

18 October 2022

Jason Walls
NZME
jason.walls@nzme.co.nz

REF: OIA-10823

Dear Jason

Request made under the Official Information Act 1982

Thank you for your email of 22 August 2022 regarding the Transmission Gully opening event and requesting the following information under the Official Information Act 1982 (the Act):

*How many staff were involved in the planning?
Could I have a copy of the final invoice.
I would like a further breakdown of that \$221k fee please.*

I will set out each of your questions and my responses below.

How many staff were involved in the planning?

He Waka Eke Noa Charitable Trust (the Trust) was contracted to organise the planning of public open days and an opening event. Waka Kotahi NZ Transport Agency does not hold information on how many Trust staff were involved in planning. I am therefore refusing this request under 18(g)(i) of the Act, as Waka Kotahi does not hold the information requested.

*Could I have a copy of the final invoice.
I would like a further breakdown of that \$221k fee please.*

Ten separate invoices spread over 11 months were issued by the Trust for event management. The attached file *OIA-10823 invoices* falls within the scope of your request. Please note that we have withheld:

- contact details under section 9(2)(a) of the Act, to protect the privacy of individuals
- GST number, bank account number and bank account name for the Trust under section 9(2)(k) of the Act, to prevent the disclosure of information for improper advantage, and
- some information under 9(2)(b)(ii) of the Act, to protect information that would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

Please also note that the invoices incorrectly refer to the fourth and fifth instalments twice. This is a labelling error only and the total number of invoice instalments issued by the Trust was correct as per their contract.

Waka Kotahi does not hold a further breakdown of the payments to the Trust beyond what is shown in the attached invoices and what has been provided previously. I am therefore refusing this part of your request under section 18(g)(i) of the Act, as Waka Kotahi does not hold the information requested.

The Trust provided a lump sum quotation for a full scope of work defined in the Offer of Services (and the Variation that followed) from the Trust. As they executed that work, they invoiced for progress payments. The Offer of Services included:

- Building relationships with and working alongside key internal stakeholders to develop an Ops Plan that meets all legislative requirements including health and safety, risk assessment and any management around shared space
- Be a part of conversations with Mana Whenua, hāpu and Iwi to ensure effective partnerships
- Be part of the decision making around location, numbers and type/s of events bringing to the table many years of working in this space
- Recommend budget items with agreed budget and ensure that these are adhered to with variations being reported
- Source and contract key event personnel for the event days (i.e. Site Managers/Event Assists) These require trained staff
- Source and manage external contractors
- Source and manage collateral and equipment as well as its placement and operation
- Create a full operational plan for the events which encompasses all aspects of said events so the event runs smoothly, effectively, safely and on schedule.
- These might include (but are not limited to) pack in, parking, public transport, health and safety, Crowded Spaces strategy, COVID contingency, external stakeholder management, run sheets, Key Contact information, Waste Management plan, First Aid, security planning, ticketing etc.
- Work with the comms team to develop messaging around the events – their timings, access, transport, parking, ticketing etc.
- Advise NZTA on event specific issues and be open and transparent about risks, both perceived and actual, including reputational risk
- Public Liability Insurance will be in place through Marsh our brokers by the time the events take place. As agreed Waka Kotahi will meet the cost of that insurance as a part of the contract. It will be invoiced once finalised.

On 4 August 2021, Waka Kotahi sought to increase the scope of the contract with the Trust to include the supply of event staff, including:

- Site Manager/s
- Site Assists/and professional event staff as required
- Security Consultant
- Staffing costs for delivery
- Volunteer expenses for marshals
- Event Consumables.

The amounts paid to the Trust include considerable planning for the opening of Transmission Gully, which was originally expected to include a formal opening ceremony and public open days to give the

public an opportunity to experience Transmission Gully ahead of it opening to general traffic. Unfortunately, the public open days were unable to go ahead due to delays with completion of the project and changing COVID alert levels. The planning had to be re-worked a number of times due to repeated changes (delays) of the road opening date.

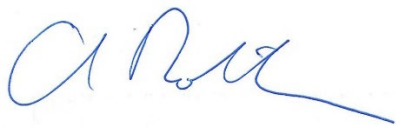
With respect to the information that has been withheld, I do not consider there are any other factors which would render it desirable, in the public interest, to make the information available.

Under section 28 of the Act, you have the right to ask the Ombudsman to review my decision to withhold and refuse some of the information you have requested. The contact details for the Ombudsman can be located at www.ombudsman.parliament.nz.

In line with Waka Kotahi policy, this response will soon be published on our website, with personal information removed.

If you would like to discuss this reply with Waka Kotahi, please contact Megan Heffield, Media Manager, by email to megan.heffield@nzta.govt.nz.

Yours sincerely



Andrew Robertson
National Manager – Commercial Delivery