

**From:** [Euan Kyle](#)  
**To:** [REDACTED]  
**Subject:** RE: Request for Official Information  
**Date:** Thursday, 25 June 2020 4:31:15 PM  
**Attachments:** [RE Intergroup s tender Contract 4400 - Redacted\(4\).pdf](#)  
[HCC Contractors & Living Wage - Report to Council 11 June 2019\(2\).pdf](#)  
[HCC Contractors & Living Wage - Minute from 11 June 2019 CPC Meeting\(2\).pdf](#)  
[FW HCC report on Living Wage for HCC Contractors - Redacted\(2\).pdf](#)  
[FW File Note - Intergroup Contract for Street Cleaning - DRAFT - Redacted....pdf](#)  
[RE Request meeting with CEO\(2\).pdf](#)  
[RE Intergroup s tender Contract 4400 - Redacted\(3\).pdf](#)  
[RE HCC report on Living Wage for HCC Contractors - Redacted.pdf](#)  
[Response Letter to Official Information Request - Michael Gray.pdf](#)  
[image001.jpg](#)  
[image002.jpg](#)  
[hccsmalllogo\\_12fb0640-f486-4c5a-a775-f4ab1b1dfb5d.jpg](#)  
[12153HaHEmailSignatureFINAL\\_3cd6181d-2156-4dde-9fbd-b6f7f302ed05.JPG](#)

25/06/2020

[REDACTED]  
[REDACTED]

Dear [REDACTED]

**Request for Information – Local Government Official Information and Meetings Act 1987**

We refer to your official information request dated 27 May 2020 for information regarding payment of The Living Wage to the Hutt City Council's Street Cleaning and Graffiti Contractor.

Please find the information you have requested enclosed.

Yours sincerely,

**Euan Kyle**

Senior Advisor, Official Information and Privacy

Hutt City Council, 30 Laings Road, Private Bag 31912, Lower Hutt 5040, New Zealand  
T 04 570 6702 W [www.huttcity.govt.nz](http://www.huttcity.govt.nz)

Enclosed:

FW File Note - Intergroup Contract for Street Cleaning - DRAFT - Redacted(2).pdf  
FW HCC report on Living Wage for HCC Contractors - Redacted(2).pdf  
HCC Contractors & Living Wage - Minute from 11 June 2019 CPC Meeting(2).pdf  
HCC Contractors & Living Wage - Report to Council 11 June 2019(2).pdf  
RE HCC report on Living Wage for HCC Contractors - Redacted.PDF  
RE Intergroup s tender Contract 4400 - Redacted(3).pdf  
RE Intergroup s tender Contract 4400 - Redacted(4).pdf  
RE Request meeting with CEO(2).PDF  
Response Letter to Official Information Request - Michael Gray.pdf

**Euan Kyle**

Senior Advisor, Official Information and Privacy

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**From:** Euan Kyle  
**Sent:** Thursday, 28 May 2020 3:43 PM  
**To:** [REDACTED]  
**Subject:** RE: Request for Official Information

28/05/2020

[REDACTED]  
[REDACTED]

Dear [REDACTED]

**REQUEST FOR INFORMATION - LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987: ACKNOWLEDGEMENT OF REQUEST**

I am writing to acknowledge receipt of your official information request dated 27 May 2020 for information regarding payment of The Living Wage to the Hutt City Council's Street Cleaning and Graffiti Contractor.

We received your request on 28 May 2020. Given the current Covid-19 pandemic and the steps taken to mitigate it we will be endeavouring to respond to your request as soon as possible. However in some cases we may need to ask for an extension of the timeframe or further clarification to ensure we are responding efficiently and correctly. If this is the case we will keep in contact with you throughout the process and advise you of this.

If you have any queries, please feel free to contact me at [ewan.kyle@huttcity.govt.nz](mailto:ewan.kyle@huttcity.govt.nz). If any additional factors come to light which are relevant to your request, please do not hesitate to contact us so that these can be taken into account.

Yours sincerely,

**Euan Kyle**

Senior Advisor, Official Information and Privacy

Hutt City Council, 30 Laings Road, Private Bag 31912, Lower Hutt 5040, New Zealand

T 04 570 6702 W [www.huttcity.govt.nz](http://www.huttcity.govt.nz)



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----- Original message -----

From: [REDACTED]  
Date: 27/05/20 8:05 pm (GMT+12:00)  
To: Lyndon Allott <Lyndon.Allott@huttcity.govt.nz>  
Cc: Jo Miller <Jo.Miller@huttcity.govt.nz>  
Subject: Request for Official Information

Good Morning Lyndon Allot / Jo Miller

I am not sure who I send this request to, hence I have sent to both. Thank you.

Re: Request for Official Information

I Request all Emails, Memos, Correspondence and Media Releases relating to the Payment of The Living Wage to the Hutt City Council's Street Cleaning and Graffiti Contractor.

[REDACTED]

25/06/2020

[REDACTED]  
[REDACTED]

Colin Lunn  
Infrastructure Contracts  
04-570 6849  
[Colin.lunn@huttcity.govt.nz](mailto:Colin.lunn@huttcity.govt.nz)  
Our reference:Doc/20/46668

Dear [REDACTED]

**Request for Information – Local Government Official Information and Meetings Act 1987**

We refer to your official information request dated 27 May 2020 for information regarding payment of The Living Wage to the Hutt City Council's Street Cleaning and Graffiti Contractor.

Part of the information you have requested is enclosed. However, we have withheld some information under Section 7(2)(b)(ii) of the LGOIMA where the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

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 free phone 0800 802 602.

If you wish to discuss this decision, please feel free to contact me, my contact details are listed above.

Yours sincerely,



Colin Lunn

Contracts Manager

The attached documents are included

- Doc/20/46684
- Doc/20/46691
- Doc/20/46692
- Doc/20/46693
- Doc/20/46694
- Doc/20/46695
- Doc/20/46696
- Doc/20/46697

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**From:** Brent Kibblewhite  
**Sent:** Monday, 2 December 2019 7:40 AM  
**To:** Colin Lunn  
**Cc:** John Middleton  
**Subject:** FW: File Note - Intergroup Contract for Street Cleaning - DRAFT

Hi Colin

It's been over two weeks since I asked Jo to agree or suggest changes to the following file note of a meeting I had with her – I've not had a reply from Jo.

Can you please save a copy of this and the attached email, with your other documents for this tender.

