

**From:** [BDC Lgoima](#)  
**To:** [REDACTED]  
**Subject:** Official Information Request for Project Management Office re NEMA Queries Ref: OIA 083/23  
**Date:** Wednesday, 16 August 2023 3:12:00 pm  
**Attachments:** [image006.png](#)  
[Team Project Advisory Invoices Pending - redacted.pdf](#)

---

Dear [REDACTED]

We refer to your official information request dated 19 July 2023 where you asked further questions regarding the Project Management Office.

Part of the information you have requested is marked below in red.

However, some information is refused under section 17 (e) of the Local Government Official Information and Meetings Act (LGOIMA) on that grounds that the document alleged to contain the information requested does not exist.

The attached document is redacted under (section 7 (2) (a) (LGOIMA), on the grounds of protecting the privacy of natural persons .

Your query was as follows:

*Perhaps council didn't provide all the detailed invoice information NEMA sought – I'm unclear about this. Certainly the council correspondence I've received doesn't answer all the questions NEMA asked.*

*I'd like to submit another LGOIMA please:*

*NEMA requested an invoice breakdown, similar to Calibre's invoices, of Team Projects' invoices.*

*Did council provide this? **There was no further breakdown supplied to NEMA. NEMA were in possession of the original invoices.***

*If so, may I have a copy please? **Refused on the basis the information does not exist. (section 17 (e) LGOIMA).***

*If council did not provide it, why not? **This is subject to ongoing discussions with NEMA.***

*NEMA requested a breakdown of time charged by Team Projects.*

*Did council provide this? **There was no further breakdown supplied to NEMA.***

*If so, may I have a copy of that please? **Refused on the basis the information does not exist. (section 17 (e) LGOIMA).***

*If council didn't provide this, why not? **This is subject to ongoing discussions with NEMA.***

NEMA requested details on administration and reporting/governance as described in the Team Projects invoice.

*Did council provide this? This was provided in the response sent to NEMA (Provided to you pursuant to LGOIMA Ref OIA 026/23)*

*If so, may I have a copy please? You have been supplied with a copy of the response.*

*If council didn't provide this, why not? NEMA did not request further information on governance and reporting after the original responses were provided by council. NEMA are supplied copies of the monthly Project in Partnership reports. This is subject to ongoing discussions with NEMA.*

*How much NEMA funding is still unresolved and for what? Please see attached list of invoices pending.*

*[Redactions on the grounds of protecting the privacy of natural persons (section 7 (2) (a) LGOIMA)]*

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

If you wish to discuss this decision with us, please feel free to contact the Buller District Council by return email to [lgoima@bdc.govt.nz](mailto:lgoima@bdc.govt.nz).

Please note that it is our policy to proactively release our responses to official information requests where possible. Our response to your request will be published shortly at <https://bullerdc.govt.nz/district-council/your-council/request-for-official-information/responses-to-lgoima-requests/> with your personal information removed.

Kind regards

Sean Judd | Acting Chief Executive Officer  
DDI 03 788 9614 | Mobile 022 31 00 883 | Email [sean.judd@bdc.govt.nz](mailto:sean.judd@bdc.govt.nz)

Buller District Council | Phone 0800 807 239 | [bullerdc.govt.nz](http://bullerdc.govt.nz)  
PO Box 21 | Westport 7866

Community Driven | One Team | Future Focused | Integrity | We Care

Email Disclaimer: This correspondence is for the named person's use only. It may contain confidential or legally privileged information or both. No confidentiality or privilege is waived or lost by any mistransmission. If you receive this correspondence in error, please immediately delete it from your system and notify the sender. You must not disclose, copy or relay any part of this correspondence if you are not the intended recipient. Any views expressed in this message are those of the individual sender, except where the sender expressly, and with authority, states them to be the views of Buller District Council.



