

OIR: 2526/146

10 October 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 **5 October 2025** requesting the following information:

1. ***Can you please provide me with the KCDC travel and accommodation policy for, Local, National, and International for***
 - a. ***Staff Members***
 - b. ***Exec Members***
 - c. ***Elected Members***

All travel and accommodation expenses incurred by staff, including senior management, must be claimed in accordance with the General Expenses Policy. A copy of the General Expenses Policy is attached.

For this triennium, expenses claimed by elected members are claimed in accordance with the Elected Members Remuneration, Expenses and Allowances Policy 2022-2025 Triennium. This policy is in line with provisions of Schedule 7 of the Local Government Act 2002 which states that the Remuneration Authority must determine remuneration, allowances and expenses of elected members. A copy of this policy is also attached.

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

2. What members have had funded international travel and for what purpose over the past 3 Years?

See table below which provides details of Council funded international travel in the past three years:

International Travel between 2022-2025 (past 3 years)			
Job title	Travel dates	Destination:	Reason
Chief Executive	6-16 June 2025	Wellington return Boston USA	Harvard Business School: Leadership for Senior Executives
Advisor Cemeteries Burials and Cremations	12-19 September 2025	Wellington return Sydney	Cemeteries and Crematorium Conference

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