Fwd:Flight to be booked for Guests	596-601	Some information withheld under s9(2)(a).

No	Title	PDF PAGE	Decisions on release
2.	FW_Trip for [name withheld under s9(2)(a)]to Wellington departing 13 October has changed .msg	602-605	Some information withheld under s9(2)(a).
3.	Serko® Online - Booking Details - [name withheld under s9(2)(a)].pdf	606-607	Some information withheld under s9(2)(a).
4.	Serko® Online - Booking Details - [name withheld under s9(2)(a)].pdf	608-609	Some information withheld under s9(2)(a).
5.	Serko® Online - Booking Details - [name withheld under s9(2)(a)].pdf	610-611	Some information withheld under s9(2)(a).
6.	Serko® Online - Booking Details - [name withheld under s9(2)(a)].pdf	612-613	Some information withheld under s9(2)(a).
7.	Serko® Online - Booking Details - [name withheld under s9(2)(a)].pdf	614-615	Some information withheld under s9(2)(a).

PART 2, GROUP SIX

No	Title	PDF PAGE	Decisions on release
1.	Flight Requirements for [name withheld under s9(2)(a)].msg	617	Some information withheld under s9(2)(a).
2.	FW (1) RSVP update (2) Query re travel RE Lauu's pōwhiri list as of today .msg	618-620	Some information withheld under s9(2)(a).
3.	FW All Staff Fono - Thursday 13th Friday 14th October 2022.msg	621-622	Some information withheld under s9(2)(a).
4.	FW Flight confirmations - [name withheld under s9(2)(a)].msg	623	Some information withheld under s9(2)(a).
5.	FW Re## 1814193 ## Flight to be booked for Guests.msg	624-625	Some information withheld under s9(2)(a).
6.	FwdFlight to be booked for Guests.msg	626-629	Some information withheld under s9(2)(a).
7.	Orbit World Travel Itinerary - [name withheld under s9(2)(a)]- Departing 15102022 1800 - Booking WO1134.msg	630-632	Some information withheld under s9(2)(a).
8.	Orbit World Travel Itinerary - [name withheld under s9(2)(a)]- Departing 16102022 1230 - Booking WO11350317.msg	633-637	Some information withheld under s9(2)(a).
9.	Orbit World Travel Itinerary - [name withheld under s9(2)(a)]- Departing 16102022 1230 - Booking WO11347960.msg	638-640	Some information withheld under s9(2)(a).
10.	Orbit World Travel Itinerary - [name withheld under s9(2)(a)]- Departing 16102022 1010 - Booking WO11345202.msg	641-644	Some information withheld under s9(2)(a).
11.	Orbit World Travel Itinerary - [name withheld under s9(2)(a)]- Departing 16102022 1230 - Booking WO11347962.msg	645-648	Some information withheld under s9(2)(a).
12.	Powhiri - 17th October 2022.msg	649	Some information withheld under s9(2)(a).
13.	Powhiri Family & Guest Travel 13.06.23.xlsx	650	Some information withheld under s9(2)(a).
14.	RE (1) RSVP update (2) Query re travel RE Lauu's pōwhiri list as of today .msg	651-653	Some information withheld under s9(2)(a).
15.	RE [name withheld under s9(2)(a)]Flights.msg	654-655	Some information withheld under s9(2)(a).
16.	Re Farewell Powhiri.msg	656-657	Some information withheld under s9(2)(a).
17.	RE Farewell Lauu Mac Leauanae Secretary for Pacific Peoples - Thursday 13 October @ 300pm.msg	658	Some information withheld under s9(2)(a).
18.	Re FW RSVP Powhiri for Lauu Mac Leauanae.msg	659-662	Some information withheld under s9(2)(a).

No	Title	PDF PAGE	Decisions on release
19.	RE Io! Bula vinaka see you on Wednesday at 1 p.m. at your Manatū Taonga! RE Guest list invitations - Lauulu Pōhiri.msg	663-669	Some information withheld under s9(2)(a).
20.	Re Lauulu Mac Leauanae pōwhiri preparation for Monday 17 October.msg	670-674	Some information withheld under s9(2)(a).
21.	RE Powhiri - 17th October 2022.msg	675-676	Some information withheld under s9(2)(a).
22.	RE Re## 1812098 ## [name withheld under s9(2)(a)] Accommodation - Update.msg	677	Some information withheld under s9(2)(a).
23.	RE Re## 1814193 ## Flight to be booked for Guests.msg	678-679	Some information withheld under s9(2)(a).
24.	Re## 1814193 ## Flight to be booked for Guests.msg	680-685	Some information withheld under s9(2)(a).
25.	Re## 1823438 ## Flight change and extra accom requested.msg	686-687	Some information withheld under s9(2)(a).
26.	Travel dates).msg	688	Some information withheld under s9(2)(a).
27.	Trip for [name withheld under s9(2)(a)] to Wellington departing 16 October has changed .msg	689-691	Some information withheld under s9(2)(a).

GROUP ONE

From: s9(2)(a)
To: [REDACTED]
Subject: All Staff Fono - Budget
Start: Wednesday, 21 September 2022 1:00:00 pm
End: Wednesday, 21 September 2022 1:30:00 pm
Location: Microsoft Teams Meeting; Helekosi
Sensitivity: Private

Microsoft Teams meeting

Join on your computer, mobile app or room device

Click here to join the meeting <https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZjJkYWQwZWVtNmZmZS00Y2EwLWlyMWUtMzYyNDg0YmUzYzBk%40thread.v2/0?context=%7b%22id%22%3a%225b3d43d2-199b-4548-968b-6c8de4cd28ff%22%2c%22oid%22%3a%22ad9f3217-3264-4ef5-a9ec-b8607fa6a160%22%7d>

Meeting ID: 431 074 201 775
Passcode: qGh5yP

Download Teams <<https://www.microsoft.com/en-us/microsoft-teams/download-app>> | Join on the web <<https://www.microsoft.com/microsoft-teams/join-a-meeting>>

Learn More <<https://aka.ms/JoinTeamsMeeting>> | Meeting options <https://teams.microsoft.com/meetingOptions/?organizerId=ad9f3217-3264-4ef5-a9ec-b8607fa6a160&tenantId=5b3d43d2-199b-4548-968b-6c8de4cd28ff&threadId=19_meeting_ZjJkYWQwZWVtNmZmZS00Y2EwLWlyMWUtMzYyNDg0YmUzYzBk@thread.v2&messageId=0&language=en-US>

From: s9(2)(a)
To: [REDACTED]
Cc: [REDACTED]
Subject: All Staff Fono / Farewells / Powhiri
Date: Friday, 30 September 2022 5:35:00 pm
Attachments: [All Staff Planning Fono Agenda 300922.docx](#)
[Revised Laulu MPP farewell 300922.docx](#)
[Revised Laulu Public Farewell Programme 300922.docx](#)
[image001.png](#)
[image002.png](#)

Malo lava Tautua, just wanted to send you a quick update on All Staff Fono / Farewells / Powhiri coming up on Thurs 13, 14 & 17th October.

I have attached the draft final agendas for each – they are all coming together really nicely. Thanks so much s9(2)(a) for your logistical prowess & s9(2)(a) for guidance.

Next week, I'll aim to catch up with you individually on the different aspects/roles we will play in these.

In the meantime, have a nice weekend, s9(2)(a)

s9(2)(a)

s9(2)(a)

Level 1, 101-103 The Terrace, Wellington
PO Box 833, Wellington 6140
www.mpp.govt.nz



ALL STAFF PLANNING DAYS 2022

Meeting Date Thursday 13 – Friday 14 October 2022

Venue Movenpick Hotel, Wellington
MC: s9(2)(a)

DAY ONE

TIME	ITEM	LEAD
0900	Coffee on arrival	
1000	Welcome & Objectives	s9(2)(a)
1010	Opening lotu	s9(2)(a)
Connecting & Reconnecting		
1015 – 1155	Cultural Practice – Introduction Session	s9(2)(a)
	Debut of Ministry pese and practice	s9(2)(a)
Message from s9(2)(a)		
1200	s9(2)(a) - Reflections - Priorities - Q&As	Introduced by s9(2)(a)
1230 – 1330	Lunch	
Shuttles to Farewell Venue		
1400 – 11:30pm	Farewell at Pipitea Marae Function Centre	See separate programme.

DAY TWO

TIME	ITEM	LEAD
0900	Welcome & Reflections	s9(2)(a)
0910	Opening lotu	s9(2)(a)
<i>Our Changing Context – Panel Session</i>		
0915	Managing change over next 6 – 12 months	s9(2)(a)
<i>Priorities for our Pacific communities in 2022</i>		
1015	Preliminary Themes from Lalanga Fou Engagements 2022	s9(2)(a)
1100	Morning tea	
<i>Where are we going? How will we get there? How will we know we're making an impact?</i>		
1115	Update on our 'Big Rocks' deliverables for 2022/2023 and beyond	Tier 3 Leaders
1300	Closing Lotu & Lunch	s9(2)(a)

MPP-Only Farewell Celebration for Laulu Mac Leauanae

Thursday 13 October 6.30pm – 8.30pm

Venue: Pipitea Marae & Function Centre, Wellington

MC: s9(2)(a)

6.30pm	Opening Lotu / Prayer/Welcome	s9(2)(a)	10 mins
6.40pm	'Aiava ceremony	s9(2)(a)	5 mins
		<ul style="list-style-type: none">• Samoa• Cook Islands – E takake nei tātou• Fiji – Isa lei• Kiribati – Greeting only (30 seconds)• Niue• Rotuma – Greeting only (30 seconds)• Tokelau – Ko Tonuia Kaimoana• Tonga• Tuvalu - Fatele	60 mins
7.40pm	Fiafia	Fiafia / performances/ Items Ministry Tiktok (prerecorded)	30 mins
8.15pm	Closing lotu	s9(2)(a)	5 mins
8.30pm		Ministry photo	5 mins

Public Farewell Celebration for Laulu Mac Leauanae

Thursday 13 October 3.00pm – 5.30pm

Venue: Pipitea Marae & Function Centre, Wellington

MC: s9(2)(a)

PART ONE – OPENING AND WELCOME (30 mins)			LEAD: s9(2)(a)
3.00pm	Mihi Whakatau	Guests assemble for mihi whakatau /welcome. Guests are welcomed in and seated. s9(2)(a)	20 mins
3.20pm	Opening Lotu / Prayer	Prayer – s9(2)(a) Pese – E lo’u Tama e ua Faafetai	10 mins
PART TWO – SPEECHES FROM PACIFIC COMMUNITIES (60 mins)			LEAD: s9(2)(a)
3.30pm	Invited speakers /representatives from Pacific communities	<ul style="list-style-type: none"> • Cook Islands speaker • Fiji speaker • Kiribati speaker • Niue speaker • Rotuma speaker • Tokelau speaker • Tonga speaker • Tuvalu speaker • Samoa speaker 	60 mins
PART THREE – SPEECHES FROM GOVERNMENT (30 mins)			LEAD: s9(2)(a)
4.30pm	Invited speakers /representatives government	• Speech from s9(2)(a)	10 mins
		• Public Service Commission (x1), agencies (x3)	10 mins
		• <i>Special Presentation – Honouring our History</i> (Ministry for Pacific Peoples presentation – Chief Executives) (x2)	10 mins
PART FOUR – LAULU’S FAREWELL SPEECH (20 mins)			
5.00pm	Laulu’s reply	<ul style="list-style-type: none"> • Words from Laulu. • Laulu’s taualuga (Ministry staff supporting) <i>Falealili uma – full version with Alo alo malie lou va’a Samoa</i>	20 mins

PART FIVE – CLOSING (10 mins)			
5.15pm	Closing Lotu/Prayer	<ul style="list-style-type: none"> • Prayer - Blessing of Lau and Ministry • Blessing of the food • Closing Pese <p style="text-align: center;"><u>Himi 391: 'Oku ai ha ki'i fonua</u></p> <p>'Oku ai ha ki'i fonua There is a small Island 'Oku tu'u 'i 'oseni that stands in the Ocean. Na'e 'ikai ke ma'u 'Otua, It did not have God, Na'e masiva he lelei. They were poor in goodness. Haleluia! Haleluia! Kuo monū'ia eni x 2 Hallelujah, they are now blessed</p> <p>Tama Tonga, tu'u 'o ngāue, Tongan man, stand & work Ho koloa ke fakamonū. Your treasure must be expressed Lotu ki he 'Eiki ma'u pē, Pray to the Lord always Ke ne pou pou ki he lotu for His support in prayer 'O malu'i, 'O malu'i, 'O malu'i 'a Tupou x 2 To protect, to protect Tupou</p>	10 mins

PREPACKED DINNERS AVAILABLE FOR GUESTS & MPP STAFF – 5.30pm

EVENT ENDS 6PM

From: s9(2)(a)
To: s9(2)(a), s9(2)(a)
Subject: All Staff Fono, Farewell & Powhiri - updates & next steps
Start: Friday, 30 September 2022 2:00:00 pm
End: Friday, 30 September 2022 2:30:00 pm
Location: Microsoft Teams Meeting
Attachments: [Revised Laulu MPP farewell 290922.docx](#)
[Revised Laulu Farewell Programme 290922 \(002\) - TLS and FV.docx](#)
[All Staff Planning Fono Agenda 300922.docx](#)

Malo s9(2)(a) before the week ends, just want to give you an update on:

1. All-staff fono (agenda attached)
2. Laulu's Public Farewell (Agenda attached)
3. MPP Farewell (agenda attached)
4. Laulu's Powhiri.

Team, s9(2)(a) please join if you can. Otherwise we'll touch base early next week.

Fa'afetai

s9(2)(a)

Microsoft Teams meeting

Join on your computer, mobile app or room device

Click here to join the meeting <https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZmVkMzg2YzEtZDBkMC00ZDg2LTk3MjgtMDYyM2NjOTdkM2Q1%40thread.v2/0?context=%7b%22Tid%22%3a%225b3d43d2-199b-4548-968b-6c8de4cd28ff%22%2c%22Oid%22%3a%22e650f0a0-55c5-46ae-942c-6e3257f511cc%22%7d>

Meeting ID: 447 533 344 858
 Passcode: 6nWQsk

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Learn More <<https://aka.ms/JoinTeamsMeeting>> | Meeting options <https://teams.microsoft.com/meetingOptions/?organizerId=e650f0a0-55c5-46ae-942c-6e3257f511cc&tenantId=5b3d43d2-199b-4548-968b-6c8de4cd28ff&threadId=19_meeting_ZmVkMzg2YzEtZDBkMC00ZDg2LTk3MjgtMDYyM2NjOTdkM2Q1@thread.v2&messageId=0&language=en-US>

From: s9(2)(a)
To: s9(2)(a); s9(2)(a)
Subject: All Staff Fono: Tautua Approval
Start: Thursday, 22 September 2022 12:00:00 pm
End: Thursday, 22 September 2022 12:15:00 pm
Location: Microsoft Teams Meeting; Tautua Meeting Room

Microsoft Teams meeting

Join on your computer, mobile app or room device

Click here to join the meeting <https://teams.microsoft.com/l/meetup-join/19%3ameeting_N2JiY2RjZDYtOTc5NS00MDdiLWFjMjktMmNmMDEzYmUxNzU5%40thread.v2/0?context=%7b%22Tid%22%3a%225b3d43d2-199b-4548-968b-6c8de4cd28ff%22%2c%22Oid%22%3a%22ad9f3217-3264-4ef5-a9ec-b8607fa6a160%22%7d>

Meeting ID: 487 970 859 756
Passcode: 6cHv6u

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Ministry for
**Pacific
Peoples**

Te Manatū mō ngā Iwi o te Moana-nui-ā-Kiwa

**Our 'Big Rock' deliverables for
2022/2023 and beyond**

Corporate Services

- People & Culture focus on improving processes and getting ready for s9(2)(f)(iv)
- Recruitment of Yavu and Kapasa Trainer positions and s9(2)(f)(iv) within the Ministry
- Finance
- Getting ready for new system and adapting processes
- Focus on developing and maturing Ministry's budget management process
- Procurement
- Improving processes, using contract/supplier decision making and developing our provider strategy (supplier relationship management)

Corporate Services continued. IT

1. The integrated FMIS, Grants Management and Customer Relationship Management System delivery.

- a. The system will be fully operational by July 1st 2023 for the funding round FY23\24
- b. Design workshops have commenced this week and the first two areas we will be looking at is Languages and Tupu. Others will follow.
- c. FMIS design workshops kick off this week.
- d. We are planning to run a “show and tell” session later in October\early November which will provide an opportunity for anyone who is interested in the new system.

2. Vaka Puna modernisation

- a. Based upon feedback from across the Ministry we know that Vaka Puna isn't well used, and doesn't meet our requirements.
- b. A large number of people (approx. 2\3) are using SharePoint, so we have made the decision to migrate to SharePoint. This project is in its early stages and we are hoping to have this completed by June 2023.

3. Public Records Act, Privacy Act, and Protective Security Requirements Maturity Uplift

- a. As a government organisation we must comply with the above acts. s9(2)(g)(i)
- b. s9(2)(g)(i)
- c. We cannot raise our maturity overnight so this work will be ongoing over a number of years, and will include initial and ongoing training for all staff.

Office of the Secretary - “Three E’s (Engage, Enable, Empower)”

- Ministry-wide legal advice and support
- Public Sector Relationships
 - Crown Law
 - Government Legal Network
 - Government Chief Legal Advisor Network

Legal Services

Ministerial Services

- Ministerial Servicing rating of:
- 4.5 Parliamentary Questions
 - 4.0 Ministerial briefings
 - 3.9 Quality of policy advice
- High quality briefings
 - Aide memoires
 - Reporting for the Minister and Secretary for Pacific Peoples
 - Timely & quality OIA Requests

Communications, Marketing and Media Team

Events and Engagements:

- Language Weeks (Niue and Tokelau) – October
- Prime Minister’s Pacific Youth Awards – December
- **s9(2)(f)(iv)**

Nominations for Boards and Honours

- Over 400 state sector boards
- 100 appointments each year
- Find out more: mpp.govt.nz/programmes/nominations-service/
- Twice yearly nominations for Royal New Zealand Honours
- Find out more: email nominations@mpp.govt.nz

Strategy, Performance and Business Intelligence

- Alignment to the AoG Pacific Wellbeing outcomes framing
- New Statement of Intent (four-year strategic document) for 2023-2027
- Performance Reporting unit:
 - All of MPP statutory reporting requirements
 - MPP's new role as the monitor and reporter of AoG performance on Pacific Wellbeing outcomes



Regional Partnerships

[See own slide]

Policy, Evaluation, Research, Housing and Languages (PERHL)

- Long Term Insights Briefing – delivering our first one and planning for the next
- Pacific Languages Strategy – next steps including s9(2)(f)(iv)
- Pacific Wellbeing Strategy – next steps including s9(2)(f)(iv) and a s9(2)(f)(iv)
- Fale mo Aiga
- Pacific village expansion
- s9(2)(f)(iv)

Service Delivery

1. Tupu Aotearoa
2. Toloa
3. Community Initiatives
4. Pacific Aotearoa Community Outreach
5. Reporting and Data
6. Pacific Business Trust – **s9(2)(f)(iv)**
7. Centre for Pacific Languages – Community Language programmes

Farewell Celebration for Laulu Mac Leauanae
Thursday 13 October 3.00pm – 5.30pm
Pipitea Marae & Function Centre, Wellington

- 3.00pm** **Guests seated.** Laulu and family welcomed in.
- 3.05pm** **Welcome MCs** s9(2)(a) (5 mins)
- 3.15pm** **Opening Prayer** s9(2)(a) (10 mins)
- 3.30pm** **Speeches from Pacific Communities** (60 mins)
- *Representative from Cook Islands community*
 - *Representative from Tokelau community*
 - *Representative from Niue community*
 - *Representative from Tonga community*
 - *Representative from Fiji community*
 - *Representative from Tuvalu community*
 - *Representative from Rotuma community*
 - *Representative from Kiribati community*
 - *Representative from Samoa community*
- 4.30pm** **Speeches from Government sector** (15 mins)
- s9(2)(a)
- Representative from Public Service Chief Executives – s9(2)(a)
- Representatives from Pacific public servants - s9(2)(a)
- 4.45pm** **Special presentation - Honouring our Ministry's history** (15 mins)
- s9(2)(a)
- 5.00pm** **Speech from Laulu Mac Leauanae** (15 mins)
- Laulu's Tauluga – supported by Ministry staff
- 5.15pm** **Closing Prayer** (10 mins)
- s9(2)(a)

Honouring our Chiefs – Suggested talking points

- Now, Ladies and Gentlemen, we have prepared a special presentation – Our History: Honouring our Chiefs *[Slide - Presentation: Our History: Honouring our Chiefs]*
- In 1989, the then Labour Government of the day, announced that it would establish a standalone Ministry that would represent the interests and aspirations of Pacific Island peoples in New Zealand.
- Prior to that, Pacific interests had been covered by other, larger, government departments such as the Department of Internal Affairs and the Department of Maori Affairs.
- In 1990, the Ministry of Pacific Island Affairs was established. The only one of its kind in the world.
- Its establishment was the result of many members of our Pacific communities lobbying and fighting hard to have a standalone Ministry. Some of those people included the likes of s9(2)(a) and many, many others.
- Some are also here today or are the children of those who still have fond memories of fighting for the Ministry before it officially became what it is now.
- In 2015, the Ministry of Pacific Island Affairs became the Ministry for Pacific Peoples. And in 2020, with the introduction of the Public Service Act, the Chief Executive roles of all the Ministries changed to Secretary roles, so that today the Chief Executive of the Ministry for Pacific Peoples is called the Secretary for Pacific Peoples.
- Today, as a young, proud Pasifika woman I am very privileged to work for the Ministry for Pacific Peoples, and I acknowledge all those who fought for its existence and who have contributed to the work of the Ministry over the years.
- One of the things that Laulu has talked about is that he is not just the sum total of himself but is the sum total of those who have come before him, his family, and his community.
- So today we wanted to also acknowledge s9(2)(a) s9(2)(a) Laulu.
 - s9(2)(a) (s9(2)(a) walks on stage with photo and stays there).
 - s9(2)(a) (s9(2)(a) walks on stage with photo and stays there).
 - s9(2)(a) (s9(2)(a) walks on stage with photo and stays there).
 - s9(2)(a) (s9(2)(a) walks on stage with photo and stays there).
 - Laulu Mac Leauanae 2017 – 2022 *[Slide]* s9(2)(a) walks on stage with photo and stays there).

[Pause for a few seconds, and then walk off single file and place photos on side table].

- Laulu, s9(2)(a) were unable to be here today but they both send their alofa, and congratulations to you on your new role.
- We are however very privileged to have s9(2)(a) with us today.
- I would now like to invite s9(2)(a) to say a few words on behalf of the s9(2)(a)



- Finally, before we end this segment, I just want to let everyone know that the photographs of the five Chief Executives will be displayed at the Ministry's National Office here in Wellington, so that current and future Ministry staff, and visitors to the Ministry, will be able to see this important part of our Ministry's history and legacy.
- And as future leaders join the Ministry, they too will make their mark.
- Thank you.



Ministry for Pacific Peoples

Financial Delegations Policy

Corporate Policy

Deputy Secretary Corporate Services
October 2022

IN CONFIDENCE

This document contains policy relating to Financial Delegations at the Ministry for Pacific Peoples (**the Ministry**).

Version	8.0	Contact	Deputy Secretary Corporate Services
Status	In effect from 17 October 2022	Approved	17 October 2022
Owner	The Ministry	Owner(s)	Deputy Secretary Corporate Services
Review	Every two years or as needed	Next Review	October 2024
Revision History	V1.0 July 2015 V1.1 July 2016 V2.0 Feb 2018 V3.0 Sept 2018 V4.0 April 2020 V5.0 July 2021 V6.0 December 2021 V7.0 February 2022 V8.0 October 2022		
Key Changes	Change in Secretary.		

Please do not make unauthorised electronic copies or new versions (drafts) of this corporate policy. Contact the Deputy Secretary Corporate Services to have new drafts initiated and recorded in the appropriate manner.

Approval

Signature s9(2)(a)  Date 10/10/2022

Name: s9(2)(a) 
 Role: s9(2)(a) 

Table of Contents

Purpose3

Context3

Business Rules5

Delegation Limits and Exclusions 11

Indemnities and Limitations of Liability 12

Purpose

Purpose of this policy

The purpose of the Financial Delegations policy is to set out the process for establishing, limiting and maintaining financial delegations.

It does not include the separate delegations or accountability given by the Secretary for Pacific Peoples (the Secretary) in respect of operational functions and powers or any Human Resources People delegations.

The "Instrument of Financial Delegation" delegates financial delegations directly from the Secretary to the staff positions as set out in Schedule B. A delegation holder holds authority to exercise delegations relating to their position for as long as they hold that position.

Scope of this policy

This policy sets out the framework and instructions for all holders of financial delegations within the Ministry.

This policy covers both operating and capital expenditure for:

- Ministry Departmental Expenditure
- Non-departmental Expenditure

It is the responsibility of every delegation holder to be familiar with and fully comply with this policy in the operation of their financial delegation. Should you require any assistance on compliance with this policy please contact the Deputy Secretary Corporate Services.

This policy should be read in conjunction with the Ministry's financial policies, Procurement policies and Human Resources policies.

Context

What is a delegation?

New Zealand legislation confers functions and powers on the Secretary, rather than on the Ministry. It is not practical for the Secretary to carry out these powers and functions personally. A delegation is the mechanism used to confer the legal authority to carry out a function or power, from the Secretary to Ministry staff.

Delegations are issued to a role rather than the person holding the role, to enable the person in that position to incur expenditure up to an authorised limit. The role holder may be a permanent or fixed term employee, secondee or contractor.

Delegations are issued to role holders on their appointment (on a permanent or an acting basis) to a role that has financial delegations.. In accepting the offer of the role, the role holder must agree to discharge these delegations.

At any time, the Secretary may amend a delegation or approve a time limited instrument of delegation for specific projects or purposes.

Within this policy, "delegation" means conferring authority to exercise a responsibility, power or duty from the Secretary (the delegator) to the holder of the nominated position (the delegate).

The delegator retains full control over the delegated authority and may recall that authority by notice in writing as the situation demands. The delegator may also exercise the function or power themselves despite having delegated it.

The delegator remains responsible (and accountable) for the exercise of the function or power by the delegate. Correspondingly, the delegate remains accountable to the delegator for the satisfactory performance or exercise of the delegated function or power.

Unless stated, all amounts are exclusive of GST and are on a per transaction basis.

**Secretary's
Delegations**

Cabinet Office Circular CO (18) 2 establishes the delegation of the Chief Executive. Pursuant to this circular, the Chief Executive has full financial authority within the constraints of the Public Finance Act 1989 to expend departmental cash, or incur departmental expenses, capital expenditure under appropriation (p63) except in the following three areas where the delegation has been limited:

1. Publicity expenses of a promotional nature (limited to \$150,000);
2. Compensation or damages in settlement of claims (limited to \$150,000);
3. Ex gratia payments (limited to \$30,000).

For anything above these limits, the delegation holder should contact the Deputy Secretary Corporate Services for assistance.

The Secretary has authority to sub-delegate the financial delegations and the power of delegation itself. The Secretary has elected not to sub-delegate the general power to delegate itself, instead restricting sub-delegation to certain circumstances specifically covered in this policy.

Business Rules

Responsibility for Financial Delegations

The **Deputy Secretary Corporate Services** is responsible for maintaining a record of the financial delegations.

Creating, Amending and Disestablishing Financial Delegations

To create, amend or disestablish a delegation the Secretary notifies the Deputy Secretary Corporate Services, of any changes in position titles; new positions established requiring financial delegation; and existing positions disestablished by memo providing the following information:

- Position name/title
- Delegation level(s) it is proposed be assigned to the position (including Non-departmental levels if applicable)
- The departmental cost centre for which the position can approve expenditure; identifying which cost centres have a primary delegation and which cost centres have a secondary delegation. A primary delegation must only be given to the budget owner of a cost centre, and there must be only one budget owner per cost centre.

Once a request to update a delegation has been approved by the Secretary, that delegation has the same authority as one that appears in Schedule B even though it may not appear until the next delegation schedule update.

Assigning a Financial Delegation

For the delegation to come into effect, the delegation holder must complete the Acceptance Memo (Appendix 1 or 2) and forward it to the Deputy Secretary Corporate Services.

The delegation holder is responsible for understanding the delegations they hold in their role. Delegation holders must show good judgement and exercise the delegations with an understanding of the public sector environment and in the best interests of the Ministry.

**Exercising
Financial
Delegations**

Delegated authority given under the "Instrument of Financial Delegation" must be exercised strictly in accordance with the delegation.

The person exercising a delegated function or power shall exercise it in accordance with:

- The Public Finance Act 1989;
- The State Sector Act 1988;
- any other relevant legislation or legal authority;
- any requirements of the Office of the Auditor General;
- any Cabinet Office Circulars;
- any Government policies and/or priorities;
- the terms of any industrial agreement or Individual Employment Contract that applies to employees of the Ministry;
- any Human Resources delegations held;
- any Ministry strategies, policies or procedures;
- any obligations contained in the Ministry's Capital Expenditure Programme;
- any policy issued by the Secretary or the person's performance agreement relevant to its exercise;
- legal advice obtained, where appropriate;
- any other relevant instructions.

A person with delegated authority shall not authorise expenditure in respect of themselves.

Delegated authority will be specific to a position and promulgated in writing. A staff member's delegations will be automatically revoked when that person no longer holds the position appointed.

Actions taken without appropriate delegated authority may lead to disciplinary action.

A person with delegated authority will be required to sign the Acceptance Memo in the form shown in Appendix 1.

General Rules for Exercising Delegations

Employees may only exercise their delegation in respect of matters relating to the work area for which they are responsible (usually restricted to Cost Centres).

All financial delegations will be specified in writing, in the Ministry's "Instrument of Financial Delegation" and authorised by the Secretary. An "Acknowledgement and Acceptance of Delegated Authorities" must be returned to the Deputy Secretary Corporate Services. An example of the form is attached as Appendix 1.

Holders must pay attention to the way they authorise the expenditure of taxpayers' money on goods and services. The purchase of goods and services should be conducted in a professional and impartial fashion. The behaviour of delegated authority holders in purchasing should be beyond reproach.

Before exercising any delegated authority (i.e. making the decision to spend) the delegate must be satisfied that the:

- expenditure is incurred to achieve agreed Ministry outputs and outcomes;
- expenditure is necessary, having proper regard to its priority and reasonable economy and efficiency;
- the Ministry could confidently justify this expenditure to a taxpayer, or other interested parties;
- the amount will not exceed any limit per transaction as specified in Schedule C or D;
- the decision will not cause expenditure to exceed the approved "total" budget for their area(s) of responsibility;
- the proposed expenditure has been correctly classified;
- at the point a financial commitment is made the amounts approved are based upon the best estimate of possible costs; and
- the procurement policy has been compiled with.

Sub-delegation of a Delegated Authority

Delegations cannot be sub-delegated.

However, a person who holds a delegated authority (delegate) may give a written "Direction to Act" (see Appendix 2) to an employee of the Ministry who is to act in the delegate's position for a stipulated period of time. The employee is acting in the position described in the "Direction to Act", and exercising the powers of that position. See Temporary Delegations below.

Contracts for Procurement

This policy must be read in conjunction with the Ministry's Procurement Policy. It is the responsibility of each delegation holder to comply with the Ministry's Procurement Policy and the Government Rules of Sourcing.

Exercising a delegation carries with it the responsibility to account for all decisions made under that authority. Any actions taken without delegated authority may lead to disciplinary action.

Signing Contracts

Only delegation holders who hold the appropriate level of financial delegations at the point of making the commitment (for example, making or accepting a verbal offer, indicating a quote is accepted, signing a contract, MOU, variation or any other agreement) can commit the Ministry to expenditure.

No contracts will be signed unless they comply with this policy and also the Ministry's Procurement Policy.

Value of the Contract

In assessing the contract value for the purposes of who can sign the contract, the value of the contract is the total amount paid over the term of the contract including any rights of renewal.

Variation of a Contract

In assessing whether the delegation holder holds the financial delegation required to sign a variation to an existing contract, the combined sum of the existing contract and the variation amending the

contract is the total value of the amended contract, as opposed to the value of the variation itself.

This is to prevent transactions being broken up to 'avoid' the delegation policy.

Multi-Year Contracts

Expenditure budgets for the Ministry are valid for one financial year (1 July – 30 June). Multi-year agreements commit the Ministry to expenditure that occurs outside of its expenditure budget for which no budget authority usually exists.

Only the Secretary has the authority to sign multi-year agreements committing the Ministry to expenditure in years outside of the current year's expenditure budget.

Contracting Close to the Year End

Care should be taken when signing contracts close to the end of the financial year as the expense may be for future years for which no budget has yet been delegated. Finance should be approached for guidance on this.

Invoices relating to Contracts

Where a contract has been signed, the cost centre manager who has the budget for the particular contract has the authority to approve invoices relating to the contract.

**Conditions of
Financial
Delegations**

The "Instrument of Financial Delegation" must be read in conjunction with this policy. The policy has been prepared to assist delegation holders understand the expenditure items, their reporting lines and delegated amounts.

Delegation holders may not approve any item of expenditure, which while within the limits of their delegation will cause the total budget they are managing to be exceeded.

The dollar amounts per transaction shown on Schedules C and D of this policy must not be exceeded.

Persons acting in a position may exercise the power to authorise expenditure to the limit set in the full-time employees' delegation, provided they hold a written "Direction to Act" in the position. See Temporary Delegations - Direction to Act.

Departmental Expenditure

There are three levels of financial delegation (Level 1 to Level 3) relating to departmental expenditure. The limits for each are set out in Schedule C.

All expenditure approvals are to be processed through the Ministry's electronic approval system called FACT from Ferret software. This software is to contain the Financial Delegation limits shown in Schedule C.

For non-routine expenditure items, which are above the holders delegation limit, appropriate financial approval must be sought and given before the commitment to spend is made. Where the expenditure is discretionary it will be recognised as expenditure when it has been approved by the Secretary or a Deputy Secretary and the approval has been communicated to the applicant. These approvals should also be processed through the FACT software. When special approval has been obtained then the person receiving the approval may authorise payment within the approved amount, even though their normal level of delegation does not allow this type or level of expenditure.

For example, a contract with a consultant to provide a service may require the Secretary's approval. A copy of the signed contract and a memo approving the transaction would be appropriate documentation stored against the supplier in the Ferret software to support future spending, and subsequent invoice approval, up to the level approved in the contract.

Capital Expenditure

Employees may only approve capital expenditure that is part of the approved Capital Expenditure Budget and is within their delegated authority.

A delegation holder cannot approve expenditure if it exceeds the amount set down in the approved capital expenditure budget. Otherwise, the Secretary must approve the expenditure.

When special approvals have been obtained e.g. approval to enter into a contract, then the person receiving the approval may authorise payments within the approved amount, even though their normal level of delegation does not allow this type or level of expenditure. The approval documentation should be attached to the invoice when it is submitted for payment processing.

Non-departmental Expenditure

Cabinet Office Circular CO (18) 2 indicates that for Non-departmental expenses, a formal delegation to act must always be sought by the Chief Executive from the Vote Minister. The Agreement must be in writing and should be reviewed at the start of each financial year with appropriation ministers. The Secretary controls all Non-departmental expenditure within the Ministry.

Given the different nature of Non-departmental expenditure, the format of the delegations for Non-departmental expenditure is structured in a different way as noted below.

It is the responsibility of the employee responsible for the delegation type to monitor the appropriation covered by that delegation. This involves closely monitoring all Non-departmental expenditure for that delegation to ensure that it is essential, legitimate, and justified. Where the expenditure is discretionary it will be recognised as expenditure when it has been approved by the Secretary or the appropriate Deputy Secretary and the approval has been communicated to the applicant.

Where the grant is governed by an agreement, this expenditure shall be recognised in the period that the activity occurs that gives rise to the liability. Incentive payments shall be recognised when the assessment activity occurred and was invoiced. The Ministry will accrue for expenditure in a period, where there is sufficient information and assurance that any conditions for that expenditure will be satisfied in that period.

If there are demands for expenditure that may/will cause the appropriation to be exceeded, the employee responsible must inform the Deputy Secretary Corporate Services who will in turn seek to obtain the necessary ministerial approvals for the over-expenditure. This generally needs to be done by February each year, meaning accurate forecasting is very important.

Delegation holders must act responsibly in the payment of Non-departmental expenditure. They must ensure that:

- Charges incurred comply with the relevant legislation, regulations, or judicial orders;
- Charges incurred are in accordance with any agreement or contract that is in place for the supply of these services;
- As the Vote Minister has not delegated the power to write off Crown debts, any requests to write off Crown assets and bad debts must be submitted to the Deputy Secretary Corporate Services.

When special approvals have been obtained e.g. approval to enter into a contract, then the person receiving the approval may authorise payments within the approved amount, even though their normal level of delegation does not allow this type or level of expenditure. The approval documentation should be attached to the invoice when it is submitted for payment processing.

Delegation Limits and Exclusions

Approval of Expenditure

Delegation holders are authorised to approve Ministry expenditure in a single payment up to the limits shown for the particular expenditure as per Schedule C, subject to the Exclusions below or limited by the "Instrument of Financial Delegation".

Exclusions

Personal Expenditure

No delegation holder (including the Secretary) can approve their own personal expenditure. This includes travel, course fees, daily allowances, entertainment, professional fees, study fees, cell phone accounts, home telephone accounts, etc.

Delegation holders may approve expenditure where they receive minor and incidental benefit. For example if a delegation holder attends a farewell morning tea for an employee, they can approve the costs of the morning tea even though they are in attendance. If there is any doubt as to whether the expenditure is minor or incidental, then the expenditure should be approved on a one-level-up basis.

Personal expenditure of the Secretary will require the approval of the Deputy Secretary Corporate Services. The Deputy Secretary Corporate Services' expenditure requires the approval of the Secretary. All other delegation holders will require approval by their manager on a one-level-up basis, as long as their Manager holds the appropriate delegation to approve such expenditure.

The delegation holder needs to take a rigorous and robust approach in carrying out the approval function.

The Business Expenditure policy details the process and rules around the payment of invoices that contain an element of personal expenditure.

Entertainment Expenditure

Entertainment expenditure is often an area of focus for the media and auditors. Delegation holders should refer to the Ministry's policies on Business Expenditure, Travel and Hospitality, Gifts and Entertainment for a more detailed explanation of expectations around this type of expenditure. These are available on the Ministry's Intranet.

Finance Leases

Approval for the Ministry to enter into a finance lease is limited by the Public Finance Act 1989. Approval must be sought from the Minister of Finance. Prior endorsements must be sought from the Deputy Secretary Corporate Services who will facilitate the correct arrangements.

If in doubt as to what constitutes a finance lease, employees should contact the Deputy Secretary Corporate Services.

Hire Purchase

The Ministry is not authorised to purchase equipment by way of a hire purchase, rent to own agreements, or borrowings. These are generally treated as finance leases (refer above). If in doubt as to what constitutes a hire purchase, employees should contact the Deputy Secretary Corporate Services.

Extended Credit

No goods and/or services are to be purchased on a credit facility in excess of 90 days. No money may be borrowed by way of loan.

Payroll Payments

All regular departmental payroll payments must be approved by the Deputy Secretary Corporate Services.

Sponsorship Payments

A sponsorship is discretionary and is recognised as expenditure when it has been approved in accordance with these Financial Delegations and the approval has been communicated to the applicant. All such expenditure must be within scope of a Ministry appropriation.

Administrative Payments

Delegation to approve payments of capital charge, capital withdrawal, the repayment of surplus funds and any other departmental and Non-departmental payments required under the Public Finance Act 1989 to Treasury, has been delegated to the Deputy Secretary Corporate Services.

Delegation to approve payments of Goods & Services Tax (GST), Fringe Benefit Tax (FBT), PAYE and Withholding Tax has been delegated to the Deputy Secretary Corporate Services.

Indemnities and Limitations of Liability

Restriction against the Crown giving Indemnities and guarantees

The Public Finance Act 1989 (PFA) restricts the ability of any person to provide an indemnity or guarantee on behalf of the Crown (refer s65ZC of PFA).

What is an Indemnity?

An indemnity is a legally binding promise whereby one party undertakes to accept the risk or loss or damage that another party may suffer and to hold the other party harmless against loss caused by a specific stated event or type of event.

Examples:

The Ministry indemnifies an entity against claims made against that entity by third parties, arising from the entity undertaking services on behalf of the Crown.

What is a guarantee?

A guarantee is a legally binding promise of one party to assume responsibility for a debt or performance of an obligation of another party should that party default in some way. Guarantees generally relate to the payment of money, but may alternatively or in addition require the performance of services.

Example:

The Crown guarantees the deposits of a financial institution whereby the Crown undertakes to return the depositors funds should the financial institution be unable to do so.

Where the Ministry can provide an indemnity or guarantee

Only the Minister of Finance has the statutory authority to give an indemnity or guarantee outside of these Regulations.

As a general rule, if a third party wants the Ministry to give an indemnity or guarantee, the Ministry must, in the first instance, resist.

If negotiations to resist are not successful, the process outlined in the Guidance for issuing and Managing Crown and Departmental Indemnities and Guarantees (Guidance) must be followed.

If the indemnity is not of a type specified in the regulations, the Ministry must make a request to the Minister of Finance for an indemnity to be given and follow the process set out clause 3.4 of the Guidance.

There are some types of indemnities or guarantees that are permitted under the Public Finance (Departmental Guarantees and Indemnities) Regulations 2007

Only the Secretary has authority to commit the Ministry to providing an indemnity or guarantee permitted under these Regulations.

The Chief Legal Advisor must be consulted in every case where a third party seeks an indemnity or guarantee from the Ministry.

Examples of Permitted Indemnities and Guarantees

Contract for consulting services

Under the Regulations, the Ministry is permitted to give an indemnity or guarantee that relates to a claim by a third party when it is contained in a contract for the provision of advisory or consulting services to the Crown.

Example: the Ministry may enter into a contract for services that includes a clause that the Ministry will indemnify the consultant for any loss incurred by a third party as a result of the advice provided by the consultant where a claim is made by that third party against the consultant.

As a general principle, the Ministry should be able to rely on the services or goods being provided by a third party (the Ministry should not have to bear the risk of things going wrong) and should therefore resist any attempt to limit their liability.

If a third party seeks to limit their liability, they will typically seek to exclude all liability or they will do so on a qualified basis, limiting their liability to an event or capping their liability to an amount, usually somewhere between 1-5 times the value of the contract.

Leases

Under the Regulations, the Ministry is permitted to give an indemnity or guarantee that relates to and is contained in a contract to lease, a lease of, or a license for real property entered into by the Crown as a lessee, tenant or licensee (or as the assignee of the lessee, tenant or licensee)

Example: the Ministry may enter into a lease for premises and give an indemnity to the Lessor in respect of actions, claims, demands, losses, costs and expenses which the Lessor is liable for arising from loss, damage, injury to premises contributed by any act, omission, neglect, breach or default on the part of the Lessee.

Technology

Under the Regulations, the Ministry is permitted to give an indemnity or guarantee that is contained in the standard terms and conditions for the

purchase, license or use by the Crown of an Internet site, software or information technology tools, products or services.

Example: the Ministry may use social networking sites to share information and agrees that if anyone brings a claim against the site related to the Ministry's actions, content or information on that site, the Crown will indemnify and hold the site harmless from and against all damages, losses and expenses of any kind (including reasonable legal fees and costs) related to such claim.

Assessment for when to permit giving an indemnity or guarantee

It is ultimately a business decision to be made by the Ministry as to what level of risk, and therefore liability (if any), it is willing to accept. When making that decision, it should be borne in mind that the Ministry's willingness to accept that risk that should be assessed, not the willingness of an individual to accept that risk. The decision as to how much risk the Ministry should carry should be made after a full risk assessment, which takes into account:

- the nature of the risks (which are often, but not always, political);
- the likelihood of those risks eventuating;
- the measures in place to prevent them eventuating (or reducing the likelihood of risk occurring);
- what can be done to mitigate the damage done, should the risks indeed eventuate; and
- the adequacy of the cap on liability being proposed.

Where the Ministry is seeking to limit its liability, a proposed cap will typically be tied to the value of the contract. However, the risk of negligent services being provided often significantly exceeds the amount of the contract. Therefore, the Ministry should retain the option to recover some of its costs in rectifying the situation should things go wrong.

Conflicts of Interest

No delegation holder may perform a delegated function or duty or exercise a delegated power in relation to a transaction in which:

- the delegation holder is aware of a perceived or actual conflict of interest for a specific decision/purchase;
- the delegation is being exercised in relation to a peer group;
- the delegation holder is unsure or has doubt in regard to the decision being exercised;
- any expenditure which confers, or may be perceived to confer, a personal benefit on the delegation holder.

All staff must inform the Secretary, (via the Deputy Secretary Corporate Services), of any actual or potential conflicts of interest by disclosing any interests in other organisations that the Ministry has or might be considering a relationship with.

Where there is a perceived or actual conflict of interest, the delegation holder must apply the one-up principle, where prior approval for the transaction must be sought from the delegation holder's manager. This is to ensure the delegation holder does not directly or indirectly benefit personally from the decisions they are directly involved in.

The Deputy Secretary Corporate Services can authorise expenditure of the Secretary and all other members of the senior leadership team which confers, or may be perceived to confer, a personal benefit.

Changes to delegations

Cessation of Delegated Authority

A delegated authority will cease to operate when:

- it is withdrawn, which may be at any time for any reason
- a role holder ceases to hold the role to which the authority is delegated;
- the role specified in the Delegated Authority ceases to exist.

It is the responsibility of the delegation holder's manager to formally advise the Deputy Secretary Corporate Services of any changes affecting the delegated authorities.

When a new "Instrument of Financial Delegation" is signed, the financial delegation automatically ceases to exist by revoking any previous financial delegation.

Temporary Delegations - Direction to Act

If a delegation holder is unable to exercise their delegations due to absence, that delegation holder's manager may appoint another person to temporarily act in the delegation holder's role.

The acting delegation holder must not exceed the delegations of the absent delegation holder and must adhere to the one-up principle i.e., prior approval for the transaction must be sought from the delegation holder's manager.

If there is no acting appointment made, an absent delegation holder's delegations can only be exercised by the delegation holder's manager or through a more senior direct line manager. Using this approach can reduce the need for temporary delegations.

It is the responsibility of the person giving a direction to act in a role to ensure the role holder directed to act is suitably qualified and able to exercise the delegated level of authority applying to that role.

The Deputy Secretary Corporate Services must be advised when a person acting in a position has been given authority to exercise the financial delegation limits for that position.

The Temporary Financial Delegation - Direction to Act form (Appendix 2) should be completed and sent to the Deputy Secretary Corporate Services on these occasions. The temporary delegation is to be authorised by the manager of the person who is going to be absent and have their position filled on an acting basis. The Deputy Secretary Corporate Services will counter sign this "Direction to Act" form and update the delegation file accordingly.

Schedule A - Instrument of Financial Delegation

I, **s9(2)(a)** hereby delegate to the staff positions and the levels identified on Schedule B, the powers and functions specified, to approve expenditure against Vote Pacific Peoples, in accordance with and within the stated limits as per Schedules C and D of the Financial Delegations Policy.

Dated this 10 day of October 2022

s9(2)(a)

Schedule B – Staff Positions

POSITION TITLE	POSITION DELEGATION	Budget Responsibility	
		Primary	Secondary
Secretary for Pacific Peoples	1, A	05	All
Deputy Secretary Office of the Secretary	2	04	02
Director Communications, Media and Marketing	3	02	N/A
Deputy Secretary Policy, Research and Evaluation	2, B	10	11, 13, 16, 17
Director Policy	3	16	N/A
Director Housing	3, C	17	N/A
Director Research and Evaluation	3	11	N/A
Director Languages	3	13	N/A
Deputy Secretary Corporate Services	2	01	06, 18
Director People & Culture	3	06	N/A
Transitional Director Information Technology	3	18	N/A
Deputy Secretary Service Delivery	2, B	03	07,08,09,12, 14,15
Director National Programmes	3, C	N/A	12, 14, 15
National Programme Manager Tupu Aotearoa	3, C	12	N/A
National Programme Manager Toloa	3, C	14	N/A
National Manager Community Initiatives	3	15	N/A
Regional Partnerships Director – Northern	3	07	N/A
Regional Partnerships Director – Central	3	08	N/A
Regional Partnerships Director – Southern	3	09	N/A

The number in the "Position Delegation" column signifies the departmental approval limit that a position has (refer to Schedule C). A letter signifies that the position has financial delegations to approve non-departmental expenditure (refer to Schedule D).

The numbers in the Primary and Secondary Delegations columns indicate the cost centre's for which the role has primary or secondary Delegation.

Primary Delegation – This delegation exists to specify which role is primarily responsible for the approval of the cost centre spend and for budget management of the specified cost centre.

Secondary Delegation - This delegation exists to ensure invoices and other financial approvals can be processed in an efficient manner in the event of unforeseen absences or where transactions may be outside of an individual budget holder's primary delegation. The holder of the primary delegation is generally the budget holder and accountable for the overall budget, therefore it is recommended that when the secondary delegation is exercised, the budget holder is informed.

Consolidated Invoices -The Deputy Secretary Corporate Services is authorised to approve payments, within their approval limit, for bulk invoices where no one individual holds the delegated authority. These invoices are then recharged to individual manager's budget codes. This authority is restricted to suppliers such as Air New Zealand, 2Degrees, power accounts, and taxis, and any other consolidated or centralised invoicing arrangements that are put in place.

Exceptional Circumstances - the Deputy Secretary Corporate Services has authority, under exceptional circumstances, to approve expenditure within their approval limit, for operational and service expenditure against any budget. This is a last resort approval when those who hold the direct approval are absent and others with the authority cannot be located or accessed in a timely manner.

Schedule C – Financial Delegation limits

This schedule must be read in conjunction with the previous sections of the policy. All employees granted a level of financial delegation must also ensure they are fully aware of MPP's procurement policy and its requirements. Unless stated, all amounts are exclusive of GST and are on a per transaction basis.

Types of Transactions	Level 1: Secretary	Level 2: Deputy Secretaries	Level 3: Directors/ Managers
Personnel & Operating Expenses			
Refer to the Human Resources Delegations Policy for delegations pertaining to appointment of staff, one-off employment contract provisions e.g. redundancy, and at risk and performance pays etc			
Overseas travel (including Australia) requires Chief Executive prior-approval) (1)	No limit	\$10,000	Nil
Engaging non-publicity related consultants or obtaining professional services (delegation is for total value of the engagement)	No limit	\$100,000	\$50,000
Bad Debt Write Off (2)	No Limit	\$10,000	Nil
Entertainment (3)	No Limit	\$10,000	\$5,000
Mea Alofa / Koha (3)	No Limit	\$5,000	\$2,000
ICT related costs	No Limit	\$100,000	\$5,000
Special Payments			
Compensation or damages in settlement of claims (4)	\$150,000	Nil	Nil
Promotional publicity expenditure (including Sponsorship) (5)	\$150,000	\$75,000	\$25,000
Ex-gratia payments (6)	\$30,000	\$20,000	Nil
Lease Payments			
Property Leases Rental (for the duration of the lease) (2)	\$15,000,000	Nil	Nil
Operating Leases for Equipment- more than 1 year (for the duration of the lease) (2)	\$15,000,000	\$100,000	\$20,000
Operating Leases for Equipment - less than 1 year (for the duration of the lease)	\$15,000,000	\$20,000	\$10,000

Types of Transactions	Level 1: Secretary	Level 2: Deputy Secretary Corporate Services	Level 3: Directors/ Managers
Capital Expenditure			
IT Capital expenditure	Appropriation	\$100,000	Nil
Property, Furniture, and Fittings -Capital Works	Appropriation	\$100,000	Nil
Other capital Expenditure	Appropriation	\$50,000	Nil
Loss on disposal / Write off assets	\$15,000,000	\$10,000	Nil

- (1) Deputy Secretaries can approve expenditure as long as a copy of the approval from the Secretary is attached to any payment sent to Finance for processing.
- (2) These must first be discussed with the Deputy Secretary Corporate Services
- (3) These items have special rules - refer to the Business Expenditure Policy, the Travel Policy and the Hospitality, Gifts and Entertainment Policy.
- (4) Claims over \$75,000 should be endorsed either by the Crown Law Office, unless the legal settlement is required to comply with a court judgement. Claims under \$75,000 must be endorsed by the Chief Legal Advisor, unless it is required to comply with a court judgment and will be referred to the Crown Law Office at the discretion of the Chief Legal Advisor. Refer to CO (15) 4 and CO (18) 2 for further detail.
- (5) Promotional publicity expenditure must comply with the guidelines for government advertising. [<https://dpmc.govt.nz/sites/default/files/2017-03/guidelines-govt-advertising-20nov1989.pdf>]. Note that the definition of advertising in those guidelines is very broad – check the definition before commencing any work that will result in public messaging, that is over the dollar limits prescribed in this policy.
- (6) Ex gratia payments – payments made without the giver recognising any liability or legal obligation, the payment is made out of goodwill or a sense of moral obligation.

Schedule D - Non-Departmental Expenditure Schedule

This schedule must be read in conjunction with the previous sections of the policy. All employees granted a level of financial delegation must also ensure they are fully aware of the Ministry's procurement policy and its requirements. Unless stated, all amounts are exclusive of GST and are on a per transaction basis.

Non-Departmental Expenses

Appropriation	Programme	Level A: Secretary	Level B: Deputy Secretaries	Level C Directors/Managers
Promotions - Business Development	Business Development through PBT or Pacific Business Hub	Appropriation	\$100,000 Deputy Secretary Service Delivery,	\$50,000 Director National Programmes,
	Economic Development		\$100,000 Deputy Secretary Policy Research and Evaluation	\$50,000 Director Housing
Study and Training Awards for Business Development	Toloa	Appropriation	\$100,000 Deputy Secretary Service Delivery	\$50,000 National Programme Manager Toloa, Director National Programmes
Skills, Training and Employment	Housing	Appropriation	\$100,000 Deputy Secretary Policy Research and Evaluation	\$50,000 Director Housing
	PEC contract		\$100,000 Deputy Secretary Service Delivery	Nil
	Tupu Aotearoa		\$100,000 Deputy Secretary Service Delivery	\$50,000 National Programme Manager Tupu Aotearoa, Director National Programmes

Appendix 1: Acknowledgement and Acceptance of Delegated Authorities form

Acknowledgement and Acceptance of Delegated Authorities

To the Deputy Secretary Corporate Services

I hereby acknowledge that, in my capacity as _____,

I accept the financial delegations relating to this position.

I agree to comply with all conditions and requirements presented in the Instrument of Financial Delegations and all relevant policies and procedures.

I confirm that I have read, understood and will apply the contents of the Financial Delegations Policy in so far as they relate to the delegations issued to my position.

Name:

Signature:

Date:

Approved by:

Name:

Signature:

Date:

Appendix 2: Temporary Financial Delegation – Direction to Act

Temporary Financial Delegation – Direction to Act

This form needs to be approved by the Permanent Delegation Holder’s Manager and once approved must be forwarded to the Deputy Secretary Corporate Services.

Requested on behalf of the Temporary Delegation Holder

This is to advise that the person stated below will be exercising financial delegations in accordance with the agreed “Instrument of Financial Delegation” for the position title and period set out below and in accordance with the Financial Delegations Policy.

Name	
Title of position being covered	
Reason for request (to cover leave, resignation, etc.)	
Permanent delegation holder	
Temporary delegation start date	
Temporary delegation expiry date	

Specimen Signature of Temporary Delegation Holder:

I confirm that I have read and understood and will apply the contents of the Financial Delegations Policy as it relates to this Temporary Financial Delegation.

Name	
Substantive (usual) position	
Signature	
Date	

Approval of Temporary Delegation:

I approve this Temporary Financial Delegation.

Name	
Position	
Signature	
Date	

The Secretary can approve the temporary delegation of their own financial delegations.

From: s9(2)(a)
To: s9(2)(a)
Cc: s9(2)(a)
Subject: FW: Ministry support for cultural gifting - Laulu's farewell
Date: Wednesday, 9 November 2022 11:15:18 am
Attachments: [image001.png](#)
[image002.png](#)
[Gift Inventory - Laulu's Farewell 201022.docx](#)

Hi folks

I've got cash from Westpac, so we're set to make payments for this (the cash is in with petty cash at the Wellington office).

Per attached, payments are:

1. \$300 to Tongan group
2. \$1,500 to s9(2)(a)
3. \$1,500 to s9(2)(a)
4. \$1,000 to s9(2)(a) – s9(2)(a) and s9(2)(a) presented this to him on Monday (we already had some cash on hand).

Can you let me know who will receive for 1, and who will distribute for 1, 2, 3.

Note – to protect everyone involved it is best to have two people doing distribution, so they can both verify the handover.

Thanks, s9(2)(a)

From: s9(2)(a)
Sent: Wednesday, 2 November 2022 12:33 PM
To: s9(2)(a)
Cc: s9(2)(a)
Subject: RE: Ministry support for cultural gifting - Laulu's farewell

Thanks for this s9(2)(a) I acknowledge the generosity of our staff with gifting these items, but wholeheartedly support providing financial support to appropriately acknowledge some of these gifts.

s9(2)(a)

From: s9(2)(a)
Sent: Tuesday, 1 November 2022 5:13 PM
To: s9(2)(a)
Cc: s9(2)(a)
Subject: Ministry support for cultural gifting - Laulu's farewell

Hi s9(2)(a)

We've had a request for the Ministry to provide financial support for some of the farewell gifts given to Lauulu.

s9(2)(a) has summarised gifts to Lauulu from each ethnic group in the attached.

The two groups we're being asked to support in this instance are:

- Tonga - \$300 cash (partial contribution to carving)
- Samoa - \$4,000 cash (large Siapo, 4 x ie toga)

The reason for the request is the significant value of the gifts given.

The support will take the form of cash payments, presented by Ministry officials to those that provided the gifts.

We seek your approval in order to provide this support.

Thanks/regards, **s9(2)(a)**

From: **s9(2)(a)**
Sent: Tuesday, 1 November 2022 4:32 PM
To: **s9(2)(a)**
Cc: **s9(2)(a)**
Subject: Re: Updated cultural gifting list - for your actioning please

Thanks **s9(2)(a)** yes that is correct. Fa'afetai **s9(2)(a)**

Get [Outlook for Android](#)

From: **s9(2)(a)**
Sent: Tuesday, 1 November 2022, 3:20 pm
To: **s9(2)(a)**
Cc: **s9(2)(a)**
Subject: FW: Updated cultural gifting list - for your actioning please

Can I confirm payment 'channels':

- Tonga - \$300 cash needed
- Samoa - \$4,000 cash needed
- Tokelau - staff to be reimbursed direct
- Tuvalu - staff to be reimbursed direct
- Niue - staff to be reimbursed direct
- Cook Islands - suppliers to be paid direct
- Fiji - suppliers to be paid direct
- Other - suppliers to be paid direct

So we need \$4,300 cash?

s9(2)(a)

From: s9(2)(a)

Sent: Thursday, 20 October 2022 4:59 PM

To: s9(2)(a) s9(2)(a)

Subject: Updated cultural gifting list - for your actioning please

Malo lava s9(2)(a) and s9(2)(a)

Thank you for the catch up on Tuesday. As discussed, here's the completed list of cultural gifting from Laulu's Farewell, where financial support is being sought from the Ministry. Most is straightforward with invoicing or reimbursement being used.

With regards to payments for the gifting of measina/taonga, this amount has gone up slightly from what we discussed from \$3700 to \$4000. I clarified with Team Tonga and only \$300 is being sought from them to top up contributions from staff. The Samoan amount has gone up as I had missed one person and their ie toga (fine mat) contribution.

s9(2)(a) I have also given s9(2)(a) a heads up on this, and your preference that he approve /sign off.

Please let me know if you require anything further from me.

Many thanks

s9(2)(a)

s9(2)(a)

s9(2)(a)
Level 1, 101-103 The Terrace, Wellington
PO Box 833, Wellington 6140

www.mpp.govt.nz



Ministry for Pacific Peoples

Hospitality, Gifts and Entertainment Policy

Corporate Policy

Chief Financial Officer
May 2021

This document contains policy relating to hospitality, gifts and entertainment and to provide guidance to staff in understanding what limits apply when hosting or entertaining on behalf of the Ministry for Pacific Peoples (**MPP** or **Ministry**).

Version	4.0	Contact	Chief Financial Officer
Status	In effect from 7 May 2021	Approved	7 May 2021
Owner	MPP	Owner(s)	Chief Financial Officer
Revision	Every two years or as needed	Next Revision	May 2023
Revision History	v1.0 – February 2018. Review of finance Policies. Separated from the previous Business Expenditure Policy. v2.0 – February 2018. Clarifying the position of receiving cultural gifts for the Ministry, and re-gifting. Also updating limits for staff entertainment. v3.0 – April 2020. Cyclic review		
Key Changes	v4.0 – May 2021. Amendment to clarify staff Christmas functions and increase amount.		

Please do not make unauthorised electronic copies or new versions (drafts) of this corporate policy. Contact the Chief Financial Officer to have new drafts initiated and recorded in the appropriate manner.

Sign Off

Name & Role	Signature	Date
Laulu Mac Leauanae Chief Executive		5 May 2021

Table of Contents

Context..... 3

Gifts..... 3

Hospitality..... 5

Entertaining an External Party or Hosting an External Function..... 8

Entertaining Staff or Hosting an Internal Function..... 9

Related Matters..... 11

Further information 11

Context

Purpose

The purpose of this policy is to provide guidance to staff when considering whether to accept or decline gifts or hospitality and to understand the limits that apply when hosting or entertaining on behalf of the Ministry.

Adherence to this policy is monitored by the Chief Financial Officer through the Hospitality and Gift register and demonstrates high standards of accountability and transparency.

Principles

Our behaviour is guided by the Ministry's Code of Conduct, which should be read in conjunction with the State Services Commission's Code of Conduct that outlines the standards of conduct expected of all public servants.

Our values show that we are fair impartial, responsible and trustworthy and act in a manner that maintains public confidence in the Ministry and the wider state sector.

Use of taxpayer's funds is defensible and modest, and has a justifiable business purpose.

We refuse all gifts or hospitality that could be seen as undermining our integrity or the integrity of the Ministry or the wider state sector, in particular accepting gifts or hospitality that could reasonably be seen as creating a real or perceived obligation or influence.

Scope

This policy is applied consistently by all staff (including seconded staff and contractors) across the Ministry when on duty or acting in their official capacity.

Gifts

Gifts

Gifts are any physical tangible item or service offered to staff in connection with their work or their role at the Ministry.

Some examples are:

- A bottle of wine
- Corporate stationery
- A ticket to a sporting, cultural or other event and not being hosted by the external party
- Favourable prices or terms on services or products not available to all staff at the Ministry.

Cultural gifts and re-gifting

In Pacific cultures, the gifting and re-gifting of cultural gifts such as tapas, and other artwork is important. If offered a cultural gift, a staff member of the Ministry may accept it on behalf of the Ministry. The gift will be entered in the gifts register and owned by the Ministry. Cultural gifts received may be displayed, or re-gifted by the Ministry. When re-gifted, the regifting will be recorded in the register as given.

Offers of Gifts*Gifts under \$50*

In general, staff may, after careful consideration of the principles outlined in this policy, accept gifts with a value of less than \$50 without the approval of their manager.

Gifts with a value of less than \$50 do not need to be recorded on the Ministry's Gifts and Hospitality Register.

Gifts \$50 and over

Staff may, after careful consideration of the principles outlined in this policy, accept gifts with a value of \$50 and over with the approval of their manager.

All offers of gifts with a value of over \$50 must be recorded on the Ministry's Gifts and Hospitality Register irrespective of whether the gift is accepted or not.

Value Unknown

Where it's not practicable to ask the giver what the value of the gift is, then seek guidance from the Chief Financial Officer to clarify the value. If the values cannot be determined with enough precision, then treat the gift as if it has a value of \$50 and over.

Accepting Gifts

Where a gift has been accepted, if possible the gift will be shared with others in the Ministry (e.g. a bottle of wine). Where the gift cannot be shared, it may be kept by the individual staff member (e.g. a commemorative pen).

Suitable uses of gifts are for use by all Ministry staff (e.g. book), display (e.g. artefact), social club raffle (e.g. bottle of wine) or charitable donation (not in exchange for goods, services or otherwise).

Any accepted gifts belong to the Ministry and may not be sold or exchanged. Cultural gifts may be re-gifted. A member of the ELT (Tautua) must decide how to dispose of the gift, or if the ELT member receives the gift, another ELT member will decide on how it is to be disposed of.

Unacceptable Gifts

Situations where gifts must be declined:

- Money, gift vouchers, shares or similar items
- Tickets to concerts or sports events, unless the Chief Executive Officer's approval is obtained and a specific business purpose for attending exists.
- Items where a direct instruction has been given by the Chief Executive or the State Services Commissioner that they should not be accepted (e.g. Rugby World Cup tickets).
- During a procurement, tendering or similar situation where the Ministry is likely to be making decisions involving the external party offering the gift.
- The staff member offered the gift is, or could reasonably be perceived to be, in a decision-making position or position of influence in specific relation to the parties offering the gifts.
- Cases of continuous procurement, such as an ongoing panel of preferred providers, never accept gifts during the time that the panel is being established, or when providers are under consideration for specific work.

Declining Gifts

If refusing or returning a gift is not practically possible or would cause embarrassment or offence to the giver (e.g. a gift from a foreign delegate or where it would be impolite to return it), enter it into the Ministry's Gift and Hospitality Register and hand it to the Chief Financial Officer as soon as possible.

Prize draws, raffles and loyalty cards

Staff should not enter prize draws, raffles or competitions run by suppliers because it is inappropriate to accept a prize, which could be seen as an inducement to continue to use that supplier.

To the extent practicable, staff should treat loyalty rewards earned while on business as the property of the Ministry and should applied for the benefit of the Ministry. A record should be kept of the loyalty rewards accrued and how those loyalty rewards are spent.

Offering Gifts

The Ministry may offer gifts when it has a genuine business purpose or it's suitable for the particular circumstances (e.g. cultural expectation or hosting an international delegation).

Gifts should be modest and appropriate. All expenditure for gifts must be approved by a member of ELT (Tautua) and generally should not exceed \$100 excluding GST.

Hospitality**Hospitality**

Hospitality is any benefit offered to staff in association with their work or their role at the Ministry.

Some examples are:

- Working meals, including meals and refreshments at restaurants
- Cocktail functions
- Invitations to attend a sporting, cultural or other event and being hosted by the external party making the offer.
- An external party covering the costs of accommodation or travel associated with an invitation to an invitation to a sporting, cultural or other event.

A Management Guide to Discretionary Expenditure, by the Institute of Internal Auditors New Zealand Incorporated (1996) identified five business purposes for expenditure on entertainment:

- building relationships;
- representing the organisation;
- reciprocity of hospitality where this has a clear business purpose and is within normal bounds – acceptance of hospitality is expected to be consistent with the principles and guidance for provision of hospitality;
- recognising significant business achievement; and
- building revenue (not particularly relevant to the Ministry).

Organisational development may also be a legitimate business purpose for moderate expenditure.

While the type of function may be acceptable, an excessive cost may render the expenditure unacceptable overall.

Managers must satisfy themselves that the hospitality is appropriate (e.g. "Is it necessary to offer food and beverages or can the business be conducted appropriately without it?"). Other considerations are:

- Clear reasons and scope for the intended hospitality, including the intended participants and direct relationship to the organisational goals;
- Reasonableness of the costs associated with the functions for staff and pre-approval by the relevant manager;
- Financial prudence. Where a restaurant is involved, it should be of a reasonable standard but not unduly expensive;
- The staff member arranging the hospitality must ensure that:
 - arrangements for hospitality are fully detailed in respect of purpose, participants and costs, and approved by the relevant manager in advance; and
 - only those staff who are crucial to the business concerned should be included.

Accepting Hospitality

Hospitality under \$50

In general, staff may, after careful consideration of the principles outlined in this policy, accept hospitality:

- with a value of under \$50;
- involving 'Working Meals' (meals with an external party at any time of day where the main purpose is business-related with specific business objectives that are relevant to the Ministry, where the provision of meals and refreshments is incidental to the main purpose);
- hosted by other New Zealand Government departments
- that involves a visiting delegation
- that would cause potential embarrassment in not accepting

Hospitality with a value of less than \$50 does not need to be recorded on the Ministry's Gifts and Hospitality Register.

Hospitality \$50 and over

Staff may, after careful consideration of the principles outlined in this policy, accept hospitality with a value of \$50 and over with the approval of their manager. All offers of hospitality with a value of over \$50 must be recorded on the Ministry's Gifts and Hospitality Register irrespective of whether the hospitality is accepted or not.

Frequent Hospitality

Where staff are offered hospitality that is of low value (less than \$50) and that hospitality is repeatedly offered by the same external party to the staff at a frequency that renders the total value of hospitality in a calendar year as being \$200 and over, then that hospitality may only be accepted with the approval of a member of ELT (Tautua).

Frequent hospitality must be recorded on the Ministry's Gift and Hospitality Register.

Unacceptable Hospitality

Situations where hospitality must be declined:

- Invitations to concerts or sports events, unless the Chief Executive Officer's approval is obtained and a specific business purpose for attending exists.
- Hospitality where a direct instruction has been given by the Chief Executive or the State Services Commissioner that they should not be accepted.
- During a procurement, tendering or similar situation where the Ministry is likely to be making decisions involving the external party offering the hospitality.
- The staff member offered the hospitality is, or could reasonably be perceived to be, in a decision-making position or position of influence in specific relation to the parties offering the hospitality.
- Cases of continuous procurement, such as an ongoing panel of preferred providers, never accept hospitality during the time that the panel is being established, or when providers are under consideration for specific work.

Declining Hospitality

Hospitality should have a justified business purpose, be moderate, and not undermine the integrity of the Ministry or the wider State Service.

When the principles outlined in this Policy are not complied with hospitality should be refused.

Hospitality should also be refused where that hospitality:

- Does not fit within the categories of hospitality that can be accepted
- Has not received prior approval from a manager or where appropriate, a member of ELT (Tautua)
- Is offered from an external party and could be perceived as influencing the Ministry
- Does not have a clear business purpose.

Alcohol when being hosted by an external party

It will sometimes also be appropriate for staff to consume alcohol in the course of their duties while not on the Ministry's premises.

In determining whether to consume alcohol, staff should consider whether the circumstances make it appropriate to accept and consume the alcohol.

Except with the prior approval from a member of ELT (Tautua), the cost of alcohol is a personal expenditure and will not be reimbursed.

Where it is appropriate for staff to consume alcohol, they are expected to exercise restraint. This is in acknowledgement that the Code of Conduct continues to apply.

Entertaining an External Party or Hosting an External Function

Offering Hospitality

There are occasions where it is appropriate for the Ministry to host individuals or groups as part of normal business practice. Consideration should be given to:

- Reason and scope of hospitality, including recipients;
- Reasonableness of costs associated with hosting;
- Direct relationship to the Ministry's goals and purpose;
- Financial prudence;
- Cultural aspects.

Moderate and conservative expenditure in respect of hosting may be incurred, unless it is appropriate to do otherwise.

All hospitality offered by the Ministry must have the prior approval from a member of ELT (Tautua).

Audit New Zealand have provided guidelines as to reasonableness of hospitality costs:

- Restaurant meal costs, up to \$60-70 per person;
- Food and alcohol costs, ratio of 80:20 (where it is appropriate to provide alcohol)

Entertainment while travelling as an official representative of the Ministry

Staff travelling as an official representative of the Ministry may incur costs to the Ministry for entertainment where that entertainment:

- Is appropriate, reasonable, defensible and modest;
- Has a clear link between the representation and the Ministry achieving its business objectives;
- Is accounted for with documentation of the guests attending and the purpose of the function;
- Is made in accordance with the Ministry's Travel Policy.

Where practicable, staff should obtain prior approval from a member of ELT (Tautua) for any entertainment costs while travelling as an official representative of the Ministry.

Meetings with an external party

Reasonable costs of meals and/or refreshments for meetings with external parties will be met by the Ministry where appropriate. Due consideration is to be given as to whether such costs would be reasonable, defensible and modest. Where practicable staff should obtain prior approval from a member of ELT (Tautua).

Alcohol when hosting an external party or at an external function

Hospitality expenditure may include alcohol at modest levels with the prior approval from the Chief Executive where it would be suitable to offer alcohol as a normal part of the event.

Where it may be suitable to offer alcohol, it may be appropriate for the Chief Executive to place conditions on alcohol consumption such as offering beverages on a buy-your-own basis.

Except with the prior approval from the Chief Executive, the cost of alcohol is a personal expenditure and will not be reimbursed.

If the Chief Executive approves the consumption of alcohol, then the external function must:

- Have a set time to finish;
- Observe good host responsibilities including making available appropriate food and non-alcoholic beverages;
- Only offer a modest quantity of alcohol;

Where staff are offered alcohol in the course of performing their duties, staff should consider whether the circumstances make it appropriate to accept or refuse the alcohol. Where it is appropriate for staff to accept alcohol, they are expected to exercise restraint. This is in acknowledgement that the Code of Conduct continues to apply.

Entertaining Staff or Hosting an Internal Function**Internal Functions**

In determining whether to fund an event, consideration should be given to:

- The scale of the event;
- The Ministry's obligations as a good employer;
- The costs of the event;
- Whether any other funding is available and could be sought from another source.

Where that function is held at a restaurant or bar, then the cost of meals and beverages must be reasonable and align with the guidelines set out by Audit New Zealand (i.e. a reasonable ratio of food to alcohol costs is 80:20).

Christmas Functions

The Ministry will subsidise up to \$60.00 per employee per year. This is either an 'all staff' event or a team event, but not both.

Farewells

Reasonable costs of farewell functions (including gifts) will be met by the Ministry where appropriate. Due consideration is to be given as to whether such costs would be reasonable, defensible and modest. Where practicable staff should obtain prior approval from a member of ELT (Tautua). There is an expectation that staff will contribute towards the cost of a gift.

Recognition

Functions in recognition of an outstanding achievement or effort that extends beyond the standard duties or to celebrate a special occasion or commiserate a significant event (e.g. sickness, bereavement, injury, illness, marriage, birth of a child or another significant event) must have prior approval from a member of ELT (Tautua).

Due consideration is to be given as to whether such costs would be reasonable, defensible and modest. It may be appropriate to expect staff to contribute towards the costs of a gift.

Meetings with internal staff

Reasonable costs of meals and/or refreshments for meetings with internal staff will be met by the Ministry where appropriate. Due consideration is to be given as to whether such costs would be moderate, reasonable, defensible and modest. Where practicable staff should obtain prior approval from a member of ELT (Tautua).

Social events

Any costs related to any team building activities or sporting events organised by a social club or a team within the Ministry must have the prior approval from the manager holding the appropriate delegated authority.

Alcohol when hosting an internal function

In general, expenditure should not include alcohol and any charges for alcohol will not be reimbursed, unless at a significant event and with the prior approval from the Chief Executive.

Where it may be suitable to consume alcohol, it may be appropriate for the Chief Executive to place conditions on alcohol consumption such as allowing beverages on a bring-your-own basis.

If the Chief Executive approves the consumption of alcohol, then the internal function must:

- Have a set time to finish;
- Observe good host responsibilities including making available appropriate food and non-alcoholic beverages;
- Only offer a modest quantity of alcohol;

Where it is appropriate to have alcohol, staff are expected to exercise restraint. This is in acknowledgement that the Code of Conduct continues to apply.

Related Matters

Mea Alofa or Koha

Mea Alofa or Koha is the practice of bestowing unconditionally to an external party a gift to acknowledge the Crown's recognition of kaupapa Pasifica or tikanga Maori.

It must be given on an unconditional basis, where the recipient has neither stipulated that there is an expectation of a Mea Alofa or Koha nor any expectation of receiving one and where the Ministry does not expect to receive anything in return.

In determining whether Mea Alofa or Koha is appropriate, consider:

- The nature and status of the occasion;
- The size and attendees of the occasion;
- The status of the Ministry employees;
- Whether catering, accommodation or other aspects are being offered;
- Likely costs

Staff are encouraged to offer Mea Alofa or Koha where it is appropriate to do so.

Where practicable, staff should obtain prior approval from a member of ELT (Tautua) for the value of the Mea Alofa or Koha.

Further information

Related Guidance

Refer to the State Services Commission's Guidance on acceptance of gifts, benefits and gratuities (Oct 2002) (www.ssc.govt.nz/guidance-acceptance-of-gifts).

Related policies

- Code of Conduct
- Financial Delegations
- Business Expenditure Policy
- Travel Policy
- Fraud Policy
- Protected Disclosures Policy
- Procurement Policy

This list will be amended as policies are created.

Contacts

Any further questions can be directed to the Chief Financial Officer.

Appendix One: Gift & Hospitality Register

Effective as at the date of this Policy

Date Received	Recipient	Gift or Hospitality	Offered By	Reason for Giving	Estimated Value	Accept or Decline	Reasons	Outcome or Action

Ministry for Pacific Peoples

Hospitality, Gifts and Entertainment Policy

Corporate Policy

Deputy Secretary Corporate Services
November 2022

This document contains policy relating to hospitality, gifts and entertainment and to provide guidance to staff in understanding what limits apply when hosting or entertaining on behalf of the Ministry for Pacific Peoples (**MPP** or **Ministry**).

Version	4.0	Contact	Deputy Secretary Corporate Services
Status	In effect from 30 November 2022	Approved	30 November 2022
Owner	MPP	Owner(s)	Deputy Secretary Corporate Services
Revision	Every two years or as needed	Next Revision	November 2024
Revision History	v1.0 – February 2018. Review of finance Policies. Separated from the previous Business Expenditure Policy. v2.0 – February 2018. Clarifying the position of receiving cultural gifts for the Ministry, and re-gifting. Also updating limits for staff entertainment. v3.0 – April 2020. Cyclic review v4.0 – May 2021. Amendment to clarify staff Christmas functions and increase amount.		
Key Changes	V5.0 – November 2022. Amendment to decrease amount for staff Christmas functions.		

Please do not make unauthorised electronic copies or new versions (drafts) of this corporate policy. Contact the Deputy Secretary Corporate Services to have new drafts initiated and recorded in the appropriate manner.

Sign Off

Name & Role	Signature	Date
s9(2)(a)		30 November 2022

Table of Contents

Context..... 3

Gifts..... 3

Hospitality..... 5

Entertaining an External Party or Hosting an External Function..... 8

Entertaining Staff or Hosting an Internal Function..... 9

Related Matters..... 11

Further information 11

Context

Purpose

The purpose of this policy is to provide guidance to staff when considering whether to accept or decline gifts or hospitality and to understand the limits that apply when hosting or entertaining on behalf of the Ministry.

Adherence to this policy is monitored by the Deputy Secretary Corporate Services through the Hospitality and Gift register and demonstrates high standards of accountability and transparency.

Principles

Our behaviour is guided by the Ministry's Code of Conduct, which should be read in conjunction with the State Services Commission's Code of Conduct that outlines the standards of conduct expected of all public servants.

Our values show that we are fair impartial, responsible and trustworthy and act in a manner that maintains public confidence in the Ministry and the wider state sector.

Use of taxpayer's funds is defensible and modest, and has a justifiable business purpose.

We refuse all gifts or hospitality that could be seen as undermining our integrity or the integrity of the Ministry or the wider state sector, in particular accepting gifts or hospitality that could reasonably be seen as creating a real or perceived obligation or influence.

Scope

This policy is applied consistently by all staff (including seconded staff and contractors) across the Ministry when on duty or acting in their official capacity.

Gifts

Gifts

Gifts are any physical tangible item or service offered to staff in connection with their work or their role at the Ministry.

Some examples are:

- A bottle of wine
- Corporate stationery
- A ticket to a sporting, cultural or other event and not being hosted by the external party
- Favourable prices or terms on services or products not available to all staff at the Ministry.

Cultural gifts and re-gifting

In Pacific cultures, the gifting and re-gifting of cultural gifts such as tapas, and other artwork is important. If offered a cultural gift, a staff member of the Ministry may accept it on behalf of the Ministry. The gift will be entered in the gifts register and owned by the Ministry. Cultural gifts received may be displayed, or re-gifted by the Ministry. When re-gifted, the regifting will be recorded in the register as given.

Offers of Gifts*Gifts under \$50*

In general, staff may, after careful consideration of the principles outlined in this policy, accept gifts with a value of less than \$50 without the approval of their manager.

Gifts with a value of less than \$50 do not need to be recorded on the Ministry's Gifts and Hospitality Register.

Gifts \$50 and over

Staff may, after careful consideration of the principles outlined in this policy, accept gifts with a value of \$50 and over with the approval of their manager.

All offers of gifts with a value of over \$50 must be recorded on the Ministry's Gifts and Hospitality Register irrespective of whether the gift is accepted or not.

Value Unknown

Where it's not practicable to ask the giver what the value of the gift is, then seek guidance from the Deputy Secretary Corporate Services to clarify the value. If the values cannot be determined with enough precision, then treat the gift as if it has a value of \$50 and over.

Accepting Gifts

Where a gift has been accepted, if possible the gift will be shared with others in the Ministry (e.g. a bottle of wine). Where the gift cannot be shared, it may be kept by the individual staff member (e.g. a commemorative pen).

Suitable uses of gifts are for use by all Ministry staff (e.g. book), display (e.g. artefact), social club raffle (e.g. bottle of wine) or charitable donation (not in exchange for goods, services or otherwise).

Any accepted gifts belong to the Ministry and may not be sold or exchanged. Cultural gifts may be re-gifted. A member of the ELT (Tautua) must decide how to dispose of the gift, or if the ELT member receives the gift, another ELT member will decide on how it is to be disposed of.

Unacceptable Gifts

Situations where gifts must be declined:

- Money, gift vouchers, shares or similar items
- Tickets to concerts or sports events, unless the Secretary's approval is obtained and a specific business purpose for attending exists.
- Items where a direct instruction has been given by the Secretary or the State Services Commissioner that they should not be accepted (e.g. Rugby World Cup tickets).
- During a procurement, tendering or similar situation where the Ministry is likely to be making decisions involving the external party offering the gift.
- The staff member offered the gift is, or could reasonably be perceived to be, in a decision-making position or position of influence in specific relation to the parties offering the gifts.
- Cases of continuous procurement, such as an ongoing panel of preferred providers, never accept gifts during the time that the panel is being established, or when providers are under consideration for specific work.

Declining Gifts

If refusing or returning a gift is not practically possible or would cause embarrassment or offence to the giver (e.g. a gift from a foreign delegate or where it would be impolite to return it), enter it into the Ministry's Gift and Hospitality Register and hand it to the Deputy Secretary Corporate Services as soon as possible.

Prize draws, raffles and loyalty cards

Staff should not enter prize draws, raffles or competitions run by suppliers because it is inappropriate to accept a prize, which could be seen as an inducement to continue to use that supplier.

To the extent practicable, staff should treat loyalty rewards earned while on business as the property of the Ministry and should applied for the benefit of the Ministry. A record should be kept of the loyalty rewards accrued and how those loyalty rewards are spent.

Offering Gifts

The Ministry may offer gifts when it has a genuine business purpose or it's suitable for the particular circumstances (e.g. cultural expectation or hosting an international delegation).

Gifts should be modest and appropriate. All expenditure for gifts must be approved by a member of ELT (Tautua) and generally should not exceed \$100 excluding GST.

Hospitality**Hospitality**

Hospitality is any benefit offered to staff in association with their work or their role at the Ministry.

Some examples are:

- Working meals, including meals and refreshments at restaurants
- Cocktail functions
- Invitations to attend a sporting, cultural or other event and being hosted by the external party making the offer.
- An external party covering the costs of accommodation or travel associated with an invitation to an invitation to a sporting, cultural or other event.

A Management Guide to Discretionary Expenditure, by the Institute of Internal Auditors New Zealand Incorporated (1996) identified five business purposes for expenditure on entertainment:

- building relationships;
- representing the organisation;
- reciprocity of hospitality where this has a clear business purpose and is within normal bounds – acceptance of hospitality is expected to be consistent with the principles and guidance for provision of hospitality;
- recognising significant business achievement; and
- building revenue (not particularly relevant to the Ministry).

Organisational development may also be a legitimate business purpose for moderate expenditure.

While the type of function may be acceptable, an excessive cost may render the expenditure unacceptable overall.

Managers must satisfy themselves that the hospitality is appropriate (e.g. "Is it necessary to offer food and beverages or can the business be conducted appropriately without it?"). Other considerations are:

- Clear reasons and scope for the intended hospitality, including the intended participants and direct relationship to the organisational goals;
- Reasonableness of the costs associated with the functions for staff and pre-approval by the relevant manager;
- Financial prudence. Where a restaurant is involved, it should be of a reasonable standard but not unduly expensive;
- The staff member arranging the hospitality must ensure that:
 - arrangements for hospitality are fully detailed in respect of purpose, participants and costs, and approved by the relevant manager in advance; and
 - only those staff who are crucial to the business concerned should be included.

Accepting Hospitality

Hospitality under \$50

In general, staff may, after careful consideration of the principles outlined in this policy, accept hospitality:

- with a value of under \$50;
- involving 'Working Meals' (meals with an external party at any time of day where the main purpose is business-related with specific business objectives that are relevant to the Ministry, where the provision of meals and refreshments is incidental to the main purpose);
- hosted by other New Zealand Government departments
- that involves a visiting delegation
- that would cause potential embarrassment in not accepting

Hospitality with a value of less than \$50 does not need to be recorded on the Ministry's Gifts and Hospitality Register.

Hospitality \$50 and over

Staff may, after careful consideration of the principles outlined in this policy, accept hospitality with a value of \$50 and over with the approval of their manager. All offers of hospitality with a value of over \$50 must be recorded on the Ministry's Gifts and Hospitality Register irrespective of whether the hospitality is accepted or not.

Frequent Hospitality

Where staff are offered hospitality that is of low value (less than \$50) and that hospitality is repeatedly offered by the same external party to the staff at a frequency that renders the total value of hospitality in a calendar year as being \$200 and over, then that hospitality may only be accepted with the approval of a member of ELT (Tautua).

Frequent hospitality must be recorded on the Ministry's Gift and Hospitality Register.

Unacceptable Hospitality

Situations where hospitality must be declined:

- Invitations to concerts or sports events, unless the Secretary's approval is obtained and a specific business purpose for attending exists.
- Hospitality where a direct instruction has been given by the Secretary or the State Services Commissioner that they should not be accepted.
- During a procurement, tendering or similar situation where the Ministry is likely to be making decisions involving the external party offering the hospitality.
- The staff member offered the hospitality is, or could reasonably be perceived to be, in a decision-making position or position of influence in specific relation to the parties offering the hospitality.
- Cases of continuous procurement, such as an ongoing panel of preferred providers, never accept hospitality during the time that the panel is being established, or when providers are under consideration for specific work.

Declining Hospitality

Hospitality should have a justified business purpose, be moderate, and not undermine the integrity of the Ministry or the wider State Service.

When the principles outlined in this Policy are not complied with hospitality should be refused.

Hospitality should also be refused where that hospitality:

- Does not fit within the categories of hospitality that can be accepted
- Has not received prior approval from a manager or where appropriate, a member of ELT (Tautua)
- Is offered from an external party and could be perceived as influencing the Ministry
- Does not have a clear business purpose.

Alcohol when being hosted by an external party

It will sometimes also be appropriate for staff to consume alcohol in the course of their duties while not on the Ministry's premises.

In determining whether to consume alcohol, staff should consider whether the circumstances make it appropriate to accept and consume the alcohol.

Except with the prior approval from a member of ELT (Tautua), the cost of alcohol is a personal expenditure and will not be reimbursed.

Where it is appropriate for staff to consume alcohol, they are expected to exercise restraint. This is in acknowledgement that the Code of Conduct continues to apply.

Entertaining an External Party or Hosting an External Function

Offering Hospitality

There are occasions where it is appropriate for the Ministry to host individuals or groups as part of normal business practice. Consideration should be given to:

- Reason and scope of hospitality, including recipients;
- Reasonableness of costs associated with hosting;
- Direct relationship to the Ministry's goals and purpose;
- Financial prudence;
- Cultural aspects.

Moderate and conservative expenditure in respect of hosting may be incurred, unless it is appropriate to do otherwise.

All hospitality offered by the Ministry must have the prior approval from a member of ELT (Tautua).

Audit New Zealand have provided guidelines as to reasonableness of hospitality costs:

- Restaurant meal costs, up to \$60-70 per person;
 - Food and alcohol costs, ratio of 80:20 (where it is appropriate to provide alcohol)
-

Entertainment while travelling as an official representative of the Ministry

Staff travelling as an official representative of the Ministry may incur costs to the Ministry for entertainment where that entertainment:

- Is appropriate, reasonable, defensible and modest;
- Has a clear link between the representation and the Ministry achieving its business objectives;
- Is accounted for with documentation of the guests attending and the purpose of the function;
- Is made in accordance with the Ministry's Travel Policy.

Where practicable, staff should obtain prior approval from a member of ELT (Tautua) for any entertainment costs while travelling as an official representative of the Ministry.

Meetings with an external party

Reasonable costs of meals and/or refreshments for meetings with external parties will be met by the Ministry where appropriate. Due consideration is to be given as to whether such costs would be reasonable, defensible and modest. Where practicable staff should obtain prior approval from a member of ELT (Tautua).

Alcohol when hosting an external party or at an external function

Hospitality expenditure may include alcohol at modest levels with the prior approval from the Secretary where it would be suitable to offer alcohol as a normal part of the event.

Where it may be suitable to offer alcohol, it may be appropriate for the Secretary to place conditions on alcohol consumption such as offering beverages on a buy-your-own basis.

Except with the prior approval from the Secretary, the cost of alcohol is a personal expenditure and will not be reimbursed.

If the Secretary approves the consumption of alcohol, then the external function must:

- Have a set time to finish;
- Observe good host responsibilities including making available appropriate food and non-alcoholic beverages;
- Only offer a modest quantity of alcohol;

Where staff are offered alcohol in the course of performing their duties, staff should consider whether the circumstances make it appropriate to accept or refuse the alcohol. Where it is appropriate for staff to accept alcohol, they are expected to exercise restraint. This is in acknowledgement that the Code of Conduct continues to apply.

Entertaining Staff or Hosting an Internal Function

Internal Functions

In determining whether to fund an event, consideration should be given to:

- The scale of the event;
- The Ministry's obligations as a good employer;
- The costs of the event;
- Whether any other funding is available and could be sought from another source.

Where that function is held at a restaurant or bar, then the cost of meals and beverages must be reasonable and align with the guidelines set out by Audit New Zealand (i.e. a reasonable ratio of food to alcohol costs is 80:20).

Christmas Functions

The Ministry will subsidise up to \$25.00 per employee per year. This is either an 'all staff' event or a team event, but not both.

Farewells

Reasonable costs of farewell functions (including gifts) will be met by the Ministry where appropriate. Due consideration is to be given as to whether such costs would be reasonable, defensible and modest. Where practicable staff should obtain prior approval from a member of ELT (Tautua). There is an expectation that staff will contribute towards the cost of a gift.

Recognition

Functions in recognition of an outstanding achievement or effort that extends beyond the standard duties or to celebrate a special occasion or commiserate a significant event (e.g. sickness, bereavement, injury, illness, marriage, birth of a child or another significant event) must have prior approval from a member of ELT (Tautua).

Due consideration is to be given as to whether such costs would be reasonable, defensible and modest. It may be appropriate to expect staff to contribute towards the costs of a gift.

Meetings with internal staff

Reasonable costs of meals and/or refreshments for meetings with internal staff will be met by the Ministry where appropriate. Due consideration is to be given as to whether such costs would be moderate, reasonable, defensible and modest. Where practicable staff should obtain prior approval from a member of ELT (Tautua).

Social events

Any costs related to any team building activities or sporting events organised by a social club or a team within the Ministry must have the prior approval from the manager holding the appropriate delegated authority.

Alcohol when hosting an internal function

In general, expenditure should not include alcohol and any charges for alcohol will not be reimbursed, unless at a significant event and with the prior approval from the Secretary.

Where it may be suitable to consume alcohol, it may be appropriate for the Secretary to place conditions on alcohol consumption such as allowing beverages on a bring-your-own basis.

If the Secretary approves the consumption of alcohol, then the internal function must:

- Have a set time to finish;
- Observe good host responsibilities including making available appropriate food and non-alcoholic beverages;
- Only offer a modest quantity of alcohol;

Where it is appropriate to have alcohol, staff are expected to exercise restraint. This is in acknowledgement that the Code of Conduct continues to apply.

Related Matters

Mea Alofa or Koha

Mea Alofa or Koha is the practice of bestowing unconditionally to an external party a gift to acknowledge the Crown's recognition of kaupapa Pasifica or tikanga Maori.

It must be given on an unconditional basis, where the recipient has neither stipulated that there is an expectation of a Mea Alofa or Koha nor any expectation of receiving one and where the Ministry does not expect to receive anything in return.

In determining whether Mea Alofa or Koha is appropriate, consider:

- The nature and status of the occasion;
- The size and attendees of the occasion;
- The status of the Ministry employees;
- Whether catering, accommodation or other aspects are being offered;
- Likely costs

Staff are encouraged to offer Mea Alofa or Koha where it is appropriate to do so.

Where practicable, staff should obtain prior approval from a member of ELT (Tautua) for the value of the Mea Alofa or Koha.

Further information

Related Guidance

Refer to the State Services Commission's Guidance on acceptance of gifts, benefits and gratuities (Oct 2002) (www.ssc.govt.nz/guidance-acceptance-of-gifts).

Related policies

- Code of Conduct
- Financial Delegations
- Business Expenditure Policy
- Travel Policy
- Fraud Policy
- Protected Disclosures Policy
- Procurement Policy

This list will be amended as policies are created.

Contacts

Any further questions can be directed to the Deputy Secretary Corporate Services.

Appendix One: Gift & Hospitality Register

Effective as at the date of this Policy

Date Received	Recipient	Gift or Hospitality	Offered By	Reason for Giving	Estimated Value	Accept or Decline	Reasons	Outcome or Action

From: s9(2)(a)
To: s9(2)(a)
Cc: s9(2)(a)
Subject: Latest RSVPs and seating for Lauulu's s9(2)(a)
Date: Wednesday, 12 October 2022 5:11:00 pm
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

Malo lava to our MCs, s9(2)(a) Just sharing latest RSVP list so you know who's coming tomorrow. There is one further addition not on this list – s9(2)(a) will also attend.

s9(2)(a) Sis, Lauulu just texted and said that s9(2)(a) please.

Thanks team. Talk soon.

From: s9(2)(a)
Sent: Wednesday, 12 October 2022 4:55 pm
To: s9(2)(a)
Subject: RSVP's - 113 x accept - 46 x decline (178 no reply)

ACCEPTED x 113

s9(2)(a)		accepted
		accepted
		accepted
s9(2)(a)	CE colleague	accepted
	Samoa	accepted
	Cook Islands	accepted
	Samoa	accepted
	Kiribati	accepted
	Fiji	accepted
	Cook Islands	accepted
	CE colleague	accepted
	Samoa	accepted
	Samoa	accepted
	Tonga	accepted
	Tongan	accepted
	Cook Islands	accepted
	Samoa	accepted
	Samoa	accepted
	Niue	accepted
	Tokelau	accepted
	Samoa	accepted
	MFAT	accepted
	Samoa	accepted
	Samoa	accepted
	Samoa	accepted
	Samoa	accepted
	Tonga	accepted
	Niue	accepted
	Samoa	accepted
	accepted	
	accepted	

s9(2)(a)

Fiji	accepted
Samoa	accepted
Niue	accepted
Samoa	accepted
Samoa	accepted
Tokelau	accepted
CE colleague	accepted
Samoa	accepted
Tokelau	accepted
Tokelau	accepted
Samoa	accepted
Samoa	accepted
Tokelau	accepted
Fiji	accepted
Samoa	accepted
	accepted
Samoa	accepted
Tokelau	accepted
Samoa	accepted
Crown Response to Abuse in State Care	accepted
	accepted
Samoa	accepted
Cook Islands	accepted
Kiribati	accepted
Kiribati	accepted
Kiribati	accepted
Kiribati	accepted
	accepted
Samoa	accepted
Niue	accepted
Samoa	accepted
Samoa	accepted
Samoa	accepted
Samoa	accepted
Fijian	accepted
Samoa	accepted
CE colleague	accepted
Tuvalu	accepted
Samoa	accepted
NZQA	accepted
Cook Islands	accepted
Tuvalu	accepted
Fiji	accepted
Samoa	accepted
Tonga	accepted
Samoa	accepted
Samoa	accepted
Samoa	accepted
Samoa	accepted
Samoa	accepted
Tokelau	accepted
Fiji	accepted
Samoa	accepted

s9(2)(a)

Fiji	accepted
Samoa	accepted
Tuvalu	accepted
	accepted
Tongan	accepted
Samoa	accepted
Samoa	accepted
Samoa	accepted
Samoa	accepted
	accepted
	accepted
	accepted
Cook Islands	accepted
	accepted
former MPP	accepted
Tonga	accepted
Tonga	accepted
Niue	accepted
former MPP	accepted
Samoa	accepted
Samoa	accepted
Mum	accepted
Samoa	accepted
CE colleague	accepted
Tokelau	accepted
Tongan	accepted
Tuvalu	accepted
Niue	accepted
s9(2)(a)	accepted

DECLINE x 46

s9(2)(a)

	decline
Samoa	decline
CE colleague	decline
CE colleague	decline
CE colleague	decline
CE colleague	decline
CE colleague	decline
CE colleague	decline
CE colleague	decline
CE colleague	decline
CE colleague	decline
CE colleague	decline
CE colleague	decline
Pakeha	decline
Samoa	decline
CE colleague	decline
Pakeha	decline
Cook Islands	decline
Samoa	decline
CE colleague	decline
CE colleague	decline
Cook Islands	decline
CE colleague	decline
Samoa	decline
	decline



Solomon Islands	decline
s9(2)(a)	decline
Samoa	decline
Samoa	decline
CE colleague	decline
CE colleague	decline
CE colleague	decline
CE colleague	decline
Pakeha	decline
CE colleague	decline
CE colleague	decline
CE colleague	decline
CE colleague	decline
CE colleague	decline
CE colleague	decline
CE colleague	decline
CE colleague	decline
Pakeha	decline
CE colleague	decline
CE colleague	decline
Fiji	decline
[redacted]	decline
[redacted]	decline
Tuvalu	decline
[redacted]	decline
Samoan	decline
CE colleague	decline

Fa'afetai

s9(2)(a)



Level 1, 101 - 103 The Terrace
 PO Box 833, Wellington 6140, New Zealand



mpp.govt.nz





Ministry for Pacific Peoples

Business Expenditure Policy


Corporate Policy

This document contains policy relating to Business Expenditure at the Ministry for Pacific Peoples (the Ministry or MPP).

Version	3.0	Contact	Chief Financial Officer
Status	In effect from 15 July 2020	Approved	15 July 2020
Owner	MPP	Owner(s)	Chief Financial Officer
Review	Every two years or as needed	Next Review	July 2022
Revision History	V1.0 May 2015 V2.0 Feb 2018		
Key Changes	Scheduled cyclical review, incorporating editorial changes.		

Please do not make unauthorised electronic copies or new versions (drafts) of this corporate policy. Contact the Chief Financial Officer to have new drafts initiated and recorded in the appropriate manner.

Approval

Signature:  _____ Date: Jul 14, 2020

Name: Lulu Mac Leauanae
Role: Chief Executive, Ministry for Pacific Peoples

Table of Contents

Purpose and Principles	4
Good Judgement and the use of Discretion.....	5
Incurring Expenditure	5
Claiming Expenditure	7
Approving Expenditure	9
Further information	10

Purpose and Principles

Purpose

The purpose of this policy is to set out the framework within which judgement is exercised transparently for the management of supplier payments and expense reimbursements in an efficient and timely manner and to ensure that expenditure incurred by the Ministry in the course of conducting its business meets the highest public-sector standards.

Throughout this document, "manager" is used to refer to those with authority to approve supplier payments and expense reimbursements, and includes the Chief Executive, Deputy Chief Executives, Chief Financial Officer and Directors, as well as others with delegated authority.

Expectation

Staff are not expected to be out of pocket for reasonable expenses incurred while on Ministry business.

The Ministry's expectation is that such expenses are modest and appropriate, reflecting public sector norms. All business-related expenses incurred by staff while on Ministry business will be reimbursed on an actual and reasonable basis.

Sensitive Expenditure

This document provides particular guidance on the management of Ministry expenditure that could be deemed sensitive.

'Sensitive expenditure' is expenditure by a public entity that could appear to benefit staff or could be considered unusual for the Ministry's purpose and/or functions.

Supporting Principles

As part of the public-sector, the Ministry must conduct its business in accordance with the overarching principle of financial prudence.

Expenditure should be:

- subject to the standards of **probity** and financial **prudence** that are expected of a public entity; and
- able to withstand Parliamentary and public **scrutiny**.

The principles underlying expenditure decisions are that they:

- have a justifiable **business purpose**;
- are made **impartially**;
- are made with **integrity**;
- are **moderate** and **conservative**, having regard to the circumstances;
- are made **transparently**; and
- are **appropriate** in all respects.