## Team Project Advisory Invoices Pending

<b>Date</b>	<b>Project</b>	<b>Description</b>	<b>\$ GST excl.</b>
<b>31/7/22 (Claim 3)</b>	Tiphead revetment – work package 10 (Project Budget \$1,000,000)	Procurement plan prepared by [REDACTED] (10 hours) Procurement peer review by [REDACTED] (1 hour)	\$ 2,442.00
<b>30/9/22 (Claim 3)</b>	3 Waters repairs – Work packages 1-5 (Project Budget \$2,511,751)	Direct project assistance, QA standards and delivery, Audit – H & S, Procurement advice and peer review, administration and reporting, governance (137 hours July to September)	\$ 30,825.00
<b>31/10/22 (Claim 3)</b>	3 Waters repairs – Work packages 1-5 (Project Budget \$2,511,751)	Direct project assistance, QA standards and delivery, Audit – H & S, Procurement advice and peer review, administration and reporting, governance (34.25 hours October)	\$ 7,706.25
<b>20/12/22 (Claim 4)</b>	3 Waters repairs – Work packages 1-5 (Project Budget \$2,511,751)	Provide project management oversight and financial review to ensure compliance with PMO systems and processes (11 hours November)	\$ 2,475.00
<b>30/11/22 (Claim 4)</b>	Betterment projects – Work package 6 (Project Budget \$1,582,000)	Direct project assistance, QA standards and delivery, Audit – H & S, Procurement advice and peer review, administration and reporting, governance (8.5 hours November)	\$ 1,912.50
<b>30/11/22 (Claim 4)</b>	Tiphead revetment – work package 10 (Project Budget \$1,000,000)	Revised Procurement plan, project management review and support (34 hours November)	\$ 7,650.00
<b>31/12/22 (Claim 4)</b>	Betterment projects – Work package 6 (Project Budget \$1,582,000)	Project financial reviews, project handover (Project Manager change) attend NEMA meeting (23 hours December)	\$ 5,175.00
<b>31/12/22 (Claim 4)</b>	Tiphead revetment – work package 10 (Project Budget \$1,000,000)	Project review/support, procurement/tender documents and plan (29 hours December)	\$ 6,525.00
<b>31/1/23 (Claim 4)</b>	Tiphead revetment – work package 10 (Project Budget \$1,000,000)	Engineer to Contract Services (5 hours January)	\$ 1,125.00
<b>28/2/23 (Claim 5)</b>	Reefton Landfill – work package 9 (Project Budget \$1,074,000)	RFQ and procurement documents and support (8 hours Feb)	\$ 1,800.00
<b>28/2/23 (Claim 7)</b>	Tiphead revetment – work package 10 (Project Budget \$1,000,000)	Engineer to Contract Services (5 hours – February)	\$ 1,125.00
<b>31/3/23 (Claim 7)</b>	Reefton Landfill – work package 9 (Project Budget \$1,074,000)	Preparation and receipt of RFQ /pricing document (5 hours March)	\$ 1,125.00

<b>31/3/23 (Claim 7)</b>	Tiphead revetment – work package 10 (Project Budget \$1,000,000)	Engineer to Contract Services (12 hours March)	\$ 2,700.00
<b>31/3/23 (Claim 7)</b>	Betterment projects – Work package 6 (Project Budget \$1,582,000)	Pump Stations Procurement Plan (2.5 hours March)	\$ 562.50
		<b>TOTAL INVOICES PENDING</b>	<b>\$73,148.25</b>
<b>31/7/22 (Claim 3)</b>	Reefton Landfill – work package 9 (Project Budget \$1,074,000)	Procurement Plan (4 hours)	\$ 888.00 APPROVED and PAID

**From:** [Steve Gibling](#)  
**To:** [REDACTED]  
**Cc:** [BDC Lgoima](#)  
**Subject:** RE: Official Information Request for Project Management Office Information - Various Ref: OIA 090/23  
**Date:** Friday, 10 November 2023 4:42:47 pm  
**Attachments:** [image004.png](#)  
[List of invoices under review with NEMA.docx](#)

---

Hi [REDACTED]

I have placed below the two sets of questions relating to two separate LGOIMA enquiries. We did not treat these as separate LGOIMA enquiries following the initial answers.

