

OIR: 2526/85

15 September 2025

[REDACTED]
[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 **26 August 2025** requesting the following information:

A breakdown of all costs associated with proposed plan change 3, including any spend on consultants, reports, and a breakdown of FTE staff time spent on proposed plan change 3.

The breakdown of costs associated with Proposed Plan Change 3 (including any spend on consultants, reports, and an estimate of the breakdown of FTE staff time spent) is provided in the below Table 1 and Table 2 respectively.

Please note that the staff hours shown in the table below are estimates provided for information purposes only and are not chargeable or formally recorded. The cost of staff time associated with district plan changes typically range from \$123 to \$185 per hour excluding GST in accordance with the Council's Schedule of Fees and Charges, which can be accessed via the following link:

<https://www.kapiticoast.govt.nz/media/lqlbdlpp/schedule-of-fees-and-charges-for-2025-26-for-adoption.pdf>

Ngā mihi,



Kris Pervan

Group Manager Strategy and Growth
Te Kaihautū Rautaki me te Tupu

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

Table 1: Breakdown of estimated staff time on PC3 as at 1 September 2025:

No.	Stage / Step	Category /Task	Description of task	Staff time estimate (hours)
1.	Preliminary Stage - Procurement of suppliers	Procurement / Admin	• Drafting procurement plan, contracts and creating purchase orders for suppliers • Liaising with suppliers and internal staff • Preparing documents and making them available on Council website	25
2.	Stage 1	Drafting Plan Change	• Engagements with Boffa Miskel on draft plan change and next steps	2.5
3.	Stage 2 -4	Preparing consultation document & section 32 Evaluation Report	• Preparing the committee report seeking approval to notify the proposed Plan Change • Review report before authorisation • Liaise with reporting planner from Boffa Miskel • Attending Council meeting • Update to CE/SLT on plan change • Council briefing	47.5
4.	Stage 5	Planning technician and admin work	• Admin and coordination work associated with preparing authorising and notifying the public notice for the submissions period • Liaise with internal staff for website update • Engaging with submitters and further submitters regarding the plan change process	12.5
5.	Stage 6	Planning support services for PC3 - April 2025	• Identification of potential Panel members and coordinating with Panel members to confirm availability • Preparing procurement plan, contract and purchase orders • Preparation of Summary of Submissions • Communications with iwi authorities to provide update regarding 'plan-stop' requirements preventing commencement of hearing.	65.5

Table 2: Breakdown of consultant costs associated with PC3 as at 1 September 2025:

No.	Stage / Step	Supplier/ Staff	Category /Task	Description of task	Total (excl. GST)
1.	Stage 1	Boffa Miskel	Drafting Plan Change	• Prepare draft plan change document (repackage Kārewarewa Urupā components of PC2 into a stand-alone plan change document)	\$ 1,200.42
2.	Stage 1 & 2	Boffa Miskel	Drafting Plan Change & Preparing consultation document	• Review High Court decision • Meeting with Council to discuss next steps • Update draft plan change consultation document to reflect the outcome of the High Court decision	\$ 720.00
3.	Stages 2 - 4	Boffa Miskel	Preparing consultation document & section 32 Evaluation Report	• Input into CE/SLT memo • Prepare draft plan change document for consultation with iwi authorities and Ministers • Complete preparation of s.32 Evaluation Report • Prepare 'InfoCouncil' report • Prepare Council briefing presentation and attend briefing	\$ 10,003.58
4.	Stages 4 - 5	Boffa Miskel	Council decision and public notification	• Prepare for and present at Strategy, Operations and Finance Committee meeting to decide on the plan change • Prepare public notices, review website material, and prepare ePlan news feed.	\$ 2,320.00
5.	Stage 5	NZME Holdings Limited	Publishing Public Notice	• Public Notice Proposed Plan Change 3 • Public Notice inviting Further Submissions on Proposed Plan Change 3 • Public Notice on late submission on proposed PC3	\$1,641.96

No.	Stage / Step	Supplier/ Staff	Category /Task	Description of task	Total (excl. GST)
6.	Stage 6	Muspratt Consulting Ltd	Planning support services for PC3 - April 2025	• Review PC3 provisions and operative district plan provisions to confirm the extent of the rule changes proposed for all affected landowners re. subdivision, use, and development • Review submissions and prepare draft response table for discussion with Council planner • Review section 32 and appendices • Meeting with Council Planner to discuss submissions and potential approaches to planning evidence and the need for additional evidence or advice • Prepare draft mini-project plan for s.42A preparation and delivery • Meeting with Council Planner to discuss draft project plan • Review MfE independent hearing commissioners list to identify potential commissioners with expertise in Te Ao Māori • Research potential candidates and email draft list to Council Planner • Meeting with Council Planner to discuss potential hearing commissioners and project timeline • Meeting with Council Planner to discuss PC3 timeframes and milestones moving forward	\$ 2,970.00