Principles provide more flexibility than prescriptive rules and are often more practical to administer than rules. No principle has more weight

than another and expenditure decisions will always be a question of balancing the underlying principles within a particular context.

Consultants may also incur business-related expenses and may claim reimbursement for these by invoicing the Ministry. The same principles apply as to business-related expenses incurred directly by the Ministry.

Good Judgement and the use of Discretion

Role of Management

Management sets the tone by modelling behaviours to staff.

A Manager's role is:

- To make staff aware of what is and what is not acceptable expenditure.
- To be accountable for properly and prudently spending public money under their control
- To be responsible for any applicable internal controls
- To be responsible for ensuring expenditure is appropriate for the environment in which the Ministry functions

In the absence of specific rules, the Ministry expects managers to exercise good judgement in the use of discretion when determining whether to approve payments.

Good judgement

In implementing this Policy, managers and staff are expected to exercise good judgement.

This policy provides the framework for making and approving claims, in the knowledge that there will be exceptions. Any exceptions must be transparent and must not become the norm.

All payments made by the Ministry are for actual and reasonable expenses.

Actual expenses

Staff will provide receipts or tax invoices of actual expenses incurred when seeking reimbursement or payment to a supplier.

This provides transparency – receipts are proof of actual payment and evidence that an expense was incurred. It also identifies the nature of that expense.

Reasonable expenses

Managers will assess the reasonableness of any expense.

Judgement is required in determining what constitutes a reasonable expense.

Incurring Expenditure

Preferred Suppliers

When incurring expenses under a contract for goods or services, the expenditure must be made in accordance with the Ministry's

Procurement Policy. Where the Ministry has established a list of preferred suppliers, staff should use a supplier on the list, where possible.

Payments

In order of preference, the methods of payment are:

1. Supplier invoices the Ministry directly;
2. Charge to a Ministry credit card; or
3. Reimbursement of expense incurred by a staff member

Invoicing the Ministry

When arranging payment of an invoice, staff must:

- obtain approval in advance;
- ask Suppliers to email their valid tax invoice to Finance at accaccounts@mpp.govt.nz or to post a paper copy to the Ministry's address;
- confirm the goods or services were received when invoices are received for payment.

Staff must not arrange for suppliers to invoice the Ministry for goods and services that are personally received by staff.

Where invoices have both business-related and personal expenses, the staff member must attempt to pay the personal portion personally at the time of sale. If that is not possible, and with the prior approval of a Manager, the supplier may invoice the Ministry for the total and the staff member reimburse the Ministry in a timely manner. Once payment has been received from the staff member, the Ministry will pay the supplier for the full amount of the invoice.

Ministry Credit Cards

If no account is held with a supplier, expenses may be charged to a Ministry credit card.

Staff are responsible for

- only charging reasonable Ministry-related expenses to the credit card;
- obtaining a valid receipt or valid tax invoice

Personal expenditure is not permitted on Ministry credit cards.

Where personal expenditure is charged to a Ministry credit card, staff must reimburse the Ministry in a timely manner. Disciplinary action for a breach of policy may follow.

Reimbursement

Where no account is held with a supplier and charging to a Ministry credit card is not possible, the staff member may pay the cost personally and claim reimbursement from the Ministry for the expense.

Mobile phones

Reasonable personal use of Ministry assigned mobile phones is permitted. This is defined as up to a maximum of \$20.00 (excluding GST) per month per staff member.

For each month that the cost of personal use exceeds \$20.00 (excluding GST), the staff member will be responsible and liable to reimburse the Ministry for the full cost of their personal use for that month.

Position related expenses

Position related expenses are expenses directly related to the position that the employee holds.

Any actual and reasonable position-related expenses will be paid by the Ministry in accordance with the staff member's employment agreement or at the manager's discretion:

- professional memberships
- club memberships
- subscriptions
- professional development, including training
- conferences

Disposal of Assets

When an asset is disposed, the process must be transparent, fair and consistent with public sector best practice.

This may include a competitive element such as an auction amongst interested parties, a tendering process, or obtaining quotes to determine the assets fair value.

Assets with a value of \$1,000 or less may be sold via an internal tender process involving staff.

The principles of preserving impartiality and integrity are particularly relevant when conducting a tender process. The process must:

- provide a means of benchmarking the value of the asset externally
- not benefit the employee who is responsible for disposing of the asset
- not risk the personal judgement or integrity of the individual who obtains the asset

Claiming Expenditure

Financial compliance

The Ministry must comply with New Zealand's GST legislation and public finance obligations.

To satisfy GST Act requirements, any expenses of more than \$50 excluding GST must be supported by a valid receipt or a valid tax invoice.

A valid tax invoice must:

1. Show the name of the supplier; and
2. Itemise or describe the goods and/or services received; and
3. Indicate the total amount paid; and
4. Clearly state that it is a tax invoice; and
5. Show the supplier's GST number; and
6. Show the GST separately or state that it is included.

A valid receipt only needs to comply with points 1 to 3. EFTPOS printouts are not a valid receipt.

Overseas receipts may include the local version of GST (eg GST / VAT / Sales Tax). This cannot be claimed back from the IRD in New Zealand and so the claim should be completed excluding the 'overseas GST'.

Responsibility of staff

When incurring an expense, staff must:

- make best endeavours to obtain a valid tax invoice and/or receipt and retain it to support the claim; and
- personally pay for any items that would be considered an unreasonable cost to the Ministry.

In making an expense claim, staff will:

- use the correct form;
- submit the claim on a timely basis;
- provide valid tax invoices and/or receipts;
- provide sufficient explanation of the nature or purpose of the expense;
- state foreign currency transactions in their original currency;
- submit shared claims at the same time as the staff member(s) sharing the claim;
- correctly code all claims (expense code, project and cost centre); and
- sign the claim form and request a Manager sign it.

Under no circumstances is expenditure to be claimed multiple times. Where an expense has been paid for by another organisation or person, that expense must not be claimed or approved for reimbursement by the Ministry.

Responsibility of Managers

In approving an expense claim, Managers will:

- assess the reasonableness of each claim;
- discuss any changes to the claim with the claimant and initial those changes on the claim form;
- where there is no receipt, explain why the cost is reasonable and note their approval;
- check the coding is correct (expense code, project and cost centre); and
- process the claim within three days of receiving it.

All approvals must comply with the Ministry's Financial Delegations Policy. It is the responsibility of Managers to act within their delegated authority.

Responsibility of Finance

In processing an expense claim, Finance will:

- confirm the expense claim has been prepared and coded correctly (expense code and cost centre only)
- confirm the expenses claimed are supported by valid tax invoices and/or receipts;
- refer any issues to the manager; and
- process any correct and valid claims in a timely manner.

Finance will not make any changes to claims without the agreement of the manager or claimant.

Ministry Receipts

Usual practice is to only reimburse an expense claim that has a valid tax invoice and/or receipt attached in support.

There will be occasions where staff lose or are unable to obtain a valid tax invoice and/or a receipt. These should be considered an exception and the practice of approving expense claims without them should not become the norm.

For claims that are not supported by a valid tax invoice and/or receipt, managers will consider the circumstances surrounding the expense and determine whether to allow that expense to be claimed.

Approving Expenditure

Delegations and Authorisation

Authorisation and approval of any business expenditure must be in accordance with both the Financial Delegations and the HR People Delegations.

Staff must not authorise their own expenditure or approve their own use of private assets for business use.

Managers approving expenditure must be at least one level up from the staff member incurring the expense. The only exception is that the Chief Financial Officer must approve any expenses incurred by the Chief Executive.

Managers with delegated authority will monitor any expenditure incurred against their cost centre and must ensure those expenses are actual and reasonable costs for the Ministry to incur.

Where possible, staff should obtain approval in advance from managers for any expenditure. Managers are responsible for confirming with staff:

- The type of expenditure;
- The level of expenditure; and
- The form of payment.

Managers are expected to exercise judgement and apply the principles to the particular circumstances in each case. Managers have the discretion to take into account individual circumstances or other factors when approving expenditure.

Where Managers consider expenditure to be excessive, they have discretion to approve a lesser amount.

Approving Credit Card expenditure

Managers are responsible for:

- reviewing the transactions on relevant credit card accounts;
- ensuring the GL coding of the expenses is correct;
- approving reasonable expenses in a timely manner.

Non-Approved Expenditure

Any expenses charged to a Ministry credit card that a manager does not approve of as being a reasonable cost become the liability of the staff member who incurred them. Such costs are to be reimbursed to the Ministry in a timely manner.

Expenditure incurred by the Ministry which is deemed unreasonable or inappropriate must be repaid to the Ministry within fourteen days of being incurred, where possible.

Further information

Related Guidance

Refer to the Controller and Auditor-General's good practice publication Controlling Sensitive Expenditure; Guidelines for Public Entities (Feb 2007) (www.oag.govt.nz).

Related policies

- Code of Conduct
- Financial Delegations
- HR People Delegations
- Travel Policy
- Hospitality, Gifts and Entertainment Policy
- Fraud Policy
- Protected Disclosures Policy
- Procurement Policy

This list will be amended as policies are created.

Contact

Any further questions can be directed to the Chief Financial Officer.






20200714 Business Expenditure Policy v3 July 2020

Final Audit Report

2020-07-14

Created:	2020-07-14
By:	s9(2)(a)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXPsG3afESDKLvl-6p3wu2F-eRE7BEPPrR

"20200714 Business Expenditure Policy v3 July 2020" History

-  Document created by s9(2)(a)
2020-07-14 - 2:58:43 AM GMT - IP address: 131.203.241.202
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2020-07-14 - 2:59:44 AM GMT



Ministry for Pacific Peoples

Travel Policy

Corporate Policy

Chief Financial Officer
July 2020

IN CONFIDENCE

This document contains policy containing guidelines and procedures for travelling for business on behalf of the Ministry for Pacific Peoples (MPP or Ministry).

Version	3.0	Contact	Chief Financial Officer
Status	In effect from 15 July 2020	Approved	15 July 2020
Owner	MPP	Owner(s)	Chief Financial Officer
Revision	Every two years or as needed	Next revision	July 2022
Revision history	V1.0 14 May 2015 V2.0 22 February 2018 V2.1 26 April 2018		
Key changes	Minor editorial changes as part of cyclic review		

Please do not make unauthorised electronic copies or new versions (drafts) of this corporate policy. Contact the Chief Financial Officer to have new drafts initiated and recorded in the appropriate manner.

Approval

Signature:  _____ Date: Jul 14, 2020 _____

Name: Lulu Mac Leuanae
Role: Chief Executive, Ministry for Pacific Peoples

Table of Contents

Context.....	3
Smart Buying Behaviours.....	4
Travel Procedures.....	5
Travel Arrangements.....	7
Air Travel.....	10
Other Modes of Transport.....	12
Accommodation.....	14
Other Travel Expenses.....	16
Further information.....	18

Context

Purpose	<p>The purpose of this policy is to provide guidance to staff when travelling on Ministry business and to ensure that staff have a clear and consistent understanding of the policies and procedures related to business travel.</p> <p>In general, Staff will be provided with a reasonable level of service, comfort and safety while travelling at an appropriate cost to the Ministry.</p>
Principles	<p>The following principles underpin this policy:</p> <ul style="list-style-type: none"> • The safety and security of the traveller is paramount; • All travel undertaken by staff must be necessary to the business; • Travel must be cost effective; • Personal gain from Ministry related travel is not acceptable. <p>Individuals are expected to:</p> <ul style="list-style-type: none"> • Prepare a travel itinerary on the basis of being away from the office the shortest time possible; • Take the most practical, most direct route to the destination; • Use the most cost-effective travel options, including considering not travelling if the aims of the travel can be achieved another way; • Arrange for travel costs to be prepaid by, or charged to the Ministry, where possible. <p>In this policy, 'manager' designates someone with the appropriate financial delegation. 'Staff' includes contractors and casual staff.</p>
Responsibilities and Accountabilities	<p>As stewards of public resources, staff have an obligation to use resources prudently. In making travel arrangements, staff must make informed decisions as to the best use of taxpayer funds.</p> <p>It is the responsibility of travellers and financial delegation holders to ensure that travel expenditure is</p> <ul style="list-style-type: none"> • Appropriate and in accordance with Ministry Policy; • Value for money; • Within delegated authority; • Approved prior to being incurred; • Pre-approved and actioned in a timely manner; • Booked through an approved Travel Administrator where appropriate; and • Correctly coded for ledger purposes. <p>Travel must meet a business need.</p>
Scope	<p>This policy is to be adhered to consistently by all staff (including seconded staff and contractors) across the Ministry when on duty or acting in their official capacity.</p>

Smart Buying Behaviours

Best Practice	Staff are expected to apply best practice in travel management and the smart buying behaviours set out in this policy.
Viable Alternatives	Staff must consider if travel is necessary or whether the purpose could be accomplished another way (eg telephone or video conferencing).
Sustainability	Staff should consider the impact of travel on the environment. Public servants are encouraged to reduce their environmental impact by travelling less where feasible.
Lead Time	Staff should book as far in advance as possible to keep the costs down, have more choice of travel options and more flexibility with the booking.
Off Peak	Where feasible, staff should travel at off peak times (before 7:00am, between 9:30am and 4:00pm, or after 7pm.) as this is usually cheaper than peak times.
Best Value	Staff should consider the travel options offered by all of the transport suppliers available to the Ministry and book the best fare available irrespective of the supplier.
Flexi Fares	Flexi fares are only to be booked when there is a significant risk of the flight requirements changing and those changes would incur more cost than any penalty imposed for changing the travel arrangements.
Changes	<p>Where possible, avoid changing travel arrangements. Changes are likely to attract additional costs, particularly within 24 hours from departure. Employees are expected to exercise sound judgment in changing travel arrangements.</p> <p>Where it is necessary to change travel arrangements, staff should contract the travel administrator as soon as practicable.</p> <p>If the changes to the travel arrangements cost of \$100 (excluding GST) or more, staff must obtain approval from their manager. If the changes are made outside of normal business hours, staff should email the travel administrator and their manager when making the changes.</p>
Well-Being	Travel arrangements should take into account the well-being of the staff member traveling.

Travel Procedures

Authorisation of Domestic Travel All domestic travel outside the region in which a staff member normally works must be authorised in writing by their manager with appropriate delegated authority before reservations are confirmed.

Authorisation of International Travel To travel outside NZ, staff must prepare a brief written proposal for authorisation in advance covering:

- The purpose of the travel and the business benefits or obligations being discharged;
- Whether other NZ officials (not necessarily from MPP) are going for the same purpose;
- The full cost of the travel, with airfares shown separately from other expenses;
- The itinerary and an explanation of the business to be conducted at each point;
- The class of travel to be used and an explanation if not economy;
- The time they will be away, and any associated private travel or leave;
- Whether the travel was included in the annual budget and if not, whether the cost centre has available budget for the travel;
- Whether any family members will accompany the traveller;
- The ledger code to which the travel is to be charged.

All international travel must have prior written approval of the manager and the Chief Executive.

Upon return, where appropriate, the staff member may be asked to share their learnings and information with other staff.

Combining Business with Personal Travel With prior written approval from their manager, staff may take a leave of absence and embark on personal travel within reasonable limits while on business travel, provided there is no additional cost to the Ministry. The amount and type of leave must be noted on the travel request. A leave of absence does not need to be taken where:

- Stopovers have been authorised for the purposes of rest and recovery from travelling; or

- Unavoidable stopovers, which cannot reasonably be regarded as personal travel or a stopover for the purposes of rest and recovery from travelling.

Staff must arrange their personal travel during in personal time and at their own expense.

Where reasonable and appropriate, accommodation rates and transport rates given to the Ministry by suppliers may be used for personal travel that is taken in conjunction with business travel.

Where possible, there should be a clear delineation between business expenses and personal expenses (e.g. separate invoices for business costs and personal costs). Otherwise, the staff member should meet the cost of the personal expenses at the time of sale. As a last resort the Ministry can incur the cost and the staff member reimburse the Ministry as soon as practicable (e.g. upon receipt of the supplier's invoice to the Ministry).

Travelling with
Family

With prior approval from the Chief Executive on the recommendation of the relevant manager, family members may accompany staff on business travel at the staff members' expense. The Ministry must not incur any additional cost.

Travel Arrangements

All of Government Providers	In accordance with the Procurement Policy, travel should be booked using one of the providers listed as a preferred supplier on the All-Of-Government panel and in accordance with the Government Rules of Sourcing.
Preferred Suppliers	The Ministry has preferred suppliers that it uses where there are no providers for a particular travel cost on the All-Of-Government panel. Where appropriate, staff are expected to use the suppliers on the list of preferred suppliers.
Reservations & Bookings	<p>Travel should not be booked until approved, although staff may seek information on fares and make tentative reservations to assist them with budgeting and seeking authorisation.</p> <p>Travel bookings are to be made through the Ministry's travel administrators.</p> <p>In selecting a booking method, staff should consider the complexity of the booking (i.e. fare only, or fare plus hotel/ rental car) and the time that the booking will take.</p> <p>International travel would usually be referred to a travel agent who are able to make tentative reservations.</p> <p>Arrangements should be made as far in advance as possible to obtain lower fares.</p>
Type of Fare	The cheapest fare available should be used. However these generally offer the least flexibility and a more expensive fare may be sensible to avoid the possibility of ticket alteration fees.
Group Travel	<p>If a group is travelling together, enquiries should be made about group discounts.</p> <p>However it may be appropriate for the group to travel on separate flights to avoid key person risk in case of accidents.</p>
Travel	The Ministry provides full travel insurance for all staff travelling for

Insurance business. Any alternative travel insurance arranged by staff will not be paid for or reimbursed by the Ministry.

Staff are responsible for their personal belongings and any Ministry property taken with them and should take all reasonable precautions to minimise the likelihood of damage, loss or theft.

Insurance cover applies from the time of leaving home or work (whichever occurs last) until arrival back at home or work (whichever is reached first). The policy includes limited cover for:

- Personal accident and injury;
- Lost baggage, business property, money and travel documents;
- Personal liability (for personal injury to any person or for property damage);
- Excess incurred as a result of collision damage, or theft, of a hired motor vehicle.

Rental vehicles are covered under the insurance policies held by the Ministry. Insurance options offered by rental companies should not be taken and will not be paid for by the Ministry.

Insurance of a personal vehicle is the responsibility of the staff member. Any private travel that occurs in conjunction with business travel is not covered by the Ministry's insurance.

Insurance Claims Any damage, loss, or theft of Ministry or personal items is to be reported to the Chief Financial Officer within 24 hours, or on the next working day. This should be confirmed in writing as soon as practicable, specifying:

- Where and when the incident occurred;
- Names of the parties involved;
- If possible, an estimate of loss or damage.

A Police report may be required.

The primary responsibility for retrieval/ compensation for lost baggage lies with the carrier.

Travel Advances Staff travelling on Ministry business may apply for an advance to cover expenses where appropriate:

- Travel is more than three days;
- The nature of the trip or method of travel is unpredictable; or
- For International travel.

Managers must approve the appropriate level of advance based on the travel involved and likely expenditure incurred.

Within twenty working days of returning from the trip, staff must provide receipts for all expenditure against the advance.

Any unspent funds must be returned to the Ministry.
Travel advances should only be used for expenses that can not be billed directly to the Ministry.

Foreign
Exchange

For international travel, it may be appropriate for Staff to travel with money in the currency of the country or countries they will be travelling to.

Managers, in consultation with the Chief Financial Officer, will determine the appropriate amount of foreign currency to advance.

Some countries place restrictions on the level of currency a person can carry upon departure. Such restrictions must be complied with and the currency converted prior to departure, where applicable.

The Ministry will cover any costs incurred relating to currency exchange. Advances will be made in New Zealand dollars, and it is the responsibility of the travelling staff member to purchase the foreign currency.

Staff must return any unspent foreign currency to Finance as soon as possible upon their return.

After international travel, an expense claim must be completed (in the currency in which the expenditure was incurred).

Finance will complete the currency conversion using an appropriate exchange rate to determine the New Zealand Dollar equivalents.

Finance will arrange conversion of returned foreign currency to New Zealand dollars.

Emergency
Travel
Assistance

In case of emergency the traveller should contact their travel administrator and / or manager.

Air Travel

Class of Travel	<p>Staff must travel in economy class, unless prior approval for business class or premium economy class has been granted.</p> <p>Considerations to justify another class may include:</p> <ul style="list-style-type: none"> • They are travelling with a Minister; • There is at least one flight of more than nine hours; • Where the traveller is required to work on the flight; • Where the duration of the flight will impact on the staff's ability to carry out their duties on arrival; • The cost and affordability of the business of first class fare; • Medical reasons. <p>Stopovers may be considered:</p> <ul style="list-style-type: none"> • Where there are no business class or premium economy class seats available to complete the travel; • Where the total flight time to the final destination will take more than nine hours; • Medical reasons.
Upgrades	<p>Staff may accept upgrades offered by the airline, provided there is no additional cost to the Ministry and there is no perception of undue influence or benefit.</p> <p>At the staff members personal cost, staff may seek an upgrade on international flights.</p>
Cancellations & Missed Flights	<p>Individuals traveling on business must seek advice from their travel administrator as soon as possible in the following situations:</p> <ul style="list-style-type: none"> • Missed flights; • Lost tickets; • Travel has been cancelled by the carrier or needs to be cancelled by the individual;

<p>Airline Club Memberships</p>	<ul style="list-style-type: none"> • Downgrade by the carrier to lower class of travel than ticketed. <hr/> <p>In general, the Ministry will pay the cost of airline club membership for:</p> <ul style="list-style-type: none"> • The Chief Executive; • Staff expected to travel more than 20 return flights in a calendar year. <p>Any other staff member must have the prior written approval of the Chief Executive to obtain airline membership.</p> <p>The Ministry will not pay the cost for airline membership of any consultants or contractors.</p> <p>Staff must not purchase private airline membership for personal use by using the Ministry's corporate rate.</p> <p>Membership forms must be signed by Tier Two Managers and approved by the Chief Executive.</p>
<p>Frequent Flyer & Air points</p>	<hr/> <p>When travelling on business, any air points or frequent flyer rewards accumulated during travel must be used for Ministry business only. The Ministry belongs to an All of Government air travel plan that does not provide for air points to be accumulated.</p>
<p>Excess Luggage</p>	<hr/> <p>Costs associated with excess luggage or heavy baggage are at the personal expense of staff, unless to conduct the business requires the staff member to travel with excess luggage or heavy baggage.</p> <p>Where staff request the Ministry to pay excess luggage or heavy baggage costs, staff must demonstrate on the request form that they have considered other methods of delivery (e.g. courier and mail).</p> <hr/>

Other Modes of Transport

Rental Vehicle An appropriate vehicle may be hired at the Ministry's expense to meet business needs and must be in accordance with the Government's sustainable procurement guidelines. Staff should endeavour to fill the petrol tank before returning the vehicle, as the hire companies charge a premium on fuel.

Rental vehicles should be booked through a Travel Administrator. Staff are expected to use the Ministry's preferred rental car provider, where appropriate.

Should an accident occur, the individual concerned should immediately:

- Report the incident to the appropriate traffic authorities;
- Advise the motor vehicle hire company; and
- Report the incident to the Chief Financial Officer.

Where an incident occurs overseas, the individual can seek advice in the first instance from the emergency assistance service offered by the Ministry's insurer.

Use of Personal

Motor Vehicle While rental vehicles are preferred, it may be appropriate for an individual to use their own vehicle for business travel. This must be approved in advance by the traveller's manager and may be appropriate where the traveller has a disability, and/or it would be more cost effective and/or timely than travelling by an alternative mode.

Staff with approval to use their own vehicle may claim the standard mileage rate set by Inland Revenue.

Use of Ministry's Vehicles Ministry vehicles may be provided to staff at certain sites for specific work requirements, but they are not available for personal use. Ministry vehicles must not be driven to the homes of staff members unless they

Ministry vehicles are considered to be part of the Ministry workplace. Any workplace requirements (whether by law, Ministry policy or other directive) must be complied with within Ministry vehicles.

Staff using Ministry vehicles must record usage of the vehicle in the log book provided.

Parking and
Traffic
Infringements

Staff driving any vehicle for business use must be appropriately licenced to drive, drive safely and adhere to the New Zealand Road Code and transport laws at all times.

Liability for any driving offences or traffic infringements are the responsibility of the staff member driving the vehicle.

Taxi / 'ride share'

Taxis and 'ride share' alternatives are an appropriate mode of transport, but consideration should be given to safe practical alternatives that have the potential to be more cost effective. (e.g. use of Ministry vehicles, rental cars, buses, airport shuttles).

Uber is the Ministry's preferred taxi / ride share option.

Where staff are travelling for business purposes, it is appropriate to use a taxi or ride share to and from the airport from home.

Taxis and ride shares are only to be used for business transport where it is not practicable to use public transport or shuttle services.

The use of taxis or ride shares to travel between work and home is not appropriate, unless the staff member has obtained prior written approval from their manager and it is appropriate in the the circumstances (e.g. working late at night).

Taxi cards and/or chits are available in the rare situations that Uber is not available.

Accommodation

Same Day Travel

Staff are expected to travel to and from an event on the same day if possible, otherwise to minimise the number of days they travel. Accommodation will be provided where necessary for the travel.

Where the traveller needs additional accommodation over what is necessary for business purposes, that is a personal cost to the staff member.

Reservations &

Payment

Business related accommodation and related costs should be

invoiced to the Ministry by the supplier wherever practicable.

Where payment is made by a staff member, they will be reimbursed in accordance with the Ministry's Business Expenditure Policy.

Type of

Accommodation

Accommodation should be reasonable both in terms of standard and price. Individuals on business should be conscious of this and generally should book hotels which are mid- range 4 star.

In deciding what is appropriate and reasonable, factors to consider are:

- Availability;
- The nature of the work being undertaken;
- The safety and security of the individual;
- The proximity of the accommodation to the place of work;
- Where colleagues travelling together may be staying.

Long-Term

accommodation

Staff must consider alternatives for any long-term accommodation needs (more than a week).

Hotels/motels are not considered appropriate for long term accommodation.

Where appropriate, staff will consider best value longer term options (e.g. short-term serviced apartments).

Private
Accommodation

Staff may stay privately while on business, where appropriate.

Where Staff choose to stay privately whilst travelling on Ministry business, the Ministry will only reimburse any actual and reasonable expenses associated with the stay.

Any private stay must be approved in advance by a manager.

Other Travel Expenses

Business

Expenditure Policy

The Ministry's Business Expenditure Policy is based on the payment or reimbursement of actual and reasonable expenses.

The impacts of business travel on the traveller's personal life may make it appropriate to reimburse private expenses caused by the demands of the business. Managers may exercise their discretion to approve reimbursement of reasonable costs incurred on business travel.

Expenses while Travelling

Reasonable expenses that are appropriate for the travel may be reimbursed upon receipt or invoice. Examples of reasonable appropriate expenses include:

- Meals and incidentals;
- Use of mobile phones or hotel phones;
- Internet costs;
- Laundry costs;
- Mini-bar items where late check-in, limited time between engagements, no cheaper alternative nearby or in similar circumstances;
- Room service.

Examples of expenses that are not reasonable or appropriate are:

- Alcohol;
- Excessive use of minibars or room service;
- Entertainment charges, including movies.

All expenses that are not reasonable or appropriate must be paid by Staff upon check out and will not be reimbursed by the Ministry.

Meals

The Ministry will pay or reimburse the cost of meal where a valid receipt or invoice is provided.

In general:

- Breakfast on the first day of travel will not be paid for or reimbursed;
- Dinner on the last day of travel will not be paid for or reimbursed.

Where airline club memberships are available for use during travel, the traveller is expected to eat at the airport lounge where possible.

In general, the cost of morning and afternoon teas, including coffee, will not be paid for or reimbursed by the Ministry.

Any moderate and conservative tipping costs (in countries where tipping is customary) will be paid for or reimbursed by the Ministry.

Caring for
Dependents

Generally, staff are expected to make their own arrangements and pay their own costs of care for any dependents. In some circumstances it will be appropriate for the Ministry to pay reasonable costs of care for dependents of staff.

Examples are where staff are:

- Attending a course;
- Travelling on Ministry business;
- Required to work abnormal hours;

And alternative arrangements for care incurs additional expense because of that situation.

Any costs must have prior written approval of a tier two manager to be reimbursed by the Ministry.

Further information

Related Guidance

Refer to travel advice on the Ministry for Foreign Affairs and Trade website: www.safetravel.govt.nz

Related policies

- Code of Conduct
 - Financial Delegations
 - Business Expenditure Policy
 - Hospitality, Gifts and Entertainment Policy
 - Fraud Policy
 - Protected Disclosures Policy
 - Procurement Policy
- This list will be amended as policies are created.

Contact

Any further questions can be directed to the Chief Financial Officer.






20200714 Travel Policy v3 July 2020

Final Audit Report

2020-07-14

Created:	2020-07-14
By:	s9(2)(a)
Status:	Signed
Transaction ID:	CBJCHBCAABAARKrTLmnoeebgLLT1ACU8yj1GxH2WIYpT

"20200714 Travel Policy v3 July 2020" History

-  Document created by s9(2)(a)
2020-07-14 - 2:56:06 AM GMT - IP address: 131.203.241.202
-  Document emailed to Mac Leauanae (mac.leauanae@mpp.govt.nz) for signature
2020-07-14 - 2:56:30 AM GMT
-  Email viewed by Mac Leauanae (mac.leauanae@mpp.govt.nz)
2020-07-14 - 2:58:34 AM GMT - IP address: 131.203.241.202
-  Document e-signed by Mac Leauanae (mac.leauanae@mpp.govt.nz)
Signature Date: 2020-07-14 - 2:58:41 AM GMT - Time Source: server- IP address: 131.203.241.202
-  Signed document emailed to s9(2)(a) and Mac Leauanae (mac.leauanae@mpp.govt.nz)
2020-07-14 - 2:58:41 AM GMT



Ministry for Pacific Peoples

Fraud Policy

Chief Financial Officer


July 2020

This document contains policy relating to preventing fraud and corruption at the Ministry for Pacific Peoples (MPP or Ministry).

Version	3.0	Contact	Chief Financial Officer
Status	Version in effect from 15 July 2020	Approved	15 July 2020
Owner	MPP	Owner(s)	Chief Financial Officer
Revision	Every two years or as needed	Next revision	July 2022
Revision history	1.0 December 2012 2.0 February 2018		
Key changes this version	Cyclic review: Editorial changes, removal of reference to Internal Audit.		

Please do not make unauthorised electronic copies or new versions (drafts) of this corporate policy. Contact the Chief Financial Officer to have new drafts initiated and recorded in the appropriate manner.

Approval:

Signature: 
[Mac Leauanae \(Jul 14, 2020 14:58 GMT+12\)](#)

Date Jul 14, 2020

Name: Lau Lu Mac Leauanae

Role: Chief Executive, Ministry for Pacific Peoples

Contents

Purpose.....	4
Scope of this policy	4
Context	4
Principles	4
Background.....	5
Prevent, Detect and Respond Controls.....	5
Fraud Control Procedures.....	6
Fraud Control.....	6
Internal Controls.....	6
Keeping Controls up to Date.....	6
Line of Defence.....	6
Staff Awareness	7
Responsibilities	7
Management Responsibilities.....	7
Staff Responsibilities	7
Fraud Investigation	8
Reporting fraud.....	8
Protected Disclosures	8
Investigating Incidents.....	8
Preliminary Investigation	9
Independent Investigation	9
Report to Tautua.....	9
NZ Police or Serious Fraud Office.....	9
Disciplinary.....	9
Recovery actions.....	9
Dismissal	9
Setting up an Anti-Fraud Control Plan.....	10
Further information	10
Relevant Publications.....	10

Purpose

Purpose of this policy

To set out the individual and collective responsibilities for the prevention, detection and investigation of fraud, corruption and related activities within the Ministry.

Fraud is *"an intentional act by one or more individuals amongst management, those charged with governance, employees or third parties involving the use of deception to obtain an unjust or illegal advantage"*. (Office of the Auditor-General)

Corruption is *"behaviour on the part of officials in the public or private sector in which they improperly and unlawfully enrich themselves or those close to them, or induce others to do so, by misusing the position in which they are placed"*. (Serious Fraud Office)

Scope of this policy

The Ministry has zero tolerance towards fraud and corruption. Committing either of these activities is a breach of the Ministry's Code of Conduct and the Employment Agreement between the employee and the Ministry.

Ministry staff must not use, nor allow the use of, Ministry property, funds, information or other resources other than for authorised purposes. This policy applies in all circumstances.

The Ministry will investigate all cases of alleged or suspected corruption, fraud and related activities, and will take prompt and appropriate action. This will include seeking prosecution and recovery of lost money or property, if the allegation is confirmed.

All cases of alleged or suspected corruption, fraud and related activities that involve employees of the Ministry will be addressed in accordance with the Ministry's disciplinary procedures.

Context

Principles

The Ministry requires all staff at all times to act honestly, with integrity and to safeguard the resources for which they are responsible. Fraud and corruption are an ever-present risk and therefore must be an ongoing concern to all employees.

The Ministry expects staff to behave in line with the following principles:

- Empowerment: We empower our people to perform well by creating an environment that fosters personal responsibility and good judgement.
- Respect: we treat each other with respect, are considerate of each other's needs and are generous in spirit in our dealings with each other.
- Accountability: we encourage dialogue between staff, managers and Deputy Chief Executives to ensure we are consistent in our actions and that we hold each other to account.
- Responsibility: we are mindful of our role as public servants and the importance of acting in a transparent, professional and responsible way. We act lawfully and objectively and in compliance with the Ministry's Code of Conduct.

Background

The Auditor General has the view that public sector entities should address the risk of fraud in a formal manner and have an appropriate policy on how to minimise, and if necessary, address it. This policy has been developed in response to this requirement.

The policy applies to all employees of the Ministry, including contract and temporary staff, suppliers and agents acting on behalf of the Ministry.

For the purposes of this policy, fraud and corruption include but are not limited to:

- a) criminal deception
- b) use of false representation to gain unjust advantage
- c) any intentional or deliberate act for pecuniary gain or to acquire benefit or advantage
- d) corrupt practices
- e) theft or misappropriation of any of the Ministry's property (including that of employees or visitors), including money, stock, records and information
- f) false representation, misrepresentation or concealment of facts or information, including submitting false claims for payment or reimbursement
- g) unauthorised selling or provision of documents or information to third parties
- h) irresponsible acts or wilful negligence intended to cause damage to the material interest or reputation of the Crown, the Ministry, its employees or its stakeholders
- i) blackmail or extortion or abuse of position to pressure, influence or induce another to commit an offence or breach of the Ministry's Code of Conduct
- j) eCorruption and eCrime including but not limited to unauthorised creation, manipulation, alteration or distribution of records or documents and falsifying, forging or counterfeiting records or documents
- k) accepting or offering a gift, bribe or benefit or other favours under circumstances that might lead to the inference that such actions were intended to influence decision making
- l) Misuse or unreasonable personal use of Ministry resources for conducting or operating commercial or business activities for personal gain. Resources include worktime, internet, email, cell phones, photocopiers, fax machines, computers, mail services, departmental addresses and phone numbers.

Prevent, Detect and Respond Controls

The Ministry's policy and procedures focus on prevent, detect and controls.

Prevent:

- appropriate policies to raise awareness of fraud and corruption
- induction process when staff join the Ministry includes fraud awareness
- periodic general awareness raising eg, formal training, intranet notices

Detect:

- clear, and enforced internal controls
- independent reviews of Ministry activity as required

Respond:

- a clear and adhered to policy on reported concerns
- a clear and adhered to procedure on investigating any reported concerns

Fraud Control Procedures

Fraud Control

The Ministry will take the necessary actions to ensure that fraudulent activities, if not eradicated completely, are restricted to the minimum, but also appropriately handled, if they occur.

Fraud prevention occurs through the Ministry's policies, procedures and responsibilities and fraud is controlled through internal controls, staff awareness, and whistle blowing procedures.

Internal Controls

Internal controls are the first line of defence against fraud and corruption. While internal controls may not fully protect against fraud and corruption, they are essential elements in fraud control.

All areas of operations require internal controls, for example:

- Physical controls (securing of assets)
- Authorisation controls (approval of expenditure, including the one-up rule)
- Supervisory controls (oversight of day-to-day issues, including monthly expenditure reviews)
- Regular reconciliation of bank statements
- Reconciliation of key accounts, quarterly
- Monthly and annual financial statements.

Management must evaluate the potential for the occurrence of fraud and how the organisation manages fraud risk. Management must have sufficient knowledge to evaluate the risk of fraud and the manner in which it is managed by the organisation but are not expected to have the expertise of a person whose primary responsibility is detecting and investigating fraud.

External audit's processes are by their nature less targeted than Management, but can also assess efficiency, effectiveness and make recommendations.

Keeping Controls up to Date

On a regular basis, the staff responsible for the various controls must review them, and update them if necessary, to ensure their ongoing effectiveness.

All staff responsible for exercising the controls must understand the reasoning behind them and agree to apply them appropriately.

Line of Defence

As a first line of defence to fraud, the Ministry takes the following steps:

- Fraud risk is a mandatory topic on the agenda of Tautua meetings
- All staff and every newcomer to the organisation receives training on the fundamentals of ethics and fraud
- Detailed financial reporting at monthly Tautua meetings
- Any internal or external fraud incident is reviewed by a multidisciplinary working group.

Staff Awareness

A key control is staff awareness of the possibility of fraud and how it may occur. This must be highlighted at induction when a staff member joins the Ministry and on an ongoing periodic basis through training and awareness activities.

Staff responsible for the various controls must review them, and update them if necessary, to ensure their ongoing effectiveness.

All staff responsible for exercising the controls must understand the reasoning behind them and agree to apply them appropriately.

Protected Disclosures:

The Protected Disclosures Act 2000 promotes the public interest by:

Facilitating the disclosure and investigation of serious wrongdoing and protecting staff who make disclosures.

The Ministry supports the intention of the Act and encourages staff who believe that serious wrongdoing has occurred to disclose that information as outlined in the Protected Disclosures Policy.

Responsibilities

Management Responsibilities

Managers are expected to:

- make themselves aware of and comply with all Ministry controls and policies
- monitor the risks to which their areas, activities, systems and procedures are exposed
- consider, and maintain effective controls to prevent and detect fraud
- monitor controls to ensure compliance
- undertake regular reviews and updates of controls and any transactions, activities or locations that may be susceptible to fraud and
- report to a member of Tautua all cases of alleged fraud or other related activities.

Staff Responsibilities

Employees are expected to:

- act ethically and in accordance with this Fraud Policy and other Ministry policies, including the Code of Conduct, and the Business Expenditure policy and other financial policies
- act with propriety in the use of official resources and in the handling and use of corporate funds, whether they are involved with cash receipts or payments systems or dealing with contractors or suppliers and
- report immediately all cases of alleged or suspected fraud or other dishonest behaviour to their Manager or another appropriate person.

Fraud Investigation

Reporting fraud

The Ministry's business ethics are designed to prevent, detect and deter fraud and unethical conduct and to allow immediate and effective action to be taken against any attempted fraudulent act affecting the Ministry and/or its assets.

The Ministry recognises that its employees, as its primary asset, are an invaluable tool in the detection of fraud within the organisation.

In the first instance, any suspicion of fraud or corruption should be identified to a member of Tautua. Any suspicion of fraud or corruption will be treated seriously and will be reviewed, analysed and, if warranted, investigated.

Protected Disclosures

This law protects people raising allegations of serious wrongdoing within their organisations - "whistle blowing". Refer to the Protected Disclosures Policy.

The Act aims to promote the public interest by:

- Facilitating the disclosure and investigation of matters of "serious wrongdoing" in or by an organisation; and
- Protecting employees who, in accordance with the Act, make disclosures of information about "serious wrongdoing" in or by an organisation.

This Act is for the specific purpose of whistle blowing and is not intended to replace normal internal processes arising out of management/ staffing issues, which should be referred to the appropriate Manager or People & Culture.

In addition, allegations or complaints from outside the Ministry should be referred to the Chief Legal Counsel.

Investigating Incidents

The Ministry is committed to its legal obligation to act fairly, honestly and in good faith when conducting investigations.

Once an alleged fraud is reported, it will be investigated in line with the Ministry's procedures. The investigation will be independent, and the Ministry will take any necessary external advice to ensure that the investigation is appropriately handled, and any evidence or other paperwork is retained and protected.

This action may include referring the matter to external agencies as appropriate, such as the Serious Fraud Office or NZ Police. The Ministry may undertake action to recover any losses.

Conduct deemed 'unacceptable' could lead to dismissal while 'serious misconduct' will generally justify immediate dismissal. In all cases, any action taken must be legally justified and procedurally correct.

Preliminary Investigation

If fraud or corruption is detected or suspected, the Ministry will undertake a preliminary investigation. Anonymous reports may warrant a preliminary investigation before any decision to implement an independent investigation.

Should the preliminary investigation not uncover any fraudulent activities, the process will be stopped, and no further action taken.

Independent Investigation

An independent investigation should be undertaken of any reports of incidents of fraud and/ or corruption. Investigations should be undertaken by appropriately qualified and experienced persons, independent of the business area where investigations are required.

Any investigation must be concluded by the person(s) appointed to conduct the investigation issuing a report. The report will only be disseminated to those people who need access to it to implement whatever action is deemed appropriate as a result of the investigation.

Any investigation will be subject to an appropriate level of supervision, having regard to the seriousness of the matter under investigation.

Report to Tautua

The Chief Legal Counsel is responsible for reporting the results of the independent investigation to the Chief Executive and Tautua.

Should investigations uncover evidence of fraud or corruption in respect of an allegation or series of allegations, the Ministry will review the facts on hand to determine whether the matter is one that ought to be reported to the Police or Serious Fraud Office for investigation and possible prosecution.

Any decision not to refer an allegation of fraud to the Police or Serious Fraud Office for investigation (where there is sufficient evidence to justify making such a report) will be referred to the Ministry's Assurance Risk and Advisory Committee, together with the reasons for the decision.

Reporting fraud to the Police or Serious Fraud Office for investigation will be subject to any applicable legislation.

NZ Police or Serious Fraud Office

The Ministry will give its full cooperation to any law enforcement agency involved in investigating suspected fraud or corruption, including the provision of reports compiled in respect of investigations conducted.

While the Serious Fraud Office usually focuses on large cases, it is willing to take on smaller cases within the public sector.

Disciplinary Actions

All disciplinary proceedings will take place in accordance with the procedures set out in the Ministry's disciplinary policies. People & Culture will advise.

Recovery actions

Where there is clear evidence of fraud or corruption and there has been a financial loss to the Ministry, recovery action (criminal, civil or administrative) may be instituted to recover any such losses, if considered financially beneficial. Recovery action may be taken by the Police or the Ministry.

Dismissal

In the case of dismissal, People & Culture will carry out the dismissal activities.

Setting up an Anti-Fraud Control Plan

Anti-Fraud Control Plan

Roles and responsibilities regarding fraud risk management are fully and clearly established, controls are in place to give assurance that all mitigating activities are covered, and the system is functioning as intended.

The second line of defence has controls in place verifying that the first line of defence control activities actually take place according to the standards, and that the governance of fraud risk management in the organisation as a whole is implemented as intended.

The following table show an overview of how these controls function.

	Responsibility	Control	Timing	Action
First Line of Defence	Install a culture of fraud awareness	Fraud risk is a mandatory topic on the agenda of Tautua meetings	Annually	Review minutes of the meetings
	Provide fraud awareness training to staff	Every newcomer in the organisation has received a basic anti-fraud training.	Quarterly	Compare list of newcomers with attendees to training
		Every staff member receives periodic refresher training.	As appropriate	Compare attendance list with payroll
		Every new people manager receives dedicated training on fraud.	On appointment	Compare list of new people managers with attendance list
	Improve internal control	Each internal fraud incident is reviewed by a multidisciplinary working group.	As required	Compare list of incidents with minutes of working group meetings
		External fraud incidents above a threshold (individually or cumulative according to fraud type) is reviewed by a multidisciplinary working group	As required	Compare list of incidents with minutes of working group meetings

Further information

Relevant Publications

Fraud awareness, prevention, and detection in the public sector
(Auditor General June 2012)

<http://www.oag.govt.nz/2012/fraudawareness>

New Zealand Institute of Chartered Accountants Auditing Standard 2006: The Auditor's Responsibility to Consider Fraud in an Audit of a Financial Report

Related policies

- Code of Conduct
- Financial Delegations
- HR People Delegations
- Business Expenditure Policy
- Hospitality, Gifts and Entertainment Policy
- Travel Policy
- Protected Disclosures Policy

This list will be amended as policies are created.

Contacts

Any further questions can be directed to the Chief Financial Officer.




2200714 Fraud Policy v3.0 July 2020

Final Audit Report

2020-07-14

Created:	2020-07-14
By:	s9(2)(a)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0sEbBOg350bYR3YO6A2WOXGGygURU1xh

"2200714 Fraud Policy v3.0 July 2020" History

-  Document created by s9(2)(a)
2020-07-14 - 2:57:35 AM GMT- IP address: 131.203.241.202
-  Document emailed to Mac Leauanae (mac.leauanae@mpp.govt.nz) for signature
2020-07-14 - 2:57:54 AM GMT
-  Email viewed by Mac Leauanae (mac.leauanae@mpp.govt.nz)
2020-07-14 - 2:58:47 AM GMT- IP address: 131.203.241.202
-  Document e-signed by Mac Leauanae (mac.leauanae@mpp.govt.nz)
Signature Date: 2020-07-14 - 2:58:54 AM GMT - Time Source: server- IP address: 131.203.241.202
-  Signed document emailed to Mac Leauanae (mac.leauanae@mpp.govt.nz) and s9(2)(a)
2020-07-14 - 2:58:54 AM GMT

GROUP TWO

Farewell Celebration for



Laulu Mac Leauanae

Secretary for Pacific Peoples

Welcoming Procession

(Please Stand)

Farewell Celebration for



Laulu Mac Leauanae

Secretary for Pacific Peoples



Welcome

s9(2)(a)

Masters of Ceremony

E lo'u Tama e

E lo'u Tama e, ua fa'afetai (Fa'afetai)

Ua sili lou, alofa mai,

Ua fai ai a'u ma au tama fai

Ta fa'amanu ai nei!

Tali: Ua Fa'afetai, Ua Fa'amanu,

Ua fai ma uso Iesu

E ola ai a'u e fa'avavau (Fa'avavau)

Ta Fa'amanu ai nei

E lo'u Tama e

**Se finagalo ea o ai,
Ua fai ai a'u ma tama fai,
E le o a'u ua na o oe,
Ta fa'amanu ai nei**

**Tali: Ua Fa'afetai, Ua Fa'amanu,
Ua fai ma uso Iesu
E ola ai a'u e fa'avavau (Fa'avavau)
Ta Fa'amanu ai nei**

E lo'u Tama e

**Ta ofo i lenei lelei,
Ua e aumai mo ita nei
O a'u sa agamasesei,
Ta Fa'amanu ai nei**

**Tali: Ua Fa'afetai, Ua Fa'amanu,
Ua fai ma uso Iesu
E ola ai a'u e fa'avavau (Fa'avavau)
Ta Fa'amanu ai nei**

E lo'u Tama e

**Lenei ua le toe fefe ai,
ae nau alofa ia te oe
Ma vala'au, E lo'u Tama e!
Ta Fa'amanu ai nei**

**Tali: Ua Fa'afetai, Ua Fa'amanu,
Ua fai ma uso Iesu
E ola ai a'u e fa'avavau (Fa'avavau)
Ta Fa'amanu ai nei**

Opening Prayer

s9(2)(a)

Farewell Celebration for



Laulu Mac Leauanae

Secretary for Pacific Peoples

Representatives from Pacific Communities

Farewell Celebration for



Laulu Mac Leauanae

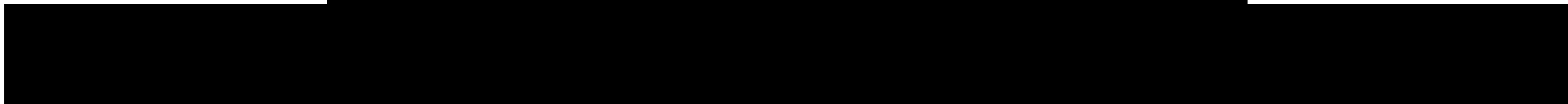
Secretary for Pacific Peoples



Ministry for
**Pacific
Peoples**

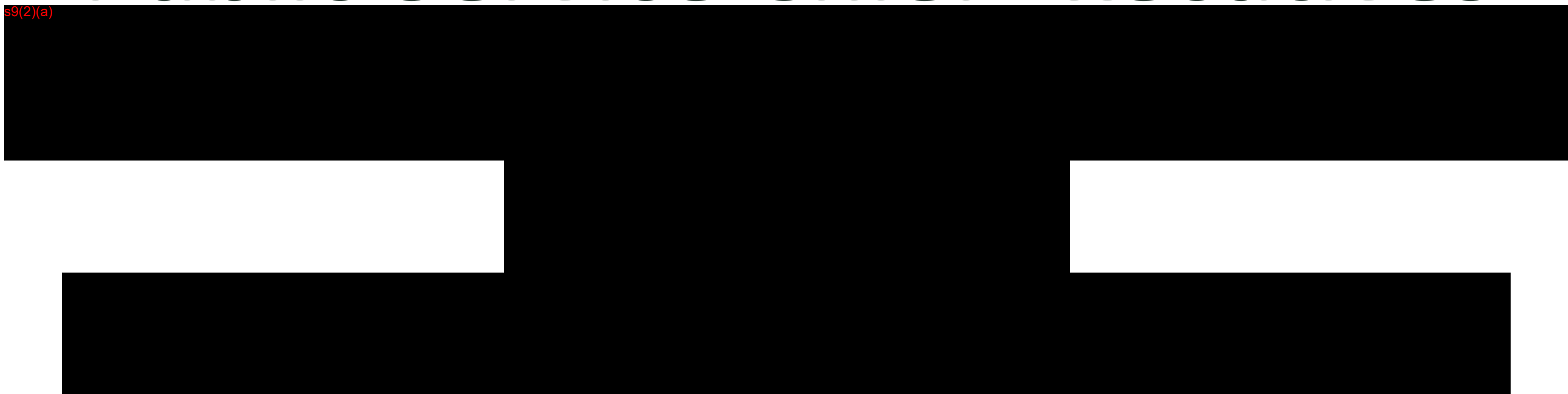
Te Manatū mō ngā Iwi o te Moana-nui-ā-Kiwa

s9(2)(a)



Public Service Chief Executives

s9(2)(a)



Pacific Public Service Servants Representatives

s9(2)(a)

Presentation

Our History: Honouring our Chiefs



Our History: Honouring our Chiefs

s9(2)(a)



Our History: Honouring our Chiefs

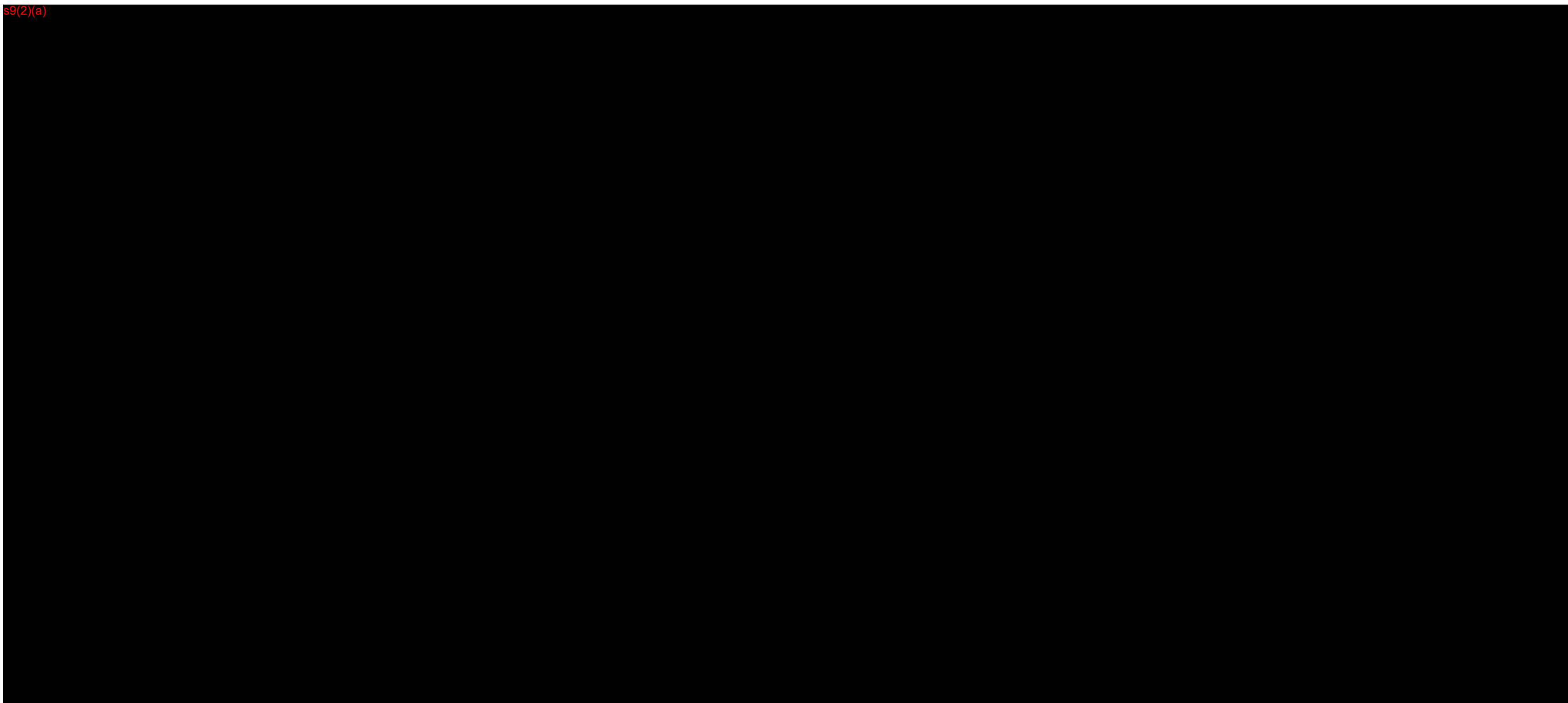
s9(2)(a)

Our History: Honouring our Chiefs

s9(2)(a)

Our History: Honouring our Chiefs

s9(2)(a)





Our History: Honouring our Chiefs



Laulu Mac Leauanae
2017 - 2022

Farewell Celebration for



Lau Lu Mac Leauanae

Secretary for Pacific Peoples

Final Remarks

Laulu Mac Leauanae

Farewell Celebration for



Laulu Mac Leauanae

Secretary for Pacific Peoples

Himi 391 : 'Oku ai ha ki'i fonua

**'Oku ai ha ki'i fonua
'Oku tu'u 'i 'oseni
Na'e 'ikai ke ma'u 'Otua
Na'e masiva he lelei
Haleluia! Haleluia!
Kuo monū'ia 'eni**

Himi 391 : 'Oku ai ha ki'i fonua

**He ne tu'u ki ai 'a e lotu
'Omi 'a e kau faifekau;
'O fanongo 'e he motu
Ki he me'a 'a e Tohitapu
'O tafoki, 'O tafoki
'A e hou'eiki mo e Hau**

Himi 391 : 'Oku ai ha ki'i fonua

**Hoko ai 'a e 'ahi'ahi
Ki he potu tahi ni:
'Oho mai 'a Papāangi
Ke ne sivi 'a e kakai:
Kuo lahi, Kuo lahi
'A e fonua ne mole ai**

Himi 391 : 'Oku ai ha ki'i fonua

**He na'e lotu 'a Tahisi
Ka na'e 'ikai hao ai
'O tafoki pē mo Fisi
Ka na'e 'ikai haofaki:
Ka ko Tonga, Ka ko Tonga
'Oku kei tolonga mai**

Himi 391 : 'Oku ai ha ki'i fonua

**Lau pe he palōfisai
Toki 'olive 'e ua
Pule'anga mo Siasi
Kae mālōhi ha fonua
Hota monū, Hota monū
'Eta ma'u ha Hau kaukaua**

Himi 391 : 'Oku ai ha ki'i fonua

**Tama Tonga, tu'u 'o ngāue
Ho' koloa ke fakamonū
Lotu ki he 'Eiki ma'u pē
Ke ne pou pou ki he lotu
'O malu'i ! 'O malu'i!
'O malu'i 'a Tupou**

Closing Prayer

s9(2)(a)

Farewell Celebration for



Laulu Mac Leauanae

Secretary for Pacific Peoples

s9(2)(a)

From: s9(2)(a)
Sent: Thursday, 29 September 2022 7:22 pm
To: s9(2)(a)
Subject:
Attachments: Revised Laulu Farewell Programme 290922 (002) - TLS and FV.docx; Revised Laulu MPP farewell 290922.docx
Importance: High
Follow Up Flag: Follow up
Flag Status: Flagged

Malo lava Team MPP,

Thank you again for the various discussions about Laulu's Farewell. Fa'afetai for all your ofa and support to help us honour our departing CE.

Just wanted to provide some guidance on whats been agreed at Tautua, and also to seek your help/advice.

To recap, there will be two farewells for Laulu on the afternoon /evening of Thursday 13 October – a community one (3pm – 5.30pm) and then the Ministry-only one (6.30pm – 9.30pm) both at the Pipitea Marae and Function Centre in Wellington.

Community Farewell

Attached is the draft programme for the community farewell. This community event will be invite only, so we're seeking your advice on who we should invite from our Pacific communities. In particular, we're seeking your advice on people that have a strong relationship with the Ministry and Laulu.

1. **Please let me know who the key individuals (and their email addresses) are for your communities to invite to the farewell.** Please provide the names and contact details of up to 5 – 10 individuals max. When we send out the invite, we won't be offering to pay for travel but we do have a contingency to support the travel of 2 individuals per ethnic community, if travelling from out of Wellington. Some people might not require Ministry support or they might be based in Wellington.
2. Also **please could you recommend one speaker from each community.** Our programme is quite tight but we've allocated 7 mins for each community. Communiites can farewell Laulu in any way they choose but we'd like to put at least one person's name on the programme as the speaker for that community group.

I have put some MPP names next to our community groups, but please team feel free to re-allcoate if I've got this wrong. Please team, if you can get back to me by **Friday 30 Sept 4pm**, we're looking to send out invites that day.

- Cook Islands - s9(2)(a)
- Fiji - s9(2)(a)
- Kiribati - s9(2)(a)
- Niue - s9(2)(a)
- Rotuma - s9(2)(a)
- Samoa - s9(2)(a)
- Tokelau - s9(2)(a)
- Tonga - JT /s9(2)(a)
- Tuvalu - s9(2)(a)

s9(2)(a) please also provide your suggested names from the regions – really want to get a good mix of people who worked with Lulu over the past few years.

Ministry staff farewell

Please find attached the draft programme for the Ministry-only farewell. This will be our own time with Lulu. As discussed, the Samoan staff have suggested an 'aiava ceremony as the approach for the farewell. The 'aiava is a gifting and celebratory ceremony which all of our Pasifika cultures can participate in. s9(2)(a) is leading this, so please get in touch with him if you need to. Otherwise, he can provide a fuller explanation of the 'aiava to everyone at our next catch up.

Please don't hesitate to get in touch if you have any questions. Please send this to anyone that needs to.

Thank you again for all the alofa and energy and planning that's been happening. I know Lulu is going to be really touched by all the efforts.

Ma le fa'aaloalo lava

s9(2)(a)

Public Farewell Celebration for Laulu Mac Leauanae

Thursday 13 October 3.00pm – 5.30pm

Venue: Pipitea Marae & Function Centre, Wellington

MC: s9(2)(a)

PART ONE – OPENING AND WELCOME (30 mins)			LEAD: s9(2)(a)
3.00pm	Mihi Whakatau	Guests assemble outside for mihi whakatau /welcome. Guests are welcomed in and seated. s9(2)(a)	20 mins
3.20pm	Opening Lotu / Prayer	Prayer – s9(2)(a) Pese – E lo’u Tama e ua Faafetai	10 mins
PART TWO – SPEECHES FROM PACIFIC COMMUNITIES (60 mins)			LEAD: s9(2)(a)
3.30pm	Invited speakers /representatives from Pacific communities	<ul style="list-style-type: none"> • Cook Islands (speaker – tbc) • Fiji (speaker – tbc) • Kiribati (speaker – tbc) • Niue (speaker – tbc) • Rotuma (speaker – tbc) • Tokelau (speaker – tbc) • Tonga (speaker – tbc) • Tuvalu (speaker – tbc) • Samoa (speaker – tbc) 	60 mins
PART THREE – SPEECHES FROM GOVERNMENT (30 mins)			LEAD: s9(2)(a)
4.30pm	Invited speakers /representatives government	• Public Service Commission (x1), agencies (x3)	10 mins
		• <i>Special Presentation – Honouring our History</i> (Ministry for Pacific Peoples presentation – Chief Executives) (x2)	10 mins
		• s9(2)(a)	10 mins
PART FOUR – LAULU’S FAREWELL SPEECH (20 mins)			
5.00pm	Laulu’s reply	<ul style="list-style-type: none"> • Words from Laulu. • Laulu’s taualuga (Ministry staff supporting) <i>Falealili uma – full version with Alo alo malie lou va’a Samoa</i>	20 mins

PART FIVE – CLOSING (10 mins)			
5.15pm	Closing Lotu/Prayer	<ul style="list-style-type: none"> • Prayer - Blessing of Lau and Ministry • Blessing of the food • Closing Pese <p style="text-align: center;"><u>Himi 391: 'Oku ai ha ki'i fonua</u></p> <p>'Oku ai ha ki'i fonua There is a small Island 'Oku tu'u 'i 'oseni that stands in the Ocean. Na'e 'ikai ke ma'u 'Otua, It did not have God, Na'e masiva he lelei. They were poor in goodness. Haleluia! Haleluia! Kuo monū'ia eni x 2 Hallelujah, they are now blessed</p> <p>Tama Tonga, tu'u 'o ngāue, Tongan man, stand & work Ho koloa ke fakamonū. Your treasure must be expressed Lotu ki he 'Eiki ma'u pē, Pray to the Lord always Ke ne pou pou ki he lotu for His support in prayer 'O malu'i, 'O malu'i, 'O malu'i 'a Tupou x 2 To protect, to protect Tupou</p>	10 mins

PREPACKED DINNERS AVAILABLE FOR GUESTS & MPP STAFF – 5.30pm

EVENT ENDS 6PM



Ministry for Pacific Peoples

Credit Card Policy

Corporate Policy

Document

This document contains policy relating to Credit Card at the Ministry for Pacific Peoples (the **Ministry or MPP**).

Version history

Version	Date	Author	Key changes
1.0	25 Feb 2022	s9(2)(a)	

Note: Do not make unauthorised electronic copies or new versions (drafts) of this corporate policy. Contact the General Manager Business Services, People and Culture to have new drafts initiated and recorded in the appropriate manner.

Status

Contact	Chief Financial Officer
Status	In effect from February 2022
Approved date	25 February 2022
Policy owner	MPP
Business owner	Chief Financial Officer
Revision cycle	Every two years or as needed
Next review	February 2024

Signoff

Name & Role	Signature	Date
Laulu Mac Leauanae Secretary for Pacific Peoples		25 February 2022

Table of Contents

1. INTRODUCTION	4
A. Background	4
B. Objectives	4
C. Scope	4
2. POLICY	4
D. Conditions for issues and use	4
E. Restrictions	5
F. Expense reporting	5
G. Security	5
H. Liability for payment	5
I. Misuse of cards	5
3. PROCEDURES	6
J. Applying for a credit card	6
K. Use of credit card	6
L. Supporting documentation	7
M. Approving Credit Card Expenditure.....	8
N. Disputed transactions.....	8
O. Card Fees	8
P. Cancellation of cards.....	8
Q. Lost or stolen cards.....	9
Definitions	10
Acronyms	Error! Bookmark not defined.
Related policies.....	10
Appendix A: Credit Card Application Form.....	11
Appendix B: Credit Card Use and Agreement Form	12

1. INTRODUCTION

A. Background

Credit cards provide a convenient method of making low-value purchases, and with the right procedures, they can improve the efficiency of the organisation. Because of this, it is important to establish principles for the use of credit cards that promote transparent, conservative, and appropriate business practices.

B. Objectives

This policy establishes key principles for the use of credit cards issued to employees of the Ministry for Pacific Peoples.

C. Scope

This policy applies to all credit card holders.

2. POLICY

D. Conditions for issues and use

1. Credit cards are not transferable. They must only be used by the **cardholder**.
2. The card number and the card expiry date must not be given to any person other than the card holder, including other staff members.
3. Credit cards may be issued to staff that are:
 - required to undertake frequent travel on behalf of the Ministry for Pacific Peoples and/or pay for official entertainment; or
 - designated purchasers who are required to undertake purchasing on behalf of their own business units or the Ministry for Pacific Peoples.
4. The issue of credit cards needs the approval of a Deputy Secretary and the CFO.
5. All cardholders are required to sign the Credit Card Use and Agreement Form (Appendix B of this policy) on receipt of their card.
6. The Ministry has arrangements with preferred suppliers for travel (including rental cars), accommodation, computing equipment and stationery. All purchases relating to such expenditure must be made in accordance with those arrangements and not charged to a credit card.
7. If no account is held with a supplier, expenses may be charged to a Ministry credit card.

E. Restrictions

8. A credit card must only be used for official Ministry for Pacific Peoples related expenses.
9. Personal expenditure is not permitted on Ministry credit cards.
10. Where personal expenditure is charged to a Ministry credit card, staff must reimburse the Ministry in a timely manner.
11. Credit cards must not be used for cash withdrawals. The exception to this is the card held specifically for topping up the petty cash float at National Office.
12. Disciplinary action for a breach of policy may follow depending on the circumstances of the breach.

F. Expense reporting

13. Cardholders are required to obtain appropriate supporting documentation/receipts for each transaction incurred on their credit card.

G. Security

14. The safe keeping of the credit card is the individual cardholder's responsibility. It must be kept on the cardholder's person or in a secure location.

H. Liability for payment

15. The Ministry for the Pacific Peoples is liable to the bank for all charges relating to the credit card. However, the cardholder may be liable to repay the Ministry for Pacific Peoples if they unreasonably delay notifying the bank that the card was lost or stolen or have acted fraudulently or in any way contravened this policy.

I. Misuse of cards

16. Misuse of the credit card or deliberate or intentional failure to comply with its conditions of use may be considered to be misconduct, serious misconduct or fraudulent. This may result in disciplinary action possibly including termination of employment in addition to action by an external enforcement agency.
17. Non-compliance with this policy may result in the credit card being put on hold, cancelled, or withdraw.
18. In addition, the Ministry may seek the reimbursement of losses or costs from the persons concerned.
19. Legal proceedings may also be taken against the cardholder for any fraudulent

or pre-meditated misuse of the credit card.

3. PROCEDURES

J. Applying for a credit card

20. A Credit Card Application Form (Appendix A) must be completed with endorsement from the applicant's Manager and the approval of their Deputy Secretary.
21. The Credit Card Application Form must then be submitted to the Chief Financial Officer/ Deputy Secretary – Corporate Finance for his approval.
22. Once the Credit Card Application Form has been approved, the Finance Team will fill out the relevant Bank forms and send to the Bank for processing.
23. If approved, the Bank will mail the Credit Card to the intended credit card holder followed by a second letter with a PIN number to activate the credit card.
24. The Bank informs the Finance Team when the Credit Card is mailed.
25. Once the intended credit card holder receives the Credit Card, must complete the Credit Card Agreement Form and send to the Finance Team. The purpose of the Credit Card Agreement Form is for the intended cardholder to declare and accept the requirements and personal responsibility for the use and safekeeping of the card.

K. Use of credit card

26. A credit card may be used to pay for one-off, low value transactions or for official Ministry for Pacific Peoples related expenses such as:

- Meals
- Supermarket purchases (except where an account is already held or preferred caterers can be used)
- Rideshare service fares when the corporate Uber account can not be used
- Parking
- Online purchases where it is not possible and/or practical for the Ministry to pay the supplier directly
- Approved entertainment expenses
- Cardholder's membership subscriptions
- Training courses, seminars, conference registrations (providing an existing supplier record does not exist).

27. A credit card must not be used for:

- Supermarket purchases (where an account is already held or preferred caterers should be used)
- Goods or services that can be purchased from an existing supplier on the Ministry's financial system
- Purchasing of chemicals, biologicals, and hazardous materials
- Purchasing of fixed assets
- Purchasing of construction or renovation work that should go through the Property Team
- Payment of long-term hire or lease arrangements
- Payment of donations
- Payment of payroll or contract-for-service arrangements

L. Supporting documentation

28. Each cardholder is responsible for obtaining adequate supporting documentation/receipts from the merchant for every credit card transaction.

29. Receipts for transactions in New Zealand for over \$50 must comply with IRD requirements for [tax invoices](#).

30. Cardholders are responsible for uploading original support documents/receipts to SmartData and to apply ledger codes and provide narration for the transaction entry. *SmartData is an online platform used by Mastercard for better expense management and to reduce paperwork.*

31. A credit card docket by itself is not an adequate receipt.

32. Failure on the part of the cardholder to provide appropriate original receipts may result in the withdrawal of the card.

M. Approving Credit Card Expenditure

33. Managers are responsible for:

- reviewing the transactions on relevant credit cards accounts.
- ensuring the ledger coding of the expenses is correct.
- Approving reasonable expenses in a timely manner.

N. Disputed transactions

34. If a cardholder disputes a transaction that appears on their statement, they must raise this with the Finance Team who will then raise the dispute with the Ministry's bank for investigation.

35. The bank will only investigate and resolve transactions that are disputed within 60 days of the transaction being made.

36. If a disputed transaction is resolved in the Ministry's favour, the Bank will credit the amount of the transaction on the cardholder's credit card.

37. If the dispute resolution goes against the Ministry, the original debt entry on the cardholder's statement will stand. The Finance Team will use their judgement to determine ledger coding in such cases.

O. Card Fees

38. No card replacement fee will be charged if the card has been compromised and a new card is re-issued.

39. There are no transaction fees.

40. If a cardholder has been incorrectly charged a fee, please advise the Finance Team.

P. Cancellation of cards

41. Cards which have been issued to staff members who no longer require them are to be cancelled.

42. When a cardholder leaves the Ministry's employment, it is the responsibility of the staff member's line manager to retrieve the physical card from the staff member, together with any outstanding receipts.

43. Upon confirmation from the Finance Team, the card is to be cut up and disposed of in a security bin.

44. Receipts for un-reconciled transactions are to be retained by the Finance Team until the related statements have been reconciled and authorised.

Q. Lost or stolen cards

45. If a credit card is lost or stolen it must be reported to both the Bank and the Finance Team as soon as possible.

46. The cards are to be blocked immediately from further use.

Definitions

The following definitions apply to this document:

Term	Definition
Cardholder	is the staff member to whom the card has been issued.
Manager	is the line manager of the staff member to whom the card has been issued.
Deputy Secretary	is the Deputy Secretary of the Group the staff member to whom the card has been issued is part of.

Related policies

Code of Conduct

Financial Delegations

Business Expenditure Policy

Hospitality, Gifts and Entertainment Policy

Fraud Policy

Protected Disclosures Policy

Appendix A: Credit Card Application Form

Applicant Details			
First Name	Last Name	Business Unit	
Job Position	Line Manager	Cost Centre Number	
Postal Address	Mobile Phone	Email Address	
Please provide a brief explanation of why you need a credit card			
Proposed Credit Card Limit			
The Applicant will be required to sign a "Credit Card Use and Agreement" form on receipt of the card. Please ensure you are familiar with the requirements and responsibilities that contains before completing this application.			
Applicant Details		Endorser Details	
Applicant Name		Manager Name	
Business Unit		Business Unit	
Signature		Signature	
Date		Date	
Approver Details		Approver Details	
Deputy Secretary Name		CFO Name	
Business Unit		Business Unit	
Signature		Signature	
Date		Date	

To be completed by Finance Team once Application is approved

Date received application	
Date bank application submitted	
Maximum Credit Card Limit Approved	
Date credit card sent to intended cardholder	
Date Credit Card Use and Agreement Form returned from cardholder	

Appendix B: Credit Card Use and Agreement Form

Credit Card Use and Agreement Form

Card Holder Name (You)	Business Unit

Credit Card Use

You have been issued with a Ministry credit card. This form sets out the term of its use.

1. You will use the Ministry credit card to charge business related expenses only. Personal purchases of any type are prohibited.
2. When using the credit card, you will keep in mind the principles contained in the Ministry's Business Expenditure policy, and your Manager's expectations about your use of the credit card.
3. You will obtain a receipt for every purchase. For meals or refreshments, record the names of all persons included in the purchase. The receipt will be matched to the individual items on the credit card statement and uploaded to SmartData.
4. Alcoholic beverage purchases are also prohibited.
5. You must not take cash advances on credit cards.
6. You are responsible for all charges made to the credit card and will be held liable for any unauthorised items appearing on the credit card statement.
7. You must notify the Financial Controller immediately in the event a card is lost or stolen.
8. Never share your credit card information with other parties, this includes both written and verbal. Do not allow other staff members to use your card on your behalf.
9. The Ministry credit card is the property of the Ministry for Pacific Peoples. When leaving the Ministry employment, you must surrender the credit card to the Financial Controller.

Cardholder Agreement

I, _____ of _____ (Business Unit), hereby acknowledge receipt of the Westpac Mastercard XXXX-XXXX-XXXX- _ _ _ _ (credit card number – last 4 digits only) on _____ (day) _____ (month) _____ (year).

As a holder of this card, I accept responsibility and accountability for the protection and proper use of the card. If the card has been used for personal purchases, the Ministry for Pacific Peoples will be entitled to recover such purchases through deduction from my salary/wages if I do not promptly repay them.

Date	Received by



Ministry for Pacific Peoples
Proposal for Auckland
13th- 14th October 2022

ORBIT GROUPS & EVENTS WELLINGTON
SAS Tower, Level 11, 89 The Terrace, PO Box 3646, Wellington Phone: 04 894 1788 Email:
groups@orbitwellington.com
www.orbit.co.nz



Air New Zealand Group Flights



Summary of Flights:

Date	Departure	Arrival	Departure Time	Arrival Time	Cost Per Person
Thursday 13 th October 2022	Wellington	Auckland	7.00 am	8.05 am	\$290.00
Thursday 13 th October 2022	Wellington	Auckland	8.15 am	9.20 am	\$236.00
Friday 14 th October 2022	Auckland	Wellington	7.30 pm	8.40 pm	\$395.00
Friday 14 th October 2022	Auckland	Wellington	8.00 pm	9.10 pm	\$395.00
Thursday 13 th October 2022	Christchurch	Auckland	7.00 am	8.25 am	\$300.00
Thursday 13 th October 2022	Christchurch	Auckland	8.00 am	9.25 am	\$365.00
Friday 14 th October 2022	Auckland	Christchurch	7.00 pm	8.25 pm	\$365.00
Friday 14 th October 2022	Auckland	Christchurch	8.30 pm	9.55 pm	\$330.00

Group Airfare Terms & Conditions

AIR NEW ZEALAND "Seat & Bag"	1 x checked bag of 23kg + 1 x carry-on bag of 7kg per person
Payments:	Full payment (to be invoiced out to the Ministry of Pacific People) and all names are required 30 days prior to the travel date.
Names:	Airline tickets must be issued in the traveller's name as it appears on their identification. If the name is not provided as per the identification, the airline will charge a fee to have this changed.
Changes:	<ul style="list-style-type: none"> Once tickets are issued, up to 24 hours prior to departure date - \$50.00 change fee + Orbit change fee + any applicable fare difference if same booking class is not available. Changes permitted up until 10 minutes before the original flight was due to depart Name changes are permitted up to 48 hours prior to departure. NO name changes are permitted within 48 hours of departure.
Cancellations:	Once tickets are issued, they are non-refundable.

Please note in all instances Air New Zealand reserves the right to amend or withdraw the fare at any time prior to full payment being received.

Air New Zealand reserves the right to alter terms and conditions depending on group size or group type.

Group size No less than 10 passengers travelling to the same destination for the same purpose. Spider groups must have at least 10 passengers in the one PNR and be travelling within 7 days of the main group flight. Please refer to your group coordinator for spider booking process.

Deposit required Domestic – \$25.00 per person, per one-way journey, due within 120 days from the date of booking confirmation. This deposit is non-refundable

Payment & ticketing deadlines Domestic – 30 days prior to travel date. Large groups or groups booked very close to travel date, may require payment and ticketing earlier than the timeframes outlined in the tables above.

Name change Prior to ticketing – correction or a complete name change is permitted at no charge. After ticketing – free of charge up to 48 hours prior to departure.

Refunds/cancellations Domestic, seat, seat + bag, flexitime fares – prior to deposit due date there is no penalty. Post non-refundable deposit date and prior to ticketing date, the deposit amount per seat is the penalty. Post ticketing, the full ticket amount is the penalty.

No shows If a No-Show occurs on any portion of the itinerary within a PNR, then the remainder of the itinerary will be automatically cancelled.

Air New Zealand Regional Flights

Date	Departure	Arrival	Departure Time	Arrival Time	Cost Per Person
Wednesday 12 th October 2022	Hamilton	Auckland	4.40 pm	7.50 pm	\$775.00
Thursday 13 th October 2022	Hamilton	Auckland	8.25 am	11.50 am	\$775.00
Saturday 15 th October 2022	Auckland	Hamilton	10.00 am	1.35 pm	\$775.00
Wednesday 12 th October 2022	Rotorua	Auckland	9.50 am	10.35 am	\$200.00
Thursday 13 th October 2022	Rotorua	Auckland	9.50 am	10.35 am	\$260.00
Saturday 15 th October 2022	Auckland	Rotorua	4.30 pm	5.10 pm	\$260.00

Terms and Conditions for Regional Flights:

- All airfares are indicative and GST Inclusive
- As these airfares are separate from the group airfares, the prices above are subject to availability.
- Names would need to be provided to book these below flights and ticketing would be required within 24hrs
- Seat & Bag airfares have been quoted
- Once ticketed the airfares are non-refundable.
- Changes are permitted for an airline change fee of NZD\$50.00 per person plus any additional collection in the airfare and the Orbit change fee of \$11.50 per change per person.

Accommodation



All rates are based upon current availability. We are NOT currently holding any rooms, please therefore advise your preference at your earliest convenience so we may secure the accommodation required. Prices are subject to final confirmation upon booking.

All rates quoted are GST inclusive

Ramada Suites by Wyndham Manukau

Featuring a fitness center and a restaurant, Ramada Suites by Wyndham Manukau is set in Auckland. This 4-star hotel is located 14 miles of Auckland CBD. The property is nonsmoking and is located next to the Vodafone Events Center.

The units come with air conditioning, a flat-screen TV with satellite channels, a fridge, a kettle, a shower, a hairdryer and a wardrobe. At the hotel, every room has a private bathroom with free toiletries.

Mount Smart Stadium is 8.7 miles away. The nearest airport is Auckland Airport, 7.5 miles from the accommodations.

Room Type	Check-in	Check-out	Room Rate (Per room per night)	Number of Rooms	Room Cost (Total cost)
Deluxe Room	13th October	14th October	\$180.00	36 King Rooms & 6 Twin Rooms	\$7,560.00
Studio Room	13th October	14th October	\$210.00	6 King Rooms & 17 Twin Rooms	\$4,830.00
Studio Room	14th October	15th October	\$210.00	10 Twin Rooms	\$2,100.00

Breakfast:

- Breakfast is available at \$30.00 including GST per person

Terms and conditions:

- The group cancellation is a minimum of 21 days' notice in writing before 1st arrival

Sebel Auckland Manukau

The Sebel Auckland Manukau is set in Auckland, in the Manukau district. The property features an on site restaurant and bar and is located a 15-minute drive from Auckland Airport.

The Sebel Auckland Manukau offers guests studio and apartment style accommodations, all with air-conditioning, a private bathroom with complimentary toiletries and a seating area to relax. A 49-inch LED TV is also offered in all rooms. Some rooms include a dining area.

The ORA Bistro offers contemporary New Zealand cuisine in a relaxed setting for breakfast, lunch and dinner. You can also enjoy light snacks or an Antipasto platter from The Lobby Bar.

The Vodafone Events Center is only 801 m away and Mount Smart Stadium is 6.8 miles from the hotel, while Ellerslie Events Center is 8.7 miles from the hotel.

Room Type	Check-in	Check-out	Room Rate (Per room per night)	Number of Rooms	Room Cost (Total cost)
Twin Superior Room (2x Single Beds)	13th October	14th October	\$225.00	15	\$3,375.00

Breakfast:

- Breakfast is \$35.00 for a full buffet and \$25.00 for a continental breakfast including GST per person.

Deposit:

- 10% initial deposit is required upon the contract is signed to confirm the group booking
- The remaining balance is required 21 days prior to the arrival date of the group

Cancellation Policy:

- Until 21 days prior to arrival – All or a part of the rooms may be cancelled without charge
- Within 21 days of the arrival of the group– All rooms cancelled are subject to a cancellation fee equal to the full accommodation charge for all room nights cancelled

Waipuna Hotel and Conference Centre

Waipuna Hotel offers 4-star accommodations just 15 minutes' drive from Auckland city center and Auckland Domestic Airport. Facilities include a restaurant, bar, swimming pool, fitness room and free WiFi.

Set among 6 acres of parkland overlooking the beautiful Panmure Lagoon, Waipuna Hotel Auckland features conference and meeting rooms, plus 24-hour reception, running track and spa pool. Guests receive 30 minutes' free WiFi per day in the restaurant or bar area.

Each room and suite includes heating, air conditioning and satellite TV. There is an in-room safe and work desk with high-speed internet access in every room. Split-level suites with a bedroom on the mezzanine floor are also available.

Mt Smart Stadium is located 3 minutes drive from the hotel. ASB Show Grounds is a 7-minute drive away.

Quoted in relation to the availability of Mount Smart Stadium.

Room Type	Check-in	Check-out	Room Rate (Per room per night)	Number of Rooms	Room Cost (Total cost) Quoted Twin Occupancy
Bureau Twin Room (2x Queen Beds) and breakfast for one	12th October	14th October	\$224.00	96	\$48,786.00
Bureau Twin Room (2x Queen Beds) and breakfast for two	12 th October	14 th October	\$254.00		

Breakfast:

- Included in the room rate

Deposit:

- Any bookings that are not a full chargeback, will require a bond of \$100.00 per night per room. This will be used as security/ incidentals against the room.

Cancellation Policy:

- 20% of the room nights may be cancelled without penalty up to 7 days prior to arrival.
- Any room nights cancelled inside 7 days will incur a cancellation fee equal to one night's accommodation at the room rate specified.
- All cancellations must be advised in writing.

Venue Hire



Due Drop Events Centre - Formally the Vodafone Events Centre

Main Plenary - Sir Noel Robinson Conference Centre

Dates: 13th & 14th October 2022

Venue Hire: \$4,750.00 + GST per day

Catering:

- Day Catering Package at \$55.00 + GST per person per day

Gala Dinner:

- Buffet and plated dinners are both \$108.00 + GST per person
- Pasifika-themed Buffet version is also \$108.00 + GST and the plated is \$99.00 + GST

Audio Visual:

- Outsourced with Multi-Media once format and rooms are confirmed

Deposit:

- If the Event is booked within three months of the Event date, a deposit equal to 100% of the total Venue rental with a signed contract is required within 14 days of the deposit invoice and contract being received

Cancellation policies:

- Less than 30 days prior to the commencement of the Event, 100% of the Venue rental and 25% of the catering component of the signed contract is payable to DDEC Management
- 14 days or less prior to the commencement of the Event, 100% of the venue rental and 100% of the catering component and any audio-visual provided by Multimedia Systems is payable to DDEC Management

Mount Smart Stadium

Main Plenary - Mount Smart- East Lounge and South Lounge (*South lounge used as a break-out space*)

Dates: Can offer the 12th & 13th of October 2022

If we did want to use Mount Smart for the 12th and 13th a contract would need to be signed and a deposit made by the end of the week. They wouldn't otherwise be able to commit to an event within 4 weeks unless this has been confirmed.

Venue Hire: \$2,150.00+ GST per day

Day Delegate Package: From \$65.00 + GST per person

Day Delegate package includes

- Freshly brewed coffee & assorted tea
- Morning Tea (two food items served with freshly brewed coffee & assorted tea)
- Lunch (buffet lunch served with freshly brewed coffee & assorted tea)
- Afternoon Tea (two food items served with freshly brewed coffee & assorted tea)

Gala Dinner:

- Buffet Dinner starts at \$100.00 + GST per person
- Plated 3 Course Dinner starts at \$105.00 + GST per person

Venue Hire Inclusions:

- Duty Manager to oversee your Event between 7.00 am – midnight.
- Standard tables and/or chairs that are located on site
- Staff costs for initial room setup only (as per agreed floorplan)
- House lights (which is in-built non-specialist lighting systems)
- Complimentary WIFI for up to 500 devices in the Aotea Centre, Auckland Town Hall and Bruce Mason Centre. Costs may be applicable in all other Venues.

Audio Visual:

- AV is not included in the venue hire. They can offer an experienced in-house technical team who will be happy to assist with a technical estimate once you have confirmed your AV requirements

Deposit:

- For bookings made between 3 months prior to the event, a first deposit invoice of 100% of the venue hire rental will be issued.

Cancellation policies:

- Less than 3 months prior to the commencement of the Hire Period: 100% of the Venue Hire Fee.

- Less than 10 days prior to the commencement of the Hire Period: 100% of the Venue Hire Fee and any Services Fee will be payable, and
- Less than 3 days prior to the commencement of the Hire Period: 100% of the Venue Hire Fee and 100% of all estimated Event costs will apply. (vi) When a client becomes liable for cancellation fees Auckland Conventions Venue s& Events shall invoice the client the appropriate amounts less any deposit held.

Land Arrangements



Super shuttle Auckland

City	Type	From	To	Number of Pax	Estimated Cost Per Shuttle
Auckland	11x Seater	Auckland Airport	CBD	11 per shuttle	\$110.00

Pricing Overview



Pricing Overview

Please find below our transparent and simple transaction fee proposal. Fees apply at the time of confirmation and include GST.

FEE TYPE	TRANSACTION FEE	
Groups Domestic booking fee – this covers flight booking, accommodation and transfers	Per person	\$29.15
Domestic Change Fee	Per change	\$11.50
OTHER SERVICES		
Events Air site build	3 hours	\$575.00
Events Manager – time for sourcing, quoting, managing contract for Events venue, AV, Catering, etc	Per hour (approx.15hours @ \$120.75)	\$1811.25
Events Coordinator - time for sourcing, quoting, managing contract for Events venue, AV, Catering, etc	Per hour (approx. 20 hours @ \$86.25)	\$1725.00
Marketing, Communication, Design assistance	Per hour \$109.25	As required
Onsite support – as required, charged at an hourly rate	Per hour	\$86.25
Onsite support – as required, charged at an hourly rate (for an Event’s Manager)	Per hour	\$120.75

*Please note if Orbit onsite staff are required out of town the airfare, accommodation, and expenses will be quoted and invoiced to your agency.



Ministry for Pacific Peoples
Proposal for Christchurch
13th- 14th October 2022

ORBIT GROUPS & EVENTS WELLINGTON

SAS Tower, Level 11, 89 The Terrace, PO Box 3646, Wellington Phone: 04 894 1788 Email:
groups@orbitwellington.com
www.orbit.co.nz



Air New Zealand Group Flights



Summary of Flights:

Date	Departure	Arrival	Departure Time	Arrival Time	Cost Per Person
Thursday 13 th October 2022	Auckland	Christchurch	6.00 am	7.25 am	\$235.00
Thursday 13 th October 2022	Auckland	Christchurch	7.00 am	8.25 am	\$300.00
Friday 14 th October 2022	Christchurch	Auckland	6.00 pm	7.25 pm	\$400.00
Friday 14 th October 2022	Christchurch	Auckland	7.00 pm	8.25 pm	\$300.00
Thursday 13 th October 2022	Wellington	Christchurch	6.30 am	7.35 am	\$200.00
Thursday 13 th October 2022	Wellington	Christchurch	8.05 am	9.10 am	\$335.00
Friday 14 th October 2022	Christchurch	Wellington	6.30 pm	7.20 pm	\$365.00
Friday 14 th October 2022	Christchurch	Wellington	7.05 pm	8.05 pm	\$300.00

Group Airfare Terms & Conditions

AIR NEW ZEALAND "Seat & Bag"	1 x checked bag of 23kg + 1 x carry-on bag of 7kg per person
Payments:	Full payment (to be invoiced out to the Ministry of Pacific People) and all names are required 30 days prior to the travel date.
Names:	Airline tickets must be issued in the traveller's name as it appears on their identification. If the name is not provided as per the identification, the airline will charge a fee to have this changed.

Changes:	Once tickets are issued, up to 24 hours prior to departure date - \$50.00 change fee + Orbit change fee + any applicable fare difference if same booking class is not available. Changes permitted up until 10 minutes before the original flight was due to depart Name changes are permitted up to 48 hours prior to departure. NO name changes are permitted within 48 hours of departure.
Cancellations:	Once tickets are issued, they are non-refundable.

Please note in all instances Air New Zealand reserves the right to amend or withdraw the fare at any time prior to full payment being received.

Air New Zealand reserves the right to alter terms and conditions depending on group size or group type.

Group size No less than 10 passengers travelling to the same destination for the same purpose. Spider groups must have at least 10 passengers in the one PNR and be travelling within 7 days of the main group flight. Please refer to your group coordinator for spider booking process.

Deposit required Domestic – \$25.00 per person, per one-way journey, due within 120 days from the date of booking confirmation. This deposit is non-refundable

Payment & ticketing deadlines Domestic – 30 days prior to travel date. Large groups or groups booked very close to travel date, may require payment and ticketing earlier than the timeframes outlined in the tables above.

Name change Prior to ticketing – correction or a complete name change is permitted at no charge. After ticketing – free of charge up to 48 hours prior to departure.

Refunds/cancellations Domestic, seat, seat + bag, flexitime fares – prior to deposit due date there is no penalty. Post non-refundable deposit date and prior to ticketing date, the deposit amount per seat is the penalty. Post ticketing, the full ticket amount is the penalty.

No shows - If a No-Show occurs on any portion of the itinerary within a PNR, then the remainder of the itinerary will be automatically cancelled.

Air New Zealand Regional Flights

Date	Departure	Arrival	Departure Time	Arrival Time	Cost Per Person
Thursday 13 th October 2022	Hamilton	Christchurch	6.15 am	8.05 am	\$260.00
Friday 14 th October 2022	Christchurch	Hamilton	6.15 pm	8.00 pm	\$435.00
Wednesday 12 th October 2022	Rotorua	Christchurch	12.00 pm	1.55 pm	\$400.00
Saturday 15 th October 2022	Christchurch	Rotorua	9.45 am	11.30 am	\$225.00

Terms and Conditions for Regional Flights:

- All airfares are indicative and GST Inclusive
- As these airfares are separate from the group airfares, the prices above are subject to availability.
- Names would need to be provided to book these below flights and ticketing would be required within 24hrs
- Seat & Bag airfares have been quoted
- Once ticketed the airfares are non-refundable.
- Changes are permitted for an airline change fee of NZD\$50.00 per person plus any additional collection in the airfare and the Orbit change fee of \$11.50 per change per person.

Accommodation



All rates are based upon current availability. We are NOT currently holding any rooms, please therefore advise your preference at your earliest convenience so we may secure the accommodation required. Prices are subject to final confirmation upon booking.

All rates quoted are GST inclusive

Novotel Christchurch Cathedral Square

In the center of the city, Novotel Christchurch Cathedral Square is a 4.5 star, contemporary hotel, with city views in all rooms. It is within walking distance of the Convention Centre and Hagley Park.

There is a choice of modern rooms at the Novotel Christchurch, all of them spacious and stylish. All rooms feature wireless broadband access and LCD TVs. Some have a separate living space and work desk.

Room Type	Check in	Check out	Room Rate (Per room per night)	Number of Rooms	Room Cost (Total cost) Quoted Twin Occupancy
Superior Room (King or 2 Doubles) Single Occupancy	13 th October	15 th October	\$348.00	40x Rooms	\$15,080.00
Superior Room (King or 2 Doubles) Twin Occupancy	13 th October	15 th October	\$377.00		

Breakfast:

- Included in the room rate

Terms and conditions:

- Once confirmed the booking will be non-refundable
- Initial 20% non-refundable deposit is required to guarantee the booking

Ibis Christchurch

Ibis Christchurch is centrally located in Hereford Street, along the beautiful Avon River. It is located in the heart of the city, with Cashel Street Mall, High Street within walking distance. All rooms offer satellite TV and a refrigerator. Free WiFi is available.

Ibis Christchurch offers 155 modern guest rooms and an intimate meeting room for business guests.

Ibis Christchurch Hotel is 9 minutes' walk from the Canterbury Museum and Hagley Park.

Room Type	Check in	Check out	Room Rate (Per room per night)	Number of Rooms	Room Cost (Total cost) Quoted Twin Occupancy
Standard Room (King or 2 Doubles) Single Occupancy	13 th October	15 th October	\$291.00	60x Rooms	\$19,020.00
Standard Room (King or 2 Doubles) Twin Occupancy	13 th October	15 th October	\$317.00		

All rates quoted include GST

Breakfast:

- Included in the room rate

Terms and conditions:

- Once confirmed the booking will be non-refundable
- Initial 20% non-refundable deposit required to guarantee the booking

Quality Hotel Elms

Quality Hotel Elms features free WiFi and easy access to Northlands Mall, which offers 150 shops, 2 supermarkets, a food court and cinemas.

Guests of the Quality Hotel Elms are invited to grab a drink or a bite to eat at the on-site restaurant. There are 2 meeting rooms, with the hotel able to accommodate 250 people for banquets and conferences.

All guest rooms offer a flat-screen television with cable, refrigerator, alarm clock, iron and ironing board. Some rooms feature a microwave. This is a nonsmoking hotel.

This quote is for either the 10 and 11th of October or 11th and 12th October

Room Type	Check in	Check out	Room Rate (Per room per night)	Number of Rooms	Room Cost (Total cost)
Run of House	10 th October	11 th October	\$165.00	70	\$11,550.00

Breakfast:

- \$22.00 including GST per person per day

Parking:

- Complimentary on-site car parking is available

Cancellation policy:

- Cancellation of your accommodation within 30 days of the arrival date, can be up to a maximum of 10% of booked rooms. Any cancellation within 72 hours of the arrival date will be charged 100% of the quoted room rate.

Venue Hire



Quality Hotel Elms

Plenary room - Garden View Room

Set up: Theatre Style (*this is the only setup that they can accommodate the group*) 10th

This quote is for either the 10 and 11th of October or the 11th and 12 of October

Day Delegate: \$69.00 including GST per person per day

Day Delegate Inclusions:

- Room Hire
- Arrival Tea/Coffee
- Morning Tea
- Conference Lunch
- Afternoon Tea

Catering:

- Included in the day delegate rate

Gala Dinner:

- Buffet Dinner- \$48.50 including GST per person

Audio Visual

- A large screen and built-in projector are already in room
- Wireless Microphone already in the room
- Lectern already in room
- Any further AV requirements outsource to Insight Audio Visual

Cancellation policies:

- Cancellation of your function/conference within 30 days of the start of your event will be subject to a cancellation fee.
- This cancellation fee will be the quoted room hire cost of the venue. Cancellations within 72 hours of the start date will be subject to the cancellation fee of the room hire and the projected food and beverage account for the function.
- This will be calculated from the final update of delegate numbers provided to Quality Hotel Elms.

Land Arrangements



Super shuttle Christchurch

City	Type	From	To	Number of Pax	Estimated Cost Per Shuttle
Christchurch	11x Seater	Christchurch Airport	CBD	11 per shuttle	\$90.00

Pricing Overview



Pricing Overview

Please find below our transparent and simple transaction fee proposal. Fees apply at the time of confirmation and include GST.

FEE TYPE		TRANSACTION FEE
Groups Domestic booking fee – this covers flight booking, accommodation and transfers	Per person	\$29.15
Domestic Change Fee	Per change	\$11.50
OTHER SERVICES		
Events Air site build	3 hours	\$575.00
Events Manager – time for sourcing, quoting, managing contract for Events venue, AV, Catering, etc	Per hour (approx.15hours @ \$120.75)	\$1811.25
Events Coordinator - time for sourcing, quoting, managing contract for Events venue, AV, Catering, etc	Per hour (approx. 20 hours @ \$86.25)	\$1725.00
Marketing, Communication, Design assistance	Per hour \$109.25	As required
Onsite support – as required, charged at an hourly rate	Per hour	\$86.25
Onsite support – as required, charged at an hourly rate (for an Event’s Manager)	Per hour	\$120.75

*Please note if Orbit onsite staff are required out of town the airfare, accommodation, and expenses will be quoted and invoiced to your agency.



orbit
GROUPS & EVENTS

Ministry for Pacific Peoples
Proposal for Wellington
13th -14th October 2022

ORBIT GROUPS & EVENTS WELLINGTON

SAS Tower, Level 11, 89 The Terrace, PO Box 3646, Wellington Phone: 04 894 1788
Email: groups@orbitwellington.com
www.orbit.co.nz



Air New Zealand Group Flights



Summary of Flights:

Date	Departure	Arrival	Departure Time	Arrival Time	Cost Per Person
Thursday 13 th October 2022	Auckland	Wellington	7.05 am	8.15 am	\$260.00
Thursday 13 th October 2022	Auckland	Wellington	8.00 am	9.10 am	\$322.00
Friday 14 th October 2022	Wellington	Auckland	5.15 pm	6.20 pm	\$400.00
Friday 14 th October 2022	Wellington	Auckland	6.45 pm	7.50 pm	\$400.00
Thursday 13 th October 2022	Christchurch	Wellington	7.05 am	7.55 am	\$365.00
Thursday 13 th October 2022	Christchurch	Wellington	9.30 am	10.20 am	\$365.00
Friday 14 th October 2022	Wellington	Christchurch	6.00 pm	6.55 pm	\$310.00
Friday 14 th October 2022	Wellington	Christchurch	7.05 pm	8.00 pm	\$240.00

Group Airfare Terms & Conditions

AIR NEW ZEALAND "Seat & Bag"	1 x checked bag of 23kg + 1 x carry-on bag of 7kg per person
Payments:	Full payment (to be invoiced out to the Ministry of Pacific People) and all names are required 30 days prior to the travel date.
Names:	Airline tickets must be issued in the traveller's name as it appears on their identification. If the name is not provided as per the identification, the airline will charge a fee to have this changed.
Changes:	<ul style="list-style-type: none"> Once tickets are issued, up to 24 hours prior to departure date - \$50.00 change fee + Orbit change fee + any applicable fare difference if same booking class is not available. Changes permitted up until 10 minutes before the original flight was due to depart Name changes are permitted up to 48 hours prior to departure. NO name changes are permitted within 48 hours of departure.
Cancellations:	Once tickets are issued, they are non-refundable.

Please note in all instances Air New Zealand reserves the right to amend or withdraw the fare at any time prior to full payment being received.

Air New Zealand reserves the right to alter terms and conditions depending on group size or group type.

Group size No less than 10 passengers travelling to the same destination for the same purpose. Spider groups must have at least 10 passengers in the one PNR and be travelling within 7 days of the main group flight. Please refer to your group coordinator for spider booking process.

Deposit required Domestic – \$25.00 per person, per one-way journey, due within 120 days from the date of booking confirmation. This deposit is non-refundable

Payment & ticketing deadlines Domestic – 30 days prior to travel date. Large groups or groups booked very close to travel date, may require payment and ticketing earlier than the timeframes outlined in the tables above.

Name change Prior to ticketing – correction or a complete name change is permitted at no charge. After ticketing – free of charge up to 48 hours prior to departure.

Refunds/cancellations Domestic, seat, seat + bag, flexitime fares – prior to deposit due date there is no penalty. Post non-refundable deposit date and prior to ticketing date, the deposit amount per seat is the penalty. Post ticketing, the full ticket amount is the penalty.

No shows If a No-Show occurs on any portion of the itinerary within a PNR, then the remainder of the itinerary will be automatically cancelled

Air New Zealand Regional Flights

Date	Departure	Arrival	Departure Time	Arrival Time	Cost Per Person
Thursday 13 th October 2022	Rotorua	Wellington	7.10 am	8.20 am	\$310.00
Friday 14 th October 2022	Wellington	Rotorua	6.10 pm	7.20 pm	\$381.00
Saturday 15 th October 2022	Wellington	Rotorua	8.25 am	9.35 am	\$341.00
Thursday 13 th October 2022	Hamilton	Wellington	6.40 am	7.55 am	\$310.00
Friday 14 th October 2022	Wellington	Hamilton	3.40 pm	4.50 pm	\$380.00
Saturday 15 th October 2022	Wellington	Hamilton	12.25 pm	1.35 pm	\$380.00

Terms and Conditions for Regional Flights:

- All airfares are indicative and GST Inclusive
- As these airfares are separate from the group airfares, the prices above are subject to availability.
- Names would need to be provided to book these below flights and ticketing would be required within 24hrs
- Seat & Bag airfares have been quoted
- Once ticketed the airfares are non-refundable.
- Changes are permitted for an airline change fee of NZD\$50.00 per person plus any additional collection in the airfare and the Orbit change fee of \$11.50 per change per person.