Thanks  
Brent

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**From:** Brent Kibblewhite  
**Sent:** Thursday, 14 November 2019 3:44 PM  
**To:** Jo Miller  
**Subject:** File Note - Intergroup Contract for Street Cleaning - DRAFT

Hi Jo

Sorry for the delay in completing this file note. Please let me know if you disagree with any of my recollection of our discussion. I will then make any changes and provide a FINAL version.

Thanks  
Brent

**Meeting between Jo Miller and Brent Kibblewhite in Jo's office on Wednesday 6<sup>th</sup> November to discuss the awarding of the street cleaning contract to Intergroup.**

The meeting was not to debate the awarding of the contract to Intergroup, rather it was to discuss whether the contract could/should be awarded to Intergroup including or excluding the requirement for Intergroup to pay its employees working on the HCC contract, the Living Wage.

Brent had earlier emailed to Marian Donaldson for providing to Jo, some background info on HCC's current position in paying contractors the Living Wage. The email also included the report on Contractors & the Living Wage that Brent had written for the Community Plan Committee (CPC) in June 2019 and the subsequent CPC minute. The email (with CPC report and minute) is attached.

Brent summarised the current Living Wage situation at HCC as;

- In 2018, Council had decided;
  - to pay its directly employed staff at least the Living Wage, effective 1 July 2018, to be reviewed annually based on affordability
  - not to be an accredited Living Wage employer
  - to work with the Living Wage Movement (LWM) and Hutt Chamber of Commerce (HCoC) to ascertain the impacts, financial and other, should Council decide to pay contractors the Living Wage
- CPC (and then Council) in June 2019, decided;

- to pay cleaning contractors the Living wage, effective as soon as possible and ideally from 1 July 2019. This has been done and was backdated to 1 July 2019.
- Officers were to work with LWM and HCoC and survey Hutt residents/ratepayers on their views on HCC paying its (non-cleaning) contractors the Living Wage.
- Tenders processed during 2019/20 were to obtain pricing excluding and including the Living Wage payment requirement and that Council could then decide on a case by case basis during the next Annual Plan budget round to make budget provision, based on affordability, to pay the tendered contracts the Living Wage from the start of the next budget year.
- Development of the survey was put off until after the election. This now needs to be put into action, however it may not be necessary due to the following point.
- While the new Mayor had included in his election manifesto that he would require HCC to pay contractors the Living Wage, he would need to get the full council to agree to this.

Jo said the decision to pay contractors the Living Wage was an operational issue and therefore an officers decision.

Brent expressed his opinion that given Councillors (historical) interest in this issue, and that it was Council who had made Living Wage decisions to date, this should be a Council decision.

There was then a discussion that the services to be provided by Intergroup were 'cleaning' and as such this contract could be included. Brent said it could be, at a stretch, but that the original cleaning decision was centred around cleaners of Council premises, ie., 'those contractors most closely associated with core council functions', and they were the initial focus (along with security staff and parking wardens – both already receiving at least the Living Wage) of LWM.

Affordability was then discussed. Jo advised she had been informed by the Contracts team, that the part year (December to June) additional cost of including the Living Wage in the Intergroup contract was covered by current year budgets, but additional budget would be required from next year on. It was noted the additional cost for the 1<sup>st</sup> (full) year of the contract was [REDACTED].

Jo advised that as there was sufficient current year budget, her decision was to include the Living Wage additional cost and to approve and awarding the tender bid to Intergroup on that basis, and that additional budget for next year and beyond would be added during the Annual Plan budget round.

Section 7(2)(b)(ii) of the LGOIMA because it would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

## Euan Kyle

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**From:** Colin Lunn  
**Sent:** Tuesday, 5 November 2019 12:17 PM  
**To:** David.Crowther@ghd.com  
**Cc:** John Middleton; Matt Reid  
**Subject:** FW: HCC report on Living Wage for HCC Contractors

**Importance:** High

Hi David,

I have heard back from our CEO that she is happy to accept Intergroup's alternative tender price as negotiated below which will mean an increase this year starting 1<sup>st</sup> December 2019 to November 30<sup>th</sup> 2020 of **\$78,397.13** on top of the [REDACTED] (per annum).

IG are then happy to adjust the LW lower to [REDACTED] the following 20/21 year if the minimum wage stays the same?

Are you able to provide an updated tender report for contract AD16-4400 advising that Council has determined to implement the living wage as of 1 December 2019 for the extra negotiated rate of \$78,397.13 to the value of [REDACTED] (per annum). That the extra rate will be reviewed the following year, 1 December 2020 and readjusted to [REDACTED] if the minimum wage doesn't increase further.

Once provided I will arrange for resigning of the adjusted tender report and for contract documents to be signed and finalised.

Thanks in advance

Colin

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**From:** Colin Lunn  
**Sent:** Monday, 4 November 2019 10:44 AM  
**To:** Jo Miller  
**Cc:** Matt Reid; Brent Kibblewhite; John Middleton  
**Subject:** FW: HCC report on Living Wage for HCC Contractors  
**Importance:** High

Dear Jo,

Please find (high-lighted below) Intergroup's adjusted alternative tender proposal if we determine to implement the living wage as of 1 December 2019. This is effectively [REDACTED] less than Intergroup's original tender of [REDACTED]

Intergroup are also committed to investing in the new plant (listed below) if we accept their tender.

It is important to note that our existing budget of [REDACTED] will leave us with a budget shortfall of [REDACTED] + GST (per annum) or [REDACTED] for the remaining 19/20 financial year if we increase our budget by [REDACTED] for 20/21.

It is my recommendation that we accept Intergroup's third and final offer if we determine to include the living wage alternative tender.

Please advise if you are in agreement with IG's latest proposal or I'm happy to come down and discuss further.

Kindest regards

Colin

---

**From:** Sam Clive [mailto:Sam.Clive@intergroup.co.nz]  
**Sent:** Friday, 1 November 2019 5:50 PM  
**To:** Colin Lunn; Brenda Christiansen; Desmond Watson  
**Cc:** John Middleton; Matt Reid; Brent Kibblewhite; Alex Phelan; Byron Hill  
**Subject:** RE: HCC report on Living Wage for HCC Contractors

Hi Colin,

The [REDACTED] + GST was based on forecasting 12 months of labour allocation at the current costs. But if I adjust for the increase in minimum wage to \$18.90 in April 1<sup>st</sup> 2020, then the total cost for the first contract year, from Dec 1<sup>st</sup> 2019 -> November 30<sup>th</sup> 2020 will be: **\$78,397.13** [REDACTED]

The following year (assuming no further increase to minimum wage will be the full reduced amount of [REDACTED])

We are more than happy to adjust this figure annually in line with the current minimum wage and living wage. Essentially acting as a 'top up'.

