

OIR: 2526/29

12 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 **22 July 2025** requesting the following information:

***I am requesting full details relating to the Chief Executive's participation in the Leadership for Senior Executives program at Harvard Business School, including:***

**1. A complete breakdown of all costs incurred, including but not limited to:**

- ***Tuition or program fees***
- ***Flights***
- ***Accommodation***
- ***Meals, per diems, and incidentals***
- ***Any related travel, insurance, or discretionary spending***

Course fee	\$ 29,550.83	(USD \$17,500)
Accommodation	\$ 1,140.29	Fri 6 June to Sunday 8 June*
Airfares	\$ 11,739.13	
Meals	\$ 142.68	Two dinners
Transport - ubers	\$ 406.07	5 x Ubers in USA
<b>TOTAL</b>	<b>\$ 42,979.00</b>	

\*Accommodation was for two nights prior to the course. While the memo mentioned 1 night, due to available flights, this became two nights. During the course, accommodation was provided and included within the course fee. Two nights accommodation following the course before returning to New Zealand was self-funded.

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

<b>Uber breakdown</b>	<b>NZD</b>	<b>USD</b>	<b>Description</b>
17/06/2025	\$ 102.73	\$ 60.40	Hotel to airport - trip home
14/06/2025	\$ 112.47	\$ 66.24	Havard to Hotel
9/06/2025	\$ 28.69	\$ 16.91	Hotel to Havard
8/06/2025	\$ 13.47	\$ 7.94	Dinner to hotel
7/06/2025	\$ 148.71	\$ 87.60	Airport to hotel
<b>TOTAL</b>	<b>\$ 406.07</b>		

**2. The total cost to the Council for this trip and course.**

\$42,979.00

**3. A copy of all documents, emails, memos, or briefings used to seek, justify, or approve this expenditure — including sign-off by elected members or senior staff, if applicable.**

Please see attached memorandum (Attachment 1) and emails (Attachment 2) where the spending was approved.

The decision to approve attendance at the course was made by the Chief Executive Performance and Employment Committee (CEPEC). Please refer to page 23 of the governance structure document [on this page of our website](#)

A report was provided to the CEPEC committee on 20 February 2025. That report was considered in public excluded business on the grounds of section 7(2)(a) – privacy of natural persons.

While there is a high degree of public interest in the performance of chief executives in the public sector, a chief executive can still advocate for themselves with their employer and are entitled to privacy in relation to their performance discussions, how their performance is assessed, and the professional development plan to achieve this. Accordingly, this report is withheld under section 7(2)(a) of the LGOIMA. In Council's view the reasons for withholding these details are not outweighed by public interest considerations in section 7(1) favouring their release.

The resolution from CEPEC is included in the attached memorandum which approves the spending on the course.

**4. Any relevant policy, framework, or criteria that govern executive professional development expenditure — particularly for offshore programs of this cost and nature.**

The General Expenses policy is attached (Attachment 3). The expenditure was approved in line with paragraph 4.5.2. The expenditure was approved by memorandum signed by the Mayor and the Group Manager Corporate Services. Also refer to question 3 above.

**5. Any post-program evaluation, cost-benefit analysis, or reporting completed upon return — or an explanation if no such review was required.**

I understand an update is to be provided at the next CEPEC meeting. This update has not yet been prepared. Accordingly, this part of your request is refused under section 17(e) of the Act as the documents alleged to contain the information requested does not exist.

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,



**Sean Mallon**  
Acting Chief Executive  
Te Tumuaki

# MEMO

**TO:** Mark de Haast / Mayor Janet Holborow

**FROM:** Amanda Yannetta

**DATE:** 10 March 2025

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**SUBJECT:** Chief Executive Development - Havard Business School

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Following CEPEC resolution (CEPEC2025/4 A.4) Darren Edwards has applied and been accepted into Havard Business School's Leadership for Senior Executives.

The program will be held in Boston from 8 – 13 June 2025 inclusive.

Darren will fly out of Wellington on 6 June 2025. He will stay the weekend in Boston (accommodation at his own cost) and fly back to New Zealand on 16 June 2025.

Accommodation while Darren is at Havard Business School is included in the course costs. The accommodation below is for one night in a hotel near the airport when Darren arrives into Boston at 11:44pm on Friday 6 June.

I am seeking your approval for travel costs for Darren Edward's trip to Havard Business School.

