

OIR: 2425/1223

31 January 2025

[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 **13 December 2024** requesting the following information:

Given recent public attention on unelected appointments to Council committees, we want to understand the extent of the use of Cl 31(3) of Schedule 7 of the Local Government Act 2002 across all councils.

We appreciate that some of, but not necessarily all, the information sought will be publicly available on your Council's website. However, given the information is likely to be contained in an unknown council agenda/report, please provide the specific URL to where we can find the sought information for each of the requests below.

We request the following information:

- 1. Committee structure**
 - a. a list of your Council's standing committees, including their names, scope, and delegations.***
 - b. the hierarchical structure of committees and their relationship to the Council/governing body. For example, whether decisions by the committee must be approved by the Council/governing body.***

A copy of Kāpiti Coast District Council's Governance Structure and Delegations document for the 2022-2025 triennium is appended. This document provides a list of all committees, their purpose, responsibilities, memberships, and delegations. All committees have a specific decision-making power.

The last page of the document also contains a hierarchical structure diagram showing the relationship of all committees to the Council.

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

2. Committee memberships

A breakdown of the number of elected and the number of unelected members (i.e. appointments under Cl 31(3) of Sch 7 of LGA) on each individual committee.

A list of committees including the number of elected and non-elected members appointed is included in the table below. Please refer to the attached Governance Structure and Delegation document for more detailed information.

Committee		Elected	Non-Elected	Comment
Strategy, Operations and Finance Committee		11	3	
Social Sustainability Committee		11	3	
Climate and Environment Committee		11	3	
Risk and Assurance Committee		5	2	a third non-elected member position currently vacant
Grants Allocation Committee	Creative Communities New Zealand	3	7	
	Community Grants	5	2	a third non-elected member position currently vacant
	Waste Levy	11	0	
	Districtwide Facility Hire Remissions	5	0	
	Heritage Fund	5	0	
Appeals Hearing Committee		4	0	
Chief Executive Performance and Employment Committee		4	0	
Campe Estate Committee		2	1	the terms of the bequest and the trust appoint the Chief Executive as a member

3. Details of unelected members

For each unelected committee member please provide:

- a. Their names and contact information**
- b. Their date of appointment**
- c. Whether or not they have voting rights on the Committee(s) they sit on**
- d. The specific “skills, attributes, or knowledge” that in the opinion of the local authority assist the work of the committee or subcommittee (refer to Cl 31(3) of Sch 7 of the LGA).**

- e. ***Their CV (if the Council does not hold a CV, please provide biographical information such as what qualifications, professional memberships, and work history the Council is aware of).***

A list of committees including the names of appointed members, their date of appointment and whether they have voting rights is included in the table below. Please refer to the attached Governance Structure and Delegation document for more detailed information.

Each appointed member has been appointed by the Council resolution. The rationale for the appointment, in line with schedule 7 Clause 31(3) of the Local Government Act 2002, is outlined in detail in the relevant appointment report provided to the Council. The links to the reports have been included in the table below.

Committee	Member Name	Appointment Date	Voting Rights
Council	Glen Olsen (Paraparaumu Community Board Representative)	26 January 2023	No – speaking rights only
	Bede Laracy (Raumati Community Board Representative)	26 January 2023	No – speaking rights only
	Michael Moore (Waikanae Community Board Representative)	28 November 2024	No – speaking rights only
	Sean McKinley and Kelsey Lee as alternate (Paekākāriki Community Board Representative)	26 January 2023	No – speaking rights only
	Cam Butler and Simon Black as alternate (Ōtaki Community Board Representative)	26 January 2023	No – speaking rights only
	André Baker or Janine Huxford (Ātiawa ki Whakarongotai)	26 January 2023	No – speaking rights only
	Huriwai Paki (Ngāti Toa Rangatira)	8 December 2022	No – speaking rights only
	Kim Tahiwī (Ngā Hapū o Ōtaki)	8 December 2022	No – speaking rights only
Strategy, Operations and Finance Committee	André Baker or Janine Huxford (Ātiawa ki Whakarongotai)	26 January 2023	Yes
	Huriwai Paki (Ngāti Toa Rangatira)	8 December 2022	Yes
	Kim Tahiwī (Ngā Hapū o Ōtaki)	8 December 2022	Yes