October 10 request for more information following response to LGOIMA REF 083/23

1. July 31, 2022: procurement plan prepared by (redacted) 10 hours, procurement peer review by (redacted) 1 hour. \$2442. Can council explain why Team Projects charged for a procurement plan and peer review which, according to council's responses below (Q 4), does not exist? Has this invoice been paid – if so, by whom? If not, why not?
  - a. *I am not sure as to why the procurement plan was noted as not existing, aside from the fact it may relate to a procurement plan being developed by TPA. There was a procurement plan developed for this project. As noted in the response, TPA only peer reviewed the plan, they did not author the plan.*
2. November 30, 2022: revised procurement plan, project management review and support (34 hours November) \$7650. Can council explain why Team Projects' charges included a project management review which, according to council's responses below (Q 6), does not exist? Has this invoice been paid – if so, by whom? If not, why not?
  - a. *One of the PMO responsibilities is to review the project financials, processes and compliance. The previous answer was explaining that there is not a report. This first invoice released to the additional costs associated with improving the procurement plan drafted by another party as identified in your first question. This invoice has not yet been reimbursed by NEMA as we are still in a review over costs.*
3. December 31, 2022: project review/support, procurement/tender documents and plan (29 hours December): \$6525. Can council explain why Team Projects' charges included a project review which, according to council's responses below (Q 7), does not exist? Has this invoice been paid – if so, by whom? If not, why not?
  - a. *One of the PMO responsibilities is to review the project financials, processes and compliance. The previous answer was explaining that there is not a report. This first invoice released to the additional costs associated with improving the procurement plan drafted by another party as identified in your first question on top of the previous amount noted in answer 2. This invoice has not yet been reimbursed by NEMA as we are still in a review over costs.*
4. May I have a list of remaining disputed invoices for all PMO consultants please?
  - a. *Attached is a list of invoices that are under review with NEMA.*
5. Also, may I have a list of any PMO consultants' invoices which council has had to pay because the relevant government agencies refused to pay them.
  - a. *There are not any other invoices currently under review.*

October 11 request for more information following response to LGOIMA 090/23

1. Re the council's LGOIMA response (REF 090/23) can you confirm the six blacked out pages are the TPA review of the PMO?
  - a. *No, the six blacked out (redacted) pages were not the PMO Review. In this case some personal details have been redacted to protect the privacy of natural persons (section 7(2)(a)).*
2. Can you explain council's grounds for refusing to release the PMO review: "disclosure of it would likely prejudice the supply of similar information from the same source, and it is in the public interest that such information should continue to be supplied". What "same source" does this refer to and how could disclosure prejudice the supply of future information?
  - a. *It is our view that if key documents that review individual and team performance of another team are shared it widely that it can lead to the people who are requested to engage in future reviews to withholding information or their thoughts or perspectives.*
3. Why is council refusing to release this TPA review when it's promised to release the Morrison Low review of the PMO? What is the difference?
  - a. *The ML reports talk more to the systems and structures in place and review the programmes of work rather than address perceived aspects of individual performance.*
4. TPA's fee for the review is blacked out. TPA estimated it would take about 200 hours over four weeks. At TPA's usual rate of \$225 an hour, the review would have cost \$45,000. Council told us in August that the review had cost ratepayers \$18,468.
  - a. *The information provided in August remains accurate. The review cost \$18,468, is the confirmed figure.*
5. Were some costs funded from another source (if so from whom and how much) or did the review take much less time than TPA had estimated and \$18,468 was the total cost?
  - a. *The review indeed took less time than initially estimated resulting in a total cost of \$18,468.*

Hope that helps to clarify the responses made originally [REDACTED]

Cheers  
Steve

Steve Gibling | Chief Executive Officer  
Mobile 0272001441 | Email [Steve.Gibling@bdc.govt.nz](mailto:Steve.Gibling@bdc.govt.nz)

Buller District Council | Phone 0800 807 239 | [www.bullerdc.govt.nz](http://www.bullerdc.govt.nz)  
PO Box 21 | Westport 7866

Community Driven | One Team | Future Focused | Integrity | We Care

Email Disclaimer: This correspondence is for the named person's use only. It may contain confidential or legally privileged information or both. No confidentiality or privilege is waived or lost by any mistransmission. If you receive this correspondence in error, please immediately delete it from your system and notify the sender. You must not disclose, copy or relay any part of this correspondence if you are not the intended recipient. Any views expressed in this message are those of the individual sender, except where the sender expressly, and with authority, states them to be the views of Buller District Council.



---

**From:** [REDACTED]

**Sent:** Tuesday, November 7, 2023 11:29 AM

**To:** BDC\_Lgoima <lgoima@bdc.govt.nz>

**Cc:** Steve Gibling <Steve.Gibling@bdc.govt.nz>

**Subject:** FW: Official Information Request for Project Management Office Information - Various  
Ref: OIA 090/23

Good morning

I can't find any acknowledgement of the questions below. Just checking they were filed as a LGOIMA (which I think would be due this Friday).