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**Flights:**

Date 6 June 2025 WLG-BOS

Date 19 June 2025 BOS-WLG

**Total:** NZD \$12,908.00

**Accommodation:**

Hotel name – to be confirmed

**Total:** NZD \$400.00 (approx.)

**Havard Business School:**

Invoice SIN100968 USD \$17,500

**Committee Resolution CEPEC2025/4**

Moved: Mayor Janet Holborow

Seconder: Deputy Mayor Lawrence Kirby

That the Chief Executive Performance and Employment Committee:

A.4 **Request** that staff progress investigations into the Harvard Programme as a first option, alongside the other options, and create a full development plan for the next two and half years.

**Carried**

--

**Please note:**

- the flight price quoted is at today's date and is subject to change.
- the hotel price will be confirmed when booked

Please let me know if you have any queries or require any additional information.

Prepared by:



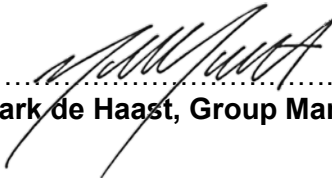
.....  
**Amanda Yannetta, EA to Chief Executive**

Authorised by:



.....  
**Mayor Janet Holborow**

Authorised by:



.....  
**Mark de Haast, Group Manager Corporate Services**

**From:** Mark de Haast <Mark.deHaast@kapiticoast.govt.nz>  
**Sent time:** 03/13/2025 05:54:32 PM  
**To:** Amanda Yannetta [REDACTED] Mayor Janet Holborow <janet.holborow@kapiticoast.govt.nz>  
**Subject:** RE: Your Application to HBS Executive Education - Leadership for Senior Executives  
**Attachments:** image001.png image002.png

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Thx Amanda

- Approved from my side.
- @Jayne – please add my signature to the memo.

Kind regards

**Mark de Haast**  
Group Manager Corporate Services  
Te Kaihautū Ratonga Tōpū

Kāpiti Coast District Council  
Tel 04 296 5471

[www.kapiticoast.govt.nz](http://www.kapiticoast.govt.nz)

---

**From:** Amanda Yannetta <[REDACTED]>  
**Sent:** Thursday, 13 March 2025 11:04 am  
**To:** Mayor Janet Holborow <Janet.Holborow@kapiticoast.govt.nz>; Mark de Haast <Mark.deHaast@kapiticoast.govt.nz>  
**Subject:** RE: Your Application to HBS Executive Education - Leadership for Senior Executives

Kia ora Janet and Mark

Following on from Darren's email below, please find attached a memo with costs for Darren's course fees and travel to Boston to attend Harvard Business School - Leadership for Senior Executives.

Once approved I will proceed with bookings (noting Air New Zealand currently has a sale on)

If you have any queries, or require any further information please let me know.

Ngā mihi

Amanda

**Amanda Yannetta**  
Executive Assistant to the Chief Executive  
Te Kaiāwhina ki te Tumuaki

Kāpiti Coast District Council  
Tel 04 296 4665  
Mobile 027 270 8250

[www.kapiticoast.govt.nz](http://www.kapiticoast.govt.nz)

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**From:** Darren Edwards <[Darren.Edwards@kapiticoast.govt.nz](mailto:Darren.Edwards@kapiticoast.govt.nz)>  
**Sent:** Monday, 10 March 2025 4:37 pm  
**To:** Mayor Janet Holborow <[Janet.Holborow@kapiticoast.govt.nz](mailto:Janet.Holborow@kapiticoast.govt.nz)>; Mark de Haast <[Mark.deHaast@kapiticoast.govt.nz](mailto:Mark.deHaast@kapiticoast.govt.nz)>  
**Cc:** Rach Wells <[Rach.Wells@kapiticoast.govt.nz](mailto:Rach.Wells@kapiticoast.govt.nz)>; Amanda Yannetta <[REDACTED]> Deputy Mayor  
Lawrence Kirby <[Lawrence.Kirby@kapiticoast.govt.nz](mailto:Lawrence.Kirby@kapiticoast.govt.nz)>  
**Subject:** FW: Your Application to HBS Executive Education - Leadership for Senior Executives

Kia ora Janet

Further to this morning's discussion please see below confirmation of my application to Harvard Business School Executive Education - Leadership for Senior Executives. The course runs 8 – 13 June.

Policy requires that my course attendance and travel is approved by the Mayor and co-signed by the Group Manager, Corporate Services. With your approval we'll commence the course enrolment and travel arrangements.

