

OIR: 2425/1251

18 February 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 **21 January 2025** requesting the following information:

**1. *How did/do people get selected to be members of the following advisory groups? Please provide information as relevant to each of the following:***

**a. *Climate Change and Resilience Community Think Tank (CCRT)***

The Council contact point for the CCRT is Kris Pervan, GM Strategy and Growth. On behalf of Kris Pervan, I am responding to your request and note that:

Membership requirements for the CCRT are set by its [terms of reference \(ToR\), in paragraph 12 of the this document](#). Community members and representatives of relevant community climate groups were selected through a public expression of interest process advertised by the Council. Of note:

- Under the CCRT's ToR, the Chair, Deputy Chair, and two Community Board members of the Council's Climate and Environment Sub-Committee (CES) were directly appointed as members.
- The Chair and Deputy Chair of the Council's Climate and Environment Sub-Committee (CES), supported by analysis of applications by Strategy and Growth staff, selected nine individuals through this process from around 50 applications.
- Positions for up to two mana whenua / iwi partner representative were also established under the ToR, with individual representatives determined by relevant iwi.

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

**b. Cycleway, Walkway and Bridleway Advisory Group**

I am the Council contact point for the CWB and note that the CWB Advisory Group's Terms of Reference state:

When an Advisory Group member stands down or a replacement is needed, recommendations will be sought from the incumbent or the group they represent, with the new representative approved by members listed in 3.1, 3.2 and 3.3.

**c. Economic Development Kotahitanga Board**

The Council contact point for the Economic Development Kotahitanga board (EDKB) is Kris Pervan, GM Strategy and Growth. On behalf of Kris Pervan, I am responding to your request and note that:

The [Terms of Reference for the Economic Development Kotahitanga Board \(EDKB\)](#) sets out the requirements for Board membership, on pages 4 and 5 of this document.

The EDKB Board Chair is appointed by Council. The Independent Board Members of the EDKB were selected and appointed following a public recruitment process. Candidates were interviewed by a panel, who then made recommendations for appointment.

The three mana whenua representatives on the board were nominated by their respective Iwi.

**d. Kapiti Disability Advisory Group**

I am the Council contact point for the Kapiti Coast Advisory Group and note that new members with disability joining the group via contacting the chair.

**e. Kapiti Health Advisory Group**

The Council contact point for the Kapiti Health Advisory Group (KHAG) is Kris Pervan, GM Strategy and Growth. On behalf of Kris Pervan, I am responding to your request and note that:

[The Terms of Reference for the Kapiti Coast Advisory Group](#) sets out the requirements for the Group's membership, in paragraph 15 of this document.

People interested in being members may contact the Chair of the Kapiti Health Advisory Group who recommends new members to the Social Sustainability Subcommittee or its Chair, when there is a vacancy.

***f. Older Persons' Council***

I am the Council contact point for the Older Person's Council and note that the Older Person's Council has an open invitation for all older persons (65+) to attend in a forum setting.

***g. Youth Council***

I am the Council contact point for the Youth Council and note that the Youth Council have an annual recruitment process to select new members. Selected Youth Council members form a panel to advertise, interview and select incoming members.

***h. Te Whakaminenga o Kapiti***

The Council contact point for Te Whakaminenga o Kapiti is Hara Adams, GM Iwi Partnerships. On behalf of Hara Adams, I am responding to your request and note that:

Te Whakaminenga o Kāpiti is one of the longest lasting partnerships between mana whenua and local government in Aotearoa New Zealand. The partners are the Kāpiti Coast District Council and the mana whenua (people with 'authority over the land') on the Kāpiti Coast

**Membership**

Te Whakaminenga o Kapiti comprises representatives of Āti Awa k Whakarongotai, Ngāti Toa Rangatira, and Ngāti Raukawa ki te Tonga through Ngā Hapū o Ōtaki. Each iwi is represented by two members each. The Kapiti Coast District Council is represented by the Mayor and one elected Councillor.

**Appointment of Members**

Iwi will advise their nominated representatives (including alternatives) at the beginning of each Triennium. If for any reason an iwi member cannot continue in the role, their iwi or hapū will advise of a replacement as soon as practicable. If an elected member cannot continue in the role for any reason, Council shall appoint a new member at its next available meeting.

Please note, the Youth Development Centres are not an advisory group function, rather an operational function of Council. I have therefore not provided information on the Centre in this request.