In regards to Capital Investment, InterGroup upon award will be ordering new for this contract:

- 1 x 2020 Hino Johnson Mechanical Road Sweeper. (This will be the 2<sup>nd</sup> brand new road sweeper this year for this contract) – [REDACTED]
- 1 x 2019 Hako 600 or similar footpath sweeper with scrubbing attachments - [REDACTED]
- 2 x 2019 Toyota Hilux with custom built box tipper trays [REDACTED]
- 1 x 2019 Single Cab Mitsubishi Canter or similar Emergency Response Vehicle [REDACTED]
- 1 x Electric Industrial Litter Vacuum cleaner (for the city ambassador) [REDACTED]

All of this will be co-branded and will make a real impact to the city, our employees and the performance on the contract.

Regards,

**Sam Clive**  
National Business Manager



Mobile 021 530 914 ph 09 271 1458 fax 09 274 7619  
email [sam.clive@intergroup.co.nz](mailto:sam.clive@intergroup.co.nz) web [www.intergroup.co.nz](http://www.intergroup.co.nz)  
physical 81 Springs Road, East Tamaki, Auckland  
postal PO Box 58087, Botany 2163

---

**From:** Colin Lunn <Colin.Lunn@huttcity.govt.nz>  
**Sent:** Friday, 1 November 2019 9:50 AM  
**To:** Sam Clive <Sam.Clive@intergroup.co.nz>; Brenda Christiansen <Brenda.Christiansen@intergroup.co.nz>; Desmond Watson <Desmond.Watson@intergroup.co.nz>  
**Cc:** John Middleton <John.Middleton@huttcity.govt.nz>; Matt Reid <Matt.Reid@huttcity.govt.nz>; Brent Kibblewhite <Brent.Kibblewhite@huttcity.govt.nz>; Alex Phelan <Alex.Phelan@intergroup.co.nz>  
**Subject:** FW: HCC report on Living Wage for HCC Contractors

**CAUTION:** This email originated from outside of **INTERGROUP**. Do not click on links or open attachments unless you recognize the sender email and know the content is safe.

Hi Sam, Brenda and Des

Thank you all for attending our meeting to discuss Intergroup's tender proposal and options for implementation of the living wage. Particularly Sam and Brenda for travelling down from Auckland (at short notice) to attend.

As agreed, Brent has provided the above Councillor meeting minutes and his report concerning the living wage for contractors. For your information, any comments/feedback would be appreciated.

We understand that currently if Council determined to implement the living wage, 1 December 2019, for the new Contract 4400 the cheapest price Intergroup could provide (as an addition to your tendered price) is [REDACTED] + GST which is a cost price to your business (with no margin included) which would give Council a [REDACTED] + GST saving from Intergroup's original tendered price for the LW option.

It was discussed, that we could possibly consider a staged implementation of the living wage and how that might look to present to our CEO as an alternative option. We'd appreciate it if Intergroup could look at that and provide us with options.

Any other supporting information IG can provide such as the cost of new sweepers, the [REDACTED] investment your company is looking to implement would also help to hopefully get this tender finalised.

Really appreciate your continued support and help with this.

Kindest regards

Colin

## Colin Lunn

Contracts Manager - Green Assets

**CONTRACTS DIVISION - CITY INFRASTRUCTURE**

Hutt City Council, 30 Laings Road, Private Bag 31912, Lower Hutt 5040, New Zealand  
T 04 570 6849, M 027 4588756, W [www.huttcity.govt.nz](http://www.huttcity.govt.nz)



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15. COUNCIL CONTRACTORS AND THE LIVING WAGE (19/605)

Report No. CPC2019/3/103 by the General Manager Corporate Services

Speaking under public comment, **Ms M Tunoho, a representative of the Hutt Valley Living Wage Network**, congratulated Council on previously adopting the living wage for its employees and considered it time to extend the living wage to its contractors. She added contractors were often the lowest paid strata of the workforce. She noted Council's independent survey in 2018 showed that a significant percentage of the community supported the living wage for Council employees. She said a survey of business owners carried out by the Hutt Valley Chamber of Commerce had also supported the concept of a living wage. She noted that Mayor Wallace had already committed to extending the living wage to Council's cleaners. She did not consider it was too late to complete the commitment made to contractors and guarantee them a living wage before the end of the current triennium. She urged members to support Option 1 as she believed the lowest paid would continue to struggle. Ms Tunoho read a statement from a Council contract cleaner, who described her struggle to live on a low wage. Ms Tunoho concluded the Hutt Valley Living Wage Network wanted to build a fairer society for all.

Mayor Wallace noted that paying the living wage to contractors would increase rates by 0.5%. He believed engagement with the community would be needed before this could be agreed. He expressed doubt that previous engagement on the living wage had included the wages of contractors.

In response to a question from a member, Mayor Wallace disagreed that funding proposed for the Petone Riverside Cricket club would also require consultation. He noted it would not add 0.5% to the rates as the living wage would.

The General Manager Corporate Services elaborated on the report.

Cr Briggs left the meeting at 4.48pm.

Cr Barry left the meeting at 4.50pm.

Crs Barry and Briggs rejoined the meeting at 4.52pm.

In response to a question from a member, the General Manager, Corporate Services advised that he did not believe that contractors who paid the living wage were submitting higher than expected tender prices.

In response to a question from a member, the General Manager, Corporate Services advised that contractors were not prepared to share information concerning the wages of their employees. He said that contractors included cleaning, ground maintenance, parking and security guard services.

In response to a question from a member, the General Manager, Corporate Services agreed there was no way of checking if contractors stating they paid a living wage actually carried this out for subcontractors. He added that all contracts let had clauses providing for annual adjustments to take account of the Labour and the Producer Price

Indexes.

The Chair invited representatives of the Living Wage Movement to join the table.

Ms McIntyre, the Co-ordinator of the Living Wage Movement, Wellington explained that all workers were worth a living wage, and that in her experience, those companies who paid a living wage were not disadvantaged or undergoing financial hardship. She said that at Wellington City Council ensuring subcontractors were paid the living wage through the contractors had not been difficult. She said added that currently parking and security guard contractors to Hutt City Council were paid the living wage.