Nga mihi

**Darren Edwards**  
Chief Executive  
Te Tumuaki

Kāpiti Coast District Council  
Tel 04 296 4894  
Mobile 021 366 703

[www.kapiticoast.govt.nz](http://www.kapiticoast.govt.nz)

---

**From:** HBS Executive Education Admissions <[exed\\_admissions@hbs.edu](mailto:exed_admissions@hbs.edu)>  
**Sent:** Thursday, 6 March 2025 10:07 am  
**To:** Darren Edwards <[Darren.Edwards@kapiticoast.govt.nz](mailto:Darren.Edwards@kapiticoast.govt.nz)>  
**Subject:** Your Application to HBS Executive Education - Leadership for Senior Executives



Dear Darren:

On behalf of the Admissions Committee, I congratulate you on your acceptance to the 2025 session of **Leadership for Senior Executives (LSE)** from June 8, 2025 to June 13, 2025 at Harvard Business School (HBS). This letter is a confirmation of your attendance. Please review this information and begin planning for your learning experience with us.

- We will share precise start and end times closer to the program start. In the meantime, please plan to **arrive on campus prior to 3:00 PM** on Sunday, June 8, 2025 so that you can check into your bedroom before the opening session. The program will conclude on the afternoon of Friday, June 13, 2025.
- **LSE** is a fully residential program, and participants are expected to live on the HBS campus during the program. Your on-campus accommodations are available beginning Sunday, June 8, 2025. **If you plan to arrive prior to the program start date or extend your stay beyond the dates of the program, you will need to make personal accommodations for those evenings.** [Hotel recommendations](#) and general information may be found in the [Plan Your Stay](#) section of our website.
- We will provide access to required reading materials, as well as residence information, several weeks prior to the start of the program.
- An invoice will be sent via email from our [Finance](#) group within two business days. The program fee includes tuition, on-campus accommodations, meals during the program, and all program materials.
- **Should you need to cancel your attendance, please reference our [Cancellation Policy](#).**

If you have any questions, please feel free to contact Alexis (Lexy) Foor at ([lfoor@hbs.edu](mailto:lfoor@hbs.edu)).

We look forward to welcoming you to HBS in June.

Sincerely,

Clarissa Quintanilla

Program Director



Harvard Business School Executive Education  
Soldiers Field | Boston, MA 02163-9986





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Harvard Business School Executive Education  
Soldiers Field | Boston, MA 02163-9986

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**OFFICE OF  
EXECUTIVE EDUCATION  
ADMISSIONS**



**Harvard  
Business  
School**  
Executive  
Education

**From:** Councillor Sophie Handford <Sophie.Handford@kapiticoast.govt.nz>  
**Sent time:** 03/14/2025 08:14:09 AM  
**To:** Mayor Janet Holborow <janet.holborow@kapiticoast.govt.nz>; Liz Koh (Guest) <lizkohnz@gmail.com>  
**Cc:** Deputy Mayor Lawrence Kirby <Lawrence.Kirby@kapiticoast.govt.nz>  
**Subject:** Re: Your Application to HBS Executive Education - Leadership for Senior Executives  
**Attachments:** image002.png image001.png

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Ae, fine by me - thanks!

Get [Outlook for iOS](#)

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**From:** Liz Koh <lizkohnz@gmail.com>  
**Sent:** Friday, March 14, 2025 7:55:36 AM  
**To:** Mayor Janet Holborow <Janet.Holborow@kapiticoast.govt.nz>  
**Cc:** Deputy Mayor Lawrence Kirby <Lawrence.Kirby@kapiticoast.govt.nz>; Councillor Sophie Handford <Sophie.Handford@kapiticoast.govt.nz>  
**Subject:** Re: Fw: Your Application to HBS Executive Education - Leadership for Senior Executives

Yes indeed. Fabulous!!!!

On Fri, 14 Mar 2025 at 7:49 AM, Mayor Janet Holborow <[Janet.Holborow@kapiticoast.govt.nz](mailto:Janet.Holborow@kapiticoast.govt.nz)> wrote:

Hi all

Just checking in to make sure you're all ok with me signing this off. Please reply today if possible.

