

27 September 2021

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Request for Official Information responded to under the Local Government and Official Information and Meetings Act 1987 (LGOIMA) – reference: OIR 2122-69

I refer to your information request we received on 12 September 2021 for the following:

All of the items below relate to the recent KCDC publication 'Representation Review: A fresh look at local democracy'.

1. How many copies of the document were printed?

Given we were in COVID-19 alert level 3 at the commencement of the consultation period on 1 September and Council's service centres and libraries were closed, we took the additional step of having the consultation document printed in full and included as a supplement in the Kāpiti News on Wednesday 8 September 2021 and Ōtaki Today on Wednesday 15 September 2021. Once the alert levels reduced to alert level 2 and Council's service centre and libraries were able to re-open we also printed hard copies for these facilities.

As at the date of this response, the copies of the document that have been printed are:

Kāpiti News supplement	24,000
Ōtaki Today supplement	6,700
Council service centres and libraries	500
TOTAL	31,200

We will continue to monitor the demand for consultation documents at our service centres and libraries and if supplies are low may need to print more.

2. Was the design of the document out-sourced?

Yes.

3. Was the printing of the document out-sourced?

Yes.

4. If the answer to 2) or 3) or both is yes was the designing and or printing based on competitive tender or quotation?

Design

We used one of Council's established preferred providers, being a local Kāpiti based graphic design company.

Printing

We used one of Council's established preferred providers, being a local Kāpiti based print company, to print 500 copies for Council's service centres and libraries.

Kāpiti News facilitated the printing of the 24,000 copies to be included as a supplement in their paper with their printer.

Similarly, Ōtaki Today facilitated the printing of the 6,700 copies to be included as a supplement in their paper with their printer.

These providers were selected so that the supplement could be inserted into the middle of the paper using their machine, rather than having to be manually inserted at the time of distribution, with associated cost savings.

5. What was the cost of designing the document?

The cost of designing the consultation document was \$1,295 (excl GST).

6. What was the cost of printing the document?

The costs associated with printing the document to date are set out in the table below:

Kāpiti News supplement x 24,000:	
• Printing	\$4,841
• Fee for supplement insert	\$1,300
Ōtaki Today supplement x 6,700:	
• Printing, insertion, delivery	\$4,650
Council service centres and libraries x 500	\$1,372
TOTAL (GST exclusive)	\$12,163

7. Within Section 2 [of the Representation Review Publication] it asked for personal details to be completed for several stated reasons, one of which reads "We need to be able to check that you are eligible to have a say on this issue", please provide the definition of eligibility that Council is working to.

All Kāpiti ratepayers and residents, as well as individuals affected by or with an interest in the proposal, are eligible to have their say.

Ngā mihi



Janice McDougall

Group Manager People and Partnerships
Te Kaihautū, ngā Rangapū, Tāngata hoki