

1 February 2022

[REDACTED]

[REDACTED]

**Request for Official Information responded to under the Local Government and Official Information and Meetings Act 1987 (LGOIMA) (the Act) – reference: OIR 2122-144**

I refer to your information request we received on 26 November 2021 in relation to our response to OIR 2122-113 for the following:

- 1. The OIR response makes clear that the [Takutai Kapiti Panel Meeting 29 September 2021] "meeting was not recorded", could you please provide the documentation that the Council relied upon to make this decision - to not record minutes.***

Audio recordings are not automatically made of all meetings organised by Council, which are not official 'meetings' under the LGOIMA.

The Takutai Kāpiti Panel meetings are recorded by way of agenda, minutes and copies of presentations. These are published on the Takutai Kāpiti website following sign off by the panel members at each subsequent meeting.

- 2. In reference to the site visit, the OIR states; "The sites were chosen by Jacobs." Could you please provide all documentation from Jacobs to Council regarding the 6 November site visit.***

Please refer to Attachment 1 - Site Visit Emails. You will see that the personal details of other parties have been withheld from this information. The decision to withhold this information is made under section 7(2)(a) of the Act which allows for Council to withhold information in order to protect the privacy of natural persons, including that of deceased natural persons.

In the Council's view the reasons for withholding these details are not outweighed by public interest considerations in section 7(1) favouring their release.

You have the right to request the Ombudsman to review this decision. Complaints can be sent by email to [info@ombudsman.parliament.nz](mailto:info@ombudsman.parliament.nz), by fax to (04) 471 2254, or by post to The Ombudsman, PO Box 10152, Wellington 6143.

- 3. Lastly, could you please provide the cost of the 7 November communications training***

The cost of 7 November 2021 communications training by Cabix Communications was \$6,405,50 GST inclusive.

Ngā mihi



**Sean Mallon**

Group Manager Infrastructure Services  
Te Kaihautū Ratonga Pakiaka

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** FW: Site visits- 30 Oct?  
**Date:** Monday, 20 December 2021 11:52:53 am  
**Attachments:** [image001.jpg](#)  
[image002.png](#)  
[image003.png](#)

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[REDACTED]

Kāpiti Coast District Council  
Tel 04 296 4718  
Mobile s 7(2)(a)

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**From:** [REDACTED]  
**Sent:** Monday, 11 October 2021 9:09 am  
**To:** [REDACTED]  
[REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Site visits- 30 Oct?

[REDACTED]

Just checking e-mails while s 7(2)(a) !

I would agree with [REDACTED] that there is a better chance of me being available on the weekend of the 5<sup>th</sup> or 6<sup>th</sup>, and yes could check that [REDACTED] whether [REDACTED] is available. He may also be an option the weekend before if you stayed with that weekend [REDACTED]

Talk again in next few days [REDACTED].

Cheers  
[REDACTED]

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**From:** [REDACTED]  
**Sent:** Monday, October 11, 2021 8:28 AM  
**To:** [REDACTED]  
**Subject:** RE: Site visits- 30 Oct?

[REDACTED]

I think the later the better in terms of getting [REDACTED] up there! However, I am going to be on [REDACTED] s 7(2)(a) !). However, if I am not there an option could be to see what [REDACTED] availability was like for being able to get [REDACTED] up to kapiti if cap agrees to those dates?

Cheers,

█

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**From:** █  
**Sent:** Friday, October 8, 2021 6:56 AM  
**To:** █  
**Subject:** [EXTERNAL] RE: Site visits- 30 Oct?

Cheers █ if it's too risky to have the sate so soon- we can ask the CAP if they could do the following weekend? Nov 5 or 6?

We can always put it onto the table for them to consider and see what they say? I think it would be best if you could both be there for this ideally. I know █ can carry it but the Panel are very engaged and likely will be a lot of questions that would be easier for 2 people to manage than 1!

█  
█  
█

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█

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**From:** █  
**Sent:** Thursday, October 7, 2021 5:01 PM  
**To:** █  
█  
**Cc:** █  
**Subject:** RE: Site visits- 30 Oct?

█

At this stage should be OK – as s 7(2)(a) █ ! Have put in my diary and will confirm closer to the time, but █ should be OK if I can't come.

Cheers

█

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**From:** █  
**Sent:** Thursday, October 7, 2021 1:58 PM  
**To:** █  
**Cc:** █  
**Subject:** [EXTERNAL] Site visits- 30 Oct?

Kia ora korua

So... the panel have indicated a preference for Saturday 30 October for the day of site visits.

Does this date work for you?

And... do you want the agenda to be the same sites we visited when we did this previously?

We need to build time in at the beginning for Prof Renwick to present the bigger CC picture and then yourselves on the results?