Ngā mihi nui

**Janet Holborow**  
*Mayor*  
*Kāpiti Coast District Council*  
Ph 027 296 1628

---

**From:** Amanda Yannetta <[REDACTED]>  
**Sent:** Thursday, March 13, 2025 11:03:56 AM  
**To:** Mayor Janet Holborow <[Janet.Holborow@kapiticoast.govt.nz](mailto:Janet.Holborow@kapiticoast.govt.nz)>; Mark de Haast <[Mark.deHaast@kapiticoast.govt.nz](mailto:Mark.deHaast@kapiticoast.govt.nz)>  
**Subject:** RE: Your Application to HBS Executive Education - Leadership for Senior Executives

Kia ora Janet and Mark

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**Amanda Yannetta**  
Executive Assistant to the Chief Executive  
Te Kaiāwhina ki te Tumuaki

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**From:** Darren Edwards <[Darren.Edwards@kapiticoast.govt.nz](mailto:Darren.Edwards@kapiticoast.govt.nz)>  
**Sent:** Monday, 10 March 2025 4:37 pm  
**To:** Mayor Janet Holborow <[Janet.Holborow@kapiticoast.govt.nz](mailto:Janet.Holborow@kapiticoast.govt.nz)>; Mark de Haast <[Mark.deHaast@kapiticoast.govt.nz](mailto:Mark.deHaast@kapiticoast.govt.nz)>  
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**Sent:** Thursday, 6 March 2025 10:07 am  
**To:** Darren Edwards <[Darren.Edwards@kapiticoast.govt.nz](mailto:Darren.Edwards@kapiticoast.govt.nz)>  
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We look forward to welcoming you to HBS in June.

Sincerely,

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# OFFICE OF EXECUTIVE EDUCATION ADMISSIONS



**Harvard  
Business  
School**  
Executive  
Education

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Harvard Business School Executive Education  
Soldiers Field | Boston, MA 02163-9986

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**From:** Mayor Janet Holborow <janet.holborow@kapiticoast.govt.nz>  
**Sent time:** 03/17/2025 12:01:18 PM  
**To:** Mark de Haast <Mark.deHaast@kapiticoast.govt.nz>; Amanda Yannetta <[REDACTED]>  
**Subject:** Re: Your Application to HBS Executive Education - Leadership for Senior Executives  
**Attachments:** image001.png image002.png

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Approved from my side as well. The CEPEC committee members have also confirmed their support.

Nāku iti nei, nā  
Janet

**Janet Holborow**  
Mayor

Kāpiti Coast District Council  
Tel [04 296 4757](tel:042964757)  
Mobile [027 296 1628](tel:0272961628)  
-  
[www.kapiticoast.govt.nz](http://www.kapiticoast.govt.nz)

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**From:** Mark de Haast <Mark.deHaast@kapiticoast.govt.nz>  
**Sent:** Thursday, March 13, 2025 5:54:32 PM  
**To:** Amanda Yannetta <[REDACTED]> Mayor Janet Holborow <Janet.Holborow@kapiticoast.govt.nz>  
**Subject:** RE: Your Application to HBS Executive Education - Leadership for Senior Executives

Thx Amanda

- Approved from my side.
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Executive  
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**Janet Holborow**

*Mayor*

*Kāpiti Coast District Council*

Ph 027 296 1628

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**Amanda Yannetta**

Executive Assistant to the Chief Executive

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Kāpiti Coast District Council

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Mobile 027 270 8250

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**Cc:** Rach Wells <[Rach.Wells@kapiticoast.govt.nz](mailto:Rach.Wells@kapiticoast.govt.nz)>; Amanda Yannetta <[REDACTED]> Deputy Mayor  
Lawrence Kirby <[Lawrence.Kirby@kapiticoast.govt.nz](mailto:Lawrence.Kirby@kapiticoast.govt.nz)>

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**Darren Edwards**

Chief Executive

Te Tumuaki

Kāpiti Coast District Council

Tel 04 296 4894

Mobile 021 366 703

[www.kapiticoast.govt.nz](http://www.kapiticoast.govt.nz)

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**From:** HBS Executive Education Admissions <[exed\\_admissions@hbs.edu](mailto:exed_admissions@hbs.edu)>

**Sent:** Thursday, 6 March 2025 10:07 am

**To:** Darren Edwards <[Darren.Edwards@kapiticoast.govt.nz](mailto:Darren.Edwards@kapiticoast.govt.nz)>

**Subject:** Your Application to HBS Executive Education - Leadership for Senior Executives



Dear Darren:

On behalf of the Admissions Committee, I congratulate you on your acceptance to the 2025 session of **Leadership for Senior Executives (LSE)** from June 8, 2025 to June 13, 2025 at Harvard Business School (HBS). This letter is a confirmation of your attendance. Please review this information and begin planning for your learning experience with us.

- We will share precise start and end times closer to the program start. In the meantime, please plan to **arrive on campus prior to 3:00 PM** on Sunday, June 8, 2025 so that you can check into your bedroom before

the opening session. The program will conclude on the afternoon of Friday, June 13, 2025.