In response to a question from a member, Ms McIntyre believed a survey to ascertain community support for payment of the living wage to contractors was necessary. She said that the Living Wage Movement would participate and engage in any public consultation Council deemed was required. She added that after three years of extensive campaigning, the movement believed enough discussion had already occurred and things should now be put into action.

The General Manager, Corporate Services clarified that whilst there was no specific requirement to consult with the public over which option Council agreed to, if the chosen option required rates to be increased above Council's Financial Strategy limits, then full consultation would be required.

Cr Sutton expressed opposition to the motion as she believed that contractors were not Council employees and should not be bound by Council policy concerning the living wage.

Cr Bridson expressed opposition to the motion and suggested instead a budgetary allocation of approximately \$300,000 should be made for the living wage. She said that it should be assessed on a case by case basis, working with Living Wage Hutt Valley.

Cr Lulich expressed support for the motion.

The motion was taken in parts. Part (i) was declared CARRIED on the voices, parts (ii) and (iv) was declared CARRIED by a show of hands both with 9 votes for and 1 vote against and part (iii) was declared CARRIED by division.

**RESOLVED:** (Mayor Wallace/Cr Edwards)

**Minute No. CPC 19320**

*That the Committee:*

- (i) receives and notes the contents of this report; and*
- (ii) asks that the Living Wage Working Group, which consists of Hutt Valley Living Wage, Hutt Valley Chamber of Commerce and Hutt City Council, help construct a survey to engage the community to ascertain whether there is support for paying Council contractors the living wage, as soon as practicable;*
- (iii) resolves that cleaners, as Council contractors, be paid the living wage as soon as practicable; and*
- (iv) officers to allocate the necessary resources to ensure parts (i) to (iii) above can occur."*

Part (iii) above was declared CARRIED by division with the voting as follows:

<u>For</u>	<u>Against</u>
Cr Barratt	Cr Milne
Cr Barry	Cr Sutton
Cr Bridson	
Cr Briggs	
Cr Edwards	
Cr Lewis	
Cr Lulich	
Mayor Wallace	
Total: 8	Total: 2

Cr Edwards left the meeting at 5.42pm.

16. **ANNUAL PLAN 2019-2020: APPROVAL OF NON-FINANCIAL CONTENT** (19/543)

Report No. CPC2019/3/99 by the Contractor

Crs Briggs, Lewis and Milne left the meeting at 5.44pm.

The Contractor elaborated on the report.

Cr Edwards rejoined the meeting at 5.46pm.

In response to a question from a member, Cr Edwards advised that the amount of water each household should store to use after a major event had been updated to be seven to 10 days from three days.

Cr Barry left the meeting at 5.47pm.

Crs Lewis and Milne rejoined the meeting at 5.47pm.

Cr Barry rejoined the meeting at 5.48pm.

**RESOLVED:** (Mayor Wallace/Cr Barratt)

**Minute No. CPC 19321**

*"That the Committee:*

- (i) approves the non-financial content of the Annual Plan 2019-2020 attached as Appendix 1 to the report; and*
- (ii) notes that the text of the document will be updated as necessary, and financial text and tables added, to reflect the decisions made by Council at its 11 June 2019 meeting."*

**14 May 2019**

File: (19/605)

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**Report no: CPC2019/3/103**

## **Council Contractors and the Living Wage**

### **Purpose of Report**

1. To report back to Council on the impact should Council require contractors to pay their employees working on Council contracts, at least the Living Wage.

### **Recommendations**

That the Committee:

- (i) receives and notes the contents of this report; and
- (ii) makes a recommendation to Council to EITHER:
  - (a) resolve that contracting suppliers to Council be required to pay their employees at least the Living Wage when working on Council contracts; or
  - (b) resolve that contracting suppliers to Council for specific services to pay their employees at least the Living Wage when working on Council contracts; or
  - (c) resolve that contracting Suppliers to Council not be required to pay their employees at least the Living Wage when working on Council contracts; and
- (iii) should it decide on paragraph (ii)(a) or paragraph (ii)(b) above, makes a further recommendation to Council to adopt a phased implementation based on expiry of existing contracts, with the exception of contracts that were tendered and awarded during the analysis period whose alternative tender pricing based on paying the Living Wage, should take effect from 1 July 2019; and
- (iv) notes officers will amend Council's Procurement Policy to include a non-price attribute within its tender evaluation criteria for contractors, to award evaluation points based on the extent to which tenderers do (or will) pay its employees at least the Living Wage rate of pay when working on Council contracts.

## Background

2. At the Community Plan Committee on 6 June 2018, the Committee resolved to pay directly-employed Council staff from 1 July 2018 a minimum wage of \$20.55 per hour, the then prevailing Living Wage. Council had previously resolved to support the Living Wage in principle but did not resolve to become an accredited Living Wage employer.
3. At the same meeting, the Committee also *“asked the Chief Executive to continue to work with Living Wage Hutt Valley and the Hutt Valley Chamber of Commerce in regard to contractors to Council and report back by the end of 2018 on progress.”*

## Discussion

4. This report does not discuss the advantages and disadvantages of paying or not paying the Living Wage.
5. Officers met with representatives from Living Wage Movement Hutt Valley and the Hutt Valley Chamber of Commerce and agreed to include the following wording (or variants of it), in any upcoming contract tender documents and in a questionnaire to be sent to known contracting companies to Council:

*HCC has recently introduced a policy for directly-employed workers to be paid the Living Wage and is considering as a requirement in future contract renewals, for workers employed by contractors to also be paid the Living Wage.*

*How many FTE employees do you currently employ on less than the Living Wage of \$20.55 per hour on HCC contract work?*

*Please include in your tender response, alternative pricing if HCC did require workers employed on HCC contracts, be paid the Living Wage.*

6. Officers compiled a list of 27 known contracts for *“regular on going service delivery”* with 21 suppliers with a combined annual contract value of \$16.0M. Nine of the 27 contracts are individually less than \$50,000 per annum and collectively account for only \$146,000 of the \$16.0M total.
7. The services covered by the 18 contracts with annual spend greater than \$50,000 include: general maintenance; cleaning of offices, community facilities and public toilets; parks and reserves and sports ground maintenance; rubbish and recycling collections; sanitation services; road and footpath maintenance; graffiti removal; street cleaning; weed spraying; and security services.
8. One-off tenders, contracts or orders for individual maintenance jobs have not been considered in the analysis nor have ad-hoc purchases of tradesperson type services.
9. All of Councils *“regular on going service delivery”* contracts have clauses to (at a minimum) annually adjust contract values by the Labour Cost Index and the Producers Price Index.
10. Officers contacted each of the 21 identified suppliers and asked them questions to ascertain as best possible, what the cost imposition to Council

would be should Council require them to pay the Living Wage to their employees when working on Council contracts.

