

OIR: 2526/295

18 February 2026

[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 **12 February 2026** requesting the following information:

I noted, Expressions of Interest: District Licensing Committee Applications close on 27 January 2026.

1. *May I ask how you called for public nomination and on what platform you have call for public nominations e.g. govt.jobs website.*

An advertisement seeking expressions of interest to become a list member of the District Licensing Committee was circulated through the following channels:

- Listed in both the Kāpiti News and Ōtaki Mail newspapers
- Advertised on Council's website
- Advertised on Council's LinkedIn and Facebook.

2. *A copy of your ad and pay rate as well.*

The advert that we advertised is still live on our [website](#) and can be viewed there. The reimbursement rate for list members who sit on District Licensing Committee hearing is set by the Minister of Justice in accordance with the Cabinet fees framework, and can be found on page 27 of the [Selecting and appointing District Licensing Committees](#) guide issued by Te Whatu Ora/Health New Zealand. A list member will receive remuneration at a rate of \$408.00 per day or \$51.00 per hour for part days.

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

3. ***Also, how many applications you have received for each of the role from the public and how many you have received from other nominating agencies such as TPK or Ministry of women etc for your role.***

In total, the Council received seven applications and all applications were received directly from members of the community and none from agencies.

4. ***How many you have shortlisted and how many you have interviewed.***

All applicants were interviewed as they all had enough relevant experience to warrant an interview.

5. ***Also, can I request to view the appointment letter if there is one sent to the appointee. I am happy for you to remove all the personal information.***

To date no appointments have been made and appointment letters have not yet been drafted and issued. Under section 17(e) of the Local Government Official Information and Meetings Act 1987, we therefore withhold the information as it does not exist.

The intention is to bring a report to the Council at its next meeting scheduled for 12 March 2026 to consider the appointment of new list members. The appointments will be made public after that date.

6. ***How many vacancy you are looking to fill this round.***

At the Council meeting held on [11 December 2026](#), the Council resolved the appointment of the Chair of the District Licensing Committee and further resolved the recruitment of three additional list members. Since that meeting, a further list member has resigned so the Council may decide to appoint three or even four new list members to ensure the list membership is sufficient to conduct hearings in a timely manner.

You have the right to request the Ombudsman to review this decision. Complaints can be sent by email to info@ombudsman.parliament.nz, or by post to The Ombudsman, PO Box 10152, Wellington 6143.

Ngā mihi,



Brendan Owens

Group Manager Customer and Community
Kaiwhakahaere Rōpū - Kiritaki me te Hapori