Committee	Member Name	Appointment Date	Voting Rights
	Glen Olsen (Paraparaumu Community Board Representative)	26 January 2023	No – speaking rights only
	Bede Laracy (Raumati Community Board Representative)	26 January 2023	No – speaking rights only
	Richard Mansell (Waikanae Community Board Representative)	28 November 2024	No – speaking rights only
	Sean McKinley and Kelsey Lee as alternate (Paekākāriki Community Board Representative)	26 January 2023	No – speaking rights only
	Simon Black and Jackie Elliott as alternate (Ōtaki Community Board Representative)	26 January 2023	No – speaking rights only
Social Sustainability Committee	André Baker or Janine Huxford (Ātiawa ki Whakarongotai)	26 January 2023	Yes
	Huriwai Paki (Ngāti Toa Rangatira)	8 December 2022	Yes
	Kim Tahiwī (Ngā Hapū o Ōtaki)	23 March 2023	Yes
	Guy Burns (Paraparaumu Community Board Representative)	26 January 2023	Yes
	Jonny Best (Raumati Community Board Representative)	26 January 2023	Yes
	Sorcha Ruth (Paekākāriki Community Board Representative)	26 January 2023	Yes
	Jackie Elliott and Cam Butler as alternate (Ōtaki Community Board Representative)	26 January 2023	Yes
	Michael Moore (Waikanae Community Board Representative)	25 May 2023	Yes
Climate and Environment Committee	André Baker or Janine Huxford (Ātiawa ki Whakarongotai)	26 January 2023	Yes
	Huriwai Paki (Ngāti Toa Rangatira)	8 December 2022	Yes
	Kim Tahiwī (Ngā Hapū o Ōtaki)	23 March 2023	Yes

Committee	Member Name	Appointment Date	Voting Rights
	Glen Olsen (Paraparaumu Community Board Representative)	26 January 2023	Yes
	Tim Sutton (Raumati Community Board Representative)	26 January 2023	Yes
	Christian Judge (Paekākāriki Community Board Representative)	26 January 2023	Yes
	Simon Black and Cam Butler as alternate (Ōtaki Community Board Representative)	26 January 2023	Yes
	Michael Moore (Waikanae Community Board Representative)	25 May 2023	Yes
Risk and Assurance Committee	David Shand (Independent Chair)	23 February 2023	Yes
	David Cochrane (Independent Member)	23 March 2023	Yes
	Mana Whenua Representative – position vacant following resignation of Oriwia Raureti	Oriwia Raureti – appointed 25 May 2023 , resigned 13 May 2024	Yes
	Bernie Randall (Paraparaumu Community Board Representative)	26 January 2023	No – speaking rights only
	Richard Mansell (Waikanae Community Board Representative)	26 January 2023	No – speaking rights only
	Sean McKinley (Paekākāriki Community Board Representative)	26 January 2023	No – speaking rights only
	Bede Laracy (Raumati Community Board Representative)	23 March 2023	No – speaking rights only
	Cam Butler and Simon Black as alternate (Ōtaki Community Board Representative)	26 January 2023	No – speaking rights only
Grants Allocation Committee – Creative Communities NZ	Grant Stevenson (Community representative and Chair)	23 March 2023	Yes
	Michelle Scullion (Community representative)	23 March 2023	Yes
	Jennifer Turnbull (Community representative)	23 March 2023	Yes

Committee	Member Name	Appointment Date	Voting Rights
	Tama Porter (Youth Council representative)	23 March 2023	Yes
	Kim Tahiwī (Ngā Hapū o Ōtaki representative)	23 March 2023	Yes
	Ātiawa ki Whakarongotai representative - (position vacant)	No appointment made	Yes
	Ngāti Toa Rangatira representative - (position vacant)	No appointment made	Yes
Grants Allocation Committee – Community Grants Allocation	Sarah Yuile (Community representative)	23 March 2023	Yes
	John Hayes (Community representative)	23 March 2023	Yes
	Mana Whenua representative (position vacant)	No appointment made	Yes
Grants Allocation Committee – Waste Levy	Bernie Randall (Paraparaumu Community Board Representative)	26 January 2023	Yes
	Tonchi Begovich (Waikanae Community Board Representative)	26 January 2023	Yes
	Sean McKinley (Paekākāriki Community Board Representative)	26 January 2023	Yes
	Tarn Sheerin (Raumati Community Board Representative)	26 January 2023	Yes
	Chris Papps and Cam Butler as alternate (Ōtaki Community Board Representative)	26 January 2023	Yes
Campe Estate Committee	Darren Edwards, Chief Executive	Condition of will dated 9 October 1986	Yes

In relation to the request to release the contact details and CVs of the appointed members, I decline this specific request and withhold the information under section 7(2)(a) of the Local Government Official Information and Meetings Act 1987 in order to protect the privacy of natural persons. I am satisfied that the withholding of this information is not outweighed by public interest considerations in section 7(1) favouring release.

