

OIR: 2526/21

15 August 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 **18 July 2025** requesting the following information:

***I request the following information for the 2023/24 Financial Year:***

**1. Personnel**

- **The total number of staff dismissed due to poor performance in the last financial year.**

We do not record 'poor performance' as a specific reason for dismissal in our HR systems. As such, we are unable to provide the total number of staff dismissed due to poor performance in the 2023/24 financial year.

- **If applicable, the FTE number of staff employed by council-controlled organisations.**

Kapiti Coast District Council does not currently operate a Council-controlled organisation, apart from the Council's membership with the New Zealand Local Government Funding Agency (LGFA). The Council does not collate the staffing data at the LGFA and recommend reaching out to this organisation directly if this is required.

Please note that we are unable to provide the information requested in bullet points 1 and 2 of question 1. Therefore, these parts of your request are refused under section 17(e) of the Act as the documents alleged to contain the information requested does not exist, or despite reasonable efforts to locate them, they cannot be found.

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

- **The total number of staff including those employed by council-controlled organisations receiving remuneration in excess of \$100,000.**

Please refer to the Kapiti Coast District Council's Annual Report for 2023/24, specifically Note 24, link provided below. The disclosure on "Salary bands" contains the information you have requested.

[www.kapiticoast.govt.nz/media/lk4joca3/kcdc-annual-report-2023-24.pdf](http://www.kapiticoast.govt.nz/media/lk4joca3/kcdc-annual-report-2023-24.pdf)

Bullet point 3 of question 1 of your request is refused under section 17(d) of the Act as the information requested is publicly available. However, the website address provided will enable you to access the details you require.

- **The total number of staff including those employed by council-controlled organisations receiving remuneration in excess of \$200,000.**

As per the query above, this information can be found in the disclosure notes within the Council's 2023/24 Annual Report. However, as some of the salary bands are required to be amalgamated together, as prescribed under the Local Government Act, the actual number is not visible. Therefore, the total number of FTE's receiving over \$200,000 is nine – this includes the Council's Chief Executive.

- **The mean and median remuneration for the Council and its CCOs.**

Across the Council for the 2023/24 financial year, the average (mean) remuneration was \$87,975, the median remuneration \$77,000. This is based on all permanent and fixed term staff during that financial year. It does not include casual employees.

## 2. Management

- **The FTE number of managers employed**
- **The Taxpayers' Union defines a manager as: any staff member who is responsible for a team of staff, or who has employees reporting to them and organises them to achieve their department's or organisation's specified goal.**
- **The ratio of management to total staff numbers**
- **The average and median salary of a manager**

The Council had 59 managers, as defined above. For these roles, during the 2023/24 financial year, the average salary was \$153,476 and the mean salary was \$142,717. The ratio is approximately eleven staff to each manager.

We had an additional 51 team leaders or supervisors across the Council during the same period, responsible for day-to-day organisation of their team members. Including these roles in the ratio would provide a ratio of 5.85 staff members to each manager/team leader/supervisor.

### 3. Communications

- **The FTE number of communications and marketing staff employed**  
During the financial year 2023/24, there were 12 FTE's employed within the Council's "Communication Engagement" Team. There is no "Marketing" division within Council.
- **The average and median salary of communications and marketing staff**  
For the 2023/24 financial year, the average (mean) remuneration was \$112,907, the median remuneration \$112,001 across our "Communication Engagement" team.

### 4. Core Services

- **The FTE number of staff employed to work on the delivery and/or maintenance of local infrastructure.**

**The Taxpayers' Union defines infrastructure FTE as hours worked by staff who are directly responsible for maintaining council assets and services, including physical involvement in environmental services, stormwater, roading, water supply, wastewater, and solid waste management.**

During the financial year 2023/24, there were 112 FTE's employed within the Council's "Infrastructure & Asset Management" Activity. This activity aligns with the definition as prescribed above.

- **The FTE number of staff of staff employed to provide regulator functions**

**The Taxpayers' Union defines Regulatory FTE as hours worked by staff who are directly responsible for upkeeping and enforcing council functions and income, including parking, democracy services, rates collection, building and planning consents, and health licencing.**

During the financial year 2023/24, there were:

- 83 FTE's employed within the Council's "Regulatory & Environment" Activity. This activity aligns with the definition as prescribed above.

In addition to the above, there were also:

- seven FTE's employed within the Council's "Governance" team
- eight FTE's employed within the Council's "Rates" team.

- **The FTE number of staff employed in customer-facing roles**

**The Taxpayers' Union defines Customer Service FTE as hours worked by staff who are directly responsible for communication and providing aid for members of the public, such as libraries, pools, art galleries, venues and events, and customer service, whether in person or by phone.**

During the financial year 2023/24, there were 94 FTE's employed within the Council's "Customer & Community" Activity. This activity aligns with the definition as prescribed above.

## **5. Payments to third parties**

- **The total payments made by the Council (or any council-controlled organisation) to any Chamber of Commerce, including GST.**

During the financial year 2023/24, Council made payments equating to \$36,731.25 (GST Inclusive) to Chamber of Commerce organisation(s).

- **The total payments made by the Council (or any council-controlled organisation) to Local Government New Zealand (LGNZ), including GST.**

During the financial year 2023/24, Council made payments equating to \$74,100.30 (GST Inclusive) to the New Zealand Local Government Association.

- **The total payments made by the Council (or any council-controlled organisation) to the New Zealand Society of Local Government Managers (SOLGM), including GST.**

During the financial year 2023/24, Council made payments equating to \$64,076.46 (GST Inclusive) to the New Zealand Society of Local Government Managers (SOLGM).

## **6. Audit and Risk Oversight**

- **How many members are on the Council's Audit and Risk Committee (or equivalent)?**

The Risk and Assurance Committee has a current membership of seven.

- **Does the Council have independent members on the Committee?**

There are two independent members.

- **Is the Chair of the Committee an independent member?**

Yes, the Chair is an independent member.

- **Does the Council have a lawyer (with a current practising certificate) on the Committee?**

One of the independent appointed members holds a legal practicing certificate.

- **Does the Council have an accountant (with a current practising certificate) on the Committee?**

The other independent member is a current fellow of CPA Australia and New Zealand.

- **Does the Council have a code of conduct requiring political neutrality from Council staff?**

All Council employees must adhere to the employee code of conduct which contains a requirement to be politically neutral.

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), or by post to The Ombudsman, PO Box 10152, Wellington 6143.

Ngā mihi,



**Andrew Pervan**

Acting Group Manager Corporate Services  
Te Kaihautū Ratonga Tōpū