11. A number of suppliers were unwilling or unable to provide all of the details requested. In these situations, officers have made some assumptions based on information provided by other suppliers who are part of the analysis and thought to have similar labour/cost profiles. The financial analysis therefore includes a degree of estimation error.
12. During the analysis period, a couple of expiring Council contracts were retendered. On each occasion tendering suppliers were asked to submit pricing as per usual, and if they were not paying their employees at least the Living Wage, to submit alternative pricing should Council subsequently require them to do so. Tenderers were also advised that should Council decide to require the successful tenderer to pay their employees working on Council contracts at least the Living Wage and they weren't currently doing so, that such a requirement could be placed on the successful tenderer before the expiry of the new contract term.
13. To illustrate estimation error, for one of the expiring contracts retendered subsequent to the analysis period, based on information provided by the suppliers during the analysis period, officers estimated the difference between the suppliers previous contract price and the supplier paying the Living Wage to their employees when working on the Council contract, would have resulted in a 8.8% increase in contract price.  
  
The difference between the suppliers retendered price based on not paying the Living Wage and paying the Living Wage is 18.8% for the first year of the contract.
14. All suppliers emphasised the importance of confidentiality. Details that may identify the contracted service or supplier have therefore not been provided in this report.
15. On 1 April 2019, Living Wage Movement Aotearoa NZ advised that the 2019 Living Wage would increase from \$20.55 per hour to \$21.15 per hour – an increase of 2.9%. The Government also recently increased the Minimum Wage from \$16.50 per hour to \$17.70 per hour – an increase of 7.3%. The Minimum Wage increase is in-line with Governments previously stated commitment to progressively increase the Minimum Wage to \$20.00 per hour by April 2021.
16. The gap between the Minimum Wage and the Living Wage is narrowing. For the next two years, increases to the Living Wage are 'pegged' to movements in the average wage, which Treasury estimates will run at 3.1% and 3.3% for the 2020 and 2021 years. Over the same years, the Minimum Wage will further increase by \$1.10 per hour (6.2%) in 2020 and a further \$1.20 per hour (6.4%) on 2021. The gap between the Minimum Wage and the Living Wage will reduce from 24.5% (prior to 1 April 2019) to 12.6% in 2021.

Date	Min Wage	% change	Living Wage	% change	Min Wage	% Diff	Midpoint	Midpoint	% Diff
	[A]		[B]		Diff	[D=C/A]	[E]	[F=B-E]	[G=F/E]
Pre 1 April 2019	\$ 16.50		\$ 20.55		\$ 4.05	24.5%	\$ 18.53	\$ 2.03	10.9%
1 April 2019	\$ 17.70	7.3%	\$ 21.15	2.9%	\$ 3.45	19.5%	\$ 19.43	\$ 1.73	8.9%
1 April 2020	\$ 18.80	6.2%	\$ 21.81	3.1%	\$ 3.01	16.0%	\$ 20.30	\$ 1.50	7.4%
1 April 2021	\$ 20.00	6.4%	\$ 22.53	3.3%	\$ 2.53	12.6%	\$ 21.26	\$ 1.26	5.9%

17. The estimated cost impact analysis has been calculated using the hourly rates in the above table applicable for each of the 2019/20, 2020/21 and 2021/22 financial years. The hourly rates from 1 April 2021 have also been applied for the financial years beyond 2021/22.

### Results of Analysis

18. Thirteen suppliers responsible for 14 of the 27 contracts advised they were already paying their employees at least the Living Wage. Employees for the eight other suppliers are being paid at least the Living Wage to varying degrees.
19. \$8.3M of the \$16.0M combined annual contract value is estimated to be labour costs. \$5.1M of the \$8.3M estimated labour costs is estimated to be paid at or above the Living Wage.
20. Of the \$3.2M (\$8.3M less \$5.1M) estimated labour cost thought to be paid at less than the Living Wage, officers do not know the hourly rates being paid by suppliers but they will be between the Minimum Wage (now \$17.70 per hour) and the Living Wage (now \$21.15 per hour).
21. If all were being paid at \$17.70 per hour, then the cost impact to Council should it require the contracted suppliers to pay their employees at least the Living Wage would be circa \$676,000 in 2019/20 and reducing to circa \$440,000 in 2021/22 and beyond. [This assumes all contractors would be required to start paying the Living Wage at the same time, rather than from the date of expiry of existing contracts.]
22. However, it is unlikely that all employees not being paid the Living Wage would all be being paid the Minimum Wage. Some employees could be being paid just under the Living Wage, which means the likely cost impact to Council should it require the contracted suppliers to pay their employees at least the Living Wage would be less than the estimates in the previous paragraph.
23. What is known is for the recently expired and retendered contracts, the collective difference in the successful tenderers pricing between them not paying the Living Wage and paying the Living Wage would be \$90,000 in 2019/20 and reducing to \$60,000 in 2021/22 and beyond. The two contracts retendered are relatively small with a 2019/20 combined contract value of \$544,000. The \$90,000 difference for 2019/20 is 16.5%. The wage component of the two contracts is circa 65%.
24. Using a midpoint of \$19.43 per hour, the cost impact to Council is estimated to be \$357,000 in 2019/20 and reducing to circa \$240,000 in 2021/22 and beyond. [This assumes all contractors would be required to start paying the Living Wage at the same time, rather than from the date of expiry of existing contracts.]

### Comments from Suppliers

25. Suppliers were also asked:

*Do you foresee any other issues or considerations that might arise from HCC requiring workers employed by contractors to also be paid the Living Wage?*

26. Several suppliers thought there would be a range of issues. Comments included:

- a. *Unions indicating the importance of maintaining pay parity which would increase wages across the board and increase contractors overall costs.*
- b. *Issues with the wages of staff who work across several contracts (not just HCC). The expectation that they are on a single pay rate would have an impact across the board.*
- c. *Issues with the wages of staff who don't work on the HCC contract but are performing the same task on other contracts.*
- d. *How subcontractors would be treated.*
- e. *Apprentice pay scales that reflect their learning/training. Increasing apprentices pay is a disincentive for the scheme.*
- f. *Do we take into account commissions and performance related bonuses, allowances and extra hours of offered work.*

With respect to apprentices, the Living Wage Movement acknowledges the learning/training these workers receive, and as such apprentices are excluded from their requirement to be paid the Living Wage.