Accommodation



All rates are based upon current availability. We are NOT currently holding any rooms, please, therefore, advise your preference at your earliest convenience so we may secure the accommodation required. Prices are subject to final confirmation upon booking.

All rates quoted are GST inclusive

Bay Plaza Wellington

Bay Plaza Hotel is on Oriental Parade in Wellington's city center, offering rooms with satellite and Freeview cable TV and a tea and coffee maker. Te Papa Museum is a short 5-minute walk away.

All guest rooms at Bay Plaza Wellington offer stylish decor and modern amenities. Some rooms also offer panoramic views of the harbour, city or Mount Victoria.

With views looking out to Wellington Harbour, the brasserie-style restaurant serves modern New Zealand cuisine and is open for breakfast and dinner.

Public transportation is close by, with the city's main bus and taxi terminals around the corner in Courtenay Place.

Room Type	Check-in	Check-out	Room Rate (Per room per night)	Number of Rooms	Room Cost (Total cost)
Run of House	13 th October	14 th October	\$205.00	20	\$4,100.00

Breakfast:

- Included in the room rate

Parking:

- Car parking \$20.00 per car, per day

Terms and conditions:

- 24 hours cancellation policy

Movenpick Wellington

Overlooking the Cuban quarter and nestled between the scenic hills of Wellington, restaurants and theaters of Cuba Street, Mövenpick Hotel Wellington features refurbished guest rooms and suites and an on-site restaurant.

The elegant rooms and suites at Mövenpick Hotel Wellington are designed with luxurious textures and feature Smart TV's, Āmiki Manuka honey amenities and complimentary WiFi. Executive Rooms and Suites also feature a Bose sound system and Nespresso coffee machine.

Other facilities at the hotel include an indoor heated lap pool, a sauna, fully-equipped fitness center with change room, 6 dynamic event spaces.

Forge Kitchen & Bar offers an a la carte menu and is open for breakfast, lunch and dinner.

Mövenpick Hotel Wellington is just 20-minutes drive from Wellington Airport.

Room Type	Check-in	Check-out	Room Rate (Per room per night)	Number of Rooms	Room Cost (Total cost)
Run of House Single Breakfast for 1	13th October	15th October	\$325.00	40	\$26,000.00
Run of House Twin Breakfast for 2	13th October	15 th October	\$355.00	15	\$10,650.00

Breakfast:

- Included in the room rate

Parking:

- Mövenpick Wellington has secured and ample parking spaces on site
They can offer \$35.00 valet parking for an overnight stay

Terms and conditions:

- 30-Day Cancellation Policy

Venue Hire



Lower Hutt Event Centre

Town Hall, Event Space 2 and Meeting Room

Set up: Round Tables of 10

13th October & 14th October 2022

Venue Hire: \$6,476.00 +GST

Day Delegate: \$69.00 + GST per person per day

Catering: *(Included in the day delegate package)*

- Arrival tea/coffee
- Morning tea/coffee
- Working lunch/buffet
- Afternoon tea/coffee

Gala Dinner:

- \$65.00+ GST per person
- Dinner buffet – Standard tier

Total Catering quote: \$28,420.00 + GST

Audio Visual Package:

- AV is an additional cost through AV company- Streamliner
- Audio Visual total – (Quoted for Town Hall only – Events spaces require external AV)
- Town Hall AV- \$900.00 + GST

Cancellation policies:

If the event is cancelled, the Centre will retain the non-refundable deposit, and unless specified otherwise, the following cancellation provisions will be payable to the Centre:

When a cancellation occurs:

- Within 2 - 3 months of the event, 50% of the total estimated quoted event value
- Within 4 weeks of the event, 100% of the total estimated quoted event value

Movenpick Wellington

Takahē- Conference Space

Kereru- Catering Space

13th October & 14th October

Day Delegate Package: \$75.00 including GST per person per day

Day Delegate includes

- Room Hire (day use only)
- Flipchart or Whiteboard
- Notepads and pens
- Jugs of still water, mints
- On arrival - Nespresso coffee and a selection of traditional, herbal and infused teas
- Morning/afternoon Tea - Nespresso coffee and a selection of traditional, herbal and infused teas, a selection of fruit juices, with finger food
- Lunch – Working Lunch

Gala Dinner:

- \$65.00 including GST per person for Buffet dinner
- \$800.00 including GST venue hire

The dinner will be a little bit tight on space

Deposit:

A non-refundable deposit equal to 20% of the total event charge is due within 7 days of signing the contract

Cancellation policies:

Final numbers due 14 days out from the event

Wharewaka Function Centre

Pipitea Marae and Function Centre

Available on the 12th & 13th of October

- Venue Hire from 8.00 am to 5.00 pm - \$1,500.00 + GST
- Venue Hire from 4.00 pm to Midnight- \$1,300.00 + GST
- Cleaning Fee- \$500.00 + GST per date per clean (*this is for the commercial cleaner to come in after guests have gone*)

Features:

- Located on Thorndon Quay (Train station end)
- Tables seat 10

Food & Beverage:

All food and beverage is to be arranged through Wharewaka.

Package cost - \$75.00 + GST per person / per day

- Use of your main room till 5.00 pm (no venue hire fee charged when F&B package used)
- Arrival tea & coffee station
- Set morning tea, lunch and afternoon tea

Function spaces quoted have a minimum of 100 paid delegates per day

Audio Visual:

AV media is the preferred in-house supplier, sound and lighting team

- AV Package with Lectern and Microphone – starts at \$1,399.00 + GST

Additional:

- Plain Tablecloths at \$20 + GST per item
- Damask (floral imprint) at \$25.00 + GST per item
- Cloth Napkin at \$1.95 + GST per item
- Embellished Paper Napkin at \$1.00 + GST per item

Deposit:

- A full venue fee will be payable upon confirmation to secure your booking during the months and days noted above. This venue fee is non-refundable, as these are key dates for bookings.

Cancellation Policy:

- Cancellation within 60 days- A full venue fee will apply, any outlay or costs reasonably incurred to either the venue owners or Manaaki Management as applicable

- Cancellation within 30 days- Full charges apply to all booked services i.e. venue, food & beverage, AV, hire ware.

Land Arrangements



LAND ARRANGEMENTS

Tranzit Coaches

City	Type	From	To	Number of Pax	Estimated Cost Per Coach
Wellington	1x 50 seater coach	Wellington Airport	CBD Hotels	50	\$400.00

The rates are based on current availability. We are NOT currently holding any land arrangements, please, therefore, advise your preference at your earliest convenience so we may secure the arrangements as required.

Prices are subject to final confirmation upon booking.

Terms and conditions

- Prices include GST

Cancellation Policies

- There will be no cancellation fee for bookings cancelled prior to expenses incurred by Tranzit Coachlines.
- 'Customers who cancel bookings, prior to departure, but after a portion of the booking has already taken place will incur all actual charges in relation to that portion of the booking. This includes, but is not limited to, Drivers accommodation, departure from depot to pick up 'Group', empty running and ferry crossings.

Super Shuttle Wellington

City	Type	From	To	Number of Pax	Estimated Cost Per Shuttle
Wellington	11x Seater	Wellington Airport	CBD	11 per shuttle	\$90.00

Pricing Overview



Pricing Overview

Please find below our transparent and simple transaction fee proposal. Fees apply at the time of confirmation and include GST.

FEE TYPE	TRANSACTION FEE	
Groups Domestic booking fee – this covers flight booking, accommodation and transfers	Per person	\$29.15
Domestic Change Fee	Per change	\$11.50
OTHER SERVICES		
Events Air site build	3 hours	\$575.00
Events Manager – time for sourcing, quoting, managing contract for Events venue, AV, Catering, etc	Per hour (approx.15hours @ \$120.75)	\$1811.25
Events Coordinator - time for sourcing, quoting, managing contract for Events venue, AV, Catering, etc	Per hour (approx. 20 hours @ \$86.25)	\$1725.00
Marketing, Communication, Design assistance	Per hour \$109.25	As required
Onsite support – as required, charged at an hourly rate	Per hour	\$86.25
Onsite support – as required, charged at an hourly rate (for an Event’s Manager)	Per hour	\$120.75

*Please note if Orbit onsite staff are required out of town the airfare, accommodation, and expenses will be quoted and invoiced to your agency.

From: s9(2)(a)
To: s9(2)(a)
Cc: s9(2)(a)
Subject: RE: Laulu's Farewell - Niue
Date: Wednesday, 12 October 2022 6:21:00 pm
Attachments: [Final Farewell Celebraton - A4 Programme \(Public\) MM.docx](#)
[RUNSHEET Public farewell Celebration - Laulu Mac Leauanae v3 - MM.docx](#)
[RSVPs 121022.docx](#)

Fakaalofa lahi atu s9(2)(a) here is the order of community speakers for tomorrow:

- Cook Islands: s9(2)(a)
- Tokelau: s9(2)(a)
- Niue: s9(2)(a)
- Tonga: s9(2)(a)
- Fiji: s9(2)(a)
- Tuvalu: s9(2)(a)
- Rotuma: s9(2)(a)
- Kiribati: s9(2)(a)
- Samoa: s9(2)(a)

Yes, absolutely s9(2)(a) can do a community song (together with other members of the community), and anything else, if he wishes. Yes, each community group has around 6- 7 mins – but it can be shorter if he wants. Have included the latest RSVP list so you can see who from Niue Community have accepted. Also have attached the programme and runsheet if you need.

Thanks for all your help with this Team!

s9(2)(a)

From: s9(2)(a)
Sent: Wednesday, 12 October 2022 3:56 pm
To: s9(2)(a)
Cc: s9(2)(a)
Subject: RE: Laulu's Farewell - Niue

Fakaalofa lahi atu s9(2)(a)

Just checking in regards to the programme for tomorrow for the public for our s9(2)(a) and our lead guest speaker and timings:

- Can I double check the programme is correct and the timings in case something does happen?
- s9(2)(a) is speaking for the allocated time of 7mins and is happy to do a community song if he choses to?

Fakaaue lahi

s9(2)(a)

From: s9(2)(a)
Sent: Wednesday, 5 October 2022 12:55 pm
To: s9(2)(a)

s9(2)(a)

Subject: FW: Laulu's Farewell - Niue

Importance: High

Fakalofa lahi atu Team Rock!

Please can you let me know:

1. Niue community reps you want to invite to Laulu's farewell (see attached list)
2. Who you recommend to be the Niue community Speaker/Rep for Laulu's farewell please (see programme attached). If this person is out of Wellington, we can cover their flights but need to sort it asap.

Give me a call if you want to discuss. Thanks team.

From: **s9(2)(a)**

Sent: Monday, 3 October 2022 12:24 pm

To: **s9(2)(a)**
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

Subject: RE: Laulu's Farewell - update and reminder re community invites

Importance: High

Malo lava team, just a further reminder to send your recommendations for community invitees for Laulu's farewell to me by **COP today** please.

Just a quick update, there are now no limits/caps on invitees that are in Wellington, so feel free to send all your names through.

Also, if you're not the right contact for your community group, please let me know.

Give me a call if you have any questions, many thanks for your help team.

From: **s9(2)(a)**

Sent: Thursday, 29 September 2022 7:22 pm

To: **s9(2)(a)**
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

s9(2)(a)

Subject: Laulu's Farewell - update and reminder re community invites

Importance: High

Malo lava Team MPP,

Thank you again for the various discussions about Laulu's Farewell. Fa'afetai for all your ofa and support to help us honour our departing CE.

Just wanted to provide some guidance on whats been agreed at Tautua, and also to seek your help/advice.

To recap, there will be two farewells for Laulu on the afternoon /evening of Thursday 13 October – a community one (3pm – 5.30pm) and then the Ministry-only one (6.30pm – 9.30pm) both at the Pipitea Marae and Function Centre in Wellington.

Community Farewell

Attached is the draft programme for the community farewell. This community event will be invite only, so we're seeking your advice on who we should invite from our Pacific communities. In particular, we're seeking your advice on people that have a strong relationship with the Ministry and Laulu.

1. **Please let me know who the key individuals (and their email addresses) are for your communities to invite to the farewell.** Please provide the names and contact details of up to 5 – 10 individuals max. When we send out the invite, we won't be offering to pay for travel but we do have a contingency to support the travel of 2 individuals per ethnic community, if travelling from out of Wellington. Some people might not require Ministry support or they might be based in Wellington.
2. Also **please could you recommend one speaker from each community.** Our programme is quite tight but we've allocated 7 mins for each community. Communiites can farewell Laulu in any way they choose but we'd like to put at least one person's name on the programme as the speaker for that community group.

I have put some MPP names next to our community groups, but please team feel free to re-allocoate if I've got this wrong. Please team, if you can get back to me by **Friday 30 Sept 4pm**, we're looking to send out invites that day.

- Cook Islands - s9(2)(a)
- Fiji - s9(2)(a)
- Kiribati s9(2)(a)
- Niue -
- Rotuma
- Samoa
- Tokela
- Tonga -
- Tuvalu

s9(2)(a) please also provide your suggested names from the regions – really want to get a good mix of people who worked with Laulu over the past few years.

Ministry staff farewell

Please find attached the draft programme for the Ministry-only farewell. This will be our own time with Laulu. As dicussed, the Samoan staff have suggested an 'aiava ceremony as the approach for the farewell. The 'aiava is a gifting and celebratory ceremony which all of our Pasifika cultures can participate in. s9(2)(a) is leading this, so please get in touch with him if you need to. Otherwise, he can provide a fuller explanation of the 'aiava to everyone at our next catch up.

Please don't hesitate to get in touch if you have any questions. Please send this to anyone that needs to.

Thank you again for all the alofa and energy and planning that's been happening. I know Lulu is going to be really touched by all the efforts.

Ma le fa'aaloalo lava

s9(2)(a)



Public Farewell Celebration for Lau Lu Mac Leauanae
Thursday 13 October
Pipitea Marae & Function Centre, Wellington
3.00pm – 5.30pm

Master of Ceremonies:	s9(2)(a)	
Stage Manager:		
Décor Lead:		
Oversight:	s9(2)(a)	
Logistics Venue:	s9(2)(a)	



Date	Time	Activity	Action	Who	Allocated Time
	2.15pm	Guests arrive	Staff to meet and greet and usher to their seats. [VIP to be seated to their allocated seating]	MPP staff	45m
PART ONE – OPENING AND WELCOME					30m
		LEAD: s9(2)(a)			
	2:50pm	Guests to be seated	Guests should already be seated	MPP Staff	10m
		Callers for welcome will take their place and get ready for Laulu’s entrance.			
		MC: To announce “Please Stand” for Laulu’s entrance			
	2:55pm	Karanga Monu Tagaloa	Laulu will walk with s9(2)(a) followed closely behind by Tautua.	s9(2)(a)	2m
			Ministry staff will sing after s9(2)(a) has completed his Monu.		2m
	3.05pm	Welcome	Master of Ceremonies to welcome guests	s9(2)(a)	10m
			MC: To invite Laulu to his seat on stage.		
			Once Laulu has been seated invite s9(2)(a) for Opening Prayer		
	3.15pm	Opening Hymn / Pese Opening Lotu / Prayer	E lou Tama e Opening Prayer and Words of Encouragement	Ministry staff s9(2)(a)	5m 10m
			MC: Invite community representatives		
PART TWO – SPEECHES FROM PACIFIC COMMUNITIES					60m
	3.30pm	Invited speakers /representatives from Pacific communities	Community representatives will come forward to say a few words to Laulu and present a gift (not compulsory)	Cook Islands: s9(2)(a) Tokelau: s9(2)(a) Niue: s9(2)(a) Tonga: s9(2)(a) Fiji: s9(2)(a) Tuvalu: s9(2)(a)	



Rotuma: s9(2)(a)
Kiribati: [Redacted]
Samoa: [Redacted]

Community representatives/groups to place their gifts (if any) on the mat provided placed in front of the Laulu (position in front of the stage)
MC: Thank the community and invite the s9(2)(a) to speak.

PART THREE – SPEECHES FROM GOVERNMENT

30m

4:30pm Invited Speakers /Representatives Government

Speech from s9(2)(a) [Redacted]

s9(2)(a) [Redacted]

10m

Representing Public Service Chief Executives and the Public Service Commission (x1)

s9(2)(a) [Redacted]

10m

Representing Pacific Public Servants

s9(2)(a) [Redacted]

Fa'asologa
Special Presentation – Honouring our history

Announcement of gifts presented to Laulu Youth representatives will carry a photo of past CE on stage – picture to be shown on screen. Brief involvement will be announced by MC.

s9(2)(a) [Redacted]

Youth Representatives

10m

s9(2)(a) [Redacted]
[Redacted]
[Redacted]
[Redacted]

- s9(2)(a) [Redacted] photo – s9(2)(a) [Redacted]
- s9(2)(a) [Redacted] photo s9(2)(a) [Redacted]
- s9(2)(a) [Redacted] photo - s9(2)(a) [Redacted]
- s9(2)(a) [Redacted] photo - s9(2)(a) [Redacted]

Laulu Mac Leauanae (Present)



- Laulu Mac Leauanae photo –
s9(2)(a)

s9(2)(a)

MC: s9(2)(a) invite Laulu to speak

PART FOUR – LAULU’S FAREWELL SPEECH

20m

5:00pm

Laulu’s Reponse

- Words from Laulu.
- Laulu’s tualuga (Ministry staff supporting)

Laulu / Ministry staff

20m

Date	Time	Activity	Action	Who	Allocated Time
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At the conclusion of Laulu’s speech, the Ministry will sing Falealii Uma for his Tualuga

PART FIVE – CLOSING

10m

Allocated Ministry staff will make way to the back to distribute takeaway packs to guest upon departure

TBC

MC: To announce closing Himi and invite s9(2)(a) to close.

5:20pm

Closing Himi/Pese

Himi 391: ‘Oku ai ha ki’l fonua

Ma’a Ma Tonga lead

10m

5:15pm

Closing Lotu/Prayer

- Prayer - Blessing of Laulu and Ministry
- Blessing of the food

s9(2)(a)





5:30pm End of Event

PREPACKED DINNERS AVAILABLE FOR GUESTS

MPP Staff

0m

MPP staff to usher guests towards the food and exit. Gently encouraging people to leave.

Laulu near exit thanking people.

Table has been organised for Laulu's s9(2)(a) to sit down and eat.



From: s9(2)(a)
To: s9(2)(a)
Subject: RE: Seeking ETA on AM: All Staff Fono
Date: Friday, 7 October 2022 11:29:00 am
Attachments: [AM All Staff Fono 071022.docx](#)
[image001.png](#)

Hey s9(2)(a) e le afaina, all good. Here you go and please let me know if you need anything further. Many thanks s9(2)(a)

From: s9(2)(a)
Sent: Friday, 7 October 2022 11:11 am
To: s9(2)(a)
Subject: RE: Seeking ETA on AM: All Staff Fono

Vinaka. Sorry for short notice.

s9(2)(a)

From: s9(2)(a)
Sent: Friday, 7 October 2022 11:10 am
To: s9(2)(a)
Subject: RE: Seeking ETA on AM: All Staff Fono

Will do s9(2)(a) just doing final bits.

From: s9(2)(a)
Sent: Friday, 7 October 2022 10:45 am
To: s9(2)(a)
Subject: Seeking ETA on AM: All Staff Fono
Importance: High

Malo s9(2)(a)

Apologies, the office have just asked to receive the All Staff fono AM by 12pm today.

Are you able to get this to me by 11:30am fa'amolemole?

Ia manuia

s9(2)(a)

Level 1, 101-103 The Terrace
PO Box 833, Wellington 6140, New Zealand

www.mpp.govt.nz | www.pacificaotearoa.org.nz

aide memoire

Meeting

Date: October 7 2022

Security Level: In Confidence

For: s9(2)(a) [REDACTED]

Ref: AM041-2022/23

MINISTRY FOR PACIFIC PEOPLES ALL STAFF PLANNING FONO

Date and venue	Thursday 13 October, 12.00pm – 1.00pm. Movenpick Hotel, 345 The Terrace, Wellington. A carpark has been reserved for you should you require it.
Purpose	You have been invited to speak to Ministry staff from 12.00 – 12.30pm and stay for lunch from 12.30pm – 1.00pm.
Background	<p>The Ministry is holding a two-day all staff planning fono on Thursday 13 and Friday 14 October. This is the first time Ministry staff have been able to come together in person as a Ministry, since before COVID-19.</p> <p>The vast majority of Ministry staff (approximately 117 people) are expected to attend the Fono. The Fono coincides with the Farewell Celebration for outgoing Secretary Laulu Mac Leauanae who commences his new role at the Ministry for Culture and Heritage on Monday 17 October. The programmes for both the Fono and the farewell is attached in Appendix 1.</p> <p>Laulu will be taking annual leave in the week of October 10 – 14, so will not be at the All Staff Fono. s9(2)(a) [REDACTED], along with Tautua, will lead the All Staff Fono.</p>
Fono Theme	<p>The theme for our fono is - <i>Fuluhi ki tua ke kitia mitaki a mua: Turn Backwards so That You May See Forward Well.</i></p> <p>This Niuean proverb has been chosen for the fono because with the departure of outgoing Secretary Laulu Mac Leauanae, it's a time of reflection and change for the Ministry. The Fono also precedes Niue Language Week.</p>
Agenda	<p>The All Staff Fono agenda will focus on what the Ministry has delivered over the past 12 months, take stock of what we've learned, and sharpen our focus on our deliverables for the next 3 – 6 months and beyond. The agenda is attached in Appendix 1.</p> <p>You have been invited to speak to Ministry staff from 12.00 – 12.30pm. Our suggestion is that you may like to speak for 10 – 15 minutes and then allow some time for Q&A. We welcome you to stay for lunch with staff from 12.30pm – 1.00pm.</p>
Suggested talking points	Welcome

-
- Noa'ia, Mauri, Ni Sa Bula Vinaka, Fakaalofa lahi atu, Tālofa, Kia orana, Mālō e lelei, Mālō nī, Talofa lava, Tēnā koutou katoa
 - Thank you for the invite today.
 - As I understand it, this is the first time Ministry staff have been able to come together in person as a Ministry, since before COVID-19.
 - I'm pleased to be here and for some of you – this will be the first time that I've met you or spoken to you in person

Reflections

- With the departure of Laulu, it's a time of change for the Ministry.
- It's also a good time to reflect on what we've achieved collectively, myself as s9(2)(a) and you as the Ministry for Pacific Peoples.
- I want to thank you all for the work you've done over the past 5 years.
- We've made great gains in many of the Government priorities for Pacific peoples.
- This includes our work in Pacific wellbeing, Pacific languages, Pacific housing, Pacific economic development, Pacific employment, training and skills development and much more.
- I am grateful that we've been able to deliver on our manifesto commitments over the past few years.
- Then of course, the COVID-19 pandemic hit the globe, and disrupted all facets of our life.
- Despite COVID-19, I am grateful that we've still continued to work hard for our communities. In fact, the Ministry has been critical in the Government response for COVID, and a trusted source of information.

Priorities

- There is still work to be done.
- I know that you have all seen my Letter of Expectations for the Ministry for 2022/23.
- This, alongside the priorities, I have shared with Tautua I will be expecting the Ministry to deliver on.
- I have also shared with Tautua my views about how the Ministry can better service me, and I understand that some of this will be covered in the next two days.

Question and Answers

- It's a rare opportunity for us to be together – not in a public arena – so I encourage you to make any comments or ask me any questions, and then I look forward to sharing some lunch with you all.
- Thank you again for your commitment to delivering better outcome for our Pacific peoples.

Ministry contact: s9(2)(a)

Appendix 1: All Staff Planning Fono Agenda and Farewell programme

ALL STAFF PLANNING DAYS 2022

Meeting Date	Thursday 13 – Friday 14 October 2022
Venue	Movenpick Hotel, Wellington MC: s9(2)(a)

DAY ONE

TIME	ITEM	LEAD
0900	Coffee on arrival	
1000	Welcome & Objectives	s9(2)(a)
1010	Opening lotu	s9(2)(a)
Connecting & Reconnecting		
1015 – 1155	Farewell Briefing	s9(2)(a) s9(2)(a)
	Ministry pese practice	s9(2)(a)
s9(2)(a)		
1200	s9(2)(a)	s9(2)(a)
1230 – 1330	Lunch	
1400 Shuttles to Farewell Venue		
1400 – 11:30pm	Farewell at Pipitea Marae Function Centre	

DAY TWO

TIME	ITEM	LEAD
0900	Opening lotu	s9(2)(a)
<i>Tautua Panel Session</i>		
0915	Our new season – the next 3, 6 and 12 months	Tautua
1000	Morning tea	
<i>Priorities for our Pacific communities in 2022</i>		
1015	Preliminary Themes from Lalanga Fou Engagements 2022	s9(2)(a)
<i>Where are we going? How will we get there?</i>		
1115	<p>Update on our ‘Big Rocks’ deliverables for 2022/2023 and beyond</p> <ul style="list-style-type: none"> • Office of the Secretary • Corporate Services • Regional Partnerships • PERHL • Service Delivery 	Tier 3 Leaders
1230	Closing Lotu & Lunch	s9(2)(a)

Public Farewell Celebration for Laulu Mac Leauanae

Thursday 13 October 3.00pm – 5.30pm, Pipitea Marae & Function Centre, Wellington

MC: s9(2)(a)

PART ONE – OPENING AND WELCOME (30 mins)			
3.00pm	Guests arrive	Guests are ushered in by MPP staff and seated.	5 mins
3.05pm	Welcome	Welcome from MCs s9(2)(a)	5 mins
3.15pm	Opening Lotu / Prayer	Prayer – Faifeau: s9(2)(a) Pese – E lo’u Tama e ua Faafetai	10 mins
PART TWO – SPEECHES FROM PACIFIC COMMUNITIES (60 mins)			
3.30pm	Invited speakers /representatives from Pacific communities	<ul style="list-style-type: none"> • Tonga speaker - s9(2)(a) • Cook Islands speaker - s9(2)(a) • Fiji speaker - s9(2)(a) • Tokelau speaker - s9(2)(a) • Tuvalu speaker - s9(2)(a) • Niue speaker - s9(2)(a) • Rotuma speaker s9(2)(a) • Kiribati speaker • Samoa speaker - 	60 mins
PART THREE – SPEECHES FROM GOVERNMENT (30 mins)			
4.30pm	Invited speakers /representatives government	• Speech from s9(2)(a)	10 mins
		• Public Service Commission (x1), agencies (x3)	10 mins
		• <i>Special Presentation – Honouring our History</i> (Ministry for Pacific Peoples presentation s9(2)(a))	10 mins
PART FOUR – LAULU’S FAREWELL SPEECH (20 mins)			
5.00pm	Laulu’s reply	<ul style="list-style-type: none"> • Words from Laulu. • Laulu’s tualuga (Ministry staff supporting) <p><i>Falealili uma – full version with Alo alo malie lou va’a Samoa</i></p>	20 mins
PART FIVE – CLOSING (10 mins)			
5.15pm	Closing Lotu/Prayer	<ul style="list-style-type: none"> • Prayer - Blessing of Laulu and Ministry s9(2)(a) • Blessing of the food • Closing Pese 	10 mins

Timeline of Decisions document Purpose: This document provides a chronological timeline of the process and decisions made in relation to the 2022 farewell of the outgoing Secretary for Pacific Peoples, and 2022 All Staff Ministry Fono.

The timeline references relevant emails, meetings, and policies where decisions were made, and by whom.

22/08/2022 - Secretary informs MPP Leadership Team of his resignation

- Talanoa (verbal discussions) about Outgoing Secretary's farewell begin at Tautua Leadership Team (Tautua) level.
- **Decision:** Tautua agrees that s9(2)(a) will lead the planning of Farewell, and to work with s9(2)(a) who would handle the administration/logistics. [Verbal discussions in week of 22/08 – 25/08/22].

Advice/Agreement	Final Approval	Evidenced
Tautua	s9(2)(a)	Verbal agreement on 22/08/22

09/09/2022 – 21/09/22 s9(2)(a) s9(2)(a) look at options including the option to coincide Secretary's farewell with an All-Staff Planning Fono. See rationale below. s9(2)(a) gathers information, by consulting long serving Ministry staff and Pacific cultural leads, about what has been done to farewell past CEs.

20/09/2022 - MPP staff informed of Secretary's new role and MPP resignation

- PSC public announcement that Laulu Mac Leauanae is new Secretary for Culture and Heritage. Last day at MPP is October 14 2022. s9(2)(a) is appointed Acting Secretary from October 8 2022.
- MPP staff informed and enquires about CE's farewell arrangements begin.
- MPP staff organise themselves by ethnic /cultural group with a view to honouring Laulu in their own ethnic specific way. Seven staff-led groups are formed representing Samoa, Tonga, Niue, Cook Islands, Fiji, Tokelau, Tuvalu.

20/09/22 – 22/09/22 s9(2)(a) liaises with Ministers Office about Farewell and checking Minister's availability for Farewell and All Staff Fono. [Verbal/Phone 20/09/22 – 22/09/22]

21/09/2022 – s9(2)(a) s9(2)(a) met with s9(2)(a) to discuss budget before Tautua following day. **Decision:** Approximate budget amount approved by DCSC. [Meeting: All Staff Fono – Budget. 21/09/22. 1-1.30pm]

Advice/Agreement	Final Approval	Evidenced
Approve approximate budget and budget cost centre s9(2)(a)	-	Meeting: All Staff Fono – Budget. 21/09/22. 1-1.30pm

22/09/22 - Meeting with Tautua. s9(2)(a) recommends to Tautua to coincide Secretary's farewell with an All-Staff Planning Fono. The rationale being:

- the strong business need to have a Ministry-wide all staff planning day (given the increase in new staff, new Cabinet-mandated strategies launched, the need to emphasise a Ministry-wide focus on priority deliverables for 2022/23). In addition, the Ministry had not had an All-Staff Ministry Planning Fono since July 2021.
- cost-effectiveness and the opportunity to save money by combining two, (and possibly three), important events. (The third event, though not led by MPP, was the MCH powhiri for new Secretary).
- what had been done previously - the farewell for s9(2)(a) was held at an All-of-Ministry staff planning fono at Silverstream, Wairarapa in 2011.

Quotes for AKL/WLG/CHC were sought prior to the meeting with Tautua agreeing WLG best option for Farewell and All Staff Fono, and more detailed quotes would be sourced for venue.

Recommendations based on most cost-effective option for the given dates (October 13 and 14 2022). **Considerations included:** majority of Ministry staff being Wellington based. Dates were limited because of Outgoing Secretary's availability. School holidays and other Wellington events at the time, e.g. World of Wearable Arts, had impact on venue availability. [See quotes document]. **Decision:** Tautua Agreed to the approach and approximate budget. Agreed that the All-Staff Ministry Fono would replace any business group planning days scheduled for the remainder of 2022. [Quotes for AKL/WLG/CHC options: Meeting: All Staff Fono – Tautua Approval. 22/09/22. 12-12.15pm. Verbal discussions, not minuted].

Advice/Agreement	Final Approval	Evidenced
Tautua Agreed to the approach to have an All Staff Fono and Farewell in Wellington.	Tautua / s9(2)(a)	Verbal agreement in meeting: All Staff Fono – Tautua Approval. 22/09/22. 12-12.15pm
Agreed that the All-Staff Ministry Fono would replace any business group planning days scheduled for the remainder of 2022		

27/09/22 - 28/09/22 – s9(2)(a) forms internal working group to advise, plan and organise Farewell, includes s9(2)(a), s9(2)(a) key Cultural Leads in Ministry. Meets with Cultural Leads from across Ministry to update on Farewell plans and seek advice on planned approach. Senior Cultural Lead advised that from a Pacific perspective, there should be two prongs to the Farewell – one event focused on the external stakeholders, including our nine community groups, in line with [Yavu: Good engagement guidelines](#) and a second smaller event solely for Ministry staff. The rationale for this approach was that a public farewell would provide adequate time for external stakeholders to participate, and Ministry staff could focus on looking after stakeholders, and a separate Ministry farewell would allow a more informal, sharing time between Ministry staff and the Outgoing Secretary. **Decision:** s9(2)(a) agree to have separate Ministry and community farewells, but on same day and same venue to save costs. [Meeting: Laulu's Farewell 28/09/22, Meeting: Talanoaga mo le Faamavaega ma Laulu - Working group 28/09/22]

Advice/Agreement	Final Approval	Evidenced
s9(2)(a) agree to have separate Ministry and community farewells.	s9(2)(a)	Verbal discussion between s9(2)(a) 27/08/22

28/09/22 – s9(2)(a) s9(2)(a) verbal update to Tautua on progress with planning. The nine community groups (Samoa, Tonga, Niue, Fiji, Cook Islands, Tokelau, Tuvalu, Rotuma, Kiribati) would be invited to Farewell but one representative per group invited to speak. **Decision:** Agreement from Tautua that the Ministry would fund travel for one community person from each of the nine Pacific community groups to attend / represent their community. [Meeting: Tautua Meeting 28/09/22]

Advice/Agreement	Final Approval	Evidenced
Agreement from Tautua that the Ministry would fund travel for one community person from each of the nine Pacific community groups to attend / re	s9(2)(a)	Meeting: Tautua Meeting 28/09/22

29/09/22 – s9(2)(a) updates cultural leads across Ministry on Tautua decisions to date [Email: Lauulu's Farewell - update and reminder re community invites 29/09/22 7.22pm]

30/09/22 – Internal working group meets with s9(2)(a) to discuss All Staff Fono, Farewell & Powhiri - updates & next steps. [Meeting: All Staff Fono, Farewell & Powhiri - updates & next steps. 30/09/22].

30/09/22 – Update to Tautua on progress with all staff Fono/ Farewell plans [Email: All Staff Fono / Farewells / Powhiri – Tautua. 30/09/22].

30/09/22 – Email update sent to Minister's Office. [Email: MPP All Staff Fono / Lauulu Farewell & Powhiri- MO 30/09/22]

4/10/22 – s9(2)(a) discussion with s9(2)(a) about cultural gifting for the Farewell. **Decision:** s9(2)(a) agreed that Ministry policy allowed for financial support could be made available for staff purchasing or gifting cultural gifts for the farewell. [Verbal discussion – 4/10/22].

Advice/Agreement	Final Approval	Evidenced
s9(2)(a) agreed that financial support could be made available for staff purchasing or gifting cultural gifts for the farewell.	-	Verbal discussion – 4/10/22

7/10/22 – Aide memoire s9(2)(a) sent, covering All Staff Fono and Farewell. [Email: RE: Seeking ETA on AM: All Staff Fono 07/10/22].Identi

7/10/22 - Communication to All Staff [Email: Update: All Staff Fono and Lauulu's Farewell 7/10/22]

13/10/22 – 14/10/22 – All Staff Fono and Farewell held.

20/10/22 Post-Farewell follow up discussion with s9(2)(a) on financial support for staff and community groups who provided cultural gifting for Farewell. Cultural advice received from internal experts was that some financial support be given to those staff members who had gifted culturally valuable items for the Farewell. s9(2)(a) provided inventory of cultural gifts that were gifted for the Farewell and recommendations on appropriate amount of reimbursement to be made to staff (based on cultural experts advice). **Decision:** s9(2)(a) agreed to proposal and s9(2)(a) approval sought, as per policy. [*Email: Updated cultural gifting list - for your actioning please. 20/10/22*]

Advice/Agreement	Final Approval	Evidenced
s9(2)(a) recommend financial support for staff and community groups who provided cultural gifting for Farewell.	s9(2)(a)	<i>Email: Updated cultural gifting list - for your actioning please. 20/10/22</i>

Notes: The Outgoing Secretary was not involved in any of the discussion or decisions outlined in this record.

From: s9(2)(a) i
To: [REDACTED] s9(2)(a) [REDACTED]
Subject: Talanoaga mo le Faamavaega ma Lauulu - Working group
Start: Wednesday, 28 September 2022 3:00:00 pm
End: Wednesday, 28 September 2022 4:00:00 pm
Location: Microsoft Teams Meeting

Soifua manuia I tou afioga, hope you've all had a good long weekend.

As we only have 2 weeks to prepare for Lauulu fa'amavaega, am wondering if you're available to talanoa tomorrow as a working group before our whole group meets again this Thursday?

A quick agenda could be (we can add to the agenda)

1. Ava o le fa'amavaega
 1. Taupou
 2. Tautù ava
 3. Tufa ava
 4. Ta'anoa ma le Fau
 5. Ava powder
2. Aiavà
 1. Toso le fala and everyone adds their gifts to the fala
 2. Everyone takes their own gifts to Lauulu
 3. We'll need someone to 'folafola' le aiavà on behalf of Lauulu
 4. Items / Siva
 3. Toniga? – should we or not?
 4. Musika – need good musika
 5. Gifts – individuals or in MPP teams?
 1. Ie toga - s9(2)(a)s9(2)(a)
 2. Are we doing a Sua? (Fa'atamalii, Amoamosa, Pusa Pisupo etc)
 6. What else?

Are you available to meet tomorrow @ 3pm faamolemole?

Soifua manuia I tou afioga, hope you've all had a good long weekend.

As we only have 2 weeks to prepare for Lauulu fa'amavaega, am wondering if you're available to talanoa as a working group before our whole group meets again this Thursday?

A quick agenda could be (we can add to the agenda)

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 3. We'll need someone to 'folafola' le aiavà on behalf of Lauulu
 - 4.
 3. Items / Siva -
 4. Toniga? – should we or not?

s9(2)(a)

From:
Sent:
To:

s9(2)(a)

Friday, 7 October 2022, 3:36 pm

s9(2)(a)

Subject: Update: All Staff Fono and Laulu's Farewell

Follow Up Flag: Follow up

Flag Status: Flagged

Ni Sa Bula Vinaka Team MPP!

On behalf of Tautua, we are looking forward to seeing you at our all All-Staff Planning Fono next Thursday 13 and Friday 14 October in Wellington. We are expecting the vast majority of our Ministry aiga to attend which is great! Vinaka, thank you - your presence and participation means a lot. The final Fono programme will be sent out early next week.

As you know, the Fono coincides with the Farewell Celebration for our outgoing Secretary Laulu. This email provides some information about the Farewell.

Laulu's Farewell - what is happening?

There will be two farewell events for Laulu on the afternoon/evening of Thursday 13 October.

- **Public Farewell 3.00pm – 5.30pm.** Pipitea Marae & Function Centre. This event is for our key stakeholders and is invite only. Ministry staff will attend this also. Pre-packed dinners will be provided following this event.
- **MPP Farewell 6.30pm – 8.30pm.** Pipitea Marae & Function Centre. This event is for MPP staff only. Some of our Pasifika ethnic groups in the Ministry will be doing presentations that night. If you are not connected to

these Pasifika groups, you are still very welcome to join in, and participate, in any of these group presentations. Please contact me if you'd like to be connected to those group leaders. There will also be a short time in the programme for anyone not involved in these presentations who might want to say something.

Laulu's gift - How can I contribute?

There is a Ministry-wide gift that is being organised. If you would like to contribute to this, you can do so via this account.

s9(2)(a)

Some of our Pasifika groups in the Ministry are also organising their own gifts for Laulu.

If you have any questions, please don't hesitate to reach out.

Vinaka vaka levu

s9(2)(a)

s9(2)(a)

Level 1, 101-103 The Terrace, Wellington
PO Box 833, Wellington 6140

www.mpp.govt.nz



GROUP THREE

From: s9(2)(a)
To: s9(2)(a)
Subject: FW: DRAFT List of Attendees for Laulu Mac Leauanae Te Tumu Whakarae pōwhiri, Te Manatū Taonga Monday 17th October 2022
Date: Wednesday, 5 October 2022 11:27:35 am
Attachments: [Laulu pōwhiri attendees 17 Oct 2022 MCH Manatū Taonga.docx](#)
[image001.png](#)
[image002.png](#)
[image003.jpg](#)
[image004.jpg](#)

Eek – I think we need to veto anything that gets sent to MCH...

I've asked Laulu to prioritise reviewing but I'm not sure s9(2)(a) got some of the names from s9(2)(a). Not sure why MCH require this information as it's doesn't have the email address for the invvote... (they would only need speakers wouldn't they?)

Should we add s9(2)(a) past Tautua members are on the s9(2)(a)

Anyhoo will leave this till this afternoons catch up

Vinaka vakalevu

s9(2)(a)



From: s9(2)(a)
Sent: Wednesday, 5 October 2022 11:07 am
To: Mac Leauanae <Mac.Leauanae@mpp.govt.nz>; s9(2)(a)
 s9(2)(a)
 s9(2)(a)
Subject: DRAFT List of Attendees for Laulu Mac Leauanae Te Tumu Whakarae pōwhiri, Te Manatū Taonga Monday 17th October 2022

Ni sa bula vinaka! Tēnā koutou katoa!

s9(2)(a) and s9(2)(a) as the Deputy Secretaries in charge of ensuring that Laulu's pōwhiri is the best possible welcome that it can be, I want to thank you both for the honour of our two Manatū in working together to make this happen. Dear sister s9(2)(a) it is wonderful to be working together with you to co-ordinate this momentous occasion. s9(2)(a) bula vinaka. My name is s9(2)(a) I am helping to do the ground work from MPP's side with my colleague s9(2)(a).

Please see the attached DRAFT List of attendees that Laulu will approve ASAP kerekere/ fa'amolemole Laulu with regards to MPP staff suggested for attendance and if there are any more people you want to attend you pōwhiri.

I am looking forward to our soqo/ hui today at Manatū Taonga at 1 p.m. and my fono at MPP later on to share and communicate the details.

Aku mihi nui ki a koutou katoa! Vinaka sara vakalevu, s9(2)(a)

s9(2)(a)
 Te Manatū mō ngā Iwi o te Moana-nui-ā-Kiwa | The Ministry for Pacific Peoples
 s9(2)(a)
www.mpp.govt.nz | www.pacificoteaoroa.org.nz

Laulu Mac Leauanae Pōwhiri attendees Manatū Taonga MCH Monday 17 October 2022

1. Laulu Mac Leauanae	Te Tumu Whakarae, Manatū Taonga
s9(2)(a)	

s9(2)(a)		

Recommendation/ Advice 1: A kaikōrero Māori should be the first speaker at the pōwhiri

s9(2)(a) – Waiata me haka tautoko: Hareruia/ Tika tonu

Recommendation/ Advice 2: Prepare another kaikōrero s9(2)(a)
- Isa Lei/ Mogo pogipogi

Recommendation/ Advice 3: Humbly request Te Puni Kōkiri to open their ground floor gate and doors for the pōwhiri ope roopu to gather before the pōwhiri from 9.30a.m. onwards

Recommendation/ Advice 4: Work out where to sing the new MPP lologo/ pehe/ vaiata-imene

Recommendation/ Advice 5: As Laulu walks over sing Te kakake nei tātou & Tofa my feleni

Recommendation/ Advice 6: Request Closing Himi 391 'Oku ai ha ki'i fonua and for the s9(2)(a)
to close with a lotu

Recommendation/ Advice 7: If another Reverend Minister is required to say the opening lotu,
s9(2)(a) will be present.

From: s9(2)(a)
To: s9(2)(a)
Subject: RE: All Staff Fono - Thursday 13th & Friday 14th October 2022 REMINDER TO REGISTER before 5:00pm today!!!
Date: Thursday, 6 October 2022 10:36:49 am

Bula s9(2)(a)

Apologies I have been on leave this week and just got back into work today and I have not registered through the link but I will be attending the All Staff Fono.

I will need to put in a form for accommodation on the Thursday evening 13th of October.

Thanks.

s9(2)(a)

From: s9(2)(a)
Sent: Friday, 30 September 2022 12:30 PM
To: s9(2)(a)

Subject: RE: All Staff Fono - Thursday 13th & Friday 14th October 2022 REMINDER TO REGISTER before 5:00pm today!!!

Importance: High

Another reminder to please register – especially if you require travel/accommodation.

[REGISTER](#) here.

Fakafetai

s9(2)(a)



From: s9(2)(a) [redacted]

Sent: Thursday, 29 September 2022 2:37 pm

To: s9(2)(a) [redacted]

[Redacted email body content]

Subject: FW: All Staff Fono - Thursday 13th & Friday 14th October 2022 REMINDER TO REGISTER before 5:00pm tomorrow (Friday)

Importance: High

Talofa koutou

Just a wee reminder to register for the fono before 5pm tomorrow (even if you don't require travel) – if you are attending you need to register.

After the cut off we will book your travel and twin room as a default – if you are not attending, please let me know so I stop pestering you

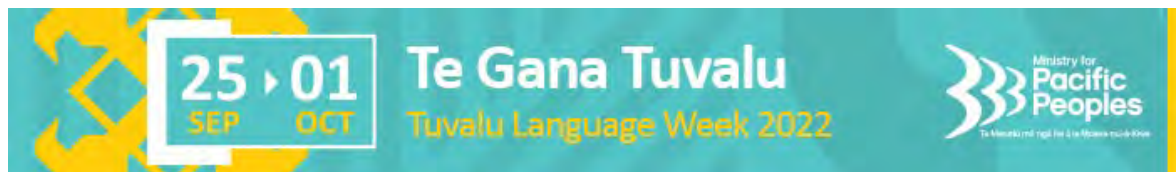
Thanks to those of you who have registered already

If you have any questions please sing out. If you have staff on leave this week that can't register, you can click on the link and register for them.

[REGISTER](#) here.

Fakafetai

s9(2)(a)



From: s9(2)(a)

Sent: Friday, 23 September 2022 4:59 pm

To: All Staff <Ministry@mpp.govt.nz>

Cc: s9(2)(a)

Subject: All Staff Fono - Thursday 13th & Friday 14th October 2022

Mālō nī, Fakaalofa lahi atu, Kia orāna, Tālofa lava, Mālō e lelei, Tālofa, Ni sa bula vinaka, Noa'ia, Mauri, Tēnā koutou katoa and warm Pacific greetings

On behalf of Tautua you are invited to the **Ministry for Pacific People's All-Staff Planning Fono 2022**.

ABOUT THE ALL STAFF PLANNING FONO

The Fono will take place on Thursday 13 & Friday 14 October in Wellington and is our first opportunity to come together in person as a whole Ministry since before COVID. The purpose of the Fono is two-fold. We will be doing important whole of Ministry planning and prioritisation work. We will also have our farewell celebration for our outgoing Secretary Lau Lu Mac Leauanae.

Please note that attendance for permanent MPP staff is strongly encouraged, if you are unable to attend, please discuss with your respective Director.

OVERVIEW

DAY ONE - Reconnecting and Reflecting

Thursday 13 October

10:00am – 3:00pm

Movenpick Hotel, Wellington

Farewell celebration for Lau Lu Mac Leauanae.

4:00pm – late

Pipitea Marae and Function Centre, Wellington

DAY TWO - Where are we going? How will we get there? How do we know we're making an impact? Business Planning 2022/23 and beyond

Friday 14 October

9:00am – 3:00pm
Movenpick Hotel, Wellington.

REGISTRATION, TRAVEL & ACCOMMODATION

We require **all staff** to [REGISTER](#) for the fono. If you require travel and/or accommodation the registration portal also covers this off. Due to the short turnaround can we please ask that you register before 5:00pm next Friday (30th September). We are also restricted in availability for accommodation, so we respectfully request you consider the twin share option – it’s only one-night and the twin share rooms are the best appointed (you will be able to note on the portal who you would like to share with). Once you have registered you will receive a confirmation email, please check details are correct. You will receive your travel itinerary closer departure date.

If you have any questions about any of the above, please contact **s9(2)(a)**

Vinaka vaka levu
Tautua



From: s9(2)(a)
To: s9(2)(a)
Cc: s9(2)(a)
Subject: RE: Arrangements for Laulu's farewell
Date: Wednesday, 28 September 2022 6:02:17 pm
Attachments: [image001.jpg](#)

Talofa s9(2)(a) Good idea! And I am hoping to get along to at least part of his farewell to be able to acknowledge him on behalf of the Pacific arts sector.

s9(2)(a)

Sent from my Galaxy

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

From: s9(2)(a)
Date: 28/09/22 17:55 (GMT+12:00)
To: s9(2)(a)
Cc: s9(2)(a)
Subject: RE: Arrangements for Laulu's farewell

Kia orana s9(2)(a) we're so sorry Laulu can't make this event as its always a fantastic one! He'll surely have heaps of fun at these in the future!

Just had an idea that we might be able to get him to do a short pre-recorded video instead? I'm meeting with s9(2)(a) on CNZ/MPP opportunities tomorrow so can check with her then.

Hope you're keeping well s9(2)(a)

From: s9(2)(a)
Sent: Tuesday, 27 September 2022 10:07 am
To: s9(2)(a)
Cc: s9(2)(a)
Subject: RE: Arrangements for Laulu's farewell

Thanks s9(2)(a) that's very sad ☹️

s9(2)(a)

From: s9(2)(a)
Sent: Tuesday, 27 September 2022 7:23 am
To: s9(2)(a)
Cc: s9(2)(a)
Subject: RE: Arrangements for Laulu's farewell

Talofa s9(2)(a)

I am very well thank you, hope you had a pleasent three day weeked.

I'm afraid Laulu's farewell is on Thursday 13th October. The public farewell will run through till approx 6pm followed by the Ministry farewell, that will run late.

He will be vey sorry to miss the event, s9(2)(a)

Fakafetai

s9(2)(a)



From: s9(2)(a)
Sent: Tuesday, 27 September 2022 7:04 am
To: s9(2)(a)
Subject: Arrangements for Lulu's farewell

Morena s9(2)(a)

Hope you are well. I understand that arrangements are being made for Lulu's farewell, and that this could be on 13 Oct - could you please confirm that this is the date? I am hoping that it isn't, s9(2)(a) not only in his MPP capacity but to acknowledge his new role as MCH CEO. Please advise.

Many thanks

s9(2)(a)

[Redacted signature]

[Redacted signature]

From: s9(2)(a)
To: s9(2)(a)
Subject: RE: DRAFT List of Attendees for Laulu Mac Leauanae Te Tumu Whakarae pōwhiri, Te Manatū Taonga Monday 17th October 2022
Date: Wednesday, 5 October 2022 11:47:00 am
Attachments: [image003.jpg](#)
[image005.png](#)
[image006.png](#)
[image007.jpg](#)

I thought the same. Id asked her to send to us first lol. Should be okay as MCH don't have the emails yet..

Thanks for sending to Laulu for his approval.

From: s9(2)(a)
Sent: Wednesday, 5 October 2022 11:28 am
To: s9(2)(a)
Subject: FW: DRAFT List of Attendees for Laulu Mac Leauanae Te Tumu Whakarae pōwhiri, Te Manatū Taonga Monday 17th October 2022

EEK – I think we need to veto anything that gets sent to MCH...

I've asked Laulu to prioritise reviewing but I'm not sure s9(2)(a) got some of the names from s9(2)(a). Not sure why MCH require this information as it's doesn't have the email address for the invote... (they would only need speakers wouldn't they?)

Should we add s9(2)(a)

Anyhoo will leave this till this afternoons catch up

Vinaka vakalevu

s9(2)(a)



From: s9(2)(a)
Sent: Wednesday, 5 October 2022 11:07 am
To: Mac Leauanae <Mac.Leauanae@mpp.govt.nz>; s9(2)(a)
s9(2)(a)
s9(2)(a)
Subject: DRAFT List of Attendees for Laulu Mac Leauanae Te Tumu Whakarae pōwhiri, Te Manatū Taonga Monday 17th October 2022

Ni sa bula vinaka! Tēnā koutou katoa!

s9(2)(a) as the Deputy Secretaries in charge of ensuring that Laulu's pōwhiri is the best possible welcome that it can be, I want to thank you both for the honour of our two Manatū in working together to make this happen. Dear sister s9(2)(a) it is wonderful to be working together with you to co-ordinate this momentous occasion. s9(2)(a) bula vinaka. My name is s9(2)(a). I am helping to do the ground work from MPP's side with my colleague s9(2)(a)

Please see the attached DRAFT List of attendees that Laulu will approve ASAP kerekere/ fa'amolemole Laulu with regards to MPP staff suggested for attendance and if there are any more people you want to attend you pōwhiri.

I am looking forward to our soqo/ hui today at Manatū Taonga at 1 p.m. and my fono at MPP later on to share and communicate the details.

Aku mihi nui ki a koutou katoa! Vinaka sara vakalevu, s9(2)(a)

s9(2)(a)

Te Manatū mō ngā Iwi o te Moana-nui-ā-Kiwa | The Ministry for Pacific Peoples

s9(2)(a)

www.mpp.govt.nz | www.pacificatearoa.org.nz



image012.jpg



From: s9(2)(a)
To: s9(2)(a)
Subject: RE: Farewell invitees
Date: Friday, 7 October 2022 8:45:00 am
Attachments: [Re Farewell Laulu Mac Leauanae Secretary for Pacific Peoples - Thursday 13 October @ 300pm.msg](#)
[FW Farewell Laulu Mac Leauanae Secretary for Pacific Peoples - Thursday 13 October @ 300pm.msg](#)

Added and just sent out bounce back from s9(2)(a)

s9(2)(a)

only two more RSVP's since the list I sent you last night (attached) one accept/one decline

From: s9(2)(a)
Sent: Friday, 7 October 2022 8:30 am
To: s9(2)(a)
Subject: Farewell invitees

Hey my friend, here are some more invitees for the public farewell please. I know rsvps close today but I think we've got capacity for some more community people, and we would like a good turn out. These people are all Wellington-based too!

<< File: Farewell invitees - 7 Oct 2022.xlsx >>

GROUP FOUR

From: s9(2)(a) [REDACTED]
To: s9(2)(a) [REDACTED]
Subject: All Staff Fono - Budget
Sensitivity: Private

Microsoft Teams meeting

Join on your computer, mobile app or room device

Click here to join the meeting <https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZjJkYWQwZWEtNzM2ZS00Y2EwLWIyMWUtMzYyNDg0YmUzYzBk%40thread.v2/0?context=%7b%22tid%22%3a%225b3d43d2-199b-4548-968b-6c8de4cd28ff%22%2c%22oid%22%3a%22ad9f3217-3264-4ef5-a9ec-b8607fa6a160%22%7d%3e>

Meeting ID: 431 074 201 775
Passcode: qGh5yP

Download Teams <<https://www.microsoft.com/en-us/microsoft-teams/download-app>> | Join on the web <<https://www.microsoft.com/microsoft-teams/join-a-meeting>>

Learn More <<https://aka.ms/JoinTeamsMeeting>> | Meeting options <https://teams.microsoft.com/meetingOptions/?organizerId=ad9f3217-3264-4ef5-a9ec-b8607fa6a160&tenantId=5b3d43d2-199b-4548-968b-6c8de4cd28ff&threadId=19_meeting_ZjJkYWQwZWEtNzM2ZS00Y2EwLWIyMWUtMzYyNDg0YmUzYzBk@thread.v2&messageId=0&language=en-US>

GROUP FIVE

From: s9(2)(a)
To: s9(2)(a)
Cc:
Subject: Draft farewell invite for Comms design
Date: Wednesday, 28 September 2022 5:59:00 pm

Hi s9(2)(a) thank you for developing an e-invite for us to send out for Laulu's upcoming farewell. Here is the content for the invite. We will send through a photo of Laulu to include (once we've approved it). Just wanted to send this through asap so you can make a start, many thanks s9(2)(a)

*Noa'ia, Mauri, Ni Sa Bula Vinaka, Fakaalofa lahi atu, Tālofa, Kia orana,
Mālō e lelei, Mālō nī, Talofa lava, Tēnā koutou katoa*

**You are warmly invited to join us for the Farewell Celebration
for Laulu Mac Leauanae, Secretary for Pacific Peoples and Chief
Executive**

**Thursday 13 October
3.00pm – 5.30pm
Pipitea Marae & Function Centre, Wellington**

RSVP by Thursday 6 October to rsvp@mpp.govt.nz

From: s9(2)(a)
To: s9(2)(a)
Subject: Draft Farewell Programmes
Date: Wednesday, 28 September 2022 10:08:00 pm
Attachments: [Revised Laulu Farewell Programme 280922.docx](#)
[MPP Farewell - draft 289822.docx](#)

Malo team, thanks for the various catch ups today. Attached is revised programme for Laulu's farewell, and I had a go at drafting the Ministry-only farewell programme also. Just sending only to you both at this stage for your input, as we start to lock things in, with the wider team/s.

Fa'afetai tele mo le feasoasoini.

Manuia lava le po, s9(2)(a)

MPP-Only Farewell Celebration for Laulu Mac Leauanae

Thursday 13 October 6.30pm – 9.00pm

Venue: Pipitea Marae & Function Centre, Wellington

MC: s9(2)(a)

6.30pm	Opening Lotu / Prayer/Welcome	s9(2)(a)	20 mins
6.40pm	Aiava ceremony Invited speakers /representatives from Pacific communities	s9(2)(a)	x mins
		<ul style="list-style-type: none"> • Samoa • Cook Islands • Fiji • Kiribati • Niue • Rotuma • Tokelau • Tonga • Tuvalu 	x mins
7.40pm		<ul style="list-style-type: none"> • Open floor 	x mins
7.15pm	Fiafia	Fiafia / performances/ Items Ministry Tiktok (prerecorded)	X mins
8.15pm	Closing lotu		
		Ministry photo	

Public Farewell Celebration for Laulu Mac Leauanae

Thursday 13 October 3.00pm – 5.30pm

Venue: Pipitea Marae & Function Centre, Wellington

MC: s9(2)(a)

PART ONE – OPENING AND WELCOME (30 mins)			LEAD: s9(2)(a)
3.00pm	Mihi Whakatau	Guests assemble outside for mihi whakatau /welcome. Guests are welcomed in and seated.	20 mins
3.20pm	Opening Lotu / Prayer	Prayer – Faifeau: TBC Pese – TBC	10 mins
PART TWO – SPEECHES FROM PACIFIC COMMUNITIES (60 mins)			LEAD: s9(2)(a)
3.30pm	Invited speakers /representatives from Pacific communities	<ul style="list-style-type: none"> • Cook Islands (speaker – tbc) • Fiji (speaker – tbc) • Kiribati (speaker – tbc) • Niue (speaker – tbc) • Rotuma (speaker – tbc) • Samoa (speaker – tbc) • Tokelau (speaker – tbc) • Tonga (speaker – tbc) • Tuvalu (speaker – tbc) 	60 mins
PART THREE – SPEECHES FROM GOVERNMENT (30 mins)			LEAD: s9(2)(a)
4.30pm	Invited speakers /representatives government	• Public Service Commission (x1), agencies (x3)	10 mins
		• <i>Special Presentation – Honouring our History</i> (Ministry for Pacific Peoples presentation) (x2)	10 mins
		• Speech from s9(2)(a)	10 mins
PART FOUR – LAULU’S FAREWELL SPEECH (20 mins)			
5.00pm	Laulu’s reply	<ul style="list-style-type: none"> • Words from Laulu. • Laulu’s tauluga (Ministry staff supporting) 	20 mins
PART FIVE – CLOSING (10 mins)			
5.15pm	Closing Lotu/Prayer	<ul style="list-style-type: none"> • Prayer - Blessing of Laulu and Ministry • Blessing of the food • Closing Pese 	10 mins

BUFFET DINNER– 5.30pm – 7.00pm. EVENT ENDS AT 7PM

TAKEAWAY PREPACKED DINNERS – 5.30pm -EVENT ENDS AT 6PM

From: s9(2)(a)
To: s9(2)(a)
Subject: FW: Tile for LauLu
Date: Monday, 3 October 2022 3:46:00 pm
Attachments: [Farewell Celebration - Tile v2.jpg](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)

Importance: High

Hi s9(2)(a) Im suggesting a couple of tweaks to invite:

Please increase font for the sentence starting: "Join us for..."

Take out icons in the bottom part of the invite – a bit cluttered. Please could you add after the Date part: **Please gather outside for a 3pm start.**

I think we should extend the RSVP date to Friday 7 October – **what say you my friend?**

From: s9(2)(a)
Sent: Friday, 30 September 2022 12:09 pm
To: s9(2)(a); s9(2)(a)
Subject: RE: Tile for LauLu

Here you go team

s9(2)(a)
 [Redacted]
 Level 1, 101 - 103 The Terrace
 PO Box 833, Wellington 6140, New Zealand



From: s9(2)(a)
Sent: Friday, 30 September 2022 9:49 am
To: s9(2)(a); s9(2)(a)
Subject: Re: Tile for LauLu

Sure thing! Will just be a tight squeeze with the greetings but can make the changes.
 On a plane and I'll send it through before lunch.
 Malo 🙏

Get [Outlook for iOS](#)

From: s9(2)(a)

Sent: Friday, September 30, 2022 9:37:56 AM

To: s9(2)(a)

[Redacted]

Subject: FW: Tile for Lauulu

Hey team, this looks amazing – thanks so much!

Please can I ask can we replace (Talofa) with our Pacific languages:

Noa'ia, Mauri, Ni Sa Bula Vinaka, Fakaalofa lahi atu, Tālofa, Kia orana, Mālō e lelei, Mālō nī, Talofa lava.

Even if the font is smaller, I don't think we can just have one language and not the others.

And please also add the address for the venue: 55-59 Thorndon Quay, Wellington.

Thanks so much team

From: s9(2)(a)

Sent: Friday, 30 September 2022 9:29 am

To: s9(2)(a)

Subject: FW: Tile for Lauulu

Looks good....

Fakafetai

s9(2)(a)



From: s9(2)(a)

Sent: Friday, 30 September 2022 9:28 am

To: s9(2)(a)

Cc: s9(2)(a)

Subject: Tile for Lauulu

Malo s9(2)(a)

Hope you are well! Please find attached Lauulu's farewell.

Malo,

s9(2)(a)
[Redacted]

Level 1, 101 - 103 The Terrace
PO Box 833, Wellington 6140, New Zealand



From: s9(2)(a)
To: s9(2)(a) s9(2)(a)
Cc:
Subject: Re: Laulu's announcement
Date: Monday, 19 September 2022 8:23:00 am

Malo everyone, Laulu's preference is to do the all-staff fono first, followed by email /written comms. This is more in keeping with the Pacific way, especially for news of this nature. Great idea about him meeting with individual teams. s9(2)(a) I discussed the approach on Friday, and are working closely on confirming process and finalising suggested talking points and possible Q&As. Many thanks s9(2)(a)

Get [Outlook for Android](#)

From: s9(2)(a)
Sent: Friday, September 16, 2022 2:06:03 PM
To: s9(2)(a) s9(2)(a)
Cc: s9(2)(a)
Subject: RE: Laulu's announcement

Thanks s9(2)(a) appreciate the guidance

I think we also need to incorporate Laulu's style...which is fronting up face to face with staff (building our fale as an example)...a more personal touch than an email (perhaps follow up fono with an email). I'm not sure our staff will be asking him 'why' at the fono, it will all be messages of support and thanks as the news is digested.

Agree it would be nice for Laulu to meet with individual teams before he leaves and there will also be a chance for time with individuals at the All Staff Fono planned during his final week. Perhaps teams can reach out and invite Laulu to their regular meetings so it a more relaxed meeting that a specific one to talk about his leaving...

Anyhoo, that's just my thoughts and as I am no comms expert, and this is quite different news to normal, I'll leave that to the experts and take direction from you.

s9(2)(a)

From: s9(2)(a)
Sent: Friday, 16 September 2022 1:32 pm
To: s9(2)(a) s9(2)(a)
Cc: s9(2)(a)
Subject: Laulu's announcement

Kia ora team,

s9(2)(a) has spoken with PSC about whether we can bring forward the announcement to ensure our people have time to properly digest the news before it is publicly announced.

PSC is working to allow us to go earlier than Tuesday morning to allow us time to properly announce it internally. However, they are still awaiting Cabinet approval, which will come Monday. We are hoping that an internal announcement will be able to be made Monday afternoon after Cabinet.

In terms of the announcement, it is Communications' advice that, if possible, the announcement be made via email before the planned all staff fono and for that written announcement ask for staff not to speak about it externally, and also mention that he will be meeting with individual teams over the next month.

The written-first approach allows Lulu to handle any queries that might arise in a more personal one-on-one approach rather than potentially having to answer everyone's questions in a public platform and not have time to receive all his well wishes or address any burning questions from the staff.

This would involve expanding the talking points **s9(2)(a)** has provided this afternoon and repurposing it for the email, should a decision be made to do this approach.

s9(2)(a) I am standing by to provide any assistance required with whatever approach is decided

Ngā mihi

s9(2)(a)

From: s9(2)(a)
To: s9(2)(a)
Cc: s9(2)(a)
Subject: RE: Lualu's farewell
Date: Thursday, 29 September 2022 1:34:39 pm
Attachments: [image001.png](#)
[image002.png](#)

Faafetai tele s9(2)(a)

Soifua ma ia manuia.

s9(2)(a)

From: s9(2)(a)
Sent: Thursday, 29 September 2022 11:10 AM
To: s9(2)(a)
Cc: s9(2)(a)
Subject: RE: Lualu's farewell

Fakatalofa atu Team MMT! Yes, absolutely! Sounds wonderful. Will send details soon.

From: s9(2)(a)
Sent: Thursday, 29 September 2022 7:38 am
To: s9(2)(a)
Cc: s9(2)(a)
Subject: Lualu's farewell

Fakatalofa atu s9(2)(a)

Happy Tuvalu Language week.

I was wondering who is organising Lualu's farewell. I would like to ask on behalf of the MMT staff a little slot in Lualu's farewell programme for MMT staff to say their farewell. Just 3 mins no more than 7 mins. Why 3 or 7? Because 3 or 7 are holy numbers, lol.

Copying s9(2)(a) for their information.

Fakafetai lasi.

Soifua ma ia manuia

s9(2)(a)

From: s9(2)(a)
To: s9(2)(a) [MinisterialServices](#)
Cc: s9(2)(a) s9(2)(a)
Subject: RE: MPP All Staff Fono / Laulu Farewell & Powhiri
Date: Friday, 30 September 2022 6:13:38 pm
Attachments: [image001.png](#)
[image002.png](#)

Thanks s9(2)(a)

Just including Min services as I've commissioned a paper s9(2)(a) for the all staff Fono portion of the day.

Will only need talking points for the all staff Fono part, s9(2)(a) will have his own speech sorted for the farewell.

Sent with BlackBerry Work
(www.blackberry.com)

From: s9(2)(a)
Date: Friday, 30 Sep 2022, 6:01 PM
To: s9(2)(a)
Cc: s9(2)(a) s9(2)(a)
Subject: MPP All Staff Fono / Laulu Farewell & Powhiri

Kia orana s9(2)(a)

Thanks for the messages over the week. Just wanted to send you some more detailed information about the Ministry's All Staff Fono, Laulu's Farewell and Powhiri over 13, 14 & 17th October.

All Staff Fono – Thursday 13 October 9am – 2pm (draft agenda attached)

We have s9(2)(a) scheduled to speak at 12pm – 12.30pm and stay and join us for lunch. Think this will be a great opportunity for staff especially those who are new, to hear him speak directly and meet with him. If you'd like us to provide some briefing notes, please let me know, but I think this can be fairly informal. Will take your steer on this.

Laulu's Public Farewell - Thursday 13 October 3pm – 5.30pm (draft agenda attached)

We have s9(2)(a) scheduled to speak at around 4.30pm. He will be the first speaker on the government/public service part of the programme. Again, please let us know if he might want talking points. We will definitely provide a briefing with event details, attendees, closer to the time.

Laulu's Powhiri – Monday 17 October (AM)

MCH is organising this and s9(2)(a) is working closely with them on the programme. We have informed MCH that s9(2)(a) is attending and likely to speak. As soon as timing and programme is confirmed, will send to you.

Don't hesitate to let me know if you have any comments or questions.

From: s9(2)(a)
To:
Subject: Re: Tile for LauLu
Date: Tuesday, 4 October 2022 12:31:23 pm
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.jpg](#)
[image.png](#)

Hi s9(2)(a)

If you copy and paste it into the body of your email, it should work.

Keep in mind, that if you have any recipients who use screen readers and are visually impaired, it will not read for them.



Ngā mihi nui

s9(2)(a)

From: s9(2)(a)

Sent: Tuesday, October 4, 2022 12:24 PM

To: s9(2)(a) s9(2)(a)

Cc: s9(2)(a)

Subject: RE: Tile for LauLu

This is amazing – thank you so much.

Is there any way that I can have it in the body of the email as opposed to attachment...

Vinaka vakalevu

s9(2)(a)



From: s9(2)(a)

Sent: Tuesday, 4 October 2022 12:16 pm

To: s9(2)(a) s9(2)(a)

Cc: s9(2)(a)

Subject: Re: Tile for LauLu

Bula vinaka s9(2)(a) and s9(2)(a)

Attached is the amended tile for your review.

Ngā mihi nui

s9(2)(a)

s9(2)(a)

From: s9(2)(a)

Sent: Tuesday, October 4, 2022 9:40 AM

To: s9(2)(a)

Cc: s9(2)(a) s9(2)(a)

Subject: RE: Tile for Lauulu

Not sure if you need the original photo...attached

Vinaka vakalevu

s9(2)(a)



From: s9(2)(a)

Sent: Tuesday, 4 October 2022 9:38 am

To: s9(2)(a)

Cc: s9(2)(a) s9(2)(a)

Subject: RE: Tile for Lauulu

Wonderful – thanks s9(2)(a) really appreciate this

Vinaka vakalevu

s9(2)(a)



From: s9(2)(a)

Sent: Tuesday, 4 October 2022 9:35 am

To: s9(2)(a)

Cc: s9(2)(a) s9(2)(a)

Subject: Re: Tile for Lauulu

Kia ora s9(2)(a)

I've been unable to locate the source file for this to make the amendments to. However, as it is a fairly straightforward design, I can probably recreate fairly quickly in order to make the changes you need. Currently I am working on another urgent job and will endeavour to slot it in around that today.

Ngā mihi nui

s9(2)(a)

From: s9(2)(a)

Sent: Monday, October 3, 2022 5:27 PM

To: s9(2)(a)
Cc: s9(2)(a) s9(2)(a)
Subject: FW: Tile for Laulu

Ni sa bula vinaka s9(2)(a)

We have had some changes requested for Laulu's invite which is going out tomorrow. Can you please make the following changes and send through to myself and s9(2)(a).

[Increase the font size for this part]

*Join us for the Farewell Celebration
For Laulu Mac Leauanae, Secretary for Pacific Peoples [take out 'and Chief Executive']*

[Take out the icons a just have]

*Date: Thursday 13 October 2022
Time: 3:00pm – 5:30pm (please gather outside Marae)
Location: Pipitea Marae & Function Centre, 55-59 Thorndon Quay, Wellington
RSVP: by Friday 7 October 2022 to RSVPfarewell@mpp.govt.nz*

[also add in] **Please note this event is Invitation Only**

Any issues with time pressure tp do this please let me know asap.

Vinaka vakalevu

s9(2)(a)



From: s9(2)(a)
Sent: Friday, 30 September 2022 12:09 pm
To: s9(2)(a) s9(2)(a)
Subject: RE: Tile for Laulu

Here you go team

s9(2)(a)

Level 1, 101 - 103 The Terrace
PO Box 833, Wellington 6140, New Zealand





From: s9(2)(a)

Sent: Friday, 30 September 2022 9:49 am

To: s9(2)(a) s9(2)(a)

Subject: Re: Tile for Lauulu

Sure thing! Will just be a tight squeeze with the greetings but can make the changes.

On a plane and I'll send it through before lunch.

Malo 😊

Get [Outlook for iOS](#)

From: s9(2)(a)

Sent: Friday, September 30, 2022 9:37:56 AM

To: s9(2)(a)

Subject: FW: Tile for Lauulu

Hey team, this looks amazing – thanks so much!

Please can I ask can we replace (Talofa) with our Pacific languages:

Noa'ia, Mauri, Ni Sa Bula Vinaka, Fakaalofa lahi atu, Tālofa, Kia orana, Mālō e lelei, Mālō nī, Talofa lava.

Even if the font is smaller, I don't think we can just have one language and not the others.

And please also add the address for the venue: 55-59 Thorndon Quay, Wellington.

Thanks so much team

From: s9(2)(a)

Sent: Friday, 30 September 2022 9:29 am

To: s9(2)(a)

Subject: FW: Tile for Lauulu

Looks good....

Fakafetai

s9(2)(a)



From: s9(2)(a)

Sent: Friday, 30 September 2022 9:28 am

To: s9(2)(a)

Cc: s9(2)(a)

Subject: Tile for Laulu

Malo s9(2)(a)

Hope you are well! Please find attached Laulu's farewell.

Malo,

s9(2)(a)

Level 1, 101 - 103 The Terrace
PO Box 833, Wellington 6140, New Zealand



From: s9(2)(a)
To: [Redacted]
Cc:
Subject: Tile for Lulu
Date: Friday, 30 September 2022 9:28:14 am
Attachments: [Save the date - Farewell Celebration for Lulu Mac Leauanae.jpg](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)

Malo s9(2)(a)
Hope you are well! Please find attached Lulu's farewell.

Malo,
s9(2)(a)
[Redacted]

Level 1, 101 - 103 The Terrace
PO Box 833, Wellington 6140, New Zealand



GROUP SIX

Responses to PSC questions regarding 4 events - fono, public farewell, MPP farewell and pōwhiri

MPP Notes:

- There is one original question where the response is noted as TBC. We will provide this information in the next 24 hrs. This has been highlighted orange.
- We have provided interim responses for some questions noting:
 - Orbit will be providing more information this week (week beginning 7 February). Once we have this information, we can provide a final response. We understand that you are aware of this timing.

Follow Up PSC questions to MPP’s responses to questions regarding 4 events - fono, public farewell, MPP farewell and pōwhiri

PSC Notes:

- See PSC Costings Calculations spreadsheet (uploaded into folder) which has been developed from the spreadsheet provided by MPP "OIA Farewell and All Staff Workings".

1. Previous farewells and fono			
Question	Response	Follow up PSC questions	Response
1. Can you please provide information as to what has been done to farewell previous Chief Executives, for example s9(2)(a) as referenced here Revised PSC Timeline 20230131.pdf	Based on discussions with staff, this is our understanding of past CE’s farewells: <ul style="list-style-type: none"> • s9(2)(a) – Farewell for both internal stakeholders and Ministry staff at MPIA office s9(2)(a) • s9(2)(a) – Ministry Farewell, coinciding with All Staff Planning Meeting at external venue. • s9(2)(a) – Farewell for both internal stakeholders and Ministry staff at external venue (2016). 	1. Are you able to provide the costings and documentation for any of these events? In particular, attendee numbers (both internal/external), travel and accommodation costs, venue, catering and any gifts provided to departing CEs.	
2. Can you provide details of July 2021 fono and associated costs as referenced here Revised PSC Timeline 20230131.pdf	The date for the last All Staff Fono was incorrectly noted in the Timeline document as July 2021. Prior Ministry Planning Fono and their costs are as follows: <ul style="list-style-type: none"> > 2018/19 - Two Ministry Planning Fono (October 18, 2018, and June 19, 2019). Total cost for both was \$51,432. Note: the staff size of the Ministry was significantly smaller at the time. > 2020/21 – Ministry Planning Fono (October 20, 2020). Total cost was \$44,833. This was a hybrid fono – a mix of virtual and in-person where no flight travel was undertaken. 		
2. Secretary crossover dates			
1. Can you provide the crossover dates between the departing and s9(2)(a)	s9(2)(a) <ul style="list-style-type: none"> • MPP: Monday 10 October – Friday 14 October • PSC: Monday 17 October – Tuesday 31 January Outgoing Secretary <ul style="list-style-type: none"> • Friday 14 October (last day) • Monday 10 October - Friday 14 October annual leave 	2. Can you clarify what is meant by MPP and PSC here for the s9(2)(a) Does this refer to the s9(2)(a) covering for the Outgoing Secretary while he was on leave during the week of 10-14 October?	
3. Financial support/travel for community members			
1. Tautua agreed on 28/9/22 that the Ministry would fund travel for one community person from each of the nine Pacific community groups to attend / represent their community	Because a number of the community representatives, were based in Wellington, and did not require travel, some flexibility/contingency became available for community groups who did have representatives outside of Wellington. [Sometimes a community person	3. Is there any documentation of this change and the rationale provided here?	

<p>as referenced here Revised PSC Timeline 20230131.pdf . Email from [REDACTED] on 29/9/22 Laulu's Farewell - update and reminder re community invites.msg states that the Ministry wouldn't be offering to pay for travel but that they had a contingency to support the travel of 2 individuals per ethnic community, if travelling from out of Wellington. Please provide details around the change from 1 to 2 community persons.</p>	<p>might need to bring another person as physical helper or for language translation support etc]. In the end, the majority of the community representatives/speakers for the farewell were Wellington-based.</p>	<p>4. Can you please provide exact number of external guests where flights and/or accommodation costs were covered by MPP? Ideally a breakdown of those where both were paid, as well as flights only, or accommodation only.</p>	
<p>2. What was communicated to community members about the costs of travel? Please provide any relevant emails/invites.</p>	<p>Ministry relationship-holders (mainly from our Regional Partnerships team) liaised directly with respective community members. It was communicated to communities that the Ministry was seeking one speaker each to represent their respective community. Once that representative was confirmed, then depending on where they were based, and their situation, it was communicated that support could be offered for them to travel if they needed it.</p>	<p>5. Is there any email trail or documentation for these communications to the communities from the Regional Partnerships team?</p>	<p>6.</p>
4. Attendee information - Farewells			
<p>1. How many people attended the MPP farewell? How many were MPP staff and how many were external?</p>	<p>MPP Staff: 90/100 External: 4</p>	<p>7. Does 90/100 mean there were approximately 90 to 100 MPP staff, or that 90 out of 100 people attended? 8. Can you provide details for the 4 external attendees – were these family members, agency representatives or someone else?</p>	<p>9.</p>
<p>2. How many people attended the public farewell? How many were MPP staff, how many were other public service officials and how many were members of the public?</p>	<p>MPP Staff: 90/100 Guests: 115 confirmed (incl. 5 public service officials)</p>	<p>10. Does 90/100 mean there were approximately 90 to 100 MPP staff, or that 90 out of 100 people attended?</p>	<p>11.</p>
<p>3. The email chain Latest RSVPs and seating for s9(2)(a) msg shows 113x acceptances and 46x declines for the public farewell. Are these the final numbers for external attendees? With regards to the externals, please clarify how many were members of the public and how many were officials from other agencies.</p>	<p>Guests: 115 confirmed (incl. 5 public service officials) 167 not confirmed - many just turned up (350 guests catered for)</p>	<p>12. What does "167 not confirmed – many just turned up" mean? Does this mean 167 people who had not confirmed just turned up? How do you know how many people just turned up? 13. You state that 350 guests were catered for. From our calculations approximately 90 – 100 MPP staff plus 115 guests = approximately 215 attendees for catering purposes. How did you estimate 350 guests for catering?</p>	<p>14.</p>
5. Attendee information – Pōwhiri			
<p>1. How many MPP attendees were at the pōwhiri? How many were staff and how many were members of the public?</p>	<p>MPP Attendees x 54 <ul style="list-style-type: none"> • MPP Staff x25 • Public x29 </p>	<p>15. Please confirm you are stating there were 25 MPP staff members at the powhiri, along with 29 members of the public.</p>	<p>16.</p>

2. How many people received support from MPP (e.g. flights and accommodation) to travel to the pōwhiri? How many were staff and how many were members of the public?	5 staff and 7 non-staff.	17. Please provide the detailed documentation and costs for these.	18.
6. Budget			
1. What were the budgets for the fono, farewells and pōwhiri? When were these set?	Estimated Budget for the Fono and Farewell was approximately \$110K.		
2. Who set and approved the budgets? We note the meeting invite All Staff Fono - Budget (2).ics which is also referenced in the timeline. Are there any minutes from this meeting or follow up emails to note the budget that was agreed?	Response TBC.		
3. Was advice sought from anyone outside the Ministry on the costs of these events? For example, from the Office of the Auditor General?	No.		
4. Did the s9(2)(a) to the Secretary have any financial delegations?	No.		
5. Was the outgoing secretary consulted in setting budget?	No.		
7. Venue and Catering			
1. The Orbit Proposal for MPP - Wellington Event October 22.pdf contains quotes for the event that would vary depending on how many people attend. Please provide us the final cost per head of each event.	Orbit will be providing more information in the week beginning 7 February – our response to this question can be provided once we receive this information. We understand PSC is aware of this timing.		
2. What was the split between venue hire and catering for each event?	Orbit will be providing more information in the week beginning 7 February – our response to this question can be provided once we receive this information. We understand PSC is aware of this timing.		
3. Please provide us more detail on the decision-making process for these events (e.g. relevant emails, Tautua meeting minutes etc).	Recommendations were made by s9(2)(a) communicated to Tautua, and approved by s9(2)(a) See (uploaded in the 3. Communication folder): <ul style="list-style-type: none"> All Staff Fono Farewell Powhiri – Tautua All Staff Fono Farewell Powhiri – Updates & Next Steps Laulu's Farewell - update and reminder re community invite 	19. These documents do not record decisions made. For example All Staff Fono Farewells Powhiri - Tautua.msg and All Staff Fono Farewells Powhiri - Tautua.msg only encloses draft agendas and meeting invites, it does not show decisions, what the recommendations from s9(2)(a) and s9(2)(a) were or the approval from the s9(2)(a)	20.
4. Please provide details of prepacked dinners that were provided referred to in Update All Staff Fono and Laulus Farewell (1).msg . How were the numbers and costs calculated?	Orbit will be providing more information in the week beginning 7 February – our response to this question can be provided once we receive this information. We understand PSC is aware of this timing.		

5. Were the pre paid dinner packs in addition to catering provided?	Orbit will be providing more information in the week beginning 7 February – our response to this question can be provided once we receive this information. We understand PSC is aware of this timing.		
8. Travel and Accommodation			
1. Orbit submitted three quotes for the event covering flights, accommodation, venue, catering and event support (one for Auckland, Wellington and Christchurch). The Wellington event quotes in Orbit Proposal for MPP - Wellington Event October 22.pdf include a range of options for venue, flights and accommodation. Please confirm the venue hired and actual costs for the events.	Orbit will be providing more information in the week beginning 7 February – our response to this question can be provided once we receive this information. We understand PSC is aware of this timing.	<p>See PSC Costings Calculations spreadsheet which has been developed from the spreadsheet provided by MPP "OIA Farewell and All Staff Workings". The data you have provided here indicates:</p> <p>Airfares (including orbit, travel change & uber costs)- \$43,226.13</p> <ul style="list-style-type: none"> • Farewells – airfares for 13 non staff and uber for one non staff member - \$6,032.14 • Fono- airfares for 94 staff - \$32,154.73 • Powhiri for 6 staff and 6 non staff - \$5,039.26 <p>Accommodation - \$18,454.02</p> <ul style="list-style-type: none"> • Farewells – accommodation for 5 non staff members- \$1,337.43 • Fono- accommodation for 49 staff- \$15,937.86 • Powhiri accommodation for 4 staff (which includes accommodation for s9(2)(a) and 1 non staff member- \$1,178.74 <p>21. Does s9(2)(a) reside outside of Wellington?</p>	
2. In the proposed costs for the Wellington event in Orbit Proposal for MPP - Wellington Event October 22.pdf the check in date for Movenpick accommodation is Thursday 13 Oct and check out is Saturday 15 October. As the fono finished at 12.30 on Friday 14 October, why was an additional day of accommodation required?	Initially we were unsure if the farewell was to be Thursday or Friday evening so two-night accommodation was sought. Note: some staff stayed an extra night at their own cost and paid direct to the hotel (no costs were incurred by MPP).	22. When was it decided that the farewell would be on Thursday 13 October? After this decision was made, was consideration given to rebooking flights and reducing accommodation to one night so people could leave on Friday 14 October at a lower cost?	23.
9. Meetings including Tautua meetings			
1. You have provided us with meeting invites for two Tautua meetings: All Staff Fono Tautua Approval (1).ics and All Staff Fono Farewell Powhiri - updates next steps.ics . Please provide minutes from these meetings, and any further meetings where the fono, farewells or pōwhiri were discussed.	No minutes taken for either Tautua meeting, or any of the further meetings referred to.		
2. You provided the meeting invite and draft agenda for Talanoaga mo le Faamavaega ma Lau - Working	No minutes of these meetings but Teams discussions about planning is provided. Some of this is in the Samoan language and will be translated for you.	24. Please provide the link to the Teams discussion – we can't see this in the folder.	25.

<p>group.ics Please provide any minutes from this meeting. Please also provide any further communications from the Working Group that show where decisions were made (e.g. follow up emails or Teams chats).</p>			
10. Gifts – attachments included			
<p>1. In OIA Farewell and All Staff workings.xlsx Gift sheet please remove material, tailoring, flowers and drummers from gift sheet as they are not gifts and update the worksheets. Material, tailoring and flowers are currently included under Misc in the Workings worksheet. Please add drummers and photography to Misc.</p>	<p>The Gift sheet is copied from a Word doc, and is included for info (specifically to show who received the \$4,300). Removing items will not change any calculations.</p>	<p>26. See PSC spreadsheet on gifts. We have included invoices provided for all items considered gifts (including the Kura voucher and corned beef box). We have also included the reimbursements paid to staff as this is a cost to the Ministry. The total is \$8225.49. We do not know what the Fijian gift was as the item has not been identified. Can you advise?</p> <p>27. Please look at this spread sheet and confirm if the costs are accurate.</p>	<p>28.</p>
<p>2. What was the decision-making process around the drummers, photography, flowers and plant hire? Who approved these?</p>	<p>The s9(2)(a) endorsed the need for these items based on advice about what had been done for recent community events. This included advice from s9(2)(a) who has worked as s9(2)(a). Approval provided by s9(2)(a)</p>	<p>29. The event in question was primarily a staff farewell rather than a community event. Was consideration given to the difference in requirements for a community event compared to a staff farewell?</p> <p>30. How did s9(2)(a) endorse the need for the items – was this in writing or verbal? Was the advice from the s9(2)(a) in writing?</p> <p>31. Was approval from the s9(2)(a) documented in an email or was this a verbal approval?</p>	<p>32.</p>
<p>3. The Non-Orbit Sheet says \$4300 for the Ministry's contributions to Lauulu's farewell gifts. Workings sheet for gifts also has a different amount - \$5,818.97. Please advise which is the correct figure?</p>	<p>The \$4,300 is part of the \$5,818.97.</p>	<p>33. Please see the PSC spreadsheet on gift and confirm if these items and costs are correct.</p>	<p>34.</p>
<p>4. Were the Tokelau items in the gifts worksheet (necklace, hat and head lei) gifts for Lauulu?</p>	<p>Yes. However, we will need to check if the staff concerned did or didn't seek reimbursement, or if they just haven't claimed them yet, and whether there was a cost to the Ministry.</p>	<p>35. Please provide this when it is confirmed.</p>	<p>36.</p>
<p>5. Were the Tuvalu items in the gifts worksheet (vaka, fan and skirt) gifts for Lauulu?</p>	<p>Yes. However, we will need to check if the staff concerned did or didn't seek reimbursement, or if they just haven't claimed them yet, and whether there was a cost to the Ministry.</p>	<p>37. You provided us with an invoice for the Tuvalu skirt S4048 (cost \$100 – non orbit sheet line 9). There was also a Tuvalu skirt \$90 in the gifts inventory. Please provide clarity and other costs when they are confirmed.</p>	<p>38.</p>
<p>6. With regards to the Tuvalu skirt S4048 refers to a \$100 tuvalu titi. Is this the same skirt or an additional one?</p>	<p>Same skirt</p>		

7. Were the Cook Island items in the gifts worksheet (pare, tivaevae) gifts for Laulu?	Yes. However, we will need to check if the staff concerned did or didn't seek reimbursement, or if they just haven't claimed them yet, and whether there was a cost to the Ministry.	39. Please provide this when it is confirmed.	40.
8. What was the Fijian gift that the gifts worksheet says an invoice has been sent for? Was that a gift for Laulu? What was the full cost and what contribution did MPP make, if any?	Yes. However, we will need to check if the staff concerned did or didn't seek reimbursement, or if they just haven't claimed them yet, and whether there was a cost to the Ministry.	41. Please provide this when it is confirmed.	42.
9. What was receipt for Kura gallery for? Was that a gift for Laulu?	This was a gift to Laulu (a voucher to purchase an artwork). NB Staff that did not contribute to gifts from MPP cultural groups contributed \$200 of this.	The total amount for the Kura gallery gift (as per invoice in the Credit Card worksheet of the OIA excel document) is \$1200. 43. Was the actual cost \$1400 (MPP \$1200 + 200 staff contribution)? 44. If the actual cost was \$1200 please provide evidence on the \$200 being repaid to MPP. 45. What happened to the \$200 cash? Where did it go? 46. Please provide information on who used the credit card to purchase the gift? Was it their credit card?	
10. How many gifts in total were given to Laulu by the Ministry or paid for (including in part or by reimbursing staff members) by the Ministry?	The Ministry has contributed towards 8 gifts to date, either in whole or in part (Corned beef, Art voucher, Siapo & 2 mats, 2 ie toga, 2 ie toga, Tongan carving, Tuvalu titi, Niue carving). There may be others if and when staff claim reimbursements (see other questions in this section).	47. Please see our spreadsheet calculations on gifts and confirm the cost and number (21 gifts total) is correct.	48.
11. The Revised PSC Timeline 20230131.pdf states that cultural expert advice was used to determine how much staff should be reimbursed for cultural gifts. Can you please provide any more information about what this advice was and how values were determined?	Expert cultural advice on the Samoan gifting was provided s9(2)(a) [REDACTED] She provided verbal advice about the values of the items based on her expertise.	49. What did the cultural advisor consider when determining the value of the items and how much should be reimbursed?	50.
12. Did the reimbursement for gifts paid to staff only cover the cost of materials or did it include payment for staff time too?	Reimbursements did not cover staff time.	51. Please confirm it covered the costs of materials.	52.
13. Has financial support from the Ministry for staff to provide gifts to other departing staff previously been given? If so, what was the criteria for this and how much funding was provided?	Not that we are aware of.		
14. Were any discussions undertaken with the staff who provided gifts as to how much these would cost and how much they would be reimbursed before the gifts were made/purchased?	Staff were informed that support was available, if requested, for gifting, prior to gifts being purchased. No amount was specified.	There appears to be a lack of detailed documented guidance to staff around the financial support for cultural gifts, Emails viewed (see examples below) indicate [REDACTED] referred them to s9(2)(a) and stated that the only guidance he gave was for MPP staff to purchase, get receipt and then get reimbursed.	

		<p>Re Use how much can Te Rave'anga get to help towards all our gifts for Laulu please ra Vinaka vakalevu) xo.msg</p> <p>RE Budget for Laulus gift.msg</p> <p>53. What advice did the s9(2)(a) provide to staff?</p>	
<p>15. The Revised PSC Timeline 20230131.pdf states that s9(2)(a) agreed to proposal and s9(2)(a) approval sought, as per policy. What policy is being referred to here. Can you provide a copy of the email - Updated cultural gifting list - for your actioning please. 20/10/22.</p>	<p>Email 'Updated cultural gifting list - for your actioning please. 20/10/22' provided.</p>	<p>54. The email does not show what policy was being considered. Please advise.</p>	<p>55.</p>
<p>16. What was the total staff contribution towards the Ministry-wide gift for Laulu referred to in this email Update All Staff Fono and Laulus Farewell (1).msg (excluding gifts provided separately by some Pasifika groups).</p>	<p>\$200 – see 9 above.</p>	<p>56. Please confirm that the total staff contribution was \$1200 - staff contributed \$200 for the Kura gallery voucher gift and \$1000 for the Tongan carving (gift inventory notes \$1000 staff contribution towards this). 57. What happened to the \$200 cash? Where did it go? 58. Please also explain where the additional \$1000 for the Kura gallery gift came from? 59. Or was the actual cost \$1400 (MPP \$1200 + 200 staff contribution)?</p>	<p>60.</p>
<p>17. How was it determined what gifts were required and who to get them from?</p>	<p>With the exception of the Ministry's gift, all decisions about what gifts to get and from whom, were staff-led.</p>	<p>61. Please advise what was the Ministry's gift given there were multiple gifts on the gift inventory provided. 62. When did staff become aware they could be reimbursed for gifts – before they determined what to provide or afterwards? When was cultural advice about the value of gifts obtained – before or after staff determined what to obtain?</p>	<p>63.</p>
<p>18. This email FW Farewell Laulu Mac Leauanae Secretary for Pacific Peoples - Thursday 13 October @ 3 00pm.msg makes reference to some koha been given. Was any koha given by the Ministry?</p>	<p>We don't believe that this was from the Ministry as no koha arrangements had been agreed prior.</p>		
<p>19. How much cash contributions towards koha and/or mealofa was given and to who (provide breakdown?)</p>	<p>No koha was provided to any of the speakers.</p>	<p>64. As per question 26, it appears one attendee at the farewell received a koha. Please advise if any koha/mealofa was given to any attendees (not just speakers) and details of this.</p>	<p>65.</p>
11. Uniforms – material and tailoring			

1. Please confirm in total how many uniforms were purchased (or how many existing garments were tailored) and the total cost.	Can confirm invoice for three uniforms purchased for a total of \$345.00 came through [REDACTED]. However, there may be a small number of others that were sent directly to Accounts. Most staff wore existing uniforms or their own cultural attire.	66. Please provide the others sent directly to Account.	67.
2. How was it determined what uniforms were required and who to get them from?	The staff-led cultural groups determined themselves what they would wear. Most wore existing uniforms or their own cultural attire.	68. When was it decided staff could receive funding for cultural attire/uniforms (buying or tailoring existing clothing). How and when was this communicated?	69.
3. In OIA Farewell and All Staff workings.xlsx the gift sheet states \$324 for material. There are 3 transactions for fabrics- one for \$74.16, one for \$285 and one for \$312.31 which means total is \$671.476 not \$324. Please clarify what the total cost was?	The Gift sheet is copied from a Word doc, and is included for info. I agree the \$312.31 is a cost of material. I can't see any entries for \$74.16 or \$285.00. s9(2)(a) please advise which entries you are looking at and in which sheets.	S2352 and S3848 are to do with material/fabric. 70. We do not have a pdf for S2352 so can you resend. 71. Please resend S3848 as the quality is poor and its hard to determine the totals as there is a clear receipt for \$74.16 but other figures written on the invoice (looks like \$285 and \$312.31).	
4. Please provide the \$312.31 invoice from s9(2)(a) for material.	Already provided (refer S3848).	72. Please resend S3848 as the quality is poor and its hard to determine the totals as there is a clear receipt for \$74.16 but other figures written on the invoice (looks like \$285 and \$312.31).	73.
12. Event Support			
1. In OIA Farewell and All Staff workings.xlsx provide more information and breakdown/invoices for the cost given as event support- \$5,602.21. What does this cost consist of?	Orbit will be providing more information in the week beginning 7 February – our response to this question can be provided once we receive this information. We understand PSC is aware of this timing.		
13. Plant Hire			
1. Please provide the plant hire invoice.	Already provided (refer S3844).	74. Please provide a link to the invoice – we can't find S3844 in folder.	75.
14. Spreadsheet – Orbit costs			
1. The Non orbit excel worksheet OIA Farewell and All Staff workings.xlsx includes a large number of Orbit costs. Please remove these and put in the Orbit worksheet.	You can apply the included filters in the Non Orbit sheet, so you aren't viewing them. They are already included in the Orbit sheet.	76. Please refer to PSC reworked calculations costings spreadsheet and confirm these costs are correct and complete.	77.
2. In the Non orbit sheet of some individuals have multiple Orbit Airfares associated with their name (e.g. they appear to have 3 or 4 flights associated with their name instead of 2). Some of these costs are for the exact same amount but they are recorded twice. Please explain why this is.	Generally it is for changing the bookings.	78. As above. It does not appear to be a change fee as it is the exact same cost charged twice (for example the costs for s9(2)(a) [REDACTED] in cells 352-354 of the Non Orbit worksheet are \$359.31, \$266.53 and \$266.53).	79.
15. Relevant Policies			
1. Was consideration given to the following relevant corporate policies:	Yes, consideration was given to the relevant policies.	80. We have not seen evidence of this. Please provide evidence.	81.

20200714 Business Expenditure Policy v3 July 2020.pdf Hospitality Gifts and Entertainment Policy v4 May 2021 SIGNED.pdf Financial Delegations Policy 8_0 October 2022.pdf and 20200714 Travel Policy v3 July 2020.pdf			
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Previous farewells and fono

Secretary crossover dates

Communication

Financial support/travel for community members

Attendee information

Fono

Farewells

Powhiri

Budget

Venue and Catering

Were the pre paid dinner packs in addition to the catering provided?

Travel and Accommodation

Meetings including Tautua meetings

Gifts

Uniforms – material and tailoring

Event Support

Plant Hire

Spreadsheet – Orbit costs

Relevant Policies

Questions regarding 4 events - fono, public farewell, MPP farewell and powhiri

Previous farewells and fono

1. Can you please provide information as to what has been done to farewell previous Chief Executives, for example s9(2)(a) as referenced here [Revised PSC Timeline 20230131.pdf](#)
2. Can you provide details of July 2021 fono and associated costs as referenced here [Revised PSC Timeline 20230131.pdf](#)

Secretary crossover dates

1. Can you provide the crossover dates between the departing and Acting Secretary?

Communication

1. Please provide copies of the communications and invites sent to Ministry staff, agencies and members of the public about the fono, farewells and powhiri.
2. Please provide copies of the emails sent to Tautua , the cultural leads and Ministers office updating them on the progress with the fono and farewells that are referenced here [Revised PSC Timeline 20230131.pdf](#)

Financial support/travel for community members

1. Tautua agreed on 28/9/22 that the Ministry would fund travel for one community person from each of the nine Pacific community groups to attend / represent their community as referenced here [Revised PSC Timeline 20230131.pdf](#) . Email from s9(2)(a) on 29/9/22 [Laulu's Farewell- update and reminder re community invites.msg](#) states that the Ministry wouldn't be offering to pay for travel but that they had a contingency to support the travel of 2 individuals per ethnic community, if travelling from out of Wellington. Please provide details around the change from 1 to 2 community persons.
2. What was communicated to community members about the costs of travel? Please provide any relevant emails/invites.

Attendee information

• Fono

1. How many people attended the fono? How many were MPP staff and how many externals?

• Farewells

1. How many people attended the MPP farewell? How many were MPP staff and how many were external?
2. How many people attended the public farewell? How many were MPP staff, how many were other public service officials and how many were members of the public?
3. The email chain [Latest RSVPs and seating for Laulu's s9\(2\)\(a\) .msg](#) shows 113x acceptances and 46x declines for the public farewell. Are these the final numbers for external attendees? With regards to the externals, please clarify how many were members of the public and how many were officials from other agencies.
4. How many attendees at the fono, farewells or powhiri had their flights or accommodation paid for? This includes MPP staff, officials from other agencies and members of the public. How many stayed for more than one night, two nights etc? What was the final cost of this?

- **Powhiri**

1. How many MPP attendees were at the powhiri? How many were staff and how many were members of the public?
2. How many people received support from MPP (e.g. flights and accommodation) to travel to the powhiri? How many were staff and how many were members of the public?
3. Please confirm the date of the powhiri was 17 October.
4. Did MPP contribute to the costs of holding the powhiri (e.g. catering or venue hire)?
5. Did MCH contribute to any costs? If so how much and what for?

Budget

1. What were the budgets for the fono, farewells and powhiri? When were these set?
2. Who set and approved the budgets? We note the meeting invite [All Staff Fono - Budget \(2\).ics](#) which is also referenced in the timeline. Are there any minutes from this meeting or follow up emails to note the budget that was agreed?
3. Was advice sought from anyone outside the Ministry on the costs of these events? For example, from the Office of the Auditor General?
4. Did the **s9(2)(a)** to the Secretary have any financial delegations?
5. Was the outgoing secretary consulted in setting budget?

Venue and Catering

1. The [Orbit Proposal for MPP - Wellington Event October 22.pdf](#) contains quotes for the event that would vary depending on how many people attend. Please provide us the final cost per head of each event.
2. What was the split between venue hire and catering for each event?
3. Please provide us more detail on the decision-making process for these events (e.g. relevant emails, Tautua meeting minutes etc).
4. Please provide details of prepacked dinners that were provided referred to in [Update All Staff Fono and Laulus Farewell \(1\).msg](#). How were the numbers and costs calculated?
5. **Were the pre paid dinner packs in addition to the catering provided?**

Travel and Accommodation

1. Orbit submitted three quotes for the event covering flights, accommodation, venue, catering and event support (one for Auckland, Wellington and Christchurch). The Wellington event quotes in [Orbit Proposal for MPP - Wellington Event October 22.pdf](#) include a range of options for venue, flights and accommodation. Please confirm the venue hired and actual costs for the events.
2. In the proposed costs for the Wellington event in [Orbit Proposal for MPP - Wellington Event October 22.pdf](#) the check in date for Movenpick accommodation is Thursday 13 Oct and check out is Saturday 15 October. As the fono finished at 12.30 on Friday 14 October, why was an additional day of accommodation required?