If we can identify the key sites and try to keep the day as streamlined as possible!

Cheers

[Redacted]

[Redacted]

[Redacted]  
Mobiles 7(2)(a)



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**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** FW: CAP visit 5-7th Nov  
**Date:** Monday, 20 December 2021 11:53:36 am

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[REDACTED]

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**From:** [REDACTED]  
**Sent:** Friday, 22 October 2021 4:23 pm  
**To:** [REDACTED]  
**Subject:** RE: CAP visit 5-7th Nov

Cheers [REDACTED] -sounds good. Will look at firming up arrangements next week.

Have a good weekend.

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Friday, October 22, 2021 10:45 AM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** [EXTERNAL] RE: CAP visit 5-7th Nov

Cheers [REDACTED] - if suits you we can budget for you guys flying the Thurs evening and staying over if that helps.

FYI- I've been in touch with [REDACTED] (our video guy) to ask about doing those camera pieces (similar to CC) on the Fri and Sunday as discussed. So if you can plan to be here for the full Sunday (maybe fly out that evening?).

Ta

[REDACTED]

[REDACTED]

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[REDACTED]  
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**From:** [REDACTED]  
**Sent:** Thursday, 21 October 2021 5:05 pm  
**To:** [REDACTED]  
[REDACTED]  
**Cc:** [REDACTED]  
**Subject:** CAP visit 5-7th Nov

[REDACTED]

I have penciled in the 5<sup>th</sup> to 7<sup>th</sup> for CAP site visit and other activities, but just FYI in scheduling activities on the 5<sup>th</sup>, there is a Teams expert caucusing meeting for Pakiri Sand Extraction scheduled for morning of the 5<sup>th</sup> that if proceeds, I will need to attend. I can do this from KCDC offices, but means that flying that morning is not an option, unless we fly early and the caucusing is 9am, in which case I can do from Jacobs Wellington office before we come up to Kapiti. Will be able to confirm by mid next week.

Cheers

[REDACTED]

[REDACTED] 2)(a) [REDACTED]

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**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** FW: CAP visit 5-7th Nov  
**Date:** Monday, 20 December 2021 11:52:26 am

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[REDACTED]

[REDACTED]  
[REDACTED]  
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**From:** [REDACTED]  
**Sent:** Friday, 22 October 2021 4:23 pm  
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**Subject:** RE: CAP visit 5-7th Nov

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[REDACTED]

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**From:** [REDACTED]  
**Sent:** Friday, October 22, 2021 10:45 AM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** [EXTERNAL] RE: CAP visit 5-7th Nov

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FYI- I've been in touch with [REDACTED] (our video guy) to ask about doing those camera pieces (similar to CC) on the Fri and Sunday as discussed. So if you can plan to be here for the full Sunday (maybe fly out that evening?).

Ta

[REDACTED]

[REDACTED]



[REDACTED]  
[REDACTED]  
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**From:** [REDACTED]

**Sent:** Thursday, 21 October 2021 5:05 pm

**To:** [REDACTED]

[REDACTED]

**Cc:** [REDACTED]

**Subject:** CAP visit 5-7th Nov

[REDACTED] ■

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Cheers

[REDACTED]

[REDACTED] (a) [REDACTED]

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**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** FW: Draft site visit agenda 30 October 2021  
**Date:** Monday, 20 December 2021 11:51:34 am  
**Attachments:** [image003.png](#)  
[DRAFT CAP Bus tour agenda-Oct 2021\\_DT comments.docx](#)  
[image007.png](#)

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[REDACTED]

[REDACTED]

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Thursday, 28 October 2021 4:35 pm  
**To:** [REDACTED]  
[REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Draft site visit agenda 30 October 2021

[REDACTED]

See my comments on the draft – can discuss further tomorrow.

[REDACTED] is saved in [REDACTED]

Cheers

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Thursday, October 28, 2021 1:52 PM  
**To:** [REDACTED]  
**Subject:** [EXTERNAL] FW: Draft site visit agenda 30 October 2021

Hello- did you have any comments on this? Just trying to organise logistics...

[REDACTED]

[REDACTED]

[REDACTED]

Mobile s 7(2)(a)

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**From:** [REDACTED]

**Sent:** Thursday, 7 October 2021 4:35 pm

**To:** [REDACTED]

[REDACTED]

**Subject:** Draft site visit agenda 30 October 2021

Kia ora,

Here is a draft first version of the site visits agenda.

I've asked to hire the Kapiti boating club for the presentations at the start so we are literally on the waterfront to start the day (I thought that might be a nice touch) but I'm not sure about the availability yet.

It's very rough still but would be good to just know your thoughts on the run of the day, timing and if there are too many or not enough locations. Send through your edits and thoughts.

Thanks

[REDACTED]

[REDACTED]

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