



Your elected members

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Mayor
K (Guru) Gurunathan

k.gurunathan@kapiticoast.govt.nz



Deputy Mayor and Paekākāriki-
Raumati Ward Councillor
Janet Holborow

janet.holborow@kapiticoast.govt.nz



Districtwide Councillor
Angela Buswell

angela.buswell@kapiticoast.govt.nz



Districtwide Councillor
Mike Cardiff

mike.cardiff@kapiticoast.govt.nz



Districtwide Councillor
Jackie Elliott

jackie.elliott@kapiticoast.govt.nz



Districtwide Councillor
John Howson

john.howson@kapiticoast.govt.nz



Districtwide Councillor
Dr David Scott

Currently on Leave of Absence



Paraparaumu Ward Councillor
Mark Benton

mark.benton@kapiticoast.govt.nz



Paraparaumu Ward Councillor
Fiona Vining

fiona.vining@kapiticoast.govt.nz



Ōtaki Ward Councillor
James Cootes

james.cootes@kapiticoast.govt.nz



Waikanae Ward Councillor
Michael Scott

michael.scott@kapiticoast.govt.nz

Council

The Council comprises a mayor and ten elected councillors. Half of the councillors are elected from ward constituencies and half are elected on a districtwide basis.

At the commencement of this LTP (having been elected in October 2016) the mayor and councillors are:

Mayor	K Gurunathan
Councillors	
Districtwide	Angela Buswell, Mike Cardiff, Jackie Elliott, John Howson, David Scott
Ōtaki	James Cootes
Waikanae	Michael Scott
Paraparaumu	Mark Benton, Fiona Vining
Paekākāriki-Raumati	Janet Holborow (Deputy Mayor)

Council meetings

Council meetings are scheduled every six weeks, with additional meetings held as required. These meetings are advertised in the local news media.

To assist council to discharge its duties, it has standing committees which generally meet every six weeks. Each committee has its own responsibilities and powers delegated to it by council.

Committees (2016-19 triennium)

The committee structure is outlined below.

Strategy and policy committee

The strategy and policy committee (SPC) is chaired by Councillor James Cootes. The committee deals with

all strategy and policy decision making that is not the sole responsibility of the Council.

Key responsibilities include:

- setting and approving the strategy and policy work programme;
- overviewing strategic programmes;
- liaison and planning with other territorial authorities;
- development and/or review of strategies, plans, policies and bylaws;
- preparation of District Plan and plan changes; economic development strategy;
- reviewing and approving community contracts; receiving annual reports from any community or advisory group;
- oversight of any shared service initiatives; and
- signing of any submission to an external agency or body.

Operations and finance committee

The operations and finance committee (OFC) is chaired by Councillor Michael Scott. The committee deals with monitoring and decision-making on all broader financial management matters.

Key responsibilities include:

- financial management, including risk mitigation; approval of non-budgeted expenditure;
- approval of contracts and contract variations outside of the Chief Executive's delegations;
- financial policies;
- all regulatory and planning matters from an operational perspective;
- property purchases or sales;

- operational aspects of bylaws; civil defence and emergency matters;
- procedural matters relating to electoral processes not otherwise delegated to the CE;
- signing off any submission to an external agency or body; and
- write offs and remissions.

Audit and risk committee

The audit and risk committee (ARC) is chaired by Councillor Mike Cardiff. The committee monitors the Council's financial management and reporting mechanisms and framework and ensures that there are appropriate internal systems and controls for these.

Key responsibilities include:

- reviewing and maintaining the internal control framework;
- reviewing processes for ensuring the completeness and quality of financial and operational information, including performance measures, being provided to Council;
- considering Council's existing accounting policies and principles;
- obtaining information from external auditors relevant to the Council's financial statements, and assessing whether appropriate action has been taken by management in response to that;
- ensuring that the Council's financial statements are supported by appropriate management signoff and adequate systems of internal control (i.e. letters of representation);
- considering regular reports on the status of investigations by the Office of the Ombudsman into decisions by the Council;

- ensuring that Council has in place a current and comprehensive risk management framework and making recommendations to the Council on risk mitigation;
- assisting elected members in the discharge of their responsibilities by ensuring compliance procedures are in place for all statutory requirements relating to their role;
- confirming the terms of engagement for each audit with a recommendation to the Council;
- receiving the external audit reports for recommendation to the Council; and
- governance role in regards to the Health and Safety Leadership Charter and Health and Safety Plan.

Appeals hearing committee

The appeals hearing committee is chaired by Councillor Jackie Elliott. This committee will act in a regulatory capacity on behalf of Council in regards to appeals or objections required to be heard under relevant pieces of legislation.

District licensing committee

The district licensing committee is chaired by Councillor Fiona Vining. This committee is convened under the provisions of the Sale and Supply of Alcohol Act 2012, and will carry out the duties and functions as prescribed under this Act.

Chief executive performance and employment committee

The chief executive performance and employment committee is chaired by the mayor. This committee will manage the contract of employment between the Council and the Chief Executive.