Meetings including Tautua meetings

1. You have provided us with meeting invites for two Tautua meetings: [All Staff Fono Tautua Approval \(1\).ics](#) and [All Staff Fono Farewell Powhiri - updates next steps.ics](#). Please provide minutes from these meetings, and any further meetings where the fono, farewells or powhiri were discussed.
2. You provided the meeting invite and draft agenda for [Talanoaga mo le Faamavaega ma Laulu - Working group.ics](#) Please provide any minutes from this meeting. Please also provide any further communications from the Working Group that show where decisions were made (e.g. follow up emails or Teams chats).

Gifts

1. In [OIA Farewell and All Staff workings.xlsx](#) Gift sheet please remove material, tailoring, flowers and drummers from gift sheet as they are not gifts and update the worksheets. Material, tailoring and flowers are currently included under Misc in the Workings worksheet. Please add drummers and photography to Misc.
2. What was the decision-making process around the drummers, photography, flowers and plant hire? Who approved these?
3. The Non-Orbit Sheet says \$4300 for the Ministry's contributions to Laulu's farewell gifts. Workings sheet for gifts also has a different amount - \$5,818.97. Please advise which is the correct figure?
4. Were the Tokelau items in the gifts worksheet (necklace, hat and head lei) gifts for Laulu?
5. Were the Tuvalu items in the gifts worksheet (vaka, fan and skirt) gifts for Laulu?
6. With regards to the Tuvalu skirt S4048 refers to a \$100 tuvalu titi. Is this the same skirt or an additional one?
7. Were the Cook Island items in the gifts worksheet (pare, tivaevae) gifts for Laulu?
8. What was the Fijian gift that the gifts worksheet says an invoice has been sent for? Was that a gift for Laulu? What was the full cost and what contribution did MPP make, if any?
9. What was receipt for Kura gallery for? Was that a gift for Laulu?
10. How many gifts in total were given to Laulu by the Ministry or paid for (including in part or by reimbursing staff members) by the Ministry?
11. The [Revised PSC Timeline 20230131.pdf](#) states that cultural expert advice was used to determine how much staff should be reimbursed for cultural gifts. Can you please provide any more information about what this advice was and how values were determined?
12. Did the reimbursement for gifts paid to staff only cover the cost of materials or did it include payment for staff time too?
13. Has financial support from the Ministry for staff to provide gifts to other departing staff previously been given? If so, what was the criteria for this and how much funding was provided?
14. Were any discussions undertaken with the staff who provided gifts as to how much these would cost and how much they would be reimbursed before the gifts were made/purchased?
15. Are there any meeting notes or emails from the meeting on 4 October recorded in the [Revised PSC Timeline 20230131.pdf](#) where it was determined financial support could be made available for staff purchasing or gifting cultural gifts?
16. The [Revised PSC Timeline 20230131.pdf](#) states that s9(2)(a) agreed to proposal and s9(2)(a) approval sought, as per policy. What policy is being referred to here. Can you provide a copy of the email - Updated cultural gifting list - for your actioning please. 20/10/22.
17. The Non orbit sheet in [OIA Farewell and All Staff workings.xlsx](#) states that gifts were Ministry's contributions to Laulu's farewell gifts. Can the Ministry confirm whether all the gifts were for Laulu? Were any of the gifts for the guests attending the farewells, fono or powhiri?
18. Were the gifts retained by Laulu or by the Ministry?
19. Were staff contributions towards the carving gift (\$1,000) their personal contributions towards the carving?
20. What was the total staff contribution towards the Ministry-wide gift for Laulu referred to in this email [Update All Staff Fono and Laulus Farewell \(1\).msg](#) (excluding gifts provided separately by some Pasifika groups).
21. How was it determined what gifts were required and who to get them from?
22. Did Laulu receive any other gifts at either farewell from attendees?

23. Please provide the Ministry's gifts register for these events.
24. Please provide the inventory referenced here [Revised PSC Timeline 20230131.pdf](#)
25. Was the corned beef box for farewell that is recorded on the first line of the Non Orbit sheet [OIA Farewell and All Staff workings.xlsx](#) a gift for Lauulu or part of the catering for the farewell? As above, if this was a gift was it retained by Lauulu or the Ministry?
26. Provide receipt for the cash from Westpac mentioned in this email [Ministry support for cultural gifting - Lauulu's farewell.msg](#)
27. Can you advise the dates the reimbursements (cash payments) were made to staff and their names?

Koha

1. This email [FW Farewell Lauulu Mac Leauanae Secretary for Pacific Peoples - Thursday 13 October @ 3 00pm.msg](#) makes reference to some koha been given. Was any koha given by the Ministry?
2. How much cash contributions towards koha and/or mealofa was given and to who (provide breakdown?)

Uniforms – material and tailoring

1. Please confirm in total how many uniforms were purchased (or how many existing garments were tailored) and the total cost.
2. How was it determined what uniforms were required and who to get them from?
3. Who owns the uniforms - were they retained by staff or the Ministry?
4. In [OIA Farewell and All Staff workings.xlsx](#) the gift sheet states \$324 for material. There are 3 transactions for fabrics- one for \$74.16, one for \$285 and one for \$312.31 which means total is \$671.476 not \$324. Please clarify what the total cost was?
5. Please provide the \$312.31 invoice from **s9(2)(a)** for material.

Event Support

1. In [OIA Farewell and All Staff workings.xlsx](#) provide more information and breakdown/invoices for the cost given as event support- \$5,602.21. What does this cost consist of?

Plant Hire

1. Please provide the plant hire invoice.

Spreadsheet – Orbit costs

1. The Non orbit excel worksheet [OIA Farewell and All Staff workings.xlsx](#) includes a large number of Orbit costs. Please remove these and put in the Orbit worksheet.
2. In the Non orbit sheet of some individuals have multiple Orbit Airfares associated with their name (e.g. they appear to have 3 or 4 flights associated with their name instead of 2). Some of these costs are for the exact same amount but they are recorded twice. Please explain why this is.

Relevant Policies

1. Was consideration given to the following relevant corporate policies:

[20200714 Business Expenditure Policy v3 July 2020.pdf](#)

[Hospitality Gifts and Entertainment Policy v4 May 2021 SIGNED.pdf](#)

[Financial Delegations Policy 8 0 October 2022.pdf](#) and

[20200714 Travel Policy v3 July 2020.pdf](#)

GROUP SEVEN

From: s9(2)(a)
 To: s9(2)(a)
 Subject: FW: Re:[## 1795688 ##] Pipitea marae All Staff Fono - Thursday 13th October 2022
 Date: Friday, 7 October 2022 8:08:00 am
 Attachments: 1665004572750000_519265455.png
 1665004572769000_22544649.jpg
 1665004572788000_519265455.jpg
 1665004572806000_22544649.jpg
 MPP_via_Orbit_AV_Media_Floorplan_13102022_V3.pdf

Fyi sis

From: s9(2)(a)
 Sent: Friday, 7 October 2022 8:07 am
 To: s9(2)(a)
 Subject: FW: Re:[## 1795688 ##] Pipitea marae All Staff Fono - Thursday 13th October 2022

Stage 10m x 2m

From: s9(2)(a)
 Sent: Thursday, 6 October 2022 10:16 am
 To: s9(2)(a)
 Subject: Re:[## 1795688 ##] Pipitea marae All Staff Fono - Thursday 13th October 2022

Hi s9(2)(a)

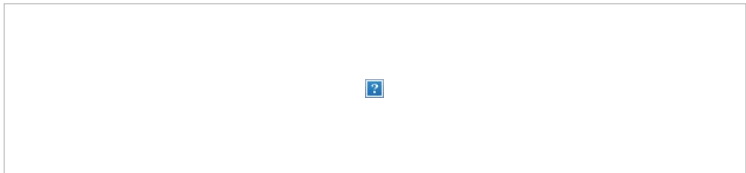
The AV team have provided this info with floorplan attached

Regarding the staging, they have quoted you a stage riser that is 8m x 2m (200mm high) - that is the size our technicians have recommended based on the details you have provided about the performance. That stage size will fit a 15pax performance in two rows.

Did you want me to double check if they can get a bigger stage?

Thanks
s9(2)(a)

s9(2)(a)
 Web: orbit.co.nz
www.orbit.co.nz



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--- on Thu, 06 Oct 2022 09:50:25 +1300 s9(2)(a) wrote ---

I'm free now

From: s9(2)(a)
 Sent: Thursday, 6 October 2022 9:22 am
 To: s9(2)(a)
 Subject: Re:[## 1795688 ##] Pipitea marae All Staff Fono - Thursday 13th October 2022

Morning s9(2)(a)

Please find attached the AV quote from Pipitea marae, when is a good time to give you a call re this?

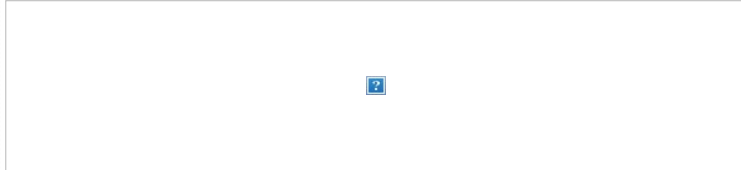
Still waiting to hear if you can drop off items on Wednesday 12th

They have advised as they have an event on the Friday 14th you are unable to leave items overnight on 13th.

Talk soon
s9(2)(a)

s9(2)(a)

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--- on Wed, 05 Oct 2022 08:24:21 +1300 s9(2)(a) wrote ---

Thanks s9(2)(a)

Answers in blue

From: s9(2)(a)
Sent: Wednesday, 5 October 2022 8:18 am
To: s9(2)(a)
Subject: Re: ## 1795688 ## | Pipitea marae All Staff Fono - Thursday 13th October 2022

Morning s9(2)(a)

We have a few replies from the Pipitea marae team -

Would it be possible for the client to drop off items to the venue on Wednesday 12th October. In boardroom? – Will need to come back to you as we will need to arrange for someone to be on-site to let you in as no functions on Wednesday 12th at Pipitea Marae yes can we do this – ideally in the afternoon

Please can you advise if you have a cheaper bottled water option – We can do Pure NZ water @\$4 +gst per bottle however, this will need to be ordered in packs of 24 (@\$96 +gst per pack)

Approx. \$1,248 +gst for 312 bottles – Anything left over you will need to take with you this is fine – can they also have the other water onsite in case we need more (the fancy pants \$6 bottles)

Would there be any free carparks for VIP guests – Yes, we can have x2 carparks up the back driveway of Pipitea Marae available for you thank you – Park for Lauu Mac Leauanae and one other tbc

Whats next

Let me know if you have a preferred time for dropping items off on Wed 12th Oct - we can see if it also works for them

Water bottles - let me know if you would like to go ahead with this option and how many bottles you would need

Yes! Car parking - will confirm those 2 carparks

Any questions let me know

Thanks

s9(2)(a)

s9(2)(a)

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--- on Mon, 03 Oct 2022 13:27:16 +1300 s9(2)(a) > wrote ---

Super – thanks s9(2)(a)

From: s9(2)(a)
Sent: Monday, 3 October 2022 1:25 pm
To: s9(2)(a)
Subject: Re:[# 1795688 #] Pipitea marae All Staff Fono - Thursday 13th October 2022

Hi s9(2)(a)

Thanks for your time today at the marae, we got alot sorted

Please find attached an overview of the timeframe for Pipitea Marae.

Will let you know when I hear back with the water and the AV

Any questions please let me know

Kind regards

s9(2)(a)

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---- on Sun, 02 Oct 2022 14:16:15 +1300 s9(2)(a) wrote ----

Hey s9(2)(a)

We will have a mixture of the soft drink Soft Drink (can) (coke, sprite or coke zero etc) for each of the takeaway dinners

Regarding the bottle water – can you confirm the size as we may order quite a bit so everyone can have one each as they enter the function...

s9(2)(a)

From: s9(2)(a)
Sent: Friday, 30 September 2022 4:16 pm
To: s9(2)(a)
Subject: Re:[# 1795688 #] Pipitea marae All Staff Fono - Thursday 13th October 2022

Hi s9(2)(a)

Pipitea marae have come back with further details in regards to the catering / drinks

Paper Bags are @\$0.50c +gst per bag

Regarding soft drinks – if you can advise how many of each

Please see options below:

-Ind Bottled Still Water @\$6 +gst pp

-Soft Drink (can) (incl. coke, sprite or coke zero) @\$3 +gst pp

-Atutahi-Kawakawa, Lemon, Lime Soda @\$5.50 +gst pp

-Taha Tonic-Kawakawa & Ginger @\$5.50 +gst pp

Kind regards

s9(2)(a)

s9(2)(a)

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www.orbit.co.nz



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---- on Tue, 27 Sep 2022 11:53:16 +1300 s9(2)(a) wrote ----

Please, not sure what yet but we will need AV

Fakafetai

s9(2)(a)

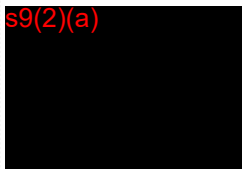


From: s9(2)(a)
Sent: Tuesday, 27 September 2022 11:52 am
To: s9(2)(a)
Cc: Orbit Groups WLG <groups@orbitwellington.com>
Subject: Fwd: Pipitea Marae - Thursday 13th October 2022

Hi s9(2)(a)

Yes we have the Pipitea Marae from 12noon.

Would you be wanting any audio visual requirements so I can let them know to book us in?



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==== Forwarded message =====
From: s9(2)(a)
To: s9(2)(a)
Date: Tue, 27 Sep 2022 07:57:51 +1300
Subject: RE: All Staff Fono - Thursday 13th & Friday 14th October 2022
==== Forwarded message =====

So happy it's live!!!!

Hope you had a lovely long weekend!!!

Can I confirm if we can book Pipitea from 12 noon on the Thursday?

Fakafetai

s9(2)(a)



From: s9(2)(a)
Sent: Friday, 23 September 2022 5:56 pm
To: s9(2)(a)

Subject: Re: All Staff Fono - Thursday 13th & Friday 14th October 2022

Hello **s9(2)(a)**

Happy to see we all turned this around in the timeframe required. Excited for the registrations to come in. We've already had a few!!!

We will keep in touch throughout the week with questions re rooming list etc. We have our meeting for Wednesday where we can talk through further details of the Fono.

Have a lovely long weekend.

Kind regards

s9(2)(a)

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---- On Fri, 23 Sep 2022 16:59:15 +1200 **s9(2)(a)** wrote ---

Mālō nī, Fakaalofa lahi atu, Kia orāna, Tālofa lava, Mālō e lelei, Tālofa, Ni sa bula vinaka, Noa'ia, Mauri, Tēnā koutou katoa and warm Pacific greetings

On behalf of Tautua you are invited to the **Ministry for Pacific People's All-Staff Planning Fono 2022**.

ABOUT THE ALL STAFF PLANNING FONO

The Fono will take place on Thursday 13 & Friday 14 October in Wellington and is our first opportunity to come together in person as a whole Ministry since before COVID. The purpose of the Fono is two-fold. We will be doing important whole of Ministry planning and prioritisation work. We will also have our farewell celebration for our outgoing Secretary Laulu Mac Leauanae.

Please note that attendance for permanent MPP staff is strongly encouraged, if you are unable to attend, please discuss with your respective Director.

OVERVIEW

DAY ONE - Reconnecting and Reflecting

Thursday 13 October

10:00am – 3:00pm

Movenpick Hotel, Wellington

Farewell celebration for Laulu Mac Leauanae.

4:00pm – late

Pipitea Marae and Function Centre, Wellington

**DAY TWO - Where are we going? How will we get there? How do we know we're making an impact?
Business Planning 2022/23 and beyond**

Friday 14 October

9:00am – 3:00pm

Movenpick Hotel, Wellington.

REGISTRATION, TRAVEL & ACCOMMODATION

We require **all staff** to [REGISTER](#) for the fono. If you require travel and/or accommodation the registration portal also covers this off. Due to the short turnaround can we please ask that you register before 5:00pm next Friday (30th September). We are also restricted in availability for accommodation, so we respectfully request you consider the twin share option – it's only one-night and the twin share rooms are the best appointed (you will be able to note on the portal who you would like to share with). Once you have registered you will receive a confirmation email, please check details are correct. You will receive your travel itinerary closer departure date.

If you have any questions about any of the above, please contact [s9\(2\)\(a\)](#) or [s9\(2\)\(a\)](#)

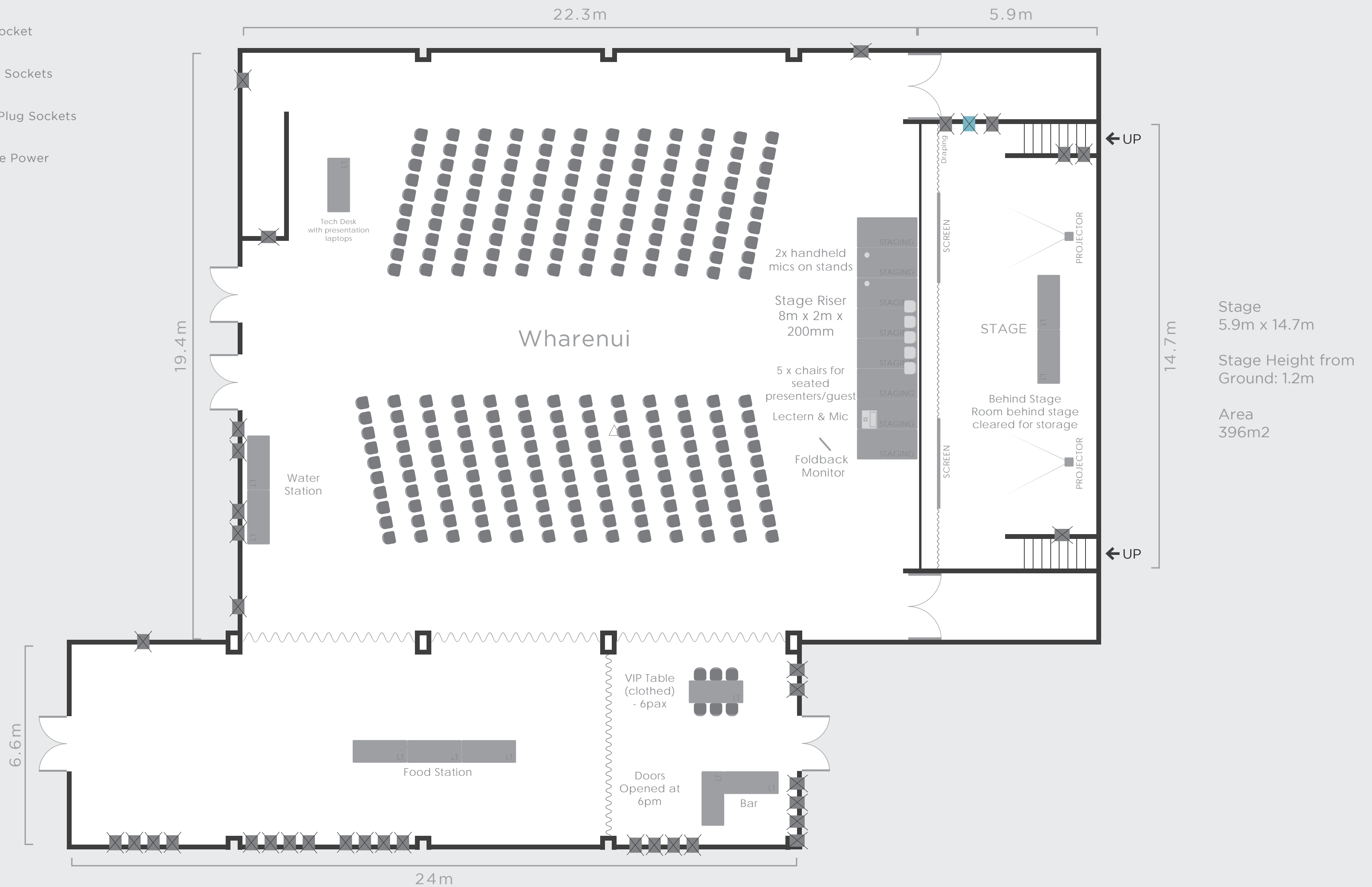
Vinaka vaka levu

Tautua





-  1x Socket
-  2x Plug Sockets
-  2x Double Plug Sockets
-  3 Phase Power



From: s9(2)(a)
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Photographer for Laulu's farewell
Date: Monday, 10 October 2022 3:21:33 pm
Attachments: [image002.png](#)
[image003.jpg](#)

Super – thanks all



From: s9(2)(a)
Sent: Monday, 10 October 2022 2:19 pm
To: s9(2)(a)
Cc: s9(2)(a)
Subject: RE: Photographer for Laulu's farewell

Sure thing!

s9(2)(a)
[REDACTED]
Ministry for Pacific Peoples
s9(2)(a)
Level 1, 101-103 The Terrace, Wellington
www.mpp.govt.nz



From: s9(2)(a)
Sent: Monday, 10 October 2022 1:59 pm
To: s9(2)(a)
Cc: s9(2)(a)
Subject: Photographer for Laulu's farewell

Hi s9(2)(a)

Are you able to please book a photographer for Thursday afternoon to take photos of the public portion of Laulu's farewell?

The details:

PLACE: Pipitea Marae

TIME: 2.30pm – 6.30pm (Event goes from 3pm to 5pm, but allowing for arrival and leaving pics)

DATE: Thursday 13 October

CONTACT: s9(2)(a)

The cost code is CMDY00 and the cost centre is 05

Many thanks

s9(2)(a)

From: s9(2)(a)
 To: s9(2)(a)
 Subject: RE: Re:[# 1795688 ##] Pipitea marae All Staff Fono - Thursday 13th October 2022
 Date: Monday, 3 October 2022 2:24:00 pm
 Attachments: [image001.png](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)

Hi my friend, the only thing missing was we can also have use of the Board Room if we need to..i think we will end up using it.

Good meeting today! Thanks so much for arranging...

From: s9(2)(a)
 Sent: Monday, 3 October 2022 1:27 pm
 To: s9(2)(a)
 Subject: FW: Re:[# 1795688 ##] Pipitea marae All Staff Fono - Thursday 13th October 2022

FYI – can you look over and let me know if there is anything missed that you can think of

From: s9(2)(a)
 Sent: Monday, 3 October 2022 1:25 pm
 To: s9(2)(a)
 Subject: Re:[# 1795688 ##] Pipitea marae All Staff Fono - Thursday 13th October 2022

Hi s9(2)(a)
 Thanks for your time today at the marae, we got alot sorted
 Please find attached an overview of the timeframe for Pipitea Marae.
 Will let you know when I hear back with the water and the AV
 Any questions please let me know

Kind regards
 s9(2)(a)
 Web: orbit.co.nz
www.orbit.co.nz



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Hey s9(2)(a)

We will have a mixture of the soft drink Soft Drink (can) (coke, sprite or coke zero etc) for each of the takeaway dinners
 Regarding the bottle water – can you confirm the size as we may order quite a bit so everyone can have one each as they enter the function...
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From: s9(2)(a)
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Please see options below:

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s9(2)(a)

s9(2)(a)

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----- on Tue, 27 Sep 2022 11:53:16 +1300 s9(2)(a) > wrote -----

Please, not sure what yet but we will need AV

Fakafetai

s9(2)(a)



From: s9(2)(a)
Sent: Tuesday, 27 September 2022 11:52 am
To: s9(2)(a)
Cc: Orbit Groups WLG <groups@orbitwellington.com>
Subject: Fwd: Pipitea Marae - Thursday 13th October 2022

Hi s9(2)(a)

Yes we have the Pipitea Marae from 12noon.

Would you be wanting any audio visual requirements so I can let them know to book us in?

Kind regards

s9(2)(a)

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If you have any questions about any of the above, please contact [s9\(2\)\(a\)](#) or [s9\(2\)\(a\)](#)

Vinaka vaka levu

Tautua

GROUP EIGHT

From:

To:

s9(2)(a)

s9(2)(a)

Subject:

Attachments: [image001.png](#)

This formal farewell will be followed by dinner and then our MPP farewell for Lauulu – all at Pipitea Marae (no need to RSVP)

Microsoft Teams meeting

Join on your computer, mobile app or room device

Click here to join the meeting <https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTMyMWIyYjEtNzJiMi00NmIyLWJlYzktYmRlMmFkM2U4NjU5%40thread.v2/0?context=%7b%22Tid%22%3a%225b3d43d2-199b-4548-968b-6c8de4cd28ff%22%2c%22Oid%22%3a%22ad9f3217-3264-4ef5-a9ec-b8607fa6a160%22%7d>

Meeting ID: 421 699 920 842

Passcode: ivUN6R

Download Teams <<https://www.microsoft.com/en-us/microsoft-teams/download-app>> | Join on the web <<https://www.microsoft.com/microsoft-teams/join-a-meeting>>

Learn More <<https://aka.ms/JoinTeamsMeeting>> | Meeting options <https://teams.microsoft.com/meetingOptions/?organizerId=ad9f3217-3264-4ef5-a9ec-b8607fa6a160&tenantId=5b3d43d2-199b-4548-968b-6c8de4cd28ff&threadId=19_meeting_MTMyMWIyYjEtNzJiMi00NmIyLWJlYzktYmRlMmFkM2U4NjU5@thread.v2&messageId=0&language=en-US>

From: s9(2)(a)
To: s9(2)(a)
Subject: Final programme- LauLu"s Farewell
Date: Thursday, 13 October 2022 7:50:00 am
Attachments: [Final Farewell Celebraton - A4 Programme \(Public\) DRAFT_TS.docx](#)

Hi ladies, final programme for today. Thanks again. See you this afternoon, s9(2)(a)

From: s9(2)(a)
To: s9(2)(a)
Subject: Laulu's Farewell - Cook Islands
Date: Wednesday, 12 October 2022 6:24:00 pm
Attachments: [Final Farewell Celebraton - A4 Programme \(Public\) MM.docx](#)
[RUNSHEET Public farewell Celebration - Laulu Mac Leauanae v3 - MM.docx](#)
[RSVPs 121022.docx](#)

Kia orana team, just thought I'd send you the final order of community speakers for Laulu's Farewell tomorrow:

- Cook Islands: s9(2)(a)
- Tokelau: s9(2)(a)
- Niue: s9(2)(a)
- Tonga: s9(2)(a)
- Fiji: s9(2)(a)
- Tuvalu: s9(2)(a)
- Rotuma: s9(2)(a)
- Kiribati: s9(2)(a)
- Samoa: s9(2)(a)

Also have attached the programme, runsheet if you need, and the RSVP list so you can see who has accepted from the Kuki community.

Thanks for all your help with this Team! See you tomorrow.

s9(2)
(a)

Duplicate email



From: s9(2)(a)
To: s9(2)(a)
Subject: Lulu's Farewell - Fiji
Date: Wednesday, 12 October 2022 6:27:00 pm
Attachments: [Final Farewell Celebraton - A4 Programme \(Public\) MM.docx](#)
[RUNSHEET Public farewell Celebration - Lulu Mac Leauanae v3 - MM.docx](#)
[RSVPs 121022.docx](#)

Bula Vinaka Team Fiji, just thought I'd send you the final order of community speakers for Lulu's Farewell tomorrow:

- Cook Islands: s9(2)(a)
- Tokelau: s9(2)(a)
- Niue: s9(2)(a)
- Tonga: s9(2)(a)
- Fiji: s9(2)(a)
- Tuvalu: s9(2)(a)
- Rotuma: s9(2)(a)
- Kiribati: s9(2)(a)
- Samoa: s9(2)(a)

Also have attached the programme, runsheet if you need, and the RSVP list so you can see who has accepted from the Fiji community.

Thanks for all your help with this Team! See you tomorrow.

s9(2)
(a)

From: s9(2)(a)
To: s9(2)(a)
Subject: Laulu's Farewell - Tokelau
Date: Wednesday, 12 October 2022 6:26:00 pm
Attachments: [Final Farewell Celebraton - A4 Programme \(Public\) MM.docx](#)
[RUNSHEET Public farewell Celebration - Laulu Mac Leauanae v3 - MM.docx](#)
[RSVPs 121022.docx](#)

Talofa s9(2)(a) just thought I'd send you the final order of community speakers for Laulu's Farewell tomorrow:

- Cook Islands: s9(2)(a)
- Tokelau: s9(2)(a)
- Niue: s9(2)(a)
- Tonga
- Fiji: s9(2)(a)
- Tuvalu: s9(2)(a)
- Rotuma
- Kiribati:
- Samoa:

Also have attached the programme, runsheet if you need, and the RSVP list so you can see who has accepted from the Tokelau community.

Thanks for all your help with this s9(2)(a) See you tomorrow.

s9(2)
(a)

From: s9(2)(a)
To: s9(2)(a)
Subject: Lualu's Farewell - Tonga
Date: Wednesday, 12 October 2022 6:25:00 pm
Attachments: [Final Farewell Celebraton - A4 Programme \(Public\) MM.docx](#)
[RUNSHEET Public farewell Celebration - Lualu Mac Leauanae v3 - MM.docx](#)
[RSVPs 121022.docx](#)

Malo e lelei Team MMT, just thought I'd send you the final order of community speakers for Lualu's Farewell tomorrow:

- Cook Islands: s9(2)(a)
- Tokelau: s9(2)(a)
- Niue: s9(2)(a)
- Tonga
- Fiji: s9(2)(a)
- Tuvalu: s9(2)(a)
- Rotuma
- Kiribati
- Samoa:

Also have attached the programme, runsheet if you need, and the RSVP list so you can see who has accepted from the Tongan community.

Thanks for all your help with this Team! See you tomorrow.

s9(2)
(a)

From: s9(2)(a)
To: s9(2)(a)
Subject: Laulu's Farewell - Tuvalu
Date: Wednesday, 12 October 2022 6:28:00 pm
Attachments: [Final Farewell Celebraton - A4 Programme \(Public\) MM.docx](#)
[RUNSHEET Public farewell Celebration - Laulu Mac Leauanae v3 - MM.docx](#)
[RSVPs 121022.docx](#)

Talofa Team, just thought I'd send you the final order of community speakers for Laulu's Farewell tomorrow:

- Cook Islands: s9(2)(a)
- Tokelau: s9(2)(a)
- Niue: s9(2)(a)
- Tonga
- Fiji: s9(2)(a)
- Tuvalu: s9(2)(a)
- Rotuma
- Kiribati:
- Samoa:

Also have attached the programme, runsheet if you need, and the RSVP list so you can see who has accepted from the Tuvalu community.

Thanks for all your help with this Team! See you tomorrow.

s9(2)
(a)

From: s9(2)(a)
To: s9(2)(a) s9(2)(a)
Subject: MPP Staff farewell with Lauu
Date: Wednesday, 12 October 2022 10:06:50 am
Attachments: [MPP and Lauu farewell program.docx](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.jpg](#)

Draft MPP Staff farewell with Lauu

s9(2)(a)
[Redacted]
[Redacted]
[Redacted]
[Redacted]

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MPP Farewell with Laulu

MC – s9(2)(a)

<i>Time</i>	<i>Activity</i>	<i>Action</i>	<i>Who</i>	<i>Time</i>
6.30pm	Laulu and his family ushered to their seats MPP staff are seated	MPP org group	s9(2)(a)	5mins
6.35pm	Opening Lotu	Invite MPP staff to do the lotu		5mins
6.40pm	Overview of the program for the evening	Time for MPP staff to farewell Laulu through song, prose, performances etc. <ol style="list-style-type: none"> 1. Cook Islands 2. Fiji 3. Niue 4. Tokelau / Tuvalu 5. Tonga 6. Samoa 	s9(2)(a)	40mins
7.40pm	Folafolaga of gifts	Announcements of Laulu gifts	s9(2)(a)	5mins
7.20pm	Open mic	Opportunity for any MPP staff who want to speak	MPP staff	15 mins - 20mins
7.45pm	Laulu and family	Time for Laulu and his family		?
8.15pm	Thank you	Tautua replies to Laulu	Tautua	5mins
8.20pm	Closing lotu	MPP staff member gives closing prayer		5mins
8.30pm	Formalities completed			

Farewell Celebration for Laulu Mac Leuanae

Thursday 13 October 3.00pm – 5.30pm

Venue: Pipitea Marae & Function Centre, Wellington

- 3.00pm** **Guests seated.** Laulu and family welcomed in.
- 3.05pm** **Welcome MCs** s9(2)(a) li (5 mins)
- 3.15pm** **Opening Prayer** s9(2)(a) (10 mins)
- 3.30pm** **Speeches from Pacific Communities** (60 mins)
- Cook Islands – s9(2)(a)
 - Tokelau - s9(2)(a)
 - Niue – s9(2)(a)
 - Tonga
 - Fiji – s9(2)(a)
 - Tuvalu - s9(2)(a)
 - Rotuma
 - Kiribati -
 - Samoa –
- 4.30pm** **Speeches from Government sector** (15 mins)
- s9(2)(a)
- Representative from Public Service CEs – s9(2)(a)
- Representatives from Pacific public servants - s9(2)(a)
- 4.45pm** **Special presentation - Honouring our Ministry's history** (15 mins)
- s9(2)(a)
- 5.00pm** **Speech from Laulu Mac Leuanae** (15 mins)
- Laulu's Tauluga – supported by Ministry staff
- 5.15pm** **Closing Prayer** (10 mins)
- s9(2)(a)

From: s9(2)(a)
 To:
 Subject: RE: All Staff Fono - Thursday 13th & Friday 14th October 2022 REMINDER TO REGISTER before 5:00pm today!!!
 Date: Friday, 30 September 2022 12:40:47 pm
 Attachments: [image001.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.jpg](#)
[image008.jpg](#)

Fakatalofa atu s9(2)
 My sincere apologies..I will be on leave and will not be able to attend.
 Fakafetai lasi

s9(2)(a)

Ministry for Pacific Peoples
Te Tumu Whakarae mo nga Iwi o Te Moana-nui-a-Kiwa

s9(2)(a)

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Report on Housing and Retirement among Pacific Peoples in Aotearoa
[Now available \(click here\)](#)



Housing intentions for Pacific People living in NZ aged 45 -64
[Now available \(click here\)](#)



Duplicate email

From: s9(2)(a)
To:
Subject: RE: All Staff Fono Agenda Template FINAL 02.03.22
Date: Monday, 5 September 2022 3:30:00 pm

Just some guidelines

From: s9(2)(a)
Sent: Monday, 5 September 2022 3:30 pm
To: s9(2)(a)
Subject: RE: All Staff Fono Agenda Template FINAL 02.03.22

Thank you for this!!!

From: s9(2)(a)
Sent: Monday, 5 September 2022 3:29 pm
To: s9(2)(a)
Subject: All Staff Fono Agenda Template FINAL 02.03.22

No sure if anyone has sent this through to you...

From: s9(2)(a)
To: s9(2)(a)
Subject: RE: Updated Runsheet | Lailu's farewell
Date: Tuesday, 11 October 2022 5:51:00 pm
Attachments: [Public farewell Celebration - Lailu Mac Leauanae v3 - MM.docx](#)
[image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Hi team, have made some updates to run-sheet (attached). Had some speakers confirmed today. Many thanks all.

From: s9(2)(a)
Sent: Tuesday, 11 October 2022 9:58 am
To: s9(2)(a); s9(2)(a); s9(2)(a)
Subject: RE: Updated Runsheet | Lailu's farewell

Please find updated runsheet to include amendments below from s9(2)(a)

From: s9(2)(a)
Sent: Tuesday, 11 October 2022 9:11 am
To: s9(2)(a); s9(2)(a); s9(2)(a)

Malo lava le tauata'i s9(2)(a)

Thanks so much for the clear guidance, direction and for the overall excellence !

- Fa'amolemole – can the following correction be made: s9(2)(a) I forgot that his name is spelt with s9(2)(a) He is an s9(2)(a) and the convention is that the academic qualification comes before the "Sir".
- I suggest "E lo'u Tama e" be included in the programme before s9(2)(a) says the opening prayer. Fakamolemole s9(2)(a) can you give us s9(2)(a) correct name of his congregation?
- Fakamolemole I also suggest "'Oku ai ha ki'i fonua" be sung before the closing prayer by s9(2)(a) We need to get the correct name of her siasi.
- s9(2)(a) is not available to do a Kūki 'Āirani call for Lailu's public farewell. I have not had the chance to speak to Tuvalu, Tokelau or the rest of Te Rave'anga yet but will do that today or tomorrow.

Manuia le aso s9(2)(a)



s9(2)(a)
Te Manatū mō ngā Iwi o te Moana-nui-ā-Kiwa | The Ministry for Pacific Peoples | s9(2)(a)
M +64 22 012 7365 www.mpp.govt.nz | www.pacificaotearoa.org.nz



From: s9(2)(a)
Sent: Monday, October 10, 2022 6:21 PM
To: s9(2)(a) s9(2)(a)
s9(2)(a)
s9(2)(a)
Subject: Updated Runsheet | Lulu's farewell

Talofa Team

Please find updated runsheet and venue layout.

s9(2)(a) if you need the word document let me know and I can send so you can update with your notes.

la manuia

s9(2)(a)
s9(2)(a)
PO Box 833, Wellington 6140
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MPP-Only Farewell Celebration for Lauu Mac Leauanae

Thursday 13 October 6.30pm – 8.30pm

Venue: Pipitea Marae & Function Centre, Wellington

MC: s9(2)(a)

6.30pm	Opening Lotu / Prayer/Welcome	s9(2)(a)	10 mins
6.40pm	'Aiava ceremony	s9(2)(a)	5 mins
		<ul style="list-style-type: none"> • Samoa • Cook Islands – E takake nei tātou • Fiji – Isa lei • Kiribati – Greeting only (30 seconds) • Niue • Rotuma – Greeting only (30 seconds) • Tokelau – Ko TONUIA KAIMOANA • Tonga • Tuvalu - Fatele 	60 mins
7.40pm	Fiafia	Fiafia / performances/ Items Ministry Tiktok (prerecorded)	30 mins
8.15pm	Closing lotu	s9(2)(a)	5 mins
8.30pm		Ministry photo	5 mins

GROUP NINE

From: s9(2)(a)
To: s9(2)(a)
Subject: FW: FW: Laulu's Farewell - update and reminder re community invites
Date: Tuesday, 4 October 2022 5:27:00 pm

Hi s9(2)(a) here is travel request from our Tongan community please. Let me know if you need anything else s9(2)(a) is contact.

From: s9(2)(a)
Sent: Tuesday, 4 October 2022 5:22 pm
To: s9(2)(a)
Cc: s9(2)(a)
Subject: Fwd: FW: Laulu's Farewell - update and reminder re community invites

Hi s9(2)(a)

Info from s9(2)(a) to organise his travel, fa'amolemole.

Many thanks

s9(2)(a)
Ministry for Pacific Peoples

From: s9(2)(a)
Sent: Tuesday, 4 October 2022, 4:53 pm
To: s9(2)(a)
Subject: Re: FW: Laulu's Farewell - update and reminder re community invites

Maldo s9(2)(a)

s9(2)(a)
[Redacted]

[Redacted]

On Tue, 4 Oct 2022 at 15:33, s9(2)(a) wrote:

Malo 'etau lava s9(2)(a)

s9(2)(a)

Name:

s9(2)(a)

s9(2)(a)

Malo

s9(2)(a)

From: s9(2)(a)

Sent: Tuesday, 4 October 2022 1:37 pm

To: s9(2)(a)

Subject: RE: Laulu's Farewell - update and reminder re community invites

Malo s9(2)(a) sorry for delay. Thank you so much for organizing this and yes we can cover his travel. Are you able to liaise with him to provide his official name, email, phone number and air points (if he has this), and flight times. s9(2)(a) will organise this for him.

From: s9(2)(a)

Sent: Tuesday, 4 October 2022 1:34 pm

To: s9(2)(a)

Subject: RE: Laulu's Farewell - update and reminder re community invites

Hi s9(2)(a)

s9(2)(a) might come early, a day or two before, but I said he will receive an invite and by then we can accommodate his travel arrangements.

Just wanted to make sure that he is funded from the Ministry, please.

Malo

s9(2)(a)

From: s9(2)(a)
To: s9(2)(a)
Subject: Fwd: Transport for Laulu's farewell.
Date: Monday, 10 October 2022 7:10:00 pm

Hi s9(2)(a) sorry this has just come through. Are we able to support these elders with transport please?

Get [Outlook for Android](#)

From: s9(2)(a)
Sent: Monday, 10 October 2022, 6:25 pm
To: s9(2)(a)
Cc: s9(2)(a)
Subject: FW: Transport for Laulu's farewell.

Malo ni s9(2)(a),

My sincere apologies for this late request, however two of our members from the community have just sent through a request for transport also please via taxi to attend Laulu's farewell please , 1.30pm pick up and 6pm return to the same address of s9(2)(a)

Thank you so much for your consideration,
s9(2)(a)

From: s9(2)(a)
Sent: Monday, 10 October 2022 5:23 PM
To: s9(2)(a)
Cc:
Subject: Transport for Laulu's farewell.

Malo s9(2)(a)

Can we be picked up at s9(2)(a) please. Let us know the time our transport is booked for fakamolemole.

Manuia te afiafi.

Cheers

From: s9(2)(a)
To: RE: [EXTERNAL] Farewell Lauu Mac Leauanae, Secretary for Pacific Peoples - Thursday 13 October @ 3:00pm
Date: Thursday, 13 October 2022 10:27:12 am
Attachments: [image002.png](#)
[image003.jpg](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)
[image013.png](#)
[image014.png](#)

Hi s9(2)(a)
 Thanks for sending through the run sheet, it helped enormously.
 As mentioned, and expected, s9(2)(a) is not going to be able to attend due to commitments that clash. It just wouldn't look right for him to leave during the speeches.
 He's going to contact Mac direct.
 Hope it all goes well this afternoon.

Best
 s9(2)(a)
 [Redacted signature block]



From: s9(2)(a)
Sent: Wednesday, 12 October 2022 4:50 PM
To: s9(2)(a)
Subject: RE: [EXTERNAL] Farewell Lauu Mac Leauanae, Secretary for Pacific Peoples - Thursday 13 October @ 3:00pm

Talofa lava s9(2)(a)
 Thank you for the message – I have attached the run sheet for review.
 If you can work the magic, let me know and I can allocate a seat for s9(2)(a)

s9(2)(a)
 [Redacted signature block]



From: s9(2)(a)
Sent: Wednesday, 12 October 2022 8:16 am
To: RSVP Farewell <RSVPfarewell@mpp.govt.nz>
Subject: RE: [EXTERNAL] Farewell Lauu Mac Leauanae, Secretary for Pacific Peoples - Thursday 13 October @ 3:00pm

Kia ora
 s9(2)(a) had hoped to be able to join Mac's farewell but currently his calendar is double booked.
 Do you have a programme/run sheet of the farewell that we might be able to have sight of so I can see if I can work some magic so s9(2)(a) can pop in where appropriate?
 Thanks very much.

s9(2)(a)
 [Redacted signature block]



From: RSVP Farewell <RSVPfarewell@mpp.govt.nz>
Sent: Tuesday, 4 October 2022 3:40 PM
Cc: RSVP Farewell <RSVPfarewell@mpp.govt.nz>
Subject: [EXTERNAL] Farewell Lauu Mac Leauanae, Secretary for Pacific Peoples - Thursday 13 October @ 3:00pm
 CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

From: s9(2)(a)
To: s9(2)(a)
Subject: RE: Clarification of Laulu's farewell
Date: Thursday, 29 September 2022 9:44:39 am

Talofa s9(2)(a)

Thank you so much for clarifying , always good to be absolutely clear.

Fakafetai lasi

s9(2)(a)

From: s9(2)(a)
Sent: Wednesday, 28 September 2022 8:00 PM
To: s9(2)(a)
Subject: RE: Clarification of Laulu's farewell

Talofa s9(2)(a) thanks for joining the Talanoa this morning and your email. Responses in red below. Manuia te po, s9(2)(a)

From: s9(2)(a)
Sent: Wednesday, 28 September 2022 3:33 pm
To: s9(2)(a)
Subject: Clarification of Laulu's farewell

Talofa s9(2)(a)

Thank you again for this morning and considering me to take part in our talanoa. However I just needed clarification around couple things please.

1. For the community farewell, is there limit for the ethnic groups that live in Wellington to attend the farewell? **12 – 15 max but just let us know. Will take your advice on this.**
2. If there are around 10members or more, would the Ministry be able to provide shuttles? Or a shuttle? **Yes**
3. And I take it that it is up to our community to decide on a gift is that right please? Like wise for internal staff? **Yes**

Fakafetai,

s9(2)(a)

From: s9(2)(a)
To: s9(2)(a)
Subject: RE: Farewell Laulu Mac Leauanae, Secretary for Pacific Peoples - Thursday 13 October @ 3:00pm
Date: Thursday, 6 October 2022 3:55:00 pm
Attachments: image001.jpg
image002.png

Hi my friend, this is okay. Its for the powhiri...

From: s9(2)(a)
Sent: Thursday, 6 October 2022 3:33 pm
To: s9(2)(a)
Subject: FW: Farewell Laulu Mac Leauanae, Secretary for Pacific Peoples - Thursday 13 October @ 3:00pm

From: Mac Leauanae <Mac.Leauanae@mpp.govt.nz>
Sent: Wednesday, 5 October 2022 12:21 pm
To: s9(2)(a)
Subject: RE: Farewell Laulu Mac Leauanae, Secretary for Pacific Peoples - Thursday 13 October @ 3:00pm

Hi s9(2)(a)

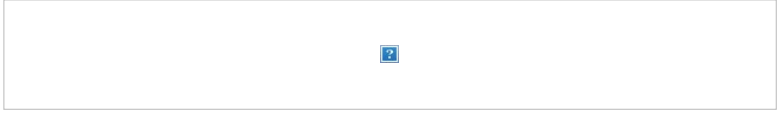
Another person I'd like for the Ministry to fund if able - s9(2)(a) For the powhiri

Thanks,

Mac

Laulu Mac Leauanae
Secretary for Pacific Peoples, Chief Executive, Ministry for Pacific Peoples
Te Tumu Whakararae, Te Manatū mō ngā Iwi ō Te Moana-nui-ā-Kiwa

s9(2)(a)
Level 1, 101 - 103 The Terrace
PO Box 833, Wellington 6140, New Zealand



From: RSVP Farewell <RSVPfarewell@mpp.govt.nz>
Sent: Wednesday, 5 October 2022 11:54 AM
To: Mac Leauanae <Mac.Leauanae@mpp.govt.nz>
Subject: FW: Farewell Laulu Mac Leauanae, Secretary for Pacific Peoples - Thursday 13 October @ 3:00pm

I'm just going to send you the ones that contain a message specific to you

From: s9(2)(a)
Sent: Wednesday, 5 October 2022 6:39 am
To: RSVP Farewell <RSVPfarewell@mpp.govt.nz>
Subject: RE: Farewell Laulu Mac Leauanae, Secretary for Pacific Peoples - Thursday 13 October @ 3:00pm

Malo e lelei

With great Joy and appreciation, I accept this Invitation. Malo 'aupito.

God willing, I will be there to farewell and celebrate the completion of an era and the beginning of a significant one. Fakafeta'i ki he 'Eiki. Malo fau e ngaue.

Blessings

s9(2)(a)



From: RSVP Farewell <RSVPfarewell@mpp.govt.nz>
Sent: Tuesday, 4 October 2022 3:40 pm
Cc: RSVP Farewell <RSVPfarewell@mpp.govt.nz>
Subject: Farewell Laulu Mac Leauanae, Secretary for Pacific Peoples - Thursday 13 October @ 3:00pm

[EXTERNAL EMAIL] This email has originated from outside of the organisation. DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

From: s9(2)(a)
To: [REDACTED]
Cc: s9(2)(a)
Subject: Re: FW: FW: Laulu's Farewell - update and reminder re community invites
Date: Tuesday, 11 October 2022 9:11:08 am

Thank you very much.

Kind regards,
s9(2)(a)

On Tue, 11 Oct 2022, 8:41 am s9(2)(a) wrote:
Fyi

s9(2)(a)
Ministry for Pacific Peoples

From: s9(2)(a)
Sent: Tuesday, October 11, 2022 8:28:28 AM
To: s9(2)(a)
Cc: s9(2)(a)
Subject: RE: FW: FW: Laulu's Farewell - update and reminder re community invites

Will do

From: s9(2)(a)
Sent: Tuesday, 11 October 2022 8:23 am
To: s9(2)(a)
Cc: s9(2)(a)
Subject: Fwd: FW: FW: Laulu's Farewell - update and reminder re community invites

Morning s9(2)(a)

Received this email request from s9(2)(a)

Please can you make appropriate arrangement with the taxi please?

Apologies for the short notice.

Many thanks

s9(2)(a)
Ministry for Pacific Peoples

From: s9(2)(a)
Sent: Tuesday, 11 October 2022, 7:46 am
To: s9(2)(a)
Subject: Re: FW: FW: Laulu's Farewell - update and reminder re community invites

Hi s9(2)(a)

Please ask s9(2)(a) to :-

- (1) change my taxi this morning from pick up at 11am to be picked up at 10am.
- (2) include s9(2)(a) to accompany me in taxi to Auckland Domestic Airport.
- (3) cancel the taxi from Wellington Airport to s9(2)(a) this afternoon.

Please accept my sincere apologies for the inconvenience caused by this situation.

Kind regards,

s9(2)(a)

On Fri, 7 Oct 2022, 8:28 am s9(2)(a) wrote:

Faifekau malo 'etau lava,

Ko ho'o itinerary ena ki ho'o folau he uike kaha'u

Malo

s9(2)(a)

From: s9(2)(a)
Sent: Thursday, 6 October 2022 2:23 pm
To: s9(2)(a)
Subject: RE: FW: Laulu's Farewell - update and reminder re community invites

Ni sa bula vinaka s9(2)(a)

Please find attached itinerary for s9(2)(a) Can you please check and also ask s9(2)(a) to check all is in order.

Please note that the taxi driver will have a sign at the luggage collection area.

Vinaka vakalevu

s9(2)(a)



From: s9(2)(a)
Sent: Wednesday, 5 October 2022 2:21 am
To: s9(2)(a)
Cc: s9(2)(a)
Subject: FW: FW: Laulu's Farewell - update and reminder re community invites

Hi s9(2)(a)

Fyi below

Thanks

s9(2)(a)

From: s9(2)(a)
Sent: Wednesday, 5 October 2022 1:18 am
To: s9(2)(a)
Subject: Re: FW: Laulu's Farewell - update and reminder re community invites

s9(2)(a) I'd like to be at the Airport at least 90 minutes before Departure Time. I will have only a Carry On Bag.

The address in Wellington is s9(2)(a)

Kind regards,

s9(2)(a)
[Redacted signature block]

[Redacted line]

On Tue, 4 Oct 2022 at 21:18, s9(2)(a) wrote:

Faifekau kataki ko e ha ho tu'asila ke pick up ai koe I s9(2)(a)
te ke alu ki ai ke book ho taxi.

Malo

s9(2)(a)
Ministry for Pacific Peoples

From: s9(2)(a)
To: s9(2)(a), s9(2)(a)
Subject: RE: Lailu's Farewell - travel request
Date: Wednesday, 5 October 2022 6:44:41 pm
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.jpg](#)
[image004.jpg](#)

Me again – I was just about to book and was thinking the 1pm flight may be too late , it arrives in to Wellington at 2:10pm and Lailu's farewell starts at 3pm sharp, would s9(2)(a) be ok with an 11am flight? What a shame there isn't a noon flight as that would have been perfect

We can still get the taxi to bring her straight to Pipitea as there will be some of us there setting up

Vinaka vakalevu

s9(2)(a)



From: s9(2)(a)
Sent: Wednesday, 5 October 2022 2:27 pm
To: s9(2)(a), s9(2)(a)
Subject: RE: Lailu's Farewell - travel request

Thanks so much s9(2)(a) appreciate you

From: s9(2)(a)
Sent: Wednesday, 5 October 2022 2:26 PM
To: s9(2)(a), s9(2)(a)
Subject: RE: Lailu's Farewell - travel request

Perfect – will get booked and send you the itinerary to forward to her

Vinaka vakalevu

s9(2)(a)



From: s9(2)(a)
Sent: Wednesday, 5 October 2022 2:20 pm
To: s9(2)(a), s9(2)(a)
Subject: RE: Lailu's Farewell - travel request

Lol, Yes please. So just to confirm s9(2)(a) would like to return flights on the same day 8.05pm. And transfer to Pipitea please

From: s9(2)(a)

Sent: Wednesday, 5 October 2022 2:18 PM

To: s9(2)(a) s9(2)(a)

Subject: RE: Laulu's Farewell - travel request

Sorry – should start reading my emails the other way round

Transfers – from airprot to Pipitea

From: s9(2)(a)

Sent: Wednesday, 5 October 2022 2:16 pm

To: s9(2)(a) s9(2)(a)

Subject: RE: Laulu's Farewell - travel request

The return and transfers????

From: s9(2)(a)

Sent: Wednesday, 5 October 2022 2:02 pm

To: s9(2)(a) s9(2)(a)

Subject: RE: Laulu's Farewell - travel request

Sincere apologies, s9(2)(a) would like 1pm flight please

From: s9(2)(a)

Sent: Wednesday, 5 October 2022 1:35 PM

To: s9(2)(a) s9(2)(a)

Subject: RE: Laulu's Farewell - travel request

Thanks s9(2)(a)

s9(2)(a) can you confirm if a return flight is required? If so I will book the 8:05pm flight (last of the day).

Can you also confirm if 11am or 1pm flight suits coming to Wellington as there is no midday flight.

Lastly, if transfers are required to and from airport, please let me know pick up address so I can add to the flight booking.

Appreciate this all coming through today

Vinaka vakalevu

s9(2)(a)



From: s9(2)(a)

Sent: Wednesday, 5 October 2022 1:26 pm

To: s9(2)(a)

Cc:

Subject: FW: Laulu's Farewell - travel request

Hi s9(2)(a) here is a travel request for a s9(2)(a) to attend Laulu's farewell

please. s9(2)(a) is MPP contact. Many thanks s9(2)(a)

From: s9(2)(a)
Sent: Wednesday, 5 October 2022 1:24 pm
To: s9(2)(a)
Subject: RE: Laulu's Farewell - update and reminder re community invites

Bula s9(2)(a)

Please find details for s9(2)(a) as requested.

s9(2)(a)

[Redacted]

[Redacted]

Midday flight if available fakamolemole.

Moce

From: s9(2)(a)
Sent: Wednesday, 5 October 2022 1:00 PM
To: s9(2)(a)
Subject: RE: Laulu's Farewell - update and reminder re community invites
Importance: High

My sincere apologies s9(2)(a) I missed that! Thank you for following up with me.

Yes, we can do travel for s9(2)(a) Are you able to liaise with her to provide us her **official name (as per passport), email, phone number and air points (if she has this), and flight times.**

If you can do this today s9(2)(a) will organise this for her.

From: s9(2)(a)
Sent: Wednesday, 5 October 2022 12:55 pm
To: s9(2)(a)
Subject: RE: Laulu's Farewell - update and reminder re community invites

Bula s9(2)(a)

Thank you for all your hard work behind the scene, however I'm just checking in to see whether approval for s9(2)(a) from Auckland has been confirmed for travel please as part of the Tokelau group ?

Moce,

s9(2)(a)

From: s9(2)(a)
Sent: Wednesday, 5 October 2022 12:29 PM
To: s9(2)(a)
Cc: s9(2)(a)

[Redacted]

Subject: RE: Laulu's Farewell - update and reminder re community invites

Wonderful thank you so much **s9(2)(a)** and team.

Please can you provide full name (as per passport), phone number, and travel times for **s9(2)(a)** **[redacted]** can organise their return flights to Wellington. Also if they need transfers to and from airport, please let me know pick up addresses.

1. **s9(2)(a)** **[redacted]**
[redacted]

Please team, if you can send through these details **today** fakamolemole.

From: **s9(2)(a)** **[redacted]**
Sent: Wednesday, 5 October 2022 12:22 pm
To: **s9(2)(a)** **[redacted]**
Cc: **s9(2)(a)** **[redacted]**
[redacted]

Subject: RE: Laulu's Farewell - update and reminder re community invites

Talofa **s9(2)(a)**

Sincere apologies for the delay. Please see names below as requested:

Wellington Based Tuvalu Community:

s9(2)(a) **[redacted]**

External Wellington Community reps:

s9(2)(a) **[redacted]**
[redacted]

Backup incase the external wellington reps are unavailable:

s9(2)(a) **[redacted]**
[redacted]

Fakafetai,

s9(2)(a)

Te Puni Kokiri House, 9 Ronwod Ave, Manukau 2104
PO Box 97-005, South Auckland Mail Centre, Manukau 2240
www.mpp.govt.nz | www.pacificaotearoa.org.nz



From: s9(2)(a)

Sent: Monday, October 3, 2022 12:57 PM

To: s9(2)(a)

Subject: Fwd: Laulu's Farewell - update and reminder re community invites

Malo s9(2)(a) would you be able to recommend some key Tuvalu community reps to invite to Laulu's farewell please? Appreciate your advice and happy to give you a call if that's easiest. Malo s9(2)(a)

Get [Outlook for Android](#)

From: s9(2)(a)

Sent: Monday, October 3, 2022 12:50:18 PM

To: s9(2)(a)

Subject: RE: Laulu's Farewell - update and reminder re community invites

Talofa s9(2)(a) my apologies I am on leave and was in all day consultation on Friday, I believe with your working group it was s9(2)(a) for Tuvalu or s9(2)(a) as our Tuvalu leader within MPP.

Duplicate email.

From: s9(2)(a)
To:
Subject: RE: Laulu's Farewell on Thursday 10th
Date: Monday, 10 October 2022 5:25:00 pm
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

Phew!!!!
 Sorry, no live feed for the farewells.
 Fa'afetai

s9(2)(a)



From: s9(2)(a)
Sent: Monday, 10 October 2022 5:20 pm
To: s9(2)(a)
Subject: Re: Laulu's Farewell on Thursday 10th

Talofa s9(2)(a),

Thanks (a) checking!

She's organised her own flights for the farewell. She's also there for work and has to fly back on Friday. So no booking required for the farewell, thank you.

Thanks for sending through travel docs. I've forwarded onto s9(2)(a)

I also have a question, re. Farewell. Any chance there would be a private live feed of the event? No major if it can't be done. Thought I'd check due to my sister and I not being available to attend.

Thanks again

s9(2)(a)

On Mon, 10 Oct 2022 at 3:09 PM s9(2)(a) wrote:

Talofa lava s9(2)(a)

Quick question, I am aware s9(2)(a) is attending Laulu's farewell, but I haven't booked any flights for her.

Can I impose on you again and ask you to check if she requires flights for Thursday?

Fa'afetai

s9(2)(a)



Level 1, 101 - 103 The Terrace
 PO Box 833, Wellington 6140, New Zealand



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From: s9(2)(a)
To: [REDACTED]
Cc: s9(2)(a)
Subject: Re: SUPER URGENT BOOKING! s9(2)(a) for Laulu's farewell
Date: Wednesday, 12 October 2022 1:34:42 pm
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.jpg](#)
[image011.png](#)
[image012.png](#)

Hi s9(2)(a)

Thank you for all the effort, - however The name on the itenary is incorrect. See my signature below is the correct spelling

s9(2)(a)

Meitaki,

s9(2)(a)

signature_3310919790



From: s9(2)(a)
Date: Wednesday, 12 October 2022 at 1:31 PM
To: s9(2)(a)
Cc: s9(2)(a)
Subject: RE: SUPER URGENT BOOKING! s9(2)(a) for Laulu's farewell

Fakaalofa lahi atu s9(2)(a)

Please find attached itinerary for tomorrow

Let me know if there are any issues with it.

In terms of giving a gift to Laulu, there is the opportunity to do this between 3:30pm and 4:30pm when

all cultural groups will have a performance and speech prepared. Please liaise with s9(2)(a) if you need more information.

Fakaaue Lahi oue tulou,

s9(2)(a)

Level 1, 101 - 103 The Terrace
PO Box 833, Wellington 6140, New Zealand



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From: s9(2)(a)

Sent: Wednesday, 12 October 2022 11:11 am

To: s9(2)(a)

Cc: travel <travel@mpp.govt.nz>; s9(2)(a)

Subject: Re: SUPER URGENT BOOKING! s9(2)(a) for Laulu's farewell

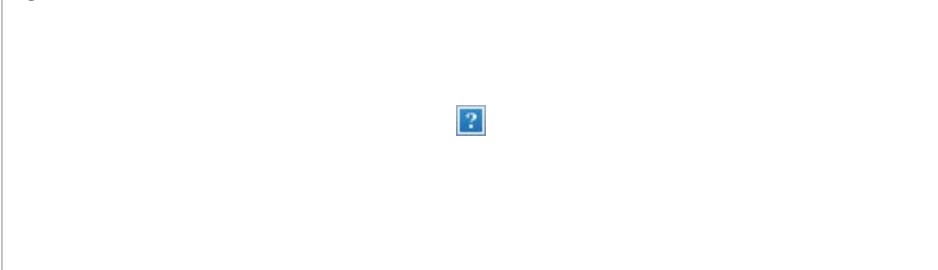
Hi s9(2)(a)

Can you call me please... s9(2)(a)

Meitaki,

s9(2)(a)

signature_3656633823



From: s9(2)(a)
Date: Wednesday, 12 October 2022 at 11:06 AM
To: s9(2)(a)
Cc: s9(2)(a) travel <travel@mpp.govt.nz>, s9(2)(a)
Subject: RE: SUPER URGENT BOOKING! s9(2)(a) for Laulu's farewell

Hi s9(2)(a)

Unfortunately, unless s9(2)(a) is comfortable staying in someone's house but have her private room, there aren't many options :/

s9(2)(a)

Level 1, 101 - 103 The Terrace
PO Box 833, Wellington 6140, New Zealand



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From: s9(2)(a)
Sent: Wednesday, 12 October 2022 10:58 am
To: s9(2)(a)
Cc: s9(2)(a) travel <travel@mpp.govt.nz>; s9(2)(a)
Subject: RE: SUPER URGENT BOOKING! s9(2)(a) for Laulu's farewell

Merci s9(2)(a) Any Airbnb options??



From: s9(2)(a)
Sent: Wednesday, 12 October 2022 10:50 am
To: s9(2)(a)
Cc: s9(2)(a) travel <travel@mpp.govt.nz>; s9(2)(a)
Subject: RE: SUPER URGENT BOOKING! s9(2)(a) for Laulu's farewell

Fakaalofa lahi atu s9(2)(a)

Just a quick heads up that there isn't any accommodation left in Wellington due to WOW. s9(2)(a) has released all spare rooms from the Movenpick hotel, and they have now all been booked out.

So, we would be very lucky to find accommodation at short notice... However, in terms of flights, we can do:

12th October 2022:

Depart Auckland at either 11am or 12:25pm arriving into Wellington an hour later.

Laulu's farewell starts at 3PM and finishes at 5:30PM.

12th October 2022:

Depart Wellington at either 6:45pm or 8:05pm arriving into Auckland an hour later.

Let me know what you would like to do, and we can book it in!

s9(2)(a)

Level 1, 101 - 103 The Terrace
PO Box 833, Wellington 6140, New Zealand



mpp.govt.nz



From: s9(2)(a)
Sent: Wednesday, 12 October 2022 10:16 am

To: s9(2)(a)

Cc: s9(2)(a) travel <travel@mpp.govt.nz>; s9(2)(a)

Subject: SUPER URGENT BOOKING! s9(2)(a) for Lulu's farewell

Importance: High

Fakaalofa lahi atu team

Can you please work with and arrange urgent booking for s9(2)(a) to travel down for Lulu's farewell mē kā tika / fa'amolemole. s9(2)(a) can you let the team know when you'd like to fly down and fly back and whether you want to stay overnight just in case.

s9(2)(a)

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101-103 The Terrace
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Wellington 6140
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GROUP TEN

From: s9(2)(a)
To: s9(2)(a); s9(2)(a)
Subject: All Staff Fono - Booklet for your feedback/approval
Date: Thursday, 6 October 2022 5:47:00 pm
Attachments: [Fono Booklet 061022.docx](#)
[image001.png](#)
[image002.png](#)

Malo s9(2)(a), attached is the draft final All-Staff Fono Booklet. This includes the fono programme, a short welcome from you and some housekeeping info from s9(2)(a) (which will be added soon).

Are you able to run your eye over it, and let us know if you're okay with it please? Comms will design and turn this into a A6 booklet for us.

There has been one suggested change to the agenda – a Tautua panel on Day 2. I chatted to s9(2)(a) about this, and our thinking was a Tautua panel will be an important signal to staff, about our new leadership team and direction. We can provide some information about the process for CE arrangements (yours and the next person), key messages about the need for continuity and staying focused for our stakeholders, our Tautua approach to keeping people informed (through our internal comms) etc etc.

Anyway, will let you think about it. Will find some time to have a chat in the morning with you.

Manuia lava le afiafi

s9(2)(a)

s9(2)(a)

Level 1, 101-103 The Terrace, Wellington
PO Box 833, Wellington 6140
www.mpp.govt.nz



Welcome from s9(2)(a)

Welcome to the All Staff Planning Fono 2022.

The theme for our fono is - *Fuluhi ki tua ke kitia mitaki a mua: Turn Backwards so That You May See Forward Well.*

This proverb from Niue is an apt one because it's a time of change and a new season for the Ministry.

As we come together to farewell our outgoing Secretary Lau Lu Mac Leauanae, it's a good time to reflect on what we've collectively achieved over the past few years, take stock of what we've learned, and sharpen our focus on our deliverables for the next 3 – 6 months and beyond.

The team has pulled together an exciting programme for you which includes a session with our s9(2)(a)

I encourage you to fully participate over the next two days, reconnect with old colleagues and connect with new ones, learn from each other, energise and enjoy.

Fakafetai lahi lele

s9(2)(a)

ALL STAFF PLANNING DAYS 2022

Meeting Date Thursday 13 – Friday 14 October 2022

Venue Movenpick Hotel, Wellington
MC: s9(2)(a)

DAY ONE

TIME	ITEM	LEAD
0900	Coffee on arrival	
1000	Welcome & Objectives	s9(2)(a)
1010	Opening lotu	s9(2)(a)
Connecting & Reconnecting		
1015 – 1155	Farewell Briefing	s9(2)(a) s9(2)(a)
	Ministry pese practice	s9(2)(a)
Message from the s9(2)(a)		
1200	s9(2)(a)	Introduced by s9(2)(a)
1230 – 1330	Lunch	
1400 Shuttles to Farewell Venue		
1400 – 11:30pm	Farewells at Pipitea Marae Function Centre	

DAY TWO

TIME	ITEM	LEAD
0900	Opening lotu	s9(2)(a)
<i>Tautua Panel Session</i>		
0915	Our new season – the next 3, 6 and 12 months	Tautua
1000	Morning tea	
<i>Priorities for our Pacific communities in 2022</i>		
1015	Preliminary Themes from Lalanga Fou Engagements 2022	s9(2)(a)
<i>Where are we going? How will we get there?</i>		
1115	Update on our ‘Big Rocks’ deliverables for 2022/2023 and beyond <ul style="list-style-type: none"> • Regional Partnerships • PERHL • Service Delivery • Office of the Secretary • Corporate Services 	Tier 3 Leaders
1230	Closing Lotu & Lunch	s9(2)(a)

Housekeeping

s9(2)(a)TBC

From:

s9(2)(a)

To:

s9(2)(a)

Subject:

All Staff Fono - Day 1

Attachments:

[Final All Staff Planning Agenda 101022.docx](#)

[All Staff Fono Letter of Expectation 280722.pdf](#)

[All Staff Fono Response to Letter of Expectation - MPP to Minister \(FINAL\).pdf](#)

Noa'ia, Mauri, Ni Sa Bula Vinaka, Fakaalofa lahi atu, Tālofa, Kia orana, Mālō e Ielei, Mālō nī, Talofa lava, Tēnā koutou katoa.

Please find attached:

* All Staff Fono Agenda

* Required reading: Minister's Letter of Expectations and Ministry's response.

Vinaka vaka levu

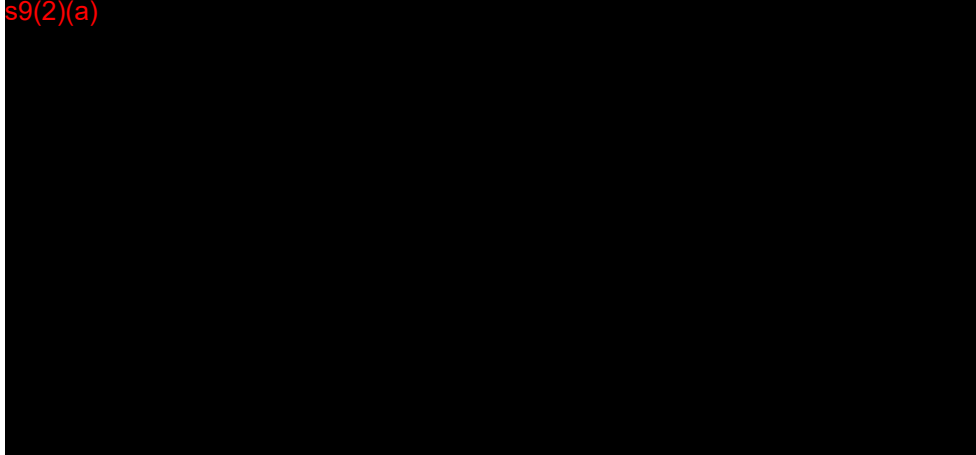
Tautua

From:

s9(2)(a)

To:

s9(2)(a)



Subject:

All Staff Fono - Day 2

Earlier start on day 2, and for those travelling to the airport you will receive further information on shuttles, taxi's and coaches back to the airport.

From: s9(2)(a)
To: [REDACTED]
Cc: [REDACTED]
Subject: All Staff Fono - revised agenda today
Date: Friday, 14 October 2022 6:43:00 am

Ata marie e te whānau,

s9(2)(a) has requested a slight reordering of our programme today. We'll be ending with our Tautua panel, rather than beginning with it. It means you'll be presenting earlier today please Team. The new order will be:

- 9.00am Opening lotu
- 9.05am Update on our 'Big Rocks' deliverables for 2022/2023 and beyond (6 mins each)
- 10.00am Morning tea
- 10.15am Preliminary Themes from Lalanga Fou Engagements 2022
- 11.15am A new season – the next 3, 6 and 12 months (Tautua panel)

Fa'afetai tele team

s9(2)(a)

[REDACTED]

[REDACTED]

s9(2)(a)

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PO Box 833, Wellington 6140

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From: s9(2)(a)
To: [All Staff](#)
Cc: s9(2)(a)
Bcc: s9(2)(a)
Subject: All Staff Fono - Thursday 13th & Friday 14th October 2022
Date: Friday, 23 September 2022 4:59:00 pm
Attachments: [image001.jpg](#)

Mālō nī, Fakaalofa lahi atu, Kia orāna, Tālofa lava, Mālō e lelei, Tālofa, Ni sa bula vinaka, Noa'ia, Mauri, Tēnā koutou katoa and warm Pacific greetings

On behalf of Tautua you are invited to the **Ministry for Pacific People's All-Staff Planning Fono 2022**.

ABOUT THE ALL STAFF PLANNING FONO

The Fono will take place on Thursday 13 & Friday 14 October in Wellington and is our first opportunity to come together in person as a whole Ministry since before COVID. The purpose of the Fono is two-fold. We will be doing important whole of Ministry planning and prioritisation work. We will also have our farewell celebration for our outgoing Secretary Lau Lu Mac Leauanae.

Please note that attendance for permanent MPP staff is strongly encouraged, if you are unable to attend, please discuss with your respective Director.

OVERVIEW

DAY ONE - Reconnecting and Reflecting

Thursday 13 October

10:00am – 3:00pm

Movenpick Hotel, Wellington

Farewell celebration for Lau Lu Mac Leauanae.

4:00pm – late

Pipitea Marae and Function Centre, Wellington

DAY TWO - Where are we going? How will we get there? How do we know we're making an impact? Business Planning 2022/23 and beyond

Friday 14 October

9:00am – 3:00pm

Movenpick Hotel, Wellington.

REGISTRATION, TRAVEL & ACCOMMODATION

We require **all staff** to [REGISTER](#) for the fono. If you require travel and/or accommodation the registration portal also covers this off. Due to the short turnaround can we please ask that you register before 5:00pm next Friday (30th September). We are also restricted in availability for accommodation, so we respectfully request you consider the twin share option – it's only one-night and the twin share rooms are the best appointed (you will be able to note on the portal who you would like to share with). Once you have registered you will receive a confirmation email, please check details are correct. You will receive your travel itinerary closer departure date.

If you have any questions about any of the above, please contact [s9\(2\)\(a\)](#) or [s9\(2\)\(a\)](#)

Vinaka vaka levu
Tautua

From: s9(2)(a)
To: s9(2)(a)
Cc: s9(2)(a); s9(2)(a)
Subject: All Staff Fono / Farewells / Powhiri
Date: Friday, 30 September 2022 5:35:00 pm
Attachments: [All Staff Planning Fono Agenda 300922.docx](#)
[Revised Laulu MPP farewell 300922.docx](#)
[Revised Laulu Public Farewell Programme 300922.docx](#)
[image001.png](#)
[image002.png](#)

Malo lava Tautua, just wanted to send you a quick update on All Staff Fono / Farewells / Powhiri coming up on Thurs 13, 14 & 17th October.

I have attached the draft final agendas for each – they are all coming together really nicely. Thanks so much s9(2)(a) for your logistical prowess & s9(2)(a) for guidance.

Next week, I'll aim to catch up with you individually on the different aspects/roles we will play in these.

In the meantime, have a nice weekend, s9(2)(a)

s9(2)(a)

s9(2)(a)

Level 1, 101-103 The Terrace, Wellington

PO Box 833, Wellington 6140

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From: s9(2)(a)
To: s9(2)(a) s9(2)(a)
Subject: All Staff Fono Booklet
Date: Tuesday, 11 October 2022 10:15:23 am
Attachments: [All Staff Fono Booklet-P1.pdf](#)

Kia ora Korua
Proof of the All Staff Fono booklet for you to review.

Ngā mihi nui

s9(2)(a)

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All Staff Fono

Thursday 13
& Friday 14
October

20
22



Welcome from s9(2)(a)

Fakaalofa lahi atu kia mutolu oti Welcome to the All Staff Planning Fono 2022

The theme for our fono is:

***Fuluhi ki tua ke kitia mitaki a mua -
Turn backwards so that you may see forward well.***

This proverb from Niue is an apt one because it's a time of change and a new season for the Ministry.

As we come together to farewell our outgoing Secretary Lauulu Mac Leauanae, it's a good time to reflect on what we've collectively achieved over the past few years, take stock of what we've learned, and sharpen our focus on our deliverables for the next 3 – 6 months and beyond.

The team has pulled together an exciting programme for you which includes a session with our s9(2)(a)

I encourage you to fully participate over the next two days, reconnect with old colleagues and connect with new ones, learn from each other, energise and enjoy.

Fakafetai lahi lele

s9(2)(a)

DAY ONE

All Staff Fono 2022

TIME	ITEM	LEAD
09:00 – 10:00	Coffee on arrival	
10:00	Welcome & Objectives	s9(2)(a) [REDACTED]
10:10	Opening lotu	s9(2)(a) [REDACTED]
Connecting & Reconnecting		
10:15 – 11:55	Farewell Briefing	s9(2)(a) [REDACTED] s9(2)(a) [REDACTED]
	Ministry pese practice	s9(2)(a) [REDACTED]
Message from s9(2)(a) [REDACTED]		
12:00	s9(2)(a) [REDACTED]	s9(2)(a) [REDACTED]
12:30 – 13:30	Lunch	
14:00	Shuttles to Farewell Venue	
15:00 – 23:30	Public Farewell at Pipitea Marae Function Centre (3pm-5.30pm)	
	Dinner (5.30pm – 6.30pm)	
	MPP Farewell (6.30pm – 8.30pm)	

DAY TWO

All Staff Fono 2022

TIME	ITEM	LEAD
09:00	Opening lotu	s9(2)(a)
Tautua Panel Session		
09:15	Our new season – the next 3, 6 and 12 months	Tautua
10:00	Morning Tea	
Priorities for our Pacific communities in 2022		
10:15	Preliminary Themes from Lalanga Fou Engagements 2022	s9(2)(a)
11:15	Update on our 'Big Rocks' deliverables for 2022/2023 and beyond: <ul style="list-style-type: none">• Corporate Services• Office of the Secretary• Regional Partnerships• PERHL• Service Delivery	
12:30	Closing Lotu & Lunch	s9(2)(a)

PLEASE NOTE *All Staff Fono* 2022

Day 1:

Movenpick Check In: If you are unable to check in when you arrive there will be time from when we break for lunch at 12:30 and before the first coach leaves at 2:00pm to check in. If you are unable to check in before we leave to go to Pipitea your bag will be delivered to your room for when you return in the evening (Tui Room will only hold MPP luggage until delivered to your room).

Travel to Farewell at Pipitea Marae: Coaches will be leaving the hotel at 2:00pm and 2:15pm, can we please ask those of not staying at the hotel or have already checked in to hop on the 2:00pm coach.

Parking at Pipitea: Parking building next door and street parking available.

Return to Movenpick: Shuttles booked to Movenpick every half hour from 9:00pm with the last one leaving at 11:30pm.

Day 2:

Breakfast is included in your room rate.

Check Out: Please check out of your room before conference commences at 9:00am. The Tui Room has been allocated to hold bags until you depart (this room is for MPP luggage only).

Shuttles and coaches are booked to get you back to the airport in plenty of time for your flight. Orbit staff are on hand to ensure you get on at the right time.

Wi-Fi: Movenpick Conference/ Password: s9(2)(a)

From: s9(2)(a)
To: s9(2)(a)
Subject: All Staff Fono

Microsoft Teams meeting

Join on your computer, mobile app or room device

Click here to join the meeting <https://teams.microsoft.com/l/meetup-join/19%3ameeting_OWlZzWM5MGQtZTIxNS00OTZILThhMjQtZjVhN2MwZGVIMmFm%40thread.v2/0?context=%7b%22Tid%22%3a%225b3d43d2-199b-4548-968b-6c8de4cd28ff%22%2c%22Oid%22%3a%22ad9f3217-3264-4ef5-a9ec-b8607fa6a160%22%7d>

Meeting ID: 428 237 540 758
Passcode: XMr2hc

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From: s9(2)(a)
To: s9(2)(a); s9(2)(a)
Subject: All Staff Fono, Farewell & Powhiri - updates & next steps
Attachments: [All Staff Planning Fono Agenda.docx](#)
[Revised Laulu MPP farewell 290922.docx](#)
[Revised Laulu Farewell Programme 290922 \(002\) - TLS and FV.docx](#)

Malo s9(2)(a) before the week ends, just want to give you an update on:

1. All-staff Fono (agenda attached)
2. Laulu's Public Farewell (Agenda attached)
3. MPP Farewell (agenda attached)
4. Laulu's Powhiri.

Team, s9(2)(a) please join if you can. Otherwise we'll touch base early next week.

Fa'afetai

s9(2)(a)

Microsoft Teams meeting

Join on your computer, mobile app or room device

Click here to join the meeting <https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZmVkMzg2YzEtZDBkMC00ZDg2LTk3MjgtMDYyM2NjOTdkM2Q1%40thread.v2/0?context=%7b%22Tid%22%3a%225b3d43d2-199b-4548-968b-6c8de4cd28ff%22%2c%22Oid%22%3a%22e650f0a0-55c5-46ae-942c-6e3257f511cc%22%7d>

Meeting ID: 447 533 344 858

Passcode: 6nWQsk

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Learn More <<https://aka.ms/JoinTeamsMeeting>> | Meeting options <https://teams.microsoft.com/meetingOptions/?organizerId=e650f0a0-55c5-46ae-942c-6e3257f511cc&tenantId=5b3d43d2-199b-4548-968b-6c8de4cd28ff&threadId=19_meeting_ZmVkMzg2YzEtZDBkMC00ZDg2LTk3MjgtMDYyM2NjOTdkM2Q1@thread.v2&messageId=0&language=en-US>

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Learn More <<https://aka.ms/JoinTeamsMeeting>> | Meeting options <https://teams.microsoft.com/meetingOptions/?organizerId=e650f0a0-55c5-46ae-942c-6e3257f511cc&tenantId=5b3d43d2-199b-4548-968b-6c8de4cd28ff&threadId=19_meeting_ZmVkMzg2YzEtZDBkMC00ZDg2LTk3MjgtMDYyM2NjOTdkM2Q1@thread.v2&messageId=0&language=en-US>

<<https://www.microsoft.com/en-us/microsoft-teams/download-app>> | Join on the web <<https://www.microsoft.com/microsoft-teams/join-a-meeting>>

From: s9(2)(a)
To: s9(2)(a) s9(2)(a)
Subject: All Staff Fono: Tautua Approval

Microsoft Teams meeting

Join on your computer, mobile app or room device

Click here to join the meeting <https://teams.microsoft.com/l/meetup-join/19%3ameeting_N2JiY2RjZDYtOTc5NS00MDdiLWFjMjktMmNmMDEzYmUxNzU5%40thread.v2/0?context=%7b%22Tid%22%3a%225b3d43d2-199b-4548-968b-6c8de4cd28ff%22%2c%22Oid%22%3a%22ad9f3217-3264-4ef5-a9ec-b8607fa6a160%22%7d>

Meeting ID: 487 970 859 756
Passcode: 6cHv6u

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Welcome from s9(2)(a)

Fakaalofa lahi atu kia mutolu oti.

Welcome to the All Staff Planning Fono 2022.

The theme for our fono is - *Fuluhi ki tua ke kitia mitaki a mua: Turn Backwards so That You May See Forward Well.*

This proverb from Niue is an apt one because it's a time of change and a new season for the Ministry.

As we come together to farewell our outgoing Secretary Lau Lu Mac Leauanae, it's a good time to reflect on what we've collectively achieved over the past few years, take stock of what we've learned, and sharpen our focus on our deliverables for the next 3 – 6 months and beyond.

The team has pulled together an exciting programme for you which includes a session with our s9(2)(a)

I encourage you to fully participate over the next two days, reconnect with old colleagues and connect with new ones, learn from each other, energise and enjoy.

Fakafetai lahi lele

s9(2)(a)

ALL STAFF PLANNING DAYS 2022

Meeting Date	Thursday 13 – Friday 14 October 2022
Venue	Movenpick Hotel, Wellington MC: s9(2)(a)

DAY ONE

TIME	ITEM	LEAD
0900	Coffee on arrival	
1000	Welcome & Objectives	s9(2)(a)
1010	Opening lotu	s9(2)(a)
Connecting & Reconnecting		
1015 – 1155	Farewell Briefing	s9(2)(a)
	Ministry pese practice	s9(2)(a)
Message from the s9(2)(a)		
1200	s9(2)(a)	s9(2)(a)
1230 – 1330	Lunch	
1400 Shuttles to Farewell Venue		
1400 – 11:30pm	Farewell at Pipitea Marae Function Centre	

DAY TWO

TIME	ITEM	LEAD
0900	Opening lotu	s9(2)(a)
<i>Tautua Panel Session</i>		
0915	Our new season – the next 3, 6 and 12 months	Tautua
1000	Morning tea	
<i>Priorities for our Pacific communities in 2022</i>		
1015	Preliminary Themes from Lalanga Fou Engagements 2022	s9(2)(a)
<i>Where are we going? How will we get there?</i>		
1115	<p>Update on our ‘Big Rocks’ deliverables for 2022/2023 and beyond</p> <ul style="list-style-type: none"> • Office of the Secretary • Corporate Services • Regional Partnerships • PERHL • Service Delivery 	Tier 3 Leaders
1230	Closing Lotu & Lunch	s9(2)(a)

Housekeeping

s9(2)(a)

TBC

From: s9(2)(a)
To: s9(2)(a)
Subject: For invite - All Staff Fono
Date: Monday, 10 October 2022 5:21:00 pm
Attachments: [Final All Staff Planning Agenda 101022.docx](#)
[All Staff Fono Letter of Expectation 280722.pdf](#)
[All Staff Fono Response to Letter of Expectation - MPP to Minister \(FINAL\).pdf](#)

Hi s9(2)(a) please can you include this message (below) and attachments in the Day One calendar invite for All Staff fono. Many thanks my friend, s9(2)(a)

Noa'ia, Mauri, Ni Sa Bula Vinaka, Fakaalofa lahi atu, Tālofa, Kia orana, Mālō e lelei, Mālō nī, Talofa lava, Tēnā koutou katoa.

Please find attached:

- All Staff Fono agenda
- Required reading: Minister's Letter of Expectations and Ministry's response.

Vinaka vaka levu

Tautua

From: s9(2)(a)
To: s9(2)(a); s9(2)(a)
Subject: RE: All Staff Fono - Booklet for your feedback/approval
Date: Friday, 7 October 2022 10:26:52 am
Attachments: [Fono Booklet 061022.docx](#)
[image001.png](#)
[image002.png](#)

Just minor changes to the programme (full names)

Could we have a Niuean sentence to welcome everyone right at the beginning of the intro as well please?

s9(2)(a)

From: s9(2)(a)
Sent: Thursday, 6 October 2022 5:48 pm
To: s9(2)(a); s9(2)(a)
s9(2)(a)
Subject: All Staff Fono - Booklet for your feedback/approval

Malo s9(2)(a) attached is the draft final All-Staff Fono Booklet. This includes the fono programme, a short welcome from you and some housekeeping info from s9(2)(a) (which will be added soon).

Are you able to run your eye over it, and let us know if you're okay with it please? Comms will design and turn this into a A6 booklet for us.

There has been one suggested change to the agenda – a Tautua panel on Day 2. I chatted to s9(2)(a) about this, and our thinking was a Tautua panel will be an important signal to staff, about our new leadership team and direction. We can provide some information about the process for CE arrangements s9(2)(a) the next person), key messages about the need for continuity and staying focused for our stakeholders, our Tautua approach to keeping people informed (through our internal comms) etc etc.

Anyway, will let you think about it. Will find some time to have a chat in the morning with you.

Manuia lava le afiafi

s9(2)(a)

s9(2)(a)
Level 1, 101-103 The Terrace, Wellington
PO Box 833, Wellington 6140
www.mpp.govt.nz



From: s9(2)(a)
To: [REDACTED]
Subject: Re: All Staff Fono Booklet
Date: Wednesday, 12 October 2022 9:51:29 am
Attachments: [image001.png](#)
[All Staff Fono Booklet-P4-Imposed.pdf](#)

Without looking at print options on your printer I'm not sure what the solution would be. So, I have imposed the file as you requested earlier. Hopefully that makes it easier for you.

Ngā mihi nui

s9(2)(a)
[REDACTED]

From: s9(2)(a)
Sent: Wednesday, October 12, 2022 9:24 AM
To: s9(2)(a)
Subject: RE: All Staff Fono Booklet

Phew – I'm not going nuts

When I print it out as a booklet it is all set up perfect, but it has white space all around it (see attached)...is there something I am doing wrong when printing or does it need to be set two up on the page??

Edits attached

Fa'afetai

s9(2)(a)



From: s9(2)(a)
Sent: Wednesday, 12 October 2022 8:34 am
To: s9(2)(a)
Subject: Re: All Staff Fono Booklet

Aroha mai, s9(2)(a) just found it marked as 'Draft' and unsent.

Ngā mihi nui

s9(2)(a)
[REDACTED]

From: s9(2)(a)
Sent: Wednesday, October 12, 2022 8:31 AM

To: s9(2)(a)
Cc: s9(2)(a)
Subject: RE: All Staff Fono Booklet

I'm sorry s9(2)(a) I completely missed that, can you let me know when you sent t so I can check if there is anything wrong at my end I need IT to sort (worried there may have been other emails regard conference I have not received)

Fa'afetai

s9(2)(a)



From: s9(2)(a)
Sent: Wednesday, 12 October 2022 8:27 am
To: s9(2)(a)
Cc: s9(2)(a)
Subject: Re: All Staff Fono Booklet

Kia ora s9(2)(a)
I sent proof 2 yesterday.
Attached is proof 3 with the extra Wi-Fi details added.

Ngā mihi nui

s9(2)(a)

From: s9(2)(a)
Sent: Wednesday, October 12, 2022 7:47 AM
To: s9(2)(a)
Cc: s9(2)(a)
Subject: RE: All Staff Fono Booklet

Morena s9(2)(a)

Just checking ETA on the programme please.

Can you also add at the end the Pipitea Wi-Fi after the Movenpick one on page 4

s9(2)(a)

Fa'afetai

s9(2)(a)



From: s9(2)(a)
Sent: Tuesday, 11 October 2022 10:36 am
To: s9(2)(a)
Cc: s9(2)(a)
Subject: RE: All Staff Fono Booklet

Hi s9(2)(a)

I have changed the timing layout and made sure peoples names are not spilt etc...can you please update

Also when I print off it's one up on A4 – will you layout so that I can print double sided and it will be in booklet form? I think the layout as per below...you may need to print at your end and try it first...

Side 1

Page 4	Page 1
Page 4	Page 1

Side 2

Page 2	Page 3
Page 2	Page 3

Fa'afetai

s9(2)(a)



From: s9(2)(a)
Sent: Tuesday, 11 October 2022 10:15 am
To: s9(2)(a) s9(2)(a)
Subject: All Staff Fono Booklet

Kia ora Korua
Proof of the All Staff Fono booklet for you to review.

Ngā mihi nui

s9(2)(a)
s9(2)(a)
Ministry for Pacific Peoples

From: s9(2)(a)
To: s9(2)(a)
Subject: RE: All Staff Fono material
Date: Wednesday, 7 September 2022 7:45:00 am

This is wonderful!!!!

From: s9(2)(a)
Sent: Tuesday, 6 September 2022 6:40 pm
To: s9(2)(a)
Subject: All Staff Fono material
Importance: High

Hi s9(2)(a) sorry for the delay. Here's my feedback on the LF Awards content and suggested words for the Secretary's Update (below). Please note, the text about s9(2)(a) came from her. Many thanks s9(2)(a)

Secretary's Update

- Mālō e lelei famili MPP.
- Welcome everyone to arguably the most significant week of the year – Tongan Language Week!
- This year's theme for Tonga Language Week - is: *Ke Tu'uloa 'a e lea faka-Tonga 'i Aotearoa*, which means 'Sustaining the Tonga Language in Aotearoa'.
- On this theme, I want to thank everyone involved – our languages team, our MMT team – everyone - for once again the hard work organising activities with our Tongan communities, external partners and internally to celebrate lea faka-Tonga, and help to *sustain* the language here in Aotearoa.
- Its been a busy but blessed time since we last came together for our All Staff Fono. For me, there's been many highlights but probably the most special has been the opportunity to re-engage again with our Pacific communities across the country – in person – after not being able to do so for a long period over COVID.
- I think our communities have also appreciated the chance to re-connect – and this is reflected in the turn-out and the way our communities have responded to the engagements.
- Our people are relational and nothing can beat face-to-face, over a ipu ki (cup of tea), talking and sharing in person.
- These engagements have been two-fold – a chance to share and promote the Ministry's offerings, funding opportunities, programmes and services with our communities but also seek feedback on what else we can be doing – as a Ministry and as a system - to improve the lives of our people now and into the future. These learnings will help inform our

Pacific Aotearoa 2.0 report back.

- I have made it my priority to get to as many of these engagements as possible and I'm glad I have.
- These engagements have really energised me and also humbled me, because each time, they make me reflect on the vast amount of incredible work the Ministry does each day to improve outcomes for Pacific communities.
- I want to thank everyone who'd been involved with these engagement events - these have truly been a Ministry-wide effort, and I look forward to the remaining engagements over the rest of the month.
- I also want to acknowledge a couple more very exciting events coming up – the launch of the Pacific Wellbeing Strategy next week, and the Pacific Languages Strategy the week after. Both these launches represent the culmination of years of hard work by many people here. I look forward to the launches and celebrating these massive milestones with you.
- Also next week, are the Spirit of Service Awards where our very own **s9(2)(a)** is a **s9(2)(a)** and our work to develop Dawn Raids policy advice, is nominated as a finalist in the Better Outcomes category. These awards are about public service excellence so it's a huge honour that we are being represented in two of the categories.
- Finally, I want to make a special acknowledgement **s9(2)(a)**
[REDACTED]
- **[REDACTED]**
- **[REDACTED]**
- **[REDACTED]**
- **[REDACTED]**
- In the meantime, I have asked **s9(2)(a)**, until a permanent replacement can be found.
- I want to thank **s9(2)(a)** for her service and wish her well. I also want to thank **s9(2)(a)** for agreeing to take on the acting role.
- Mālō 'aupito

From: s9(2)(a)
To: [REDACTED]
Subject: Re:[## 1795688 ##] Pipitea marae All Staff Fono - Thursday 13th October 2022
Date: Tuesday, 11 October 2022 4:12:07 pm
Attachments: [1665457879028000_22544649.png](#)
[1665457879053000_519265455.png](#)
[1665457879073000_22544649.png](#)
[1665457879093000_519265455.png](#)
[1665457879113000_22544649.png](#)
[1665457879134000_519265455.png](#)
[1665457879152000_22544649.png](#)
[1665457879171000_519265455.png](#)
[1665457879192000_22544649.png](#)
[1665457879210011_519265455.jpg](#)
[1665457879238001_22544649.png](#)
[1665457879258000_519265455.jpg](#)
[1665457879276000_22544649.jpg](#)
[1665457879301000_519265455.jpg](#)

Hi s9(2)(a)

Here is the Pipitea Marae wifi info

s9(2)(a)

www.orbit.co.nz



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---- on Mon, 10 Oct 2022 08:46:41 +1300 s9(2)(a) [REDACTED] wrote ----

Hi

Weekends are never long enough :)

Have note changes to come for s9(2)(a) [REDACTED]

Did you want to catch up today or tomorrow to go over everything?

Thanks

s9(2)(a) [REDACTED]

s9(2)(a)

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----- on Mon, 10 Oct 2022 08:43:51 +1300

s9(2)(a) wrote -----

Super – thanks

s9(2)(a)

Quick weekend...you??

We have had two people pull out but I'm just checking what dates I can move their flights out to s9(2)(a) and I will also get a couple of people to use their room.

Will come back to you today this names

Fa'afetai

s9(2)(a)

From: s9(2)(a)

Sent: Monday, 10 October 2022 8:21 am

To: s9(2)(a)

Subject: Re:[## 1795688 ##] Pipitea marae All Staff Fono - Thursday 13th October 2022

Morning,

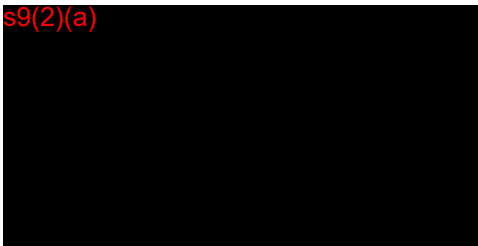
Hope you had a relaxing weekend?

Pipitea Marae have advised the boardroom can be locked.

Attached is the latest Pipitea Marae floor plan, any changes please let me know

Kind regards

s9(2)(a)



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---- on Thu, 06 Oct 2022 13:47:24 +1300 s9(2)(a)

wrote ----

That's fine – can you check if we can hold in the Boardroom as it can be locked?

From: s9(2)(a) <groups@orbitwellington.com>

Sent: Thursday, 6 October 2022 1:16 pm

To: s9(2)(a)

Subject: Re:[## 1795688 ##] Pipitea marae All Staff Fono - Thursday 13th October 2022

Hi s9(2)(a)

Pipitea Marae have asked if you could drop items off on the Tuesday 11th Oct between 11am - 1pm as they have staff on site.

They dont have anyone available on the Wednesday to give you access

Would this work for you ?

Thanks

s9(2)(a)

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---- on Thu, 06 Oct 2022 10:23:13 +1300 s9(2)(a) wrote ----

Can yo gicve me a quick call – just about where the seats as we don't want the performers in front of the seats (seats on an angl at the left with lectern as per pic on right...

Perhaps 4 more (1 metre x 2 metre on each side)

From: s9(2)(a)
Sent: Thursday, 6 October 2022 10:16 am
To: s9(2)(a)
Subject: Re:[## 1795688 ##] Pipitea marae All Staff Fono - Thursday 13th October 2022

Hi s9(2)(a)

The AV team have provided this info with floorplan attached

Regarding the staging, they have quoted you a stage riser that is 8m x 2m (200mm high) - that is the size our technicians have recommended based on the details you have provided about the performance. That stage size will fit a 15pax performance in two rows.

Did you want me to double check if they can get a bigger stage?

Thanks

s9(2)(a)

s9(2)(a)

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---- on Thu, 06 Oct 2022 09:50:25 +1300 s9(2)(a)

wrote ----

I'm free now

From: s9(2)(a)
Sent: Thursday, 6 October 2022 9:22 am
To: s9(2)(a)

Subject: Re:[## 1795688 ##] Pipitea marae All Staff
Fono - Thursday 13th October 2022

Morning s9(2)(a)

Please find attached the AV quote from Pipitea marae, when is a good time to give you a call re this?

Still waiting to hear if you can drop off items on Wednesday 12th

They have advised as they have an event on the Friday 14th you are unable to leave items overnight on 13th.

Talk soon

s9(2)(a)

s9(2)(a)

[Redacted]

[Redacted]

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---- on Wed, 05 Oct 2022 08:24:21 +1300 s9(2)(a) wrote -

Thanks s9(2)(a)

Answers in blue

From: s9(2)(a)
Sent: Wednesday, 5 October 2022 8:18 am
To: s9(2)(a)
Subject: Re:[## 1795688 ##] Pipitea marae All Staff Fono - Thursday 13th October 2022

Morning s9(2)(a)

We have a few replies from the Pipitea marae team -

Would it be possible for the client to drop off items to the venue on Wednesday 12th October. In boardroom? – Will need to come back to you as we will need to arrange for someone to be on-site to let you in as no functions on Wednesday 12th at Pipitea Marae yes can we do this – ideally in the afternoon

Please can you advise if you have a cheaper bottled water option – We can do Pure NZ water @\$4 +gst per bottle however, this will need to be ordered in packs of 24 (@\$96 +gst per pack)

Approx. \$1,248 +gst for 312 bottles – Anything left over you will need to take with you this is fine – can they also have the other

water onsite in case we need more (the fancy pants \$6 bottles)

Would there be any free carparks for VIP guests
– Yes, we can have x2 carparks up the back driveway of Pipitea Marae available for you
thank you – Park for Laulu Mac Leauanae and one other tbc

Whats next

Let me know if you have a preferred time for dropping items off on Wed 12th Oct - we can see if it also works for them

Water bottles - let me know if you would like to go ahead with this option and how many bottles you would need

Yes! Car parking - will confirm those 2 carparks

Any questions let me know

Thanks

s9(2)(a)

s9(2)(a)

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---- on Mon, 03 Oct 2022 13:27:16 +1300

s9(2)(a) wrote ----

Super – thanks s9(2)(a)

From: s9(2)(a)
Sent: Monday, 3 October 2022 1:25 pm
To: s9(2)(a)
Subject: Re:[## 1795688 ##] Pipitea marae All Staff Fono - Thursday 13th October 2022

Hi s9(2)(a)

Thanks for your time today at the marae, we got alot sorted

Please find attached an overview of the timeframe for Pipitea Marae.

Will let you know when I hear back with the water and the AV

Any questions please let me know

Kind regards

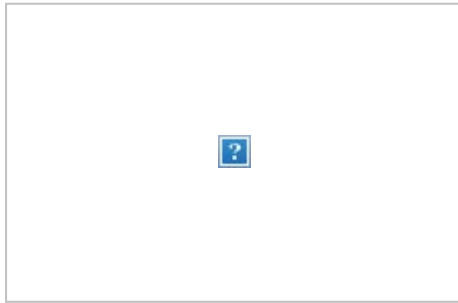
s9(2)(a)

s9(2)(a)

[Redacted]

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---- on Sun, 02 Oct 2022 14:16:15

+1300 s9(2)(a)

wrote ----

Hey s9(2)(a)

We will have a mixture of the soft drink Soft Drink (can) (coke, sprite or coke zero etc) for each of the takeaway dinners

Regarding the bottle water – can you confirm the size as we may order quite a bit so everyone can have one each as they enter the function...

s9(2)(a)

From: s9(2)(a)

Sent: Friday, 30 September
2022 4:16 pm

To: s9(2)(a)

Subject: Re:[## 1795688 ##]
Pipitea marae All Staff Fono -
Thursday 13th October 2022

Hi s9(2)(a)

Pipitea marae have come
back with further details in
regards to the catering /
drinks

Paper Bags are @\$0.50c
+gst per bag

Regarding soft drinks – if
you can advise how many
of each

Please see options below:

*-Ind Bottled Still Water @\$6
+gst pp*

*-Soft Drink (can) (incl. coke,
sprite or coke zero) @\$3 +gst
pp*

*-Atutahi-Kawakawa, Lemon,
Lime Soda @\$5.50 +gst pp*

*-Taha Tonic-Kawakawa &
Ginger @\$5.50 +gst pp*

Kind regards

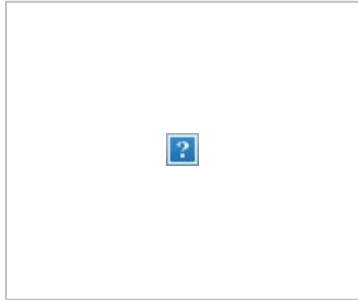
s9(2)(a)

s9(2)(a)

s9(2)(a)

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---- on Tue, 27 Sep 2022

11:53:16 +1300 s9(2)(a)

wrote ----

Please, not sure what yet but we will need AV

Fakafetai

s9(2)(a)



From: s9(2)(a)

Sent: Tuesday, 27
September 2022
11:52 am

To: s9(2)(a)

Cc: Orbit Groups
WLG
<groups@orbitwellington.com>

Subject: Fwd:
Pipitea Marae -
Thursday 13th
October 2022

Hi s9(2)(a)

Yes we have the
Pipitea Marae from
12noon.