Regards

[REDACTED]

---

**From:** [REDACTED]

**Sent:** Tuesday, October 10, 2023 10:21 AM

**To:** BDC\_Lgoima <lgoima@bdc.govt.nz>

**Cc:** Mike Williams <Mike.Williams@bdc.govt.nz>; Steve Gibling <Steve.Gibling@bdc.govt.nz>

**Subject:** RE: Official Information Request for Project Management Office Information - Various  
Ref: OIA 090/23

Good morning

Thank you for this response.

My questions were based on Team Projects' invoices pending (LGOIMA REF 083/23) supplied to me by council on August 16, 2023.

The list of invoices for tiphead revetment included:

July 31, 2022: procurement plan prepared by (redacted) 10 hours, procurement peer review by (redacted) 1 hour. \$2442. **Can council explain why Team Projects charged for a procurement plan and peer review which, according to council's responses below (Q 4), does not exist? Has this invoice been paid – if so, by whom? If not, why not?**

November 30, 2022: revised procurement plan, project management review and support (34 hours November) \$7650. **Can council explain why Team Projects' charges included a project management review which, according to council's responses below (Q 6), does not exist? Has this invoice been paid – if so, by whom? If not, why not?**



December 31, 2022: project review/support, procurement/tender documents and plan (29 hours December): \$6525. **Can council explain why Team Projects' charges included a project review which, according to council's responses below (Q 7), does not exist? Has this invoice been paid – if so, by whom? If not, why not?**

May I have a list of remaining disputed invoices for all PMO consultants please?

Also, may I have a list of any PMO consultants' invoices which council has had to pay because the relevant government agencies refused to pay them.

Regards

---

**From:** BDC\_Lgoima

**Sent:** Friday, October 06, 2023 2:31 PM

**To:** [REDACTED]

**Subject:** Official Information Request for Project Management Office Information - Various Ref: OIA 090/23

Dear [REDACTED]

We refer to your official information request dated 18 August 2023 for information relating to the Project Management Office.

The information you have requested is marked in blue below and as attachments for questions 2, 4 and 6:

After careful review and consideration of your request below, please find BDC's responses to your seven questions:

**Question 1.** A copy of council's budget for the PMO review which Team Projects Advisory carried out in 2021. If the council did not have a budget, why not?

*This request is refused on the ground that the information requested does not exist (LGOIMA, section 17(e)). **Note: The budget for the PMO Review conducted by Team Projects Advisory (TPA) was allocated from the Infrastructure Services cost code for professional services. There was no separate budget.***

**Question 2.** A copy of the terms of reference the council set Team Projects Advisory for the PMO review.

*Please find **enclosed** and marked "2" a proposal from Team Projects Advisory (TPA) to Council dated 12 October 2021. This proposal is to assist Buller District Council in a peer review and gap analysis of the Project Management Office (PMO). This proposal is based on a verbal communication by the GM Infrastructure Services. Subsequently, TPA were engaged by Council to*

conduct the “health check” of the PMO, assess how it was operating after 9 months. This was with a view to assuring central government that Council (through the PMO) was in a position to be able to deliver centrally funded projects. The objective of TPA’s review was to find areas for improvement of the PMO’s structures and processes. TPA were tasked to review the PMO records and to interview both PMO and Council personnel before producing a report. Some personal details have been redacted to protect the privacy of natural persons (section 7(2)(a)). The remainder of this request is refused on the ground that the information requested does not exist (LGOIMA, section 17(e)).

**Question 3.** A copy of the PMO review produced by Team Projects Advisory.

*This request is refused on the ground that the PMO Review is confidential, disclosure of it would be likely to prejudice the supply of similar information from the same source, and it is in the public interest that such information should continue to be supplied (LGOIMA, section 7(2)(c)). In addition, the PMO Review discusses employment and staffing matters and as such parts of the report are also withheld on the additional ground of protection of privacy of natural persons (LGOIMA, section 7(2)(a)).*

**Question 4.** A copy of council’s request to Team Projects Advisory to produce a procurement plan and peer review for tiphead revetment.