27. Secondary impacts have not been considered in the financial analysis.

### Position of Other Councils

28. Over 100 employers including Westpac, Vector and AMP, have become accredited Living Wage employers. A number of councils, including Hutt City Council, have elected to pay their directly employed staff at least the Living Wage.

29. To date, Wellington City Council (WCC) is the only Local Authority that has elected to become an accredited Living Wage employer, meaning, in addition to paying its directly employed staff the Living Wage, WCC will also require its contractors to pay its employees when working on WCC contracts, at least the Living Wage. WCC elected to immediately implement this requirement for its cleaning, security and landfill contracts. Other WCC contractors will have this same requirement upon expiry of their current contract(s).

### Procurement Policy Change

30. Irrespective of Councils decision on this topic, Officers will amend Council's Procurement Policy and Procurement Guideline to include within the tender evaluation criteria, a non-price attribute to award evaluation points based on the extent to which tenderers do (or will) pay its employees when working on Council contracts, at least the Living Wage rate of pay. The percentage weighting this non-price attribute will have and the associated evaluation criteria have not yet been determined.



### Financial Considerations

31. Requiring contractors to pay the Living Wage to their employees working on Council contracts will result in an increase in Councils operating costs.
32. At a minimum, based on two recently retendered contracts, this will be \$90,000 per annum in 2019/20 (reducing to \$60,000 in 2021/22 and beyond).
33. The increase is likely to be between \$240,000 and \$440,000 per annum when fully implemented, however, it is likely to be between \$357,000 and \$676,000 in 2019/20 and then between \$298,000 and \$556,000 in 2020/21, if implemented for all existing contracts effective 1 July 2019.
34. Operating costs should be funded from rates and other revenue streams and not by debt. Officers believe it is unlikely that additional operating costs of the above magnitude can be accommodated within the limits of Councils Financial Strategy.
35. An additional 0.3% to 0.5% rates increase would be required for one year over and above Councils current rates strategy, if the requirement for contractors to pay their employees working on Council contracts the Living Wage was implemented at one time across all existing contracts. The year on year additional funding requirements under this scenario would be:

Year	Midpoint	Maximum
2019/20	\$357,000	\$676,000
2020/21	\$298,000	\$556,000
2021/22	\$240,000	\$440,000
2022/23 and beyond	\$240,000	\$440,000

36. Lesser rates increases would be required over several years if the requirement was implemented on expiry (and retendering) of existing contracts. The year on year additional funding requirements under this scenario would be:

Year	Midpoint	Maximum
2019/20	\$131,000	\$221,000
2020/21	\$140,000	\$247,000
2021/22	\$156,000	\$288,000
2022/23	\$156,000	\$288,000
2023/24	\$215,000	\$415,000
2024/25 and beyond	\$240,000	\$440,000

37. Council could also decide to reprioritise existing operating expenditure budgets as an alternative to additional rates increases.

### Legal Considerations

38. One of the initial hurdles to requiring Council contractors to pay the Living Wage was an argument that it was outside the purpose of local government. We were able to pay our staff the Living Wage as there were different considerations, including an obligation on Council to be a good employer.

39. The purpose of Local Government has now changed back to the broader “four well-beings” – to promote the social, economic, environmental and cultural well-being of communities in the present and for the future. These are considered broad enough that there is little risk of Council being legally challenged for acting outside its purpose.
40. The decision-making here should now be focused on the ordinary decision-making requirements, which apply to all decisions Council makes (sections 76-82 of the Local Government Act 2002). Amongst other things, these require Council to seek to identify all reasonably practicable options for the achievement of the objective of a decision and to assess the options in terms of their advantages and disadvantages. These have been set out and discussed in the paper above.
41. When considering commercial decisions, Council also needs to be mindful of the principles found at section 14 of the Act, which require Council to undertake transactions in accordance with sound business practice and to ensure prudent stewardship and the effective and efficient use of its resources in the interest of Lower Hutt.

### Options

42. Councils options include:
  - (a) the requirement for contracting suppliers to Council to pay their employees at least the Living Wage when working on Council contracts; or
  - (b) the requirement for contracting suppliers to Council for specific services to pay their employees at least the Living Wage when working on Council contracts; or
  - (c) Contracting Suppliers to Council are not required to pay their employees at least the Living Wage when working on Council contracts.
43. Should Council decide on option (a) or (b), officers recommend a phased implementation based on expiry of existing contracts, with the exception of the contracts that were tendered and awarded during the analysis period whose alternative tender pricing based on paying the Living Wage should take effect from 1 July 2019.

### Consultation

44. The public has not been consulted on their views on whether contractors to Council should be required to pay their employees at least the Living Wage when working on Council contracts.
45. In April and May 2018, Council did conduct two surveys with residents regarding Councils approach to paying its lowest paid staff. Both the Peter Glen Research telephone survey of 400 residents and the 211 random respondents to the Public Voice survey, showed 75% support to either increase Council’s minimum wage to \$20.00 per hour or to fully implement a Living Wage of \$20.55 per hour, both from 1 July 2018.
46. It is unlikely that Council could accommodate expenditure increases outlined in the Financial Considerations section of this report without an additional rates increase or a reprioritisation of existing expenditure

budgets. An additional rates increase above the increases already included in the proposed 2019/20 Annual Plan and budgets, would breach the rates increase limit within Councils Financial Strategy. Council has previously consulted the public whenever it has sought to breach or change its Financial Strategy limits.

### **Appendices**

There are no appendices for this report.

**Author:** Brent Kibblewhite  
General Manager Corporate Services

---

**Approved By:** Matt Reid  
Acting Chief Executive/General Manager City and Community Services

## Euan Kyle

---

**From:** Colin Lunn  
**Sent:** Friday, 8 November 2019 1:15 PM  
**To:** Sam Clive  
**Cc:** John Middleton; Matt Reid; Brent Kibblewhite; Alex Phelan; Byron Hill; Desmond Watson; Brenda Christiansen  
**Subject:** RE: HCC report on Living Wage for HCC Contractors

Good afternoon Sam,

Thanks for all your help and support with Intergroup's tender proposal.

I am happy to report that our CEO has accepted our tender report recommending that we accept Intergroup's tender (with the living wage addition as high-lighted below) meaning a contract value of [REDACTED], per annum, for the first initial year, to be reviewed the following year depending on any change to the minimum wage.