***2. Are meetings of the above advisory groups notified as public meetings? If not, can the public attend as observers? If not, who attends the meetings of these advisory groups? Please reply as relevant to each of the advisory groups listed in Question 1.***

Details around attendance for the various advisory group meetings is as follows:

<b>Advisory Group</b>	<b>Notified as public meeting</b>	<b>Observers allowed</b>	<b>Who attends the advisory group meetings</b>
CCRT	No. However, agendas and minutes of the meeting are published on KCDC's website.	No	Attendance at the meeting is limited to members of the CCRT and relevant supporting Council staff.
CWB	No.	Yes. The public can contact the chair should they wish to attend.	Attendance at the meeting includes CWB members and relevant supporting Council staff.
EDKB	No	No. However, members of the community can contact the chair if they wish to present an item.	Attendance at the meeting includes EDKB members and relevant supporting Council staff.
Kāpiti Disability Advisory Group	No	No. However, the public can contact the chair should they wish to attend.	The members are supported by Council staff, and an elected member attends who has been allocated to this advisory group. Additionally, this group also has a representative from Wellable attending.
KHAG	No	No, However, the public can contact the chair should they wish to attend.	Attendees include KHAG members and the GM Strategy & Growth, or a delegate. The Chair of the Social Sustainability Committee also attends.
Older Persons' Council	Yes	Yes. The public can attend as observers.	Attendees include the Older Person Council members and Council support staff, and an elected member attends who has been allocated to this advisory group.
Youth Council	No	No	Attendees include the Youth Council members and Council support staff, and an elected member attends who has been allocated to this advisory group.
Te Whakaminenga o Kāpiti	Yes	Yes. Agendas and minutes are available on the KCDC website.	Members of the public are able to speak during public speaking time, or as permitted by the Chair.

**3. With what frequency are meetings of these advisory groups held?  
Please reply as relevant for each of the advisory groups listed in  
Question 1.**

The frequency of the various advisory group meetings is as follows:

Advisory Group	Response
CCRT	The CCRT met on three occasions on 25 October 2023, 10 November 2023 and 23 February 2024. The conclusion to the CCRT's work was noted in minutes of the Climate & Environment Committee on 20 August 2024.
CWB	Every 4 – 6 weeks
EDKB	Monthly
Kāpiti Disability Advisory Group	Six-weekly
KHAG	Monthly
Older Persons' Council	Monthly
Youth Council	Monthly, with project meetings run weekly
Te Whakaminenga o Kāpiti	Six-weekly

**4. Are stipends or 'salary' payments made to members of these advisory groups? If so, please provide relevant figures for the total of such payments for the 2023/24 financial year for each of the advisory groups listed in Question 1.**

Stipends and/or salary payments relevant to members of the various advisory groups is as follows:

Advisory Group	Response
CCRT	No
CWB	No
EDKB	Yes. The board chair received an annual stipend of \$24,000 plus GST
Kāpiti Disability Advisory Group	No
KHAG	No
Older Persons' Council	No
Youth Council	No
Te Whakaminenga o Kāpiti	No. However, members are paid in-line with the Non-elected members Fees Framework.

**5. Are meeting attendance fees and expenses paid to members of these advisory groups? If so, please provide data on the total paid in meeting fees and expenses for each of the advisory groups listed in Question 1.**

Details on meeting attendance fees and expenses paid to members for the various advisory groups is as follows:

Advisory Group	Response
CCRT	No
CWB	No
EDKB	Yes. Board members receive a meeting attendance fee of \$750 plus GST. The total meeting attendance fees paid for the 2023/24 financial year was \$36,000.
Kāpiti Disability Advisory Group	No
KHAG	No
Older Persons' Council	No
Youth Council	No
Te Whakaminenga o Kāpiti	Yes. The total meeting attendance fees paid for the 2023/24 financial year was \$5,634.

**6. Please provide data on additional funds provided by Council to support the activities of each of these advisory groups.**

***(For example - this relates to activities such as funding the Youth Development Centre and satellite services, Enviro Youth Summit, International Disability Day, Celebration of Mother's Day, other community initiatives and projects relevant to the focus of each advisory group, funding the undertaking of surveys, and financial contributions to projects and initiatives of the three manawhenua iwi that comprise Whakaminenga o Kapiti etc.)***

***Please provide the figures for the total amount of additional funds provided by KCDC for each of the advisory groups listed in Question 1, for the 2023/24 financial year.***

Details of additional funds provided to the various advisory groups is as follows:

Advisory Group	Response
CCRT	N/A
CWB	N/A
EDKB	\$150,000 of discretionary project funding was provided for projects in 2023/24. Further to this, the Major Events Fund of \$200,000 is a grant for business events that is allocated annually by the EDKB.

Advisory Group	Response
Kāpiti Disability Advisory Group	Long term plan budget provision for the Disability Advisory Group included support and projects of \$18,929.
KHAG	Provision for up to \$5,000 from the Strategy & Growth baseline is allowed for projects and promotion of activity.
Older Persons' Council	Long term plan budget provision for the Older Persons Council includes support and projects of \$20,090.
Youth Council	Long term plan budget provision includes: <ul style="list-style-type: none"> <li>• Youth support and projects \$52,590.</li> <li>• Additional funding actuals came from Public Art Projects of \$10,550 for a mural project.</li> <li>• ThinkBIG grants (distributed to youth groups) up to \$15,732.</li> </ul>
Te Whakaminenga o Kāpiti	Long term plan budget provision includes: <ul style="list-style-type: none"> <li>• Marae Maintenance and Development Grant \$60,910.</li> <li>• Māori Economic Development Grant \$76,939.</li> <li>• Urupā Grant \$16,407.</li> <li>• Heritage Trail \$52, 060.</li> <li>• Maramataka \$22,005.</li> <li>• Waitangi Day \$23,043.</li> </ul>

Ngā mihi,



**Brendan Owens**

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