4. Public accountability

For unelected committee members, please tell us whether contact information is available on the Council's website to at least the same degree as the elected officials.

Contact information for non-elected members is not published on the Council's website. These representatives are appointed by the Council considering the relevant skill set they bring to the committee discussion and decision-making. If members of the community wish to communicate with appointed representatives, they can do so by attending the relevant committee meetings or emailing Council.

5. Remuneration and expenses

a. Please provide the remuneration paid to each unelected member in the last 12 months (or, if easier, calendar year 2024 is fine).

Different groups of appointed representatives to Council's Governance structure are remunerated slightly differently for their attendance at committee meetings:

Mana Whenua Representatives

For attendance at meetings of the Council and committees, each mana whenua iwi is paid an annual Governance payment of \$50,776 (rate for the 2024/25 financial year). In addition, under the non-elected members fees framework (appended), mana whenua can also claim attendance at Te Whakaminenga o Kāpiti meetings and can claim expenses in relation to discharging their roles as mana whenua representatives.

Community Representatives

Non-elected appointed community representatives are remunerated on a per meeting basis. A copy of the non-elected members fees framework containing further information is appended.

Community Board Representatives

Appointed community board members are remunerated in line with the determination of the Remuneration Authority and do not receive extra payments for their attendance at Council and Committee meetings.

b. Please provide the total amount of expense reimbursements and travel costs paid to or on behalf of each unelected member in the last 12 months (or, if easier, calendar year 2024 is fine).

Non-elected members have been paid the following total amounts for the 2023/24 financial year:

Non-elected appointed member	Total reimbursements
David Shand (Independent Chair of the Risk and Assurance Committee)	\$3,836

Non-elected appointed member	Total reimbursements
David Cochrane (Independent Member of the Risk and Assurance Committee)	\$8,352
Oriwia Raureti (Mana Whenua Representative on Risk and Assurance Committee)	\$849
Kim Tahiwī (Ngā Hapū o Ōtaki Representative)	\$0
Huriwai Paki (Ngāti Toa Rangatira Representative)	\$0
Andre Baker (Ātiawa ki Whakarongotai Representative)	\$4,785
Chris Gerretzen (Ātiawa ki Whakarongotai Representative)	\$0
Janine Huxford (Ātiawa ki Whakarongotai Representative)	\$0
Kirsten Hapeta	\$0
John Hayes (Community Representative on Community Grants Allocation Committee)	\$0
Tama Porter (Youth Representative on Creative Communities NZ Grants Allocation Committee)	\$3,961
Michelle Scullion (Community Representative on Creative Communities NZ Grants Allocation Committee)	\$528
Grant Stevenson (Chair of the Creative Communities NZ Grants Allocation Committee)	\$4,216
Jennifer Turnbull (Community Representative on Creative Communities NZ Grants Allocation Committee)	\$1,092
Sarah Yuile (Community Representative on Community Grants Allocation Committee)	\$0

6. *Interests register*

Please provide the most recent interests register information for each of the unelected committee members.

Under the provisions of the Local Government Act 2002 and the Local Authorities (Members' Interests) Act 1968, only elected members are required to declare interests that are then collated in a register. However, in line with the Council's policy on members' declarations of interest, some appointed members have opted to also declare their interests which are included in the register published on Council's website.

The policy along with the register of returns for each year is published on our website:

<https://www.kapiticoast.govt.nz/council/about-council/the-role-of-council/declarations-of-interest/>.

All members of the Council, committees and community boards are required to declare any conflicts of interest on items on the agenda for the relevant meeting at the start of the meeting. Any interests declared through this process are documented in the relevant minutes of the meeting.

Ngā mihi,



Mark de Haast
Group Manager Corporate Services
Te Kaihautū Ratonga Tōpū

If you are interested in the attachments which accompany this response, please contact us at:
informationrequest@kapiticoast.govt.nz