We are now arranging for our legal counsel to review our tender documents and Intergroup's tender and once reviewed/approved we should be in a position to arrange for the contract documents to be finalised for signing (over the next few weeks).

Subject to legal Counsel approval I will send out a formal letter advising of contract award next week.

Happy to discuss further in the interim

Kindest regards

Colin

---

**From:** Sam Clive [mailto:Sam.Clive@intergroup.co.nz]  
**Sent:** Friday, 1 November 2019 5:50 PM  
**To:** Colin Lunn; Brenda Christiansen; Desmond Watson  
**Cc:** John Middleton; Matt Reid; Brent Kibblewhite; Alex Phelan; Byron Hill  
**Subject:** RE: HCC report on Living Wage for HCC Contractors

Hi Colin,

The [REDACTED] + GST was based on forecasting 12 months of labour allocation at the current costs. But if I adjust for the increase in minimum wage to \$18.90 in April 1<sup>st</sup> 2020, Then the total cost for the first contract year, from Dec 1<sup>st</sup> 2019 -> November 30<sup>th</sup> 2020 will be: **\$78,397.13** [REDACTED]

The following year (assuming no further increase to minimum wage will be the full reduced amount of [REDACTED])

We are more than happy to adjust this figure annually in line with the current minimum wage and living wage. Essentially acting as a 'top up'.

In regards to Capital Investment, InterGroup upon award will be ordering new for this contract:

- 1 x 2020 Hino Johnson Mechanical Road Sweeper. (This will be the 2<sup>nd</sup> brand new road sweeper this year for this contract) – [REDACTED] +GST)
- 1 x 2019 Hako 600 or similar footpath sweeper with scrubbing attachments - [REDACTED] + GST)
- 2 x 2019 Toyota Hilux with custom built box tipper trays [REDACTED] total +GST)
- 1 x 2019 Single Cab Mitsubishi Canter or similar Emergency Response Vehicle [REDACTED] + GST)
- 1 x Electric Industrial Litter Vacuum cleaner (for the city ambassador) [REDACTED] + GST)

All of this will be co-branded and will make a real impact to the city, our employees and the performance on the contract.

Regards,

**Sam Clive**  
National Business Manager



Mobile 021 530 914 ph 09 271 1458 fax 09 274 7619  
email [sam.clive@intergroup.co.nz](mailto:sam.clive@intergroup.co.nz) web [www.intergroup.co.nz](http://www.intergroup.co.nz)  
physical 81 Springs Road, East Tamaki, Auckland  
postal PO Box 58087, Botany 2163

---

**From:** Colin Lunn <Colin.Lunn@huttcity.govt.nz>  
**Sent:** Friday, 1 November 2019 9:50 AM  
**To:** Sam Clive <Sam.Clive@intergroup.co.nz>; Brenda Christiansen <Brenda.Christiansen@intergroup.co.nz>; Desmond Watson <Desmond.Watson@intergroup.co.nz>  
**Cc:** John Middleton <John.Middleton@huttcity.govt.nz>; Matt Reid <Matt.Reid@huttcity.govt.nz>; Brent Kibblewhite <Brent.Kibblewhite@huttcity.govt.nz>; Alex Phelan <Alex.Phelan@intergroup.co.nz>  
**Subject:** FW: HCC report on Living Wage for HCC Contractors

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Hi Sam, Brenda and Des

Thank you all for attending our meeting to discuss Intergroup's tender proposal and options for implementation of the living wage. Particularly Sam and Brenda for travelling down from Auckland (at short notice) to attend.

As agreed, Brent has provided the above Councillor meeting minutes and his report concerning the living wage for contractors. For your information, any comments/feedback would be appreciated.

We understand that currently if Council determined to implement the living wage, 1 December 2019, for the new Contract 4400 the cheapest price Intergroup could provide (as an addition to your tendered price) is [REDACTED] + GST which is a cost price to your business (with no margin included) which would give Council a [REDACTED] + GST saving from Intergroup's original tendered price for the LW option.

It was discussed, that we could possibly consider a staged implementation of the living wage and how that might look to present to our CEO as an alternative option. We'd appreciate it if Intergroup could look at that and provide us with options.

Any other supporting information IG can provide such as the cost of new sweepers, the 800K investment your company is looking to implement would also help to hopefully get this tender finalised.

Really appreciate your continued support and help with this.

Kindest regards

Colin

**Colin Lunn**

Contracts Manager - Green Assets

**CONTRACTS DIVISION - CITY INFRASTRUCTURE**

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## Euan Kyle

---

**From:** Colin Lunn  
**Sent:** Wednesday, 23 October 2019 10:36 AM  
**To:** Sam Clive  
**Cc:** Desmond Watson; Alex Phelan; John Middleton; Matt Reid  
**Subject:** RE: Intergroup's tender Contract 4400

Good morning Sam,

Thanks for talking with me earlier to discuss your response below. As mentioned, I'm concerned that your reply (below) leaves us with some unanswered questions and it's unlikely that our CEO will accept this, leaving us in limbo as far as getting this tender across the line goes.

Points that need more clarification around the Living Wage (as follows):

- If we had decided to adopt IG's alternative price for the living wage 'as tendered' @ ██████ (per annum) how would have Intergroup got around the disparity between UHCC and HCC wage rates?
- Your team have mentioned that some of your staff (with wages below the LW) receive benefits that may be cut leaving vulnerable staff in a worse off position financially. This has wide implications for our business which at present is leaning strongly toward adopting the LW across all contracts Council tender. We would really appreciate IG providing us with some case studies/examples of staff (**no names required**) who receive a wage below the LW, the subsidies they currently receive and what will be lost if they receive the LW?
- Bottom line if IG were to adopt the LW for HCC employees what would it cost IG and where can we meet to get this across the line

As mentioned, I'm keen for us to make this work. If we all need to get around the table with your CEO/GM and ours to get agreement then let's organise that.

If you can provide a response ASAP it would be greatly appreciated. If you need more time to consider please advise and I will look to extend the existing contract we have with IG for another month to provide time for us to find a mutually suitable resolution.

Let me know if you require any further information.

Kindest regards

Colin

---

**From:** Sam Clive [mailto:Sam.Clive@intergroup.co.nz]  
**Sent:** Tuesday, 22 October 2019 4:31 PM  
**To:** Colin Lunn  
**Cc:** Desmond Watson; Alex Phelan; John Middleton  
**Subject:** FW: Intergroup's tender Contract 4400

Hi Colin,

After receiving specialist advice around the implementation of the Living Wage (through a site-specific allowance) and discussions with some of our affected personal, we are apprehensive to implement the Living Wage for a portion of our local work force. Our belief is that to do so will create a significant deviation in our pay parity (particularly between those working on the Hutt City Contract vs the Upper Hutt contracts).