- **LSE** is a fully residential program, and participants are expected to live on the HBS campus during the program. Your on-campus accommodations are available beginning Sunday, June 8, 2025. **If you plan to arrive prior to the program start date or extend your stay beyond the dates of the program, you will need to make personal accommodations for those evenings.** [Hotel recommendations](#) and general information may be found in the [Plan Your Stay](#) section of our website.
- We will provide access to required reading materials, as well as residence information, several weeks prior to the start of the program.
- An invoice will be sent via email from our [Finance](#) group within two business days. The program fee includes tuition, on-campus accommodations, meals during the program, and all program materials.
- **Should you need to cancel your attendance, please reference our [Cancellation Policy](#).**

If you have any questions, please feel free to contact Alexis (Lexy) Foor at ([lfoor@hbs.edu](mailto:lfoor@hbs.edu)).

We look forward to welcoming you to HBS in June.

Sincerely,

Clarissa Quintanilla

Program Director

Harvard Business School Executive Education  
Soldiers Field | Boston, MA 02163-9986

The material in this email is confidential to the individual or entity named above, and may be protected by legal privilege. If you are not the intended recipient please do not copy, use or disclose any information included in this communication without Kāpiti Coast District Council's prior permission.

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Harvard Business School Executive Education  
Soldiers Field | Boston, MA 02163-9986

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# OFFICE OF EXECUTIVE EDUCATION ADMISSIONS



**Harvard  
Business  
School**  
Executive  
Education

**From:** Deputy Mayor Lawrence Kirby <Lawrence.Kirby@kapiticoast.govt.nz>  
**Sent time:** 03/14/2025 08:14:09 AM  
**To:** Liz Koh (Guest) <lizkohnz@gmail.com>; Mayor Janet Holborow <janet.holborow@kapiticoast.govt.nz>  
**Cc:** Councillor Sophie Handford <Sophie.Handford@kapiticoast.govt.nz>  
**Subject:** Re: Fw: Your Application to HBS Executive Education - Leadership for Senior Executives  
**Attachments:** image002.png image001.png

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I'm very much in support of this.  
A surprisingly quick response from Harvard.

Ngā mihi nui,

Lawrence

Lawrence Kirby  
Deputy Mayor  
021499790

Kapiti Coast District Council  
[www.kapiticoast.govt.nz](http://www.kapiticoast.govt.nz)

Sent from my mobile

---

**From:** Liz Koh <lizkohnz@gmail.com>  
**Sent:** Friday, March 14, 2025 7:55:36 AM  
**To:** Mayor Janet Holborow <Janet.Holborow@kapiticoast.govt.nz>  
**Cc:** Deputy Mayor Lawrence Kirby <Lawrence.Kirby@kapiticoast.govt.nz>; Councillor Sophie Handford <Sophie.Handford@kapiticoast.govt.nz>  
**Subject:** Re: Fw: Your Application to HBS Executive Education - Leadership for Senior Executives

Yes indeed. Fabulous!!!!

On Fri, 14 Mar 2025 at 7:49 AM, Mayor Janet Holborow <[Janet.Holborow@kapiticoast.govt.nz](mailto:Janet.Holborow@kapiticoast.govt.nz)> wrote:

Hi all

Just checking in to make sure you're all ok with me signing this off. Please reply today if possible.

Ngā mihi nui

**Janet Holborow**  
*Mayor*  
*Kāpiti Coast District Council*  
Ph 027 296 1628

---

**From:** Amanda Yannetta <[REDACTED]>  
**Sent:** Thursday, March 13, 2025 11:03:56 AM  
**To:** Mayor Janet Holborow <[Janet.Holborow@kapiticoast.govt.nz](mailto:Janet.Holborow@kapiticoast.govt.nz)>; Mark de Haast <[Mark.deHaast@kapiticoast.govt.nz](mailto:Mark.deHaast@kapiticoast.govt.nz)>  
**Subject:** RE: Your Application to HBS Executive Education - Leadership for Senior Executives

Kia ora Janet and Mark

Following on from Darren's email below, please find attached a memo with costs for Darren's course fees and travel to Boston to attend Harvard Business School - Leadership for Senior Executives.

Once approved I will proceed with bookings (noting Air New Zealand currently has a sale on)

If you have any queries, or require any further information please let me know.