Would you be
wanting any audio
visual
requirements so I
can let them know
to book us in?

Kind regards

s9(2)(a)

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=====
Forwarded
message

=====
From: s9(2)(a)

[Redacted]

Date: Tue, 27
Sep 2022
07:57:51
+1300

Subject: RE:
All Staff Fono -
Thursday 13th
& Friday 14th
October 2022

=====
Forwarded
message

=====

So happy it's
live!!!!

Hope you
had a lovely
long
weekend!!!

Can I confirm
if we can
book Pipetea
from 12 noon
on the
Thursday?

Fakafetai

s9(2)(a)



From: s9(2)
(a)

Sent: Friday,
23
September
2022 5:56
pm

To: s9(2)(a)

Subject: Re:
All Staff Fono
- Thursday
13th & Friday
14th October
2022

Hello
s9(2)(a)

Happy to see
we all turned
this around
in the
timeframe
required.
Excited for
the
registrations
to come in.
We've
already had a
few!!!

We will keep
in touch
throughout
the week
with
questions re
rooming list
etc. We
have our
meeting for
Wednesday
where we
can talk
through
further
details of the
Fono.

Have a lovely
long
weekend.

Kind regards

s9(2)
(a)

[Redacted signature]

[Redacted signature]

Web: orbit.co.nz



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---- On Fri,
23 Sep 2022
16:59:15
+1200

s9(2)(a)

wrote ---

**Mālō nī,
Fakaalofa
lahi atu,**

**Kia orāna,
Tālofa
lava, Mālō
e lelei,
Tālofa, Ni
sa bula
vinaka,
Noa'ia,
Mauri,
Tēnā
koutou
katoa and
warm
Pacific
greetings**

On behalf
of Tautua
you are
invited to
the
**Ministry
for Pacific
People's
All-Staff
Planning
Fono
2022.**

**ABOUT
THE ALL
STAFF
PLANNING
FONO**

The Fono
will take
place on
Thursday
13 & Friday
14 October
in
Wellington
and is our
first
opportunity
to come
together in
person as a
whole
Ministry
since
before
COVID. The
purpose of
the Fono is
two-fold.
We will be

doing important whole of Ministry planning and prioritisation work. We will also have our farewell celebration for our outgoing Secretary Laulu Mac Leauanae.

Please note that attendance for permanent MPP staff is strongly encouraged, if you are unable to attend, please discuss with your respective Director.

OVERVIEW

DAY ONE - Reconnecting and Reflecting

**Thursday
13
October**

10:00am –
3:00pm

Movenpick
Hotel,
Wellington

**Farewell
celebration**

**for Lulu
Mac
Leuanae.**

4:00pm –
late

Pipitea
Marae and
Function
Centre,
Wellington

**DAY TWO
- Where
are we
going?
How will
we get
there?
How do
we know
we're
making an
impact?
Business
Planning
2022/23
and
beyond**

**Friday 14
October**

9:00am –
3:00pm

Movenpick
Hotel,
Wellington.

**[REGISTRATION,](#)
[TRAVEL &](#)
[ACCOMMODATION](#)**

We require
all staff to
[REGISTER](#)
for the
fono. If
you require
travel
and/or
accommodation
the
registration
portal also

covers this off. Due to the short turnaround can we please ask that you register before 5:00pm next Friday (30th September). We are also restricted in availability for accommodation, so we respectfully request you consider the twin share option – it's only one-night and the twin share rooms are the best appointed (you will be able to note on the portal who you would like to share with). Once you have registered you will receive a confirmation email, please check details are correct. You will receive your travel itinerary closer departure date.

If you have any questions about any of the above, please contact s9(2)(a) or s9(2)(a)

Vinaka
vaka levu

Tautua



GROUP ELEVEN

Responses to PSC questions regarding 4 events - fono, public farewell, MPP farewell and pōwhiri

MPP Notes:

- Provided further information from Orbit. This additional information has been highlighted orange - 10 Feb 2023

1. Previous farewells and fono			
Question	Response	Follow up PSC questions	Response
1. Can you please provide information as to what has been done to farewell previous Chief Executives, for example s9(2)(a) as referenced here Revised PSC Timeline 20230131.pdf	Based on discussions with staff, this is our understanding of past CE's farewells: <ul style="list-style-type: none"> • s9(2)(a) Farewell for both internal stakeholders and Ministry staff at MPIA office s9(2)(a) • s9(2)(a) – Ministry Farewell, coinciding with All Staff Planning Meeting at external venue. • s9(2)(a) – Farewell for both internal stakeholders and Ministry staff at external venue s9(2)(a) 	1. Are you able to provide the costings and documentation for any of these events? In particular, attendee numbers (both internal/external), travel and accommodation costs, venue, catering and any gifts provided to departing CEs.	
2. Can you provide details of July 2021 fono and associated costs as referenced here Revised PSC Timeline 20230131.pdf	The date for the last All Staff Fono was incorrectly noted in the Timeline document as July 2021. Prior Ministry Planning Fono and their costs are as follows: <ul style="list-style-type: none"> > 2018/19 - Two Ministry Planning Fono (October 18, 2018, and June 19, 2019). Total cost for both was \$51,432. Note: the staff size of the Ministry was significantly smaller at the time. > 2020/21 – Ministry Planning Fono (October 20, 2020). Total cost was \$44,833. This was a hybrid fono – a mix of virtual and in-person where no flight travel was undertaken. 		
2. Secretary crossover dates			
1. Can you provide the crossover dates between the departing and Acting Secretary?	Acting Secretary <ul style="list-style-type: none"> • MPP: Monday 10 October – Friday 14 October • PSC: Monday 17 October – Tuesday 31 January Outgoing Secretary <ul style="list-style-type: none"> • Friday 14 October (last day) • Monday 10 October - Friday 14 October annual leave 	2. Can you clarify what is meant by MPP and PSC here for the Acting Secretary? Does this refer to the Acting Secretary covering for the Outgoing Secretary while he was on leave during the week of 10-14 October?	
3. Financial support/travel for community members			
1. Tautua agreed on 28/9/22 that the Ministry would fund travel for one community person from each of the nine Pacific community groups to attend / represent their community as referenced here Revised PSC Timeline 20230131.pdf . Email from s9(2)(a) on 29/9/22 Laulu's Farewell - update and reminder re community invites.msg states that the Ministry wouldn't be offering to pay for travel	Because a number of the community representatives, were based in Wellington, and did not require travel, some flexibility/contingency became available for community groups who did have representatives outside of Wellington. [Sometimes a community person might need to bring another person as physical helper or for language translation support etc]. In the end, the majority of the community representatives/speakers for the farewell were Wellington-based.	3. Is there any documentation of this change and the rationale provided here? 4. Can you please provide exact number of external guests where flights and/or accommodation costs were covered by MPP? Ideally a breakdown of those where both were paid, as well as flights only, or accommodation only.	

<p>but that they had a contingency to support the travel of 2 individuals per ethnic community, if travelling from out of Wellington. Please provide details around the change from 1 to 2 community persons.</p>			
<p>2. What was communicated to community members about the costs of travel? Please provide any relevant emails/invites.</p>	<p>Ministry relationship-holders (mainly from our Regional Partnerships team) liaised directly with respective community members. It was communicated to communities that the Ministry was seeking one speaker each to represent their respective community. Once that representative was confirmed, then depending on where they were based, and their situation, it was communicated that support could be offered for them to travel if they needed it.</p>	<p>5. Is there any email trail or documentation for these communications to the communities from the Regional Partnerships team?</p>	
4. Attendee information - Farewells			
<p>1. How many people attended the MPP farewell? How many were MPP staff and how many were external?</p>	<p>MPP Staff: 90/100 External: 4</p>	<p>6. Does 90/100 mean there were approximately 90 to 100 MPP staff, or that 90 out of 100 people attended?</p> <p>7. Can you provide details for the 4 external attendees – were these family members, agency representatives or someone else?</p>	
<p>2. How many people attended the public farewell? How many were MPP staff, how many were other public service officials and how many were members of the public?</p>	<p>MPP Staff: 90/100 Guests: 115 confirmed (incl. 5 public service officials)</p>	<p>8. Does 90/100 mean there were approximately 90 to 100 MPP staff, or that 90 out of 100 people attended?</p>	
<p>3. The email chain Latest RSVPs and seating for Lauulu's s9(2)(a) msg shows 113x acceptances and 46x declines for the public farewell. Are these the final numbers for external attendees? With regards to the externals, please clarify how many were members of the public and how many were officials from other agencies.</p>	<p>Guests: 115 confirmed (incl. 5 public service officials) 167 not confirmed - many just turned up (350 guests catered for)</p>	<p>9. What does "167 not confirmed – many just turned up" mean? Does this mean 167 people who had not confirmed just turned up? How do you know how many people just turned up?</p> <p>10. You state that 350 guests were catered for. From our calculations approximately 90 – 100 MPP staff plus 115 guests = approximately 215 attendees for catering purposes. How did you estimate 350 guests for catering?</p>	
<p>4. How many attendees at the fono, farewells or pōwhiri had their flights or accommodation paid for? This includes MPP staff, officials from other agencies and members of the public. How many stayed for more than one night, two nights etc? What was the final cost of this?</p>	<p>All Staff: 41 staff stayed in single rooms (38 for 1 night, 2 for two nights, 1 for three nights), 14 staff stayed one night sharing seven twin rooms. Total cost \$15,671.38 Farewell: 5 non-staff stayed one night in single rooms. Total cost \$1,337.42 Powhiri: 3 staff stayed in single rooms (2 for one night, 1 for two nights), cost \$704.61; 2 non-staff stayed one night sharing a twin room, cost \$474.13 Total cost \$18,187.54 Where staff stayed for more than one night it was because they needed to be in Wellington for other Ministry business.</p>		

5. Attendee information – Pōwhiri			
1. How many MPP attendees were at the pōwhiri? How many were staff and how many were members of the public?	MPP Attendees x 54 <ul style="list-style-type: none"> MPP Staff x25 Public x29 	11. Please confirm you are stating there were 25 MPP staff members at the powhiri, along with 29 members of the public.	12.
2. How many people received support from MPP (e.g. flights and accommodation) to travel to the pōwhiri? How many were staff and how many were members of the public?	5 staff and 7 non-staff.	13. Please provide the detailed documentation and costs for these.	14.
6. Budget			
1. What were the budgets for the fono, farewells and pōwhiri? When were these set?	Estimated Budget for the Fono and Farewell was approximately \$110K.		
2. Who set and approved the budgets? We note the meeting invite All Staff Fono - Budget (2).ics which is also referenced in the timeline. Are there any minutes from this meeting or follow up emails to note the budget that was agreed?	Response TBC.		
3. Was advice sought from anyone outside the Ministry on the costs of these events? For example, from the Office of the Auditor General?	No.		
4. Did the s9(2)(a) to the Secretary have any financial delegations?	No.		
5. Was the outgoing secretary consulted in setting budget?	No.		
7. Venue and Catering			
1. The Orbit Proposal for MPP - Wellington Event October 22.pdf contains quotes for the event that would vary depending on how many people attend. Please provide us the final cost per head of each event.	Farewell: Based on venue costs of \$13,149.52 and an estimated 320 attendees the cost per head was \$41.09 All Staff Fono: Based on venue costs of \$18,440.35 and attendees of 118 the cost per head was \$156.27 This was a two day Fono so the cost per head per day was \$78.14	Follow up question PSC 10/02 - Is the estimate of 320 attendees based on the 115 confirmed guests who RSVP'd, plus 90-100 MPP staff (as per response to questions above), plus an additional 105 guests who arrived but did not RSVP? This response mentions 118 attendees at the fono. Does this mean some MPP staff attended the fono but not the farewell? The earlier response (under <i>Attendee Information – Farewells</i>) indicates 90-100 MPP staff attended the farewell.	
2. What was the split between venue hire and catering for each event?	A breakdown of venue costs is included in the response to question 10.1		
3. Please provide us more detail on the decision-making process for these	Recommendations were made by s9(2)(a) communicated to Tautua, and approved by s9(2)(a)	15. These documents do not record decisions made. For example All Staff Fono Farewells Powhiri - Tautua.msg and	16.

<p>events (e.g. relevant emails, Tautua meeting minutes etc).</p>	<p>See (uploaded in the <i>3. Communication</i> folder):</p> <ul style="list-style-type: none"> All Staff Fono Farewell Powhiri – Tautua All Staff Fono Farewell Powhiri – Updates & Next Steps Laulu's Farewell - update and reminder re community invite 	<p>All Staff Fono Farewells Powhiri - Tautua.msg only encloses draft agendas and meeting invites, it does not show decisions, what the recommendations from s9(2)(a) were or the approval from the s9(2)(a).</p>	
<p>4. Please provide details of prepacked dinners that were provided referred to in Update All Staff Fono and Laulus Farewell (1).msg. How were the numbers and costs calculated?</p>	<p>Based on a conservative estimate of attendees we ordered 350 pre-packed dinners at a cost of \$25.50 each. They included Samoan Chop Suey, a piece of Smoked Chicken, a Palusami Croquette, Potato Salad, a mini Coconut Bun and a soft drink.</p>		
<p>5. Were the pre paid dinner packs in addition to catering provided?</p>	<p>Yes. The pre-packed dinner packs were intended as the main meal for the event, that could be taken away if wanted. The other catering was partially provided to meet host responsibilities, as alcohol was available for attendees to purchase.</p>		
8. Travel and Accommodation			
<p>1. Orbit submitted three quotes for the event covering flights, accommodation, venue, catering and event support (one for Auckland, Wellington and Christchurch). The Wellington event quotes in Orbit Proposal for MPP - Wellington Event October 22.pdf include a range of options for venue, flights and accommodation. Please confirm the venue hired and actual costs for the events.</p>	<p>The Farewell was held at Pipitea Marae, at a total cost of \$13,149.52 The components of that are: Venue \$1,500; Pre-packed dinners \$8,925; Other catering \$2,094.52; Internet access \$70; Tablecloths \$60; Cleaning \$500.</p> <p>The All Staff Fono was held at Movenpick Hotel, at a cost of \$18,440.35 The components of that are: Venue \$2,678.26; Equipment \$3,101.22; Miscellaneous \$486.96; Catering \$12,173.91 (two days).</p>	<p>See PSC Costings Calculations spreadsheet which has been developed from the spreadsheet provided by MPP "OIA Farewell and All Staff Workings". The data you have provided here indicates:</p> <p>Airfares (including orbit, travel change & uber costs)- \$43,226.13</p> <ul style="list-style-type: none"> Farewells – airfares for 13 non staff and uber for one non staff member - \$6,032.14 Fono- airfares for 94 staff - \$32,154.73 Powhiri for 6 staff and 6 non staff - \$5,039.26 <p>Accommodation - \$18,454.02</p> <ul style="list-style-type: none"> Farewells – accommodation for 5 non staff members- \$1,337.43 Fono- accommodation for 49 staff- \$15,937.86 Powhiri accommodation for 4 staff (which includes accommodation for s9(2)(a) and 1 non staff member- \$1,178.74 <p>17. Does s9(2)(a) reside outside of Wellington?</p>	
<p>2. In the proposed costs for the Wellington event in Orbit Proposal for MPP - Wellington Event October 22.pdf the check in date for Movenpick accommodation is Thursday 13 Oct and check out is Saturday 15 October. As the fono finished at 12.30 on Friday 14</p>	<p>Initially we were unsure if the farewell was to be Thursday or Friday evening so two-night accommodation was sought. Note: some staff stayed an extra night at their own cost and paid direct to the hotel (no costs were incurred by MPP).</p>	<p>18. When was it decided that the farewell would be on Thursday 13 October? After this decision was made, was consideration given to rebooking flights and reducing accommodation to one night so people could leave on Friday 14 October at a lower cost?</p>	<p>19.</p>

October, why was an additional day of accommodation required?			
9. Meetings including Tautua meetings			
1. You have provided us with meeting invites for two Tautua meetings: All Staff Fono Tautua Approval (1).ics and All Staff Fono Farewell Powhiri - updates next steps.ics . Please provide minutes from these meetings, and any further meetings where the fono, farewells or pōwhiri were discussed.	No minutes taken for either Tautua meeting, or any of the further meetings referred to.		
2. You provided the meeting invite and draft agenda for Talanoaga mo le Faamavaega ma Laulu - Working group.ics Please provide any minutes from this meeting. Please also provide any further communications from the Working Group that show where decisions were made (e.g. follow up emails or Teams chats).	No minutes of these meetings but Teams discussions about planning is provided. Some of this is in the Samoan language and will be translated for you.	20. Please provide the link to the Teams discussion – we can't see this in the folder.	21.
10. Gifts – attachments included			
1. In OIA Farewell and All Staff workings.xlsx Gift sheet please remove material, tailoring, flowers and drummers from gift sheet as they are not gifts and update the worksheets. Material, tailoring and flowers are currently included under Misc in the Workings worksheet. Please add drummers and photography to Misc.	The Gift sheet is copied from a Word doc, and is included for info (specifically to show who received the \$4,300). Removing items will not change any calculations.	22. See PSC spreadsheet on gifts. We have included invoices provided for all items considered gifts (including the Kura voucher and corned beef box). We have also included the reimbursements paid to staff as this is a cost to the Ministry. The total is \$8225.49. We do not know what the Fijian gift was as the item has not been identified. Can you advise? 23. Please look at this spread sheet and confirm if the costs are accurate.	24.
2. What was the decision-making process around the drummers, photography, flowers and plant hire? Who approved these?	s9(2)(a) endorsed the need for these items based on advice about what had been done for recent community events. This included advice from s9(2)(a) who has worked as s9(2)(a) Approval provided by s9(2)(a)	25. The event in question was primarily a staff farewell rather than a community event. Was consideration given to the difference in requirements for a community event compared to a staff farewell? 26. How did s9(2)(a) endorse the need for the items – was this in writing or verbal? Was the advice from the farewell working group member in writing? 27. Was approval from s9(2)(a) documented in an email or was this a verbal approval?	28.
3. The Non-Orbit Sheet says \$4300 for the Ministry's contributions to Laulu's farewell gifts. Workings sheet for gifts also has a different amount - \$5,818.97. Please advise which is the correct figure?	The \$4,300 is part of the \$5,818.97.	29. Please see the PSC spreadsheet on gift and confirm if these items and costs are correct.	30.

4. Were the Tokelau items in the gifts worksheet (necklace, hat and head lei) gifts for Laulu?	Yes. However, we will need to check if the staff concerned did or didn't seek reimbursement, or if they just haven't claimed them yet, and whether there was a cost to the Ministry.	31. Please provide this when it is confirmed.	32.
5. Were the Tuvalu items in the gifts worksheet (vaka, fan and skirt) gifts for Laulu?	Yes. However, we will need to check if the staff concerned did or didn't seek reimbursement, or if they just haven't claimed them yet, and whether there was a cost to the Ministry.	33. You provided us with an invoice for the Tuvalu skirt S4048 (cost \$100 – non orbit sheet line 9). There was also a Tuvalu skirt \$90 in the gifts inventory. Please provide clarity and other costs when they are confirmed.	34.
6. With regards to the Tuvalu skirt S4048 refers to a \$100 tuvalu titi. Is this the same skirt or an additional one?	Same skirt		
7. Were the Cook Island items in the gifts worksheet (pare, tivaevae) gifts for Laulu?	Yes. However, we will need to check if the staff concerned did or didn't seek reimbursement, or if they just haven't claimed them yet, and whether there was a cost to the Ministry.	35. Please provide this when it is confirmed.	36.
8. What was the Fijian gift that the gifts worksheet says an invoice has been sent for? Was that a gift for Laulu? What was the full cost and what contribution did MPP make, if any?	Yes. However, we will need to check if the staff concerned did or didn't seek reimbursement, or if they just haven't claimed them yet, and whether there was a cost to the Ministry.	37. Please provide this when it is confirmed.	38.
9. What was receipt for Kura gallery for? Was that a gift for Laulu?	This was a gift to Laulu (a voucher to purchase an artwork). NB Staff that did not contribute to gifts from MPP cultural groups contributed \$200 of this.	The total amount for the Kura gallery gift (as per invoice in the Credit Card worksheet of the OIA excel document) is \$1200. 39. Was the actual cost \$1400 (MPP \$1200 + 200 staff contribution)? 40. If the actual cost was \$1200 please provide evidence on the \$200 being repaid to MPP. 41. What happened to the \$200 cash? Where did it go? 42. Please provide information on who used the credit card to purchase the gift? Was it their credit card?	
10. How many gifts in total were given to Laulu by the Ministry or paid for (including in part or by reimbursing staff members) by the Ministry?	The Ministry has contributed towards 8 gifts to date, either in whole or in part (Corned beef, Art voucher, Siapo & 2 mats, 2 ie toga, 2 ie toga, Tongan carving, Tuvalu titi, Niue carving). There may be others if and when staff claim reimbursements (see other questions in this section).	43. Please see our spreadsheet calculations on gifts and confirm the cost and number (21 gifts total) is correct.	44.
11. The Revised PSC Timeline 20230131.pdf states that cultural expert advice was used to determine how much staff should be reimbursed for cultural gifts. Can you please provide any more information about what this advice was and how values were determined?	Expert cultural advice on the Samoan gifting was provided s9(2)(a) [REDACTED] She provided verbal advice about the values of the items based on her expertise.	45. What did the cultural advisor consider when determining the value of the items and how much should be reimbursed?	46.
12. Did the reimbursement for gifts paid to staff only cover the cost of	Reimbursements did not cover staff time.	47. Please confirm it covered the costs of materials.	48.

materials or did it include payment for staff time too?			
13. Has financial support from the Ministry for staff to provide gifts to other departing staff previously been given? If so, what was the criteria for this and how much funding was provided?	Not that we are aware of.		
14. Were any discussions undertaken with the staff who provided gifts as to how much these would cost and how much they would be reimbursed before the gifts were made/purchased?	Staff were informed that support was available, if requested, for gifting, prior to gifts being purchased. No amount was specified.	There appears to be a lack of detailed documented guidance to staff around the financial support for cultural gifts, Emails viewed (see examples below) indicate [redacted] referred them to s9(2)(a) and stated that the only guidance he gave was for MPP staff to purchase, get receipt and then get reimbursed. Re Use how much can Te Rave'anga get to help towards all our gifts for Laulu please ra Vinaka vakalevu) xo.msg RE Budget for Laulus gift.msg 49. What advice did [redacted] provide to staff?	
15. The Revised PSC Timeline 20230131.pdf states that [redacted] agreed to proposal and [redacted] approval sought, as per policy. What policy is being referred to here. Can you provide a copy of the email - Updated cultural gifting list - for your actioning please. 20/10/22.	Email 'Updated cultural gifting list - for your actioning please. 20/10/22' provided.	50. The email does not show what policy was being considered. Please advise.	51.
16. What was the total staff contribution towards the Ministry-wide gift for Laulu referred to in this email Update All Staff Fono and Laulus Farewell (1).msg (excluding gifts provided separately by some Pasifika groups).	\$200 – see 9 above.	52. Please confirm that the total staff contribution was \$1200 - staff contributed \$200 for the Kura gallery voucher gift and \$1000 for the Tongan carving (gift inventory notes \$1000 staff contribution towards this). 53. What happened to the \$200 cash? Where did it go? 54. Please also explain where the additional \$1000 for the Kura gallery gift came from? 55. Or was the actual cost \$1400 (MPP \$1200 + 200 staff contribution)?	56.
17. How was it determined what gifts were required and who to get them from?	With the exception of the Ministry's gift, all decisions about what gifts to get and from whom, were staff-led.	57. Please advise what was the Ministry's gift given there were multiple gifts on the gift inventory provided. 58. When did staff become aware they could be reimbursed for gifts – before they determined what to provide or afterwards? When was cultural advice about the value of gifts obtained – before or after staff determined what to obtain?	59.

18. This email FW Farewell Lauulu Mac Leauanae Secretary for Pacific Peoples - Thursday 13 October @ 3 00pm.msg makes reference to some koha been given. Was any koha given by the Ministry?	We don't believe that this was from the Ministry as no koha arrangements had been agreed prior.		
19. How much cash contributions towards koha and/or mealofa was given and to who (provide breakdown?)	No koha was provided to any of the speakers.	60. As per question 26, it appears one attendee at the farewell received a koha. Please advise if any koha/mealofa was given to any attendees (not just speakers) and details of this.	61.
11. Uniforms – material and tailoring			
1. Please confirm in total how many uniforms were purchased (or how many existing garments were tailored) and the total cost.	Can confirm invoice for three uniforms purchased for a total of \$345.00 came through s9(2)(a). However, there may be a small number of others that were sent directly to Accounts. Most staff wore existing uniforms or their own cultural attire.	62. Please provide the othesr sent directly to Account.	63.
2. How was it determined what uniforms were required and who to get them from?	The staff-led cultural groups determined themselves what they would wear. Most wore existing uniforms or their own cultural attire.	64. When was it decided staff could receive funding for cultural attire/uniforms (buying or tailoring existing clothing). How and when was this communicated?	65.
3. In OIA Farewell and All Staff workings.xlsx the gift sheet states \$324 for material. There are 3 transactions for fabrics- one for \$74.16, one for \$285 and one for \$312.31 which means total is \$671.476 not \$324. Please clarify what the total cost was?	The Gift sheet is copied from a Word doc, and is included for info. I agree the \$312.31 is a cost of material. I can't see any entries for \$74.16 or \$285.00. Dean – please advise which entries you are looking at and in which sheets.	S2352 and S3848 are to do with material/fabric. 66. We do not have a pdf for S2352 so can you resend. 67. Please resend S3848 as the quality is poor and its hard to determine the totals as there is a clear receipt for \$74.16 but other figures written on the invoice (looks like \$285 and \$312.31).	
4. Please provide the \$312.31 invoice from s9(2)(a) for material.	Already provided (refer S3848).	68. Please resend S3848 as the quality is poor and its hard to determine the totals as there is a clear receipt for \$74.16 but other figures written on the invoice (looks like \$285 and \$312.31).	69.
12. Event Support			
1. In OIA Farewell and All Staff workings.xlsx provide more information and breakdown/invoices for the cost given as event support- \$5,602.21. What does this cost consist of?	Event Management 18 hours at \$105 = \$1,890 Event co-ordinator 24 hours at \$75 = \$1,800 Fixed cost of \$500 The remainder is \$1,412.21 – This was for shuttles and coaches between the airport and the All Staff venue, and the All Staff venue and Farewell venue. The labelling on the Orbit statement led us to believe it was for additional event support charges which is why it was included in this total.		
13. Plant Hire			
1. Please provide the plant hire invoice.	Already provided (refer S3844).	70. Please provide a link to the invoice – we can't find S3844 in folder.	71.
14. Spreadsheet – Orbit costs			

1. The Non orbit excel worksheet OIA Farewell and All Staff workings.xlsx includes a large number of Orbit costs. Please remove these and put in the Orbit worksheet.	You can apply the included filters in the Non Orbit sheet, so you aren't viewing them. They are already included in the Orbit sheet.	72. Please refer to PSC reworked calculations costings spreadsheet and confirm these costs are correct and complete.	73.
2. In the Non orbit sheet of some individuals have multiple Orbit Airfares associated with their name (e.g. they appear to have 3 or 4 flights associated with their name instead of 2). Some of these costs are for the exact same amount but they are recorded twice. Please explain why this is.	Generally it is for changing the bookings.	74. As above. It does not appear to be a change fee as it is the exact same cost charged twice (for example the costs for s9(2)(a) in cells 352-354 of the Non Orbit worksheet are \$359.31, \$266.53 and \$266.53).	75.
15. Relevant Policies			
1. Was consideration given to the following relevant corporate policies: 20200714 Business Expenditure Policy v3 July 2020.pdf Hospitality Gifts and Entertainment Policy v4 May 2021 SIGNED.pdf Financial Delegations Policy 8_0 October 2022.pdf and 20200714 Travel Policy v3 July 2020.pdf	Yes, consideration was given to the relevant policies.	76. We have not seen evidence of this. Please provide evidence.	77.

Responses to PSC questions regarding 4 events - fono, public farewell, MPP farewell and pōwhiri

Notes:

- There are some questions where the response is noted as TBC. We will provide this information as soon as possible. These sections have been highlighted orange.
- We have provided interim responses for some questions noting:
 - Orbit will be providing more information this week (week beginning 7 February). Once we have this information, we can provide a final response. We understand that you are aware of this timing.
 - There is some information we will need to check with staff – such as reimbursements.
- Attachments have been provided in relation to the 'Communication' and 'Gifts' sections of questions.

1. Previous farewells and fono	
Question	Response
1. Can you please provide information as to what has been done to farewell previous Chief Executives, for example Sir s9(2)(a) as referenced here Revised PSC Timeline 20230131.pdf	Based on discussions with staff, this is our understanding of past CE's farewells: <ul style="list-style-type: none"> • s9(2)(a) – Farewell for both internal stakeholders and Ministry staff at MPIA office s9(2)(a) • s9(2)(a) – Ministry Farewell, coinciding with All Staff Planning Meeting at external venue. (2011). • s9(2)(a) Farewell for both internal stakeholders and Ministry staff at external venue (2016).
2. Can you provide details of July 2021 fono and associated costs as referenced here Revised PSC Timeline 20230131.pdf	Response TBC.
2. Secretary crossover dates	
1. Can you provide the crossover dates between the departing and Acting Secretary?	Acting Secretary <ul style="list-style-type: none"> • MPP: Monday 10 October – Friday 14 October • PSC: Monday 17 October – Tuesday 31 January Outgoing Secretary <ul style="list-style-type: none"> • Friday 14 October (last day) • Monday 10 October - Friday 14 October annual leave
3. Communication – attachments included	
1. Please provide copies of the communications and invites sent to Ministry staff, agencies and members of the public about the fono, farewells and pōwhiri.	The emails below have been provided: <ul style="list-style-type: none"> • STAFF: Registration Email (uploaded) • STAFF: Day 1 Invite (uploaded) • STAFF: Day 2 Invite (uploaded) • STAFF: Things you need to know (uploaded) • EXTERNAL - Farewell Laulu Mac Leauanae, Secretary for Pacific Peoples - Thursday 13 October @ 3:00pm • STAFF/EXTERNALS - Invitation to Pōwhiri Welcome for Incoming Tumu Whakarae Secretary for Culture and Heritage 17 October 2022
2. Please provide copies of the emails sent to Tautua , the cultural leads and Ministers office updating them on the progress with the fono and farewells that are referenced here Revised PSC Timeline 20230131.pdf	The emails below have been provided: <ul style="list-style-type: none"> • 20220930 RE_MPP All Staff Fono _ Laulu Farewell & Powhiri • 20221007 RE_MPP All staff Fono • All Staff Fono Farewell Powhiri – Tautua • All Staff Fono Farewell Powhiri – Updates & Next Steps • Laulu's Farewell - update and reminder re community invites • Update: All Staff Fono and Laulu's Farewell
4. Financial support/travel for community members	
1. Tautua agreed on 28/9/22 that the Ministry would fund travel for one community person from each of the nine Pacific community groups to attend / represent their community as referenced here Revised PSC Timeline 20230131.pdf . Email from s9(2)(a) on 29/9/22 Laulu's Farewell - update and reminder re community invites.msg states that the Ministry wouldn't be offering to pay for travel but that they had a contingency to support the travel of 2 individuals per ethnic community, if travelling from out of Wellington. Please provide details around the change from 1 to 2 community persons.	Because a number of the community representatives, were based in Wellington, and did not require travel, some flexibility/contingency became available for community groups who did have representatives outside of Wellington. [Sometimes a community person might need to bring another person as physical helper or for language translation support etc]. In the end, the majority of the community representatives/speakers for the farewell were Wellington-based.

2. What was communicated to community members about the costs of travel? Please provide any relevant emails/invites.	Ministry relationship-holders (mainly from our Regional Partnerships team) liaised directly with respective community members. It was communicated to communities that the Ministry was seeking one speaker each to represent their respective community. Once that representative was confirmed, then depending on where they were based, and their situation, it was communicated that support could be offered for them to travel if they needed it.
5. Attendee information - Fono	
1. How many people attended the fono? How many were MPP staff and how many externals?	118 staff attended each day of the fono. No externals attended this All Staff 2 Day Fono.
6. Attendee information - Farewells	
1. How many people attended the MPP farewell? How many were MPP staff and how many were external?	MPP Staff: 90/100 External: 4
2. How many people attended the public farewell? How many were MPP staff, how many were other public service officials and how many were members of the public?	MPP Staff: 90/100 Guests: 115 confirmed (incl. 5 public service officials)
3. The email chain Latest RSVPs and seating for s9(2)(a) msg shows 113x acceptances and 46x declines for the public farewell. Are these the final numbers for external attendees? With regards to the externals, please clarify how many were members of the public and how many were officials from other agencies.	Guests: 115 confirmed (incl. 5 public service officials) 167 not confirmed - many just turned up (350 guests catered for)
4. How many attendees at the fono, farewells or pōwhiri had their flights or accommodation paid for? This includes MPP staff, officials from other agencies and members of the public. How many stayed for more than one night, two nights etc? What was the final cost of this?	Orbit will be providing more information in the week beginning 7 February – our response to this question can be provided once we receive this information. We understand PSC is aware of this timing.
7. Attendee information – Pōwhiri	
1. How many MPP attendees were at the pōwhiri? How many were staff and how many were members of the public?	MPP Attendees x 54 <ul style="list-style-type: none"> • MPP Staff x25 • Public x29
2. How many people received support from MPP (e.g. flights and accommodation) to travel to the pōwhiri? How many were staff and how many were members of the public?	5 staff and 7 non-staff.
3. Please confirm the date of the pōwhiri was 17 October.	Confirmed.
4. Did MPP contribute to the costs of holding the pōwhiri (e.g. catering or venue hire)?	No.
5. Did MCH contribute to any costs? If so how much and what for?	We do not hold that information.
8. Budget	
1. What were the budgets for the fono, farewells and pōwhiri? When were these set?	Response TBC.
2. Who set and approved the budgets? We note the meeting invite All Staff Fono - Budget (2).ics which is also referenced in the timeline. Are there any minutes from this meeting or follow up emails to note the budget that was agreed?	Response TBC.
3. Was advice sought from anyone outside the Ministry on the costs of these events? For example, from the Office of the Auditor General?	Response TBC.
4. Did the s9(2)(a) to the Secretary have any financial delegations?	Response TBC.
5. Was the outgoing secretary consulted in setting budget?	Response TBC.
9. Venue and Catering	
1. The Orbit Proposal for MPP - Wellington Event October 22.pdf contains quotes for the event that would vary depending on how many people attend. Please provide us the final cost per head of each event.	Orbit will be providing more information in the week beginning 7 February – our response to this question can be provided once we receive this information. We understand PSC is aware of this timing.
2. What was the split between venue hire and catering for each event?	Orbit will be providing more information in the week beginning 7 February – our response to this question can be provided once we receive this information. We understand PSC is aware of this timing.
3. Please provide us more detail on the decision-making process for these events (e.g. relevant emails, Tautua meeting minutes etc).	Recommendations were made by s9(2)(a) communicated to Tautua, and approved by s9(2)(a) See (uploaded in the 3. <i>Communication</i> folder): <ul style="list-style-type: none"> • All Staff Fono Farewell Powhiri – Tautua • All Staff Fono Farewell Powhiri – Updates & Next Steps

	<ul style="list-style-type: none"> Laulu's Farewell - update and reminder re community invite
4. Please provide details of prepacked dinners that were provided referred to in Update All Staff Fono and Laulus Farewell (1).msg . How were the numbers and costs calculated?	Orbit will be providing more information in the week beginning 7 February – our response to this question can be provided once we receive this information. We understand PSC is aware of this timing.
5. Were the pre paid dinner packs in addition to catering provided?	Orbit will be providing more information in the week beginning 7 February – our response to this question can be provided once we receive this information. We understand PSC is aware of this timing.
10. Travel and Accommodation	
1. Orbit submitted three quotes for the event covering flights, accommodation, venue, catering and event support (one for Auckland, Wellington and Christchurch). The Wellington event quotes in Orbit Proposal for MPP - Wellington Event October 22.pdf include a range of options for venue, flights and accommodation. Please confirm the venue hired and actual costs for the events.	Orbit will be providing more information in the week beginning 7 February – our response to this question can be provided once we receive this information. We understand PSC is aware of this timing.
2. In the proposed costs for the Wellington event in Orbit Proposal for MPP - Wellington Event October 22.pdf the check in date for Movenpick accommodation is Thursday 13 Oct and check out is Saturday 15 October. As the fono finished at 12.30 on Friday 14 October, why was an additional day of accommodation required?	Initially we were unsure if the farewell was to be Thursday or Friday evening so two-night accommodation was sought. Note: some staff stayed an extra night at their own cost and paid direct to the hotel (no costs were incurred by MPP).
11. Meetings including Tautua meetings	
1. You have provided us with meeting invites for two Tautua meetings: All Staff Fono Tautua Approval (1).ics and All Staff Fono Farewell Powhiri - updates next steps.ics . Please provide minutes from these meetings, and any further meetings where the fono, farewells or pōwhiri were discussed.	Response TBC.
2. You provided the meeting invite and draft agenda for Talanoaga mo le Faamavaega ma Laulu - Working group.ics Please provide any minutes from this meeting. Please also provide any further communications from the Working Group that show where decisions were made (e.g. follow up emails or Teams chats).	No minutes of these meetings but Teams discussions about planning is provided. Some of this is in the Samoan language and will be translated for you.
12. Gifts – attachments included	
1. In OIA Farewell and All Staff workings.xlsx Gift sheet please remove material, tailoring, flowers and drummers from gift sheet as they are not gifts and update the worksheets. Material, tailoring and flowers are currently included under Misc in the Workings worksheet. Please add drummers and photography to Misc.	The Gift sheet is copied from a Word doc, and is included for info (specifically to show who received the \$4,300). Removing items will not change any calculations.
2. What was the decision-making process around the drummers, photography, flowers and plant hire? Who approved these?	s9(2)(a) endorsed the need for these items based on advice about what had been done for recent community events. This included advice from s9(2)(a) who has worked as s9(2)(a) Approval provided by s9(2)(a)
3. The Non-Orbit Sheet says \$4300 for the Ministry's contributions to Laulu's farewell gifts. Workings sheet for gifts also has a different amount - \$5,818.97. Please advise which is the correct figure?	The \$4,300 is part of the \$5,818.97.
4. Were the Tokelau items in the gifts worksheet (necklace, hat and head lei) gifts for Laulu?	Yes. However, we will need to check if the staff concerned did or didn't seek reimbursement, or if they just haven't claimed them yet, and whether there was a cost to the Ministry.
5. Were the Tuvalu items in the gifts worksheet (vaka, fan and skirt) gifts for Laulu?	Yes. However, we will need to check if the staff concerned did or didn't seek reimbursement, or if they just haven't claimed them yet, and whether there was a cost to the Ministry.
6. With regards to the Tuvalu skirt S4048 refers to a \$100 tuvalu titi. Is this the same skirt or an additional one?	Response TBC.
7. Were the Cook Island items in the gifts worksheet (pare, tivaevae) gifts for Laulu?	Yes. However, we will need to check if the staff concerned did or didn't seek reimbursement, or if they just haven't claimed them yet, and whether there was a cost to the Ministry.
8. What was the Fijian gift that the gifts worksheet says an invoice has been sent for? Was that a gift for Laulu? What was the full cost and what contribution did MPP make, if any?	Yes. However, we will need to check if the staff concerned did or didn't seek reimbursement, or if they just haven't claimed them yet, and whether there was a cost to the Ministry.
9. What was receipt for Kura gallery for? Was that a gift for Laulu?	This was a gift to Laulu (a voucher to purchase an artwork). NB Staff that did not contribute to gifts from MPP cultural groups contributed \$200 of this.
10. How many gifts in total were given to Laulu by the Ministry or paid for (including in part or by reimbursing staff members) by the Ministry?	Response TBC.
11. The Revised PSC Timeline 20230131.pdf states that cultural expert advice was used to determine how much staff should be reimbursed for cultural gifts. Can you please provide any more information about what this advice was and how values were determined?	Expert cultural advice on the Samoan gifting was provided s9(2)(a) She provided verbal advice about the values of the items based on her expertise.

12. Did the reimbursement for gifts paid to staff only cover the cost of materials or did it include payment for staff time too?	Reimbursements did not cover staff time.
13. Has financial support from the Ministry for staff to provide gifts to other departing staff previously been given? If so, what was the criteria for this and how much funding was provided?	Response TBC.
14. Were any discussions undertaken with the staff who provided gifts as to how much these would cost and how much they would be reimbursed before the gifts were made/purchased?	Staff were informed that support was available, if requested, for gifting, prior to gifts being purchased. No amount was specified.
15. Are there any meeting notes or emails from the meeting on 4 October recorded in the Revised PSC Timeline 20230131.pdf where it was determined financial support could be made available for staff purchasing or gifting cultural gifts?	No meeting notes. This was a verbal discussion.
16. The Revised PSC Timeline 20230131.pdf states that s9(2)(a) agreed to proposal and s9(2)(a) approval sought, as per policy. What policy is being referred to here. Can you provide a copy of the email - Updated cultural gifting list - for your actioning please. 20/10/22.	Email 'Updated cultural gifting list - for your actioning please. 20/10/22' provided.
17. The Non orbit sheet in OIA Farewell and All Staff workings.xlsx states that gifts were Ministry's contributions to Laulu's farewell gifts. Can the Ministry confirm whether all the gifts were for Laulu? Were any of the gifts for the guests attending the farewells, fono or powhiri?	All gifts were for Laulu.
18. Were the gifts retained by Laulu or by the Ministry?	Retained by Laulu.
19. Were staff contributions towards the carving gift (\$1,000) their personal contributions towards the carving?	Yes.
20. What was the total staff contribution towards the Ministry-wide gift for Laulu referred to in this email Update All Staff Fono and Laulus Farewell (1).msg (excluding gifts provided separately by some Pasifika groups).	\$200 – see 9 above.
21. How was it determined what gifts were required and who to get them from?	With the exception of the Ministry's gift, all decisions about what gifts to get and from whom, were staff-led.
22. Did Laulu receive any other gifts at either farewell from attendees?	We have included all the gifts to Laulu from the Ministry. We do not hold information about any other gifts he may have received.
23. Please provide the Ministry's gifts register for these events.	The gift register records gifts received by the Ministry, The Ministry did not receive any gifts related to these events.
24. Please provide the inventory referenced here Revised PSC Timeline 20230131.pdf	Inventory provided.
25. Was the corned beef box for farewell that is recorded on the first line of the Non Orbit sheet OIA Farewell and All Staff workings.xlsx a gift for Laulu or part of the catering for the farewell? As above, if this was a gift was it retained by Laulu or the Ministry?	It was part of gifting, and retained by Laulu.
26. This email FW Farewell Laulu Mac Leauanae Secretary for Pacific Peoples - Thursday 13 October @ 3 00pm.msg makes reference to some koha been given. Was any koha given by the Ministry?	Response TBC.
27. How much cash contributions towards koha and/or mealofa was given and to who (provide breakdown?)	No koha was provided to any of the speakers.
13. Uniforms – material and tailoring	
1. Please confirm in total how many uniforms were purchased (or how many existing garments were tailored) and the total cost.	Can confirm invoice for three uniforms purchased for a total of \$345.00 came through s9(2)(a) However, there may be a small number of others that were sent directly to Accounts. Most staff wore existing uniforms or their own cultural attire.
2. How was it determined what uniforms were required and who to get them from?	The staff-led cultural groups determined themselves what they would wear. Most wore existing uniforms or their own cultural attire.
3. Who owns the uniforms - were they retained by staff or the Ministry?	Retained by staff, but used for Ministry events.
4. In OIA Farewell and All Staff workings.xlsx the gift sheet states \$324 for material. There are 3 transactions for fabrics- one for \$74.16, one for \$285 and one for \$312.31 which means total is \$671.476 not \$324. Please clarify what the total cost was?	The Gift sheet is copied from a Word doc, and is included for info. I agree the \$312.31 is a cost of material. I can't see any entries for \$74.16 or \$285.00. s9(2)(a) please advise which entries you are looking at and in which sheets.
5. Please provide the \$312.31 invoice from s9(2)(a) for material.	Already provided (refer S3848).
14. Event Support	
1. In OIA Farewell and All Staff workings.xlsx provide more information and breakdown/invoices for the cost given as event support- \$5,602.21. What does this cost consist of?	Orbit will be providing more information in the week beginning 7 February – our response to this question can be provided once we receive this information. We understand PSC is aware of this timing.

15. Plant Hire	
1. Please provide the plant hire invoice.	Already provided (refer S3844).
16. Spreadsheet – Orbit costs	
1. The Non orbit excel worksheet OIA Farewell and All Staff workings.xlsx includes a large number of Orbit costs. Please remove these and put in the Orbit worksheet.	You can apply the included filters in the Non Orbit sheet, so you aren't viewing them. They are already included in the Orbit sheet.
2. In the Non orbit sheet of some individuals have multiple Orbit Airfares associated with their name (e.g. they appear to have 3 or 4 flights associated with their name instead of 2). Some of these costs are for the exact same amount but they are recorded twice. Please explain why this is.	Generally it is for changing the bookings.
17. Relevant Policies	
1. Was consideration given to the following relevant corporate policies: 20200714 Business Expenditure Policy v3 July 2020.pdf Hospitality Gifts and Entertainment Policy v4 May 2021 SIGNED.pdf Financial Delegations Policy 8 0 October 2022.pdf and 20200714 Travel Policy v3 July 2020.pdf	Yes, consideration was given to the relevant policies.

From: [MinisterialServices](#)
To: s9(2)(a)
Cc:
Subject: RE: MPP All staff Fono
Date: Friday, 7 October 2022 11:42:00 am
Attachments: [AM041-202223 - Ministry for Pacific Peoples All Staff Planning Fono \(FINAL\).docx](#)
[image001.png](#)

Hi team

Please find attached an aide memoire to support s9(2)(a) attendance at MPP's All Staff Fono next Thursday.

The aide mem includes a programme for the farewell also.

Let me know if you need anything else, or if I've missed anything.

Ia manuia

s9(2)(a)

Level 1, 101-103 The Terrace
PO Box 833, Wellington 6140, New Zealand

www.mpp.govt.nz | www.pacificaotearoa.org.nz



From: s9(2)(a)
Sent: Friday, 30 September 2022 3:47 pm
To: MinisterialServices <MinisterialServices@mpp.govt.nz>
Cc: s9(2)(a)
Subject: MPP All staff Fono

Kiaora team,

s9(2)(a) has agreed to attend all staff Fono from 12.30pm till 1.30pm. Can I please have an Aide memoire to support s9(2)(a) on this engagement. The Aide memoire should include the following:


- The overall theme of the all staff fono
- What would the staf have talked about before the s9(2)(a) Q and A session
- What is expected of s9(2)(a) What do you want him to convey.

- Talking points (just bullet points to guide him)
- This should also include logistical info (times and location).

This is due to the office **Friday 7th October,**.

Kia ora ra

s9(2)(a)



aide memoire

Meeting

Date: October 7 2022

Security Level: In Confidence

For: s9(2)(a) [REDACTED]

Ref: AM041-2022/23

MINISTRY FOR PACIFIC PEOPLES ALL STAFF PLANNING FONO

Date and venue

Date: Thursday 13 October

Time: 12.00pm – 1.00pm

Location: Movenpick Hotel, 345 The Terrace, Wellington

A carpark has been reserved for you should you require it.

Purpose

You have been invited to speak to Ministry staff from 12.00–12.30pm and stay for lunch from 12.30pm – 1.00pm.

Background

The Ministry is holding a two-day all staff planning fono on Thursday 13 and Friday 14 October. This is the first time Ministry staff have been able to come together in person as a Ministry, since before COVID-19.

The vast majority of Ministry staff (approximately 117 people) are expected to attend the Fono. The Fono coincides with the farewell celebration for outgoing Secretary, Laulu Mac Leauanae who commences his new role at the Ministry for Culture and Heritage on Monday 17 October. The programmes for both the fono and the farewell is attached in Appendix 1.

Laulu will be taking annual leave in the week of October 10-14, so will not be at the All Staff Fono. s9(2)(a) [REDACTED], along with Tautua, will lead the All Staff Fono.

Fono theme

The theme for our Fono is - *Fuluhi ki tua ke kitia mitaki a mua: Turn backwards so that you may see forward well.*

This Niuean proverb has been chosen for the Fono because with the departure of outgoing Secretary, Laulu Mac Leauanae, it's a time of reflection and change for the Ministry. The Fono also precedes Niue Language Week.

Agenda

The All Staff Fono agenda will focus on what the Ministry has delivered over the past 12 months, take stock of what we have learned, and sharpen our focus on our deliverables for the next 3-6 months and beyond. The agenda is attached in Appendix 1.

You have been invited to speak to Ministry staff from 12.00-12.30pm. Our suggestion is that you may like to speak for 10-15 minutes and then allow some time for Q&A. We welcome you to stay for lunch with staff from 12.30-1.00pm.

Suggested talking points

Welcome

- Noa'ia, Mauri, Ni Sa Bula Vinaka, Fakaalofa lahi atu, Tālofa, Kia orana, Mālō e lelei, Mālō nī, Talofa lava, Tēnā koutou katoa
- Thank you for the invite today.
- As I understand it, this is the first time Ministry staff have been able to come together in person as a Ministry, since before COVID-19.
- I'm pleased to be here and for some of you – this will be the first time that I've met you or spoken to you in person

Reflections

- With the departure of Laulu, it's a time of change for the Ministry.
- It's also a good time to reflect on what we've achieved collectively, myself as the s9(2)(a) and you as the Ministry for Pacific Peoples.
- I want to thank you all for the work you've done over the past 5 years.
- We've made great gains in many of the Government priorities for Pacific peoples.
- This includes our work in Pacific wellbeing, Pacific languages, Pacific housing, Pacific economic development, Pacific employment, training and skills development and much more.
- I am grateful that we've been able to deliver on our manifesto commitments over the past few years.
- Then of course, the COVID-19 pandemic hit the globe, and disrupted all facets of our life.
- Despite COVID-19, I am grateful that we've still continued to work hard for our communities. In fact, the Ministry has been critical in the Government response for COVID, and a trusted source of information.

Priorities

- There is still work to be done.
- I know that you have all seen my Letter of Expectations for the Ministry for 2022/23.
- This, alongside the priorities, I have shared with Tautua I will be expecting the Ministry to deliver on.
- I have also shared with Tautua my views about how the Ministry can better service me, and I understand that some of this will be covered in the next two days.

Question and Answers

- It's a rare opportunity for us to be together – not in a public arena – so I encourage you to make any comments or ask me any questions, and then I look forward to sharing some lunch with you all.
- Thank you again for your commitment to delivering better outcome for our Pacific peoples.

Ministry contact: s9(2)(a)

s9(2)(a)

Appendix 1: All Staff Planning Fono Agenda and Farewell programme

ALL STAFF PLANNING DAYS 2022

Meeting Date	Thursday 13 – Friday 14 October 2022
Venue	Movenpick Hotel, Wellington MC: s9(2)(a)

DAY ONE

TIME	ITEM	LEAD
0900	Coffee on arrival	
1000	Welcome & Objectives	s9(2)(a)
1010	Opening lotu	s9(2)(a)
Connecting & Reconnecting		
1015 – 1155	Farewell Briefing	s9(2)(a) s9(2)(a)
	Ministry pese practice	s9(2)(a)
Message from s9(2)(a)		
1200	s9(2)(a)	s9(2)(a)
1230 – 1330	Lunch	
1400 Shuttles to Farewell Venue		
1400 – 11:30pm	Farewell at Pipitea Marae Function Centre	

DAY TWO

TIME	ITEM	LEAD
0900	Opening lotu	s9(2)(a)
<i>Tautua Panel Session</i>		
0915	Our new season – the next 3, 6 and 12 months	Tautua
1000	Morning tea	
<i>Priorities for our Pacific communities in 2022</i>		
1015	Preliminary Themes from Lalanga Fou Engagements 2022	s9(2)(a)
<i>Where are we going? How will we get there?</i>		
1115	<p>Update on our ‘Big Rocks’ deliverables for 2022/2023 and beyond</p> <ul style="list-style-type: none"> • Office of the Secretary • Corporate Services • Regional Partnerships • PERHL • Service Delivery 	Tier 3 Leaders
1230	Closing Lotu & Lunch	s9(2)(a)

Public Farewell Celebration for Laulu Mac Leauanae

Thursday 13 October 3.00pm – 5.30pm, Pipitea Marae & Function Centre, Wellington

MC: s9(2)(a)

PART ONE – OPENING AND WELCOME (30 mins)			
3.00pm	Guests arrive	Guests are ushered in by MPP staff and seated.	5 mins
3.05pm	Welcome	Welcome from MCs s9(2)(a)	5 mins
3.15pm	Opening Lotu / Prayer	Prayer – s9(2)(a) Pese – E lo'u Tama e ua Faafetai	10 mins
PART TWO – SPEECHES FROM PACIFIC COMMUNITIES (60 mins)			
3.30pm	Invited speakers /representatives from Pacific communities	<ul style="list-style-type: none"> • Tonga speaker - s9(2)(a) • Cook Islands speaker - s9(2)(a) • Fiji speaker - s9(2)(a) • Tokelau speaker - s9(2)(a) • Tuvalu speaker - s9(2)(a) • Niue speaker - s9(2)(a) • Rotuma speaker - s9(2)(a) • Kiribati speaker • Samoa speaker - 	60 mins
PART THREE – SPEECHES FROM GOVERNMENT (30 mins)			
4.30pm	Invited speakers /representatives government	• Speech from s9(2)(a)	10 mins
		• Public Service Commission (x1), agencies (x3)	10 mins
		• <i>Special Presentation – Honouring our History</i> (Ministry for Pacific Peoples presentation – Chief Executives) (x2)	10 mins
PART FOUR – LAULU’S FAREWELL SPEECH (20 mins)			
5.00pm	Laulu’s reply	<ul style="list-style-type: none"> • Words from Laulu. • Laulu’s tauluga (Ministry staff supporting) <p><i>Falealili uma – full version with Alo alo malie lou va’a Samoa</i></p>	20 mins
PART FIVE – CLOSING (10 mins)			
5.15pm	Closing Lotu/Prayer	<ul style="list-style-type: none"> • Prayer - Blessing of Laulu and Ministry s9(2)(a) • Blessing of the food • Closing Pese 	10 mins

PREPACKED DINNERS AVAILABLE FOR GUESTS & MPP STAFF – 5.30pm

From:
To:

s9(2)(a)
s9(2)(a)

Subject:

Date: Tuesday, 11 October 2022 1:50:00 pm

Attachments: [Final All Staff Planning Agenda 101022.pdf](#)

Fakaalofa lahi atu ki a mutolu oti

Some further information about our fono and Lauulu's farewell this week - as always, any questions please sing out.

For those of you flying in you will have received your itineraries, please note transfers from the airport to the hotel (and returning on Friday) are noted on your itinerary - meet at baggage collection on ground floor where Orbit staff are on hand to provide guidance.

Movenpick Hotel (Conference)

Check In: If you are unable to check in when you arrive there will be time when we break for lunch @ 12:30pm and before the first coach leaves at 2:00pm. However, the hotel is fully booked this week so your room may not be ready prior to us heading off to Pipitea, if you are unable to check in before we leave your bag will be held in the Tui Room (MPP luggage only) and room key ready when you get back after the event.

Breakfast: Included in your room rate

Check Out: Please check out before conference commences @ 9:00am on Friday. The Tui Room has been allocated to hold bags until you depart (this room is for MPP luggage only).

Parking: There is parking available at the hotel but it's \$35/day so we have shuttles going from Wellington Office on both days (Thursday @ 9:15am & Friday @ 8:15am)

Wi-Fi: Network: s9(2)(a)

Pipitea Marae & Function Centre (Farewells):

Travel from Movenpick: Coaches will be leaving at 2:00pm and 2:15pm, can we please ask those of not staying at the hotel or have already checked in to hop on the 2:00pm coach.

Parking: Parking building next door and street parking available.

Photography: No photos to be taken in the entrance to the Marae. We will have a professional photographer on site for the farewell.

Dinner: Guests will be given their takeaway dinners first then we will have ours bought out at 6:00pm and the bar will open – cash bar for alcohol with all other drinks provided

Return to Movenpick: Shuttles are booked to return to Movenpick every half hour from 9:00pm with the last one leaving at 11:30pm. If you need to leave prior to 9:00pm (formalities scheduled finish time) please make your own arrangements.

Getting Home: For those of you not staying at the hotel and require travel home, please liaise within your team and/or with those you live nearby. You may be able to catch a lift or book an Uber/Taxi and travel together. If you are using public transport and need to get from the train station/bus stop home, please use a taxi or uber and claim expenses – we want everyone getting home safely.

Dress Code: Day 1 Business Attire (cultural dress for the farewells encouraged) / Day 2 – casual Friday

Agenda: Attached for both days noting you will all be fully briefed on Thursday morning for both the public and MPP farewells.

Looking forward to seeing you all...3 more sleeps!!!!

Fakaaue Lahi oue tulou

s9(2)(a) s9(2)(a)

s9(2)(a)

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Level 1, 101 - 103 The Terrace
PO Box 833, Wellington 6140, New Zealand

mpp.govt.nz

From: [RSVP Farewell](#)
Cc: [RSVP Farewell](#)
Subject: Farewell Lau Lu Mac Leauanae, Secretary for Pacific Peoples - Thursday 13 October @ 3:00pm
Date: Tuesday, 4 October 2022 3:40:24 pm
Attachments: [Laulu Invitation Title-V3.jpg](#)
[image001.png](#)

Noa'ia, Mauri, Ni Sa Bula Vinaka,
 Fakaalofa lahi atu, Tālofa, Kia orana, Mālō e lelei,
 Mālō nī, Talofa lava, Tēnā koutou katoa

Join us for the
 Farewell Celebration for
 Lau Lu Mac Leauanae, Secretary for Pacific Peoples



Date: Thursday 13 October 2022
Time: 3:00pm – 5:30pm
 (please gather outside Marae)

Location: Pipitea Marae & Function Centre,
 55-59 Thorndon Quay, Wellington

RSVP: by Friday 7 October 2022
 to RSVPfarewell@mpp.govt.nz

Please note this event is Invitation Only

Inventory - Cultural gifting for Laulu's Farewell 20/10/22

1. CULTURAL GIFTING REQUIRING MINISTRY SUPPORT

Tonga

Commissioned carving by Tongan artist. **Estimated \$1300. Staff contributed \$1000.**

Total for Ministry support: \$300.00

Samoa

- s9(2)(a) (staff member) gifted large Siapo (Samoan tapa cloth 10m x 12m) and 2 Samoan fine mats **Estimated worth \$1500**
- s9(2)(a) (staff member) provided 3 Samoan ie toga (fine mats) – **Estimated worth \$1500**
- s9(2)(a) (staff member) provided Samoan ie toga (fine mat) - **Estimated worth \$1000**

Total for Ministry support: \$4000.00

2. REIMBURSEMENT (STAFF WILL PROVIDE RECEIPTS)

Tokelau

- Koutoki (Tokelau men's necklace) - \$155
- Pulou (hat) - \$150
- Pale (head lei) - \$25.00

Total - \$330

Tuvalu

- Carved Vaka - \$100
- Ili (fan) - \$30
- Titi tau (Men's dancing skirt) - \$90

Total \$220

Niue

Will be seeking reimbursement

s9(2)(a) is contact.

3. SUPPLIERS WILL INVOICE US

Cook Islands (Invoice provided)

- Pare (male) and pare (female) \$500
- Tivaevae - \$1000
- Custom Made Ei Kaki -\$200

Total - \$1700

Fiji (invoice has been sent)

s9(2)(a) is contact

Other (invoices provided)

Ministry cultural uniform

- Material **s9(2)(a)** - \$324
- Tailoring services \$345

Customs and protocols

- Flower garlands - Paid.
- Cook island drummers - \$500

From: [Ministry Events Calendar](#)
Subject: Invitation to Pōwhiri Welcome for Incoming Tumu Whakarae Secretary for Culture and Heritage 17 October 2022
Date: Thursday, 6 October 2022 4:37:30 pm
Attachments: [image001.png](#)

Tēnā koe, Talofa lava, Greetings

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

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

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

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

s9(2)(a)



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

Please confirm your availability to attend by

Wednesday 12 October 2022, events@mch.govt.nz

Image Description

Tēnā koe, Talofa lava, Greetings

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tūranga hou, tōna tūranga whakahirahira. Tatou ‘auai fa’atasi i lena aso taupoina.

Nāku noa, soifua

Nā **s9(2)(a)**

[Redacted]

[Redacted]

GROUP TWELVE

From: s9(2)(a)
To: [Accounts](#)
Subject: FW: invoice a s9(2)(a) mo te titi ite farewell kia Lulu
Date: Tuesday, 22 November 2022 11:41:00 am
Attachments: s9(2)(a)
[image001.png](#)

Hi Accounts, please send invoice for payment please. Many thanks s9(2)(a)

From: s9(2)(a)
Sent: Tuesday, 22 November 2022 11:27 am
To: s9(2)(a)
Cc: s9(2)(a)
Subject: FW: invoice a s9(2)(a) mo te titi ite farewell kia Lulu

Talofa s9(2)(a)

Apologies for the delay please see attached invoice for the Tuvalu dancing skirt gifted to Lulu for his farewell for processing.

Fakafetai,

s9(2)(a)



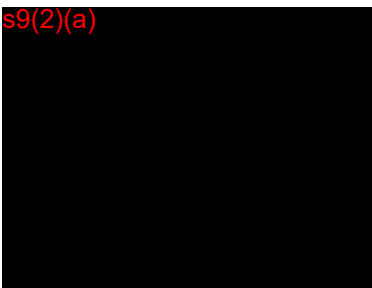
From: s9(2)(a)
Sent: Saturday, November 19, 2022 9:43 AM
To: s9(2)(a)
Cc: s9(2)(a)
Subject: invoice a s9(2)(a) mo te titi ite farewell kia Lulu

Talofa s9(2)(a)

Ko fakaoko atu fua te invoice a s9(2)(a) kite titi tela ne aumai mo fai tou mealofa kite fakamavaega kia Lulu. Ko \$100 te togi tena ne fakailoa mai.

Fakafetai.

s9(2)(a)



Invoice

Invoice to:	Ministry for Pacific Peoples 101 - 103 The Terrace, Wellington 6011
Invoice from:	s9(2)(a)
Name	
Address Details	
Email Address	

Date	19 November 2022
Invoice Number	2022/001
Reference	Tuvalu titi

Description	Quantity	Unit Price	Amount NZD
Tuvalu titi for Laulu's farewell			100.00
		Subtotal	
		Total NZD	100.00

Payment can be made to:	
Name of Bank	Westpac
Name of Account Holder	s9(2)(a)
Bank Account no	

Not GST Registered

From: s9(2)(a)
To: s9(2)(a)
Cc: s9(2)(a)
Subject: FW: Kia orana s9(2)(a) peea koe?
Date: Wednesday, 12 October 2022 3:52:08 pm
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.png](#)
[image008.png](#)
[MPP_INV12102022.pdf](#)
[image010.jpg](#)

Kia orana Team

One more please for payment asap, apopo/tomorrow? if possible praying hands emoji here

Ka kite ra

Mānawatia a Matariki | Celebrating Matariki 2022

s9(2)(a)

[Redacted]

[Redacted]

[Redacted]

PO Box 833, Wellington 6140, New Zealand



mpp.govt.nz



Qr code Description automatically generated



From: s9(2)(a)
Sent: Wednesday, 12 October 2022 3:45 pm

To: s9(2)(a) [redacted]
Cc: s9(2)(a) [redacted]
Subject: RE: Kia orana s9(2)(a) peea koe?

s9(2)(a) [redacted]

Invoice numbers are usually done by the dates they have been sent so i can track them – i have never placed an invoice number on the previous invoices as far as i can remember. However, i have reattached the invoice with invoice number 12102022.

I hope this will be acceptable. (Thanks for the practice too lol)

Warm Regards,

s9(2)(a) [redacted]
[redacted]
[redacted]
[redacted]

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From: s9(2)(a) [redacted]
Sent: Wednesday, 12 October 2022 3:25 pm
To: s9(2)(a) [redacted]
Cc: [redacted]
Subject: RE: Kia orana s9(2)(a) peea koe?

s9(2)(a) [redacted]
[redacted]

s9(2)(a) [redacted] I just need an invoice number on here please ra.

s9(2)(a) [redacted]

Thank you maata xo

Mānawatia a Matariki | Celebrating Matariki 2022

s9(2)(a) [redacted]
[redacted]
[redacted]
[redacted]

[redacted]

[redacted]
PO Box 833, Wellington 6140, New Zealand



mpp.govt.nz



From: s9(2)(a)
Sent: Wednesday, 12 October 2022 2:14 pm
To: s9(2)(a)
Cc: s9(2)(a)
Subject: RE: Kia orana s9(2)(a) peea koe?

Kia Orana s9(2)(a)
Meitaki au! s9(2)(a)

[Redacted]

[Redacted]

Meitaki Maata x

Warm Regards,
s9(2)(a)
[Redacted]
[Redacted]
[Redacted]

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From: s9(2)(a)
Sent: Wednesday, 12 October 2022 2:00 pm
To: s9(2)(a)
Subject: Kia orana s9(2)(a) peea koe?

I just spoke s9(2)(a) could you please prepare an invoice for MPP for the items we are purchasing s9(2)(a) plz?

- 1 x tivaevae \$1000
- 2 x pare rito (Tane e te Vaine) \$500
- 2 x ti rauti ei kaki \$200

Total \$1700.00

Meitaki ranuinui

Let me know if you need any other details plz ra.

Meitaki atupaka

‘Mānawatia a Matariki’

s9(2)(a) [Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

[PO Box 833, Wellington 6140](#), New Zealand
www.mpp.govt.nz | www.pacificaotearoa.org.nz

s9(2)(a)

Invoice

12102022

TO:

12th October 2022

Ministry for Pacific Peoples
Level 1, 101-103 The Terrace
Wellington

QTY	DESCRIPTION	UNIT PRICE	TOTAL
1	Custom Made Ei Kaki - Rauti Male	100.00	100.00
1	Custom Made Ei Kaki - Rauti Female	100.00	100.00
1	Pare Rito - Male	250.00	250.00
1	Pare Rito - Female	250.00	250.00
1	Custom Handmade Tivaevae - Orange	1,000.00	1,000.00
SUBTOTAL			1,700.00
TOTAL			1,700.00

Direct Credit s9(2)(a)

Thank You for Your Business

From: s9(2)(a)
 To: s9(2)(a)
 Subject: FW: Ministry support for cultural gifting - Laulu's farewell
 Date: Monday, 30 January 2023 4:36:16 pm
 Attachments: [image001.png](#)
[image002.png](#)

s9(2)(a)
 Ministry for Pacific Peoples
 Te Manatū mō ngā Iwi o Te Moana-nui-ā-Kiwa

s9(2)(a)
 Level 1, 101 - 103 The Terrace
 PO Box 833, Wellington 6140, New Zealand

From: s9(2)(a)
 Sent: Wednesday, 23 November 2022 3:27 pm
 To: s9(2)(a); s9(2)(a); s9(2)(a)
 Subject: RE: Ministry support for cultural gifting - Laulu's farewell

Awesome, thanks so much s9(2)(a) and everyone involved.

From: s9(2)(a)
 Sent: Wednesday, 23 November 2022 3:11 pm
 To: s9(2)(a); s9(2)(a); s9(2)(a)
 Subject: Ministry support for cultural gifting - Laulu's farewell

For the record:

1. \$300 to Tongan group s9(2)(a) gave this s9(2)(a) and the two of them presented it to the carver. I was in a meeting where s9(2)(a) talked about this, so I can attest to it.
2. \$1,500 to s9(2)(a) s9(2)(a) gave this to s9(2)(a). I've had an email from s9(2)(a) to acknowledge receipt, so I can attest to it.
3. \$1,000 to s9(2)(a) s9(2)(a) and s9(2)(a) (copied) gave this to s9(2)(a). He then gave \$500 of it to s9(2)(a) - I've seen emails/chats from s9(2)(a) to say she got it so I can attest to it. s9(2)(a) (a) and I gave s9(2)(a) his other \$500 (a).
4. \$1,500 to s9(2)(a) - Per above s9(2)(a) got \$500 through s9(2)(a) and s9(2)(a) (copied) gave s9(2)(a) the other \$1,000. (a) (a)

I think we're all done now...

Regards, s9(2)(a)

From: s9(2)(a)
 Sent: Wednesday, 9 November 2022 5:16 PM
 To: s9(2)(a)

s9(2)(a)

Cc: s9(2)(a)

Subject: RE: Ministry support for cultural gifting - Laulu's farewell

Hi again

s9(2)(a) said they would most likely give the \$300 to the carvers. I said to him that is his choice, but we'll give it to him personally (because that is what was approved).

s9(2)(a) (looped in now) has agreed to take the cash for s9(2)(a) to Auckland with him tonight. I'll ask for email(s) to confirm the handover. s9(2)(a) best to present the cash in front of someone who can later confirm it happened (just to protect all of us).

s9(2)(a) is in Wellington office tomorrow – I'll ask her to give s9(2)(a) her cash.

Regards, s9(2)(a)

From: s9(2)(a)

Sent: Wednesday, 9 November 2022 3:00 PM

To: s9(2)(a)

Cc: s9(2)(a)

Subject: RE: Ministry support for cultural gifting - Laulu's farewell

Hi s9(2)(a) thanks heaps for this. I can confirm /suggest the following:

1. \$300 to Tongan group – Please contact s9(2)(a)
2. \$1,500 to s9(2)(a) s9(2)(a) Will you be able to give to s9(2)(a) when you go to MPP Auckland on Friday please? We can ask s9(2)(a) to be at office that day. Okay with you, s9(2)(a)
3. \$1,500 to s9(2)(a) I can confirm s9(2)(a) is in the office tomorrow. Can a couple of you present this to her?

I'm sorry I'm just recovering from sickness so am keeping a bit of distance this week. Otherwise would be happy to help distribute!

la manuia

s9(2)(a)

Duplicate email.

From: s9(2)(a)
To: s9(2)(a)
Subject: FW: Samoan gifts for Laulu farewell
Date: Tuesday, 1 November 2022 1:24:00 pm
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.jpg](#)

Hey bro, just fyi, just being asked from the Samoans and Tongans about the reimbursement/support we offered for Laulu's farewell gifts. Let me know if anything else you need from me, or if I can help in any way. Many thanks s9(2)(a)

From: s9(2)(a)
Sent: Tuesday, 1 November 2022 1:12 pm
To: s9(2)(a)
Subject: Samoan gifts for Laulu farewell

Malo lava le galue s9(2)(a)

Faamolemole lava s9(2)(a) I'm just following up with reimbursement for the Samoan gifts for Laulu farewell please. Only because it was highlighted during the preparations for Laulu farewell and I didn't want those who contributed to feel that we only said what we said and didn't follow up.

I've asked s9(2)(a) to confirm those who provided gifts from Auckland (I think s9(2)(a) provide the Siapo and 1 ie) and s9(2)(a) and I put in le Togas for down here.

Manuia galuega o lenei vaiaso

s9(2)(a)
[Redacted]
[Redacted]
[Redacted]
[Redacted]

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From: s9(2)(a)
To: s9(2)(a)
Cc: s9(2)(a)
Subject: Gift for Laulu
Date: Wednesday, 12 October 2022 11:44:25 am
Attachments: [image001.png](#)
[image002.png](#)

Malo s9(2)(a)

I have heard mixed messages about the support of the Ministry to the individual group's re-gift for Laulu.

MMT members will contribute to a specific carving piece for Laulu to demonstrate and acknowledge his leadership in the ministry. We are contributing to pay for this item but not anything else that will go with it.

Just wanted to check if the Ministry is contributing to the gift fa'amolemole?

Happy to chat.

Many thanks

s9(2)(a)

Te Puni Kokiri House, 9 Ronwood Ave, Manukau 2104
PO Box 97-005, South Auckland Mail Centre, Manukau 2240
www.mpp.govt.nz | www.pacificaotearoa.org.nz



From: s9(2)(a)
To: s9(2)(a)
Subject: Invoice for s9(2)(a) - Laulu's Farewell 131022 - URGENT PAYMENT, ACCT. SET UP ETC.
Date: Wednesday, 12 October 2022 3:44:54 pm
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image007.png](#)
[image008.png](#)
s9(2)(a)
[image009.jpg](#)
Importance: High

Kia orana Team

Can I arrange payment of this invoice please from s9(2)(a)

This is for Laulu's farewell apopo. Can we add this into run for apopo or Friday so they get paid plz?

Meitaki atupaka

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s9(2)(a)

[Redacted text block]

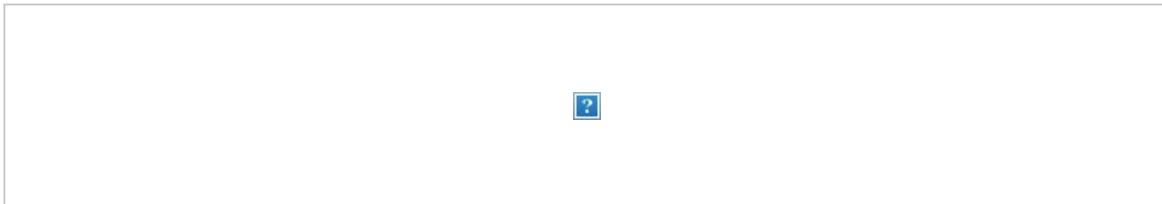
[Redacted text block]

[Redacted text block]

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Qr code Description automatically generated



s9(2)(a)

INVOICE 001

TO: Ministry for Pacific Peoples
Level 1
101-103 The Terrace
WELLINGTON 6011

12 October 2022

QTY	DESCRIPTION	UNIT PRICE	TOTAL
1	s9(2)(a) (Te Rave'anga) Farewell Events for: Secretary for Pacific Peoples and Chief Executive of the Ministry for Pacific Peoples Laulu Mac Leauanae Thursday 13 October 2022		\$500.00
1	Payment Due: 14 October 2022		
		SUBTOTAL	
		TOTAL	\$500.00

s9(2)(a)

Thank You for Your Business

From: s9(2)(a)
 To: s9(2)(a)
 Subject: Re: Baank account dets for contribution for Laulu's watch
 Date: Monday, 10 October 2022 10:06:22 am
 Attachments: [image001.png](#)
[image002.jpg](#)

Thanks bro, have paid mine now. Thanks for putting your life on the line

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From: s9(2)(a)
 Sent: Thursday, October 6, 2022 2:21:53 PM
 To: s9(2)(a)
 s9(2)(a)
 s9(2)(a)
 Subject: Baank account dets for contribution for Laulu's watch

Malo Tautua family,

Below are my bank dets for the contribution towards Laulu's watch (the cost was \$290 and works out as \$48 each split 6 ways):

- s9(2)(a)

Fa'afetai,

s9(2)(a)

s9(2)(a)

Office of the Secretary

s9(2)(a)

Level 1 ASB House, 101-103 The Terrace
 PO box 833, Wellington
www.mpp.govt.nz | www.pacificatearora.org.nz



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From: s9(2)(a)
To: s9(2)(a)
Cc: s9(2)(a)
Subject: RE: Budget for Laurus gift
Date: Friday, 7 October 2022 2:50:55 pm

Bula vinaka s9(2)(a)

s9(2)(a) has confirmed that he speak s9(2)(a)

Vinaka

s9(2)(a)

From: s9(2)(a)
Sent: Friday, 7 October 2022 8:49 am
s9(2)(a)

Subject: RE: Budget for Laurus gift

hey team, just checking in, any luck s9(2)(a) please? FYI s9(2)(a) has RSVPed and will attend.

From: s9(2)(a)
Sent: Wednesday, 5 October 2022 6:24 pm
s9(2)(a)

Subject: RE: Budget for Laurus gift

Hey team, s9(2)(a) sounds great. Can someone touch base with him and see if he's happy to do it please? We've sent him invite but hasn't replied yet. Vinaka s9(2)(a)

From: s9(2)(a)
Sent: Wednesday, 5 October 2022 5:28 pm
To: s9(2)(a)
Cc: s9(2)(a)

Subject: Re: Budget for Laurus gift

Bula Team,
Im going to recommend s9(2)(a) to be speaker?

Vinaka
s9(2)(a)

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From: s9(2)(a)
Sent: Wednesday, October 5, 2022 1:23:14 PM
To: s9(2)(a)
Subject: RE: Budget for Laurus gift

Also please sis, can you get back to me re Fiji speaker etc.

I see that s9(2)(a) both on leave...

From: s9(2)(a)
Sent: Wednesday, 5 October 2022 1:21 pm
To: s9(2)(a)
Subject: RE: Budget for Laurus gift

Bula s9(2)(a) yes there is some support for purchasing gifts. If you want to purchase any cultural gifts, easiest/quickest thing to do is purchase it, get receipt and get reimbursed. Not sure what the max amount is but s9(2)(a) can advise if you check with him.

From: s9(2)(a)
Sent: Wednesday, 5 October 2022 1:03 pm
To: s9(2)(a)
Subject: Budget for Laurus gift

Bula Vinaka s9(2)(a)
Are we able to know what our budget is for gifts please?
s9(2)(a) mentioned to make contact with you with regards to Fijis gift?

Vinaka
s9(2)(a)

From: s9(2)(a)
To: [REDACTED]
Subject: RE: Ministry support for cultural gifting - Laulu's farewell
Date: Wednesday, 23 November 2022 4:18:52 pm
Attachments: [image001.png](#)
[image002.png](#)

Malo 'aupito my fellow MMT family s9(2)(a) and our Toa Samoa aiga s9(2)(a) is also MMT) and s9(2)(a).

s9(2)(a)

From: s9(2)(a)
Sent: Wednesday, 23 November 2022 3:27 pm
To: s9(2)(a) s9(2)(a)
s9(2)(a) s9(2)(a)
[REDACTED]
Subject: RE: Ministry support for cultural gifting - Laulu's farewell

Awesome, thanks so much s9(2)(a) and everyone involved.

Duplicate email.



From: s9(2)(a)
To: s9(2)(a) s9(2)(a)
Subject: RE: MPP Staff farewell with Lauulu
Date: Wednesday, 12 October 2022 6:13:20 pm
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.jpg](#)

Malo s9(2)(a) all good with that faafetai lava

From: s9(2)(a)
Sent: Wednesday, 12 October 2022 3:56 pm
To: s9(2)(a)
Subject: RE: MPP Staff farewell with Lauulu

Thank you s9(2)(a) and team. I have made a couple of additions after talking to s9(2)(a) please.

1. s9(2)(a) has requested – Can s9(2)(a) say the thank you/closing from the Ministry (at the Ministry farewell). s9(2)(a) already has a role at the all staff fono.
2. Also can we have the presentation of the Ministry's gift separate from the aiava ceremony, and this will be presented to Lauulu by s9(2)(a). I have added both these things in the revised run sheet (attached).

As discussed, s9(2)(a) will add the slides timings etc in the runsheet for us.

Many thanks team – nearly there!

From: s9(2)(a)
Sent: Wednesday, 12 October 2022 2:36 pm
To: s9(2)(a) s9(2)(a)
Subject: RE: MPP Staff farewell with Lauulu

Malo s9(2)(a)/everyone

Here's where I've landed with my run sheet whilst s9(2)(a) is updating the 'real runsheet'.

Just need clarity around that 'Tagaloa e' song for s9(2)(a) call and how this will happen and who's leading it etc.

Happy to talanoa and of course, s9(2)(a) is the run sheet we'll fall back to

From: s9(2)(a)
Sent: Wednesday, 12 October 2022 2:16 pm

To: s9(2)(a) [redacted]
[redacted]
[redacted]

Subject: RE: MPP Staff farewell with LauLu

Fa'afetai for this s9(2)(a) [redacted]. Are you able to send your updated programme – and we can use that to brief staff tomorrow morning? Malo lava team.

From: s9(2)(a) [redacted]

Sent: Wednesday, 12 October 2022 10:07 am

To: s9(2)(a) [redacted] s9(2)(a) [redacted]
[redacted]
[redacted]

Subject: MPP Staff farewell with LauLu

Draft MPP Staff farewell with LauLu

s9(2)(a) [redacted]
[redacted]
[redacted]
[redacted]
[redacted]

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From: s9(2)(a)
To: s9(2)(a)
Subject: RE: Samoan gifts for Laulu farewell
Date: Tuesday, 1 November 2022 4:40:55 pm
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.jpg](#)

Malo lava s9(2)(a) fa'afetai mo le imeli. I can update that this is very close to being finalised. Apologies for the delay. We've just had to go through a process but we're nearly there!

From: s9(2)(a)
Sent: Tuesday, 1 November 2022 1:12 pm
To: s9(2)(a)
Subject: Samoan gifts for Laulu farewell

Malo lava le galue s9(2)(a)

Faamolemole lava s9(2)(a) I'm just following up with reimbursement for the Samoan gifts for Laulu farewell please. Only because it was highlighted during the preparations for Laulu farewell and I didn't want those who contributed to feel that we only said what we said and didn't follow up.

I've asked s9(2)(a) to confirm those who provided gifts from Auckland (I think s9(2)(a) provide the Siapo and 1 ie) and s9(2)(a) and I put in le Togas for down here.

Manuia galuega o lenei vaiaso

s9(2)(a)

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From: s9(2)(a)
To: s9(2)(a)
Subject: Re: Update: All Staff Fono and Lulu's Farewell
Date: Friday, 7 October 2022 5:57:57 pm

Yay! Faafetai Sis xo

‘Mānawatia a Matariki’

s9(2)(a)

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On 7/10/2022, at 5:46 PM, s9(2)(a) wrote:

Yep all good us. s9(2)(a) has sent it from the RSVP email to them both..x

From: s9(2)(a)
Sent: Friday, 7 October 2022 5:18 pm
To: s9(2)(a)
Subject: RE: Update: All Staff Fono and Lulu's Farewell

sorry I mean if one can go from your end not mine hehehe but can we address to her and to her son? or no...

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s9(2)(a)

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Te Manatū ō ngā Ivi ō Te Moana-nui-ā-Kiva

s9(2)(a)

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From: s9(2)(a)

Sent: Friday, 7 October 2022 5:01 pm

To: s9(2)(a)

Subject: RE: Update: All Staff Fono and Lulu's Farewell

Of course sis. And also confirming that s9(2)(a) has been sent her invite too.

From: s9(2)(a)

Sent: Friday, 7 October 2022 5:00 pm

To: s9(2)(a)

Subject: RE: Update: All Staff Fono and Lulu's Farewell

Bula

Can I send an invite to

s9(2)(a) plz?

s9(2)(a) thank you
maata

vinaka vakalevu sis

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s9(2)(a)
Ministry for Pacific Peoples
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s9(2)(a)
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From: s9(2)(a)
To: s9(2)(a)
Subject: Re: Uso how much can Te Rave'anga get to help towards all our gifts for Lauulu please ra? Vinaka vakalevu :) xo
Date: Friday, 7 October 2022 8:54:38 am
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.png](#)
[image008.png](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.png](#)
[image008.png](#)

Ok cool!

Did s9(2)(a) invite go to her to her s9(2)(a) plz? She said she hasn't got it they s9(2)(a) etc. she's keen as to come!

Vinaka vakalevu Uso

'Mānawatia a Matariki'

s9(2)(a)
 [Redacted]
 [Redacted]
 [Redacted]
 [Redacted]
 [Redacted]

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[www.mpp.govt.nz](#) | [www.pacificotearoa.org.nz](#)

On 7/10/2022, at 8:50 AM, s9(2)(a) wrote:

Malo uso, sorry sis not sure what the max amount is s9(2)(a) can give a steer. The only guidance he gave is that best for MPP staff to purchase, get receipt and then get reimbursed..

From: s9(2)(a)
Sent: Thursday, 6 October 2022 6:44 pm
To: s9(2)(a)
Subject: Uso how much can Te Rave'anga get to help towards all our gifts for Lauulu please ra? Vinaka vakalevu :) xo

Mānawatia a Matariki | Celebrating Matariki 2022

s9(2)(a)
 [Redacted]
 [Redacted]
 [Redacted]

From: s9(2)(a)
 To: [Redacted]
 Cc: s9(2)(a), s9(2)(a)
 Subject: Re:[## 1826879 ##] MPP Fono - Pipitea Marae
 Date: Wednesday, 12 October 2022 1:48:21 pm
 Attachments: [1665535636220004_519265455.png](#)
[1665535636241000_22544649.png](#)
[1665535636262002_519265455.png](#)
[1665535636281000_22544649.png](#)
[1665535636301000_519265455.png](#)
[1665535636318000_22544649.png](#)
[1665535636337000_519265455.png](#)

Hi s9(2)(a)

Here is the correct link :)

Dropbox link here:

<https://www.dropbox.com/scl/fo/3x1try0ft0tavfosh8dlq/h?dl=0&rlkey=eq9z0lk09qs31n4ri4f5s0ta2>

Kind regards

s9(2)(a)

s9(2)(a)
[Redacted]

[Redacted]
Web: orbit.co.nz
www.orbit.co.nz



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---- on Wed, 12 Oct 2022 13:42:16 +1300 s9(2)(a) [Redacted] wrote ----

Hi s9(2)(a)

I will check with the AV team

thanks
s9(2)(a)

s9(2)(a)
[Redacted]

[Redacted]

Web: orbit.co.nz
www.orbit.co.nz



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---- on Wed, 12 Oct 2022 13:34:09 +1300 s9(2)(a)

wrote ----

Hey s9(2)(a)

I've just tried to upload a pp into the link and it takes me to the quote...is there a new link at all???

Here is the link from the AV team at Pipitea Marae to up load any Powerpoint presentations and schedule of slides

https://avmedia.current-rms.com/view_document/fb6de230-2807-013b-0577-0e000236ec6c

Fa'afetai

s9(2)(a)



From: s9(2)(a)

Sent: Wednesday, 12 October 2022 1:17 pm

To: s9(2)(a)

Cc: s9(2)(a) s9(2)(a)

Subject: Re:[## 1826879 ##] MPP Fono - Pipitea Marae

H[s9(2)(a)]

The AV team have asked if you can also include the run sheet that goes along the slides

They have also provided AV contact details below ([s9(2)(a)] is the AV contact at Movenpick)

I'd like to e-introduce you to [s9(2)(a)] - he will be the technician operating your event, and he will meet you at 2:30pm tomorrow in Pipitea Marae.

For reference; [s9(2)(a)] contact details are as follows should you need to reach him.

[s9(2)(a)]

Any questions please let me know

Kind regards

[s9(2)(a)]

[Redacted signature line]

[Redacted signature line]

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---- on Wed, 12 Oct 2022 12:31:58 +1300 [REDACTED]
s9(2)(a) [REDACTED] wrote ----

Thank you :)

[REDACTED]

[REDACTED]

[REDACTED]

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www.orbit.co.nz



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---- on Wed, 12 Oct 2022 12:28:53 +1300 "[REDACTED]"
[REDACTED] wrote ----

Yep – this will be all through today on the link below

We will also have a member of staff sitting with the technician for the entirety of the event along with the run sheet noting where all the presentations start and end

Here is the link from the AV team at Pipitea Marae to up load any Powerpoint presentations and schedule of slides

https://avmedia.current-rms.com/view_document/fb6de230-2807-013b-0577-0e000236ec6c

Fa'afetai

s9(2)(a)



From: s9(2)(a)
Sent: Wednesday, 12 October 2022 12:20 pm
To: s9(2)(a)
Subject: Re:[## 1826879 ##] MPP Fono - Pipitea Marae

Hi s9(2)(a)

The AV team at Pipitea marae are chasing the presentation content for tomorrow and asking if its poss to get it by the end of day today!?

Hows it coming along?

Thanks
s9(2)(a)

From: s9(2)(a)
To: s9(2)(a)
Cc: s9(2)(a)
Subject: staff contribution to Laufu gift
Date: Monday, 13 February 2023 12:01:08 pm
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

This email was sent from someone outside of Te Kawa Mataaho. Please take extra care.

Hi s9(2)(a)

Snip following shows s9(2)(a) banking the staff contribution to the Ministry bank:



It was actually \$220 s9(2)(a) told me about \$200 when I discussed with her – was a bit more in the end).

Regards

s9(2)(a)

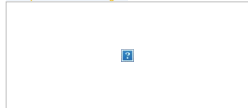
Ministry for Pacific Peoples

s9(2)(a)

Level 1, 101 - 103 The Terrace

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GROUP THIRTEEN

1

From: s9(2)(a)
To: s9(2)(a)
Subject: RE: Farewell / Powhiri
Date: Tuesday, 27 September 2022 10:59:00 am

Perfect, thanks my friend.

From: s9(2)(a)
Sent: Tuesday, 27 September 2022 6:48 am
To: s9(2)(a)
Subject: RE: Farewell / Powhiri

This is great MCH have reach out regarding the Powhiri

I'm going give PSLT EA's a heads up on Laulu's farewell, and let them know a formal invite will be coming through but to hold the date in the diary.

Fakafetai

s9(2)(a)

<< OLE Object: Picture (Device Independent Bitmap) >>

From: s9(2)(a)
Sent: Monday, 26 September 2022 7:44 pm
To: Mac Leauanae <Mac.Leauanae@mpp.govt.nz>
Cc: s9(2)(a)
Subject: Farewell / Powhiri

Malo lava Pule,

Just a reminder to let us know who you want to invite to both your farewell and powhiri fa'amolemole. This includes names of your family members, friends, colleagues – all your 'must have' people . We'll take care of it from there. Your farewell will be Thurs 13 Oct, 3pm – late at the Pipitea Marae and Function Centre in Wellington.

MCH Powhiri – Mon 17 Oct

s9(2)(a) DCE is organising your powhiri at MCH, and our dear sister s9(2)(a) is kindly supporting s9(2)(a) Pacific staff to organise it. One question, MCH

has asked is whether you want to have an ava ceremony at the powhiri? Do you have a view on this Pule? **s9(2)(a)** if there's anything else you need to discuss with Lulu on this, please do. Fa'afetai tele uso.

Manuia lava le po, fetui taeao.

s9(2)(a)

[Redacted]

[Redacted]

s9(2)(a)

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PO Box 833, Wellington 6140

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GROUP FOURTEEN

From: s9(2)(a)
To: s9(2)(a)
Subject: Fwd: Accom LauLu Mac Farewell
Date: Sunday, 2 October 2022 10:40:20 pm

s9(2)(a)

From: s9(2)(a)
Sent: Sunday, 2 October 2022, 21:37
To: s9(2)(a)
Subject: Accom LauLu Mac Farewell

Name	s9(2)(a)
Preferred Name: for name tag purposes	NA
Contact Number	s9(2)(a)
Dietary Requirements	NA
<i>*If you require travel & accom (please ensure the name above matches your ID)</i>	
Departure Airport	AUCKLAND
Accommodation (Twin or Single)	SINGLE
Comments	If possible, can I fly back on Friday night or the earliest flight available on Saturday please.

Hi s9(2)(a)

Apologies for the late response. Am in Australia and thought I had sent this through!
 Appreciate your message earlier!

Hope you had a good day.

Goodnight,
 s9(2)(a)

From: s9(2)(a)
To: s9(2)(a)
Cc: s9(2)(a); s9(2)(a)
Subject: RE: (1) RSVP update (2) Query re travel : RE: Laulu's pōwhiri list as of today
Date: Friday, 7 October 2022 9:57:00 am
Attachments: [image006.jpg](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)
[image013.png](#)
[image014.png](#)
[image015.png](#)
[image016.png](#)
[image017.jpg](#)

Ni sa bula vinaka s9(2)(a)

Thank you for the update and we will be in touch regarding the travel question.

Vinaka vakalevu

s9(2)(a)



From: s9(2)(a)
Sent: Friday, 7 October 2022 9:55 am
To: s9(2)(a); s9(2)(a)
Cc: s9(2)(a)
Subject: (1) RSVP update (2) Query re travel : RE: Laulu's pōwhiri list as of today

Mōrena e te whanau

Just confirming I have sent invitations to those named in s9(2)(a) email below.

1. We currently have 13 Acceptances and 3 Declines.
2. One of Laulu's guests, s9(2)(a) has asked whether you will be providing travel Auckland/Wellington/Auckland (email attached).
Will await your advice.

Many thanks

Ngā mihi

s9(2)(a)

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

From: s9(2)(a)
Sent: Friday, 7 October 2022 8:56 am
To: s9(2)(a)

Cc: s9(2)(a)

Subject: Re: Laulu's pōwhiri list as of today

Mōrena e te tuakana, s9(2)(a)

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

s9(2)(a) we are going to be tight on numbers, so don't fear with those who can't attend that we will have gaps in the (a)m... it's gonna to be a very fulsome and incredibly special occasion.

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

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

s9(2)(a)

Get [Outlook for iOS](#)

From: s9(2)(a)

Sent: Friday, October 7, 2022 8:50:34 AM

To: s9(2)(a); s9(2)(a)

s9(2)(a)

s9(2)(a)

Cc: s9(2)(a)

Subject: RE: Laulu's pōwhiri list as of today

Ni sa bula vinaka matavuvale/ whānau !

Io s9(2)(a) – it is a very beautiful day indeed! Ata mārie koutou.

Dear Manatū Taonga whanau s9(2)(a) rātou ko koe s9(2)(a) Thank you for sending out the invitations via email. I hope that people are responding. Kia ora rawa atu!

Re: MPP people in attendance. s9(2)(a) is replacing s9(2)(a) who is on leave and s9(2)(a) is also on leave. They are family members who are both overseas on the day. Please if you can give us an update when it's convenient, about who has accepted and who has declined the invitation, so I know who to co-ordinate re: seating and music/ waiata singing on our end.

Vinaka sara vakalevu, s9(2)(a)

From: s9(2)(a)

Sent: Friday, October 7, 2022 8:26 AM

To: s9(2)(a); s9(2)(a)

s9(2)(a)

Cc: s9(2)(a); s9(2)(a)

Subject: RE: Laulu's pōwhiri list as of today

Ni sa bula vinaka kece sara on this glorious morning

Please can the following be added to the invite list alongside s9(2)(a) and s9(2)(a) that s9(2)(a) informed Mac last night were to be included in today's 'edition'.

s9(2)(a)

Vinaka vakalevu

s9(2)(a)

s9(2)(a)

Level 1, 101 - 103 The Terrace
PO Box 833, Wellington 6140, New Zealand



mpp.govt.nz



From: s9(2)(a)
Sent: Thursday, 6 October 2022 2:03 pm
To: s9(2)(a)
s9(2)(a) s9(2)(a)
Subject: RE: Lulu's pōwhiri list as of today

Tēnā rawa atu koe s9(2)(a) Tō pai hoki te whakaraupapahia tēnei rīpanga.

Thank you for this s9(2)(a) very thankful to have all these contacts and to advise, we'll be sending the invites out in the next hour.
None of the Tumu Whakarae listed below are on our list – but s9(2)(a) and I will speak to s9(2)(a) about this.

Me te mihi nui
s9(2)(a) s9(2)(a)

From: s9(2)(a)
Sent: Thursday, 6 October 2022 1:55 pm
To: s9(2)(a)
Subject: Lulu's pōwhiri list as of today
Importance: High

Ni sa bula vinaka s9(2)(a), s9(2)(a)

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

s9(2)(a)	CE colleague	s9(2)(a)
	CE colleague	
	CE colleague	
	CE colleague	
	CE colleague	
	CE colleague	
	CE colleague	

Aku mihi nui atu! Vinaka sara vakalevu, s9(2)(a)

From: s9(2)(a)
To: s9(2)(a)
Cc: s9(2)(a)
Subject: Re: Travel and accommodation request
Date: Friday, 30 September 2022 11:41:37 pm
Attachments: [image001.jpg](#)

Talofa s9(2)(a)

No worries and Thank you for supporting and organizing travel. And appreciate that you have many people to organise for this.

However, You may have missed my email requesting to have a look at flight options so that I can sync flights with s9(2)(a) to and from Wellington.

Unfortunately, there are no flights available at the 8am flight or the 2.15pm flight you have booked me on.

I have just looked and there are available flights at 10am to Wellington and 3.50pm. If I am booked on a flexible return as per usual this is ok for the afternoon flight.

Can you please change to these times. If you deem this logistically too hard to change i may request that I book my flights separately.

Many thanks

s9(2)(a)

From: s9(2)(a)
Sent: Friday, September 30, 2022 4:36:20 PM
To: s9(2)(a)
Cc: s9(2)(a)
Subject: RE: Travel and accommodation request
Apologies for the sharp reply earlier – it's been a hectic day getting the final people to register and book travel for so many].

I have requested that your flight to Wellington on the 10th align with s9(2)(a) arrival time (leaving AKL @ 8:00am)

I have also requested that Orbit contact you for payment of the difference in the twin room vs. single room rate for the four nights so you can have s9(2)(a).

Fakafetai

s9(2)(a)



From: s9(2)(a)
Sent: Friday, 30 September 2022 3:59 pm
To: s9(2)(a)
Cc: s9(2)(a)
Subject: RE: Travel and accommodation request

Talofa s9(2)(a)

Thank you for your patience on this

Can you please register and in the notes on the registration explain your needs. Regarding your flights to align with family - we would be booking the most cost effective travel for the Ministry for all flights – please confirm what flight you require to Wellington. Regarding your twin share please also note in the registration that you will require twin share but not with a colleague (I'll pick this up with Orbit our travel arranger).

s9(2)(a) can you please ask that you also register and note your travel requirements in the notes section.

With due respect we have 140 people to organise and we don't have the time to dedicate to individuals.

Fakafetai

s9(2)(a)



From: s9(2)(a)

Sent: Friday, 30 September 2022 10:13 am

To: s9(2)(a)

Subject: RE: Travel and accommodation request

Morena s9(2)(a)

Thank you so much for arranging these flights and accommodation.

I have a further 2 requests please:

s9(2)(a) will be attending the conference on the 12th Oct and will require an AM flight on this date and also an additional overnight's on Wednesday night fa'amolemole lava.

For myself, I had initially planned to travel by car and with more people hence not confirming earlier. However, this has changed and will require a flight booking for 10th Oct please and return Friday 14th Oct.

Due to the length of time away, s9(2)(a). As such, can I please request a twin share room for accommodation. As I mentioned in my registration form I am happy to pay the extra costs or to discuss and gain approval s9(2)(a) for this request.

Re the flights, I need to sync this with a flight s9(2)(a). Can you please send me options for the 10th and 14th Oct (AM or PM is ok) so that I can also book alongside these.

Really appreciate your support and organisation of our flights and accommodation for this week.

Please feel free to call me if you need to discuss.

Malo,

s9(2)(a)

From: s9(2)(a)

Sent: Friday, 30 September 2022 9:13 am

To: s9(2)(a)

Subject: RE: Travel and accommodation request

Perfect – thanks for coming back to be so quickly, will get you both on the 8:15am from HAM on Monday 10th and returning on the 2:15pm on Friday 14th.

Accom for the first two nights (10th & 11th) may not be at the conference venue but the final two nights (12th & 13th) will be.

Have a super smashing FriYAY.

Fakafetai

s9(2)(a)



From: s9(2)(a)

Sent: Friday, 30 September 2022 9:10 am

To: s9(2)(a)

Subject: RE: Travel and accommodation request

Malo s9(2)(a)

The earliest flight is at 6.40am but would be great for myself s9(2)(a) to go in one plane...we can take 8.15am flight, that is more convenient s9(2)(a) being travel from his place.

Cheers

s9(2)(a)

From: s9(2)(a)

Sent: Friday, 30 September 2022 9:06 am

To: s9(2)(a)

Cc: s9(2)(a)

Subject: Re: Travel and accommodation request

Popong s9(2)(a)

There's an 8.15am or a 10.30am flight departure from Hamilton on the 10th either flight I'm OK with.

s9(2)(a)

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From: s9(2)(a)

Sent: Friday, September 30, 2022 8:47:05 AM

To: s9(2)(a)

Subject: RE: Travel and accommodation request

Morena

Can I please urgently have an outbound flight time for the 10th – I don't know what time you need to be in Wellington for.

<https://www.airnewzealand.co.nz/home>

Fakafetai

s9(2)(a)



From: s9(2)(a)

Sent: Thursday, 29 September 2022 11:22 am

To: s9(2)(a)

Subject: RE: Travel and accommodation request

Thanks s9(2)(a) can I have an outbound time for the flight on the 10th.

Can s9(2)(a) register to please and just note on the registration s9(2)(a) has travel arrangements noted

Fakafetai

s9(2)(a)



From: s9(2)(a)

Sent: Thursday, 29 September 2022 10:53 am

To: s9(2)(a)

Subject: RE: Travel and accommodation request

Talofa s9(2)(a)

Please make the same arrangements for s9(2)(a) as well who is also attending the conference and will be staying on for the planning days.

Please feel free to Teams me if this is easier for the details.