Grants allocation committee

The acting chair of the grants allocation committee is Councillor Mark Benton. This committee will

consider, and allocate grant moneys in accordance with the meeting cycles and criteria of the following five grant programmes: community grants, creative community scheme, districtwide hall hire remissions, heritage fund allocations and waste levy fund grants. Key responsibilities will include assessing applications and allocating funds in accordance with each programme's criteria.

Māori representation members

Māori representation member appointments under the committee structure are Ann-Maree Ellison (OFC) and Bill Carter (SPC).

Community boards

Supporting the Council are four district community boards: Ōtaki, Paraparaumu/Raumati, Waikanae and Paekākāriki.

Community boards are the grass roots of local democracy where people in each of our towns and villages can take their concerns or seek assistance.

The Council has a strong partnership base with community boards on local matters. The corresponding ward councillors sit on each board. As far as is practicable, issues are referred to community boards for consideration, comment or recommendations before decisions are made. Board chairs can sit at council meetings and contribute to the debate, helping ensure that the interests of the whole district are taken into account. They do not have voting rights at council meetings.

A board's role is mainly advocacy, but it also has powers to make some decisions about issues within its boundaries. Boards make submissions to Council and other statutory agencies. They control local funds for making grants to individuals and groups for community purposes..

The community boards generally meet every six weeks.

Community board members

Ōtaki community board

The area covered by the community board includes north of Marycrest, Te Horo, Ōtaki north to Forest Lakes.



Christine Papps | Chair
christine.papps@kapiticoast.govt.nz

Marilyn Stevens | Deputy Chair
marilyn.stevens@kapiticoast.govt.nz

Kerry Bevan
kerry.bevan@kapiticoast.govt.nz

Shelley Warwick
shelley.warwick@kapiticoast.govt.nz

Waikanae community board

The area covered by the community board stretches from the Waikanae River in the south through to Peka Peka in the north.



Jocelyn Prvanov | Chair
jocelyn.prvanov@kapiticoast.govt.nz

James Westbury | Deputy Chair
james.westbury@kapiticoast.govt.nz

Tonchi Begovich
tonchi.begovich@kapiticoast.govt.nz

Jeremy Seamark
jeremy.seamark@kapiticoast.govt.nz

Paraparaumu–Raumati community board

The area covered by the community board includes from Raumati South through to Otaihanga.



Jonny Best | Chair
jonny.best@kapiticoast.govt.nz

Guy Burns | Deputy Chair
guy.burns@kapiticoast.govt.nz

Bernie Randall
bernie.randall@kapiticoast.govt.nz

Kathy Spiers
kathy.spiers@kapiticoast.govt.nz

Paekākāriki community board

The area covered by the community board includes the Emerald Glen area and Whareroa Road in the north, down to Fisherman's Table in the south.



Philip Edwards | Chair
philip.edwards@kapiti.govt.nz

Steve Eckett | Deputy Chair
steve.eckett@kapiti.govt.nz

Holly Ewens
holly.ewens@kapiticoast.govt.nz

Paul Hughes
paul.hughes@kapiticoast.govt.nz

Te Whakaminenga o Kāpiti

Te Whakaminenga o Kāpiti is one of the longest partnerships between tāngata whenua and local government in New Zealand. The partners are the Kāpiti Coast District Council and the mana whenua (people with authority over the land) on the Kāpiti Coast: Te Āti Awa ki Whakarongotai, Ngāti Raukawa ki te Tonga and Ngāti Toa Rangatira.

Representatives

Rupene Waaka, JP (Chair)

Representing - Ngā hapū o Ōtaki

Iwi affiliation – Ngāti Raukawa ki te Tonga

Hapū affiliations – Ngāti Kapumanawawhiti | Ngāti Maiotaki

Andre Baker

Representing - Te Āti Awa Ki Whakarongotai Charitable Trust

Iwi affiliation - Te Āti Awa ki Whakarongotai

Chris Gerretzen

Representing - Te Āti Awa Ki Whakarongotai Charitable Trust

Iwi affiliation - Te Āti Awa ki Whakarongotai

Kara Kearney - Alternate

Representing - Te Āti Awa Ki Whakarongotai Charitable Trust

Iwi affiliation - Te Āti Awa ki Whakarongotai

Carol Reihana

Representing - Te Rūnanga o Toa Rangatira

Iwi affiliations - Ngāti Toa Rangatira | Ngāi Tahu

Hapū affiliation - Ngāti Haumia

Hohepa Potini

Representing - Te Rūnanga o Toa Rangatira

Iwi affiliation - Ngāti Toa Rangatira

Turi Hippolite - Alternate

Representing - Ngāti Toa Rangatira

Sir Matu Rei

Representing - Ngāti Toa Rangatira

Iwi affiliation - Ngāti Toa Rangatira | Ngāti Koata | Ngāti Tūwharetoa

K Gurunathan – Mayor

James Cootes – Ōtaki Ward Councillor