

OIR: 2324/731

29 November 2023

[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 **14 November 2023** in which you asked for the following information:

**1. I hereby formally request a copy (redacted if necessary) of any performance measures established for CAP Members.**

Please find attached a copy of a contract for CAP members which sets out responsibilities and outcomes under the description of established for CAP Members.

The contract description of services align to the [Terms of Reference for the Takutai Kāpiti Coastal Advisory Panel](#) which sets out the expectations and scope for the CAP (in particular paragraphs 24 through to 26).

Personal details of the CAP member have been redacted from the contract. The decision to withhold this information is made under section 7(2)(a) of the Act which allows for Council to withhold information in order to protect the privacy of natural persons, including that of deceased natural persons.

In Council's view the reasons for withholding these details are not outweighed by public interest considerations in section 7(1) favouring their release.

**2. I hereby formally request a copy of the complaints policy that relates to contractors to Council, if one exists.**

For ease of reference, our Customer Complaints, Compliments and Suggestions Policy can be found on the council website here: [Contact us - Kāpiti Coast District Council \(kapiticoast.govt.nz\)](https://www.kapiticoast.govt.nz/contact-us). This Policy states under section 4 that a complaint may relate to "the standard of service provided by or on behalf of 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.*

Complaints relating to contractors or suppliers to Council are managed by the appropriate Council officer (or contract manager to the contract). As Council may be responsible for the actions of its suppliers, concerns about how Council staff deal with any concerns about Council suppliers will fall within the scope of the Policy.

There is not a separate complaints policy that relates to suppliers to Council nor a Council supplier code of conduct.

As Council does not have a specific supplier code of conduct, the performance requirements for the supplier and the process for resolving any complaints, issues or disputes will be based on what is set out in the contract between Council and the supplier.

When the Customer Complaints, Compliments and Suggestions Policy is reviewed, consideration can be given to whether further clarification is required on this issue.

You have the right to request the Ombudsman to review this decision. Complaints can be sent by email to [info@ombudsman.parliament.nz](mailto:info@ombudsman.parliament.nz), by fax to (04) 471 2254, or by post to The Ombudsman, PO Box 10152, Wellington 6143.

Ngā mihi,



**Kris Pervan**

Group Manager Strategy and Growth  
Te Kaihautū Rautaki me te Tupu

# Contract for Services (short-form)

**Takutai  
Kapiti.**



**Takutai Kāpiti: Our community-led coastal adaptation project**

**Supplier: Community Assessment Panel (CAP) Member**

## The Parties

**Kapiti Coast District Council**

**(Buyer)**

175 Rimu Road

Paraparaumu, 5254

and

**Name:**

**(Supplier)**

**Address:**

## The Contract

### Agreement

The Buyer appoints the Supplier to deliver the Services described in this Contract and the Supplier accepts that appointment. This Contract sets out the Parties' rights and obligations.

### The documents forming this Contract are:

- |   |                   |
|---|-------------------|
| 1. This page                                      | <b>Page 1</b>     |
| 2. Contract Details and Description of Services   | <b>Schedule 1</b> |
| 3. Standard Terms and Conditions                  | <b>Schedule 2</b> |
| 4. Any other attachments described at Schedule 1. |                   |

In signing this Contract each Party acknowledges that it has read and agrees to be bound by it.

For and on behalf of the **Buyer**:

For and on behalf of the **Supplier**

(signature)

**name:** Lyndsey Craig

**position:** Coastal Manager  
Te Kaiwhakahaere Takutai

**date:** 30 June 2021

**name:**

**position:** Community Assessment Panel (CAP)  
Member

**date:** 12 AUGUST 2021



# Schedule 1

## Contract Details and Description of Services

<b>Start Date</b>	30 June 2021
<b>End Date</b>	31 July 2022

<b>Contract Managers</b>	<b>Buyer's Contract Manager</b>		<b>Supplier's Contract Manager</b>
	<b>Name:</b>	Lyndsey Craig	
	<b>Title / position:</b>	Coastal Manager Te Kaiwhakahaere Takutai	Community Assessment Panel (CAP) Member
	<b>Address:</b>	175 Rimu Road, Paraparaumu	
	<b>Phone:</b>	Tel 04 296 4718 Mobile 027 5555 718	
	<b>Fax:</b>		
	<b>Email:</b>	Lyndsey.Craig@kapiticoa st.govt.nz	

### Description of Services

#### Background

The Takutai Kāpiti project is a collaborative process working in partnership with local iwi and supported by Kāpiti Coast District Council (KCDC). The project aims to encourage our Kāpiti community to become more aware of the impacts of climate change and sea-level rise and empower them to take part in developing solutions and pathways for adapting to coming change.

#### Purpose

From mid-2021, a Community Assessment Panel (CAP) will be established consisting of iwi partners, community, and other key stakeholder/ agency representatives.

The CAP will:

- Work together to understand the coastal hazard risks (erosion, accretion, inundation) resulting from sea-level rise and climate change.
- Draw upon robust, transparent, evidence-based and accessible technical evidence to inform their decision-making process.
- Use this information to consider a range of adaptation and associated management options for Kāpiti.
- Present a set of recommendations to Council.

#### Responsibilities and outcomes

The CAP needs to function as a collaborative group, working constructively together under a consensus decision making model. The CAP will make recommendations on coastal adaptation options to Council. The CAP members need to have the ability to:

- Attend monthly workshops (3hrs each, approx. 12 workshops total), one site visit (3hr) and public open days.
- Work with technical advisors.
- Accommodate diverse views and interests.
- Participate in open, honest, constructive, robust, and collaborative discussion.

- Take diverse views, values, and interests into account when voting on decisions.
- Consider local issues in the wider regional and national context

To achieve the required outcomes, the CAP members will:

- Draw upon robust, transparent, evidence-based and accessible technical evidence to inform their decision making process.
- Actively seek wider community feedback and input as part of the process.
- Have wider engagement with the Kāpiti community about the impacts of climate change and sea-level rise and potential responses by Council and community.
- Have the ability (at the discretion of the Chair) to invite others to attend and participate in CAP activities.
- Meet with members of other related projects underway at the same time.

### Outcomes

The CAP will conclude with a recommendation report to Kāpiti Coast District Council. Although it is the CAP members' responsibility to participate in open, honest, constructive, robust, and collaborative discussion, CAP members are not responsible for the final CAP recommendations report.

**CHARGES:** The following section sets out the Charges. Charges are the total maximum amount payable by the Buyer to the Supplier for delivery of the Services. Charges include **Fees**, and where agreed, **Expenses**. The Charges for this Contract are set out below.

### Fees

#### Daily Fee Rate

For each day worked a Daily Fee Rate of \$206.00.

### Expenses

Reimbursement of expenses would be paid in addition to the Daily fee Rate.

### Attachments

Reference 'Contract documents' described at Page 1

#### Attachment - Community Assessment Panel (CAP) Member Job Description

#### Attachment – Community Assessment Panel (CAP) Member – Further Information