Manuia te aso,

s9(2)(a)

From: s9(2)(a)

Sent: Thursday, 29 September 2022 9:26 am

To: s9(2)(a)

Subject: RE: Travel and accommodation request

Morena all,

Yes thank you for your support s9(2)(a)

There are another 2 of us outside of the Capital who will travelling to attend the conference and will stay on for the planning days.

I will confirm details of our travel for you later today if we can also get support for these arrangements.

Many thanks

s9(2)(a)

From: s9(2)(a)

Sent: Thursday, 29 September 2022 7:33 am

To: s9(2)(a)

Subject: RE: Travel and accommodation request

Safe travels – hope you have your raincoat!!!!

From: s9(2)(a)

Sent: Thursday, 29 September 2022 7:32 am

To: s9(2)(a)

Subject: RE: Travel and accommodation request

Taeao manuia s9(2)(a)

Appreciate your s9(2)(a) support always.

Just about to board my flight back from Christchurch to Wellington.

Ia manuia lou aso.

s9(2)(a)

From: s9(2)(a)

Sent: Thursday, 29 September 2022 7:27 AM

To: s9(2)(a)

Subject: RE: Travel and accommodation request

Malo s9(2)(a)

Will work with s9(2)(a) to organise for s9(2)(a)

Fakafetai

s9(2)(a)



From: s9(2)(a)

Sent: Wednesday, 28 September 2022 10:53 pm

To: s9(2)(a)

Subject: RE: Travel and accommodation request

Malo e lelei s9(2)(a)

Thank you for the support s9(2)(a) request for accommodation.

Copying s9(2)(a) for her information and support of the **Out of scope** and All staff planning.

Ia manuia lou po

s9(2)(a)

From: s9(2)(a)

Sent: Wednesday, 28 September 2022 5:27 PM

To: s9(2)(a)

Subject: RE: Travel and accommodation request
Perfect

Fakafetai

s9(2)(a)



From: s9(2)(a)

Sent: Wednesday, 28 September 2022 5:22 pm

To: s9(2)(a)

Subject: RE: Travel and accommodation request

I haven't organised any flights or accommodation yet

My good friend s9(2)(a) will organise my travel schedule and accommodation for 10 – 12 October.

But if you could organise my two nights accommodation for 12th and 13th, as well as return flight on the 13th, that would be greatly appreciated

s9(2)(a)

From: s9(2)(a)

Sent: Wednesday, 28 September 2022 5:03 pm

To: s9(2)(a)

Subject: RE: Travel and accommodation request

This should be fine s9(2)(a), have you got flights and accom booked already and we just need to change it or do you need the whole lot done?

Fakafetai

s9(2)(a)



From: s9(2)(a)

Sent: Wednesday, 28 September 2022 4:34 pm

To: s9(2)(a)

Subject: Travel and accommodation request

Talofa s9(2)(a)

Hope your week is going well

For the week of All Staff Fono, I will be attending the **Out of scope** (three days) and had planned to travel back to Hamilton on the evening of the 12th (Wednesday). However, to save costs to the Ministry, I was thinking of staying on in Wellington on the 12th (instead of flying back to Hamilton and then having to return the next day to Wellington on the 13th).

So, would it be possible if the Ministry could pay for two nights accommodation (12th and 13th), and a return flight only for Friday 14 October? Instead of a flight down to Wellington on the 13th?

Hope this makes sense

I look forward to your response,

s9(2)(a)

From: s9(2)(a)
To:
Subject: RE: [## 1806549 ##] Ministry for Pacific Peoples All Staff Fono- Registration confirmation
Date: Friday, 7 October 2022 11:25:00 am
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.jpg](#)
[Re Travel and accommodation request.msg](#)
[RE Re## 1806549 ## Ministry for Pacific Peoples All Staff Fono- Registration confirmation.msg](#)

s9(2)(a) never came to me about it she went straight to Orbit for the change

Could one of you check with Orbit to see if she has two lots of travel booked...I need to stay out of this one because she has used up so much of my time already...but her manager will need to be informed of the cost...

Vinaka vakalevu

s9(2)(a)



From: s9(2)(a)
Sent: Friday, 7 October 2022 11:06 am
To: s9(2)(a)
Subject: RE: [## 1806549 ##] Ministry for Pacific Peoples All Staff Fono- Registration confirmation

Yadra ladies,

OMG!!! Did s9(2)(a) know it was 1300 to cancel her accommodation, maybe she would've changed her mind about cancelling! This must be the accommodation she was referring to to cancel and I replied what accommodation and she came back to say it's sorted.

She asked me to book one way flights for Monday (Wellington to Auckland) and Friday (Auckland to Wellington) approved by her Director.

From: s9(2)(a)
Sent: Friday, 7 October 2022 11:00 am
To: s9(2)(a)
Cc: s9(2)(a)
Subject: RE: [## 1806549 ##] Ministry for Pacific Peoples All Staff Fono- Registration confirmation

Wow!! I wonder if her manager was aware of the cost to change.
Copying in s9(2)(a) for any further intel as she booked the flights – thanks s9(2)(a)

From: s9(2)(a)
Sent: Friday, 7 October 2022 10:53 am
To: s9(2)(a)
Subject: Re: [## 1806549 ##] Ministry for Pacific Peoples All Staff Fono- Registration confirmation

Do you know if her manager confirmed this change?? \$1300 for the cancellation of her room for 4 nights

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From: s9(2)(a)

Sent: Friday, October 7, 2022 10:48:15 AM

To: s9(2)(a)

Subject: RE: Re:[## 1806549 ##] Ministry for Pacific Peoples All Staff Fono- Registration confirmation

s9(2)(a) is only coming for Day 2 – day trip

From: s9(2)(a)

Sent: Thursday, 6 October 2022 4:50 pm

To: s9(2)(a)

Subject: RE: Re:[## 1806549 ##] Ministry for Pacific Peoples All Staff Fono- Registration confirmation

Thanks s9(2)(a) if it's private no problem as it won't cost the Ministry

Vinaka vakalevu

s9(2)(a)



From: s9(2)(a)

Sent: Thursday, 6 October 2022 4:49 pm

To: s9(2)(a)

Subject: RE: Re:[## 1806549 ##] Ministry for Pacific Peoples All Staff Fono- Registration confirmation

s9(2)(a) has not booked accommodation for s9(2)(a). I have emailed s9(2)(a) asking if she has booked privately I will keep you updated.

Meitaki

s9(2)(a)

From: s9(2)(a)

Sent: Thursday, 6 October 2022 2:48 pm

To: s9(2)(a)

Subject: RE: Re:[## 1806549 ##] Ministry for Pacific Peoples All Staff Fono- Registration confirmation

Maybe she is sorting privately – I had told her that she would need to pay the difference in having a twin room for those nights vs. a single room

Vinaka vakalevu

s9(2)(a)



From: s9(2)(a)

Sent: Thursday, 6 October 2022 2:37 pm

To: s9(2)(a)

Subject: RE: Re:[## 1806549 ##] Ministry for Pacific Peoples All Staff Fono- Registration confirmation

I will let you know as soon as I find out. There is nothing in Serko. This might be a good option.

From: s9(2)(a)
Sent: Thursday, 6 October 2022 2:35 pm
To: s9(2)(a)
Subject: RE: Re:[## 1806549 ##] Ministry for Pacific Peoples All Staff Fono- Registration confirmation

I might be able to get s9(2)(a) to cancel his accom (AirB&B) and he can use it...

Maybe s9(2)(a) is staying privately...

Vinaka vakalevu

s9(2)(a)



From: s9(2)(a)
Sent: Thursday, 6 October 2022 2:33 pm
To: s9(2)(a)
Subject: RE: Re:[## 1806549 ##] Ministry for Pacific Peoples All Staff Fono- Registration confirmation

Just messaged s9(2)(a) if no accommodation has been ordered shall I ask s9(2)(a) will pay for this?

From: s9(2)(a)
Sent: Thursday, 6 October 2022 2:28 pm
To: s9(2)(a)
Subject: RE: Re:[## 1806549 ##] Ministry for Pacific Peoples All Staff Fono- Registration confirmation

do you know if s9(2)(a) has booked any other accommodation – we are getting charged for the accommodation we booked for her...if she has private accom that is great but if we are paying for it that's a whole other conversation!

s9(2)(a)

From: s9(2)(a)
Sent: Thursday, 6 October 2022 2:21 pm
To: s9(2)(a)
Subject: Re:[## 1806549 ##] Ministry for Pacific Peoples All Staff Fono- Registration confirmation

Hi s9(2)(a)

We now have a spare room from Monday 10th to Friday 14th October - twin share

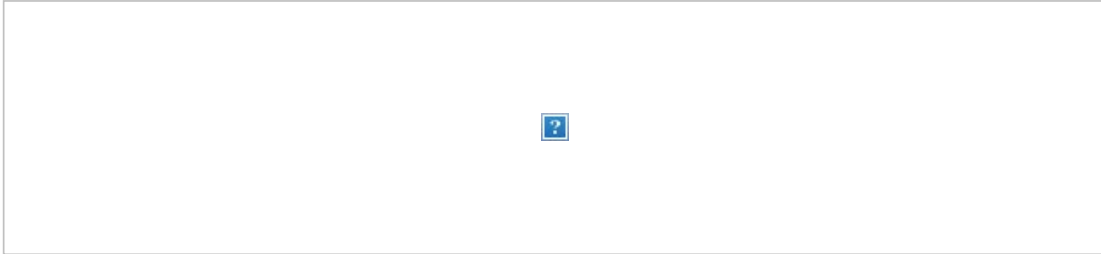
If you have someone that can take that room - please advise the name

Many thanks

s9(2)(a)

s9(2)(a)

s9(2)(a)
Web: orbit.co.nz
www.orbit.co.nz



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---- on Thu, 06 Oct 2022 14:18:18 +1300 s9(2)(a) ----

Are you kidding me...after all that

Thanks for your patience on this one s9(2)(a)

From: s9(2)(a)
Sent: Thursday, 6 October 2022 2:16 pm
To: s9(2)(a)
Subject: Re:[## 1806549 ##] Ministry for Pacific Peoples All Staff Fono- Registration confirmation

Hello s9(2)(a)

Thank you for letting us know you no longer require transfers or accommodation.

Flights will be kept and an itinerary will be sent to you.

Kind regards

s9(2)(a)

[Redacted signature block]

[Redacted signature block]

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www.orbit.co.nz



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--- on Thu, 06 Oct 2022 13:52:27 +1300 "s9(2)(a)" ---

Bula Vinaka s9(2)(a)

Thank you for confirming these details and your organisation.

As per our conversation, my situation has changed and I no longer require the accommodation so please cancel this.

But I will still require the flight bookings as noted for the morning of the 10th Oct and afternoon of the 14th Oct.

If you have any questions, please feel free to contact me again.

Vinaka vakalevu,

s9(2)(a)

From: s9(2)(a)
Sent: Thursday, 6 October 2022 12:13 pm
To: s9(2)(a)
Subject: Re:[## 1806549 ##] Ministry for Pacific Peoples All Staff Fono- Registration confirmation

Hi s9(2)(a)

I'm following up on transfers and accommodation for you s9(2)(a) to the MPP All Staff Fono next week

We have you a twin share room at the Movenpick from Monday until Friday.

Do you require s9(2)(a) will you be bringing your own?

Transfers - we have a Corp cab booked on Monday to the hotel - s9(2)(a)

We will have to look at your return transfers based on this

Happy to call you if needed.

Kind regards

s9(2)(a)

s9(2)(a)

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---- on Fri, 30 Sep 2022 10:06:33 +1300 "Orbit Groups & Events" s9(2)(a) > wrote

Image removed by sender. Header Image



Registration ID: 106
Ministry for Pacific Peoples

s9(2)(a)

Talofa lava s9(2)(a)

Thank you for registering for our ALL Staff Fono to be held on Thursday 13th and Friday 14th October 2022 at the Movenpick Hotel Wellington.

Your registration is confirmed, please find a summary below:

Travel Requirements

Are you happy to share a twin room Yes, I am happy to share a twin room

Do you require accommodation, flights or both Yes, I require further arrangements

If you would like a twin share room, please advise who you would like to share with. If you have requested a single occupancy room please advise the reason below Talofa s9(2)(a) so would like to be considered for twin share but s9(2)(a) I am happy to pay the difference or request approval from s9(2)(a) for anything that is not covered here for accommodation.

Please advise of your departing Airport Auckland

Additional notes if required Thank you so much for organising s9(2)(a) There is s9(2)(a) who also would like assistance. I will be travelling on the 10th Oct and require additional 3 nights accommodation please s9(2)(a) will travel on 12th Oct and would require an extra night accommodation please. I will respond to your email you have sent already to make arrangements. s9(2)(a)

You will be issued with an itinerary covering any travel and/or accommodation booking closer to the event.

If you have any queries regarding your travel arrangements please email groups@orbitwellington.com.

Fa'afetai
Orbit Groups & Events



From: s9(2)(a)
To: groups@orbitwellington.com
Subject: RE: Re:[## 1806549 ##] Ministry for Pacific Peoples All Staff Fono- Registration confirmation
Date: Thursday, 6 October 2022 2:18:11 pm
Attachments: [-WRD3199.jpg](#)
[image001.png](#)

Are you kidding me...after all that

Thanks for your patience on this one s9(2)(a)

From: s9(2)(a)
Sent: Thursday, 6 October 2022 2:16 pm
To: s9(2)(a)
Subject: Re:[## 1806549 ##] Ministry for Pacific Peoples All Staff Fono- Registration confirmation

Hello s9(2)(a)

Thank you for letting us know you no longer require transfers or accommodation.

Flights will be kept and an itinerary will be sent to you.

Kind regards

s9(2)(a)

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www.orbit.co.nz



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---- on Thu, 06 Oct 2022 13:52:27 +1300 s9(2)(a) wrote ----

Bula Vinaka s9(2)(a)

Thank you for confirming these details and your organisation.

As per our conversation, my situation has changed and I no longer require the accommodation so please cancel this.

But I will still require the flight bookings as noted for the morning of the 10th Oct and afternoon of the 14th

Oct.

If you have any questions, please feel free to contact me again.

Vinaka vakalevu,

s9(2)(a)

Duplicate email.



From: s9(2)(a)
To:
Subject: RE: Transport for Laulu's farewell.
Date: Tuesday, 11 October 2022 11:17:50 am
Attachments: [image001.png](#)

Sorry just read your email properly, 6pm is fine..I think I'm starting to loose the plot lol

From: s9(2)(a)
Sent: Tuesday, 11 October 2022 11:09 AM
To: s9(2)(a) s9(2)(a)
Subject: RE: Transport for Laulu's farewell.

Sorry – can I check when yo say 2nd taxi – am I booking two separate taxis or is it one taxi x 2 people in it?

s9(2)(a)

Fa'afetai

s9(2)(a)



From: s9(2)(a)
Sent: Tuesday, 11 October 2022 10:52 am
To: s9(2)(a) s9(2)(a)
Subject: RE: Transport for Laulu's farewell.

Morning again ,

Contact person and number for 2nd taxi, s9(2)(a) Return travel 5.30pm please

Fakafetai lahi lele- Thanks so much to you both

s9(2)(a)

From: s9(2)(a)
Sent: Tuesday, 11 October 2022 8:02 AM
To: s9(2)(a) s9(2)(a)
Subject: RE: Transport for Laulu's farewell.

Can you also check if there require a return taxi?

Fa'afetai

s9(2)(a)



From: s9(2)(a)

Sent: Tuesday, 11 October 2022 7:54 am

To: s9(2)(a) s9(2)(a)

Subject: RE: Transport for Lulu's farewell.

No problem to book.

s9(2)(a) can you please get a contact number for s9(2)(a) so we can make the booking.

Fa'afetai

s9(2)(a)



Duplicate email.

From: s9(2)(a)
To:
Subject: RE: Travel from MPP Office to Movenpick Hotel for All Staff Fono on Thrusdya & Friday
Date: Tuesday, 11 October 2022 11:13:00 am
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.jpg](#)

Will do

Fa'afetai

s9(2)(a)



From: s9(2)(a)
Sent: Tuesday, 11 October 2022 11:11 am
To: s9(2)(a)
Subject: RE: Travel from MPP Office to Movenpick Hotel for All Staff Fono on Thrusdya & Friday

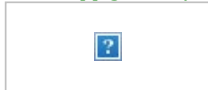
Talofa s9(2)(a)

Please include me on your list for the shuttle

Faafetai,

s9(2)(a)

Level 1, 101-103 The Terrace, Wellington
 PO Box 833, Wellington 6140
www.mpp.govt.nz | www.pacificaotearoa.org.nz



From: s9(2)(a)
Sent: Tuesday, 11 October 2022 8:56 am
To: s9(2)(a)

[Redacted recipient list consisting of multiple lines of blacked-out text]

s9(2)(a)

[Redacted content]

Subject: Travel from MPP Office to Movenpick Hotel for All Staff Fono on Thursdya & Friday

Fakaalafa atu

I am booking transport from Wellington office up to conference venue for Thursday and Friday. Can you please let me know before noon today if you require a seat on the shuttle on either or both mornings.

It's a [20 min walk](#) for those of you feeling energetic

If you would like to take your car, there is parking at the hotel but it's \$35/day and it would be at your own cost.

Transport is already arranged to the farewell venue on Thursday afternoon so no need to worry about that end of the day.

Fakaaue Lahi oue tulou

s9(2)
(a)
s9(2)(a)

[Redacted content]

Level 1, 101 - 103 The Terrace
PO Box 833, Wellington 6140, New Zealand



mpp.govt.nz



GROUP FIFTEEN

From: s9(2)(a)
To: s9(2)(a)
Subject: s9(2)(a)s9(2)(a) Laulu farewell - venue decorations

Hi sis, lets meet to discuss the venue space, ideas for how to teu it, and the timing on Thursday (we have the Hall from 12pm). Thank you again for your feasoasani with this xx

Microsoft Teams meeting

Join on your computer, mobile app or room device

Click here to join the meeting <https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDQ5NTZmYzAtNmQxMS00YmMyLTg1MzMtMTc3MmYyOGFiYzEx%40thread.v2/0?context=%7b%22Tid%22%3a%225b3d43d2-199b-4548-968b-6c8de4cd28ff%22%2c%22Oid%22%3a%22e650f0a0-55c5-46ae-942c-6e3257f511cc%22%7d>

Meeting ID: 429 288 951 815
Passcode: Gm3r48

Download Teams <<https://www.microsoft.com/en-us/microsoft-teams/download-app>> | Join on the web <<https://www.microsoft.com/microsoft-teams/join-a-meeting>>

Learn More <<https://aka.ms/JoinTeamsMeeting>> | Meeting options <https://teams.microsoft.com/meetingOptions/?organizerId=e650f0a0-55c5-46ae-942c-6e3257f511cc&tenantId=5b3d43d2-199b-4548-968b-6c8de4cd28ff&threadId=19_meeting_ZDQ5NTZmYzAtNmQxMS00YmMyLTg1MzMtMTc3MmYyOGFiYzEx@thread.v2&messageId=0&language=en-US>

PART 2, GROUP ONE

No	Question	Detail	Assigned to	Further PSC Questions as at 3/7/23	Further answers
Attendees					
1	What were the arrangements between MPP and MCH regarding the developing, managing and monitoring the attendee list?	The attendee list was developed and managed between MPP and MCH staff and overseen by MCH DCE [S(2)(c)] and outgoing MPP CE. MPP provided names of invitees to MCH. MCH was responsible for managing and monitoring the list, and sending the invites.	CE's Office	Thanks.	N/A
2	What discussions did MPP have with MCH regarding the RSVPs?	There were daily discussion on RSVPs, the point people at MPP were [S(2)(c)]		Can you provide details of any discussions with MCH.	Discussions are as outlined in the emails. One email will cover multiple discussions of the day's conversation.
3	Who made the final decisions re attendees and attendee numbers?	Final decision on attendees was between MPP and MCH. Decision on final numbers were made by MCH (due to the capacity of venue site).		Thanks.	N/A
4	Who was responsible for determining what family and guests the outgoing chief executive wanted?	Final decisions about family and guests invites were made by outgoing CE.		How were the final decisions communicated and who to?	Discussions about guests are in the emails. Final confirmed numbers of family and friend guests who RSVP'ed will sit with MCH (as they had ownership over the event).
5	This email provides the outgoing chief executive's (Laulu's) attendee list as at 4 October – 102 attendees in total of which 13 are family and 6 close family friends. FW Laulu powhiri attendees 17 Oct 2022 MCH Manatū Taanga - Mac.edt.msg? What were the final numbers of attendees and their breakdown (including MPP staff, MCH staff, family and guests)?	The final breakdown needs to come from MCH who had overall oversight of the event. MPP can provide the list of MPP staff, MPP guests and family.		What this the latest/final list from Laulu?	This will be on the invite list MCH hold.
Responsibility and Budget					
6	Was there any agreement between the two agencies in terms of powhiri responsibilities including which costs agencies would pay for? If yes, what was the agreement?	There was no agreement between the agencies.	CE's Office	Thanks.	N/A
7	Was there a budget for the powhiri? If yes, when was this set? Who set and approved the budget? Was a budget set before any spending decisions were made? Who was monitoring expenditure?	There was no set budget at MPP for the Powhiri.		Thanks.	N/A
8	Can you confirm all costs associated with the powhiri have been provided?	To the best of our knowledge they have.		Thanks.	N/A
Travel					
9	Does [S(2)(a)] MPP Acting Deputy Secretary Tier 2 normally reside outside of Wellington?	Yes	Ministerials & CS	Thanks.	N/A
10	Does [S(2)(a)] for Pacific Peoples normally reside outside of Wellington?	Yes		Thanks.	N/A
11	Does [S(2)(a)] MPP Director Tier 3 normally reside outside of Wellington?	Yes		Thanks.	N/A
12	Does [S(2)(a)] normally reside outside of Wellington?	Yes		Thanks.	N/A
13	Does [S(2)(a)] MPP Director Tier 3 normally reside outside of Wellington?	Yes		Thanks.	N/A
14	Why are there 3 airfares for [S(2)(a)] all for 17 October 2022 (X 5328.11 and one for 5325.57)?	One is a double up, trying to confirm why two.		Await response on why 3 airfares.	[S(2)(a)] trying to find out.
15	Was the main reason for travel for the above staff members the Powhiri? Did they also complete other MPP business while in Wellington?	Above staff members carried out MPP business while in Wellington. Not [S(2)(a)] while they reside in Auckland, their roles are Wellington based.		Thanks.	N/A
16	This email indicates that approval was given for 4 of Laulu's family to travel for the powhiri, approved [S(2)(a)] Fwd:Flight to be booked for Guests.msg. Travel was for Sunday 15th October return Tuesday 18 October. This further email indicates that they are Auckland based and therefore need travel from Auckland to Wellington return. Travel dates 1.msg [S(2)(a)] according to list provided by Laulu [S(2)(a)] according to list provided by [S(2)(a)] [S(2)(a)] according to list provided by Laulu [S(2)(a)] according to list provided by Laulu – no costs [S(2)(a)] [S(2)(a)] on the powhiri summary workings spreadsheet provided Powhiri Farewell workings.xlsx. Did the family members travel and attend the powhiri? Was there any expenditure incurred for them for travel and accommodation?	For CE office to respond. The family members identified on powhiri workings are as follows: [S(2)(a)]		Screen shot received thanks.	N/A
17	Please provide details of the airfares for [S(2)(a)] as in the powhiri workings spreadsheet only the fare change is provided.	\$549.09		Screen shot provided appears to be for accommodation not travel. Can you please provide screen shot for travel. Currently only air fare change is shown in powhiri workings.	
18	Please provide details of the airfares for [S(2)(a)] as in the powhiri workings spreadsheet only the fare change is provided.	Unable to find fare in costings sheet. Potentially pull from Travel system		Await response.	
19	Laulu's attendee list FW Laulu powhiri attendees 17 Oct 2022 MCH Manatū Taanga - Mac.edt.msg lists a number of other family/close family friends that aren't on the powhiri workings spreadsheet (see below). Are they Wellington based or didn't attend and therefore no costs incurred? If they aren't Wellington based and they did attend were any costs incurred? [S(2)(a)] [S(2)(a)] Close family friend [S(2)(a)] Close family friend [S(2)(a)] Close family friend [S(2)(a)] Close family friend	None of the people named are on the powhiri workings.		Grateful for a response to questions: Are they Wellington based or didn't attend and therefore no costs incurred? If they aren't Wellington based and they did attend were any costs incurred?	
20	In relation to Laulu [S(2)(a)] email Travel dates 1.msg indicates that they were travelling from Auckland but their details are not on the powhiri workings spreadsheet. Did they attend the powhiri? Were any costs incurred? [S(2)(a)]	[S(2)(a)] attended the farewell, for CE office to respond.		No response to questions - Did they attend powhiri? Were any costs incurred? Screen shot no 6 indicates an airfare change of \$122.22 for [S(2)(a)] and a full fare of \$453.94. Can you confirm that they attended and suggest both fares be added to powhiri costings.	
21	The Powhiri Farewell workings.xlsx lists [S(2)(a)] Can you please advise who this person is as they are not listed on the attendee list provided by Laulu on 5 October. Please include details of the approval given for their travel. The powhiri workings lists their travel as 13 October 2022 (Thursday). The powhiri was on Monday 17 October 2022.	he's an [S(2)(a)] Trying to find approval information		Await response. It would be good to know details of approval and explanation given that they weren't on Laulu's guest list.	
22	Please provide details of the approval given for travel for [S(2)(a)] Flight Requirements for [S(2)(a)] .msg	Provided in Travel and Accomplishments		Powhiri workings has airfare for [S(2)(a)] as \$494.25 but screen shot says \$568.39. Which is correct? Is the difference the gst component? Please amend powhiri workings as required.	[S(2)(a)] you check this please?
23	Please provide details of the response given to MCH on who will pay for [S(2)(a)] travel (Kiribati rep) FW (1) RSVP update (2) Query re travel RE Laulu's powhiri list as of today .msg and RE FW 23 RSVP Powhiri for Laulu Mac Leauanae .msg	In email "RE: RSVP update as at 6:15 pm Fri 7 Oct"		Please advise who authorised their travel. Screen shot of approval would be appreciated. Was any other costs incurred e.g. accommodation?	
24	Please provide details of the approval given for travel for [S(2)(a)] FW Flight confirmations: [S(2)(a)] .msg	Provided in Travel and Accomplishments		Received. Is the difference in airfares listed in powhiri workings and screen shot the gst component.	[S(2)(a)] can you check this please?
25	Please provide details of the decision making around accommodation asking [S(2)(a)] to pay \$300 for Friday and Saturday and MPP will pay for the rest of the stay. Refer to email RE Laulu Mac Leauanae powhiri preparation for Monday 17 October .msg.	DRAFT: From the emails [S(2)(a)] has offered to pay for two nights (over the weekend) as he and his wife wanted to come down early for personal reasons. They have covered the extra nights, with MPP covering the event accommodation. (approval of overall accommodation shown in screenshots)		Please provide details of the decision making around accommodation asking [S(2)(a)] to pay \$300 for Friday and Saturday and MPP will pay for the rest of the stay - Who made that decision? In terms of screen shot for accommodation provided, it states "Hotel Bolton Hotel Wellington exceeds lowest rate of \$149/8 Ramada. With a value of \$837.55. But in the summary above it has Air and Hotel Totals as \$0. What does that mean? Also powhiri workings has accommodation for [S(2)(a)] as \$474.13, yet screen shot says \$837.55. Which is correct? Please amend powhiri workings as required.	[S(2)(a)] answer has been provided [S(2)(a)] answer has been provided
26	Accommodation costs for [S(2)(a)] is shown as \$474.13. Please provide a breakdown of this cost. Hotel and number of nights.	Bolton Hotel; Check in 16 October, check out 17 October		See above. Which hotel. How many nights. Dates. Please provide details of the accommodation approval and invoice.	[S(2)(a)] answer has been provided
27	Can you please provide details of the travel and accommodation costs for [S(2)(a)] as well as the approval details. Are they Wellington or Auckland based? This email RE #1812098 # [S(2)(a)] accommodation - Update .msg suggests 2 nights and one nights stay accommodation. The powhiri summary lists just one flight.	While [S(2)(a)] resides in Auckland, her role is Wellington based.		Can you provide flight and accommodation details including screen shots of the approvals.	
28	[S(2)(a)] RE Farewell Laulu Mac Leauanae [S(2)(a)] Secretary for Pacific Peoples - Thursday 13 October @ 300pm.msg	Yes, they are [S(2)(a)]		Thanks.	N/A
29	Were voucher cards given to anyone else other than [S(2)(a)]	No (confirming now)		Await response.	[S(2)(a)] can you confirm this please?
30	Was any mea alofa or koha provided to any attendees?	No (confirming now)		Await response.	[S(2)(a)] can you confirm this please?

Breakdown	Total Costs	Fono Costs	Farewell Costs	Powhiri Costs
Accommodation	17,783.32	15,937.86	1,337.42	508.04
Travel- (Airlines, travel changes orbit and uber fees)	42,372.38	32,154.73	5806.22	4,411.43
Event support (including AV hire)	11,067.73	5602.21	5,465.52	0.00
Venue hire / catering	31,589.87	18,440.35	13,149.52	0.00
Gifts	7,555.49	0.00	7,555.49	0.00
Misc	5,969.91	21.86	5,948.05	0.00
Total	116,338.70	72,157.01	39,262.22	4,919.47

Notes

These costs come from the spreadsheet provided by MPP "OIA Farewell and All Staff Workings". We filtered these various costs and created separate worksheets for them. MPP have indicated that in response to PSC questions they will be providing further information including further financial information which will need to be incorporated into these costings

Approved: SS(2)(a) 18/07/2023

SS(2)(a)

PSC Assessment of Gift Inventory

No of Items	Items	Ministry contribution	A/P Invoice No	Comment
	Tonga			
1	Carving	300		Staff contributed \$1000 to this (as per MPP spreadsheet gifts tab). \$300 cash was provided to MPP staff member to then provide to carver. Value was based on MPP staff estimate of the value of carving.
	Samoa			
7	1 Tapa cloth and 6 fine mats	4000		Staff reimbursement to 3 staff for gift which is still a cost paid for by the Ministry
	Tokelau			
1	Koutouki(necklace)			Confirmed 13.2.23 that cost paid for by staff (\$155) no Ministry reimbursement
1	Pulou(Hat)			Confirmed 13.2.23 that cost paid for by staff (\$150) no Ministry reimbursement
1	Pale (head lei)			Confirmed 13.2.23 that cost paid for by staff (\$25) no Ministry reimbursement
	Tuvalu			
1	Vaka			Confirmed 13.2.23 that cost paid for by staff (\$100) no Ministry reimbursement
1	Fan			Confirmed 13.2.23 that cost paid for by staff (\$30) no Ministry reimbursement
1	Skirt/titi	\$100		Confirmed 13.2.23 that cost was \$100 not \$90 as previously included in gifts spreadsheet.
	Niue			
1	Canoe	250	A/P Invoices - 53890	Staff reimbursement to husband of staff member for gift which is still a cost paid for by the Ministry
	Cook Island			
1	Pare	500		For Cook Island gifts see invoice attached to email FW_ Kia orana S9(2)(a) peea koe_.msg
1	Tivaevae	1000		
1	Ei kaki	200		13.2.23 - discussed that ei kaki (lei) may not strictly be seen as a gift. For simplicity I've kept here but we can add this to misc sheet if necessary. These costs (\$1700) had been double counted as misc materials for the farewell but I've now removed them.
	Fiji			
1				Confirmed 13.2.23 that no request for reimbursement sought for Fijian gifts.
	Other			
1	Kura Gallery voucher	980		Confirmed 13.2.23 that the voucher was for \$1200, with \$220 paid by staff and \$980 paid by the Ministry. The receipt shows \$1200 paid by MPP credit card outright. This is because the staff cash contribution was repaid into the MPP bank account.
1	Corned beef box	225.49		
21	Total	7555.49		

Total staff contributions	1000
	155
	150
	25
	100
	30
	220
	1680

PSC assessment of travel costs including travel change and orbit fees and uber/taxis for Farewells only

Follow up

MPP Combo	AmountExclGST	MPP Narration	ReportingValue2	Type of cost	Staff / Non	All Staff / Farewell / Powhiri
655005	60.65	99(2)(a) Oct 13 2022	CMDY00	Travel change fees	Non-staff	Farewell
655005	79.77	99(2)(a) Oct 13 2022	CMDY00	Travel change fees	Non-staff	Farewell
655004	42.10	99(2)(a) Oct 13 2022	CMDY00	Travel change fees	Non-staff	Farewell
655004	89.61	99(2)(a) Oct 13 2022	CMDY00	Travel change fees	Non-staff	Farewell
655004	40.70	99(2)(a) Oct 14 2022	CMDY00	Travel change fees	Non-staff	Farewell
655004	87.10	99(2)(a) Oct 14 2022	CMDY00	Travel change fees	Non-staff	Farewell
655005	35.06	99(2)(a) Oct 13 2022	CMDY00	Travel change fees	Non-staff	Farewell
655004	87.34	99(2)(a) Oct 11 2022	CMDY00	Travel change fees	Non-staff	Farewell
655004	42.10	99(2)(a) Oct 13 2022	CMDY00	Travel change fees	Non-staff	Farewell
653013	684.68	Air New Zealand AKL/AKL 99(2)(a) Oct 13 2022	CMDY00	Airfare	Non-staff	Farewell
653013	43.46	Air New Zealand AKL/AKL 99(2)(a) Oct 13 2022	CMDY00	Airfare	Non-staff	Farewell
653004	624.16	Air New Zealand AKL/AKL 99(2)(a) Oct 13 2022	CMDY00	Airfare	Non-staff	Farewell
653004	656.22	Air New Zealand AKL/AKL 99(2)(a) Oct 13 2022	CMDY00	Airfare	Non-staff	Farewell
653005	266.53	Air New Zealand AKL/WLG 99(2)(a) Oct 13 2022	CMDY00	Airfare	Non-staff	Farewell
653004	238.69	Air New Zealand AKL/WLG 99(2)(a) Oct 11 2022	CMDY00	Airfare	Non-staff	Farewell
653005	328.11	Air New Zealand WLG/AKL 99(2)(a) Oct 14 2022	CMDY00	Airfare	Non-staff	Farewell
653005	328.11	Air New Zealand WLG/AKL 99(2)(a) Oct 14 2022	CMDY00	Airfare	Non-staff	Farewell
654005	0.50	(MPP Finance Folder) Oct 13 2022	CMDY00	Orbit fees	N/A	Farewell
654005	7.50	(MPP Finance Folder) Oct 13 2022	CMDY00	Orbit fees	N/A	Farewell
654005	0.50	99(2)(a) Oct 31 2022	CMDY00	Orbit fees	N/A	Farewell
654005	0.50	99(2)(a) Oct 31 2022	CMDY00	Orbit fees	N/A	Farewell
654005	7.50	99(2)(a) Oct 31 2022	CMDY00	Orbit fees	N/A	Farewell
654005	7.50	99(2)(a) Oct 13 2022	CMDY00	Orbit fees	N/A	Farewell
654005	7.50	99(2)(a) Oct 13 2022	CMDY00	Orbit fees	N/A	Farewell
654005	21.35	99(2)(a) Oct 15 2022	CMDY00	Travel change fees	Non-staff	Farewell
654005	21.35	99(2)(a) Oct 15 2022	CMDY00	Travel change fees	Non-staff	Farewell
654005	21.35	99(2)(a) Oct 15 2022	CMDY00	Travel change fees	Non-staff	Farewell
654004	7.50	99(2)(a) Oct 13 2022	CMDY00	Orbit fees	N/A	Farewell
654013	0.50	99(2)(a) Oct 13 2022	CMDY00	Orbit fees	N/A	Farewell
654004	30.02	99(2)(a) Oct 13 2022	CMDY00	Travel change fees	Non-staff	Farewell
654004	7.50	99(2)(a) Oct 13 2022	CMDY00	Orbit fees	N/A	Farewell
654005	0.50	99(2)(a) Oct 13 2022	CMDY00	Orbit fees	N/A	Farewell
654005	0.50	99(2)(a) Oct 13 2022	CMDY00	Orbit fees	N/A	Farewell
655005	101.39	99(2)(a) Oct 13 2022	CMDY00	Uber / taxi	Non-staff	Farewell
655005	91.83	99(2)(a) Oct 13 2022	CMDY00	Uber / taxi	Non-staff	Farewell
654005	15.01	99(2)(a) Oct 13 2022	CMDY00	Travel change fees	Non-staff	Farewell
654013	0.50	99(2)(a) Oct 13 2022	CMDY00	Orbit fees	N/A	Farewell
654013	0.50	99(2)(a) Oct 13 2022	CMDY00	Orbit fees	N/A	Farewell
654013	0.50	99(2)(a) Oct 13 2022	CMDY00	Orbit fees	N/A	Farewell
653004	624.16	Air New Zealand AKL/AKL 99(2)(a) Oct 16 2022	CMDY00	Airfare	Non-staff	Farewell
653004	594.64	Air New Zealand AKL/AKL 99(2)(a) Oct 13 2022	CMDY00	Airfare	Non-staff	Farewell
653004	106.28	Air New Zealand AKL/AKL 99(2)(a) Oct 13 2022	CMDY00	Airfare - difference when flight	Non-staff	Farewell
653004	394.73	Air New Zealand AKL/AKL 99(2)(a) Oct 13 2022	CMDY00	Travel change	Non-staff	Farewell
TOTAL	5806.22					

Farewell & Powhiri

Airfares for 11 non staff
Uber/Taxi for one non staff member

PSC assessment of travel costs and travel change fees for Powhiri only

MPP Combo	AmountExclGST	MPP Narration	ReportingValue2	Type of cost	Staff / Non	All Staff / Farewell / Powhiri
655004	39.29	s9(2)(a) Oct 16 2022	GEN100	Travel change fees	Non-staff	Powhiri
653004	549.90	s9(2)(a) Oct 16 2022	GEN100	Airfare	Non-staff	Powhiri
653004	549.09	Air New Zealand AKL/AKL s9(2)(a)) Oct 16 2022	GEN100	Airfare	Non-staff	Powhiri
653005	405.69	Air New Zealand AKL/AKL s9(2)(a) s9(2)(a)) Oct 15 2022	CMDY00	Airfare	Non-staff	Powhiri
653013	296.05	Air New Zealand AKL/AKL s9(2)(a) s9(2)(a)) Oct 16 2022	GEN100	Airfare	Staff	Powhiri
653004	568.39	Air New Zealand AKL/AKL s9(2)(a)) Oct 16 2022	CMDY00	Airfare	Non-staff	Powhiri
653005	405.69	Air New Zealand AKL/AKL s9(2)(a)) Oct 15 2022	CMDY00	Airfare	Non-staff	Powhiri
653004	625.84	s9(2)(a)	CMDY00	Airfare	Non-staff	Powhiri
653004	494.25	Air New Zealand AKL/AKL s9(2)(a)) Oct 16 2022	CMDY00	Airfare	Non-staff	Powhiri
653005	405.69	Air New Zealand AKL/AKL s9(2)(a)) Oct 15 2022	CMDY00	Airfare	Non-staff	Powhiri
653005	21.35	s9(2)(a)) Oct 15 2022	CMDY00	Travel change fees	Non-staff	Powhiri
653005	21.35	s9(2)(a)	CMDY00	Travel change fees	Non-staff	Powhiri
653005	21.35	s9(2)(a)	CMDY00	Travel change fees	Non-staff	Powhiri
653004	7.50	s9(2)(a)	CMDY00	Travel change fees	Non-staff	Powhiri
TOTAL	4411.43					

MPP Comb	Blank 1	nountExclG	MPP Narra	Blank 2	Blank 3	Blank 4	Blank 5	Blank 6	Reportingv	Type of cost	Staff / Non	All Staff / Farewell / Powhiri
654004	155.74	Bolton Hotel	S9(2)(a)			Oct 16 2022			CMDY00	Accommodation	Non-staff	Farewell
654004	282.61	The Grand Mercure Wgtn - Use	MOVENPICK WGTN	S9(2)(a)		Oct 13 2022			CMDY00	Accommodation	Non-staff	Farewell
654005	122.17	Doubletree by Hilton Wellington	S9(2)(a)			Oct 31 2022			CMDY00	Accommodation	Non-staff	Farewell
654005	4.35	Doubletree by Hilton Wellington	S9(2)(a)			Oct 31 2022			CMDY00	Accommodation	Non-staff	Farewell
654005	181.83	Doubletree by Hilton Wellington	S9(2)(a)			Oct 31 2022			CMDY00	Accommodation	Non-staff	Farewell
654005	282.61	The Grand Mercure Wgtn - Use	MOVENPICK WGTN	S9(2)(a)		Oct 13 2022			CMDY00	Accommodation	Non-staff	Farewell
654013	66.96	James Cook Grand Chancellor	S9(2)(a)			Oct 13 2022			CMDY00	Accommodation	Non-staff	Farewell
654013	34.78	James Cook Grand Chancellor	S9(2)(a)			Oct 13 2022			CMDY00	Accommodation	Non-staff	Farewell
654013	206.37	James Cook Grand Chancellor	S9(2)(a)			Oct 13 2022			CMDY00	Accommodation	Non-staff	Farewell
Total	1337.423											

MPP Comb	Blank 1	nountExclG	MPP Narra	Blank 2	Blank 3	Blank 4	Blank 5	Blank 6	Reportingv	Type of cost	Staff / Non	All Staff / Farewell / Powhiri
654013		33.91	James Cook Grand Chancellor			Oct 16 2022			GEN100	Accommodation	Staff - exception	Powhiri
654004		474.13	Travelodge Hotel Wellington			Oct 14 2022			GEN100	Accommodation	Non-staff	Powhiri
Total		508.04										

TKM assessment of MPP travel costs

MPP Comb	Blank 1	nountExclG	MPP Narra	Blank 2	Blank 3	Blank 4	Blank 5	Blank 6	Reportingv	Type of cost	Staff / Non	All Staff / Farewell / Powhiri
655005		18440.35	(MPP Finance Folder)						CMDY00	Venue hire / catering	N/A	All Staff
Total		18440.35										

TKM assessment of MPP travel costs

MPP Comb	Blank 1	nountExclG	MPP Narra	Blank 2	Blank 3	Blank 4	Blank 5	Blank 6	Reportingv	Type of cost	Staff / Non	All Staff / Farewell / Powhiri
655005		13149.52	(MPP Finance Folder)						CMDY00	Venue hire / catering	N/A	Farewell
Total		13149.52										

TKM assessment of MPP travel costs

MPP Comb	Blank 1	nountExclG	MPP Narra	Blank 2	Blank 3	Blank 4	Blank 5	Blank 6	Reportingv	Type of cost	Staff / Non	All Staff / Farewell / Powhiri
654005	1800.00	(Event Coordinator / onsite staff - MPP Finance Folder)	Oct 13 2022						CMDY00	Event support	N/A	All Staff
654005	1890.00	(Event Manager - MPP Finance Folder)	Oct 13 2022						CMDY00	Event support	N/A	All Staff
655005	70.43	(MPP Finance Folder)	Oct 13 2022						CMDY00	Event support	N/A	All Staff
655005	70.43	(MPP Finance Folder)	Oct 13 2022						CMDY00	Event support	N/A	All Staff
655005	344.35	(MPP Finance Folder)	Oct 13 2022						CMDY00	Event support	N/A	All Staff
655005	927.00	(MPP Finance Folder)	Oct 13 2022						CMDY00	Event support	N/A	All Staff
654005	500.00	(Registration Site Build Base Fee - MPP Finance Folder)	Oct 13 2022						CMDY00	Event support	N/A	All Staff
Total	5602.21											

TKM assessment of MPP travel costs

MPP Comb	Blank 1	nountExclG	MPP Narra	Blank 2	Blank 3	Blank 4	Blank 5	Blank 6	Reportingv	Type of cost	Staff / Non	All Staff / Farewell / Powhiri
655005		5465.52	(MPP Finance Folder)						CMDY00	AV Hire	N/A	Farewell
Total		5465.52										

Posting Date	Doc. No.	G/L Acct/BJP Code	Remarks	Project	Offset Acct	Offset Acct Name	Deb./Credit	Ref. #	Row	Project Name	Type of cost	Staff / Non	All Staff / Forward /	MPP Comment	PSC Comment
29.11.22	PU 29139	6640-12	A/P Invo ces - 53127	CMDV00	53127	53127	6.52	281022		Co po ate - M n st v Away Days	M sc	Staff	All Staff	Hot d nk at Atla _po t	
25.10.22	PU 28852	6640-02	A/P Invo ces - 52387	CMDV00	52387	52387	15.34	141022		Co po ate - M n st v Away Days			?	?	What was th s fo
				Total			21.86								

Questions for MPP

Attendees

1. What were the arrangements between MPP and MCH regarding the developing, managing and monitoring the attendee list?
2. What discussions did MPP have with MCH regarding the RSVPs?
3. Who made the final decisions re attendees and attendee numbers?
4. Who was responsible for determining what family and guests the outgoing chief executive wanted?
5. This email provides the outgoing chief executive's (Laulu's) attendee list as at 4 October –102 attendees in total of which 13 are family and 6 close family friends. [FW Laulu pōwhiri attendees 17 Oct 2022 MCH Manatū Taonga - Mac edit.msg](#)? What were the final numbers of attendees and their breakdown (including MPP staff, MCH staff, family and guests)?

Responsibilities and Budget

1. Was there any agreement between the two agencies in terms of pōwhiri responsibilities including which costs agencies would pay for? If yes, what was the agreement?
2. Was there a budget for the pōwhiri? If yes, when was this set? Who set and approved the budgets? Was a budget set before any spending decisions were made? Who was monitoring expenditure?
3. Can you confirm all costs associated with the pōwhiri have been provided?

Travel

1. Does s9(2)(a) MPP Acting Deputy Secretary Tier 2 normally reside outside of Wellington?
2. Does s9(2)(a) for Pacific Peoples normally reside outside of Wellington?
3. Does s9(2)(a), MPP Director Tier 3 normally reside outside of Wellington?
4. Does s9(2)(a) MPP Pōwhiri Coordinator normally reside outside of Wellington?
5. Does s9(2)(a) MPP Director Tier 3 normally reside outside of Wellington?
6. Why are there 3 airfares for s9(2)(a) all for 17 October 2022 (2 X \$328.11 and one for \$325.57)?
7. Was the main reason for travel for the above staff members the Powhiri? Did they also complete other MPP business while in Wellington?
8. This email indicates that approval was given for 4 of Laulu's family to travel for the pōwhiri, approved by s9(2)(a) [FwdFlight to be booked for Guests.msg](#). Travel was for Sunday 15th October return Tuesday 18 October. This further email indicates that they are Auckland based and therefore need travel from Auckland to Wellington return. [Travel dates \).msg](#)

- s9(2)(a) s9(2)(a)

Only s9(2)(a) is on the pōwhiri summary workings spreadsheet provided [Pōwhiri Farewell workings.xlsx](#). Did the family members travel and attend the pōwhiri? Was there any expenditure incurred for them for travel and accommodation?

9. Please provide details of the airfares for s9(2)(a) as in the pōwhiri workings spreadsheet only the fare change is provided.
10. Please provide details of the airfares for s9(2)(a) as in the pōwhiri workings spreadsheet only the fare change is provided.
11. Lau's attendee list [FW Lau's pōwhiri attendees 17 Oct 2022 MCH Manatū Taonga - Mac edit.msg](#) lists a number of other family/close family friends that aren't on the pōwhiri workings spreadsheet (see below). Are they Wellington based or didn't attend and therefore no costs incurred? If they aren't Wellington based and they did attend were any costs incurred?
 - s9(2)(a) s9(2)(a)
 - s9(2)(a) s9(2)(a)
 - s9(2)(a) s9(2)(a)
 - s9(2)(a) s9(2)(a)
 - s9(2)(a) Close family friend
 - s9(2)(a) Close family friend
 - s9(2)(a) Close family friend
 - s9(2)(a) Close family friend
12. In relation to s9(2)(a) this email [Travel dates .msg](#) indicates that they were travelling from Auckland but their details are not on the pōwhiri workings spreadsheet. Did they attend the pōwhiri? Were any costs incurred?
 - s9(2)(a) s9(2)(a)
13. The [Pōwhiri Farewell workings.xlsx](#) lists a s9(2)(a) Can you please advise who this person is as they are not listed on the attendee list provided by Lau on 5 October. Please include details of the approval given for their travel. The pōwhiri workings lists their travel as 13 October 2022 (Thursday). The pōwhiri was on Monday 17 October 2022.
14. Please provide details of the approval given for travel for s9(2)(a) ? [Flight Requirements for s9\(2\)\(a\) .msg](#)
15. Please provide details of the response given to MCH on who will pay for s9(2)(a) travel s9(2)(a) [FW \(1\) RSVP update \(2\) Query re travel RE Lau's pōwhiri list as of today .msg](#) and [Re FW RSVP Pōwhiri for Lau Mac Leauanae.msg](#)
16. Please provide details of the approval given for travel for s9(2)(a) [FW Flight confirmations - s9\(2\)\(a\) .msg](#)
17. Please provide details of the decision making around accommodation asking s9(2)(a) "to pay \$300 for Friday and Saturday and MPP will pay for the rest of the stay". Refer to email [Re Lau Mac Leauanae pōwhiri preparation for Monday 17 October.msg](#).
18. Accommodation costs for s9(2)(a) is shown as \$474.13. Please provide a breakdown of this cost. Hotel and number of nights.

19. Can you please provide details of the travel and accommodation costs for [s9(2)(a)s9(2)(a) s9(2)(a)] as well as the approval details. Are they Wellington or Auckland based? This email [RE Re## 1812098 ## \[s9\(2\)\(a\)\] Accommodation - Update.msg](#) suggests 2 flights and one nights stay accommodation. The pōwhiri summary lists just one flight.
20. Is [s9(2)(a)] and husband [s9(2)(a)] Laulu's [s9(2)(a)] ts? [RE Farewell Laulu Mac Leuanae Secretary for Pacific Peoples - Thursday 13 October @ 300pm.msg](#)
21. Were voucher cards given to anyone else other than [s9(2)(a)] [] ?
22. Was any mea alofa or koha provided to any attendees?

P2, GROUP TWO



Dashboard Bookings My Profile Admin

s9(2)(a) Logout

Online Reference: 731766, Amadeus Reference: 5YJMLA, Third Party Ref: HEXUS120739107

[Back to Booking List](#)

Status Ticketed - Flight Changes Not Permitted Online

Print Email More Actions

Booking Details

Traveller(s) Ms s9(2)(a)
 Date 16 Oct 2022 to 17 Oct 2022
 Policy MPP Air Policy - NZ
 Kind of trip Domestic
 Contains X
 Please select your Cost Centre CC004 - Office of the Chief Executive
 Last Ticketing Date 17 Oct 2022

Air Total \$717.78
 Car Total \$0.00
 Hotel Total \$0.00
 Trip Total \$717.78

Hide Details

Booking Actions

Outstanding Tasks

1. You have made changes to this booking that require Saving. Click 'Save' to save changes or click 'Cancel' to undo changes.
2. Complete items highlighted on the [Additional Details](#) tab

Cancel

Itinerary Additional Details Preferences

Date	Task	Description	User Name	Value
12 Oct 2022 08:13 a.m.	Start New Quick Booking	New Booking Created via Desktop Itinerary with Create Traveller	s9(2)(a) (mk5os8114m)	\$717.78
12 Oct 2022 08:13 a.m.	Hotel Not Booked Reason	Staying with family or friend	s9(2)(a) (mk5os8114m)	\$717.78
12 Oct 2022 08:13 a.m.	Sent Email Notification	Authoriser email was sent to s9(2)(a)	s9(2)(a) (mk5os8114m)	\$717.78
12 Oct 2022 08:13 a.m.	Sent Email Notification	TravelBooker email was sent to s9(2)(a)	s9(2)(a) (mk5os8114m)	\$717.78
12 Oct 2022 08:13 a.m.	Sent Email Notification	Consultant email was sent to [donotreply@serko.com]	s9(2)(a) (mk5os8114m)	\$717.78
12 Oct 2022 08:15 a.m.	Data Exported	Booking data exported to Nexus; successful. Message ID [120730144].		\$0.00
12 Oct 2022 08:16 a.m.	Data Exported	Booking data imported into Dolphin; successful. Message ID [120730144].		\$0.00
12 Oct 2022 08:54 a.m.	Authorise Booking	Booking has been authorised by s9(2)(a)	s9(2)(a)	\$717.78
12 Oct 2022 08:54 a.m.	Sent Email Notification	TravelBooker email was sent to s9(2)(a)	s9(2)(a) (mk5os8114m)	\$717.78
12 Oct 2022 08:54 a.m.	Sent Email Notification	Ticketeer email was sent to [donotreply@serko.com]	s9(2)(a) (mk5os8114m)	\$717.78
12 Oct 2022 08:56 a.m.	Data Exported	Booking data exported to Nexus; successful. Message ID [120738122].		\$0.00
12 Oct 2022 08:57 a.m.	Data Exported	Booking data imported into Dolphin; successful. Message ID [120738122].		\$0.00
12 Oct 2022 08:59 a.m.	Modify Booking	Changes have been made by a Consultant/Robot Actioned		\$717.78
12 Oct 2022 09:01 a.m.	Data Exported	Booking data exported to Nexus; successful. Message ID [120739106].		\$0.00
12 Oct 2022 09:03 a.m.	Data Exported	Booking data imported into Dolphin; successful. Message ID [120739106].		\$0.00
12 Oct 2022 10:01 a.m.	Modify Booking	Ticket details updated by Serko Ticket Processor		\$717.78
16 Oct 2022 03:14 a.m.	Modify Booking	Ticket 0865263562826 usage status updated by Serko Ticket Processor		\$717.78
17 Oct 2022 03:14 a.m.	Modify Booking	Ticket 0865263562826 usage status updated by Serko Ticket Processor		\$717.78
17 Oct 2022 03:14 a.m.	Modify Booking	Ticket 0865263562826 usage status updated by Serko Ticket Processor		\$717.78
18 Oct 2022 03:13 a.m.	Modify Booking	Ticket 0865263562826 usage status updated by Serko Ticket Processor		\$717.78

Cancel

[Top of Page](#)

From: s9(2)(a)
To: s9(2)(a)
Subject: Re:[## 1812236 ##] RE: Orbit World Travel Itinerary - s9(2)(a) - Departing 18/10/2022 09:00 - Booking WO11338459
Date: Tuesday, 4 October 2022 4:30:56 pm
Attachments: [1664854219768000_519265455.png](#)
[1664854219787005_22544649.jpg](#)
[1664854219807000_519265455.png](#)
[1664854219826019_22544649.jpg](#)
[Itinerary - 2022-10-04T162924.738.PDF](#)

I have made this amendment, please see the updated itinerary attached.

Kind Regards

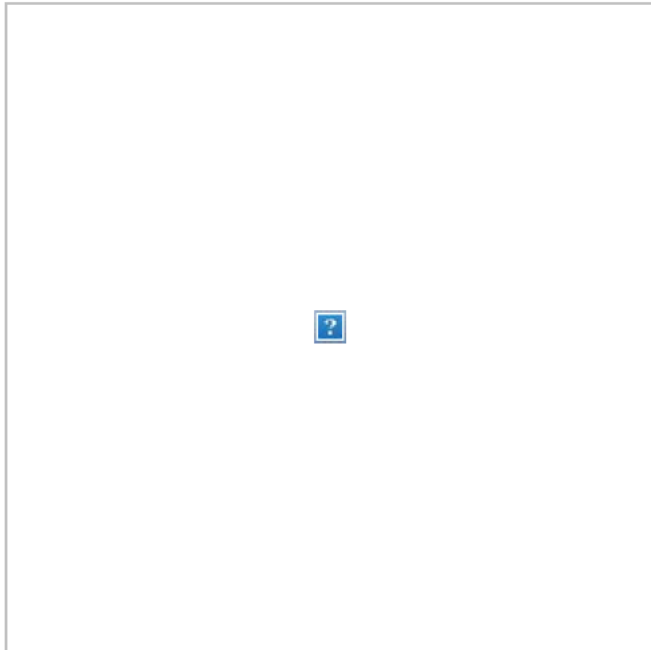
s9(2)(a)

s9(2)(a)

Domestic Team Leader

s9(2)(a)

Web: orbit.co.nz



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--- on Tue, 04 Oct 2022 16:15:01 +1300 s9(2)(a) s9(2)(a) wrote ---

Yes please – thanks s9(2)(a)

From: s9(2)(a) <domestic.booking@orbitwellington.com>
Sent: Tuesday, 4 October 2022 4:09 pm
To: s9(2)(a) s9(2)(a)

Subject: Re:[## 1812236 ##] RE: Orbit World Travel Itinerary - s9(2)(a)
Departing 18/10/2022 09:00 - Booking WO11338459

Kia ora s9(2)(a)

The proposed amended flights are as follows:



Mon, 17 Oct - Air New Zealand 407 - 1h 10m
Departing: Auckland Airport (AKL) at 7:30 am
Arriving: Wellington Intl Airport (WLG) at 8:40 am

The changes detailed above will incur an additional fare collection of \$112.53

Accommodation can be confirmed at the same rate.

Please note this price is subject to availability.

If you would like to go ahead with this change please let me know as soon as possible.

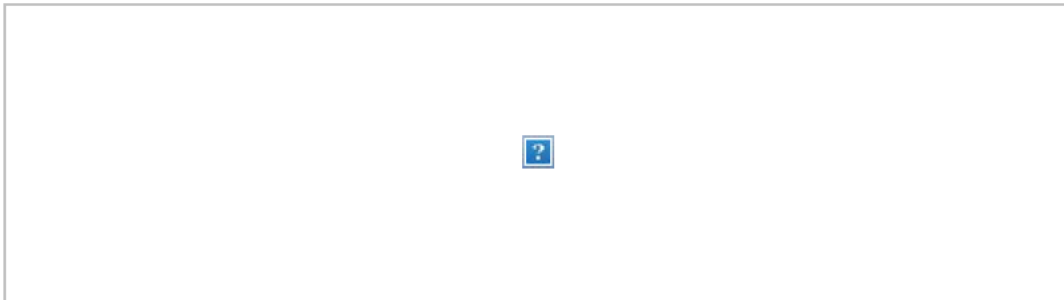
Ngā mihi

s9(2)(a)

Domestic Team Leader

s9(2)(a)

Web: orbit.co.nz



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----- on Tue, 04 Oct 2022 10:40:55 +1300 's9(2)(a)'
<s9(2)(a)> wrote -----

Can I please change outbound flight to NZ407 @ 7:30am on Monday 17th with an extra nights accommodation.

Vinaka vakalevu

s9(2)(a)



From: s9(2)(a)

Sent: Friday, 23 September 2022 11:31 am

To: s9(2)(a) <s9(2)(a)>

Subject: Orbit World Travel Itinerary - s9(2)(a) - Departing
18/10/2022 09:00 - Booking WO11338459

Thank you for booking with Orbit World Travel. Your itinerary for your upcoming trip is attached.

Please note that the name specified on your itinerary MUST match that which is detailed on the ID you will use at time of check-in.

Ngā mihi,

Orbit World Travel

Ph: s9(2)(a) (Wellington)

s9(2)(a) (Massey)

Web: www.orbit.co.nz

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From: s9(2)(a)
 Sent: Monday, July 10, 2023 10:17 AM
 To: s9(2)(a)
 Cc: s9(2)(a)
 Subject: FW: PSC Information Required

Hi s9(2)(a),

Please see below answer for the questions (and additional info if needed). Let me know if there is anything else.

cheers

s9(2)(a)

s9(2)(a)

From: s9(2)(a) <s9(2)(a)>
 Sent: Monday, July 10, 2023 9:19 AM
 To: s9(2)(a)
 Subject: RE: PSC Information Required

1. Who approved s9(2)(a) paying for the 2x nights?
 - Verbal approval given from CE that MPP will only pay for one night of the three nights' accommodation booked
2. Who made the decision MPP will pay for costs of staff to fly to Wellington for the pōwhiri
 - MPP staff who attending the Pōwhiri were only given permission to travel if they were in Wellington for MPP business – there was no pōwhiri only travel approved
 - Only exception was s9(2)(a) s9(2)(a) s9(2)(a) as she was there as cultural support to the MPP delegation.

I'm not sure if the first email attached was sent previously but attached anyways...

s9(2)(a)

From: s9(2)(a)
 Sent: Monday, July 10, 2023 8:32 AM
 To: s9(2)(a) <s9(2)(a)>
 Subject: FW: PSC Information Required

s9(2)(a)

From: s9(2)(a)
Sent: Friday, July 7, 2023 2:54 PM
To: s9(2)(a)
Cc: s9(2)(a)
Subject: PSC Information Required

Hi s9(2)(a)

Here is the (hopefully) last round of requests. In the final column highlighted in red text is the screenshots we need from booking system. Most of it, is just to work out who was the authoriser. I've hidden several columns just for ease of reading, but nothing in them that's pertinent.

Also the two questions PSC have asked:

1. Who approved s9(2)(a) paying for the 2x nights
2. Who made the decision MPP will pay for costs of staff to fly to Wellington for the powhiri

s9(2)(a) has uploaded the bulk of the itineraries, which is awesome! Just need that approval from booking.

Any questions, sing out. Im here!!

Itinerary prepared for

s9(2)(a)

better business, together

Ministry for Pacific Peoples

- Friday 14 October 2022



●	12:15 PM	Recommended check in time
	01:00 PM	Depart Auckland
		Terminal: D
		Flight No: NZ429
		Air Ref: U4J UH
		Aircraft: Airbus A321neo
		Flight Time: 1 hour 10 minutes
		Transit: 0 Stops
●	02:10 PM	Arrive in Wellington

Operated By

AIR NEW ZEALAND **Fare Type:** FlexiRefund**Frequent Flyer:**

2 piece(s)

Seat allocated on check in

Tickets: 086 5263561766

Online check in opens 24 hours before your flight. Please ensure you carry a form of identification and if you are checking a bag, drop them off at the Bag Drop counter no later than 30 minutes before departure. For more information, visit [airnewzealand.co.nz](#)

- Monday 17 October 2022



●	03:05 PM	Recommended check in time
	03:50 PM	Depart Wellington
		Terminal:
		Flight No: NZ440
		Air Ref: U4J UH
		Aircraft: Airbus A320
		Flight Time: 1 hour 5 minutes
		Transit: 0 Stops
●	04:55 PM	Arrive in Auckland

Operated By

AIR NEW ZEALAND **Fare Type:** FlexiRefund**Frequent Flyer:**

2 piece(s)

Seat allocated on check in

Tickets: 086 5263525946



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- [Jetstar](#)
- [A Catalyst](#)
- [Souds A](#)
- [Og A](#)

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Some airlines allow seat requests but do not guarantee seat numbers until check-in. Any seat numbers shown on this tertiary are therefore subject to confirmation at the time of check-in.

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Carrage on any airline services subject to a condition of carriage. They cover relevant flight's and obligations between traveler and airline. Please refer to your airline's website for full airline conditions of carriage.

SPECIAL REQUIREMENTS AND



Itinerary prepared for

s9(2)(a)



better business, together

Ministry for Pacific Peoples

- Friday 14 October 2022



12:15 PM Recommended check in time

01:00 PM Depart Auckland

02:10 PM Arrive in Wellington

Terminal: D
Flight No: NZ429
Air Ref: UCE WH
Aircraft: Airbus A321neo
Flight Time: 1 hour 10 minutes
Transit: 0 Stops

Operated By



Fare Type: FlexiRefund

Frequent Flyer:

2 piece(s)

Seat allocated on check in

Tickets: 086 5263561746



Online check in opens 24 hours before your flight. Please ensure you carry a form of identification and if you are checking a bag, drop them off at the Bag Drop counter no later than 30 minutes before departure. For more information, visit [airnewzealand.co.nz](#)

Friday 14 October 2022



02:10 PM Pick Up: Wellington

We get to the airport at a Airport (WLG)
 Stewart Duff Drive, Rongotua, Wellington,
 New Zealand

02:40 PM Drop off:

Travelodge Hotel Wellington George
 Terrace



Provider: Corporate Cabs

Conf No: 10472608

Phone: +64800789789



This will be charged back to Orbit World Travel

- Friday 14 October 2022



Travelodge Hotel Wellington

2 To 6 G me Te ace

We gto

Phone: +6444999911

Check In: 14 Octobe 2022

Check Out: 17 Octobe 2022



Conf No: 33003716

Room Type: Standard Trip e

F chargeback o Orbi Trave We ing on

Ro away Bed cuded.

- Monday 17 October 2022



• **03:05 PM** Recommended check in time



03:50 PM Depart We ington

Terminal:

Flight No: NZ440

Air Ref: UCE WH

Aircraft: A bus A320

Flight Time: 1 ou 5 m utes

Transit: 0 Stops

• **04:55 PM** Arrive in Auck and

Oper ated By



Fare Type: F exiRefund

Frequent Flyer:

2 piece(s)

Seat a ocated on check in

Tickets: 086 5263561746

On ine check in opens 24 ho rs be ore yo r igh Please ens re yo carry a orm o iden i ca ion and i yo are checking a bag, drop hem o a he Bag Drop co n er no a er han 30 min es be ore depar re For are

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SPECIAL REQUIREMENTS AND



From: s9(2)(a)
To: s9(2)(a)
Subject: RE: Lualaba Mac Leauanae pōwhiri preparation for Monday 17 October
Date: Tuesday, 11 October 2022 5:30:00 pm
Attachments: [image001.png](#)
[Itinerary_11102022165023.PDF](#)
[Itinerary_11102022165110.PDF](#)

Talofa lava

Bit of a hiccup with accommodation – Bolton couldn't accommodate three in the room on Sunday night so we have moved you to the [Travel Lodge on Gilmer Terrace](#) for all three nights (Atura wasn't available for three nights)

If we could ask you to pay \$300/night for Friday and Saturday and MPP will pay for the rest of the stay.

Flights have been changed. Please check through the itinerary and let me know if you require further amendments.

Fa'afetai

s9(2)(a)



From: s9(2)(a)

Sent: Tuesday, 11 October 2022 1:39 pm

To: s9(2)(a) <s9(2)(a)>

Subject: Re: Lualaba Mac Leauanae pōwhiri preparation for Monday 17 October

Thanks s9(2)(a) Atura looks all good... so 3 of us in a room works for this option?

Kind regards s9(2)(a)

Sent from my iPhone

On 11/10/2022, at 1:35 PM, s9(2)(a) <s9(2)(a)>
wrote:

****** SECURITY ADVISORY! This email originated externally. Verify sender is authentic before opening any attachments. Do not click on links in this email, and instead go to the sender web page directly from your browser and enter your credentials there. ******

Talofa lava

Please see the below options for accommodation for Friday & Saturday night (we'll keep Bolton for Sunday) – let me know what your preference is and I will make flight changes at the same time as bookign the revised accom

Double Tree
King Deluxe room
\$668.80 per night

James Cook
Executive King room

\$467 per night

Atura Wellington
Queen Room
\$319 per night

Fa'afetai

s9(2)(a)

<image001.png>

From: s9(2)(a)

Sent: Tuesday, 11 October 2022 12:31 pm

To: s9(2)(a)

Subject: RE: Laulu Mac Leauanae pōwhiri preparation for Monday 17 October
Cross your fingers – accom it pretty thin on the ground as WOW is on and the last week of school holidays...

Fa'afetai

s9(2)(a)

<image001.png>

From: s9(2)(a)

Sent: Tuesday, 11 October 2022 11:47 am

To: s9(2)(a) <s9(2)(a)>

Subject: Re: Laulu Mac Leauanae pōwhiri preparation for Monday 17 October

Thank you s9(2)(a) thats fantastic .

Will await the confirmation of new flight times fa'afetai tele.

Ia manuia lou aso.

s9(2)(a)

Sent from my iPhone

On 11/10/2022, at 7:50 AM, s9(2)(a)

<s9(2)(a)> wrote:

**** SECURITY ADVISORY! This email originated externally.
Verify sender is authentic before opening any attachments. Do not
click on links in this email, and instead go to the sender web page
directly from your browser and enter your credentials there. ****

Malo s9(2)(a)

No problem to change flights for you both and we will contact he Bolton
regarding a roll out bed and the extra nights.

I will be in contact later today.

Fa'afetai

s9(2)(a)

<image001.png>

From: s9(2)(a)

Sent: Monday, 10 October 2022 7:56 pm

To: s9(2)(a) <s9(2)(a)>

Subject: Re: Laulu Mac Leauanae pōwhiri preparation for Monday 17
October

Talofa lava s9(2)(a)

Thank you for the arrangements made for s9(2)(a) and I to attend Lauulu's powhiri next Monday, we appreciate it very much and looking forward to the special occasion.

I am wondering if it is possible to change our flights down from Auckland to Wellington please? (I did try on my app but am unable to use it to do so). Our son has been selected to play rugby for Auckland vs Wellington this Friday night and we would be so grateful if we could fly down on the 1pm flight dep AKL that day? .

We will have to bring our 12 year old son down with us and am wondering if we could book a room with an extra bed or roll in bed is no problem at the Bolton for the Friday through to Sunday nights and Monday check out as planned please?. We will cover the extra nights thank you.

Appreciate very much your kind assistance with this request. Also if the Bolton is booked our Friday and Saturday night can we book somewhere else, we are not fussed at all.

Fa'afetai tele lava, have a lovely evening.

s9(2)(a)

Sent from my iPhone

On 7/10/2022, at 2:08 PM, s9(2)(a)

wrote:

Talofa s9(2)(a)

Yes that would be most helpful re mana whenua Te Atiawa, Ngāti Toa Rangatira and Ngāti Raukawa acknowledgements thank you and much appreciated.

Ma le fa'aaloalo lava,

s9(2)(a)

From: s9(2)(a) <s9(2)(a)>

Sent: Friday, 7 October 2022 11:30 am

To: s9(2)(a)

Cc: s9(2)(a)

Subject: FW: Lauulu Mac Leauanae pōwhiri preparation for Monday 17 October

***** SECURITY ADVISORY! This email originated externally. Verify sender is authentic before opening any attachments. Do not click on links in this email, and instead go to the sender web page directly from your browser and enter your credentials there. *****

Ni sa bula vinaka s9(2)(a)

Please see the message below from our s9(2)(a) - s9(2)(a) regarding Lauulu's upcoming pōwhiri.

Please feel free to contact s9(2)(a) directly for support.

Vinaka vakalevu

s9(2)(a)

<image003.jpg>

From: s9(2)(a) s9(2)(a)

Sent: Friday, October 7, 2022 11:19 AM

To: s9(2)(a)

Subject: Laulu Mac Leauanae pōwhiri preparation for Monday 17 October

Fa'atalofa atu i Lau Afioga o s9(2)(a)

O lo'u igoa o s9(2)(a) s9(2)(a) s9(2)(a) I am helping to organise Laulu Mac Leauanae's pōwhiri for his new role at Manatū Taonga/ Ministry for Pacific Peoples as their new Tumu Whakarae/ CEO. Laulu has encouraged me to contact you as you will be the second of three kaikōrero/ speakers at his pōwhiri. Do you need any help with your whaikōrero? Please let me know if you do with regards to mana whenua acknowledgements for Te Atiawa, Ngāti Toa Rangatira and Ngāti Raukawa.

After you speak is there a specific pese that you would like our roopu of 100+ people to sing for you? We have several Samoan pese that we can sing after you have spoken.

Please let me know if I can help in any way. Ma le fa'aaloalo lava. Ngā mihi nui atu, nā s9(2)(a)

s9(2)(a) (she/her)

Te Manatū mō ngā Iwi o te Moana-nui-ā-Kiwa | The Ministry for Pacific Peoples | s9(2)(a)

s9(2)(a) www.mpp.govt.nz |

www.pacificaotearoa.org.nz

<image005.png>

<image006.png>

<image003.jpg>

<image007.jpg>

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From: s9(2)(a)
To: s9(2)(a)
Cc: s9(2)(a)
Subject: Re:[## 1823438 ##] Flight change and extra accom requested
Date: Tuesday, 11 October 2022 4:52:36 pm
Attachments: [1665460288672000_22544649.png](#)
[1665460288706000_519265455.jpg](#)
[1665460288757000_22544649.png](#)
[1665460288775000_519265455.jpg](#)
[1665460288792007_22544649.png](#)
[1665460288811000_519265455.jpg](#)
[1665460288829000_22544649.png](#)
[1665460288846001_519265455.png](#)
[1665460288864000_22544649.png](#)
[1665460288881010_519265455.png](#)
[1665460288898000_22544649.png](#)
[1665460288916001_519265455.png](#)
[Itinerary_11102022165023.PDF](#)
[Itinerary_11102022165110.PDF](#)

Hi s9(2)(a)

This has now been amended as per below.

Please find attached an updated itinerary.

Kind regards

s9(2)(a)
Domestic Consultant

s9(2)(a)
Website: www.orbit.co.nz



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--- On Tue, 11 Oct 2022 15:20:33 +1300 's9(2)(a)' <s9(2)(a)> wrote ---

Please go ahead – noting s9(2)(a) will pay \$600 on departure and MPP will cover the rest

Fa'afetai

s9(2)(a)



From: s9(2)(a) <s9(2)(a)>
Sent: Tuesday, 11 October 2022 3:18 pm
To: s9(2)(a) <s9(2)(a)>
Cc: tong wu <groups@orbitwellington.com>
Subject: Re:[## 1823438 ##] Flight change and extra accom requested

Hi **s9(2)(a)**

I have checked Travelodge, they are happy to provide the below for the 3 night stay.

Guest King room at \$351 per night + rollaway bed at \$40 per night.

Please let me know if you would like to go ahead.

Kind regards

s9(2)(a)

Domestic Consultant

s9(2)(a)

Website: www.orbit.co.nz



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--- On Tue, 11 Oct 2022 15:04:21 +1300 **s9(2)(a)**

s9(2)(a) wrote ---

Can you look at the travel lodge for the three nights...

Fa'afetai

s9(2)(a)



From: **s9(2)(a)** **s9(2)(a)**
Sent: Tuesday, 11 October 2022 2:51 pm
To: **s9(2)(a)** **s9(2)(a)**
Cc: **s9(2)(a)** <groups@orbitwellington.com>
Subject: Re:[## 1823438 ##] Flight change and extra accom requested

Hi **s9(2)(a)**

I have just checked with Atura, unfortunately they are fully booked now for these dates. Please see previous options.

Bolton have also advised that they can upgrade him to a Premier Studio which will be \$340 per night but they have ran out of rollaway beds so wouldn't be able to accommodate a child.

Kind regards

s9(2)(a)

Domestic Consultant

s9(2)(a)

Website: www.orbit.co.nz



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----- On Tue, 11 Oct 2022 13:45:12 +1300 "s9(2)(a)"

<s9(2)(a)> wrote -----

Hi s9(2)(a)

Can we please go for the Atura and confirm that the room is for three people (two adults and a 12 year old child on a roll out bed)

Also changing the outgoing flight to Friday NZ429 @ 1:00pm with transfer to hotel changed as well/

s9(2)(a) will pay direct for both nights, and we keep the Bolton (for three) as MPP charge.

Fa'afetai

s9(2)(a)



From: s9(2)(a) s9(2)(a)
Sent: Tuesday, 11 October 2022 1:13 pm
To: s9(2)(a) <s9(2)(a)>
Cc: s9(2)(a)
Subject: Re:[## 1823438 ##] Flight change and extra accom requested

Hi s9(2)(a)

Bolton is not currently available for all 3 nights,

Please see the below options.

Double Tree
King Deluxe room
\$668.80 per night

James Cook

Executive King room

\$467 per night

Atura Wellington

Queen Room

\$319 per night

It will be FOC to change this flight. Please let me know which option you would like to book.

Kind Regards

s9(2)(a)

Domestic Consultant

s9(2)(a)

Website: www.orbit.co.nz



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--- On Tue, 11 Oct 2022 09:03:01 +1300 's9(2)(a)'

<s9(2)(a)> wrote ---

Sorry to land this one on you....

Can you please change the outbound flight for both to Friday NZ429 @ 1:00pm

s9(2)(a) has also requested a change in accommodation for the extra two nights (ideally at the Bolton) and he has also requested a roll out bed/trundler/sofa bed for his son (12 years old) for all three nights.

If the Bolton has no availability, he is happy somewhere else but still keep the Bolton on the Sunday night (incl extra bed for son)

I know this is going to be pricey (can I have costs of accom changes before any flight changes are made).

s9(2)(a) will pay for the two extra nights direct to the hotel on departure.

Fa'afetai

s9(2)(a)

() (she/her)

s9(2)(a) to

s9(2)(a)

s9(2)(a) [Redacted]

s9(2)(a) [Redacted]

[Redacted]

Level 1, 101 - 103 The Terrace
PO Box 833, Wellington 6140, New Zealand



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Dashboard Bookings My Profile Admin

[Redacted]

Logout

Online Reference: 722604, Amadeus Reference: 59E02U, Third Party Ref: NEXUS119434044

[Back to Booking List](#)

Status Ticketed - Flight Changes Not Permitted Online

Print Email More Actions

Booking Details

Traveller(s) [Redacted]
Date 14 Oct 2022 to 14 Oct 2022
Policy MPP Air Policy - NZ
Kind of trip Domestic
Contains
Please select your Cost Centre CC004 - Office of the Chief Executive
Last Ticketing Date 11 Oct 2022

Summary table with columns: Air Total (\$0.00), Car Total (\$0.00), Hotel Total (\$0.00), Trip Total (\$0.00)

Hide Details

Booking Actions

Outstanding Tasks

- 1. You have made changes to this booking that require Saving. Click 'Save' to save changes or click 'Cancel' to undo changes.
2. Complete items highlighted on the Additional Details tab

Cancel

Itinerary Additional Details Preferences

Main activity log table with columns: Date, Task, Description, User Name, Value. Contains 25 rows of booking actions.

18 Oct 2022 03:06 a.m. [Modify Booking](#)

Ticket 0865263561746 usage status updated by
Serko Ticket Processor

\$0.00



Cancel

[Top of page](#)

powered b

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[Troubleshooting Help](#)

P2, GROUP THREE

From: s9(2)(a)
To: s9(2)(a) s9(2)(a) s9(2)(a)
Cc: s9(2)(a)
Subject: (1) RSVP update (2) Query re travel : RE: Laulu's pōwhiri list as of today
Date: Friday, 7 October 2022 9:55:32 am
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.png](#)
[image008.png](#)
[image009.jpg](#)
[RSVP Powhiri for Laulu Mac Leauanae.msg](#)

Mōrena e te whanau

Just confirming I have sent invitations to those named in s9(2)(a) email below.

1. We currently have 13 Acceptances and 3 Declines.
2. One of Laulu's guests, s9(2)(a), has asked whether you will be providing travel Auckland/Wellington/Auckland (email attached).
Will await your advice.

Many thanks

Ngā mihi

s9(2)(a)

(a) (she/her)

s9(2)(a)

Manatū Taonga | Ministry for Culture & Heritage

s9(2)(a)

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

From: s9(2)(a) s9(2)(a)

Sent: Friday, 7 October 2022 8:56 am

To: s9(2)(a)

s9(2)(a)

Cc: s9(2)(a)

Subject: Re: Laulu's pōwhiri list as of today

Mōrena e te tuakana, s9(2)(a) s9(2)(a) :

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

s9(2)(a) we are going to be tight on numbers, so don't fear with those who can't attend that we will have gaps in the room... it's gonna to be a very fulsome and incredibly special occasion.

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

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

s9(2)(a)

for iOS

From: s9(2)(a) s9(2)(a) <s9(2)(a)s9(2)(a).mpp.govt.nz>

Sent: Friday, October 7, 2022 8:50:34 AM

To: s9(2)(a) s9(2)(a) s9(2)(a) s9(2)(a)

s9(2)(a) s9(2)(a) s9(2)(a) s9(2)(a)(a)

s9(2)(a)(a) >

Cc: s9(2)(a)

Subject: RE: Laulu's pōwhiri list as of today

Ni sa bula vinaka matavuvale/ whānau !

Io s9(2)(a) – it is a very beautiful day indeed! Ata mārie koutou.

Dear Manatū Taonga whanau s9(2)(a) s9(2)(a) rātou ko koe s9(2)(a) - Thank you for sending out the invitations via email. I hope that people are responding. Kia ora rawa atu!

Re: MPP people in attendance. s9(2)(a) is replacing s9(2)(a) who is on leave and s9(2)(a) is also on leave.

They are family members who are both overseas on the day. Please if you can give us an update when it's convenient, about who has accepted and who has declined the invitation, so I know who to co-ordinate re: seating and music/ waiata singing on our end.

Vinaka sara vakalevu, s9(2)(a)

From: s9(2)(a) <s9(2)(a)>

Sent: Friday, October 7, 2022 8:26 AM

To: s9(2)(a) s9(2)(a) s9(2)(a)

s9(2)(a) s9(2)(a) s9(2)(a)(a) s9(2)(a)(a)

Cc: s9(2)(a) s9(2)(a) s9(2)(a) mpp.govt.nz> s9(2)(a)

Subject: RE: Laulu's pōwhiri list as of today

Ni sa bula vinaka kece sara on this glorious morning

Please can the following be added to the invite list alongside s9(2)(a) that s9(2)(a) informed Mac last night were to be included in todays 'edition'.

s9(2)(a)

Vinaka vakalevu

s9(2)(a) (she/her)

s9(2)(a)
s9(2)(a)

s9(2)(a)

Level 1, 101 - 103 The Terrace
PO Box 833, Wellington 6140, New Zealand



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From: s9(2)(a) s9(2)(a)

Sent: Thursday, 6 October 2022 2:03 pm

To: s9(2)(a)

s9(2)(a)

<s9(2)(a)>

Subject: RE: Laulu's pōwhiri list as of today

Tēnā rawa atu koe s9(2)(a) s9(2)(a) Tō pai hoki te whakaraupapahia tēnei rīpanga.

Thank you for this s9(2)(a) – very thankful to have all these contacts and to advise, we'll be sending the invites out in the next hour.

None of the Tumu Whakarae listed below are on our list – but s9(2)(a) and I will speak to s9(2)(a) about this.

Me te mihi nui

s9(2)(a) s9(2)(a) s9(2)(a)

From: s9(2)(a) s9(2)(a) <s9(2)(a)s9(2)(a) mpp.govt.nz>

Sent: Thursday, 6 October 2022 1:55 pm

To: s9(2)(a) s9(2)(a) s9(2)(a)

s9(2)(a)

s9(2)(a)

Subject: Laulu's pōwhiri list as of today

Importance: High

Ni sa bula vinaka s9(2)(a) s9(2)(a) s9(2)(a) !

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

s9(2)(a)

s9(2)(a)

Aku mihi nui atu! Vinaka sara vakalevu, s9(2)(a)

s9(2)(a) (she/her)

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s9(2)(a)

s9(2)(a) www.mpp.govt.nz | www.pacificatearoa.org.nz



image012.jpg



Title	First name	Last name	Ethnic affiliation/s	Email	Region	Farewell	Powhiri	Notes
Mrs	S(2)(a)		S(2)(a)			accepted	confirmed	
Rev			Tonga	S(2)(a)	Auckland	accepted	confirmed	flights booked - itinerary sent S(2)(a) (powhiri) own flights for farewell
Mrs						accepted	confirmed	flights booked - itinerary sent Laulu
Mrs						decline	confirmed	no flights req
						N	confirmed	flights booked - itinerary sent Laulu
			CE Guest	S(2)(a)		N	confirmed	Lauulu invited direct - 04/10
						N	confirmed	flights booked - itinerary sent Laulu S(2)(a) no cost
						N	confirmed	flights booked - itinerary sent Laulu
			CE Guest	S(2)(a)		N	confirmed	flights booked - itinerary sent direct
			Powhiri Speaker	S(2)(a)		N	confirmed	flights booked - itinerary sent direct
						N	confirmed	flights booked - itinerary sent Laulu
						N	confirmed	flights booked - itinerary sent S(2)(a)
Mr					Auckland	Y	confirmed	flights booked - itinerary sent S(2)(a) (powhiri)
			CE colleague	S(2)(a)		accepted	Y	
			CE colleague			accepted	Y	
			former MPP			accepted	Y	
			former MPP			accepted	Y	
			CE colleague			decline	Y	
			CE colleague			decline	Y	
			CE colleague			decline	Y	
			CE colleague			decline	Y	
						N	Y	
			CE Guest			N	Y	S(2)(a) invited direct - 04/10
			former MPP			Y	Y	
						Y	Y	S(2)(a) request
			CE colleague			Y	Y	
						accepted		requested from S(2)(a) 07/10
						accepted		(a)
			CE colleague			accepted		
Rev			Samoa			accepted		
			Cook Islands		Central	accepted		
			Samoa			accepted		S(2)(a) RSVP'd
			Kiribati	S(2)(a)	Kiribati	accepted		
			Fiji			accepted		
			Cook Islands		Hawkes Bay	accepted		
			CE colleague			accepted		
			Samoa			accepted		
			Samoa			accepted		
			Tonga			accepted		S(2)(a) requested 10/10
			Tongan		Wellington	accepted		
			Cook Islands			accepted		
			Samoa			accepted		S(2)(a) RSVP'd
			Samoa			accepted		S(2)(a) RSVP'd
Reverend			Niue	S(2)(a)	Wellington	accepted		
			Tokelau			accepted		
Reverend Dr			Samoa		Auckland	accepted		
			S(2)(a)			accepted		request from S(2)(a)
			Samoa			accepted		S(2)(a) RSVP'd
			Samoa			accepted		S(2)(a) RSVP'd
			Samoa	S(2)(a)		accepted		
			Samoa	S(2)(a)		accepted		
			Samoa			accepted		
Rev			Tonga		Central	accepted		requested from S(2)(a) 07/10
			Niue		Central	accepted		(a)
			Samoa			accepted		
						accepted		
						accepted		
			Fiji	S(2)(a)		accepted		
			Samoa			accepted		
			Niue		Central	accepted		
			Samoa			accepted		
			Samoa		Auckland	accepted		
			Tokelau			accepted		
			Samoa			accepted		
			Tokelau			accepted		shuttle booked - itinerary sent to S(2)(a) 10/10
			Tokelau			accepted		(a)
			Samoa			accepted		S(2)(a) RSVP'd
			Samoa	S(2)(a)		accepted		
			Tokelau			accepted		shuttle booked - Orbit
			Tokelau			accepted		
			Fiji			accepted		
			Samoa	S(2)(a)		accepted		S(2)(a) RSVP'd
			Samoa			accepted		S(2)(a) RSVP'd
			Tokelau	S(2)(a)		accepted		
			Samoa			accepted		S(2)(a) RSVP'd
			S(2)(a)	S(2)(a)		accepted		emailed direct - not sent an invite
			S(2)(a)	S(2)(a)		accepted		S(2)(a) requested 10/10
			Samoa			accepted		
			Cook Islands		Central	accepted		requested from S(2)(a) 07/10
			Kiribati			accepted		(a)
			Kiribati			accepted		
			Kiribati			accepted		
			Kiribati			accepted		
				S(2)(a)		accepted		flights booked - itinerary sent to S(2)(a)
			Samoa			accepted		S(2)(a) RSVP'd

s9(2)(a)	s9(2)(a)		decline		
s9(2)(a)		Wellington	decline		requested from s9(2) 10/10
s9(2)(a)			decline		s9(2)(a) (b)
		Central	decline		requested from s9(2) 07/10
			decline		(a)
		Wellington	Y		s9(2)(a) requested 10/10
			Y		
			Y		
Law student		Wellington	Y		s9(2)(a) requested 10/10
			Y		
			Y		requeste s9(2)(a) 07/10
			Y		
s9(2)(a)			Y		
Pastor			Y		
s9(2)(a)		Central	Y		requested from s9(2) 07/10
			Y		(a)
			Y		requested from s9(2) 07/10
			Y		(a)
		Central	Y		requested from s9(2) 07/10
			Y		(a)
			Y		
s9(2)(a)		Auckland	Y		requested from s9(2) 07/10
		Central	Y		s9(2)(a) requeste 11/10
		Auckland	Y		
		s9(2)(a)	Y		
		s9(2)(a)	Y		requested from s9(2) 07/10
			Y		s9(2)(a) requeste 10/10
			Y		
			Y		
s9(2)(a)			Y		s9(2)(a)
Dr			Y		request from s9(2)(a)
s9(2)(a)		Central	Y		requested from s9(2) 07/10
		Central	Y		requested from s9(2) 07/10
			Y		(a)
			Y		
s9(2)(a)		Auckland	Y		
			Y		
		s9(2)(a)	Y		
		Central	Y		requested from s9(2) 07/10
			Y		(a)
			Y		
			Y		
Rev		Wellington	Y		s9(2)(a) requested 10/10
Rev		Wellington	Y		requested from s9(2) 10/10
Representative		Wellington	Y		s9(2)(a) requeste 10/10
			Y		
			Y		s9(2)(a) requested 11/10
s9(2)(a)		Central	Y		requested from s9(2) 07/10
			Y		(a)
Rev		Central	Y		requested from s9(2) 07/10
			Y		(a)
			Y		
			Y		
Rev		Wellington	Y		s9(2)(a) requested 10/10
s9(2)(a)		Auckland	Y		flights booked - itinerary sent to s9(2)(a)
			Y		
		Auckland	Y		
			Y		
			Y		
		Central	Y		requested from s9(2) 07/10
			Y		(a)
s9(2)(a)		Wellington	Y		s9(2) Requested 10/10
		Wellington	Y		s9(2)(a) requeste 10/10
			Y		(a)
			Y		
Rev		Central	Y		requested from s9(2) 07/10
			Y		(a)
Mrs		Central	Y		requested from s9(2) 07/10
			Y		s9(2)(a) requeste 11/10
			Y		
			Y		
s9(2)(a)		Wellington	Y		s9(2)(a) requested 10/10
			Y		
		Wellington	Y		s9(2)(a) requested 10/10
		Wellington	Y		requested from s9(2) 10/10
			Y		(a)
			Y		
			Y		
Dr			Y		
Pastor			Y		requested from s9(2)
s9(2)(a)			Y		s9(2)(a) requeste 11/10
			Y		

From: s9(2)(a)
To: s9(2)(a)
Subject: FW: Invitation to Pōwhiri Welcome for Incoming Tumu Whakarae Secretary for Culture and Heritage 17 October 2022
Date: Friday, 7 October 2022 1:20:09 pm
Attachments: [image001.png](#)

fyi

From: Mac Leauanae <Mac.Leauanae@mpp.govt.nz>
Sent: Friday, 7 October 2022 7:29 am
To: s9(2)(a) <s9(2)(a)> s9(2)(a)
 s9(2)(a)
Subject: Fwd: Invitation to Pōwhiri Welcome for Incoming Tumu Whakarae Secretary for Culture and Heritage 17 October 2022

Hi Team,
 We will add the pop agency CE's to our powhiri list :)

- s9(2)(a)
- [Redacted]
- [Redacted]
- [Redacted]

:)
 Get [Outlook for iOS](#)

From: s9(2)(a)
Sent: Thursday, October 6, 2022 6:59 PM
To: Mac Leauanae <Mac.Leauanae@mpp.govt.nz>
Subject: FW: Invitation to Pōwhiri Welcome for Incoming Tumu Whakarae Secretary for Culture and Heritage 17 October 2022
 Yay, I've been invited!! FYI...
 (We've shared our invite list with your team. And will add s9(2)(a) to our invites tomorrow).
 s9(2)(a)
 Mb: s9(2)(a)

From: Ministry Events Calendar <events@mch.govt.nz>
Sent: Thursday, 6 October 2022 4:36 pm
Subject: Invitation to Pōwhiri Welcome for Incoming Tumu Whakarae Secretary for Culture and Heritage 17 October 2022

Invitation



Please confirm your availability to attend by

Wednesday 12 October 2022, events@mch.govt.nz

Image Description

Tēnā koe, Talofa lava, Greetings

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

We will welcome Laulu Mac Leauanae on

Monday 17 October, 10am to 12pm

Ground Floor—Public Trust Building

131 Lambton Quay, Wellington

Please confirm your availability to attend by

Wednesday 12 October 2022, events@mch.govt.nz

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

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

Nāku noa, soifua

s9(2)(a)

[Redacted]

[Redacted]

From: s9(2)(a)
To: s9(2)(a)
Cc: s9(2)(a)
Subject: FW: Laulu pōwhiri attendees 17 Oct 2022 MCH Manatū Taonga - Mac edit
Date: Wednesday, 5 October 2022 12:20:38 pm
Attachments: [Laulu pōwhiri attendees 17 Oct 2022 MCH Manatū Taonga - Mac edit.docx](#)
Importance: High

Malo s9(2)(a) please see below and attached from Laulu re his powhiri invitees and speakers. Look forward to catching up after your MCH hui.

From: Mac Leauanae <Mac.Leauanae@mpp.govt.nz>

Sent: Wednesday, 5 October 2022 12:18 pm

To: s9(2)(a) <s9(2)(a)> s9(2)(a)
s9(2)(a)

Subject: Laulu pōwhiri attendees 17 Oct 2022 MCH Manatū Taonga - Mac edit

Malo lava team!

My preference for speakers at the powhiri:

1. s9(2)(a)
2. s9(2)(a)
3. s9(2)(a)
4. s9(2)(a)

If we require more than 2 speakers and s9(2)(a) included just in case s9(2)(a) not available. Also, if we invite s9(2)(a), then we must invite all my former Tautua members i.e. s9(2)(a).

I've added new names to the list – s9(2)(a)

I also bumped up the list my brother s9(2)(a).

Look forward to our catch up at 2.30pm.

Cheers,

Mac

From: s9(2)(a)
To: s9(2)(a); Mac Leauanae; s9(2)(a)
Cc: s9(2)(a)
Subject: Io! Bula vinaka see you on Wednesday at 1 p.m. at your Manatū Taonga! RE: Guest list invitations - Lāulu Pōhiri
Date: Tuesday, 4 October 2022 9:49:56 am
Attachments: [image007.png](#)
[image008.png](#)
[image011.jpg](#)
[image012.jpg](#)
[image013.png](#)
[image014.png](#)
[image015.png](#)
[image016.png](#)
[image017.png](#)
[image018.jpg](#)

Ni sa bula vinaka s9(2)(a) s9(2)(a) ! Tēnei te mihi ki a kōrua !

Thank you so much for your invitation to meet up with you this Wednesday at 1 p.m.! I will be there! Please send me an invitation and I will accept it.

Fa'afetai tele atu Lāulu for sending through your invitations for those whom you want to invite to your pōwhiri on Monday October 17th.

s9(2)(a) s9(2)(a) before coming to meet with you kanohi-ki-te-kanohi, I would have already sent you a draft list of pōwhiri attendees supporting Lāulu on the day. Right now, the list is at 120 people. I will need to further co-ordinate with Lāulu s9(2)(a) and s9(2)(a) to ensure that lists is finalised and confirmed by the end of this week or by Monday 10 October at the latest.

Vinaka vakalevu sara, s9(2)(a) s9(2)(a)

s9(2)(a) (she/her)
 Te Manatū mō ngā Iwi o te Moana-nui-ā-Kiwa | The Ministry for Pacific Peoples

s9(2)(a)
 s9(2)(a) www.mpp.govt.nz | www.pacificatearora.org.nz



image012.jpg



From: s9(2)(a) s9(2)(a) .nz>
Sent: Monday, October 3, 2022 5:22 PM

To: Mac Leauanae <Mac.Leauanae@mpp.govt.nz>; s9(2)(a) <s9(2)(a)s9(2)(a)mpp.govt.nz>; s9(2)(a)
s9(2)(a) <s9(2)(a)>
Cc: s9(2)(a) s9(2)(a)
Subject: RE: Guest list invitations - Laulu Pōhiri

Ni sa bula Vinaka kece sara,

I hope the day has been good to you, just following through as agreed.

In regard to the programme, we would like to invite you to Manatū Taonga on Wednesday 1pm to go through the finalised programme and talk through what the day will look like. Is this a time and date you would be able to make, if this is not a time you can make we can work try work another time. I will send through an invitation once we have confirmation.

Manuia le afiafi,

Vinaka vakalevu,

s9(2)(a) s9(2)(a)

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PO Box 5364, Wellington 6140

s9(2)(a) s9(2)(a) | www.mch.govt.nz

Me vakabulabulataki, vakamareqeti, ka vakaqacotaki na vosa vakaviti

Nurture, Preserve and Sustain the Fijian language



From: s9(2)(a)
Sent: Monday, 3 October 2022 11:34 am
To: Mac Leauanae <Mac.Leauanae@mpp.govt.nz>; s9(2)(a) <s9(2)(a)s9(2)(a)mpp.govt.nz>; s9(2)(a)
s9(2)(a) <s9(2)(a)>
Cc: s9(2)(a) s9(2)(a)
Subject: RE: Guest list invitations - Laulu Pōhiri

Ni sa bula Vinaka kece sara,

Vinaka vaka levu s9(2)(a) for your email it is much appreciated, I hope you had a lovely restful weekend.

Invitations - We will have the email invitation ready by 5 October to be sent out and will send to you a PDF version to go out. Daily updates would be wonderful Vinaka, s9(2)(a)

Pese – Vinaka s9(2)(a) for your generous support and offer, please I will get back to you with a confirmation by

COP today if we are still needing your wonderful expertise and teaching skills.

Programme – We are just finalising the last of our programme, once we have this finalised we would like to present the programme to your team to talk through the programme. By COP today I will have an update to you on when we can provide the finalised full programme to you, fa’afetai tele lava for your patience and support.

I have a few things to action on my end and will be in touch by COP. Once again Vinaka vakalevu for the support and co-ordination it is greatly appreciated.

Talk soon,

Vinaka vakalevu,

s9(2)(a)

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s9(2)(a)

s9(2)(a) | www.mch.govt.nz

Me vakabulabulataki, vakamareqeti, ka vakaqaqacotaki na vosa vakaviti

Nurture, Preserve and Sustain the Fijian language



From: Mac Leuanae <Mac.Leuanae@mpp.govt.nz>

Sent: Friday, 30 September 2022 4:59 pm

To: s9(2)(a) s9(2)(a) <s9(2)(a)s9(2)(a)mpp.govt.nz>; s9(2)(a) s9(2)(a) s9(2)(a)

s9(2)(a) <s9(2)(a)>

Subject: Re: Guest list invitations - Laulu Pōhiri

Malo lava s9(2)(a)

Thank you for this. I'll have my list finalised over the weekend. It's been difficult trying to whittle it down and being on the road hasn't help to focus and process.

Have a great weekend everyone!

Soifua,

Mac

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From: s9(2)(a)
Sent: Friday, September 30, 2022 4:52 PM
To: s9(2)(a) Mac
Leauanae <Mac.Leauanae@mpp.govt.nz>; s9(2)(a) <s9(2)(a)>
Subject: RE: Guest list invitations - Laulu Pōhiri

Fakatalofa atu s9(2)(a) Laulu, s9(2)(a) ma s9(2)(a)

Fakafetai lasi for your email s9(2)(a) and thank you for being the main organiser on behalf of Manatū Taonga to organise and liaise Laulu's pōwhiri on Monday 17 October.

- My apologies s9(2)(a) to you and the responsible DCE s9(2)(a). With your new request for attendees' emails, I will not have the list of Laulu's guests and MPP staff compiled by the end of today as originally requested. I do not have everyone's email addresses who are not MPP staff.
- At this very moment, there are 70 people on the list of attendees from Laulu's side coming to the pōwhiri: 20 aiga ma uo + 50 MPP people. . As the leader of this very significant occasion, s9(2)(a) has invited our MPP Tier 2, 3 & 4 MPP leaders to attend with other colleagues such as long-time Wellington based colleagues, our kaikaranga and those who will help our group with the singing. **Fakamolemole Pule Laulu – can you confirm who you want to invite to your pōwhiri, who are not part of MPP with their emails if possible.**
- s9(2)(a) I believe it is best if we send the invitations for our side from MPP once you send the invite to us.
- s9(2)(a) if it is possible, can we send the invites to Laulu's guest list from MPP with your leadership, my co-ordination and s9(2)(a) oversight?
- s9(2)(a) I will commit to updating you at Manatū Taonga twice daily from Monday 3 October at 12 noon and at 4 p.m. with updates on all the RSVPs that we will receive for the event, until everything is securely confirmed.
- I have offered to help Manatū Taonga learn 1-2 Pacific pese – that offer is still on the table as I will be in Wellington next week from Wednesday to Saturday.
- Can you please let us know that the decision is for whaikōrero speakers for the pōwhiri and an indication of any programme outline that you can share with us.

Happy weekend and end to te Vaiaso o te Gana Tuvalu everyone! I have just landed in Tāmaki Makaurau.

Mo te fakaaloalo lasi, s9(2)(a)

s9(2)(a) (she/her)
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s9(2)(a)
s9(2)(a) www.mpp.govt.nz | www.pacificatearoa.org.nz



image012.jpg



From: s9(2)(a) <s9(2)(a)@mch.govt.nz>

Sent: Friday, September 30, 2022 4:08 PM

To: s9(2)(a)

Subject: Guest list invitations - Laulu Pōhiri

Importance: High

Talofa s9(2)(a) ma s9(2)(a)

Thank you for all the support in getting the ball rolling for Laulu's welcome s9(2)(a) and Talofa s9(2)(a) it is lovely to e-work with you again .

As we wait for the confirmed guest list for Laulu, could I please check as to whether you would like for Manatū Taonga to send out the invite for Laulu's pōhiri, or would you prefer we send a pdf version of the invitation to MPP to distribute to Laulu's guests?