Ngā mihi

Amanda

**Amanda Yannetta**

Executive Assistant to the Chief Executive  
Te Kaiāwhina ki te Tumuaki

Kāpiti Coast District Council  
Tel 04 296 4665  
Mobile 027 270 8250

[www.kapiticoast.govt.nz](http://www.kapiticoast.govt.nz)

---

**From:** Darren Edwards <[Darren.Edwards@kapiticoast.govt.nz](mailto:Darren.Edwards@kapiticoast.govt.nz)>  
**Sent:** Monday, 10 March 2025 4:37 pm  
**To:** Mayor Janet Holborow <[Janet.Holborow@kapiticoast.govt.nz](mailto:Janet.Holborow@kapiticoast.govt.nz)>; Mark de Haast <[Mark.deHaast@kapiticoast.govt.nz](mailto:Mark.deHaast@kapiticoast.govt.nz)>  
**Cc:** Rach Wells <[Rach.Wells@kapiticoast.govt.nz](mailto:Rach.Wells@kapiticoast.govt.nz)>; Amanda Yannetta <[REDACTED]> Deputy Mayor  
Lawrence Kirby <[Lawrence.Kirby@kapiticoast.govt.nz](mailto:Lawrence.Kirby@kapiticoast.govt.nz)>  
**Subject:** FW: Your Application to HBS Executive Education - Leadership for Senior Executives

Kia ora Janet

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Policy requires that my course attendance and travel is approved by the Mayor and co-signed by the Group Manager, Corporate Services. With your approval we'll commence the course enrolment and travel arrangements.

Nga mihi

**Darren Edwards**

Chief Executive  
Te Tumuaki

Kāpiti Coast District Council  
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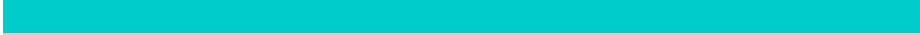
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We look forward to welcoming you to HBS in June.


Sincerely,

Clarissa Quintanilla

Program Director



Harvard Business School Executive Education  
Soldiers Field | Boston, MA 02163-9986



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# OFFICE OF EXECUTIVE EDUCATION ADMISSIONS



**Harvard  
Business  
School**  
Executive  
Education

---

Harvard Business School Executive Education  
Soldiers Field | Boston, MA 02163-9986

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**Sent time:** 03/14/2025 07:49:40 AM  
**To:** Deputy Mayor Lawrence Kirby <Lawrence.Kirby@kapiticoast.govt.nz>; Councillor Sophie Handford <Sophie.Handford@kapiticoast.govt.nz>; Liz Koh (Guest) <lizkohnz@gmail.com>  
**Subject:** Fw: Your Application to HBS Executive Education - Leadership for Senior Executives  
**Attachments:** image001.png image002.png 25.03.10 - Darren Edwards - Harvard Business School.pdf

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Hi all

Just checking in to make sure you're all ok with me signing this off. Please reply today if possible.

Ngā mihi nui

**Janet Holborow**  
*Mayor*  
*Kāpiti Coast District Council*  
Ph 027 296 1628

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**Darren Edwards**  
Chief Executive  
Te Tumuaki



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Sincerely,

Clarissa Quintanilla

Program Director

Harvard Business School Executive Education  
Soldiers Field | Boston, MA 02163-9986



**OFFICE OF  
EXECUTIVE EDUCATION  
ADMISSIONS**



**Harvard  
Business  
School**  
Executive  
Education

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Harvard Business School Executive Education  
Soldiers Field | Boston, MA 02163-9986

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# MEMO

**TO:** Mark de Haast / Mayor Janet Holborow

**FROM:** Amanda Yannetta

**DATE:** 10 March 2025

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**SUBJECT:** Chief Executive Development - Havard Business School

---

Following CEPEC resolution (CEPEC2025/4 A.4) Darren Edwards has applied and been accepted into Havard Business School's Leadership for Senior Executives.

The program will be held in Boston from 8 – 13 June 2025 inclusive.

Darren will fly out of Wellington on 6 June 2025. He will then take annual leave following the program and travel internally at his own cost, departing New York on 19 June 2025.

Accommodation while Darren is at Havard Business School is included in the course costs. The accommodation below is for one night in a hotel near the airport when Darren arrives into Boston at 11:44pm

I am seeking your approval for travel costs for Darren Edward's trip to Havard Business School.

