

**Lizzie Barone**

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**From:** [ s 9(2)(a) ]  
**Sent:** Tuesday, 5 December 2023 4:46 pm  
**To:** [ s 9(2)(a) ]  
**Subject:** Export of contractor and consultant request - Change Leadership Consultant (cb\_1000018)

Kia ora,

Here is an export of what you selected from the Contractor and Consultant requests app:

Heading	Information
Request ID:	cb_1000018
Requestor:	Lizzie Barone
Objective folder(s):	
Role title:	Change Leadership Consultant
Business group:	Office of the Chief Executive
Business unit:	Office of the Chief Executive
Team:	Organising Ourselves
Contract Manager:	Louise Hornabrook
Planned start date:	2024-02-08
Planned end date:	2024-02-22
Notice period:	N/A
Role type:	Consultant
Reason for request:	Project related
Employee position number:	N/A
Work location:	Wellington
Resource requirements:	Leading change workshop journey for Organising Ourselves Design Phase Part Three people leaders (Property Rights and Contact Centre). To prepare leaders to effectively lead themselves and their teams through organisational change and its impacts. Leader buy-in, commitment, and confident guidance are critical to the success of the change. This is to ensure all leaders have the adequate training and tools available and follows what was rolled out to leaders in Part Two,
Niche skill/expertise:	Change journey, series of workshops delivered by consultant in mindful workplaces, leadership and change. Skill or workshops not available in house.

Options considered prior to making your decision to engage a contractor or consultant (complete as applicable):	
Permanent employee:	Yes
Fixed term employee:	No
Internal or external secondment:	No
Deferring the work:	Yes
Internal distribution of work:	No
Not progressing the work:	
Other options considered:	Using same supplier who ran sessions for Part Two leaders.
None considered:	
Rationale for engaging a contractor or consultant:	Bespoke change leader support
The consequence of not progressing:	Leaders will not be appropriately prepared to effectively lead themselves, and their teams, through the impact of organisational change. If leaders are poorly supported through the change process this may result in low levels of buy-in and commitment to the change. This may negatively impact the success of the change and ongoing implementation. May also be perceptions of Part Three leaders being disadvantaged as not offered the same level of support as was offered to Part Two leaders.
Previous contract history:	Engaged in February 2023 to delivery change workshop journeys to Organising Ourselves Design Phase Part 2 leaders.
Rate type:	Fixed
Maximum daily, hourly or fixed rate:	[ s 9(2)(b)(ii) ]
Est hours per day/days per week:	
Total est hours/days:	
Applicable fees:	
Total:	[ s 9(2)(b)(ii) ]
OPEX total:	[ s 9(2)(b)(ii) ]
CAPEX total:	N/A
Funding appropriation:	Departmental
Project code:	103598
Cost centre:	7050
Activity code:	F023
Natural account:	7601
Sourcing method:	Direct source - Non AoG panel
Name of the supplier(s) involved:	MindU
Name of the person to perform the role:	[ s 9(2)(a) ]

Contract type:	GMC
If over \$100k and not using AOG panel, describe:	N/A
Services type:	
ANZSCO Occupation and code:	
AOG job family:	
Health and Safety assessment:	Low
If medium/high, further details:	
Due diligence:	
Will the contractor or consultant be onboarded for building and system access?	No
Undertake reference checks with former employers:	
Confirm their identity and nationality by obtaining a copy of their passport or NZ Driver Licence:	
Confirm their right to work in New Zealand:	
Conduct a criminal record check:	
Conflict of Interest Declaration form:	
Will the resource be working in OI?	No
Is a particular qualification, accreditation, registration, or membership required?	No
Will the resource/role be desk based?	No
Will the resource be filling a financial role, or will they be a cost centre manager?	No
Is the work being carried out at a location under a National Security classification level?	No
Has the resource been an employee with the NZ State Services sector within the last 3 years?	No
Ex-employee of Toitū Te Whenua?	No

Risks:

Risk	Description	Mitigation
Contractor vs Employee	If a person is hired as a Contractor/Consultant when they should be classified as an employee (either intentionally or accidentally), LINZ may later be held liable for extra costs, including unpaid PAYE tax, unpaid minimum wages, and holiday and leave entitlements.	HR advice considers the real nature of the working relationship rather than the label the parties are calling it.
Increased scope / more work / budget required	The work takes longer than required, or new requirements are identified, resulting in a longer engagement and more budget required.	The contract manager will monitor this on an ongoing basis with performance management and monitoring internal requirements and resource planning. If an extension is required, HR will be engaged within a reasonable timeframe before the expiry of the Contract to discuss options.

Intellectual property	The Contractor/Consultant is developing new intellectual property that LINZ will utilise. The contractor/consultant solely holds key knowledge.	Legal review of contract terms and conditions to ensure ownership and licensing terms align with the intent of LINZ and the Contractor/Consultant. The Contract will expressly describe the future use of the Contractor/Consultant's New IP. The reporting manager will ensure continuous knowledge transfer from the contractor/consultant throughout the engagement.
Sensitive information	Confidentiality of sensitive information is not maintained.	Will only provide access to sensitive information onsite at LINZ or via Objective Connect. The Contractor/Consultant will be required to sign a Non-Disclosure Agreement before viewing any sensitive information.

Consulted and Approvers:

Type	Person	Role	Review/Approval Timestamp	Notes made
Consulted	[ s 9(2)(a) ]	Management Accountant	[ s 9(2)(a) ] 8 Nov 2023   Endorsed	this will be managed forecasting processes
Consulted	Jonny McKenzie	Head of People	Jonny McKenzie   14 Nov 2023   Endorsed	
Reviewer	Jonny McKenzie	Human Resources	Jonny McKenzie   14 Nov 2023   Endorsed	
Approver	Richard Hawke	Head of [ s 9(2)(a) ]		i Richard, as discussed, these are the leadership workshops. For your endorsement if approved.
Approver	Louise Hornabrook	Delegated Contract Authority	Jonny McKenzie   14 Nov 2023   Approved	
Approver		Kaihautū group	[ s 9(2)(a) ] on behalf of Kaihautū group   4 Dec 2023   Approved	Kaihautu group approved on 29/11/2023

Ngā mihi nui,