We are happy to send the invitation out to Laulu's guest list, we would need the emails of each person fakamolemole when you send the confirmed guest list across.

Alternatively, if you would like us to send a pdf version of the invitation so you can send this out from MPP's end, we would need to organise ensuring Manatū Taonga can be updated on all the RSVPs.

We plan to have the invitation ready to go out on Wednesday the 5 October, so if you could let us know what would work best for you as soon as possible that would be greatly appreciated.

Look forward to hearing from you,

Fakafetai lasi,

s9(2)(a) (she/her)

s9(2)(a)

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s9(2)(a) [redacted]
s9(2)(a) [redacted] mch.govt.nz | www.mch.govt.nz

Fakamautu ke mautakitaki te Gagana Tuvalu mo te atafai, fakaaloalo mo te amanaigina.

Nurture with sustainability the Tuvalu language with care, respect and dignity.



From: s9(2)(a)
 To: [Redacted]
 Cc: [Redacted]
 Subject: Latest RSVPs and seating for Laulu's s9(2)(a)
 Date: Wednesday, 12 October 2022 5:11:54 pm
 Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

Malo lava to our MCs, @s9(2)(a) @s9(2)(a) Just sharing latest RSVP list so you know who's coming tomorrow. There is one further addition not on this list - s9(2)(a), and his family will also attend. @s9(2)(a) Sis, Laulu just texted and said that s9(2)(a) will now sit together with him on the stage please.
 Thanks team. Talk soon.

From: s9(2)(a)
 Sent: Wednesday, 12 October 2022 4:55 pm
 To: s9(2)(a)
 Subject: RSVP's - 113 x accept - 46 x decline (178 no reply)

ACCEPTED x 113

s9(2)(a)	[Redacted]	accepted
[Redacted]	[Redacted]	accepted
[Redacted]	[Redacted]	accepted
s9(2)(a)	CE colleague	accepted
[Redacted]	Samoa	accepted
[Redacted]	Cook Islands	accepted
[Redacted]	Samoa	accepted
[Redacted]	Kiribati	accepted
[Redacted]	Fiji	accepted
[Redacted]	Cook Islands	accepted
[Redacted]	CE colleague	accepted
[Redacted]	Samoa	accepted
[Redacted]	Samoa	accepted
[Redacted]	Tonga	accepted
[Redacted]	Tongan	accepted
[Redacted]	Cook Islands	accepted
[Redacted]	Samoa	accepted
[Redacted]	Samoa	accepted
[Redacted]	Niue	accepted
[Redacted]	Tokelau	accepted
[Redacted]	Samoa	accepted
[Redacted]	MFAT	accepted
[Redacted]	Samoa	accepted
[Redacted]	Samoa	accepted
[Redacted]	Samoa	accepted
[Redacted]	Samoa	accepted
[Redacted]	Samoa	accepted
[Redacted]	Tonga	accepted
[Redacted]	Niue	accepted
[Redacted]	Samoa	accepted
[Redacted]	[Redacted]	accepted
[Redacted]	[Redacted]	accepted
[Redacted]	Fiji	accepted
[Redacted]	Samoa	accepted
[Redacted]	Niue	accepted
[Redacted]	Samoa	accepted

s9(2)(a)

Samoa	accepted
Tokelau	accepted
CE colleague	accepted
Samoa	accepted
Tokelau	accepted
Tokelau	accepted
Samoa	accepted
Samoa	accepted
Tokelau	accepted
Fiji	accepted
Samoa	accepted
	accepted
Samoa	accepted
Tokelau	accepted
Samoa	accepted
s9(2)(a)	accepted
	accepted
Samoa	accepted
Cook Islands	accepted
Kiribati	accepted
Kiribati	accepted
Kiribati	accepted
Kiribati	accepted
	accepted
Samoa	accepted
Niue	accepted
Samoa	accepted
Samoa	accepted
Samoa	accepted
Samoa	accepted
Fijian	accepted
Samoan	accepted
CE colleague	accepted
Tuvalu	accepted
Samoa	accepted
s9(2)(a)	accepted
Cook Islands	accepted
Tuvalu	accepted
Fiji	accepted
Samoa	accepted
Tonga	accepted
Samoa	accepted
Samoa	accepted
Samoa	accepted
Samoa	accepted
Tokelau	accepted
Fiji	accepted
Samoa	accepted
Fiji	accepted
Samoa	accepted
Tuvalu	accepted
	accepted

s9(2)(a)

Tongan	accepted
Samoa	accepted
Samoa	accepted
Samoa	accepted
Samoa	accepted
	accepted
	accepted
	accepted
Cook Islands	accepted
	accepted
former MPP	accepted
Tonga	accepted
Tonga	accepted
Niue	accepted
former MPP	accepted
Samoa	accepted
Samoa	accepted
s9(2)(a)	accepted
Samoa	accepted
CE colleague	accepted
Tokelau	accepted
Tongan	accepted
Tuvalu	accepted
Niue	accepted
Fasavalu	accepted

s9(2)(a)

s9(2)(a)	decline
Samoa	decline
CE colleague	decline
CE colleague	decline
CE colleague	decline
CE colleague	decline
CE colleague	decline
CE colleague	decline
CE colleague	decline
CE colleague	decline
CE colleague	decline
CE colleague	decline
CE colleague	decline
Pakeha	decline
Samoa	decline
CE colleague	decline
Pakeha	decline
Cook Islands	decline
Samoa	decline
CE colleague	decline
CE colleague	decline
Cook Islands	decline
CE colleague	decline
Samoa	decline
s9(2)(a)	decline
Solomon Islands	decline
s9(2)(a)	decline
Samoa	decline
Samoa	decline
CE colleague	decline

s9(2)(a)	CE colleague	decline
	CE colleague	decline
	CE colleague	decline
	Pakeha	decline
	CE colleague	decline
	CE colleague	decline
	CE colleague	decline
	CE colleague	decline
	CE colleague	decline
	CE colleague	decline
	CE colleague	decline
	Pakeha	decline
	CE colleague	decline
	CE colleague	decline
	Fiji	decline
	s9(2)(a)	decline
s9(2)(a)		decline
	Tuvalu	decline
s9(2)(a)		decline
	Samoan	
	CE colleague	decline

Fa'afetai

s9(2)(a)
) (she/her)
 s9(2)(a)
)
)

Level 1, 101 - 103 The Terrace
 PO Box 833, Wellington 6140, New Zealand



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From: [Mac Leauanae](#)
To: s9(2)(a)
Subject: Laulu pōwhiri attendees 17 Oct 2022 MCH Manatū Taonga - Mac edit
Date: Wednesday, 5 October 2022 12:17:45 pm
Attachments: [Laulu pōwhiri attendees 17 Oct 2022 MCH Manatū Taonga - Mac edit.docx](#)

Malo lava team!

My preference for speakers at the powhiri:

1. s9(2)(a)
2. Minister Aupito William Sio
3. s9(2)(a)

If we require more than 2 speakers and s9(2)(a) included just in case s9(2)(a) not available.

Also, if we invite s9(2)(a) then we must invite all my former Tautua members i.e. s9(2)(a)

I've added new names to the list – s9(2)(a)

I also bumped up the list my brother s9(2)(a) .

Look forward to our catch up at 2.30pm.

Cheers,

Mac

Laulu Mac Leuanae Pōwhiri attendees Manatū Taonga MCH Monday 17 October 2022

1. Laulu Mac Leuanae	Te Tumu Whakarae, Manatū Taonga
s9(2)(a)	s9(2)(a)

s9(2)(a)	

My preference for speakers at the powhiri:

1. s9(2)(a)
2. s9(2)(a) is not available – s9(2)(a)
3. s9(2)(a) we require a 3rd speaker – s9(2)(a) (close family friend)

Recommendation/ Advice 1: A kaikōrero Māori should be the first speaker at the pōwhiri

s9(2)(a) – Waiata me haka tautoko: Hareruia/ Tika tonu

Recommendation/ Advice 2: Prepare another kaikōrero in case s9(2)(a)
the s9(2)(a)

Recommendation/ Advice 3: Humbly request Te Puni Kōkiri to open their ground floor gate and doors for the pōwhiri ope roopu to gather before the pōwhiri from 9.30a.m. onwards

Recommendation/ Advice 4: Work out where to sing the new MPP lologo/ pehe/ vaiata-imene

Recommendation/ Advice 5: As LauLu walks over sing Te kakake nei tātou & Tofa my feleni

Recommendation/ Advice 6: Request Closing Himi 391 'Oku ai ha ki'i fonua and for the s9(2)(a)
close with a lotu

Recommendation/ Advice 7: If another Reverend Minister is required to say the opening lotu,
s9(2)(a) will be present.

From: s9(2)(a)
To:
Subject: RE: DRAFT List of Attendees for Laulu Mac Leauanae Te Tumu Whakarae pōwhiri, Te Manatū Taonga Monday 17th October 2022
Date: Wednesday, 5 October 2022 11:50:23 am
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.jpg](#)

Just spoke with him and there are many he will cross out along with additions...

He is working through this now

Vinaka vakalevu

s9(2)(a)



From: s9(2)(a)
Sent: Wednesday, 5 October 2022 11:48 am
To: s9(2)(a) <s9(2)(a)>
Subject: RE: DRAFT List of Attendees for Laulu Mac Leauanae Te Tumu Whakarae pōwhiri, Te Manatū Taonga Monday 17th October 2022

I thought the same. Id asked her to send to us first lol. Should be okay as MCH don't have the emails yet..

Thanks for sending to Laulu for his approval.

From: s9(2)(a) <s9(2)(a)>
Sent: Wednesday, 5 October 2022 11:28 am
To: s9(2)(a)
Subject: FW: DRAFT List of Attendees for Laulu Mac Leauanae Te Tumu Whakarae pōwhiri, Te Manatū Taonga Monday 17th October 2022

Eeek – I think we need to veto anything that gets sent to MCH...

I've asked Laulu to prioritise reviewing but I'm not sure s9(2)(a) got some of the names from (his s9(2)(a) s9(2)(a) Not sure why MCH require this information as it's doesn't have the email address for the invvote... (they would only need speakers wouldn't they?)

Should we add s9(2)(a) ...past Tautua members are on the s9(2)(a)

Anyhoo will leave this till this afternoons catch up

Vinaka vakalevu

s9(2)(a)



From: s9(2)(a) s9(2)(a) <s9(2)(a)s9(2)(a)mpp.govt.nz>

Sent: Wednesday, 5 October 2022 11:07 am

To: Mac Leauanae <Mac.Leauanae@mpp.govt.nz>; s9(2)(a) <s9(2)(a)

s9(2)(a)

s9(2)(a)

s9(2)(a)

Subject: DRAFT List of Attendees for Laulu Mac Leauanae Te Tumu Whakarae pōwhiri, Te Manatū Taonga Monday 17th October 2022

Ni sa bula vinaka! Tēnā koutou katoa!

s9(2)(a) and s9(2)(a) as the Deputy Secretaries in charge of ensuring that Laulu's pōwhiri is the best possible welcome that it can be, I want to thank you both for the honour of our two Manatū in working together to make this happen. Dear sister s9(2)(a) it is wonderful to be working together with you to co-ordinate this momentous occasion. s9(2)(a) bula vinaka. My name is s9(2)(a) s9(2)(a) s9(2)(a) I am helping to do the ground work from MPP's side with my colleague s9(2)(a) who is Laulu's s9(2)(a)

Please see the attached DRAFT List of attendees that Laulu will approve ASAP kerekere/ fa'amolemole Laulu with regards to MPP staff suggested for attendance and if there are any more people you want to attend you pōwhiri.

I am looking forward to our soqo/ hui today at Manatū Taonga at 1 p.m. and my fono at MPP later on to share and communicate the details.

Aku mihi nui ki a koutou katoa! Vinaka sara vakalevu, s9(2)(a) s9(2)(a)

s9(2)(a) (she/her)

Te Manatū mō ngā Iwi o te Moana-nui-ā-Kiwa | The Ministry for Pacific Peoples

s9(2)(a)

s9(2)(a) www.mpp.govt.nz | www.pacificatearora.org.nz



image012.jpg



From: [Mac Leuanae](#)
To: s9(2)(a)
Cc:
Subject: Re: Farewell / Powhiri
Date: Monday, 26 September 2022 8:10:56 pm
Attachments: [Picture \(Device Independent Bitmap\)](#)
[Picture \(Device Independent Bitmap\)](#)

Malo lava my dear sister!

Thank you for the reminder:

- Farewell MPP: s9(2)(a) and me. Potentially s9(2)(a) too :) But definitely s9(2)(a) and me.
- Powhiri: My preference is for there to just be a powhiri. But happy to talk to s9(2)(a) about this -
- Family invites to powhiri: Mac s9(2)(a)
- I'll think on names for others I'd like to invite like s9(2)(a) etc.

s9(2)(a) thank you so much for your support! Fa'afetai lava!

Thank you family. Hard to prepare for this. Bitter sweet for sure. Bitter at the moment if I'm being honest :(

Thanks family!

Mac

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From: s9(2)(a)
Sent: Monday, September 26, 2022 7:43 PM
To: Mac Leuanae <Mac.Leuanae@mpp.govt.nz>
Cc: s9(2)(a) <s9(2)(a)> s9(2)(a) s9(2)(a)
 <s9(2)(a)s9(2)(a)mpp.govt.nz>
Subject: Farewell / Powhiri

Malo lava Pule,

Just a reminder to let us know who you want to invite to both your farewell and powhiri fa'amolemole. This includes names of your family members, friends, colleagues – all your 'must have' people . We'll take care of it from there. Your farewell will be Thurs 13 Oct, 3pm – late at the Pipitea Marae and Function Centre in Wellington.

MCH Powhiri – Mon 17 Oct

s9(2)(a) DCE is organising your powhiri at MCH, and our dear sister s9(2)(a) is kindly supporting s9(2)(a) Pacific staff to organise it. One question, MCH has asked is whether you want to have an ava ceremony at the powhiri? Do you have a view on this Pule? s9(2)(a) if there's anything else you need to discuss with LauLu on this, please do. Fa'afetai tele

uso.

Manuia lava le po, fetau taeao.

s9(2)(a)

s9(2)(a)

Level 1, 101-103 The Terrace, Wellington
PO Box 833, Wellington 6140

www.mpp.govt.nz

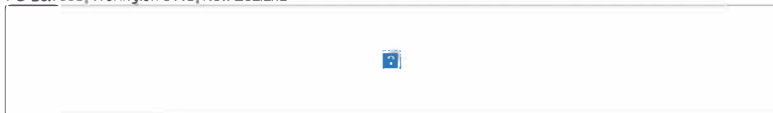


From: [Mac Leauanae](#)
To: [REDACTED]
Subject: RE: Farewell Lau Mac Leauanae, Secretary for Pacific Peoples - Thursday 13 October @ 3:00pm
Date: Wednesday, 5 October 2022 12:20:37 pm
Attachments: [image002.jpg](#)
[image003.png](#)

H [REDACTED]
Another person I d like for the Ministry to fund if able – she s [S9\(2\)\(a\)](#) For the powhiri
Thanks,

Mac
[Laulu Mac Leauanae](#)
Secretary for Pacific Peoples, Chief Executive, Ministry for Pacific Peoples
Te Tumu Whakarae, Te Manatū mō ngā hwi ō Te Moana-nui-ā-Kiwa

[REDACTED]
Level 1, 101 - 103 The Terrace
PO Box 833, Wellington 6140, New Zealand



From: RSVP Farewell <RSVPfarewell@mpp.govt.nz>
Sent: Wednesday, 5 October 2022 11:54 AM
To: Mac Leauanae <MacLeauanae@mpp.govt.nz>
Subject: FW: Farewell Lau Mac Leauanae, Secretary for Pacific Peoples - Thursday 13 October @ 3 00pm
I m just going to send you the ones that contain a message specific to you

From: [S9\(2\)\(a\)](#) >
Sent: Wednesday, 5 October 2022 6:39 am
To: RSVP Farewell <RSVPfarewell@mpp.govt.nz>
Subject: RE: Farewell Lau Mac Leauanae, Secretary for Pacific Peoples - Thursday 13 October @ 3 00pm

Malo e lelei
With great Joy and appreciation, I accept this Invitation Malo aupito
God willing, I will be there to farewell and celebrate the completion of an era and the beginning of a significant one Fakafeta i ki he Eiki Malo fau e ngaue Blessings

[S9\(2\)\(a\)](#)
[S9\(2\)\(a\)](#)
[REDACTED]

From: RSVP Farewell <RSVPfarewell@mpp.govt.nz>
Sent: Tuesday, 4 October 2022 3:40 pm
Cc: RSVP Farewell <RSVPfarewell@mpp.govt.nz>
Subject: Farewell Lau Mac Leauanae, Secretary for Pacific Peoples - Thursday 13 October @ 3:00pm

[EXTERNAL EMAIL] This email has originated from outside of the organisation. DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

From: s9(2)(a)
To: s9(2)(a)
Subject: RE: Lulu's powhiri list as of today
Date: Thursday, 6 October 2022 2:04:14 pm
Attachments: [image001.png](#)
[image002.png](#)
[image003.jpg](#)
[image004.jpg](#)

Tēnā rawa atu koe s9(2)(a) s9(2)(a) Tō pai hoki te whakaraupapahia tēnei rīpanga.
 Thank you for this s9(2)(a) – very thankful to have all these contacts and to advise, we'll be sending the invites out in the next hour.

None of the Tumu Whakarae listed below are on our list – but s9(2)(a) and I will speak to s9(2)(a) about this.
 Me te mihi nui

s9(2)(a) s9(2)(a) s9(2)(a)

From: s9(2)(a) s9(2)(a) <s9(2)(a)s9(2)(a)mpp.govt.nz>

Sent: Thursday, 6 October 2022 1:55 pm

To: s9(2)(a)

s9(2)(a)

s9(2)(a)

Subject: Lulu's powhiri list as of today

Importance: High

Ni sa bula vinaka s9(2)(a) s9(2)(a) rātou ko s9(2)(a) !

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

s9(2)(a)

Aku mihi nui atu! Vinaka sara vakalevu, s9(2)(a) s9(2)(a)

s9(2)(a) (she/her)

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s9(2)(a)

s9(2)(a) www.mpp.govt.nz | www.pacificatearora.org.nz

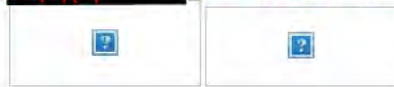


image012.jpg



From: s9(2)(a)
To: s9(2)(a) s9(2)(a)
Cc: s9(2)(a)
Subject: RE: quick chat about RSVPs
Date: Friday, 14 October 2022 8:31:21 am
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.png](#)
[image008.png](#)

Pogipogi lelei s9(2)(a) e s9(2)(a)

What news of the RSVPs? If there are low numbers i.e. not as many as expected, is Manatū Taonga open to have MPP staff based in Wellington come along?

The current members of the Tautua Senior Leadership Group are: s9(2)(a) s9(2)(a) and s9(2)(a) s9(2)(a) does all of their co-ordination and administration as the s9(2)(a) s9(2)(a).

The programme looks great. I need to speak with you please about the front row. Please s9(2)(a) may we have the latest update of who has RSVP'd to attend so I can see who needs to be in the front row. I also need to confirm that it is males only in the front row as is Te Atiawa tikanga. If this is confirmed that only males sit in front, it will be Laulu, his pōwhiri speakers, Tautua males, male family and friends of Laulu, other MPP males, public service male colleagues.

Re waiata: I need to check who will do the waiata/ sere/ maka/ lologo for Laulu once he makes his speech. It will be our honour if we could do a Pacific pese for him one more time if that is appropriate. Fakaauae lahi ki a mutolu, s9(2)(a)



s9(2)(a) (she/her)

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s9(2)(a) www.mpp.govt.nz | www.pacificatearoa.org.nz



From: s9(2)(a) <s9(2)(a)@mch.govt.nz>

Sent: Friday, October 14, 2022 12:31 AM

To: s9(2)(a) <s9(2)(a)>

Cc: s9(2)(a) s9(2)(a) <s9(2)(a)@mch.govt.nz>

Subject: quick chat about RSVPs

Malo s9(2)(a)

I hope the farewell for Laulu has been going smoothly for you all.

Can I please ask would you be available for a quick chat to talk in the morning about the RSVPs. Just have a few things I need to clarify. I will be online from 8am so please let me know what time suits.

Mālō 'aupito,

s9(2)(a) (she/her)

s9(2)(a)

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He ngākau titikaha, he hononga tangata

Promoting a confident and connected culture

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PO Box 5364, Wellington 6140

s9(2)(a)

| www.mch.govt.nz

From: s9(2)(a)
To: [Redacted]
Cc: [Redacted]
Subject: RE: RSVPs: Acceptances and Declines as at 6.00pm Mon 10 Oct
Date: Monday, 10 October 2022 6:03:47 pm
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.jpg](#)
[image008.png](#)
[image009.png](#)
[image010.jpg](#)

Fantastic s9(2)(a)
 A reminder that at this stage, we won't be reissuing more invitations until we know what our numbers are looking by COP Wednesday (just in terms of ensuring we keep within our venue numbers for health and safety and look after our guests first).

Me te mihi

s9(2)(a)

From: s9(2)(a) (a) <s9(2)(a)(a)@mch.govt.nz>

Sent: Monday, 10 October 2022 6:00 pm

To: s9(2)(a) <s9(2)(a)>

Cc: s9(2)(a)

[Redacted]
s9(2)(a)

Subject: RE: RSVPs: Acceptances and Declines as at 6.00pm Mon 10 Oct

Kia ora to you all

Please find attached the latest list of RSVPs:

70 Acceptances

17 Declines

Ngā mihi

s9(2)(a)

s9(2)(a) (she/her)

s9(2)(a)

Manatū Taonga | Ministry for Culture & Heritage

[Redacted]

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

From: s9(2)(a)

Sent: Monday, 10 October 2022 9:08 am

To: s9(2)(a)

Cc: s9(2)(a)

[Redacted] s9(2)(a) <s9(2)(a)> s9(2)(a)

Subject: RSVPs: Acceptances and Declines as at 9.00 am Mon 10 Oct

Mōrena e te whanau

Hope you all had a good weekend.

Please find attached the current RSVP list.

Ngā mihi

s9(2)(a)

s9(2)(a) (she/her)

s9(2)(a)

s9(2)(a)

[Redacted]

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

From: s9(2)(a)

Sent: Sunday, 9 October 2022 5:08 pm

To: s9(2)(a)

Cc: s9(2)(a)

[Redacted]

s9(2)(a)

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

Mälō le soifua s9(2)(a)

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

Regarding the travel request from s9(2)(a) we will be in touch directly to make travel arrangements.

Fa'afetai

s9(2)(a)

(she/her)

s9(2)(a)

Level 1, 101 - 103 The Terrace
PO Box 833, Wellington 6140, New Zealand



mpp.govt.nz

From: s9(2)(a)

Sent: Friday, 7 October 2022 6:14 pm

To: s9(2)(a)

Cc: s9(2)(a)

Subject: RSVP update as at 6.15 pm Fri 7 Oct

Kia ora koutou

Just a quick update:

We have 48 Acceptances and 13 Declines.

Wishing you all a happy and safe weekend.

Ngā mihi

s9(2)(a)

s9(2)(a) (she/her)

s9(2)(a)

Manatū Taonga | Ministry for Culture & Heritage

s9(2)(a)

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

From: s9(2)(a)

Sent: Friday, 7 October 2022 9:55 am

To: s9(2)(a)

s9(2)(a)

s9(2)(a)

Cc: s9(2)(a)

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

Mōrena e te whanau

Just confirming I have sent invitations to those named in s9(2)(a) email below.

1. We currently have 13 Acceptances and 3 Declines.
2. One of Laulu's guests, s9(2)(a), has asked whether you will be providing travel Auckland/Wellington/Auckland (email attached).

Will await your advice.

Many thanks

Ngā mihi

s9(2)(a)

(a) (she/her)

s9(2)(a)

Manatū Taonga | Ministry for Culture & Heritage

s9(2)(a)

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

From: s9(2)(a) <s9(2)(a)> s9(2)(a)

Sent: Friday, 7 October 2022 8:56 am

To: s9(2)(a)

Cc: Marisa Maepu <marisa.maepu@mpp.govt.nz>

Subject: Re: Laulu's pōwhiri list as of today

Mōrena e te tuakana, s9(2)(a) s9(2)(a) :)

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

s9(2)(a) we are going to be tight on numbers, so don't fear with those who can't attend that we will have gaps in the room... it's gonna to be a very fulsome and incredibly special occasion.

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

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

s9(2)(a)

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From: s9(2)(a)

Sent: Friday, October 7, 2022 8:50:34 AM

To: s9(2)(a)

Cc: s9(2)(a)

Subject: RE: Laulu's pōwhiri list as of today

Ni sa bula vinaka matavuvuale/ whānau !

Io s9(2)(a) – it is a very beautiful day indeed! Ata mārie koutou.

Dear Manatū Taonga whānau s9(2)(a) s9(2)(a) rātou ko koe s9(2)(a) - Thank you for sending out the invitations via email. I hope that people are responding. Kia ora rawa atu!

Re: MPP people in attendance. s9(2)(a) is replacing s9(2)(a) who is on leave and s9(2)(a) is also on leave.

They are family members who are both overseas on the day. Please if you can give us an update when it's convenient, about who has accepted and who has declined the invitation, so I know who to co-ordinate re: seating and music/ waiata singing on our end.

Vinaka sara vakalevu, s9(2)(a)

From: s9(2)(a) <s9(2)(a)>

Sent: Friday, October 7, 2022 8:26 AM

To: s9(2)(a)

Cc: s9(2)(a)

Subject: RE: Laulu's pōwhiri list as of today

Ni sa bula vinaka kece sara on this glorious morning

Please can the following be added to the invite list alongside s9(2)(a) and s9(2)(a) that s9(2)(a) informed Mac last night were to be included in today's 'edition'.

s9(2)(a)

Vinaka vakalevu

s9(2)(a)

s9(2)(a)

Level 1, 101 - 103 The Terrace
PO Box 833, Wellington 6140, New Zealand



mpp.govt.nz



From: s9(2)(a) <s9(2)(a)> s9(2)(a) s9(2)(a)

Sent: Thursday, 6 October 2022 2:03 pm

To: s9(2)(a)

s9(2)(a)

<s9(2)(a)>

Subject: RE: Laulu's pōwhiri list as of today

Tēnā rawa atu koe s9(2)(a) s9(2)(a) Tō pai hoki te whakaraupapahia tēnei rīpanga.

Thank you for this s9(2)(a) – very thankful to have all these contacts and to advise, we'll be sending the invites out in the next hour.

None of the Tumu Whakarae listed below are on our list – but s9(2)(a) and I will speak to s9(2)(a) about this.

Me te mihi nui

s9(2)(a) s9(2)(a) s9(2)(a)

From: s9(2)(a)

Sent: Thursday, 6 October 2022 1:55 pm

To: s9(2)(a)

s9(2)(a)

s9(2)(a)

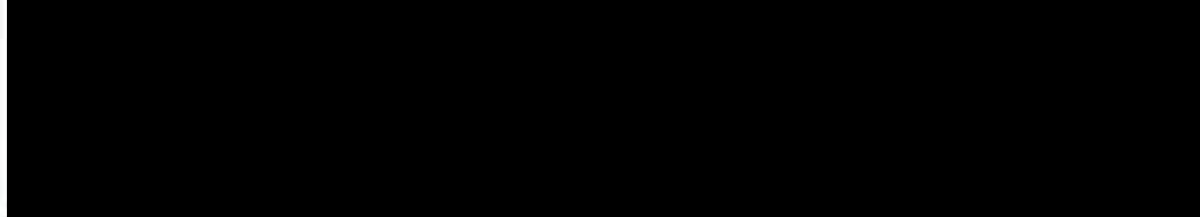
Subject: Laulu's pōwhiri list as of today

Importance: High

Ni sa bula vinaka s9(2)(a) s9(2)(a) rātou ko s9(2)(a) !

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

s9(2)(a)



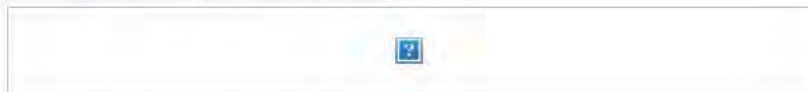
Aku mihi nui atu! Vinaka sara vakalevu, s9(2)(a) s9(2)(a)

s9(2)(a) (she/her)

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s9(2)(a)

s9(2)(a) www.mpp.govt.nz | www.pacificatearora.org.nz



From: s9(2)(a)
To: [REDACTED]
Cc: [REDACTED]
Subject: RSVPs: Acceptances and Declines as at 6.00pm Fri 14 Oct 2022
Date: Friday, 14 October 2022 6:01:08 pm
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.jpg](#)
[image008.png](#)
[image009.png](#)
[image010.jpg](#)
[RSVPs Powhiri for Incoming Tumu Whakarae Mon 17 Oct 2022 as at 6.00pm 14 Oct 2022.XLSX](#)

Kia ora

Please find latest update attached.
Best wishes to everyone for a happy and safe weekend.

Ngā mihi

s9(2)(a)
 s9(2)(a) (she/her)
 s9(2)(a)
 Manatū Taonga | Ministry for Culture & Heritage
 [REDACTED]

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

From: s9(2)(a)
Sent: Tuesday, 11 October 2022 5:50 pm
To: s9(2)(a)
Cc: s9(2)(a)
Subject: RSVPs: Acceptances and Declines as at 5.45 pm Tues 11 Oct 2022

Kia ora to you all

Please find attached the latest list of RSVPs:

76 Acceptances
 17 Declines

Ngā mihi

s9(2)(a)
 s9(2)(a) (she/her)
 s9(2)(a)
 Manatū Taonga | Ministry for Culture & Heritage
 [REDACTED]

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

From: s9(2)(a)
Sent: Monday, 10 October 2022 6:00 pm
To: s9(2)(a)
Cc: s9(2)(a)
Subject: RE: RSVPs: Acceptances and Declines as at 6.00pm Mon 10 Oct

Kia ora to you all

Please find attached the latest list of RSVPs:

70 Acceptances
17 Declines

Ngā mihi

s9(2)(a)

s9(2)(a) (she/her)

s9(2)(a)

Manatū Taonga | Ministry for Culture & Heritage

s9(2)(a)

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

From: s9(2)(a)

Sent: Monday, 10 October 2022 9:08 am

To: s9(2)(a) <s9(2)(a)>

Cc: s9(2)(a)

s9(2)(a)

Subject: RSVPs: Acceptances and Declines as at 9.00 am Mon 10 Oct

Mōrena e te whanau

Hope you all had a good weekend.

Please find attached the current RSVP list.

Ngā mihi

s9(2)(a)

s9(2)(a) (she/her)

s9(2)(a)

Manatū Taonga | Ministry for Culture & Heritage

s9(2)(a)

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

From: s9(2)(a)

Sent: Sunday, 9 October 2022 5:08 pm

To: s9(2)(a)

Cc: s9(2)(a)

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

Mālō le soifua s9(2)(a)

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

Regarding the travel request from s9(2)(a), we will be in touch directly to make travel arrangements.

Fa'afetai

s9(2)(a)

s9(2)(a) (she/her)

s9(2)(a)

s9(2)(a)

Level 1, 101 - 103 The Terrace
PO Box 833, Wellington 6140, New Zealand



MOD.EOV@nz.govt.nz



From: s9(2)(a)

Sent: Friday, 7 October 2022 6:14 pm

To: s9(2)(a)

Cc: s9(2)(a)

Subject: RSVP update as at 6.15 pm Fri 7 Oct

Kia ora koutou

Just a quick update:

We have 48 Acceptances and 13 Declines.

Wishing you all a happy and safe weekend.

Ngā mihi

s9(2)(a)

(a) (she/her)

s9(2)(a)

Manatū Taonga | Ministry for Culture & Heritage

s9(2)(a)

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

From: s9(2)(a)(a)

Sent: Friday, 7 October 2022 9:55 am

To: s9(2)(a)

Cc: s9(2)(a)

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

Mōrena e te whanau

Just confirming I have sent invitations to those named in s9(2)(a) email below.

1. We currently have 13 Acceptances and 3 Declines.
2. One of Laulu's guests, s9(2)(a), has asked whether you will be providing travel Auckland/Wellington/Auckland (email attached).
Will await your advice.

Many thanks

Ngā mihi

s9(2)(a)

s9(2)(a) (she/her)

s9(2)(a)

Manatū Taonga | Ministry for Culture & Heritage

s9(2)(a)

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

From: s9(2)(a) <s9(2)(a) s9(2)(a)>

Sent: Friday, 7 October 2022 8:56 am

To: s9(2)(a)

Cc: s9(2)(a)

Subject: Re: Laulu's pōwhiri list as of today

Mōrena e te tuakana, s9(2)(a) s9(2)(a) :)

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

s9(2)(a) we are going to be tight on numbers, so don't fear with those who can't attend that we will have gaps in the room... it's gonna to be a very fulsome and incredibly special occasion.

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

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

s9(2)(a)

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From: s9(2)(a)

Sent: Friday, October 7, 2022 8:50:34 AM

To: s9(2)(a)

Cc: s9(2)(a)

Subject: RE: Laulu's pōwhiri list as of today

— Ni sa bula vinaka matavuvuale/ whānau !

Id s9(2)(a) – it is a very beautiful day indeed! Ata mārie koutou.

Dear Manatū Taonga whanau s9(2)(a) s9(2)(a) rātou ko koe s9(2)(a) - Thank you for sending out the invitations via email. I hope that people are responding. Kia ora rawa atu!

Re: MPP people in attendance. s9(2)(a) is replacing s9(2)(a) who is on leave and s9(2)(a) is also on leave. They are family members who are both overseas on the day. Please if you can give us an update when it's convenient, about who has accepted and who has declined the invitation, so I know who to co-ordinate re: seating and music/ waiata singing on our end.

Vinaka sara vakalevu, s9(2)(a)

From: s9(2)(a) <s9(2)(a)>

Sent: Friday, October 7, 2022 8:26 AM

To: s9(2)(a)

s9(2)(a)

Cc: s9(2)(a)

Subject: RE: Laulu's pōwhiri list as of today

Ni sa bula vinaka kece sara on this glorious morning

Please can the following be added to the invite list alongside s9(2)(a) and s9(2)(a) that s9(2)(a) informed Mac last night were to be included in todays 'edition'.

s9(2)(a)

Vinaka vakalevu

s9(2)(a)

s9(2)(a) (she/her)

Level 1, 101 - 103 The Terrace
PO Box 833, Wellington 6140, New Zealand



mop.govt.nz



From: s9(2)(a)
Sent: Thursday, 6 October 2022 2:03 pm
To: s9(2)(a)
s9(2)(a)
s9(2)(a)
Subject: RE: Lulu's pōwhiri list as of today

Tēnā rawa atu koe s9(2)(a) s9(2)(a) Tō pai hoki te whakaraupapahia tēnei rīpanga.

Thank you for this s9(2)(a) – very thankful to have all these contacts and to advise, we'll be sending the invites out in the next hour.

None of the Tumu Whakarae listed below are on our list – but s9(2)(a) and I will speak to s9(2)(a) about this.

Me te mihi nui

s9(2)(a) s9(2)(a) s9(2)(a)

From: s9(2)(a)
Sent: Thursday, 6 October 2022 1:55 pm
To: s9(2)(a)
s9(2)(a)
s9(2)(a)
Subject: Lulu's pōwhiri list as of today
Importance: High

Ni sa bula vinaka s9(2)(a) s9(2)(a) rātou ko s9(2)(a) !

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



Aku mihi nui atu! Vinaka sara vakalevu, s9(2)(a) s9(2)(a)

s9(2)(a) (she/her)
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s9(2)(a)
s9(2)(a) www.mpp.govt.nz | www.pacificatearoa.org.nz



From: s9(2)(a)
To: [Redacted]
Cc: [Redacted]
Subject: RSVP's from the following 3 people received Friday night
Date: Monday, 17 October 2022 8:13:21 am
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)

Pogipogi everyone!

Three RSVP's for today from:

s9(2)(a)	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]

Fakaaue lahi, s9(2)(a) s9(2)(a)



s9(2)(a) (she/her)
 Te Manatū mō ngā Iwi o te Moana-nui-ā-Kiwa | The Ministry for Pacific Peoples s9(2)(a)

s9(2)(a) www.mpp.govt.nz | www.pacificatearora.org.nz



From: s9(2)(a)
To:
Subject: UPDATED list attached!
Date: Thursday, 6 October 2022 10:35:02 am
Attachments: s9(2)(a)_additions LML Invitees 06.10.2022 updated.xlsx
[image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.jpg](#)

Importance: High

Bula vinaka!

Here is my update for you s9(2)(a) and s9(2)(a) attached!

Ni sa moce, s9(2)(a)

From: s9(2)(a)

Sent: Thursday, October 6, 2022 8:24 AM

To: s9(2)(a)

Subject: RE: MORNING UPDATE RE: Invite them all! RE: s9(2)(a) - Powhiri

Tautoko that! We got you s9(2)(a)

Here are emails for:

s9(2)(a)

(I texted my lawyer friends for it last night!)

No worries re mihi whakatau at farewell -we can easily adapt if doesn't happen. Talk soon ladies

From: s9(2)(a)

Sent: Thursday, 6 October 2022 7:55 am

To: s9(2)(a)

Subject: RE: MORNING UPDATE RE: Invite them all! RE: s9(2)(a)

Bula vinaka s9(2)(a)

That's a bit painful for you with no wifi !!!

But we are here to support, just send through what you have, and we may have the email addresses you seek.

Even if we haven't got them all we can send what we have to MCH letting them know we have a wee few to come...don't want to hold up the bulk of the invites going out this morning.

Vinaka vakalevu

s9(2)(a)



From: s9(2)(a)

Sent: Thursday, 6 October 2022 7:32 am

To: s9(2)(a)

Subject: MORNING UPDATE RE: Invite them all! RE: s9(2)(a)

Importance: High

Taeao manuia uso s9(2)(a)! Bula vinaka s9(2)(a)

Ua lelei re: first thing catch up!

Och! Oka! Was unable to connect to the wifi at my hotel until this very minute! Therefore my sincere apologies s9(2)(a) as I wanted to get everything to you this morning by 8 a.m. but that wont happen it will more likely be 9.30/ 10 a.m. I was unable to send out emails to get the attendees' emails that I don't have but that's only a handful.

s9(2)(a) fa'amolemole please send through s9(2)(a) email and if you have any clues on how to get s9(2)(a) email for her invite?

This time next week!!!!!!! Malo lava s9(2)(a) for getting those All Staff soqo/ hui/ fono invites out to everyone last evening!

IMPORTANT UPDATE USO s9(2)(a): The s9(2)(a) cannot make Lau's farewell next Thursday as he and s9(2)(a) have a function put in place a while ago for the Office of the Ombudsman. I will ask him if there will be anyone else who he can recommend, but if not THEN WE MAY NOT HAVE TO DO A MIHI WHAKATAU PROCESS and go straight into our programme. Please let me check what his advice is.

Aku mihi nui atu! Vinaka sara vakalevu, s9(2)(a) s9(2)(a)

s9(2)(a) (she/her)

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s9(2)(a)

s9(2)(a) www.mpp.govt.nz | www.pacificatearora.org.nz



image012.jpg



From: s9(2)(a)

Sent: Wednesday, October 5, 2022 10:30 PM

To: s9(2)(a)

Subject: RE: Invite them all! RE: s9(2)(a) - Powhiri

Hey s9(2)(a) let us know if you need help with the emails/invites sis. I have s9(2)(a) . will set up a quick catch up for us first thing tomorrow.

From: Mac Leauanae <Mac.Leauanae@mpp.govt.nz>

Sent: Wednesday, 5 October 2022 9:55 pm

To: s9(2)(a)

Cc: s9(2)(a)

Subject: RE: Invite them all! RE: s9(2)(a) - Powhiri

Thanks s9(2)(a)

Can we therefore include s9(2)(a) and s9(2)(a)

Soifua,

Mac

Laulu Mac Leauanae

Secretary for Pacific Peoples, Chief Executive, Ministry for Pacific Peoples

Te Tumu Whakarae, Te Manatū mō ngā Iwi o Te Moana-nui-ā-Kiwa

s9(2)(a)

s9(2)(a)

Level 1, 101 - 103 The Terrace

PO Box 833, Wellington 6140, New Zealand



From: s9(2)(a) s9(2)(a) <[s9\(2\)\(a\)mpp.govt.nz](mailto:s9(2)(a)mpp.govt.nz)>

Sent: Wednesday, 5 October 2022 4:18 PM

To: Mac Leauanae <Mac.Leauanae@mpp.govt.nz>; s9(2)(a) <s9(2)(a)>

Cc: s9(2)(a)

Subject: Invite them all! RE: s9(2)(a) - Powhiri

Ni sa bula vinaka Pule Lulu !

You can invite whomever you want Pule! There is room for everyone whom you want to attend!

Vinaka vakalevu, s9(2)(a)

From: Mac Leauanae <Mac.Leauanae@mpp.govt.nz>

Sent: Wednesday, October 5, 2022 4:08 PM

To: s9(2)(a)

Cc: s9(2)(a)

Subject: s9(2)(a) - Powhiri

Malo team,

I saw my sister at a cafe today and congratulated me. And then made a point of asking me to invite her to the powhiri. Can we please :) Might then have to invite s9(2)(a).

I note also that I then saw s9(2)(a) who congratulated me on the appointment. But unfortunately can't extend to him a ea :)

Soifua,

Mac

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PART 2, GROUP FOUR

From: s9(2)(a)
 To: [Redacted]
 Cc: [Redacted]
 Subject: Me te mihi nui
 Date: Monday, 17 October 2022 4:23:06 pm
 Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)

Tēnā anō kōrua s9(2)(a) s9(2)(a) s9(2)(a) - fakalofa lahi atu!

On behalf of our working team, I just wanted to round the day out by thanking you for such a wonderful occasion this morning. I know we are all proud peoples and having the ability to guide our tikanga, protocols and customs is something we all treated with respect, regard, and humility. I know we've all been at the forefront of the planning for our Pōwhiri Welcome, and we've done this on top of our existing workstreams. Thank you for your patience and ensuring we worked together seamlessly and as a team.

To your leadership team, s9(2)(a) – he mihi nui mō te kawē tika mai tō koutou Rangatira. Thank your senior leadership for their support today. Looking across at the pride and mana amongst those rows of leaders, with elders supporting from behind, showed the future of our people is in great hands. Looking to a continued working relationship, and incidentally – both s9(2)(a) and I worked with s9(2)(a) – so you have a special person in your midst.

Me te mihi nui

s9(2)(a)

From: s9(2)(a)

Sent: Monday, 17 October 2022 8:13 am

To: s9(2)(a)

s9(2)(a)

Cc: s9(2)(a)

<s9(2)(a)>

Subject: RSVP's from the following 3 people received Friday night

Pogipogi everyone!

Three RSVP's for today from:

s9(2)(a)	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]

Fakaaue lahi, s9(2)(a) s9(2)(a)



s9(2)(a) (she/her)

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From: s9(2)(a)
 To: [Redacted]
 Cc: [Redacted]
 Subject: Pōwhiri information from MPP manuhiri side!
 Date: Monday, 17 October 2022 8:07:23 am
 Attachments: [PŌWHIRI SONGS for Laulu Mac Leauanae MCH Monday 17 Oct 2022.docx](#)
[image001.jpg](#)
[image002.png](#)
[image003.png](#)
 Importance: High

Fakaalofa lahi atu ki a mutolu oti: s9(2)(a)
 Kia kaha tātou! All the very splendid best for this morning's pōwhiri! I want to thank and acknowledge you all for the incredible work done over the past few weeks to organise this most major event.

Our/ manuhiri side of the pae (20 males):

s9(2)(a)	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
s9(2)(a)	walk Laulu over to MCH
[Redacted]	[Redacted]
[Redacted]	- walk Laulu over to MCH
[Redacted]	- walk Laulu over to MCH
[Redacted]	- walk Laulu over to MCH
s9(2)(a)	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]

15 people for the top table:

1. Laulu 2. s9(2)(a) [Redacted]

- Please dear s9(2)(a) if you can print off our songs double-sided on one page for our group 100 to be safe!

Mauri ora ki a tātou! Kia monuina Faahi Tapu he Vagahau Niue, s9(2)(a) s9(2)(a) s9(2)(a)



s9(2)(a) (she/her)
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Pōwhiri Welcome for Laulu Mac Leuanae, Incoming Tumu Whakarae Secretary for Culture and Heritage

9:40 AM
9:50 AM

ASSEMBLE

s9(2)(a) Leaders seated in Public Trust Hall
Manatū Taonga and Fa'asinomaga and Tupuaga seated
Manuwhiri Guests assemble by Te Puni Kōkiri Building (side entrance)

10:00 AM

PŌWHIRI COMMENCES—PUBLIC TRUST BUILDING

Pūtātara sounded
Karanga / call of welcome
Hongi / harirū (front row only)

10:15 AM

PAEPAE KŌRERO (HOSTS)

Speaker 1—s9(2)(a)
Waiata

Speaker 2—Samoan Matai
Waiata

10:25 AM

PAEPAE KŌRERO (GUESTS)

Speaker s9(2)(a)
Waiata

Speaker s9(2)(a)
Waiata

10:35 AM

PAEPAE KŌRERO CONCLUDES

s9(2)(a) invites Samoan ritual to begin

10:36 AM

O FAASOLO A LE ATUVASA MO MALO

Presentation of garlands of the Pacific

10:40 AM

O LE OSO

Samoan ritual of acknowledgement and gifting of Ava

11:00 AM

PŌWHIRI AND SAMOAN RITUAL CONCLUDES

Laulu Mac Leuanae moves over to Manatū Taonga Paepae

11:02 AM

s9(2)(a)

11:05 AM

TUMU WHAKARAE SECRETARY FOR CULTURE AND HERITAGE, LAULU MAC LEUANAE

TAUALUGA

s9(2)(a), Laulu and s9(2)(a) initiate the Tauluga

11:15 AM

s9(2)(a) CONCLUDES WITH KARAKIA

11:20 AM

KAI / REFRESHMENTS AT NAU MAI ROOM, TE PUNI KŌKIRI

From: s9(2)(a)
 To: [Redacted]
 Cc: [Redacted]
 Subject: RE: Do you have a copy of the draft programme for Monday?
 Date: Tuesday, 11 October 2022 4:54:00 pm
 Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

Kia ora s9(2)(a)
 [Redacted] being discussed in a meeting between elders, s9(2)(a) and her team.
 They will be able to provide you with a draft (probably the final) tomorrow morning.

Ngā mihi

s9(2)(a)
 s9(2)(a) (she/her)
 s9(2)(a)
 Manatū Taonga | Ministry for Culture & Heritage
 s9(2)(a)

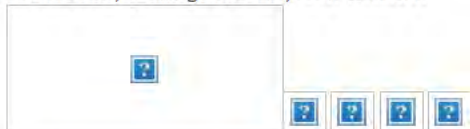
Ki te puāwai te ahurea, Ka ora te iwi
 Culture is thriving, The people are well

From: s9(2)(a) <s9(2)(a)>
 Sent: Tuesday, 11 October 2022 4:45 pm
 To: s9(2)(a)
 Subject: Do you have a copy of the draft programme for Monday?

Fa'afetai

s9(2)(a)
) (she/her)
 s9(2)(a) to
 s9(2)(a)

Level 1, 101 - 103 The Terrace
 PO Box 833, Wellington 6140, New Zealand



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From: [Mac Leuanae](#)
To: s9(2)(a)
Cc: s9(2)(a)
Subject: RE: Fa'amatalaga mo le oso RE: Powhiri Speakers Monday 17 Oct 2022, 10 a.m.
Date: Monday, 17 October 2022 8:49:39 am
Attachments: [image004.jpg](#)
[image005.jpg](#)
[image006.png](#)
[image007.png](#)

Fakaaue lahi s9(2)(a) Received your email with thanks. I will acknowledge s9(2)(a), the Fa'asinomaga, Tupuaga and the Family Centre. My family have arrived early and safely here at the MPP offices. We're on Lvl 1. Alofa atu. Mac

Laulu Mac Leuanae

Secretary for Pacific Peoples, Chief Executive, Ministry for Pacific Peoples
 Te Tumu Whakarae, Te Manatū mō ngā Iwi o Te Moana-nui-ā-Kiwa

s9(2)(a)
 s9(2)(a)
 Level 1, 101 - 103 The Terrace
 PO Box 833, Wellington 6140, New Zealand



From: s9(2)(a)
Sent: Monday, 17 October 2022 8:24 AM
To: Mac Leuanae <Mac.Leuanae@mpp.govt.nz>; s9(2)(a)
 s9(2)(a) s9(2)(a)
Cc: s9(2)(a) <s9(2)(a)>
Subject: Fa'amatalaga mo le oso RE: Powhiri Speakers Monday 17 Oct 2022, 10 a.m.

Importance: High

Malo lava le soifua lalelei i Lau Tofa Lau! !

Fa'amalie atu, o sa'u fa'amatalaga o le oso e fa'apea : ae e le fai le ava, e tataua lava e fai ma se isi mea taua lava ma mamalu o tatou atunuu, e pei o le oso. Manatua lava le alagaupu – tapena sou oso mo lau malaga. Prepare every gift/ necessary thing for your journey.

In this case, your welcome party of Samoan elders representing te Manatū Taonga/ the Ministry of Culture and Heritage (MCH) will be doing the next most prestigious practice instead of the ava ceremony which is "le oso".

They will present tuagase/ ava sticks to 1. You Lau! 2. The s9(2)(a) 3. A representative of s9(2)(a) who will not be present as he is going to Niue and 4. s9(2)(a) our host from Te Ati Awa mana whenua/ manawa whenua and also to 5. s9(2)(a) and 6. s9(2)(a)

There is nothing that is needed from you, or your aiga but to accept these gifts in the honour and dignity with which they are presented.

Fa'amolemole Lau! , a note from s9(2)(a) at MCH below, ma le fa'aaloalo lava:

Please could you let Lau! know to include in his speech a s9(2)(a) henua opening up the welcome to include the Samoan / Pacific community. s9(2)(a) the Family Centre. These are the elders from Wellington, Porirua and the Hu s9(2)(a) ether forward in partnership with the Family Centre to enact " o le oso" to welcome you Lau! to Manatū Taonga/ MCH. These groups of elders also work in partnership with Naenae college. The Samoan student young leaders will be in action today

1st speaker from our hosts: s9(2)(a), kaumatua Te Ati Awa; 2nd speaker – s9(2)(a)

Several people from your support party are no longer able to attend having contracted Covid in the last few days. I will be urging people to wear masks that will be provided to keep each other safe and to remove our masks only when speaking as you all will and when we sing.

s9(2)(a) can you please print off this email for Lau! so he can have this information for his time to speak.

Fakaaue lahi!

I will see you all shortly, fakaaue lahi e kia monuina Faahi Tapu he Vagahau Niue – s9(2)(a) s9(2)(a) s9(2)(a)

Ia manuia lava le tatou fa'amoemoe



s9(2)(a) (she/her)
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From: Mac Leuanae <Mac.Leuanae@mpp.govt.nz>

Sent: Saturday, October 15, 2022 3:03 PM

To: s9(2)(a)

s9(2)(a)

Cc: s9(2)(a) <s9(2)(a)>

Subject: Re: Malo lava le soifua manuia! RE: Powhiri Speakers Monday 17 Oct 2022, 10 a.m.

Fa'afetai lava s9(2)(a)

Fa'amolemole lava s9(2)(a) ua e silifia po'o ai le Failauga mo MCH? Ma e mafai ona e fa'amalamalama mai le sauniga lea o le "Oso"?

Ma le fa'aaloalo lava,

Mac

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From: s9(2)(a)

Sent: Saturday, October 15, 2022 2:32:46 PM

To: Mac Leuanae <Mac.Leuanae@mpp.govt.nz>; s9(2)(a)

s9(2)(a)

Cc: s9(2)(a) <s9(2)(a)>

Subject: Malo lava le soifua manuia! RE: Powhiri Speakers Monday 17 Oct 2022, 10 a.m.

Fa'atalofa atu i le outou pa'ia ma mamalu La'auli, Ngahiwi ma Laulu,

Fa'amolemole lava – Te Ati Awa and Manatū Taonga have sent through this urgent message to ensure that you know their kawa and tikanga with regards to whaikōrero at Laulu's pōwhiri on Monday. s9(2)(a)

s9(2)(a) who will be presiding over the pōwhiri, ma le fa'aaloalo lava:

s9(2)(a) has set the kawa that only Māori and Samoan to be spoken during the Paepae Korero and Samoan ritual no English until the Pōwhiri and ritual is wrapped up. Hence why Laulu and s9(2)(a) are the last two speakers after the pōwhiri has concluded. We want to ensure that your whaikōrero speakers know this kawa and will be all right with it.

I am here available today Saturday, tomorrow Sunday and early morning Monday to discuss and support anything you want to go over and check out for the pōwhiri.

- Waiata tautoko mō s9(2)(a): Waiata tauturu = Te Takakē nei tatou. This waiata/ imene is the most loving farewell and wishing the best blessings for someone on a new journey. The tupuna Kūki 'Āirani composed it for their young men who were leaving to fight in World Wars I & II and is the second national anthem of our Cook Islands kōpū tangata.
- Waiata tautoko mō s9(2)(a) Pese = O le fana ta'avili. This pese is an honourable acknowledgement of the dedicated commitment o le tatou tu'ua/ of our Samoan ancestors, who fought for their independence and sovereignty with the utmost honour and dignity. This pese is also a tribute to the Samoan community of Wellington who will mostly be from the s9(2)(a) led by s9(2)(a).

I will be leading these waiata/ waiata-imene/ pese. Please don't worry – your roopu tautoko/ mafutaga tapua'i ma lagolago from the Ministry for Pacific Peoples (MPP) know these pese well and will sing them strong on your behalf. Lyrics will also be on screen as well as printed out by dear s9(2)(a) for Monday.

- You are welcome to be with us at the Head Office of the Ministry for Pacific Peoples 101 Lambton Quay at 9 a.m. onwards (or earlier if you wish). From there we will walk a short distance to Te Puni Kōkiri (TPK) at the corner of Stout St and Lambton Quay at 9.25 a.m. From 9.30 a.m. TPK is very kindly allowing us to wait at their premises before one of the Deputy CE's of Manatū Taonga/ the Ministry of Culture and Heritage (MCH) s9(2)(a) comes over to us, to let our roopu/ mafutaga know what will happen at

the pōwhiri. Then we will be guided across the road to wait for the karanga call from s9(2)(a) to be welcomed into the Public Trust Hall on the other corner of Stout St and Lambton Quay which will start at 10 a.m.

Please if you have any questions or need further advice or clarification – contact me via email or call me on s9(2)(a)

I also want to acknowledge my young usos s9(2)(a) Senior Advisor at MCH who has been organising this entire event on MCH's side with the guidance of s9(2)(a) and s9(2)(a) who has been organising everything on our MPP side with the guidance of our usos/sister s9(2)(a) la manuia lava le tatou fa'amoemoe – s9(2)(a) s9(2)(a) s9(2)(a)



s9(2)(a) (she/her)
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s9(2)(a) www.mpp.govt.nz | www.pacificatearoa.org.nz



From: Mac Leauanae <Mac.Leauanae@mpp.govt.nz>

Sent: Saturday, October 15, 2022 8:01 AM

To: s9(2)(a) s9(2)(a)

Cc: s9(2)(a)

Subject: Powhiri Speakers

Kia Ora Matua s9(2)(a)

Thank you again for agreeing to speak at the powhiri. Very humbling and I'm very grateful!

Please find attached the programme for Monday. As you know, there may be changes as things do :) I've cced in s9(2)(a) s9(2)(a) who is coordinating from our end the cultural protocols etc.

Again, thank you my dear brothers. Here we go again.

Nga mihi,

Mac

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From: s9(2)(a)@at.NZ
To: s9(2)(a)
Cc: s9(2)(a)
Subject: RE: Laulu Mac Leauanae pōwhiri preparation for Monday 17 October
Date: Friday, 7 October 2022 2:08:59 pm
Attachments: [image003.jpg](#)
[image005.png](#)
[image006.png](#)
[image007.jpg](#)

Talofa s9(2)(a)

Yes that would be most helpful re mana whenua Te Atiawa, Ngāti Toa Rangatira and Ngāti Raukawa acknowledgements thank you and much appreciated.

Ma le fa'aaloalo lava,

s9(2)(a)

From: s9(2)(a) <s9(2)(a)>
Sent: Friday, 7 October 2022 11:30 am
To: s9(2)(a)
Cc: s9(2)(a)
Subject: FW: Laulu Mac Leauanae pōwhiri preparation for Monday 17 October

**** SECURITY ADVISORY! This email originated externally. Verify sender is authentic before opening any attachments. Do not click on links in this email, and instead go to the sender web page directly from your browser and enter your credentials there. ****

Ni sa bula vinaka s9(2)(a) |

Please see the message below from our s9(2)(a) regarding Laulu's upcoming pōwhiri.

Please feel free to contact s9(2)(a) directly for support.

Vinaka vakalevu

s9(2)(a)



From: s9(2)(a) s9(2)(a)
Sent: Friday, October 7, 2022 11:19 AM
To: s9(2)(a)
Subject: Laulu Mac Leauanae pōwhiri preparation for Monday 17 October

Fa'atalofa atu i Lau Afioga o s9(2)(a)

O lo'u igoa o s9(2)(a) s9(2)(a) s9(2)(a) I am helping to organise Laulu Mac Leauanae's pōwhiri for his new role at Manatū Taonga/ Ministry for Pacific Peoples as their new Tumu Whakarae/ CEO. Laulu has encouraged me to contact you as you will be the second of three kaikōrero/ speakers at his pōwhiri. Do you need any help with your whaikōrero? Please let me know if you do with regards to mana whenua acknowledgements for Te Atiawa, Ngāti Toa Rangatira and Ngāti Raukawa.

After you speak is there a specific pese that you would like our roopu of 100+ people to sing for you? We have several Samoan pese that we can sing after you have spoken.

Please let me know if I can help in any way. Ma le fa'aaloalo lava. Ngā mihi nui atu, nā s9(2)(a)

s9(2)(a) (she/her)

Te Manatū mō ngā Iwi o te Moana-nui-ā-Kiwa | The Ministry for Pacific Peoples | s9(2)(a)

s9(2)(a) www.mpp.govt.nz | www.pacificatearoa.org.nz



From: Mac Leuanae
To: s9(2)(a) at.NZ
Cc:
Subject: Re: Malo lava le soifua manuia! RE: Powhiri Speakers Monday 17 Oct 2022, 10 a.m.
Date: Saturday, 15 October 2022 3:02:34 pm
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)

Fa'afetai lava s9(2)(a)

Fa'amolemole lava s9(2)(a) ua e silifia po'o ai le Failauga mo MCH? Ma e mafai ona e fa'amalamalama mai le sauniga lea o le "Oso"?

Ma le fa'aaloalo lava,

Mac

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From: s9(2)(a)
Sent: Saturday, October 15, 2022 2:32:46 PM
To: Mac Leuanae <Mac.Leuanae@mpp.govt.nz>; s9(2)(a)
s9(2)(a)
Cc: s9(2)(a) <s9(2)(a)>
Subject: Malo lava le soifua manuia! RE: Powhiri Speakers Monday 17 Oct 2022, 10 a.m.
Fa'atalofa atu i le outou pa'ia ma mamalu s9(2)(a) ma Laulu,
Fa'amolemole lava – Te Ati Awa and Manatū Taonga have sent through this urgent message to ensure that you know their kawa and tikanga with regards to whaikōrero at Laulu's pōwhiri on Monday.
s9(2)(a) who will be presiding over the pōwhiri, ma le fa'aaloalo
lava:

s9(2)(a) has set the kawa that only Māori and Samoan to be spoken during the Paepae Korero and Samoan ritual no English until the Pōwhiri and ritual is wrapped up. Hence why Laulu and s9(2)(a) are the last two speakers after the pōwhiri has concluded. We want to ensure that your whaikōrero speakers know this kawa and will be all right with it."

I am here available today Saturday, tomorrow Sunday and early morning Monday to discuss and support anything you want to go over and check out for the pōwhiri.

- Waiata tautoko mō s9(2)(a) Vaiata tauturu = Te Takakē nei tatou. This vaiata/ imene is the most loving farewell and wishing the best blessings for someone on a new journey. The tupuna Kūki 'Āirani composed it for their young men who were leaving to fight in World Wars I & II and is the second national anthem of our Cook Islands kōpū tangata.
- Waiata tautoko mō s9(2)(a) Pese = O le fana ta'avili. This pese is an honourable acknowledgement of the dedicated commitment o le tatou tu'ua/ of our Samoan ancestors, who fought for their independence and sovereignty with the utmost honour and dignity. This pese is also a tribute to the Samoan community of Wellington who will mostly be from the s9(2)(a) s9(2)(a) led by s9(2)(a)

I will be leading these waiata/ vaiata-imene/ pese. Please don't worry – your roopu tautoko/ mafutaga tapua'i ma lagolago from the Ministry for Pacific Peoples (MPP) know these pese well and will sing them strong on your behalf. Lyrics will also be on screen as well as printed out by dear s9(2)(a) s9(2)(a) for Monday.

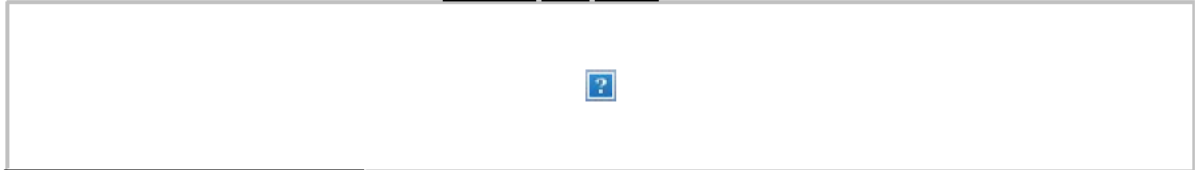
- You are welcome to be with us at the Head Office of the Ministry for Pacific Peoples 101 Lambton Quay at 9 a.m. onwards (or earlier if you wish). From there we will walk a short distance to Te Puni Kōkiri (TPK) at the corner of Stout St and Lambton Quay at 9.25 a.m. From 9.30 a.m. TPK is very kindly allowing us to wait at their premises before one of the Deputy CE's

of Manatū Taonga/ the Ministry of Culture and Heritage (MCH) s9(2)(a) comes over to us, to let our roopu/ mafutaga know what will happen at the pōwhiri. Then we will be guided across the road to wait for the karanga call from s9(2)(a) to be welcomed into the Public Trust Hall on the other corner of Stout St and Lambton Quay which will start at 10 a.m.

Please if you have any questions or need further advice or clarification – contact me via email or call me on s9(2)(a)

I also want to acknowledge my young uso s9(2)(a) Senior Advisor at MCH who has been organising this entire event on MCH's side with the guidance of s9(2)(a) and s9(2)(a) who has been organising everything on our MPP side with the guidance of our uso/ sister s9(2)(a) s9(2)(a)

la manuia lava le tatou fa'amoemoe – s9(2)(a) s9(2)(a) s9(2)(a)



s9(2)(a) (she/her)

Te Manatū mō ngā Iwi o te Moana-nui-ā-Kiwa | The Ministry for Pacific Peoples | s9(2)(a)

s9(2)(a) www.mpp.govt.nz | www.pacificaotearoa.org.nz



From: Mac Leauanae <Mac.Leauanae@mpp.govt.nz>

Sent: Saturday, October 15, 2022 8:01 AM

To: s9(2)(a)

Cc: s9(2)(a)

Subject: Powhiri Speakers

Kia Ora s9(2)(a) and s9(2)(a)

Thank you again for agreeing to speak at the powhiri. Very humbling and I'm very grateful!

Please find attached the programme for Monday. As you know, there may be changes as things do :)

I've cced in s9(2)(a) s9(2)(a) who is coordinating from our end the cultural protocols etc.

Again, thank you my dear brothers. Here we go again.

Nga mihi,

Mac

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From: s9(2)(a)
To: s9(2)(a)
Subject: RE: Our photographer was staff member s9(2)(a)
Date: Monday, 17 October 2022 4:29:59 pm
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

Talofa s9(2)(a)

I haven't had a chance to go through all of the photos yet but I've pulled out a few that might be suitable. You can download any you'd like from this Dropbox folder: [Photos for MPP](#)

Ngā mihi, nā

s9(2)(a)

Manatū Taonga Ministry for Culture & Heritage

Public Trust Building, 131 Lambton Quay, Wellington
 PO Box 5364, Wellington 6140
www.mch.govt.nz

From: s9(2)(a)
Sent: Monday, October 17, 2022 3:47 PM
To: s9(2)(a)
Subject: RE: Our photographer was staff member s9(2)(a)

Lovely – thanks s9(2)(a)

Talofa s9(2)(a) – would appreciate a suitable photo for us to put in our all-staff message going out today...if you don't have time we can add it in on our Friday round up
 Fakaau Lahi oue tulou

s9(2)(a)



From: s9(2)(a)
Sent: Monday, 17 October 2022 3:44 pm
To: s9(2)(a)
Subject: Our photographer was staff member s9(2)(a)

Kia ora s9(2)(a)

Our photographer was s9(2)(a) (copied in).
 I am sure s9(2)(a) will be able to assist you.

Ngā mihi

s9(2)(a)

(a)

(she/her)

s9(2)(a)

Manatū Taonga | Ministry for Culture & Heritage

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

From: s9(2)(a)

Sent: Monday, 17 October 2022 2:42 pm

To: s9(2)(a)

Subject: RE:

Thanks so much s9(2)(a)

Could I ask a favour – would your photographer have any photos that we could have today for a round up enamel we are sending...



From: s9(2)(a)

Sent: Monday, 17 October 2022 1:10 pm

To: s9(2)(a)

Subject: RE:

Telofa lave s9(2)(a)

Thank you for your lovely message.

I did want to see you today, but thought I'd better nip back up here again after the formalities, so missed you.

I hope everything goes well for you with whomever you get as your new CE, and also that you enjoy every moment of your overseas trip.

Ngā mihi

s9(2)(a)

s9(2)(a) (she/her)

s9(2)(a)

Manatū Taonga | Ministry for Culture & Heritage

s9(2)(a)

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

From: s9(2)(a) <s9(2)(a)>

Sent: Monday, 17 October 2022 1:02 pm

To: s9(2)(a)

Subject:

Fakaalofa lahi atu s9(2)(a)

Just wanted to drop a note to wish you well with your new boss, you will love working for him, as I have.

Sorry I didn't get to see you after the powhiri, I was looking for you at TPK but assumed you were back at your desk.

Fakaau Lahi oue tulou

s9(2)(a)

s9(2)(a) (she/her)

s9(2)(a) to

s9(2)(a)

s9(2)(a)

Level 1, 101 - 103 The Terrace
PO Box 833, Wellington 6140, New Zealand

From: s9(2)(a)
To: [REDACTED]
Subject: RE: Powhiri programme
Date: Thursday, 13 October 2022 5:34:45 pm
Attachments: [2022_10_13_Powhiri_Welcome_for_Laulu_Mac_Leauanae.docx](#)

Here is the draft, s9(2)(a) with the caveat, Deputy CE, s9(2)(a) [REDACTED] is waiting on the Design Team to complete their work on the “pretty” version.

s9(2)(a) will let us know just as soon as she has the final version and I will, of course, forward it to you.

Many, many hands working on this.

Hope your all staff hui has gone well.

Ngā mihi

s9(2)(a)

s9(2)(a) (she/her)

s9(2)(a)

Manatū Taonga | Ministry for Culture & Heritage

s9(2)(a)

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

From: s9(2)(a) <s9(2)(a)>
Sent: Thursday, 13 October 2022 5:24 pm
To: s9(2)(a)
Subject: Powhiri programme

Do you have a draft you can share with me, just fir our LT to see...won't be circulated further. If this isn't possible can you confirm when we will see recurve final cooy?

s9(2)(a)

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- -

From: s9(2)(a)
To: s9(2)(a)
Subject: SORRY s9(2)(a) PLEASE USE THIS ONE!!!!!!!!!!!!!!
Date: Friday, 14 October 2022 11:33:04 am
Attachments: [ALL STAFF FRIDAY FINAL 14 OCT.docx](#)
Importance: High

- -

**Te takakē nei tātou, nā te reo karanga, Ō atu te aro'a
Te takakē nei tātou, nā te reo karanga, Ō atu te aro'a
Kārē roa atu ana, kua iti mai o te mārāma
me kāre pa'a koe rava, te vai nei rā ki mua !
Te takakē nei tātou, nā te reo karanga, Ō atu te aro'a**

O le fana ta'avili ua 'ote'ote mai
Tula'i si ali'i ma ua fai mai (ma ua fai mai)
Samoa e ia to'a le tai
Tali i lagi so tatou 'ai
Faitalia Peretania e

Aue le Kovana e (O le Kovana e)
Ua e fa'afiti (ua e fa'afiti)
E te le iloaina (e te le iloaina)
o se fana ta'avili (o se fana ta'avili)
55(2)(a)
Ae molimau o tamaiti, ma le afafine o Filisi
o oe lava na e fa'apa o le fana ta'avili

Le ekalesia, ua gasolo
i Malua i le fono
Ita e, ua le maunofu
Fealua'i solo sa'ili se tasi e tutusa loto

Leai se mea,
ou te mafai
Ae sili ai ona
o'o mai le iuga
O lenei sala
e mata'utia
Po'o le oti ou te talia

Sipaio ko e leo fiafia, Niue vaha i tuai
Fakatipa tau lima, lue lue e ulu,
Tau lulu, tau lulu e tau hui!
Sipaio! Sipaio! Sipaio! Sipaio ko e leo fiafia!

Isa Isa vulagi lasa dina
Nomu lako au na rarawa kina
Cava beka ko a mai çakava,
Nomu lako au na sega ni lasa.

Chorus

Isa Lei (Isa Lei), na noçu rarawa,
Ni ko sana voço e na mataka
Bau nanuma, na nodatou lasa,
Mai MPP nanuma tiko ga.

Tangata nō te Moananui-ō-Kiva, Leader: Ko te Manatū!

Ko te Manatū mō ngā Iwi ō te Moananui-ā-Kiwa –

e mihi atu!

Ō mātou kai arahi - o Te Ivinui me Tautua

- **Fakaalofa lahi atu ki a mutolu oti – ki he Vagahau Niue, ki he Vagahau Niue**
- **Mālō nī, fakatālofa nī, i te Gagana Tokelau e**
- **Kia orana kōtou katoatoa - i Te Reo Kūki 'Āirani Māori, Kia orana kōtou katoatoa!**
- **Mālō e lelei, sioto'ofa - ki he Lea faka-Tonga, ki he Lea faka-Tonga**
- **Malo lava le soifua manuia, i le Gagana o Samoa**
- **Ni sa bula vinaka - Vosa vaka-Viti, Vosa vaka-Viti**
- **Talofa i te Gana Tuvalu**
- **Kam na bane ni mauri - Te taetae ni Kiribati**
- **Noa'ia 'e mauri - Fäeag Rotuam Ta**
- **(3x) Halo olaketa wantok**

55(2)(a)

Tangata nō te Moananui-ō-Kiva x 2, Kakai Pasifiki, Tagata Atumotu, Tagata Pasifika, Tagata Pahefika

(3x) Tangata nō te Moananui-ō-Kiva

From: [REDACTED]
 To: [REDACTED] at NZ: [REDACTED]
 Subject: Whaikōrero RE: Lulu Mac Leauanae pōwhiri preparation for Monday 17 October
 Date: Saturday, 8 October 2022 2:47:21 pm
 Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.jpg](#)

Malo lava le soifua manuia [REDACTED]!

For your consideration, I have written this whaikōrero so you can see where to say the acknowledgement for mana whenua iwi. In Whanganui-ā-Tara/ Wellington Region, there are three acknowledged mana whenua iwi: Te Atiawa (Wellington City), Ngāti Toa Rangatira (around Porirua) me Ngāti Raukawa (Kapiti Coast). Thank you in advance for paying respect to them. At Lulu's pōwhiri, Te Atiawa will be represented by their [REDACTED] [REDACTED] who will conduct the pōwhiri and do the mihi to welcome our group and his [REDACTED] who will do the karanga to welcome us into the venue. Ngāti Toa Rangatira will be represented by their [REDACTED] [REDACTED]

You do not have to say/ use anything that I have written, only the words that I have put in bold and underlined. Please know that I can help you with pronunciation if you need to and would like to practice.

Whaikōrero:

Korōria ki te Runga Rawa, te Kaihanga o ngā mea katoa

Ngā mate kua wēhea atu, haere atu rā koutou

Kia ea ai te whakatauki a rātou mā, a koro mā, a kui mā

“nui whetu i te rangi, mau tonu, mau tonu! Whatu ngarongaro i te whenua, ngaro noa, ngaro noa”

Te whare e tū nei, tēnā koe! Te marae e takoto nei, tēnā koe!

Te moana o Whanganui-ā-Tara, papaki tonu, papaki tonu

Te Atiawa tēnā koutou! [REDACTED] **tēnā kōrua mō te mihi me karanga rangatira mai**

Ngāti Toa Rangatira tēnā koutou! Tēnā koe e [REDACTED] **mō te Iwi**

Ngāti Raukawa tēnā ānō koutou!

E ngā mana, e ngā reo, e ngā karangatanga maha – tēnā koutou, tēnā koutou, tēnā tātou katoa

Translation:

Glory to God on high, the Creator of all things

To those who have passed on, farewell to you all

So that the saying from the elders – the old men and the old women reminds us:

“There are so many stars in the heavens, fixed there forever. But the faces on Earth, we will be lost.”

I greet the house standing over us! I greet the land that lies beneath us!

The sea waters of Wellington/ Whanganui-ā-Tara, you are always clapping and flowing.

I greet you Te Atiawa! [REDACTED] **thank you for your respectful acknowledgement to us through your welcome speech and sacred karanga.**

I greet you Ngāti Toa Rangatira! I greet you [REDACTED] **the iwi's enterprise**

Talso greet you Ngāti Raukawa

Acknowledging the prestige & honour, the many languages and voices and all iwi and peoples gathered here for this important occasion, I greet you all!

Ma le fa'aaloalo lava, [REDACTED] [REDACTED] [REDACTED]

From: [REDACTED]

Sent: Friday, October 7, 2022 2:09 PM

To: [REDACTED] [REDACTED]

Cc: [REDACTED]

Subject: RE: Lulu Mac Leauanae pōwhiri preparation for Monday 17 October

Talofa [REDACTED]

Yes that would be most helpful re mana whenua Te Atiawa, Ngāti Toa Rangatira and Ngāti Raukawa acknowledgements thank you and much appreciated.

Ma le fa'aaloalo lava,

[REDACTED]

From: [REDACTED]

Sent: Friday, 7 October 2022 11:30 am

To: [REDACTED]

Cc: [REDACTED]

Subject: FW: Laulu Mac Leauanae pōwhiri preparation for Monday 17 October

**** SECURITY ADVISORY! This email originated externally. Verify sender is authentic before opening any attachments. Do not click on links in this email, and instead go to the sender web page directly from your browser and enter your credentials there. ****

Ni sa bula vinaka s9(2)(a)

Please see the message below from our s9(2)(a) - s9(2)(a) regarding Laulu's upcoming pōwhiri.

Please feel free to contact s9(2)(a) directly for support.

Vinaka vakalevu

s9(2)(a)



From: s9(2)(a) s9(2)(a)

Sent: Friday, October 7, 2022 11:19 AM

To: s9(2)(a)

Subject: Laulu Mac Leauanae pōwhiri preparation for Monday 17 October

Fa'atalofa atu i Lau Afioga o s9(2)(a)

O lo'u igoa o s9(2)(a) s9(2)(a) s9(2)(a) I am helping to organise Laulu Mac Leauanae's pōwhiri for his new role at Manatū Taonga/ Ministry for Pacific Peoples as their new Tumu Whakarae/ CEO. Laulu has encouraged me to contact you as you will be the second of three kaikōrero/ speakers at his pōwhiri. Do you need any help with your whaikōrero? Please let me know if you do with regards to mana whenua acknowledgements for Te Atiawa, Ngāti Toa Rangatira and Ngāti Raukawa.

After you speak is there a specific pese that you would like our roopu of 100+ people to sing for you? We have several Samoan pese that we can sing after you have spoken.

Please let me know if I can help in any way. Ma le fa'aaloalo lava. Ngā mihi nui atu, nā s9(2)(a)

s9(2)(a) (she/her)

Te Manatu mō ngā Iwi o te Moana-nui-ā-Kiwa | The Ministry for Pacific Peoples s9(2)(a)

s9(2)(a) www.mpp.govt.nz | www.pacificaotearoa.org.nz

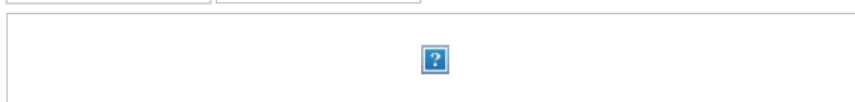
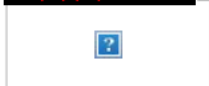
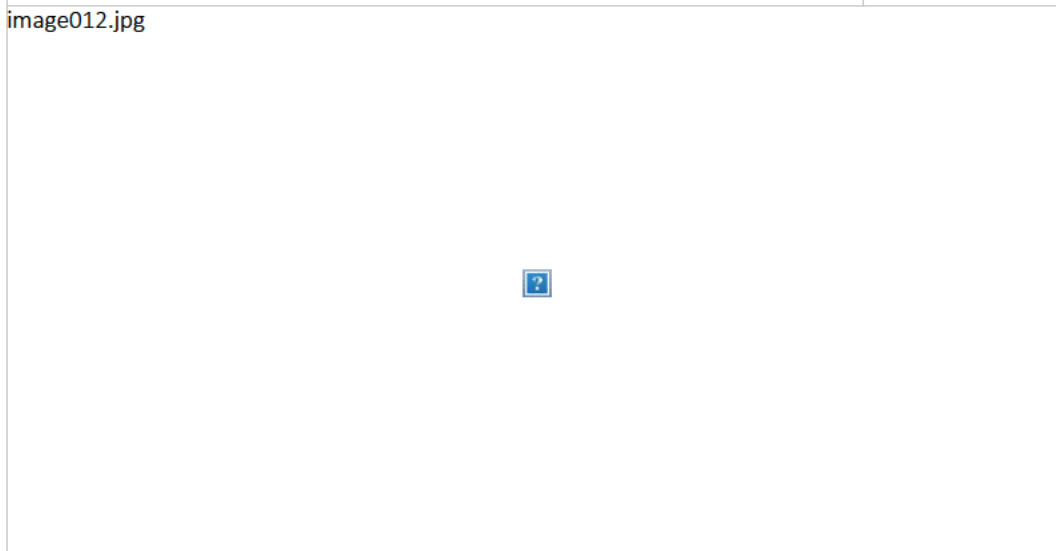


image012.jpg



P2, GROUP FIVE

From: s9(2)(a)
 To: [Redacted]
 Subject: Fwd:Flight to be booked for Guests
 Date: Tuesday, 13 June 2023 2:53:34 pm
 Attachments: [1686624776514000_2036541535.png](#)
[1686624776556001_2036541535.png](#)
[1686624776577000_15493733.png](#)
[1686624776596000_2036541535.png](#)
[1686624776617000_15493733.png](#)
[1686624776680000_2036541535.png](#)
[1686624776740001_15493733.png](#)
[1686624776801000_2036541535.png](#)

Kia ora s9(2)(a)

As per phone call, please see this email thread with approval from s9(2)(a)

Please note, all quotes are subject to change due to availability.

Kind regards,

s9(2)(a)

Domestic Consultant

PH: 04 494 6461

domestic.booking@orbitwellington.com



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===== Forwarded Message =====

From: s9(2)(a)
 To: "domestic.booking@orbitwellington.com" <domestic.booking@orbitwellington.com>; s9(2)(a)
 s9(2)(a)
 Date: Thu, 06 Oct 2022 14:48:46 +1300
 Subject: Flight to be booked for Guests
 ===== Forwarded Message =====

Thanks s9(2)(a)

Please accept this email as confirmation of approval for the requested travel as per your email below.

Happy to discuss if you have any questions.

Regards,

s9(2)(a)

s9(2)(a)

s9(2)(a)

s9(2)(a)

Level 1 ASB House, 101-103 The Terrace

PO box 833, Wellington

www.mpp.govt.nz | www.pacificaotearoa.org.nz



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From: s9(2)(a) <domestic.booking@orbitwellington.com>

Sent: Thursday, 6 October 2022 9:43 am

To: s9(2)(a)

s9(2)(a)

Subject: Re:[## 1814193 ##] Flight to be booked for Guests

Hi s9(2)(a)

Apologies for having called you s9(2)(a) Not sure what I was thinking when I typed that..

The details below are still for you to approve please.

Apologies for the wrong name.

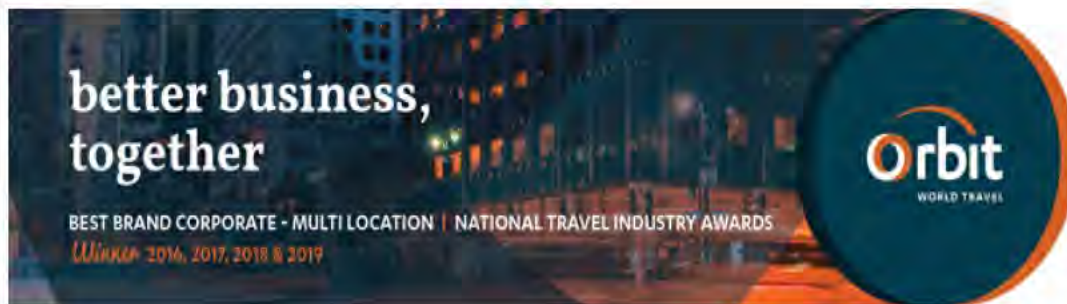
Kind regards,

s9(2)(a)

Domestic Consultant

s9(2)(a)

Web: orbit.co.nz



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----- on Thu, 06 Oct 2022 09:40:53 +1300 s9(2)(a)

s9(2)(a) domestic.booking@orbitwellington.com wrote -----

Hi s9(2)(a)

I have received the below request from s9(2)(a)

Can you please let me know if you are okay to approve the below bookings?

Flights: Flexi change - \$466.54 per person (3x seats required as s9(2)(a)
s9(2)(a)



Sat, 15 Oct - Air New Zealand 449 - 1h 10m

Departing: Auckland Airport (AKL) at 6:00 pm
Arriving: Wellington Intl Airport (WLG) at 7:10 pm



Tue, 18 Oct - Air New Zealand 436 - 1h 5m
Departing: Wellington Intl Airport (WLG) at 2:45 pm
Arriving: Auckland Airport (AKL) at 3:50 pm

Kind regards,

s9(2)(a)

Domestic Consultant

s9(2)(a)

Web: orbit.co.nz



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----- on Wed, 05 Oct 2022 08:02:51 +1300 's9(2)(a)'
<s9(2)(a)> wrote -----

Ni sa bula vinaka

Can you please book the following family group.

All FlexiChange and no accommodation required

Cost Centre: 05

Reason: Secretary's Powhiri

Project Code: CMDY00

Approver: s9(2)(a)

s9(2)(a)

s9(2)(a)

- Saturday 15th October: AKL-WLG @ 6:00pm (arrive 7:10pm)
- Tuesday 18th October: WLG-AKL NZ436 @ 2:45pm (arrive 3:50pm)

Vinaka vakalevu

s9(2)(a)

) (she/her)

s9(2)(a) to

s9(2)(a)

Level 1, 101 - 103 The Terrace
PO Box 833, Wellington 6140, New Zealand



From: s9(2)(a)
To: s9(2)(a)
Subject: FW: Trip for s9(2)(a) to Wellington departing 13 October has changed
Date: Thursday, 13 July 2023 2:34:18 pm
Attachments: ~WRD2564.jpg

Approval details below

From: Serko - Orbit <donotreply@serko.travel>
Sent: Thursday, October 6, 2022 8:04 PM
To: s9(2)(a) <s9(2)(a)>
Subject: Trip for s9(2)(a) to Wellington departing 13 October has changed



Hi s9(2)(a)

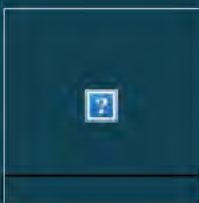
This trip has been approved.

Traveller:	Rev s9(2)(a)
Trip Created by:	s9(2)(a)
Please select your Cost Centre:	04 - Office of the Chief Executive
Departure Date:	13 October 2022
Destination:	Wellington
Status:	Authorised
Total cost:	NZD 683.84
Project Code:	CMDY00 - Corporate - Ministry Away Days
Reason For Travel:	MPP event
Additional Information for the Approver:	Laulus Farewell
Travel Agency Note:	Room reserved at Movenpick through Groups
Ticketing Time Limit:	6 October
Reason hotel not booked:	Property requested via Notes

**** NEW CHANGES HAVE BEEN MADE TO THIS BOOKING ****

Booking has been authorised (Actioned on Thursday 06 Oct 2022 at 07:03 GMT)

This trip breaks company policy





Auckland - Wellington

Reason: Other
may need to change travel time



Wellington - Auckland

Reason: Other
may need to change travel time

This trip has potential savings



Auckland - Wellington

Journey could have been booked for NZD 267.71
With Air New Zealand (NZ 417 @ 10:00 a.m.).

NZD 38.80



Wellington - Auckland

Journey could have been booked for NZD 338.51
With Air New Zealand (NZ 420 @ 10:45 a.m.).

NZD 38.82

TOTAL POTENTIAL SAVINGS

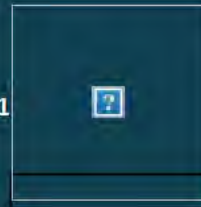
NZD 77.62

[TOTAL POTENTIAL SAVINGS](#)



Auckland - Wellington

NZD 306.51



1 pc(s)

Air New Zealand NZ417

Fare: Flexi Change (H)

Airline Reference: QLHTWH

Departure: 13 October 2022 10:00

Arrival: 13 October 2022 11:10



Wellington - Auckland

NZD 377.33



1 pc(s)

Air New Zealand NZ420

Fare: Flexi Change (B)

Airline Reference: QLHTWH

Departure: 14 October 2022 10:45

Arrival: 14 October 2022 11:50

Total

NZD 683.84

Trip Total

683.84

Access Orbit Online (Zeno) on-the-go and download the mobile app now.



Booking ID: 726184

PNR: 69FIVY

Trip updated by: s9(2)(a)

This message was automatically generated by the online booking system. Please do not respond directly to this email.
Attention: This email is privileged and confidential. If you are not the intended recipient please delete the message and notify the sender. Any views or opinions presented are solely those of the author.



Dashboard Bookings My Profile Admin

s9(2)(a)

Logout

Online Reference: 722603, Amadeus Reference: 59GGAY, Third Party Ref: HEXUS118723245

[Back to Booking List](#)

Status Ticketed - Flight Changes Not Permitted Online

Print Email More Actions

Booking Details

Traveller(s) s9(2)(a)
Date 14 Oct 2022 to 14 Oct 2022
Policy MPP Air Policy - NZ
Kind of trip Domestic
Please select your Cost Centre CC004 - Office of the Chief Executive
Last Ticketing Date 11 Oct 2022

Air Total \$0.00
Car Total \$0.00
Hotel Total \$0.00
Trip Total \$0.00

Hide Details

Booking Actions

Outstanding Tasks

- 1. You have made changes to this booking that require Saving. Click 'Save' to save changes or click 'Cancel' to undo changes.
2. Complete items highlighted on the Additional Details tab

Cancel

Itinerary Additional Details Preferences

Table with columns: Date, Task, Description, User Name, Value. Contains a detailed log of booking actions from 5 Oct 2022 to 18 Oct 2022, including tasks like 'Start New Quick Booking', 'Sent Email Notification', 'Data Exported', and 'Modify Booking'.

Cancel

ss(2)(a)



Dashboard Bookings My Profile Admin

s9(2)(a)

Logout

Online Reference: 727635, Amadeus Reference: 6T05DV, Third Party Ref: NEXUS119820107

[Back to Booking List](#)

Status Ticketed - Flight Changes Not Permitted Online

Print

Email

More Actions ▾

Booking Details

Traveller(s) s9(2)(a)
 Date 16 Oct 2022 to 17 Oct 2022
 Policy MPP Air Policy - NZ
 Kind of trip Domestic
 Contains ✕
 Please select your Cost Centre CC004 - Office of the Chief Executive
 Last Ticketing Date 10 Oct 2022

Air Total	\$568.39
Car Total	\$0.00
Hotel Total	\$0.00
Trip Total	\$568.39

Hide Details

Booking Actions

Outstanding Tasks

1. You have made changes to this booking that require Saving. Click 'Save' to save changes or click 'Cancel' to undo changes.
2. Complete items highlighted on the [Additional Details](#) tab.

Cancel

Itinerary Additional Details Preferences

Date	Task	Description	User Name	Value
7 Oct 2022 04:22 p.m.	Start New Quick Booking	New Booking Created via Desktop Itinerary with Create Traveller	s9(2)(a) (mk5os8114m)	\$568.39
7 Oct 2022 04:22 p.m.	Sent Email Notification	Authoriser email was sent to s9(2)(a)	s9(2)(a) (mk5os8114m)	\$568.39
7 Oct 2022 04:22 p.m.	Multiple Traveller Booking	Additional Serko® References: 727636	s9(2)(a) (mk5os8114m)	\$568.39
7 Oct 2022 04:22 p.m.	Sent Email Notification	TravelBooker email was sent to s9(2)(a)	s9(2)(a) (mk5os8114m)	\$568.39
7 Oct 2022 04:22 p.m.	Sent Email Notification	Consultant email was sent to [donotreply@serko.com]	s9(2)(a) (mk5os8114m)	\$568.39
7 Oct 2022 04:25 p.m.	Data Exported	Booking data exported to Nexus; successful. Message ID [119760695].		\$0.00
7 Oct 2022 04:25 p.m.	Authorise Booking	Booking has been authorised by s9(2)(a)	s9(2)(a)	\$568.39
7 Oct 2022 04:25 p.m.	Sent Email Notification	TravelBooker email was sent to s9(2)(a)	s9(2)(a) (mk5os8114m)	\$568.39
7 Oct 2022 04:25 p.m.	Sent Email Notification	Ticket email was sent to [donotreply@serko.com]	s9(2)(a) (mk5os8114m)	\$568.39
7 Oct 2022 04:26 p.m.	Data Exported	Booking data exported to Nexus; successful. Message ID [119760755].		\$0.00
7 Oct 2022 04:26 p.m.	Data Exported	Booking data imported into Dolphin; successful. Message ID [119760695].		\$0.00
7 Oct 2022 04:28 p.m.	Data Exported	Booking data imported into Dolphin; successful. Message ID [119760755].		\$0.00
7 Oct 2022 05:12 p.m.	Modify Booking	Changes have been made by a Consultant/Robot Actioned		\$568.39
7 Oct 2022 05:14 p.m.	Data Exported	Booking data exported to Nexus; successful. Message ID [119762275].		\$0.00
7 Oct 2022 05:15 p.m.	Data Exported	Booking data imported into Dolphin; successful. Message ID [119762275].		\$0.00
7 Oct 2022 08:02 p.m.	Modify Booking	Ticket details updated by Serko Ticket Processor		\$568.39
10 Oct 2022 11:35 a.m.	Modify Booking	Changes have been made by a Consultant/Robot Actioned		\$568.39
10 Oct 2022 11:37 a.m.	Data Exported	Booking data exported to Nexus; successful. Message ID [119820072].		\$0.00
10 Oct 2022 11:39 a.m.	Data Exported	Booking data imported into Dolphin; successful. Message ID [119820072].		\$0.00
16 Oct 2022 03:13 a.m.	Modify Booking	Ticket 0865263547184 usage status updated by Serko Ticket Processor		\$568.39
17 Oct 2022 03:11 a.m.	Modify Booking	Ticket 0865263547184 usage status updated by Serko Ticket Processor		\$568.39
17 Oct 2022 03:11 a.m.	Modify Booking	Ticket 0865263547184 usage status updated by Serko Ticket Processor		\$568.39
18 Oct 2022 03:10 a.m.	Modify Booking	Ticket 0865263547184 usage status updated by Serko Ticket Processor		\$568.39

Cancel

[Top of page](#)

ss(2)(a)



Dashboard Bookings My Profile Admin

s9(2)(a)

Logout

Online Reference: 722615, Amadeus Reference: 59X4Q6, Third Party Ref: NEXUS118738189

[Back to Booking List](#)

Status Ticketed - Flight Changes Not Permitted Online

Print

Email

More Actions

Booking Details

Traveller(s) Mr s9(2)(a)

Date 16 Oct 2022 to 20 Oct 2022

Policy MPP Air Policy - NZ

Kind of trip Domestic

Contains X

Please select your Cost Centre CC004 - Office of the Chief Executive

Last Ticketing Date 5 Oct 2022

Air Total	\$719.72
Car Total	\$0.00
Hotel Total	\$0.00
Trip Total	\$719.72

Hide Details

Booking Actions

Outstanding Tasks

- You have made changes to this booking that require Saving. Click 'Save' to save changes or click 'Cancel' to undo changes.
- Complete items highlighted on the [Additional Details](#) tab.

Cancel

Itinerary Additional Details Preferences

Date	Task	Description	User Name	Value
5 Oct 2022 08:02 a.m.	Start New Quick Booking	New Booking Created via Desktop Itinerary with Create Traveller	s9(2)(a) (mk50s8114m)	\$719.72
5 Oct 2022 08:02 a.m.	Hotel Not Booked Reason	Staying with family or friend	s9(2)(a) (mk50s8114m)	\$719.72
5 Oct 2022 08:02 a.m.	Sent Email Notification	Authoriser email was sent to s9(2)(a)	s9(2)(a) (mk50s8114m)	\$719.72
5 Oct 2022 08:02 a.m.	Sent Email Notification	TravelBooker email was sent to s9(2)(a)	s9(2)(a) (mk50s8114m)	\$719.72
5 Oct 2022 08:02 a.m.	Sent Email Notification	Consultant email was sent to [donotreply@serko.com]	s9(2)(a) (mk50s8114m)	\$719.72
5 Oct 2022 08:04 a.m.	Data Exported	Booking data exported to Nexus; successful. Message ID [118727887].		\$0.00
5 Oct 2022 08:05 a.m.	Data Exported	Booking data imported into Dolphin; successful. Message ID [118727887].		\$0.00
5 Oct 2022 08:51 a.m.	Authorise Booking	Booking has been authorised by s9(2)(a)	s9(2)(a)	\$719.72
5 Oct 2022 08:51 a.m.	Sent Email Notification	TravelBooker email was sent to s9(2)(a)	s9(2)(a) (mk50s8114m)	\$719.72
5 Oct 2022 08:51 a.m.	Sent Email Notification	Ticketeer email was sent to [donotreply@serko.com]	s9(2)(a) (mk50s8114m)	\$719.72
5 Oct 2022 08:53 a.m.	Data Exported	Booking data exported to Nexus; successful. Message ID [118736230].		\$0.00
5 Oct 2022 08:55 a.m.	Data Exported	Booking data imported into Dolphin; successful. Message ID [118736230].		\$0.00
5 Oct 2022 09:01 a.m.	Modify Booking	Changes have been made by a Consultant/Robot Actioned		\$719.72
5 Oct 2022 09:04 a.m.	Data Exported	Booking data exported to Nexus; successful. Message ID [118738166].		\$0.00
5 Oct 2022 09:05 a.m.	Data Exported	Booking data imported into Dolphin; successful. Message ID [118738166].		\$0.00
5 Oct 2022 10:01 a.m.	Modify Booking	Ticket details updated by Serko Ticket Processor		\$719.72
16 Oct 2022 03:12 a.m.	Modify Booking	Ticket 0865263526104 usage status updated by Serko Ticket Processor		\$719.72
16 Oct 2022 03:12 a.m.	Modify Booking	Ticket 0865263526104 usage status updated by Serko Ticket Processor		\$719.72
17 Oct 2022 03:09 a.m.	Modify Booking	Ticket 0865263526104 usage status updated by Serko Ticket Processor		\$719.72
17 Oct 2022 03:09 a.m.	Modify Booking	Ticket 0865263526104 usage status updated by Serko Ticket Processor		\$719.72
20 Oct 2022 03:08 a.m.	Modify Booking	Ticket 0865263526104 usage status updated by Serko Ticket Processor		\$719.72
21 Oct 2022 03:06 a.m.	Modify Booking	Ticket 0865263526104 usage status updated by Serko Ticket Processor		\$719.72

Cancel

[Top of page](#)

ss(2)(a)



Dashboard Bookings My Profile Admin

s9(2)(a) Logout

Online Reference: 727636, Amadeus Reference: 6TRIAH, Third Party Ref: HEXUS119762467

[Back to Booking List](#)

Status Ticketed - Flight Changes Not Permitted Online

Print Email More Actions

Booking Details

Traveller(s) Mrs s9(2)(a)
 Date 16 Oct 2022 to 17 Oct 2022
 Policy MPP Air Policy - NZ
 Kind of trip Domestic
 Contains
 Please select your Cost Centre CC004 - Office of the Chief Executive
 Last Ticketing Date 7 Oct 2022

Air Total \$568.39
 Car Total \$0.00
 Hotel Total \$179.10
 Trip Total \$747.49

Hide Details

Booking Actions

Outstanding Tasks

1. You have made changes to this booking that require Saving. Click 'Save' to save changes or click 'Cancel' to undo changes
2. Complete items highlighted on the [Additional Details](#) tab

Cancel

Itinerary Additional Details Preferences

Date	Task	Description	User Name	Value
7 Oct 2022 04:22 p.m.	Start New Quick Booking	Hotel Bolton Hotel Wellington exceeds lowest Rate of \$149.00 @ Ramada By Wyndham Wellington Taranaki St	s9(2)(a) (mk5os8114m)	\$747.49
7 Oct 2022 04:22 p.m.	Start New Quick Booking	New Booking Created via Desktop Itinerary with Create Traveller	s9(2)(a) (mk5os8114m)	\$747.49
7 Oct 2022 04:22 p.m.	Multiple Traveller Booking	Additional Serko® References: 727635	s9(2)(a) (mk5os8114m)	\$747.49
7 Oct 2022 04:22 p.m.	Sent Email Notification	Authoriser email was sent to s9(2)(a)	s9(2)(a) (mk5os8114m)	\$747.49
7 Oct 2022 04:22 p.m.	Sent Email Notification	TravelBooker email was sent to s9(2)(a)	s9(2)(a) (mk5os8114m)	\$747.49
7 Oct 2022 04:22 p.m.	Sent Email Notification	Consultant email was sent to [donotreply@serko.com]	s9(2)(a) (mk5os8114m)	\$747.49
7 Oct 2022 04:25 p.m.	Data Exported	Booking data exported to Nexus; successful. Message ID [119760697].		\$0.00
7 Oct 2022 04:26 p.m.	Authorise Booking	Booking has been authorised by s9(2)(a)	s9(2)(a)	\$747.49
7 Oct 2022 04:26 p.m.	Sent Email Notification	TravelBooker email was sent to s9(2)(a)	s9(2)(a) (mk5os8114m)	\$747.49
7 Oct 2022 04:26 p.m.	Sent Email Notification	Ticketeer email was sent to [donotreply@serko.com]	s9(2)(a) (mk5os8114m)	\$747.49
7 Oct 2022 04:26 p.m.	Data Exported	Booking data imported into Dolphin; successful. Message ID [119760697].		\$0.00
7 Oct 2022 04:28 p.m.	Data Exported	Booking data exported to Nexus; successful. Message ID [119760777].		\$0.00
7 Oct 2022 04:29 p.m.	Data Exported	Booking data imported into Dolphin; successful. Message ID [119760777].		\$0.00
7 Oct 2022 05:16 p.m.	Modify Booking	Changes have been made by a Consultant/Robot Actioned		\$747.49
7 Oct 2022 05:18 p.m.	Data Exported	Booking data exported to Nexus; successful. Message ID [119762316].		\$0.00
7 Oct 2022 05:19 p.m.	Data Exported	Booking data imported into Dolphin; successful. Message ID [119762316].		\$0.00
7 Oct 2022 05:22 p.m.	Modify Booking	Changes have been made by a Consultant/Robot Actioned		\$747.49
7 Oct 2022 05:24 p.m.	Data Exported	Booking data exported to Nexus; successful. Message ID [119762456].		\$0.00
7 Oct 2022 05:25 p.m.	Data Exported	Booking data imported into Dolphin; successful. Message ID [119762456].		\$0.00
7 Oct 2022 08:02 p.m.	Modify Booking	Ticket details updated by Serko Ticket Processor		\$747.49
16 Oct 2022 03:13 a.m.	Modify Booking	Ticket 0865263547187 usage status updated by Serko Ticket Processor		\$747.49
17 Oct 2022 03:12 a.m.	Modify Booking	Ticket 0865263547187 usage status updated by Serko Ticket Processor		\$747.49
17 Oct 2022 03:12 a.m.	Modify Booking	Ticket 0865263547187 usage status updated by Serko Ticket Processor		\$747.49
18 Oct 2022 03:10 a.m.	Modify Booking	Ticket 0865263547187 usage status updated by Serko Ticket Processor		\$747.49
29 Jun 2023 02:45 p.m.	Printed Itinerary Online		s9(2)(a) (mk5os8114m)	\$747.49

Cancel

Save

powered b

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[Troubleshooting Help](#)





Dashboard Bookings My Profile Admin

s9(2)(a)

Logout

Online Reference: 722610, Amadeus Reference: 59SIDK, Third Party Ref: NEXUS118733098

[Back to Booking List](#)

Status Ticketed - Flight Changes Not Permitted Online

Print Email More Actions

Booking Details

Traveller(s) Mrs s9(2)(a)
 Date 13 Oct 2022 to 13 Oct 2022
 Policy MPP Air Policy - NZ
 Kind of trip Domestic
 Contains
 Please select your Cost Centre CC004 - Office of the Chief Executive
 Last Ticketing Date 5 Oct 2022

Air Total \$122.22
 Car Total \$0.00
 Hotel Total \$0.00
 Trip Total \$122.22

Hide Details

Booking Actions

Outstanding Tasks

1. You have made changes to this booking that require Saving. Click 'Save' to save changes or click 'Cancel' to undo changes
2. Complete items highlighted on the [Additional Details](#) tab

Cancel

Itinerary Additional Details Preferences

Date	Task	Description	User Name	Value
5 Oct 2022 07:56 a.m.	Start New Quick Booking	New Booking Created via Desktop Itinerary with Create Traveller	s9(2)(a) (mk5os8114m)	\$453.94
5 Oct 2022 07:56 a.m.	Hotel Not Booked Reason	Staying with family or friend	s9(2)(a) (mk5os8114m)	\$453.94
5 Oct 2022 07:56 a.m.	Sent Email Notification	Authoriser email was sent to s9(2)(a)	s9(2)(a) (mk5os8114m)	\$453.94
5 Oct 2022 07:56 a.m.	Sent Email Notification	TravelBooker email was sent to s9(2)(a)	s9(2)(a) (mk5os8114m)	\$453.94
5 Oct 2022 07:56 a.m.	Sent Email Notification	Consultant email was sent to [donotreply@serko.com]	s9(2)(a) (mk5os8114m)	\$453.94
5 Oct 2022 07:59 a.m.	Data Exported	Booking data exported to Nexus; successful. Message ID [118727088].		\$0.00
5 Oct 2022 08:00 a.m.	Data Exported	Booking data imported into Dolphin; successful. Message ID [118727088].		\$0.00
5 Oct 2022 08:30 a.m.	Authorise Booking	Booking has been authorised by s9(2)(a)	s9(2)(a)	\$453.94
5 Oct 2022 08:30 a.m.	Sent Email Notification	TravelBooker email was sent to s9(2)(a)	s9(2)(a) (mk5os8114m)	\$453.94
5 Oct 2022 08:30 a.m.	Sent Email Notification	Ticketeer email was sent to [donotreply@serko.com]	s9(2)(a) (mk5os8114m)	\$453.94
5 Oct 2022 08:31 a.m.	Data Exported	Booking data exported to Nexus; successful. Message ID [118732166].		\$0.00
5 Oct 2022 08:32 a.m.	Data Exported	Booking data imported into Dolphin; successful. Message ID [118732166].		\$0.00
5 Oct 2022 08:35 a.m.	Modify Booking	Changes have been made by a Consultant/Robot Actioned		\$453.94
5 Oct 2022 08:37 a.m.	Data Exported	Booking data exported to Nexus; successful. Message ID [118733015].		\$0.00
5 Oct 2022 08:39 a.m.	Data Exported	Booking data imported into Dolphin; successful. Message ID [118733015].		\$0.00
5 Oct 2022 10:01 a.m.	Modify Booking	Ticket details updated by Serko Ticket Processor		\$453.94
6 Oct 2022 12:49 p.m.	Modify Booking	Changes have been made by a Consultant/Robot Actioned		\$122.22
6 Oct 2022 12:49 p.m.	Modify Booking	Pricing changes have been made by Consultant/Robot Action		\$122.22
6 Oct 2022 12:49 p.m.	Sent Email Notification	TravelBooker email was sent to s9(2)(a)	s9(2)(a) (mk5os8114m)	\$122.22
13 Oct 2022 03:10 a.m.	Modify Booking	Ticket 0865263526068 usage status updated by Serko Ticket Processor		\$122.22
13 Oct 2022 03:10 a.m.	Modify Booking	Ticket 0865263536722 usage status updated by Serko Ticket Processor		\$122.22
14 Oct 2022 03:09 a.m.	Modify Booking	Ticket 0865263536722 usage status updated by Serko Ticket Processor		\$122.22
18 Oct 2022 03:06 a.m.	Modify Booking	Ticket 0865263526068 usage status updated by Serko Ticket Processor		\$122.22
18 Oct 2022 03:06 a.m.	Modify Booking	Ticket 0865263536722 usage status updated by Serko Ticket Processor		\$122.22
19 Oct 2022 03:05 a.m.	Modify Booking	Ticket 0865263536722 usage status updated by Serko Ticket Processor		\$122.22

Cancel

ss(2)(a)

P2, GROUP SIX

From: s9(2)(a)
To: [REDACTED]
Cc: [Mac Leauanae](#)
Subject: Flight Requirements for s9(2)(a)
Date: Thursday, 6 October 2022 9:47:18 pm

Hi s9(2)(a)

Thank you for organising our travel arrangements and a very special thank you for taking good care of my brother over the years :)

Laulu has requested I contact you directly with our s9(2)(a) travel requirements.