---

**Flights:**

Date 6 June 2025 WLG-BOS

Date 19 June 2025 NYC-WLG

**Total:** NZD \$9,934.00

**Accommodation:**

Hotel name – to be confirmed

**Total:** NZD \$400.00 (approx.)

**Havard Business School:**

Invoice SIN100968 USD \$17,500

**Committee Resolution CEPEC2025/4**

Moved: Mayor Janet Holborow

Seconder: Deputy Mayor Lawrence Kirby

That the Chief Executive Performance and Employment Committee:

A.4 **Request** that staff progress investigations into the Harvard Programme as a first option, alongside the other options, and create a full development plan for the next two and half years.


**Carried**

--

**Please note:**

- the flight price quoted is at today's date and is subject to change.
- the hotel price will be confirmed when booked

Please let me know if you have any queries or require any additional information.

Prepared by:   
.....  
**Amanda Yannetta, EA to Chief Executive**

Authorised by: .....  
**Mayor Janet Holborow**

Authorised by: .....  
**Mark de Haast, Group Manager Corporate Services**

## KĀPITI COAST DISTRICT COUNCIL – CORPORATE POLICY

Corporate Policy Title:	GENERAL EXPENSES POLICY		
Policy No:	Corp-16-033	Pages:	1 – 11
Group Responsible:	Corporate Services		
Approval Dates:			
– Originally approved on:		July 2016	
– Current version approved on:		July 2023	
– Next review due on:		July 2028	

### 1 POLICY OBJECTIVE

- 1.1 To ensure that all expenditure is undertaken in a way that is transparent, appropriate, conservative and has a justifiable business purpose.

### 2 SCOPE

- 2.1 This policy applies to all staff and contractors of the Kāpiti Coast District Council (collectively referred to as employees or staff).
- 2.2 The responsibilities of Elected Members in relation to Council expenditure are explained in the Expense Rules Applicable to Elected Members of Local Authorities.

### 3 PRINCIPLES

- 3.1 As the Council is the custodian of public money, all expenditure should be subject to a high standard of probity and financial prudence and should be able to withstand public scrutiny.
- 3.2 Expenditure decisions must:
- have a justifiable business purpose;
  - be cost-effective;
  - preserve impartiality;
  - be made with integrity;
  - be moderate and conservative, having regard to the circumstances;
  - be transparent; and
  - be appropriate.
- 3.3 All expenditure must be in accordance with the Procurement Policy to ensure purchasing decisions are consistent, fair, transparent and lawful and deliver value for money.

- 3.4 All expenditure must be in accordance with the Register of Financial Delegations to ensure that staff act within their delegated authority.
- 3.5 Ensure that no perceived individual benefit is derived through any expenditure.
- 3.6 The Council terms of payment to suppliers is the 20th of the following month after invoice date.

### **Exercising judgement**

- 3.7 The responsibilities of the Senior Leadership Team include being accountable for the proper and prudent spending of public money. This includes the internal controls that support it.
- 3.8 In the absence of a specific rule, Council staff must exercise good judgement by taking into account the principles of this policy and the context of a given situation, in accordance with the Mitigation of Fraud Policy.

## **4 POLICY STATEMENTS**

### **Approval of Expenditure**

- 4.1 Authorisation must be given before the expenditure is incurred, wherever practical.
- 4.2 The Council operates and monitors expenditure through the MagiQ purchase order system (EPO). Every purchase needs to have an EPO created and the corresponding number communicated to suppliers, which subsequently then needs to be disclosed on every invoice of supply.
- 4.3 Each EPO raised requires both an “Initiator” and “Authoriser” to be selected.
- 4.3.1 The “Initiator” is an individual:
  - that acknowledges the physical receipt of a good or service by the Council; and
  - has ensured that where the dollar value of the purchase/contract is over \$5,000, the Procurement Policy requirements have been complied with and documented.
- 4.3.2 The “Authoriser” is an individual:
  - that is at least the “Initiators” direct Manager, providing a “one-up” authorisation relationship **or is the manager of the associated budget** (non-compliance will be reported); and
  - has the appropriate financial delegation to approve the purchase and that the Procurement Policy requirements have been complied with where applicable.
- 4.4 Where there may be real or perceived personal benefit from expenditure, authorisation must be one-up from the person who may benefit or be perceived to benefit from the expenditure.