*Please find **enclosed** and marked “4” an email from Council to Team Projects Advisory dated 8 August 2022, which seeks review and comment on the Tiphead Procurement Plan. Some personal details have been redacted to protect the privacy of natural persons (section 7(2)(a)). The remainder of this request is refused on the ground that the information requested does not exist (LGOIMA, section 17(e)). **Note: The procurement plan was the responsibility of the project manager and not Team Projects Advisory. Note: TPA were only asked to review the document and work with the project manager to make any amendments that were required.***

**Question 5.** A copy of the procurement plan and peer review for tiphead revetment prepared by Team Projects Advisory (July 2022).

*This request is refused on the ground that the information requested does not exist (LGOIMA, section 17(e)). **Note: This question is answered below (Question 6).***

**Question 6.** A copy of the revised tiphead procurement plan and project management review prepared by Team Projects Advisory (November 2022).

*Please find **enclosed** and marked “6” a copy of the tiphead procurement plan which was revised by Team Projects Advisory and dated 16 November 2022. Some personal details have been redacted to protect the privacy of natural persons (section 7(2)(a)). The remainder of this request is refused on the ground that the information requested does not exist (LGOIMA, section 17(e)). **Note: BDC are unsure as to what “project management review” you are referring to?***

**Question 7.** A copy of the project review carried out by Team Projects Advisory on the tiphead revetment (December 2022).

*This request is refused on the ground that the information requested does not exist (LGOIMA,*

section 17(e)). **Note: is this question referring to the same project management review as (Question 6) above and if so the same "Note:" stands?**

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

If you wish to discuss this decision with us, please feel free to contact the Buller District Council by return email to [lgoima@bdc.govt.nz](mailto:lgoima@bdc.govt.nz).

Please note that it is our policy to proactively release our responses to official information requests where possible. Our response to your request will be published shortly at <https://bullerdc.govt.nz/district-council/your-council/request-for-official-information/responses-to-lgoima-requests/> with your personal information removed.

Kind regards

Mike Williams | Acting GM Infrastructure Services  
DDI 03 788 9652 | Mobile 027 204 0796 | Email [mike.williams@bdc.govt.nz](mailto:mike.williams@bdc.govt.nz)

Buller District Council | Phone 0800 807 239 | [bullerdc.govt.nz](http://bullerdc.govt.nz)  
PO Box 21 | Westport 7866

Community Driven | One Team | Future Focused | Integrity | We Care

Email Disclaimer: This correspondence is for the named person's use only. It may contain confidential or legally privileged information or both. No confidentiality or privilege is waived or lost by any mistransmission. If you receive this correspondence in error, please immediately delete it from your system and notify the sender. You must not disclose, copy or relay any part of this correspondence if you are not the intended recipient. Any views expressed in this message are those of the individual sender, except where the sender expressly, and with authority, states them to be the views of Buller District Council.



---

This email has been filtered by SMX. For more information visit [smxemail.com](http://smxemail.com)

---

## List of Invoices under review with NEMA

Date	Invoice No	Projects	Amount
31 Jul 22	720	Tiphead (11 hours)	\$ 2,442.00
20 Sept 22	769	3 Waters WP1-5 (3 months 137 hours))	\$30,825.00
31 Oct 22	787	3 Waters WP1-5 (34.25 hours)	\$ 7,706.25
30 Nov 22	804	3 Waters WP1-5 (11 hours)	\$ 2,475.00
30 Nov 22	805	Tiphead (34 hours)	\$ 7,650.00
30 Nov 22	807	WP6 Betterment (8.5 hours)	\$ 1,912.50
31 Dec 22	827	Tiphead (29 hours)	\$ 6,525.00
31 Dec 22	828	WP6 Betterment (23 hours)	\$ 5,175.00
31 Jan 23	850	Tiphead (5 hours)	\$ 1,125.00
28 Feb 23	873	Tiphead (5 hours)	\$ 1,125.00
28 Feb 23	874	Reefton Landfill (8 hours)	\$ 1,800.00
31 Mar 23	904	Reefton Landfill (5 hours), Tiphead (12 hours), Betterment (1.5 hours)	\$ 4,387.50
30 Apr 23	931	Reefton Landfill (3.5 hours), Tiphead (12 hours), Betterment (24 hours)	\$ 9,367.50
30 May 23	968	Reefton Landfill (9.5 hours), Betterment (3.5 hours)	\$ 3,270.00
30 June 23	1002	Reefton Landfill (8 hours) Betterment (10 hours) 3 Waters WP 1.5 (0.5 hours)	\$ 4,027.50
<b>TOTAL</b>			<b>\$89,813.25</b>