Names:

s9(2)(a)
[REDACTED]

Depart Auckland: Sunday 16th October, midday
Return to Auckland: Monday 17th October, after 4pm

Please let me know if there's any other information you need.

Vinaka vakalevu,

s9(2)(a)

From: s9(2)(a)
To:
Subject: FW: (1) RSVP update (2) Query re travel : RE: Laulu's pōwhiri list as of today
Date: Friday, 7 October 2022 9:57:00 am
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.png](#)
[image008.png](#)
[image009.jpg](#)
[RSVP Powhiri for Laulu Mac Leauanae.msg](#)

Travel for s9(2)(a) – will we provide travel?

From: s9(2)(a)(a) <s9(2)(a)(a)@mch.govt.nz>

Sent: Friday, 7 October 2022 9:55 am

To: s9(2)(a)

s9(2)(a)

Cc: s9(2)(a)

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

Mōrena e te whanau

Just confirming I have sent invitations to those named in s9(2)(a) email below.

1. We currently have 13 Acceptances and 3 Declines.
2. One of Laulu's guests, s9(2)(a), has asked whether you will be providing travel Auckland/Wellington/Auckland (email attached).

Will await your advice.

Many thanks

Ngā mihi

s9(2)(a)

s9(2)(a) (she/her)

s9(2)(a)

Manatū Taonga | Ministry for Culture & Heritage

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

From: s9(2)(a)

Sent: Friday, 7 October 2022 8:56 am

To: s9(2)(a)

Cc: s9(2)(a)

Subject: Re: Laulu's pōwhiri list as of today

Mōrena e te tuakana, s9(2)(a) (s9(2)(a)) :

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

s9(2)(a) we are going to be tight on numbers, so don't fear with those who can't attend that we will have gaps in the room... it's gonna to be a very fulsome and incredibly special occasion.

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

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

s9(2)(a)

Get [Outlook for iOS](#)

From: s9(2)(a)

Sent: Friday, October 7, 2022 8:50:34 AM

To: s9(2)(a)

Cc: s9(2)(a)

Subject: RE: Laulu's pōwhiri list as of today

Ni sa bula vinaka matavuvuale/ whānau !

Io s9(2)(a) – it is a very beautiful day indeed! Ata mārie koutou.

Dear Manatū Taonga whanau s9(2)(a) s9(2)(a) rātou ko koe s9(2)(a) - Thank you for sending out the invitations via email. I hope that people are responding. Kia ora rawa atu!

Re: MPP people in attendance. s9(2)(a) is replacing s9(2)(a) who is on leave and s9(2)(a) is also on leave. They are family members who are both overseas on the day. Please if you can give us an update when it's convenient, about who has accepted and who has declined the invitation, so I know who to co-ordinate re: seating and music/ waiata singing on our end.

Vinaka sara vakalevu, s9(2)(a)

From: s9(2)(a)

Sent: Friday, October 7, 2022 8:26 AM

To: s9(2)(a)

s9(2)(a)

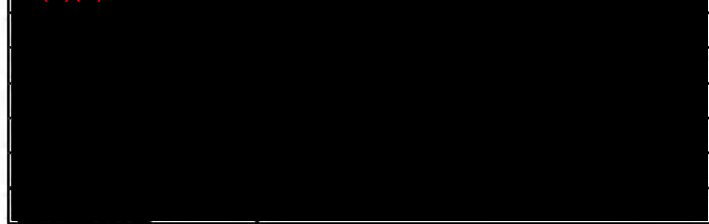
Cc: s9(2)(a)

Subject: RE: Laulu's pōwhiri list as of today

Ni sa bula vinaka kece sara on this glorious morning

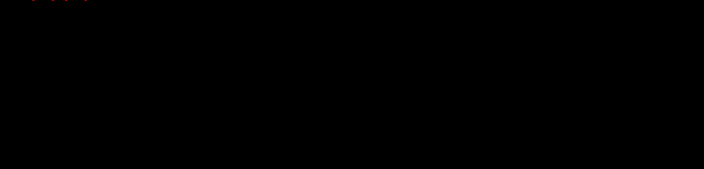
Please can the following be added to the invite list alongside s9(2)(a) and s9(2)(a) that s9(2)(a) informed Mac last night were to be included in today's 'edition'.

s9(2)(a)



Vinaka vakalevu

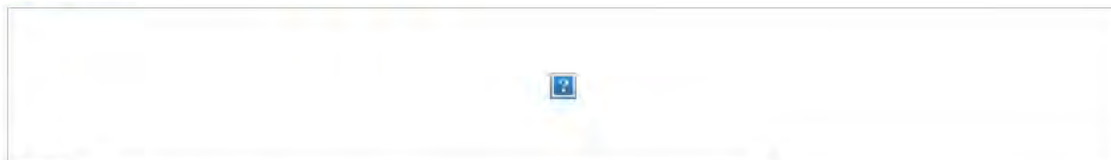
s9(2)(a)



Level 1, 101 - 103 The Terrace
PO Box 833, Wellington 6140, New Zealand



mpp.govt.nz



From: s9(2)(a)

Sent: Thursday, 6 October 2022 2:03 pm

To: s9(2)(a)

s9(2)(a)

s9(2)(a)

Subject: RE: Laulu's pōwhiri list as of today

Tēnā rawa atu koe s9(2)(a) s9(2)(a) Tō pai hoki te whakaraupapahia tēnei rīpanga.

Thank you for this s9(2)(a) – very thankful to have all these contacts and to advise, we'll be sending the invites out in the next hour.

None of the Tumu Whakarae listed below are on our list – but s9(2)(a) and I will speak to Heather about this.

Me te mihi nui

s9(2)(a) s9(2)(a) s9(2)(a)

From: s9(2)(a)

Sent: Thursday, 6 October 2022 1:55 pm

To: s9(2)(a)

s9(2)(a)

s9(2)(a)

Subject: Laulu's powhiri list as of today

Importance: High

Ni sa bula vinaka s9(2)(a) s9(2)(a) rātou ko s9(2)(a) !

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



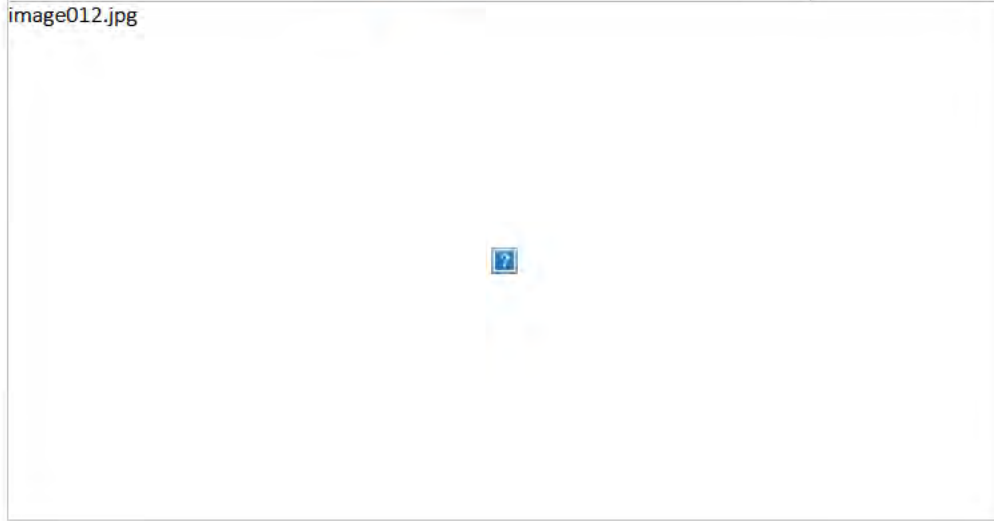
Aku mihi nui atu! Vinaka sara vakalevu, s9(2)(a) s9(2)(a)

s9(2)(a) (she/her)

Te Manatu mō ngā Iwi o te Moana-nui-ā-Kiwa | The Ministry for Pacific Peoples

s9(2)(a)

s9(2)(a) www.mpp.govt.nz | www.pacificatearoa.org.nz



From: s9(2)(a)
To: Tier 3 Managers; Tier 4 Managers; s9(2)(a)
Subject: FW: All Staff Fono - Thursday 13th & Friday 14th October 2022
Date: Thursday, 29 September 2022 10:46:00 am
Attachments: image001.jpg

Talofa team, a reminder to you and your staff to register for the All Staff Planning fono/Farewell in a couple of weeks. See below.

Laulu's powhiri

Also, some people have been asking about Laulu's powhiri. The powhiri has been confirmed for the morning of Monday 17 October at the Ministry for Culture and Heritage head office in Wellington. Because of seating limits, MPP powhiri invites will be limited to Tiers 2, 3 & 4 leaders. Any other staff who want to attend will be by exception only.

If you're outside of Wellington, and would like to stay on for the Powhiri after the All staff Fono, please note your preferred return flight times in the portal below, when registering for the fono.

Please note, the Ministry will be able to cover accommodation for Friday 14th only, so you'll have to make your arrangements for accommodation for Saturday and Sunday.

Hope that is helpful team, and please feel free to reach out if you have questions.

Ia manuia

s9(2)(a)

From: s9(2)(a) <s9(2)(a)>
Sent: Friday, 23 September 2022 4:59 pm
To: All Staff <Ministry@mpp.govt.nz>
Cc: s9(2)(a)
Subject: All Staff Fono - Thursday 13th & Friday 14th October 2022

Mālō nī, Fakaalofa lahi atu, Kia orāna, Tālofa lava, Mālō e lelei, Tālofa, Ni sa bula vinaka, Noa'ia, Mauri, Tēnā koutou katoa and warm Pacific greetings

On behalf of Tautua you are invited to the **Ministry for Pacific People's All-Staff Planning Fono 2022**.

ABOUT THE ALL STAFF PLANNING FONO

The Fono will take place on Thursday 13 & Friday 14 October in Wellington and is our first opportunity to come together in person as a whole Ministry since before COVID. The purpose of the Fono is two-fold. We will be doing important whole of Ministry planning and prioritisation work. We will also have our farewell celebration for our outgoing Secretary Laulu Mac Leauanae.

Please note that attendance for permanent MPP staff is strongly encouraged, if you are unable to attend, please discuss with your respective Director.

OVERVIEW

DAY ONE - Reconnecting and Reflecting

Thursday 13 October

10:00am – 3:00pm

Movenpick Hotel, Wellington

Farewell celebration for Laulu Mac Leauanae.

4:00pm – late

Pipitea Marae and Function Centre, Wellington

DAY TWO - Where are we going? How will we get there? How do we know we're making an impact? Business

Planning 2022/23 and beyond

Friday 14 October

9:00am – 3:00pm

Movenpick Hotel, Wellington.

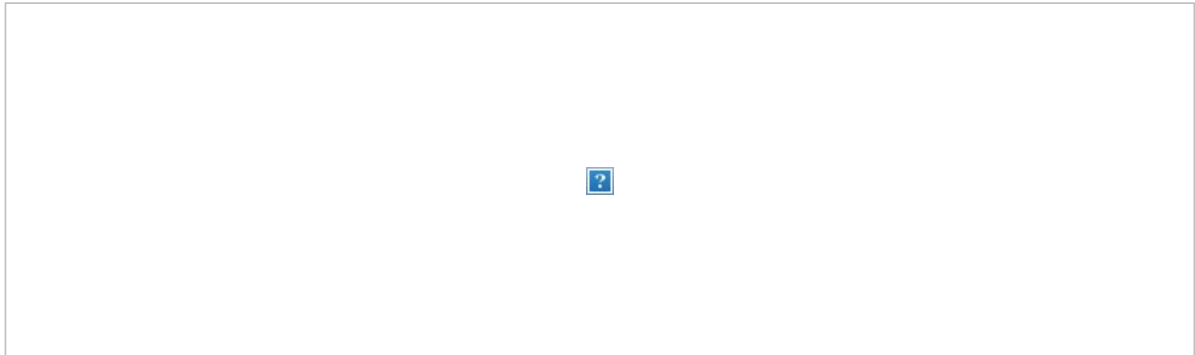
REGISTRATION, TRAVEL & ACCOMMODATION

We require **all staff** to [REGISTER](#) for the fono. If you require travel and/or accommodation the registration portal also covers this off. Due to the short turnaround can we please ask that you register before 5:00pm next Friday (30th September). We are also restricted in availability for accommodation, so we respectfully request you consider the twin share option – it's only one-night and the twin share rooms are the best appointed (you will be able to note on the portal who you would like to share with). Once you have registered you will receive a confirmation email, please check details are correct. You will receive your travel itinerary closer departure date.

If you have any questions about any of the above, please contact s9(2)(a)

Vinaka vaka levu

Tautua



- -

From: [Mac Leauanae](#)
To: s9(2)(a)
Cc:
Subject: FW: Flight confirmations - s9(2)(a)
Date: Tuesday, 4 October 2022 11:17:24 am

Hi s9(2)(a)

Details from s9(2)(a) about the flights of s9(2)(a)

Mac

From: s9(2)(a)
Sent: Tuesday, 4 October 2022 11:10 AM
To: Mac Leauanae <Mac.Leauanae@mpp.govt.nz>
Subject: Re: Flight confirmations

Hi Mac

Flights for s9(2)(a) :

Sunday 16th October - anytime after 7am - Dunedin to Wellington

Thursday 20th October - anytime - Wellington to Dunedin

Thanks

s9(2)(a)

Sent from my iPhone

- -

From: s9(2)(a)
To: Mac Leuanae
Cc: Mac Leuanae
Subject: FW: Re:[## 1814193 ##] Flight to be booked for Guests
Date: Thursday, 6 October 2022 5:11:00 pm
Attachments: 1665029208599000_22544649.png
 1665029208615001_519265455.png
 1665029208633000_22544649.png
 1665029208650000_519265455.png
 1665029208664000_22544649.png
 1665029208680008_519265455.png
 1665029208697000_22544649.jpg
 Itinerary_06102022165257.PDF
 Itinerary_06102022165512.PDF
 Itinerary - 2022-10-06T170624.310.PDF

Last of the bookings for your family

From: s9(2)(a) s9(2)(a)
Sent: Thursday, 6 October 2022 5:07 pm
To: s9(2)(a) s9(2)(a)
Subject: Re:[## 1814193 ##] Flight to be booked for Guests
 Thanks s9(2)(a)
 All confirmed.
 Please see the itineraries attached below.
 Please note that I have booked s9(2)(a)
 I have also seated them together as they will be travelling together.
 If you need anything else let me know.
 Kind regards,
 s9(2)(a)
 Domestic Consultant
 s9(2)(a)
 Web: orbit.co.nz



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— on Thu, 06 Oct 2022 16:25:39 +1300 s9(2)(a) s9(2)(a) wrote —
 22 June 2021

From: s9(2)(a) <domestic.booking@orbitwellington.com>
Sent: Thursday, 6 October 2022 4:21 pm
To: s9(2)(a) s9(2)(a)
Subject: Re:[## 1814193 ##] Flight to be booked for Guests

Hi s9(2)(a)

Thank you for that. I have received the approval.

The flights are now confirmed however I should ask if you have s9(2)(a) date of birth on hand?

I will need to add this to the booking to get her registered s9(2)(a)

Kind regards,

s9(2)(a)

Domestic Consultant

s9(2)(a)

Web: orbit.co.nz



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— on Wed, 05 Oct 2022 08:02:51 +1300 's9(2)(a)' wrote —

Ni sa bula vinaka

Can you please book the following family group.

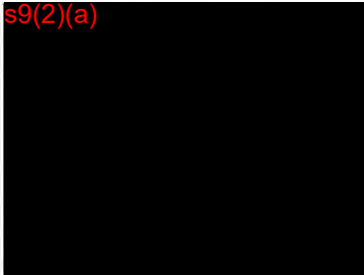
All FlexiChange and no accommodation required

Cost Centre: 05

Reason: Secretary's Powhiri

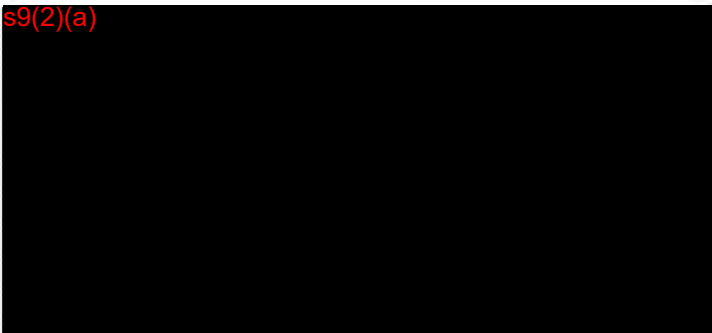
Project Code: CMDY00

Approver: s9(2)(a)



- Saturday 15th October: AKL-WLG @ 6:00pm (arrive 7:10pm)
- Tuesday 18th October: WLG-AKL NZ436 @ 2:45pm (arrive 3:50pm)

Vinaka vakalevu



Level 1, 101 - 103 The Terrace
PO Box 833, Wellington 6140, New Zealand



mop.govt.nz

From: s9(2)(a)
 To: [Redacted]
 Subject: Fwd:Flight to be booked for Guests
 Date: Tuesday, 13 June 2023 2:53:34 pm
 Attachments: [1686624776514000_2036541535.png](#)
[1686624776535003_15493733.jpg](#)
[1686624776556001_2036541535.png](#)
[1686624776577000_15493733.png](#)
[1686624776596000_2036541535.png](#)
[1686624776617000_15493733.png](#)
[1686624776680000_2036541535.png](#)
[1686624776740001_15493733.png](#)
[1686624776801000_2036541535.png](#)
[1686624776821000_15493733.jpg](#)

Kia ora s9(2)(a)

As per phone call, please see this email thread with approval from s9(2)(a)

Please note, all quotes are subject to change due to availability.

Kind regards,

s9(2)(a)
[Redacted]

[Redacted]

domestic.booking@orbitwellington.com



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===== Forwarded Message =====

From: s9(2)(a)
 To: "domestic.booking@orbitwellington.com" <domestic.booking@orbitwellington.com>; s9(2)(a)
 s9(2)(a)
 Date: Thu, 06 Oct 2022 14:48:46 +1300
 Subject: Flight to be booked for Guests
 ===== Forwarded Message =====

Thanks s9(2)(a)

Please accept this email as confirmation of approval for the requested travel as per your email below.

Happy to discuss if you have any questions.

Regards,

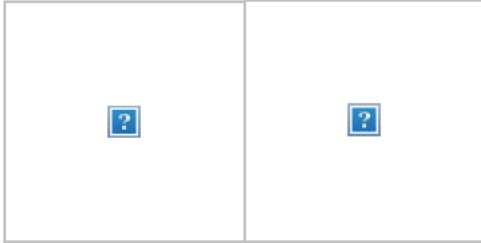
s9(2)(a)
[Redacted]

s9(2)(a)

Level 1 ASB House, 101-103 The Terrace

PO box 833, Wellington

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From: s9(2)(a)

Sent: Thursday, 6 October 2022 9:43 am

To: s9(2)(a)

s9(2)(a)

Subject: Re:[## 1814193 ##] Flight to be booked for Guests

Hi s9(2)(a)

Apologies for having called you s9(2)(a) Not sure what I was thinking when I typed that..

The details below are still for you to approve please.

Apologies for the wrong name.

Kind regards,

s9(2)(a)

[Redacted]

[Redacted]

[Redacted]

Web: orbit.co.nz



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--- on Thu, 06 Oct 2022 09:40:53 +1300 [redacted] domestic.booking@orbitwellington.com> wrote ---

Hi [redacted]

I have received the below request from [redacted]

Can you please let me know if you are okay to approve the below bookings?

Flights: Flexi change - \$466.54 per person (3x seats required [redacted])



Sat, 15 Oct - Air New Zealand 449 - 1h 10m
Departing: Auckland Airport (AKL) at 6:00 pm
Arriving: Wellington Intl Airport (WLG) at 7:10 pm



Tue, 18 Oct - Air New Zealand 436 - 1h 5m
Departing: Wellington Intl Airport (WLG) at 2:45 pm
Arriving: Auckland Airport (AKL) at 3:50 pm

Kind regards,

[redacted]

[redacted]

[redacted]

[redacted]

Web: orbit.co.nz



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--- on Wed, 05 Oct 2022 08:02:51 +1300 [redacted] wrote ---

Ni sa bula vinaka

Can you please book the following family group.

All FlexiChange and no accommodation required

Cost Centre: 05

Reason: Secretary's Powhiri

Project Code: CMDY00

Approver **s9(2)(a)**

s9(2)(a)

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

- Saturday 15th October: AKL-WLG @ 6:00pm (arrive 7:10pm)
- Tuesday 18th October: WLG-AKL NZ436 @ 2:45pm (arrive 3:50pm)

Vinaka vakalevu

s9(2)(a)

s9(2)(a) (she/her)

s9(2)(a) to

s9(2)(a)

[Redacted]

[Redacted]

[Redacted] 3

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PO Box 833, Wellington 6140, New Zealand



mpp.govt.nz



Itinerary prepared for

s9(2)(a)

Ministry for Pacific Peoples



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- Saturday 15 October 2022



●	05:15 PM	Recommended check in time
	06:00 PM	Depart Auckland
		Terminal: D
		Flight No: NZ449
		Air Ref: EU4AUH
		Aircraft: Airbus A320
		Flight Time: 1 hour 10 minutes
		Transit: 0 Stops
●	07:10 PM	Arrive in Wellington

Operated By

AIR NEW ZEALAND

Fare Type: FlexiChange

Frequent Flyer:

1 piece(s)



Tickets: 086 5263539741



Online check in opens 24 hours before your flight. Please ensure you carry a form of identification and if you are checking a bag, drop them off at the Bag Drop counter no later than 30 minutes before departure. For more conditions please see the final page of your itinerary.

- Tuesday 18 October 2022



●	02:00 PM	Recommended check in time
	02:45 PM	Depart Wellington
		Terminal:
		Flight No: NZ436
		Air Ref: EU4AUH
		Aircraft: Airbus A320
		Flight Time: 1 hour 5 minutes
		Transit: 0 Stops
●	03:50 PM	Arrive in Auckland

Operated By

AIR NEW ZEALAND

Fare Type: FlexiChange

Frequent Flyer:

1 piece(s)



Tickets: 086 5263539741



Additional travel information



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AIRLINE FARE CONDITIONS

If you need to amend or cancel your flight booking, or require more information about your booking, please contact your Orbit Consultant on 04 496 3288.

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- [Jetstar](#)
- [Air Canada](#)
- [South Air](#)
- [Qantas](#)

ADDITIONAL INFORMATION



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Please ensure that you travel with identification.

All tickets are non-transferable. Name changes are not permitted.

Some airlines allow seat requests but do not guarantee seat numbers until check-in. Any seat numbers shown on this tertiary are therefore subject to confirmation at the time of check-in.

IATA CONDITIONS OF CONTRACT

The International Air Transport Association (IATA) supports aviation with global standards for airline safety, security, efficiency and sustainability.

Full IATA Conditions of Contract and other important notices can be viewed [here](#).

AIRLINE CONDITIONS OF CARRIAGE

Carriage on any airline services subject to a condition of carriage. They cover relevant rights and obligations between traveler and airline. Please refer to your airline's website for full airline conditions of carriage.

SPECIAL REQUIREMENTS AND NOTES



Itinerary prepared for

s9(2)(a)


Ministry for Pacific Peoples



better business, together

- Saturday 15 October 2022




● 05:15 PM	Recommended check in time
 06:00 PM	Depart Auckland
	Terminal: D
	Flight No: NZ449
	Air Ref: BC5 GH
	Aircraft: Airbus A320
	Flight Time: 1 hour 10 minutes
	Transit: 0 Stops
● 07:10 PM	Arrive in Wellington

Operated By

AIR NEW ZEALAND 

Fare Type: FlexiChange

Frequent Flyer:

 1 piece(s)

 16D


Tickets: 086 5263539749




Online check in opens 24 hours before your flight. Please ensure you carry a form of identification and if you are checking a bag, drop them off at the Bag Drop counter no later than 30 minutes before departure. For more conditions please see the final page of your itinerary.

- Tuesday 18 October 2022




● 02:00 PM	Recommended check in time
 02:45 PM	Depart Wellington
	Terminal:
	Flight No: NZ436
	Air Ref: BC5 GH
	Aircraft: Airbus A320
	Flight Time: 1 hour 5 minutes
	Transit: 0 Stops
● 03:50 PM	Arrive in Auckland


Operated By

AIR NEW ZEALAND 

Fare Type: FlexiChange

Frequent Flyer:

 1 piece(s)

 18D

Tickets: 086 5263539749



From: traveldocuments@orbitwellington.com
To: s9(2)(a) [redacted]
Subject: Orbit World Travel Itinerary - s9(2)(a) [redacted] - Departing 16/10/2022 12:30 - Booking WO11350317
Date: Wednesday, 12 October 2022 2:44:44 pm
Attachments: [Itinerary s9\(2\)\(a\) \[redacted\] Departing 16102022-Booking WO11350317_1238350851.pdf](#)

Thank you for booking with Orbit World Travel. Your itinerary for your upcoming trip is attached.

Please note that the name specified on your itinerary MUST match that which is detailed on the ID you will use at time of check-in.

Ngā mihi,

Orbit World Travel

Ph: s9(2)(a) [redacted]

s9(2)(a) [redacted]

Web: www.orbit.co.nz

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- -

Itinerary prepared for

s9(2)(a)


Ministry for Pacific Peoples



better business, together

- Saturday 15 October 2022




● 05:15 PM	Recommended check in time
 06:00 PM	Depart Auckland
	Terminal: D
	Flight No: NZ449
	Air Ref: GXDMWH
	Aircraft: Airbus A320
	Flight Time: 1 hour 10 minutes
	Transit: 0 Stops
● 07:10 PM	Arrive in Wellington


Operated By

AIR NEW ZEALAND 

Fare Type: FlexiChange

Frequent Flyer:

 1 piece(s)

 16E


Tickets: 086 5263539743




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- Tuesday 18 October 2022




● 02:00 PM	Recommended check in time
 02:45 PM	Depart Wellington
	Terminal:
	Flight No: NZ436
	Air Ref: GXDMWH
	Aircraft: Airbus A320
	Flight Time: 1 hour 5 minutes
	Transit: 0 Stops
● 03:50 PM	Arrive in Auckland


Operated By

AIR NEW ZEALAND 

Fare Type: FlexiChange

Frequent Flyer:

 1 piece(s)

 18E

Tickets: 086 5263539743



Additional travel information



better business, together

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- [Air Zee a d](#)
- [Jetsta](#)
- [Air C at ams](#)
- [Sou ds A](#)
- [O g A](#)

ADDITIONAL INFORMATION



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SPECIAL REQUIREMENTS AND NOTES



Itinerary prepared for

s9(2)(a)



better business, together

Ministry for Pacific Peoples

Sunday 16 October 2022



● **11:45 AM** Recommended check in time
✈ **12:30 PM** Depart Auckland
● **01:40 PM** Arrive in Wellington

Terminal: D
Flight No: NZ427
Air Ref: SNRGWH
Aircraft: Airbus A320
Flight Time: 1 hour 10 minutes
Transit: 0 Stops

Operated By

AIR NEW ZEALAND

Fare Type: FlexiChange

Frequent Flyer:

1P KGG

Seat allocated on check in

Tickets: 086 5263562826



Online check in opens 24 hours before your flight. Please ensure you carry a form of identification and if you are checking a bag, drop them off at the Bag Drop counter no later than 30 minutes before departure. For more information, visit [airnewzealand.co.nz](#)

Monday 17 October 2022



● **06:00 PM** Recommended check in time
✈ **06:45 PM** Depart Wellington
● **07:50 PM** Arrive in Auckland

Terminal:
Flight No: NZ452
Air Ref: SNRGWH
Aircraft: Airbus A320
Flight Time: 1 hour 5 minutes
Transit: 0 Stops

Operated By

AIR NEW ZEALAND

Fare Type: FlexiChange

Frequent Flyer:

1P KGG

Seat allocated on check in

Tickets: 086 5263562826



Additional travel information



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- [A Zealand](#)
- [Jetstar](#)
- [A Catalyst](#)
- [Souds A](#)
- [Og A](#)

ADDITIONAL INFORMATION



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SPECIAL REQUIREMENTS AND



From: traveldocuments@orbitwellington.com
To: s9(2)(a) [REDACTED]
Subject: Orbit World Travel Itinerary - s9(2)(a) [REDACTED] - Departing 16/10/2022 12:30 - Booking WO11347960
Date: Monday, 10 October 2022 12:11:00 pm
Attachments: [Itinerary s9\(2\)\(a\) \[REDACTED\] -Departing 16102022-Booking WO11347960_1231042181.pdf](#)

Thank you for booking with Orbit World Travel. Your itinerary for your upcoming trip is attached.

Please note that the name specified on your itinerary MUST match that which is detailed on the ID you will use at time of check-in.

Ngā mihi,

Orbit World Travel

Ph: s9(2)(a) [REDACTED]

s9(2)(a) [REDACTED]

Web: www.orbit.co.nz

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- -

Itinerary prepared for

s9(2)(a)



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Ministry for Pacific Peoples

Sunday 16 October 2022



● **11:45 AM** Recommended check in time
✈ **12:30 PM** Depart Auckland
● **01:40 PM** Arrive in Wellington

Terminal: D
Flight No: NZ427
Air Ref: 8ZLJYH
Aircraft: Airbus A320
Flight Time: 1 hour 10 minutes
Transit: 0 Stops

Operated By

AIR NEW ZEALAND

Fare Type: FlexiChange

Frequent Flyer:

1 piece(s)

Seat allocated on check in

Tickets: 086 5263547184



Online check in opens 24 hours before your flight. Please ensure you carry a form of identification and if you are checking a bag, drop them off at the Bag Drop counter no later than 30 minutes before departure. For more information, visit [airnewzealand.co.nz](#)

Monday 17 October 2022



● **04:05 PM** Recommended check in time
✈ **04:50 PM** Depart Wellington
● **05:55 PM** Arrive in Auckland

Terminal:
Flight No: NZ468
Air Ref: 8ZLJYH
Aircraft: Airbus A320
Flight Time: 1 hour 5 minutes
Transit: 0 Stops

Operated By

AIR NEW ZEALAND

Fare Type: FlexiChange

Frequent Flyer:

1 piece(s)

Seat allocated on check in

Tickets: 086 5263547184



Additional travel information



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- [Jetstar](#)
- [Air Canada](#)
- [Southwest](#)
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SPECIAL REQUIREMENTS AND



From: traveldocuments@orbitwellington.com
To: s9(2)(a) [REDACTED]
Subject: Orbit World Travel Itinerary - s9(2)(a) [REDACTED] - Departing 16/10/2022 10:10 - Booking WO11345202
Date: Wednesday, 5 October 2022 10:56:19 am
Attachments: [Itinerary s9\(2\)\(a\) \[REDACTED\] - Departing 16102022-Booking WO11345202_1221346350.pdf](#)

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Please note that the name specified on your itinerary MUST match that which is detailed on the ID you will use at time of check-in.

Ngā mihi,

Orbit World Travel

Ph: s9(2)(a) [REDACTED]

s9(2)(a) [REDACTED]

Web: www.orbit.co.nz

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Itinerary prepared for

s9(2)(a)



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Ministry for Pacific Peoples

Sunday 16 October 2022



● 09:25 AM	Recommended check in time
10:10 AM	Depart Dunedin
	Terminal:
	Flight No: NZ5746
	Air Ref: ATU6FH
	Aircraft: ATR 72
	Flight Time: 1 hour 0 minutes
	Transit: 0 Stops
● 11:10 AM	Arrive in Christchurch

Operated By

AIR NEW ZEALAND

Fare Type: FlexiRefund

Frequent Flyer:

2 piece(s)

Seat allocated on check in

Tickets: 086 5263526104



Online check in opens 24 hours before your flight. Please ensure you carry a form of identification and if you are checking a bag, drop them off at the Bag Drop counter no earlier than 30 minutes before departure. For more information, visit [airnewzealand.co.nz](#)

Sunday 16 October 2022



● 11:20 AM	Recommended check in time
12:05 PM	Depart Christchurch
	Terminal:
	Flight No: NZ5326
	Air Ref: ATU6FH
	Aircraft: ATR 72
	Flight Time: 1 hour 0 minutes
	Transit: 0 Stops
● 01:05 PM	Arrive in Wellington

Operated By

AIR NEW ZEALAND

Fare Type: FlexiRefund

Frequent Flyer:

2 piece(s)

Seat allocated on check in

Tickets: 086 5263526104





Online check in opens 24 hours before your flight. Please ensure you carry a form of identification and if you are checking a bag, drop them off at the Bag Drop counter no later than 30 minutes before departure. For more information, visit [airnz.co.nz](#)

- Thursday 20 October 2022




- **02:20 PM** Recommended check in time
- **03:05 PM** Depart Wellington
 - Terminal:**
 - Flight No:** NZ689
 - Air Ref:** ATU6FH
 - Aircraft:** Airbus A320
 - Flight Time:** 1 hour 20 minutes
 - Transit:** 0 Stops
- **04:25 PM** Arrive in Dunedin


Operated By

AIR NEW ZEALAND 

Fare Type: FlexiRefund

Frequent Flyer:

 2 piece(s)

 Seat allocated on check in

Tickets: 086 5263526104



Online check in opens 24 hours before your flight. Please ensure you carry a form of identification and if you are checking a bag, drop them off at the Bag Drop counter no later than 30 minutes before departure. For more information, visit [airnz.co.nz](#)

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SPECIAL REQUIREMENTS AND



From: traveldocuments@orbitwellington.com
To: s9(2)(a) [REDACTED]
Subject: Orbit World Travel Itinerary s9(2)(a) [REDACTED] - Departing 16/10/2022 12:30 - Booking WO11347962
Date: Saturday, 8 October 2022 12:38:44 am
Attachments: [Itinerary s9\(2\)\(a\) \[REDACTED\]-Departing 16102022-Booking WO11347962_1229666761.pdf](#)

Thank you for booking with Orbit World Travel. Your itinerary for your upcoming trip is attached.

Please note that the name specified on your itinerary MUST match that which is detailed on the ID you will use at time of check-in.

Ngā mihi,

Orbit World Travel

Ph: s9(2)(a) [REDACTED]

s9(2)(a) [REDACTED]

Web: www.orbit.co.nz

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- -

Itinerary prepared for

s9(2)(a)

Ministry for Pacific Peoples



better business, together

- Sunday 16 October 2022



<p>11:45 AM</p> <p>12:30 PM</p> <p style="text-align: center;"> </p> <p>01:40 PM</p>	<p>Recommended check in time</p> <p>Depart Auckland</p> <p>Terminal: D Flight No: NZ427 Air Ref: D ACJH Aircraft: Airbus A320</p> <p>Flight Time: 1 hour 10 minutes Transit: 0 Stops</p> <p>Arrive in Wellington</p>
---	--

Operated By

AIR NEW ZEALAND

Fare Type: FlexiChange

Frequent Flyer:

1 piece(s)

Seat allocated on check in

Tickets: 086 5263547187



Online check in opens 24 hours before your flight. Please ensure you carry a form of identification and if you are checking a bag, drop them off at the Bag Drop counter no later than 30 minutes before departure. For more conditions please see the final page of your itinerary.

Sunday 16 October 2022



Bolton Hotel
SQ*83N

12 Bolton Street
Wellington

Phone: **s9(2)(a)**

Check In: 16 October 2022

Check Out: 17 October 2022

Conf No: 714884800

Room Type: Queen




For chargeback to Orbit Travel Wellington



- Monday 17 October 2022



● **04:05 PM** Recommended check in time

 **04:50 PM** Depart Wellington

Terminal:
Flight No: NZ468
Air Ref: D ACJH
Aircraft: Airbus A320

Flight Time: 1 hour 5 minutes
Transit: 0 Stops

● **05:55 PM** Arrive in Auckland


Operated By

AIR NEW ZEALAND 

Fare Type: FlexiChange

Frequent Flyer:

 1 piece(s)

 Seat allocated on check in

Tickets: 086 5263547187



Online check in opens 24 hours before your flight. Please ensure you carry a form of identification and if you are checking a bag, drop them off at the Bag Drop counter no later than 30 minutes before departure. For more conditions please see the in-flight page of your itinerary.

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- [A Zee a d](#)
- [Jetsta](#)
- [A C at ams](#)
- [Sou ds A](#)
- [O g A](#)

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SPECIAL REQUIREMENTS AND NOTES

From: [Mac Leauanae](#)
To: [s9\(2\)\(a\) \[redacted\] at NZ](#)
Cc: [s9\(2\)\(a\) \[redacted\]](#)
Subject: Powhiri - 17th October 2022
Date: Tuesday, 4 October 2022 9:47:54 am
Attachments: [image001.jpg](#)

Malo le soifua [s9\(2\)\(a\) \[redacted\]](#),

Thank you for confirming your attendance at my powhiri for MCH.

[s9\(2\)\(a\) \[redacted\]](#) my colleague will coordinate flights and accommodation for you and [s9\(2\)\(a\) \[redacted\]](#). To ensure we have the correct details:

- [s9\(2\)\(a\) \[redacted\]](#)
- [s9\(2\)\(a\) \[redacted\]](#)

Hate to book flights and have the wrong details.

Soifua,

Mac

Laulu Mac Leauanae

Secretary for Pacific Peoples, Chief Executive, Ministry for Pacific Peoples
Te Tumu Whakarae, Te Manatū mō ngā Iwi o Te Moana-nui-ā-Kiwa

[s9\(2\)\(a\) \[redacted\]](#)
[s9\(2\)\(a\) \[redacted\]](#)

Level 1, 101 - 103 The Terrace
PO Box 833, Wellington 6140, New Zealand



Family				Flights	Accom	Extra	Approver
s9(2)(a)				\$ 501.01			DS - F
				\$ 405.69			tbc
				\$ 405.69		\$ 21.35	tbc
				\$ -			DS - F
				\$ 405.69		\$ 21.35	tbc
				\$ 625.84		\$ 21.35	DS - F

GST exclusive \$ 2,407.97

Guests							
s9(2)(a)	Powhiri Speaker	\$ 549.09	\$ 474.13	\$ 39.29			CE
	CE Guest	\$ 549.09					CE
	Powhiri Speaker	\$ 494.25	\$ 155.74				DS - F
	CE Guest	\$ 494.25					DS - F

GST exclusive \$ 2,755.84

\$ 5,163.81

From: s9(2)(a)
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: (1) RSVP update (2) Query re travel : RE: Lualu's pōwhiri list as of today
Date: Friday, 7 October 2022 9:57:00 am
Attachments: [image006.jpg](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)
[image013.png](#)
[image014.png](#)
[image015.png](#)
[image016.png](#)
[image017.jpg](#)

Ni sa bula vinaka s9(2)(a)
 Thank you for the update and we will be in touch regarding the travel question.
 Vinaka vakalevu

s9(2)(a)

From: s9(2)(a)
Sent: Friday, 7 October 2022 9:55 am
To: s9(2)(a)
 s9(2)(a)
Cc: s9(2)(a)
Subject: (1) RSVP update (2) Query re travel : RE: Lualu's pōwhiri list as of today
 Mōrena e te whanau

Just confirming I have sent invitations to those named in s9(2)(a) email below.

1. We currently have 13 Acceptances and 3 Declines.
2. One of Lualu's guests, s9(2)(a) has asked whether you will be providing travel Auckland/Wellington/Auckland (email attached).
Will await your advice.

Many thanks

Ngā mihi

s9(2)(a)

s9(2)(a) (she/her)

s9(2)(a)

Manatū Taonga | Ministry for Culture & Heritage

s9(2)(a)

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

From: s9(2)(a)
Sent: Friday, 7 October 2022 8:56 am
To: s9(2)(a)
 s9(2)(a)
Cc: s9(2)(a)
Subject: Re: Lualu's pōwhiri list as of today
 Mōrena e te tuakana, s9(2)(a) s9(2)(a) :)

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

s9(2)(a) we are going to be tight on numbers, so don't fear with those who can't attend that we will have gaps in the room... it's gonna to be a very fulsome and incredibly special occasion.

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

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

s9(2)(a)

Get [Outlook for iOS](#)

From: s9(2)(a)
Sent: Friday, October 7, 2022 8:50:34 AM
To: s9(2)(a)

s9(2)(a)

Cc: s9(2)(a)

Subject: RE: Laulu's pōwhiri list as of today

Ni sa bula vinaka matavuvale/ whānau !

Io s9(2)(a) – it is a very beautiful day indeed! Ata mārie koutou.

Dear Manatū Taonga whanau s9(2)(a) s9(2)(a) rātou ko koe s9(2)(a) i - Thank you for sending out the invitations via email. I hope that people are responding. Kia ora rawa atu!

Re: MPP people in attendance. s9(2)(a) is replacing s9(2)(a) who is on leave and s9(2)(a) is also on leave.

They are family members who are both overseas on the day. Please if you can give us an update when it's convenient, about who has accepted and who has declined the invitation, so I know who to co-ordinate re: seating and music/ waiata singing on our end.

Vinaka sara vakalevu, s9(2)(a)

From: s9(2)(a)

Sent: Friday, October 7, 2022 8:26 AM

To: s9(2)(a)

s9(2)(a)

Cc: s9(2)(a)

Subject: RE: Laulu's pōwhiri list as of today

Ni sa bula vinaka kece sara on this glorious morning

Please can the following be added to the invite list alongside s9(2)(a) and s9(2)(a) that s9(2)(a) informed Mac last night were to be included in todays 'edition'.

s9(2)(a)

Vinaka vakalevu

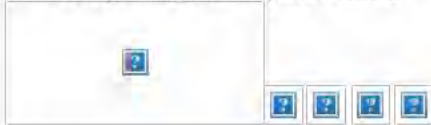
s9(2)(a)

s9(2)(a) (she/her)

s9(2)(a) to

s9(2)(a)

Level 1, 101 - 103 The Terrace
PO Box 833, Wellington 6140, New Zealand



mpp.govt.nz

From: s9(2)(a) <s9(2)(a)@mch.govt.nz>

Sent: Thursday, 6 October 2022 2:03 pm

To: s9(2)(a)

s9(2)(a)

<s9(2)(a)>

Subject: RE: Laulu's pōwhiri list as of today

Tēnā rawa atu koe s9(2)(a) s9(2)(a) Tō pai hoki te whakaraupapahia tēnei rīpanga.

Thank you for this s9(2)(a) – very thankful to have all these contacts and to advise, we'll be sending the invites out in the next hour.

None of the Tumu Whakarae listed below are on our list – but s9(2)(a) and I will speak to s9(2)(a) about this.

Me te mihi nui

s9(2)(a) s9(2)(a) s9(2)(a)

From: s9(2)(a)

Sent: Thursday, 6 October 2022 1:55 pm

To: s9(2)(a)
s9(2)(a)
s9(2)(a)

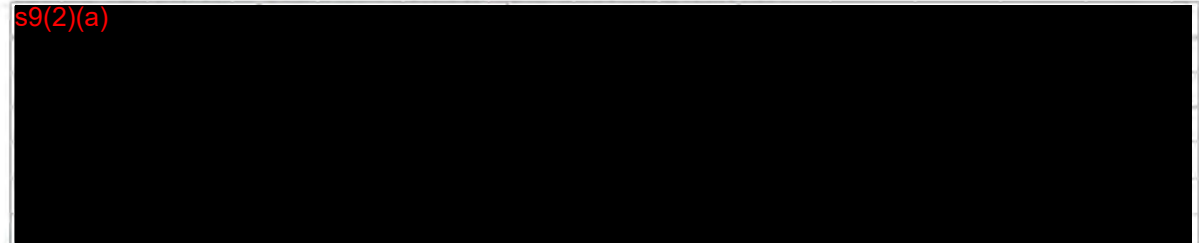
Subject: Laulu's pōwhiri list as of today

Importance: High

Ni sa bula vinaka s9(2)(a) s9(2)(a) rātou ko s9(2)(a) !

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

s9(2)(a)

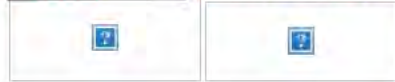


Aku mihi nui atu! Vinaka sara vakalevu, s9(2)(a) s9(2)(a)

s9(2)(a) (she/her)

Te Manatū mō ngā Iwi o te Moana-nui-ā-Kiwa | The Ministry for Pacific Peoples

s9(2)(a)
s9(2)(a) www.mpp.govt.nz | www.pacificapeoples.org.nz



From: s9(2)(a)
To:
Subject: RE: s9(2)(a) on Flights
Date: Tuesday, 4 October 2022 12:52:41 pm
Attachments: [1.png](#)
[2.png](#)
[3.png](#)
[4.png](#)
[5.png](#)
[6.jpg](#)

So that s9(2)(a) and therefore no charge if not occupying a seat.
 If they are all travelling together as a family, then i'd send the request through to the team to make the booking so they can link the infant to the adult(They don't actually get a ticket though)

s9(2)(a)
 Account Manager
 Wellington (Orbit)

Hours of Work - Mon-Wed 0930-1700 / Thu-Fri 0830-1700

s9(2)(a)

Web - www.orbit.co.nz

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---- On Tue, 04 Oct 2022 11:45:13 +1300 s9(2)(a) <s9(2)(a)>
 wrote ---

Yep – domestic travel and charge all to MPP

From: s9(2)(a)
Sent: Tuesday, 4 October 2022 11:39 am
To: s9(2)(a)
Subject: Re: s9(2)(a) on Flights

Hi s9(2)(a)

I hope you are well.

Is this for domestic travel? and will it be charged to MPP for the s9(2)(a)?

- s9(2)(a)
 Account Manager
 Wellington (Orbit)

Hours of Work - Mon-Wed 0930-1700 / Thu-Fri 0830-1700

s9(2)(a)

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---- On Tue, 04 Oct 2022 11:31:59 +1300 s9(2)(a) <s9(2)(a)>
 wrote ---

Hi s9(2)(a)

I have to book some travel for s9(2)(a)

Does Orbit allow me to do this all online or is it easier to get you to do for me?

They are a one off so would be in as guests

Vinaka vakalevu

s9(2)(a)

s9(2)(a) (she/her)

s9(2)(a) to

s9(2)(a)

[Redacted]

Level 1, 101 - 103 The Terrace
PO Box 833, Wellington 6140, New Zealand



mpp.govt.nz



From: [Mac Leauanae](#)
To: s9(2)(a)
Cc:
Subject: Re: Farewell / Powhiri
Date: Monday, 26 September 2022 8:10:56 pm
Attachments: [Picture \(Device Independent Bitmap\)](#)
[Picture \(Device Independent Bitmap\)](#)

Malo lava my dear sister!

Thank you for the reminder:

- Farewell MPP: s9(2)(a) Potentially s9(2)(a) too :) But definitely s9(2)(a) and me.
- Powhiri: My preference is for there to just be a powhiri. But happy to talk to s9(2)(a) about this -
- Family invites to powhiri: Mac & s9(2)(a)
- I'll think on names for others I'd like to invite s9(2)(a) etc.

s9(2)(a) thank you so much for your support! Fa'afetai lava!

Thank you family. Hard to prepare for this. Bitter sweet for sure. Bitter at the moment if I'm being honest :(

Thanks family!

Mac

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From: s9(2)(a)
Sent: Monday, September 26, 2022 7:43 PM
To: Mac Leauanae <Mac.Leauanae@mpp.govt.nz>
Cc: s9(2)(a)
 - s9(2)(a)

Subject: Farewell / Powhiri

Malo lava Pule,

Just a reminder to let us know who you want to invite to both your farewell and powhiri fa'amolemole. This includes names of your family members, friends, colleagues – all your 'must have' people. We'll take care of it from there. Your farewell will be Thurs 13 Oct, 3pm – late at the Pipitea Marae and Function Centre in Wellington.

MCH Powhiri – Mon 17 Oct

s9(2)(a) DCE is organising your powhiri at MCH, and our dear sister s9(2)(a) is kindly supporting s9(2)(a) Pacific staff to organise it. One question, MCH has asked is whether you want to have an ava ceremony at the powhiri? Do you have a view on this Pule? s9(2)(a) if there's anything else you need to discuss with Lauulu on this, please do. Fa'afetai tele uso.

Manuia lava le po, fetai taeao.

s9(2)(a)

s9(2)(a)

s9(2)(a)

Level 1, 101-103 The Terrace, Wellington
PO Box 833, Wellington 6140

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From: s9(2)(a)
To: RE: Farewell Laulu Mac Leauanae, Secretary for Pacific Peoples - Thursday 13 October @ 3:00pm
Subject: Thursday, 6 October 2022 3:55:50 pm
Date: [image01.jpg](#)
Attachments: [image02.png](#)

Hi my friend, this is okay Its for the powhiri..

From: s9(2)(a) - s9(2)(a)
Sent: Thursday, 6 October 2022 3:33 pm
To: s9(2)(a)
Subject: FW: Farewell Laulu Mac Leauanae, Secretary for Pacific Peoples - Thursday 13 October @ 3 00pm

From: Mac Leauanae <Mac.Leauanae@mpp.govt.nz>
Sent: Wednesday, 5 October 2022 12:21 pm
To: s9(2)(a) - s9(2)(a)
Subject: RE: Farewell Laulu Mac Leauanae, Secretary for Pacific Peoples - Thursday 13 October @ 3 00pm

Hi s9(2)(a)
Another person I d like for the Ministry to fund if able - s9(2)(a) For the powhiri

Thanks,
Mac
Laulu Mac Leauanae
Secretary for Pacific Peoples, Chief Executive, Ministry for Pacific Peoples
Te Tumu Whakarae, Te Manatū mō ngā Iwi ō Te Moana-nui-ā-Kiwa

s9(2)(a)
s9(2)(a)
Level 1, 101 - 103 The Terrace
PO Box 833, Wellington 6140, New Zealand

From: RSVP Farewell <RSVPfarewell@mpp.govt.nz>
Sent: Wednesday, 5 October 2022 11:54 AM
To: Mac Leauanae <Mac.Leauanae@mpp.govt.nz>
Subject: FW: Farewell Laulu Mac Leauanae, Secretary for Pacific Peoples - Thursday 13 October @ 3 00pm
I m just going to send you the ones that contain a message specific to you

From: s9(2)(a)
Sent: Wednesday, 5 October 2022 6:39 am
To: RSVP Farewell <RSVPfarewell@mpp.govt.nz>
Subject: RE: Farewell Laulu Mac Leauanae, Secretary for Pacific Peoples - Thursday 13 October @ 3 00pm

Malo e lelei
With great Joy and appreciation, I accept this invitation Malo aupito
God willing, I will be there to farewell and celebrate the completion of an era and the beginning of a significant one Fakafeta i ki he Eiki Malo fau e ngaue
Blessings

s9(2)(a)
[Redacted]

From: RSVP Farewell <RSVPfarewell@mpp.govt.nz>
Sent: Tuesday, 4 October 2022 3:40 pm
Cc: RSVP Farewell <RSVPfarewell@mpp.govt.nz>
Subject: Farewell Laulu Mac Leauanae, Secretary for Pacific Peoples - Thursday 13 October @ 3:00pm

[EXTERNAL EMAIL] This email has originated from outside of the organisation. DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

From: s9(2)(a)
To: s9(2)(a)
Subject: Re: FW: RSVP: Powhiri for Lau Lu Mac Leauanae
Date: Wednesday, 12 October 2022 9:21:56 am
Attachments: [image001.png](#)
[image001.png](#)

No worries, thanks for the update.
 I am ok with what you are planning to do for my trip.
 Pls ring if you have any questions.
 Regards

On Wed, 12 Oct 2022, 8:05 am s9(2)(a) wrote:

Morena s9(2)(a)

Following up on accommodation for taxi, I am out of the office tomorrow and Friday at our all-staff conference so need to get this booked today for you.

Fa'afetai

s9(2)(a)



From: s9(2)(a)
Sent: Tuesday, 11 October 2022 2:42 pm
To: s9(2)(a)
Subject: Re: FW: RSVP: Powhiri for Lau Lu Mac Leauanae

Thank you, I will let you know.

12.30 pm to Wellington and back to Auckland 7.50pm is good to me.

s9(2)(a)

To utilise our traditional Arts and modern technology skills to preserve and promote our language. s9(2)(a)

s9(2)(a)

On Tue, Oct 11, 2022 at 12:04 PM s9(2)(a) <s9(2)(a)> wrote:

Thanks s9(2)(a)

Happy to book you flight form Auckland – can you let me know you are happy with the options below

Sunday 16th - Auckland to Wellington @ 12:30pm (arrive Wellington @ 1:40pm)

Monday 17th – Wellington to Auckland @ 5:40pm (arrive 6:45pm) or 6:45pm (arrive 7:50pm) – please let me know what one suits best.

Can you also let me know where you are booking your accommodation and I will organise a drop off there from the airport when you arrive on Sunday .

Fa'afetai

s9(2)(a)



From: s9(2)(a) >
Sent: Tuesday, 11 October 2022 11:36 am
To: s9(2)(a)
Subject: Re: FW: RSVP: Powhiri for Lau Lu Mac Leauanae

Mauri s9(2)(a)

I am allowed to travel to Wellington and I am requesting if I can travel on Sunday and back on Monday afternoon after the event so I can start working on Tuesday.

My travel detail:

Passport Name: s9(2)(a)

Airpoint number: s9(2)(a)

Auckland to Welly - any time after 11am

Welly - Auckland: anytime after work in Auckland - maybe 7 because someone who is going to pick me up is working.

Please don't forget to have someone picking us up from the airport.

Cheers

s9(2)(a)

To utilise our traditional Arts and modern technology skills to preserve and promote our language. s9(2)(a)

s9(2)(a)

On Mon, Oct 10, 2022 at 3:22 PM s9(2)(a) <s9(2)(a)>
wrote:

Super – thanks s9(2)(a)

Fa'afetai

s9(2)(a)



From: s9(2)(a)

Sent: Monday, 10 October 2022 3:22 pm
To: s9(2)(a) <s9(2)(a)>
Subject: Re: FW: RSVP: Powhiri for Laulu Mac Leauanae

Awaiting for the approval of my leave from the school principal. I forgot that the event date is outside the school break. I will touch base with you shortly.

Regards

On Sun, 9 Oct 2022, 5:14 pm s9(2)(a) wrote:

Talofa lava s9(2)(a)

Thank you for confirming your attendance at Laulu's pōwhiri.

The Ministry would be happy to arrange your travel to Wellington. Please send me through the following details and I will arrange return flights for Monday 17th October.

Passport Name:

Mobile:

Air NZ Airpoints:

Outbound Flight AKL-WLG:

Travel to and from Airport:

Return Flight WLG-WKL:

<https://www.airnewzealand.co.nz/home>

Fa'afetai

s9(2)(a)

) (she/her)

s9(2)(a) to

s9(2)(a)

Level 1, 101 - 103 The Terrace
PO Box 833, Wellington 6140, New Zealand

mpp.govt.nz

From: s9(2)(a) >
Sent: Friday, 7 October 2022 1:40 am
To: Ministry Events Calendar <events@mch.govt.nz>
Subject: RSVP: Powhiri for Laulu Mac Leauanae

I want to come but I am from Auckland.

Is the Ministry of Culture going to arrange the trip for us from Auckland to Wellington and back to Auckland?

Looking forward to hearing from you.

Cheers

s9(2)(a)

To utilise our traditional Arts and modern technology skills to preserve and promote our s9(2)(a) language.

s9(2)(a)

From: s9(2)(a)
To: [Redacted]
Cc: [Redacted]
Subject: RE: Io! Bula vinaka see you on Wednesday at 1 p.m. at your Manatū Taonga! RE: Guest list invitations - Laulu Pōhiri
Date: Tuesday, 4 October 2022 10:29:11 am
Attachments: [image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image011.jpg](#)
[image012.png](#)
[image013.png](#)
[image014.jpg](#)
[image015.jpg](#)

Yadra s9(2)(a)

We have the programme starting at 10am and ending at 12.30pm.

Vinaka vakalevu,

s9(2)(a) (she/her)
 s9(2)(a)
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Me vakabulabulataki, vakamareqeti, ka vakaqacacotaki na vosa vakaviti

Nurture, Preserve and Sustain the Fijian language



From: s9(2)(a)
Sent: Tuesday, 4 October 2022 9:51 am
To: s9(2)(a)
 s9(2)(a)
Cc: s9(2)(a)
Subject: RE: Io! Bula vinaka see you on Wednesday at 1 p.m. at your Manatū Taonga! RE: Guest list invitations - Laulu Pōhiri

Ni sa bula vinaka kece sara

Can I please have the confirmed start time – I am starting to book travel.

Vinaka vakalevu

s9(2)(a)



From: s9(2)(a)
Sent: Tuesday, 4 October 2022 9:50 am
To: s9(2)(a); Mac Leauanae <Mac.Leauanae@mpp.govt.nz>; s9(2)(a)
s9(2)(a)
Cc: s9(2)(a)
Subject: Io! Bula vinaka see you on Wednesday at 1 p.m. at your Manatū Taonga! RE: Guest list invitations - Lulu Pōhiri

Ni sa bula vinaka s9(2)(a) ma s9(2)(a) ! Tēnei te mihi ki a kōrua !

Thank you so much for your invitation to meet up with you this Wednesday at 1 p.m.! I will be there! Please send me an invitation and I will accept it.

Fa’afetai tele atu Lulu for sending through your invitations for those whom you want to invite to your pōwhiri on Monday October 17th.

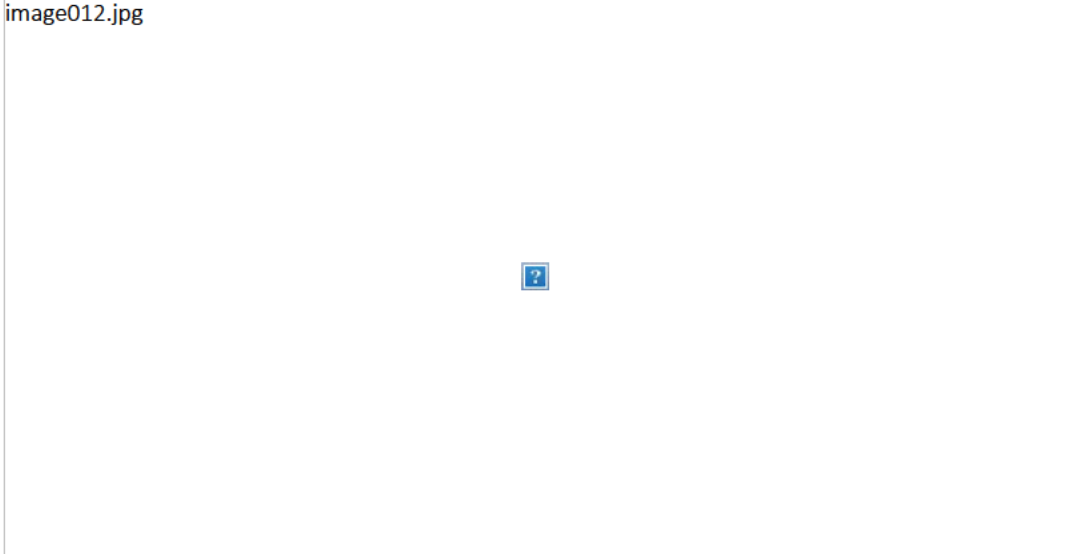
s9(2)(a) ma s9(2)(a) before coming to meet with you kanohi-ki-te-kanohi, I would have already sent you a draft list of pōwhiri attendees supporting Lulu on the day. Right now, the list is at 120 people. I will need to further co-ordinate with Lulu s9(2)(a) and s9(2)(a) to ensure that lists is finalised and confirmed by the end of this week or by Monday 10 October at the latest.

Vinaka vakalevu sara, s9(2)(a) s9(2)(a)

s9(2)(a) (she/her)
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s9(2)(a)
s9(2)(a) www.mpp.govt.nz | www.pacificatearoa.org.nz



image012.jpg



From: s9(2)(a)
Sent: Monday, October 3, 2022 5:22 PM
To: Mac Leuanae <Mac.Leuanae@mpp.govt.nz>; s9(2)(a)
s9(2)(a)
Cc: s9(2)(a)
Subject: RE: Guest list invitations – Laulu Pōhiri

Ni sa bula Vinaka kece sara,

I hope the day has been good to you, just following through as agreed.

In regard to the programme, we would like to invite you to Manatū Taonga on Wednesday 1pm to go through the finalised programme and talk through what the day will look like. Is this a time and date you would be able to make, if this is not a time you can make we can work try work another time. I will send through an invitation once we have confirmation.

Manuia le afiafi,

Vinaka vakalevu,

s9(2)(a) (she/her)
s9(2)(a)
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Me vakabulabulataki, vakamareqeti, ka vakaqaqacotaki na vosa vakaviti

Nurture, Preserve and Sustain the Fijian language



From: s9(2)(a)
Sent: Monday, 3 October 2022 11:34 am
To: Mac Leuanae <Mac.Leuanae@mpp.govt.nz>; s9(2)(a)
s9(2)(a)
Cc: s9(2)(a)
Subject: RE: Guest list invitations – Laulu Pōhiri

Ni sa bula Vinaka kece sara,

Vinaka vaka levu s9(2)(a) for your email it is much appreciated, I hope you had a lovely restful weekend.

Invitations - We will have the email invitation ready by 5 October to be sent out and will send to you a PDF version to go out. Daily updates would be wonderful Vinaka, s9(2)(a)

Pese – Vinaka s9(2)(a) for your generous support and offer, please I will get back to you with a confirmation by COP today if we are still needing your wonderful expertise and teaching skills.

Programme – We are just finalising the last of our programme, once we have this finalised we would like to present the programme to your team to talk through the programme. By COP today I will have an update to you on when we can provide the finalised full programme to you, fa’afetai tele lava for your patience and support.

I have a few things to action on my end and will be in touch by COP. Once again Vinaka vakalevu for the support and co-ordination it is greatly appreciated.

Talk soon,

Vinaka vakalevu,

s9(2)(a) (she/her)
s9(2)(a)
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Nurture, Preserve and Sustain the Fijian language



From: Mac Leuanae <Mac.Leuanae@mpp.govt.nz>

Sent: Friday, 30 September 2022 4:59 pm

To: s9(2)(a)

s9(2)(a)

Subject: Re: Guest list invitations - Lulu Pōhiri

Malo lava s9(2)(a)

Thank you for this. I'll have my list finalised over the weekend. It's been difficult trying to whittle it down and being on the road hasn't help to focus and process.

Have a great weekend everyone!

Soifua,

Mac

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From: s9(2)(a)
Sent: Friday, September 30, 2022 4:52 PM
To: s9(2)(a) Mac
Leauanae <Mac.Leauanae@mpp.govt.nz>; s9(2)(a)
Subject: RE: Guest list invitations - Laulu Pōhiri

Fakatalofa atu s9(2)(a) Pule Laulu, s9(2)(a) ma s9(2)(a)

Fakafetai lasi for your email s9(2)(a) and thank you for being the main organiser on behalf of Manatū Taonga to organise and liaise Laulu's pōwhiri on Monday 17 October.

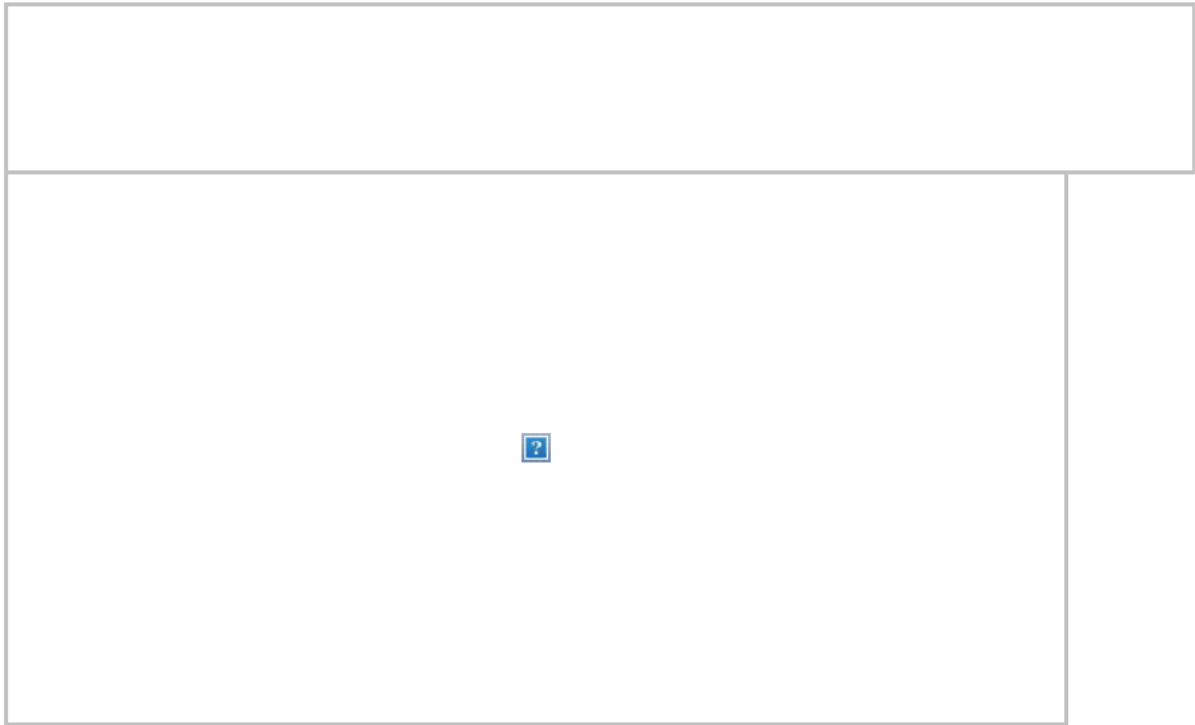
- My apologies s9(2)(a) to you and the responsible DCE s9(2)(a). With your new request for attendees' emails, I will not have the list of Laulu's guests and MPP staff compiled by the end of today as originally requested. I do not have everyone's email addresses who are not MPP staff.
- At this very moment, there are 70 people on the list of attendees from Laulu's side coming to the pōwhiri: 20 aiga ma uo + 50 MPP people. As the leader of this very significant occasion, s9(2)(a) has invited our MPP Tier 2, 3 & 4 MPP leaders to attend with other colleagues such as long-time Wellington based colleagues, our kaikaranga and those who will help our group with the singing. **Fakamolemole Pule Laulu – can you confirm who you want to invite to your pōwhiri, who are not part of MPP with their emails if possible.**
- s9(2)(a) I believe it is best if we send the invitations for our side from MPP once you send the invite to us.
- s9(2)(a) if it is possible, can we send the invites to Laulu's guest list from MPP with your leadership, my coordination and s9(2)(a) oversight?
- s9(2)(a) I will commit to updating you at Manatū Taonga twice daily from Monday 3 October at 12 noon and at 4 p.m. with updates on all the RSVPs that we will receive for the event, until everything is securely confirmed.
- I have offered to help Manatū Taonga learn 1-2 Pacific pese – that offer is still on the table as I will be in Wellington next week from Wednesday to Saturday.
- Can you please let us know that the decision is for whaikōrero speakers for the pōwhiri and an indication of any programme outline that you can share with us.

Happy weekend and end to te Vaiaso o te Gana Tuvalu everyone! I have just landed in Tāmaki Makaurau.

Mo te fakaaloalo lasi, s9(2)(a)

s9(2)(a) (she/her)
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s9(2)(a)
s9(2)(a) www.mpp.govt.nz | www.pacificatearoa.org.nz





From: s9(2)(a)
Sent: Friday, September 30, 2022 4:08 PM
To: s9(2)(a)
Subject: Guest list invitations - Laulu Pōhiri
Importance: High

Talofa s9(2)(a) ma s9(2)(a)

Thank you for all the support in getting the ball rolling for Laulu's welcome s9(2)(a) and Talofa s9(2)(a) it is lovely to e-work with you again .

As we wait for the confirmed guest list for Laulu, could I please check as to whether you would like for Manatū Taonga to send out the invite for Laulu's pōhiri, or would you prefer we send a pdf version of the invitation to MPP to distribute to Laulu's guests?

We are happy to send the invitation out to Laulu's guest list, we would need the emails of each person fakamolemole when you send the confirmed guest list across.

Alternatively, if you would like us to send a pdf version of the invitation so you can send this out from MPP's end, we would need to organise ensuring Manatū Taonga can be updated on all the RSVPs.

We plan to have the invitation ready to go out on Wednesday the 5 October, so if you could let us know what would work best for you as soon as possible that would be greatly appreciated.

Look forward to hearing from you,

Fakafetai lasi,

s9(2)(a) (she/her)
s9(2)(a)

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s9(2)(a)

s9(2)(a) mch.govt.nz | www.mch.govt.nz

Fakamautu ke mautakitaki te Gagana Tuvalu mo te atafai, fakaaloalo mo te amanaigina.

Nurture with sustainability the Tuvalu language with care, respect and dignity.



From: s9(2)(a) at NZ
To: s9(2)(a)
Subject: Re: Laulu Mac Leauanae pōwhiri preparation for Monday 17 October
Date: Tuesday, 11 October 2022 5:38:03 pm
Attachments: image001.png

Perfect thank you

Sent from my iPhone

On 11/10/2022, at 5:35 PM, s9(2)(a)
 <s9(2)(a)> wrote:

**** SECURITY ADVISORY! This email originated externally. Verify sender is authentic before opening any attachments. Do not click on links in this email, and instead go to the sender web page directly from your browser and enter your credentials there. ****

Talofa lava

Bit of a hiccup with accommodation – Bolton couldn't accommodate three in the room on Sunday night so we have moved you to the [Travel Lodge on Gilmer Terrace](#) for all three nights (Atura wasn't available for three nights)
 If we could ask you to pay \$300/night for Friday and Saturday and MPP will pay for the rest of the stay.

Flights have been changed. Please check through the itinerary and let me know if you require further amendments.

Fa'afetai

s9(2)(a)

<image001.png>

From: s9(2)(a)
Sent: Tuesday, 11 October 2022 1:39 pm
To: s9(2)(a) <s9(2)(a)>
Subject: Re: Laulu Mac Leauanae pōwhiri preparation for Monday 17 October
 Thanks s9(2)(a) Atura looks all good... so 3 of us in a room works for this option?
 Kind regards s9(2)(a)

Sent from my iPhone

On 11/10/2022, at 1:35 PM, s9(2)(a)
 <s9(2)(a)> wrote:

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directly from your browser and enter your credentials there. ****

Talofa lava

Please see the below options for accommodation for Friday & Saturday night (we'll keep Bolton for Sunday) – let me know what your preference is and I will make flight changes at the same time as bookign the revised accom

Double Tree

King Deluxe room

\$668.80 per night

James Cook

Executive King room

\$467 per night

Atura Wellington

Queen Room

\$319 per night

Fa'afetai

s9(2)(a)

<image001.png>

From: s9(2)(a)

Sent: Tuesday, 11 October 2022 12:31 pm

To: s9(2)(a)

Subject: RE: Laulu Mac Leauanae pōwhiri preparation for Monday 17 October

Cross your fingers – accom it pretty thin on the ground as WOW is on and the last week of school holidays...

Fa'afetai

s9(2)(a)

<image001.png>

From: s9(2)(a)

Sent: Tuesday, 11 October 2022 11:47 am

To: s9(2)(a)

Subject: Re: Laulu Mac Leauanae pōwhiri preparation for Monday 17 October

Thank you s9(2)(a) thats fantastic .

Will await the confirmation of new flight times fa'afetai tele.

la manuia lou aso.

s9(2)(a)

Sent from my iPhone

On 11/10/2022, at 7:50 AM, s9(2)(a)

<s9(2)(a)> wrote:

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Malo s9(2)(a)

No problem to change flights for you both and we will contact the Bolton regarding a roll out bed and the extra nights.

I will be in contact later today.

Fa'afetai

s9(2)(a)

<image001.png>

From: s9(2)(a)

Sent: Monday, 10 October 2022 7:56 pm

To: s9(2)(a)

<s9(2)(a)>

Subject: Re: Laulu Mac Leuanae pōwhiri preparation for Monday 17 October

Talofa lava s9(2)(a)

Thank you for the arrangements made for s9(2)(a) and I to attend Laulu's powhiri next Monday, we appreciate it very much and looking forward to the special occasion. I am wondering if it is possible to change our flights down from Auckland to Wellington please? (I did try on my app but am unable to use it to do so). s9(2)(a)

s9(2)(a) we would be so grateful if we could fly down on the 1pm flight dep AKL that day? .

We will have to bring our s9(2)(a) down with us and am wondering if we could book a room with an extra bed or roll in bed is no problem at the Bolton for the Frida through to Sunday nights and Monday check out as planned please?. We will cover the extra nights thank you.

Appreciate very much your kind assistance with this request. Also if the Bolton is booked our Friday and Saturday night can we book somewhere else, we are not fussed at all.

Fa'afetai tele lava, have a lovely evening.

s9(2)(a)

Sent from my iPhone

On 7/10/2022, at 2:08 PM, s9(2)(a)

wrote:

Talofa s9(2)(a)

Yes that would be most helpful re mana whenua Te Atiawa, Ngāti Toa Rangatira and Ngāti Raukawa acknowledgements thank you and much appreciated.

Ma le fa'aaloalo lava,

s9(2)(a)

From: s9(2)(a)

<s9(2)(a)>

Sent: Friday, 7 October 2022 11:30 am

To: s9(2)(a)

Cc: s9(2)(a) <s9(2)(a)> s9(2)(a) <s9(2)(a)> mpp.govt.nz

Subject: FW: Laulu Mac Leauanae pōwhiri preparation for Monday 17 October

****** SECURITY ADVISORY! This email originated externally. Verify sender is authentic before opening any attachments. Do not click on links in this email, and instead go to the sender web page directly from your browser and enter your credentials there. ******

Ni sa bula vinaka s9(2)(a)

Please see the message below from our Cultural Practice Lead - s9(2)(a) regarding Laulu's upcoming pōwhiri.

Please feel free to contact s9(2)(a) directly for support.

Vinaka vakalevu

s9(2)(a)

<image003.jpg>

From: s9(2)(a) s9(2)(a)

Sent: Friday, October 7, 2022 11:19 AM

To: s9(2)(a)

Subject: Laulu Mac Leauanae pōwhiri preparation for Monday 17 October
Fa'atalofa atu i Lau Afioga o s9(2)(a)

O lo'u igoa o s9(2)(a) s9(2)(a) s9(2)(a) I am helping to organise Laulu Mac Leauanae's pōwhiri for his new role at Manatū Taonga/ Ministry for Pacific Peoples as their new

Tumu Whakarae/ CEO. Laulu has encouraged me to contact you as you will be the second of three kaikōrero/ speakers at his pōwhiri. Do you need any help with your whaikōrero? Please let me know if you do with regards to mana whenua acknowledgements for Te Atiawa, Ngāti Toa Rangatira and Ngāti Raukawa. After you speak is there a specific pese that you would like our roopu of 100+ people to sing for you? We have several Samoan pese that we can sing after you have spoken.

Please let me know if I can help in any way. Ma le fa'aaloalo lava. Ngā mihi nui atu, nā

s9(2)(a)

s9(2)(a) (she/her)

Te Manatū mō ngā Iwi o te Moana-nui-ā-Kiwa
| The Ministry for Pacific Peoples|

s9(2)(a)

s9(2)(a) www.mpp.govt.nz |

www.pacificaotearoa.org.nz

<image005.png>

<image006.png>

<image003.jpg>

<image007.jpg>

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<Itinerary_11102022165023.PDF>

<Itinerary_11102022165110.PDF>

From: s9(2)(a) at NZ
To: s9(2)(a)a
Cc: Mac Leauanae
Subject: RE: Powhiri - 17th October 2022
Date: Tuesday, 4 October 2022 8:42:29 pm
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.jpg](#)

Ni sa bula vinaka s9(2)(a)
 Thanks for reaching out. If we can travel Sunday late afternoon please?
 Our NZ membership numbers are s9(2)(a)
 More than happy to meet at MPP next morning Vinaka.
 Thanks again,
 Have a lovely evening
 Loloma levu,

s9(2)(a)

From: s9(2)(a)
Sent: Tuesday, 4 October 2022 11:14 am
To: s9(2)(a)
Cc: Mac Leauanae <Mac.Leauanae@mpp.govt.nz>
Subject: RE: Powhiri - 17th October 2022

**** SECURITY ADVISORY! This email originated externally. Verify sender is authentic before opening any attachments. Do not click on links in this email, and instead go to the sender web page directly from your browser and enter your credentials there. ****

Ni sa bula vinaka s9(2)(a)
 Following on from Laulu's email, please let me know what flights s9(2)(a) and yourself would like me to book, including your Airporints number.
 Regardless of the flight times I will book FlexiRefund to allow flexibility on the day of travel.
 Please note the Powhiri is schedule to start at 10:00am and finish at 12:30pm, MPP will be assembling at 9:45pm (you are both also welcome to meet at MPP prior to the Powhiri)
 Ministry for Culture & Heritage
 Level 1 (Reception)
 Public Trust Building
 131 Lambton Quay
 Wellington 6011
 If you have any further queries please feel free to contact me – details below.
 Vinaka vakalevu

s9(2)(a)
) (she/her)
 s9(2)(a) to
 s9(2)(a)

Level 1, 101 - 103 The Terrace
 PO Box 833, Wellington 6140, New Zealand



mpp.govt.nz



From: Mac Leauanae <Mac.Leauanae@mpp.govt.nz>

Sent: Tuesday, 4 October 2022 9:48 am

To: s9(2)(a)

Cc: s9(2)(a)

Subject: Powhiri - 17th October 2022

Malo le soifua s9(2)(a),

Thank you for confirming your attendance at my powhiri for MCH.

s9(2)(a) my colleague will coordinate flights and accommodation for you and s9(2)(a). To ensure we have the correct details:

- s9(2)(a)
- s9(2)(a)

Hate to book flights and have the wrong details.

Soifua,

Mac

Laulu Mac Leauanae

Secretary for Pacific Peoples, Chief Executive, Ministry for Pacific Peoples

Te Tumu Whakarae, Te Manatū mō ngā Iwi o Te Moana-nui-ā-Kiwa

s9(2)(a)

s9(2)(a)

Level 1, 101 - 103 The Terrace

PO Box 833, Wellington 6140, New Zealand



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- -

From: s9(2)(a)
To: s9(2)(a)
Subject: RE: Re:[## 1812098 ##] s9(2)(a) Accommodation - Update
Date: Tuesday, 4 October 2022 10:16:47 am
Attachments: [image001.jpg](#)
[image002.png](#)

Bula my dear s9(2)(a)

YES PLEASE go ahead my dear! I really appreciate you doing this for me today!

From: s9(2)(a)
Sent: Tuesday, October 4, 2022 10:10 AM
To: s9(2)(a)
Cc: s9(2)(a)
Subject: FW: Re:[## 1812098 ##] s9(2)(a) Accommodation - Update

Ni sa bula vinaka my dear friend

I can book your Powhiri flights – need to do this today so I can guarantee accommodation for the night of the 16th...nbot much around.

Are you happy I just book fullyflexi and you can change ans you inned on the day???

Vinaka vakalevu

s9(2)(a)



From: s9(2)(a) <groups@orbitwellington.com>
Sent: Tuesday, 4 October 2022 10:04 am
To: s9(2)(a)
Subject: Re:[## 1812098 ##] s9(2)(a) Accommodation - Update

Hi s9(2)(a)

I received this email re s9(2)(a) - FYI
(no need for accommodation on Friday night)

Ni sa bula vinaka s9(2)(a)

Thanks so much for your email.

I don't need accommodation for 14th or 15th of October.

I have to fly back to Auckland on the 14th October in time for the Sunpix Ltd Awards happening at 6 p.m. **Could I please have a flight back for Friday 14th October after our All Staff programme finishes.**

I will ask my line Manager s9(2)(a) for approval to fly back to Wellington on Sunday 16th October, well in time for the pōwhiri I am organising on MPP's behalf for our outgoing CE Laulu Mac Leauanae happening on Monday 17th October.

Thanks for your help

Kind regards

s9(2)(a)

Web: orbit.co.nz
www.orbit.co.nz



From: s9(2)(a)
 To: Domestic Booking
 Cc: Domestic Booking
 Subject: RE: Re:[## 1814193 ##] Flight to be booked for Guests
 Date: Thursday, 6 October 2022 2:31:49 pm
 Attachments: [image001.jpg](#)
[image002.png](#)
[image003.jpg](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)

they say it hasn't can you reply to this email approving

Ta

From: s9(2)(a)
 Sent: Thursday, 6 October 2022 2:28 pm
 To: s9(2)(a)
 Subject: RE: Re:[## 1814193 ##] Flight to be booked for Guests
 Hi s9(2)(a) I'm pretty sure I approved the travel for Lauu's fanau yesterday

From: s9(2)(a)
 Sent: Thursday, 6 October 2022 9:49 am
 To: domestic.booking@orbitwellington.com; s9(2)(a)
 Subject: RE: Re:[## 1814193 ##] Flight to be booked for Guests
 Hey s9(2)(a)

These flights are for Lauu's whanau for Pōwhiri
 Vinaka vakalevu

s9(2)(a)

From: s9(2)(a) <domestic.booking@orbitwellington.com>
 Sent: Thursday, 6 October 2022 9:43 am
 To: s9(2)(a)
 Subject: Re:[## 1814193 ##] Flight to be booked for Guests

Hi s9(2)(a)
 Apologies for having called you s9(2)(a) Not sure what I was thinking when I typed that.
 The details below are still for you to approve please.
 Apologies for the wrong name.
 Kind regards,

s9(2)(a)

Web: orbit.co.nz

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— on Thu, 06 Oct 2022 09:40:53 +1300 s9(2)(a) <domestic.booking@orbitwellington.com> wrote —

Hi s9(2)(a)

I have received the below request from s9(2)(a)

Can you please let me know if you are okay to approve the below bookings?

Flights: Flexi change - \$466.54 per person (3x seats required as s9(2)(a))



Sat, 15 Oct - Air New Zealand 449 - 1h 10m
 Departing: Auckland Airport (AKL) at 6:00 pm
 Arriving: Wellington Intl Airport (WLG) at 7:10 pm



Tue, 18 Oct - Air New Zealand 436 - 1h 5m
 Departing: Wellington Intl Airport (WLG) at 2:45 pm
 Arriving: Auckland Airport (AKL) at 3:50 pm

Kind regards,

s9(2)(a)
 [Redacted signature]

Web: orbit.co.nz



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— on Wed, 05 Oct 2022 08:02:51 +1300 s9(2)(a) [Redacted] wrote —

Ni sa bula vinaka
 Can you please book the following family group.
 All FlexiChange and no accommodation required
 Cost Centre: 05
 Reason: Secretary's Powhiri
 Project Code: CMDY00
 Approver: s9(2)(a)

s9(2)(a)
 s9(2)(a)
 [Redacted contact information]

- Saturday 15th October: AKL-WLG @ 6:00pm (arrive 7:10pm)
- Tuesday 18th October: WLG-AKL NZ436 @ 2:45pm (arrive 3:50pm)

Vinaka vakalevu

s9(2)(a)
) (she/her)
 s9(2)(a) to
 s9(2)(a)
 [Redacted contact information]

Level 1, 101 - 103 The Terrace
 PO Box 833, Wellington 6140, New Zealand



From: s9(2)(a)
To: [Redacted]
Subject: Re:[## 1814193 ##] Flight to be booked for Guests
Date: Thursday, 6 October 2022 5:07:59 pm
Attachments: [1665029208490000_519265455.png](#)
[1665029208511006_22544649.png](#)
[1665029208529000_22544649.jpg](#)
[1665029208547003_519265455.png](#)
[1665029208564001_22544649.jpg](#)
[1665029208580009_519265455.jpg](#)
[1665029208599000_22544649.png](#)
[1665029208615001_519265455.png](#)
[1665029208633000_22544649.png](#)
[1665029208650000_519265455.png](#)
[1665029208664000_22544649.png](#)
[1665029208680008_519265455.png](#)
[1665029208697000_22544649.jpg](#)
[Itinerary_06102022165257.PDF](#)
[Itinerary_06102022165512.PDF](#)
[Itinerary - 2022-10-06T170624.310.PDF](#)

Thanks s9(2)(a)

All confirmed.
Please see the itineraries attached below.

Please note that I have booked s9(2)(a).
I have also seated them together as they will be travelling together.

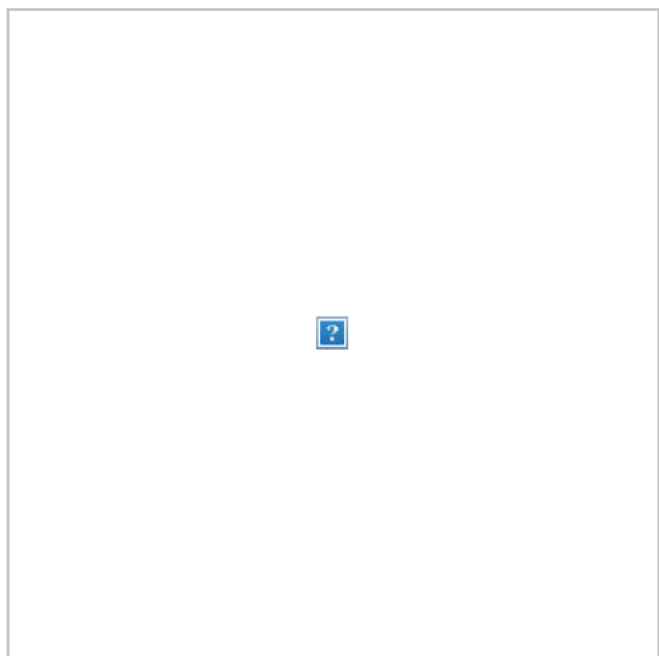
If you need anything else let me know.

Kind regards,
s9(2)(a)

[Redacted]

[Redacted]

Web: orbit.co.nz



---- on Thu, 06 Oct 2022 16:25:39 +1300 's9(2)(a)' wrote ----

22 June 2021

From: s9(2)(a) <domestic.booking@orbitwellington.com>
Sent: Thursday, 6 October 2022 4:21 pm
To: s9(2)(a)
Subject: Re:[## 1814193 ##] Flight to be booked for Guests

Hi s9(2)(a)

Thank you for that. I have received the approval.

The flights are now confirmed however I should ask if you have s9(2)(a) date of birth on hand?

I will need to add this to the booking to get her registered as an s9(2)(a).

Kind regards,

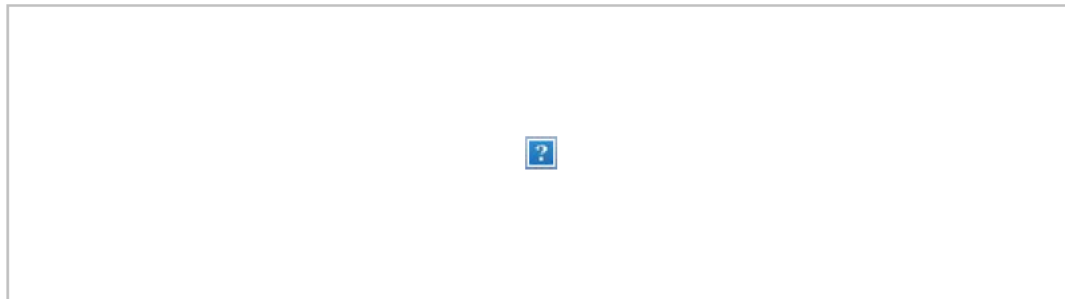
s9(2)(a)

[Redacted]

[Redacted]

[Redacted]

Web: orbit.co.nz



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---- on Thu, 06 Oct 2022 14:31:57 +1300 's9(2)(a)' wrote ----

s9(2)(a) they say it hasn't can you reply to this email approving

Ta

[Redacted]

From: s9(2)(a)
Sent: Thursday, 6 October 2022 2:28 pm

To: s9(2)(a) <s9(2)(a)>
Subject: RE: Re:[## 1814193 ##] Flight to be booked for Guests

Hi s9(2)(a) I'm pretty sure I approved the travel for Lauu's fanau yesterday

From: s9(2)(a) <s9(2)(a)>
Sent: Thursday, 6 October 2022 9:49 am
To: domestic.booking@orbitwellington.com; s9(2)(a)
s9(2)(a)
Subject: RE: Re:[## 1814193 ##] Flight to be booked for Guests

Hey s9(2)(a)

These flights are for Lauu's whanau for Pōwhiri

Vinaka vakalevu

s9(2)(a)



From: s9(2)(a) <domestic.booking@orbitwellington.com>
Sent: Thursday, 6 October 2022 9:43 am
To: s9(2)(a)
s9(2)(a)
Subject: Re:[## 1814193 ##] Flight to be booked for Guests

Hi s9(2)(a)

Apologies for having called you s9(2)(a) Not sure what I was thinking when I typed that..

The details below are still for you to approve please.

Apologies for the wrong name.

Kind regards,

s9(2)(a)

[Redacted signature line]

[Redacted signature line]

[Redacted signature line]

Web: orbit.co.nz

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---- on Thu, 06 Oct 2022 09:40:53 +1300 [REDACTED]
[REDACTED] domestic.booking@orbitwellington.com > wrote ----

Hi [REDACTED]

I have received the below request from [REDACTED]

Can you please let me know if you are okay to approve the below bookings?

Flights: Flexi change - \$466.54 per person (3x seats required as [REDACTED]
[REDACTED])



Sat, 15 Oct - Air New Zealand 449 - 1h 10m

Departing: Auckland Airport (AKL) at 6:00 pm

Arriving: Wellington Intl Airport (WLG) at 7:10 pm



Tue, 18 Oct - Air New Zealand 436 - 1h 5m

Departing: Wellington Intl Airport (WLG) at 2:45 pm

Arriving: Auckland Airport (AKL) at 3:50 pm

Kind regards,

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Web: orbit.co.nz



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--- on Wed, 05 Oct 2022 08:02:51 +1300 's9(2)(a)'
<s9(2)(a)> wrote ---

Ni sa bula vinaka

Can you please book the following family group.

All FlexiChange and no accommodation required

Cost Centre: 05

Reason: Secretary's Powhiri

Project Code: CMDY00

Approver: s9(2)(a)

s9(2)(a)

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

- Saturday 15th October: AKL-WLG @ 6:00pm (arrive 7:10pm)
- Tuesday 18th October: WLG-AKL NZ436 @ 2:45pm (arrive 3:50pm)

Vinaka vakalevu

s9(2)(a)

[Redacted] (she/her)

s9(2)(a)

[Redacted]

[Redacted]

s9(2)(a)

[Redacted]

[Redacted]

Level 1, 101 - 103 The Terrace
PO Box 833, Wellington 6140, New Zealand



mpp.govt.nz



From: s9(2)(a)
To: [REDACTED]
Cc: [REDACTED]
Subject: Re:[# 1823438 #] Flight change and extra accom requested
Date: Tuesday, 11 October 2022 1:14:08 pm
Attachments: [1665447201066000_519265455.png](#)
[1665447201123001_22544649.png](#)
[1665447201140004_519265455.png](#)
[1665447201156000_22544649.png](#)
[1665447201174001_519265455.png](#)
[1665447201191000_22544649.png](#)

Hi s9(2)(a)

Bolton is not currently available for all 3 nights,

Please see the below options.

Double Tree
 King Deluxe room
 \$668.80 per night

James Cook
 Executive King room
 \$467 per night

Atura Wellington
 Queen Room
 \$319 per night

It will be FOC to change this flight. Please let me know which option you would like to book.

Kind Regards

s9(2)(a)

Website: www.orbit.co.nz



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---- On Tue, 11 Oct 2022 09:03:01 +1300 s9(2)(a) wrote ----

Sorry to land this one on you....

Can you please change the outbound flight for both to Friday NZ429 @ 1:00pm

s9(2)(a) has also requested a change in accommodation for the extra two nights (ideally at the Bolton) and he has also requested a roll out bed/trundler/sofa bed for s9(2)(a) for all three nights.

If the Bolton has no availability, he is happy somewhere else but still keep the Bolton on the Sunday night (incl extra bed for s9(2)(a))

I know this is going to be pricey (can I have costs of accom changes before any flight changes are made).

s9(2)(a) will pay for the two extra nights direct to the hotel on departure.

Fa'afetai

s9(2)(a)

() (she/her)

s9(2)(a) **s9(2)(b)**

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Level 1, 101 - 103 The Terrace
PO Box 833, Wellington 6140, New Zealand



mop.govt.nz



From: [Mac Leuanae](#)
To: s9(2)(a)
Cc:
Subject: Travel dates :)
Date: Tuesday, 4 October 2022 11:15:24 am
Attachments: [image001.jpg](#)

Hi s9(2)(a)

As discussed, I've been able to confirm details with s9(2)(a) who will attend with her family for the powhiri:

- Travel times:
 - Saturday 15th October: evening leave Auckland
 - Tuesday 18th October: afternoon return to Auckland
- Names:
 - s9(2)(a)
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]

In terms of s9(2)(a), she would like to come earlier for my farewell:

- Travel times:
 - Thursday 13th October: midday leave Auckland
 - Tuesday 18th October: afternoon return to Auckland – same flights if possible with s9(2)(a)
- Name: s9(2)(a)

Appreciate this s9(2)(a) – s9(2)(a) s been cced in the message just in case I've got something wrong.

Thanks,

Mac

Lulu Mac Leuanae

Secretary for Pacific Peoples, Chief Executive, Ministry for Pacific Peoples
 Te Tumu Whakarae, Te Manatū mō ngā Iwi o Te Moana-nui-ā-Kiwa

s9(2)(a)
 s9(2)(a)
 Level 1, 101 - 103 The Terrace
 PO Box 833, Wellington 6140, New Zealand



From: [Serko - Orbit](#)
To: s9(2)(a)
Subject: Trip for s9(2)(a) to Wellington departing 16 October has changed
Date: Friday, 7 October 2022 4:26:04 pm
Attachments: [bqp1wtm3.ics](#)
[gicct5xe.ics](#)

Hi s9(2)(a)


This trip has been approved.


Traveller:	s9(2)(a)
Trip Created by:	s9(2)(a)
Please select your Cost Centre:	04 - Office of the Chief Executive
Departure Date:	16 October 2022
Destination:	Wellington
Status:	Authorised
Total cost:	NZD 568.39
Project Code:	CMDY00 - Corporate - Ministry Away Days
Reason For Travel:	MPP event
Additional Information for the Approver:	Laulus Powhiri
Ticketing Time Limit:	7 October

**** NEW CHANGES HAVE BEEN MADE TO THIS BOOKING ****


Booking has been authorised (Actioned on Friday 07 Oct 2022 at 03:25 GMT)

This trip breaks company policy

 Auckland - Wellington
Reason: Other
 Flexibility required

 Wellington - Auckland
Reason: Other
 Flexibility required

This trip has potential savings

 Auckland - Wellington
 Journey could have been booked for NZD 301.66
 With Air New Zealand (NZ 427 @ 12:30 p.m.).

NZD 38.80



Wellington - Auckland

NZD 38.79

Journey could have been booked for NZD 189.14
With Air New Zealand (NZ 468 @ 4:50 p.m.).

TOTAL POTENTIAL SAVINGS

NZD 77.59

TOTAL POTENTIAL SAVINGS



Auckland - Wellington

NZD 340.46



1 pc(s)

Air New Zealand NZ427

Fare: Flexi Change (M)

Airline Reference: 8ZLJYH

Departure: 16 October 2022 12:30

Arrival: 16 October 2022 13:40



Wellington - Auckland

NZD 227.93



1 pc(s)

Air New Zealand NZ468

Fare: Flexi Change (W)

Airline Reference: 8ZLJYH

Departure: 17 October 2022 16:50

Arrival: 17 October 2022 17:55

Total

NZD 568.39

Trip Total

568.39

Access Orbit Online (Zeno) on-the-go and download the mobile app now.

Booking ID: 727635

PNR: 6TOSDV

Trip updated by: s9(2)(a)

This message was automatically generated by the online booking system. Please do not respond directly to this email.
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