

OIR: 2526/287

2 March 2026

[REDACTED]
[REDACTED]

Tēnā koe [REDACTED],

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

Thank you for your email of **8 February 2026** in relation to the cost of public consultation on the most recent representation review. You noted:

At the Annual Plan briefing of 5 February, there was a discussion between Councillors and Council staff on the cost of community consultation. One Council staff member suggested that the cost of public consultation on the most recent representation review was over \$110,000, and (by implication) this would be the cost of (for example) consulting on the 2026/27 Annual Plan.

Before answering your specific questions in relation to the recent representation review, I would firstly note that consultation on a representation review is governed by the Local Electoral Act 2001 and Local Government Commission guidelines and is therefore formal, staged and legally prescribed, which makes it more resource intensive. By contrast, Annual Plan consultation is undertaken in line with the Council's Significance and Engagement Policy and section 82 of the Local Government Act 2002 and is generally less costly because the requirements are more flexible and not as prescriptive, saving both resources and materials.

We have previously responded to another [request](#) on consultation which you can view on our website.

You have requested the cost breakdown in the following areas in relation to the recent representation review:

- 1. Preparation of options for changes to the system of representation in the Kapiti district. This includes all of the work required to identify and prepare options for changes to the representation system in Kapiti, leading to a submission to the Council for decision on what option(s) should be consulted upon during the subsequent public consultation process.***

Seeking a breakdown of the applicable costs as follows:

Please note that any information provided in response to your request may be published on the Council website, with your personal details removed.

a. Council staff time and costs

Staff time and cost information is not available in this format and we therefore refuse this part of your request under section 17(e) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) as it does not exist. Members of various teams were involved in the delivery of the representation review but were also discharging other role responsibilities at the same time. These staff members are paid salaries and do not complete timesheets and it is therefore not possible to calculate staff time and costs specific to this project.

b. External professional advice (eg: legal advice)

For the duration of the representation review, Council engaged an external service provider, Independent Election Services Ltd, who have significant expertise in conducting representation reviews and elections. Advisory services were provided throughout the project and not specifically for one phase. The total cost of the external professional advice was \$12,421.71. The Council also engaged the services of Public Voice to analyse community feedback received during the preliminary engagement phase which incurred a fee of \$19,435.00 and Council requested up-to-date population data from Statistics New Zealand which incurred a fee of \$713.00.

c. Any costs associated with consultation with KCDC's iwi partners

Cost information associated with consulting Council's mana whenua partners is not available in this format and we therefore refuse this part of your request under section 17(e) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) as it does not exist. The Council's mana whenua partners receive an overall annual capacity payment to support their engagement with the Council on various issues and matters arising. They are not paid for attending individual engagement meetings to discuss specific projects and initiatives and it is therefore not possible to calculate the costs directly associated with this project.

d. Printing and publication costs for consultation material made available in hard copy

The total printing and publication cost (including the design of the material) for consultation during the representation review was \$31,801.67. The material that was created at the start of the process was re-used and adjusted where necessary to ensure publication and consultation material was not recreated anew at each stage.

e. Website design, hosting and any costs associated with any on-line forms and surveys

The online components of our consultation were delivered inhouse through our existing channels. Staff time and cost information is not available in this format and we therefore refuse this part of your request under section 17(e)

of the Local Government Official Information and Meetings Act 1987 (LGOIMA) as it does not exist.

f. Any costs associated with any public meetings, forums and/or drop-in sessions

During the preliminary engagement, five community drop-in sessions were held throughout March 2024. These sessions were either held ahead of a formal community board meeting or at a Council venue and advertised through the Council's standard channels at no extra cost. No other public meetings, forums or drop-in sessions were held.

g. Other costs

All costs associated with the representation review which are directly attributable, have been listed.

2. The process of public consultation itself, following the decisions made by Council on what option(s) should be consulted upon (from step (1) above). This is likely to involve the costs of preparing and printing/publishing consultation material, hosting public meetings/forums/drop-in sessions, making changes to websites, developing and hosting any on-line forms and surveys, etc.

Seeking a breakdown of the applicable costs as follows:

a. Council staff time and costs

Refer to question 1a.

b. External professional advice (eg: legal advice)

Refer to question 1b.

c. Any costs associated with consultation with KCDC's iwi partners

Refer to question 1c.

d. Printing and publication costs for consultation material made available in hard copy

Refer to question 1d.

e. Website design, hosting and any costs associated with any on-line forms and surveys

Refer to question 1e.

f. Any costs associated with any public meetings, forums and/or drop-in sessions

Refer to question 1f.

In addition, an online webinar was held during the formal consultation period for members of the community to ask questions. The webinar was advertised through the Council's standard channels and did not come at an extra cost to the Council as it was held via Zoom.

g. Other costs

Refer to question 1g.

3. On the public consultation (step (2) above) has closed, the process of analysing the views expressed in formal submissions, from any public meetings/forums/drop-in sessions, and from on-line feedback/survey responses and developing this feedback into a set of final recommendations to Council for decision on the new model for representation in Kapiti.

Seeking a breakdown of the applicable costs as follows:

a. Council staff time and costs

Refer to question 1a.

b. External professional advice (eg: legal advice)

In addition to the costs referenced under question 1 b, to ensure independence and in line with guidance issued by the Local Government Commission, the Council engaged Jacobs New Zealand to produce new boundary maps at the conclusion of the review which in total cost \$4,577.00.

c. Any costs associated with consultation with KCDC's iwi partners

Refer to question 1c.

d. Printing and publication costs for consultation material made available in hard copy

Refer to question 1d.

e. Website design, hosting and any costs associated with any on-line forms and surveys

Refer to question 1e.

f. Any costs associated with any public meetings, forums and/or drop-in sessions

Refer to question 1f.

g. Other costs

Refer to question 1g.

You have the right to request the Ombudsman to review this decision. Complaints can be sent by email to info@ombudsman.parliament.nz, or by post to The Ombudsman, PO Box 10152, Wellington 6143.

Ngā mihi,



Mark de Haast

Group Manager Corporate Services
Te Kaihautū Ratonga Tōpū