

[Date]

[Name of Youth Advocate]

[Email address]*[Address]*

Dear [Name of Youth Advocate] *[Name of Youth Advocate]*,

This is to confirm your appointment as Youth Advocate for [Name of te tamaiti or rangatahi] *[name of young person]*. You have been appointed under section 248A of the Oranga Tamariki Act 1989 (the Act) to represent [Name of te tamaiti or rangatahi] at a family group conference.

[Name of te tamaiti or rangatahi] has been referred by the Police for an “intention-to-charge” family group conference pursuant to section 247(b) of the Act. The alleged offences include at least one that is subject to a sentence of imprisonment of 10 years or more.

The purpose of this family group conference is to consider whether the young person should be prosecuted for their offences in the Youth Court or whether the matter can be dealt with by alternative means.

[Name of Youth Justice Coordinator]*[Name of youth justice coordinator]*, the Youth Justice Coordinator who is allocated to this case, will make direct contact with you to discuss the matter. It is expected that you will meet separately with [Name of te tamaiti or rangatahi] and their parents or caregivers prior to the conference.

Your appointment does not include representing [Name of te tamaiti or rangatahi] at any court-directed family group conference or Youth Court appearances. The fee for this appointment will be the maximum payable for up to 5 hours of work as per regulation 6 of the Oranga Tamariki (Youth Advocates) Regulations 2020 (“the Regulations”). This hourly rate does not include disbursements for travel. This may be charged as an additional cost at the standard rate determined by the Regulations. Invoicing should identify these disbursements and proof may be requested of this expenditure. If you are to go beyond the extent of the brief, you will need prior approval in writing from me.

The purchase order number for your services is [Purchase order number]*[purchase order number]*. Please include [Name of te tamaiti or rangatahi]’s *[name of young person’s]* name and date of birth when invoicing Oranga Tamariki for your services. Your invoices can be emailed directly to: [**accountspayable@ot.govt.nz**](mailto:accountspayable@ot.govt.nz).

Yours sincerely

[Name of Youth Justice Manager]*[Name of Youth Justice -Manager]*

Youth Justice Manager

[Name of site]

Oranga Tamariki