In principal we very much support the idea, and will commit to working with Hutt City to develop a plan to roll the Living Wage out across our contracted workforce. With regards to working within the allocated budget, we would be pleased to look into subsidising a portion of the initial cost ourselves but will need some time to confirm the amount (I expect this to be around 20%).

We look forward to seeing this contract across the line and then working with Hutt City to develop a plan for rolling this out using a staged approach.

Regards,

**Sam Clive**  
National Business Manager



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email [sam.clive@intergroup.co.nz](mailto:sam.clive@intergroup.co.nz) web [www.intergroup.co.nz](http://www.intergroup.co.nz)  
physical 81 Springs Road, East Tamaki, Auckland  
postal PO Box 58087, Botany 2163

---

**From:** Colin Lunn <[Colin.Lunn@huttcity.govt.nz](mailto:Colin.Lunn@huttcity.govt.nz)>  
**Sent:** Thursday, 17 October 2019 4:08 PM  
**To:** Alex Phelan <[Alex.Phelan@intergroup.co.nz](mailto:Alex.Phelan@intergroup.co.nz)>; Desmond Watson <[Desmond.Watson@intergroup.co.nz](mailto:Desmond.Watson@intergroup.co.nz)>  
**Cc:** John Middleton <[John.Middleton@huttcity.govt.nz](mailto:John.Middleton@huttcity.govt.nz)>  
**Subject:** Intergroup's tender Contract 4400

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Good afternoon Alex and Des,

As advised, Intergroup are our preferred tenderer and we are keen to continue our relationship with your team/company.

With a new Mayor and CEO, HCC are presently working through a slight realignment and change in focus, to provide really good core services and better help/ support the members of our community that are currently doing it tough. Both the Mayor and CEO are very supportive of the concept of paying a living wage to staff and contractor staff (that work on Council's behalf).

Jo Miller, our CEO, spoke with me this morning after reviewing your price and our tender report. Jo asked me to talk with your team to see how we could possibly get the living wage paid to your team members (not yet receiving this payment) but within Council's existing street cleaning budget available. We currently have a total budget available of [REDACTED] (per annum) to fulfil the obligations of the contract, including expected costs of approximately [REDACTED] (extra) per month for collection of illegal dumping's.

We are keen to see if Intergroup can work with us, within the above budget above, to pay the living wage to your team working on our contract, but still achieve required contract specification.

I also understand from our initial conversation that some of your team may not want to receive the living wage due to current assistance they receive for rent etc which could be jeopardized if their wages were increased? It would be helpful for us to understand the implications of this. Any detail you could provide around this would also be beneficial.

Look forward to discussing this in detail to see how we might be able to achieve the above.



Hopefully hear back from you soon.

Kindest regards

Colin

**Colin Lunn**

Contracts Manager - Green Assets

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## Euan Kyle

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Regards,

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National Business Manager



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**Cc:** John Middleton <[John.Middleton@huttcity.govt.nz](mailto:John.Middleton@huttcity.govt.nz)>  
**Subject:** Intergroup's tender Contract 4400

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Hopefully hear back from you soon.

Kindest regards

Colin

**Colin Lunn**

Contracts Manager - Green Assets

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## Euan Kyle

---

**From:** Brent Kibblewhite  
**Sent:** Friday, 1 November 2019 8:05 AM  
**To:** Marian Donaldson  
**Cc:** Kelly Alkema  
**Subject:** RE: Request meeting with CEO  
**Attachments:** HCC Contractors & Living Wage - Minute from 11 June 2019 CPC Meeting.pdf; HCC Contractors & Living Wage - Report to Council 11 June 2019.pdf

The attached provides a lot of background.

I guess Muriel will be wanting to meet with Jo to push along the case for HCC to require all of its contractors to pay their staff at least the Living Wage when working on HCC contracts, and for HCC to become an accredited LW employer.

Council agreed HCC would run a survey to gauge the public view on HCC paying contractors the LW. This was put off until after the election, and the LW people were not too happy about that. This now needs to be progressed with the policy team.

The Mayor also campaigned on HCC paying its contractors the LW, but that decision is not his alone - it is a decision for the full Council to make.

It is interesting to note that the 2 contractors we have had LW discussions with recently, have both said that some of their lower paid staff do not want to receive the (higher) LW rate of pay because they will be worse off as they will no longer be eligible for some government subsidies/allowances which they currently get.

If Jo needs more info, can you please arrange a meeting and I can verbally provide her with more info on this topic.

Regards  
Brent

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**From:** Marian Donaldson  
**Sent:** Friday, 1 November 2019 7:33 AM  
**To:** Brent Kibblewhite  
**Subject:** FW: Request meeting with CEO

Hi any feedback Brent.

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**From:** Kelly Alkema  
**Sent:** Thursday, 31 October 2019 9:37 PM  
**To:** Marian Donaldson  
**Subject:** RE: Request meeting with CEO

Hi Marian

I haven't had any interactions with LW Aotearoa as this work was done prior to me moving into my role.

I know that there has been a working group which included Brent, Tony, and I think someone from the Chamber, working with LW Aotearoa on the LW for contractors bit.

Before setting up a meeting with Muriel, I'd definitely recommend you have a chat to Brent to get the background.

Let me know if you'd like to discuss further.

Thanks  
Kelly

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**From:** Marian Donaldson  
**Sent:** Thursday, 31 October 2019 3:03 PM  
**To:** Kelly Alkema  
**Subject:** FW: Request meeting with CEO

Hi Kelly do you know about this network.  
Marian

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**From:** Muriel Tunoho [<mailto:healthcareaotearoa@gmail.com>]  
**Sent:** Thursday, 31 October 2019 2:09 PM  
**To:** Marian Donaldson  
**Subject:** Request meeting with CEO

Kia ora Marian

I may have emailed you earlier to arrange a meeting time to meet with Jo Miller, the new CEO and to introduce ourselves to her.

However, I have not had a reply.

Our next network meeting is on 20 November and I am on leave until 14 November.

Is she available to meet with us before 20 November or any alternative date?

Thank you.  
Muriel

Muriel Tunoho  
Convenor  
HV Living Wage Network  
Mobile 027 6185467