



11 September 2025

Rosaleen Smith

s7(2)(a)

Tēnā koe Rosaleen,

Request for Information – Local Government Official Information and Meetings Act (LGOIMA) 1987

We refer to your official information request dated 14 August 2025, requesting:

The start date, completion date, and approval/sign-off date for the following components of the AI programme business case:

- *Market scan*
- *Strategic case*
- *Economic case*
- *Commercial case*
- *Financial case*
- *Management case*
- *Full business (investment) case*

For each, please also clarify the phase of the programme during which the work was undertaken.

Additionally, please clarify which procurement service line items (where an exemption was applied) involved prior commercial engagement with the same vendor for related work under the \$25,000 procurement threshold.

For any such engagements, please provide:

- *Start and end dates*
- *Description of outputs*
- *Whether those outputs informed the business case*
- *The phase of the programme at the time*

Answer:

The market scan, strategic case, economic case, commercial case, financial case, management case, and full business (investment) case were all developed as part of the Initial Business Case (IvC) during the feasibility phase of the AI-Volution programme. This work was undertaken iteratively and concurrently between 21 June 2024 and 23 September 2024, when the IvC was approved by the Council Leadership Team (CLT). The market scan was included within this period and informed the IvC. The IvC relates directly to the first delivery phase of the AI-Volution project.

With regard to the second part of your request, we identified several projects where prior commercial engagement occurred with the same supplier. These earlier engagements were valued under the \$25,000 procurement threshold and were directly related to the scope of the subsequent work for which a tender exemption was applied.

For the purposes of this response, prior commercial engagement refers to a formal arrangement (such as a contract, purchase order, or signed agreement) for related goods or services that preceded and informed the later exempted engagement. The relevant projects are outlined below:

- 1. Pito One Neighbourhood Hub Refurbishment** – The supplier was engaged for three separate pieces of work, each under the \$25,000 threshold, prior to the exemption being sought. These engagements were directly related to the scope of the exempted work. Please refer to **Table 1** below for details.

- 2. Hutt Park Bore Decommissioning** – The supplier was engaged under a separate contract valued at \$5,993.34 + GST, between 25 September 2024 and 30 August 2024, for maintenance and evaluation work. This preceded and directly informed the exempted decommissioning work.
- 3. Petone Grandstands Structural Assessment** – The supplier was previously engaged to investigate and develop seismic strengthening options. This earlier work informed the subsequent exempted engagement. While the later contract exceeded \$25,000, the initial engagement was distinct and directly related. This took place between December 2024 and February 2025.
- 4. Petone Wharf Remediation** – Two suppliers were engaged prior to the exemption. One was contracted to provide resource consent consultancy services under a \$15,724.40 agreement, between June 2024 and June 2025. The second service provider was engaged for structural wharf analysis under a \$9,000.00 contract, between 10 August 2024 and 30 June 2025. Both engagements were directly related to the scope of the exempted work and preceded the formal exemption process.
- 5. Hutt City Council District Plan Heritage Review (referred to as “Heritage NZ” on the spreadsheet previously provided to you)** – A contract for Part 1 of the work was signed on 20 March 2024 with a value of \$10,920, which did not require a tender exemption. The same consultant was later engaged for Part 2 of the work under a contract valued at \$97,500, for which a tender exemption was approved on 7 May 2024. The earlier engagement was directly related to the scope of the exempted work and preceded the exemption process.

No other instances were identified where prior engagements under the \$25,000 threshold were directly related to a subsequent procurement exemption.

You have the right to seek an investigation and review by the Ombudsman of this response. Information about how to make a complaint is available at: [How to make a complaint | Ombudsman New Zealand](#), or freephone 0800 802 602.

Please note that this response to your information request may be published on Hutt City Council's website: [Proactive releases | Hutt City Council](#).

Ngā mihi nui

A handwritten signature in black ink, appearing to read 'Rebekah'.

Rebekah van der Splinter

Senior Advisor, Official Information and Privacy

Table 1: Details of prior engagements under \$25,000 threshold

Engagement Description	Start Date	End Date	Outputs Delivered	Informed Later Work	Programme Phase	Contract Value
Original High-level Project Costing Options	07/09/2023	20/09/2023	High-level project costing options	Yes	Planning	\$23,865 + GST
Glass Atrium Cost Estimates	03/02/2025	17/02/2025	Cost estimate for various glass atrium options	Yes	Start Up	\$2,500 + GST
Rough Order of Costs for Remediation/Refurbishment	03/03/2025	24/04/2025	Rough order of costs for proposed works	Yes	Start Up	\$8,500 + GST