

18 August 2022

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Request for Official Information responded to under the Local Government and Official Information and Meetings Act 1987 (LGOIMA) (the Act) – reference: OIR 2223-321

I refer to your information request we received on 21 July 2022 for the following:

I write to you in reference to the comments made by Sean Mallon on the public record at the Audit and Risk meeting on 2 June 2022. At that meeting Sean stated:

Statement 1

"... you are dealing with CAP and there is a provision in them for them to respond to questions that come up then you will always have potential to either to have variations or to have slight changes in terms of work program as you work through that and that's just the nature of the work"

1. Could you please provide a list of variations or slight changes that have been made to the work programme to date?

11 November 2020	
	Accessing and georeferencing historical aerial imagery for 4 time periods 1956, 1966, 1977, 1987.
	Digitising shoreline (approx. 4 hours each timeframe — 8 timeframes in total).
Total	\$8,600
26 March 2021	
Peer review and progress meetings	To cover future meetings that may be required between Jacobs and KCDC as well as any other third parties such as Beca (Peer Reviewer), GWRC and others, Jacobs has allowed for a nominal 2 hours of meetings per week from next week up to the end of April 2021 (5-week period).
Future Response to Review of Jacobs Deliverables	To allow for response to comments from the independent peer review of the Volume 1 and Volume 2 methodology.
Future Workshops	KCDC has requested for Jacobs to attend two workshops to present the findings of the Volume 1 methodology and Volume 2 Results respectively to Councillors and KCDC staff.
GIS Web viewer	Develop and maintain a GIS web viewer to support the project.
Total	\$58,331

17 November 2021	
Ongoing advice and support to the CAP	<ul style="list-style-type: none"> • Advice regarding the coastal hazards assessment work presented to date • Further development of the coastal hazards assessment work • Support of the Community Advisory Panel • Development of consultation materials • Engagement with KCDC, community and stakeholders • Project management and travel costs for engagement sessions.
Adaptation option long listing	Develop long list of options (policy and infrastructure) to respond to identified coastal hazards. Brief description and assessment of advantages/disadvantages.
Potential pathway description	Provide a description of the potential pathways that may apply to each adaptation cell (5 total cells) and identify options that may fit within them. Developing approaches for pathways suited to each adaptation cell based on the hazards identified.
Adaptation option short listing	Develop short list of options specific to each coastal cell from long list of options.
Workshop with wider group of relevant KCDC staff to develop key option	Run workshop with internal KCDC stakeholders whose work interacts with coastal hazards work. Aim to identify key “objective or success criteria” that options will be assessed against.
Assessment criteria and consider potential pathways	Develop criteria for Multi Criteria Assessment (MCA) to develop and choose options for each cell. Development of pathways, potential approaches and how to plan for pathways.
Values impacts input into MCA	Work with other consultants to the project to understand how the values work can input into the objectives and MCA criteria/assessment.
Concept design and costing (plus benefits assessment) of short-listed options	Develop outline concept design of options for each coastal cell with a simple high-level costing, identification of benefits, longevity of benefits and assessment against MCA criteria. Also, potential to do further assessment to susceptibility/vulnerability to consider the economics of what is at risk. This would then allow comparison of the benefits of potential options.
Adaptation pathways exercise – with CAP and/or Council staff	Use short listed options and identified objective to facilitate an exercise where council team seeks to meet that objective over time through a range of pathways.
Total	\$150,000

The current work programme is outlined in the **diagram at the end of this letter**. This is contained in the Decision-Making Framework report previously supplied to you in July 2022. This report clearly outlines where the work programme has been developed and outlines the planned process, schedule of work and reporting components that form part of the current Takutai Kāpiti work programme. As with all work programmes, this may be subject to further change as we work through the process.

Statement 2

"I mean one component of that commission with Jacobs that has certainly increased in terms of scale is actually interacting with community groups and I think that there was a request for the coast associated with the Jacobs work which we have already previously provided to CRU"

- 2. Could you please provide the documentation upon which Sean relied in reference to Jacobs commission being increased as a result of interacting with community groups and costs?**

These comments relate to the work undertaken by Jacobs in assisting with responses to various Official Information requests under the LGOIMA 1987 (OIRs), written feedback, public information campaigns, questions raised to Councillors by CRU and meeting with CRU. Jacobs are currently compiling a more detailed outline of costs associated with this information for you which will be provided by 31 August.

- 3. Could you please provide a list of the community groups with whom Jacobs is interacting?**

The only community group Jacobs has directly engaged with is CRU. In October 2021 Jacobs reviewed and responded to feedback provided by CRU. This was followed by a meeting between the Jacobs technical advisors and CRU members on 23rd November 2021 and further technical advice following on from that meeting. Jacobs also engaged with a wide number of the public at a recent Public Information event on 23 July 2022, at which you engaged in a Q&A session with the Jacobs presenter.

- 4. I do not have any record of being provided "the costs associated" with the Jacobs work, I would appreciate it if you could re-forward that information.**

	Cost in \$NZ excluding GST
Original contract price at award stage	\$237,000
Total value of variations:	\$8,600 \$58,331 \$150,000
Amended Contract Price at VO stage	\$453,931

Statement 3

"...that commission it has elements and it's not significant it's not a major risk it's not basically changing the output then you should proceed with it and you and you may not put that through as a notification to the contractor in terms of a variation..."

- 5. Could you please provide me with Council guidelines that refer to may or may not notify the contractor regarding a variation?**

There was no mention of "Council guidelines" in the section of the transcript you have provided. In selecting only sections of a verbal response provided at a meeting it is always difficult to understand context. The process for agreeing variations will vary depending on the nature of the contract and associated contract document. Council relies on [NZS3910](#) with regard to construction contracts. There are no separate Council guidelines.

Statement 4

"...over and above what we originally estimated is dealing with organisations like CRU in terms of providing responses so so Jacobs have also provided and I think it was referenced to a CRU's experts experts sorry so that wasn't in the scope of the original contract...."

6. Could you please provide costs Council incurred "above what was originally estimated" in reference to the expert meeting between CRU and Jacobs as well as the total cost overrun?

Jacobs are currently compiling a detailed breakdown of this information for you which will be emailed to you by 31 August 2022.

On 19 July 2022 you emailed Council to ask for some more information, we have decided to respond to it here:

a) Just to follow up on Councillor Prvanov's question to you at the same meeting, can you please confirm payment amounts that have been made to Jacobs to date - for Volume 1 and 2, for their advisory role to CAP as well as any additional payments.

The answer to this question is provided above at points 4 and 6.

Ngā mihi



Sean Mallon
Group Manager Infrastructure Services
Te Kaihautū Ratonga Pakiaka

