

30 August 2019



Customer Services
P. 03 353 9007 or 0800 324 636

PO Box 345
Christchurch 8140

P. 03 365 3828
F. 03 365 3194
E. ecinfo@ecan.govt.nz
www.ecan.govt.nz

BRaid Incorporated (Braided River Aid)
Attn: Nicholas Ledgard
22 Somerset Drive
RD 1
Oxford 7495

Dear Mr Ledgard

Contract for Services

From: Canterbury Regional Council
to: BRaid Incorporated

Please find attached a Service Contract to organise a braided river seminar etc.

Contract	Purchase Order	Amount (ex GST)	Location
1734-19/20	101743	15,000.00	n/a

Please ensure that the person signing the Service Contract on behalf of **BRaid Incorporated** has the delegated authority to do so e.g. a director or senior manager.

To complete this service contract please:

1. **Read** the service contract and ensure you understand all clauses.
2. Initial **all** pages where indicated and **sign** Page 2.
3. Return the **signed & initialled** service contract **as soon as possible** to the Biodiversity Administrator or email to Biodiversity@ecan.govt.nz

To help us keep our records up to date, **please** remember to carry out the following:

1. Please let us know once you have **finished** the project.
2. If you do **not** finish the project within the agreed timeframe, please **update** us on progress and let us know the reason for the delay.
3. Please forward copies of all the receipts, made out to Environment Canterbury, relating to the project to Frances Schmechel, Principal Biodiversity Officer. These need to be sighted as part of the auditing process at the completion of the project.

If you have any queries during the project, please contact Frances Schmechel from the Regional Support Team at Environment Canterbury on 0800 324 636.

Yours sincerely

Michaela Watts
Biodiversity Administrator

ECan Contract for services/goods – Short Form

BRaid coordination [1734-19/20]

The Parties

Canterbury Regional Council (Environment Canterbury)

(Buyer)

200 Tuam Street, Christchurch Central 8011

BRaid Incorporated (Braided River Aid)

(Supplier)

22 Somerset Drive, RD1, Oxford 7495

Agreement	The Supplier will provide the following goods and/or services ("Products") to the Buyer by the Date and for the Price and otherwise on the terms set out in this contract.		
Description of Products	Delivery date ("Date")	Specific Standards (if any)	Price (exc GST)
Organise one Braided River seminar	By 30 August 2020	Preparation/ organisation for a workshop to be delivered between June and August 2020. Advertised a minimum of 2 months in advance, list of topics or speakers available at least 2 weeks prior, and copy of presentations available within 3 weeks afterwards.	\$15,000
Rebuild website	30 Oct 2019	Rewrite pages, check all information and refresh as needed, reorganise and update links, migrate to new platform.	
Manage website and social media	bi-monthly	Update a minimum of 3x per month with information, newsletters, events, etc.	
Produce regular newsletters	30 Nov & 30 May	Produce a minimum of 1 every 2 months to verified registrants (and is anti-SPAM compliant)	
Make available, assist or lead in designing awareness resources	monthly	Make graphic resources (e.g. signs, brochures, graphics) available and accessible to raise awareness of braided river values.	
Updates/report to accompany invoice		A brief list of items from above accomplished during the invoice period, include photos or graphics as appropriate	
Invoice and payment	Please quote the following Purchase Order Number(s) 101743 when invoicing. The Supplier will invoice the Buyer in December 2019 and June 2020 for the Products provided. If the Buyer receives a valid tax invoice on or before the last day of the month, and delivery of the goods and/or services has been satisfactory, the Buyer shall pay that tax invoice by the 20 th calendar day of the month following the date of invoice.		
Start date	This contract will start on 1 Sept 2019.		
End date	This contract will end on 30 August 2020.		
Standards	The Supplier will supply Products that meet the Description, the Specific Standards (if any) and the requirements of this Contract. In addition, the Supplier will provide the services with due care, skill and diligence.		

Supplier's Warranty and Indemnity	The Supplier warrants that the Products do not breach any law or standard and the supply of them will not infringe the rights of any person. The Supplier will indemnify the Buyer against any cost, claims, losses, and liabilities the Buyer suffers or incurs as a result of any breach by the Supplier of its obligations under this contract.
Ownership of goods	Title to and risk in any goods passes to the Buyer on the date those goods have been delivered to the Buyer.
Confidentiality	The Supplier acknowledges that in the course of carrying out its obligations under this Contract, it may receive confidential information (that is, information that is by its nature confidential or is marked as such) about the Buyer. The Supplier agrees that it will not, except as required by law, use or disclose any such information.
Health & safety	The Supplier shall comply with all reasonable instructions of the Buyer in relation to health and safety matters.
Resolving disputes	The Parties will use their best endeavours to resolve any dispute or difference that may arise under this contract through direct negotiation. If the Parties cannot resolve a dispute by negotiation, either Party may refer the matter to mediation. The Party requesting mediation must notify the other Party in writing. Each Party will meet their own costs of resolving the dispute.
Termination	The Buyer may terminate this contract at any time by giving not less than 10 working days' notice to the Supplier.
Law	This contract will be governed and interpreted in accordance with New Zealand law.

Buyer:


(signature)

Name: Shaun Burkett**Position:** Regional Leader Biodiversity**Date:** 30/08/2019.**Supplier:**


(signature)

Name: Nick LEDGARD**Position:** Chair, Braid Ine**Date:** 6/09/2019