### **Reimbursement for Expenditure**

- 4.5 In the case of an expense initiated by –
- 4.5.1 The Elected Members (including the Mayor):



- Remuneration and allowances paid are in accordance with the Remuneration Authority legislation (using the relevant year's Local Government Members Determination) and reflected in the relevant year's "Elected Member Remuneration Expenses and Allowances Policy".
  - Any personal expense for reimbursement is to be authorised by:
    - Democracy Services Manager; **or**
    - Chief Financial Officer
- 4.5.2 The Chief Executive – any expenditure must be authorised by;
- the Mayor, **and**
  - the Group Manager Corporate Services
- 4.6 In addition to the Council's normal controls and processes regarding expenditure the following provisions apply:
- all claims must be submitted promptly after the expenditure is incurred. Except in exceptional circumstances, this means within **one month** of the expenditure being incurred;
  - expenditure will only be reimbursed if it is deemed to be reasonable, actual, and has been incurred directly in relation to Kāpiti Coast District Council business;
  - valid GST compliant taxable supply information (invoices/receipts) and other supporting documentation must be submitted for all expenditure. Credit card statements do not constitute adequate documentation for reimbursement;
  - all claims must clearly state the business purpose of the expenditure where it is not clear from the supplier documentation supporting the claim; and
  - the Council's preferred suppliers are to be used, wherever possible.
- 4.7 Claims for re-imbursement that do not meet the above criteria can only be actioned if they have been authorised by a Group Manager or higher.

### **Use of Credit Cards**

- 4.8 This policy is designed to minimise the risks associated with the use of credit cards, including:
- inappropriate business-related expenditure (in both quantity and type);
  - obtaining cash for a business purpose, with subsequent expenditure being poorly documented or justified; and
  - personal benefit, by obtaining cash or paying for personal items.
- 4.9 The Council's Executive Secretaries to the Group Managers and the Manager Financial Accounting currently hold Council Credit Cards, though other positions may be issued cards should there be a valid business need. Each card holder must sign the "KCDC Credit Card Guidance" declaration, acknowledging the terms and conditions of use and additional expectations of the card holder. Mandatory training will be provided by Accounts Payable on credit card usage and the accounting processes once the card has been issued to the card holder.

- 4.10 All credit card transactions must be supported by original documentation to explain and corroborate transactions. The business reason and other parties (if any) must be recorded along with the purpose of the meeting for all entertainment and travel transactions.
- 4.11 Only the cardholder (person who the card was issued to) is authorised to make purchases. This is stated in the Westpac terms and conditions of use and the banks Anti-money Laundering and Countering Financing of Terrorism Act 2009 (AML/CFT) obligations. All purchases of goods or services with a Council credit card must be supported by an authorised electronic purchase order, adhering to the “one up” authorisation as documented within this Policy.
- 4.12 Should a cardholder cease employment with the Council, the Manager Financial Accounting will arrange with the bank to cancel the card. The credit card must be returned to the Manager Financial Accounting, who will ensure it is physically destroyed.
- 4.13 The use of Council credit cards for private expenditure is strictly prohibited.
- 4.14 Credit cards may not be used for cash advances. The physical card must be retained within the Finance safe in compliance with the Cash Handling Policy.
- 4.15 The unauthorised use or the misuse of a Council credit card may result in formal disciplinary action being taken.
- 4.16 Credit card payments made online need to reflect good security practice as per below:
- purchase only from established and reputable companies;
  - the cardholder must retain a copy of the online order form and taxable supply information (invoice) to support the payment;
  - online purchases must comply with Council’s Procurement Policy.

### **Travel and Accommodation Expenditure**

- 4.17 Council staff may incur travel and accommodation costs while conducting Council business elsewhere in New Zealand or overseas. The principles of a justified business purpose, moderate and conservative expenditure, are particularly relevant for travel and accommodation expenditure.

### **Air Travel**

- 4.18 To the extent practicable, air travel is to be with Air New Zealand and Air Chathams, using the [procurement.govt.nz](https://procurement.govt.nz) flight booking portal, which only the Executive Secretaries are authorised to log in to.
- 4.19 To the extent practicable, air travel is to be booked well ahead of the travel date and must be economy class, to make the expenditure cost-effective.
- 4.20 Business Class may be used in the following situations; however, this requires prior approval of the Chief Executive where practically possible;
- the flight is more than five hours of uninterrupted flight time;
  - there is an overtly demanding work schedule on arrival requiring preparation work en-route;
  - personal health, safety or security reasons apply; and/or

- the airline has offered the staff member a free upgrade (also applicable to any free “First Class” upgrade).
- 4.21 The Council payment for membership of airline travel clubs e.g. Koru Club requires the approval of the Chief Executive. Membership must be supported by a clear business purpose and reviewed annually.

### **Meals and Accommodation**

- 4.22 To the extent practicable, accommodation is to be booked well ahead of the actual travel date, so the expenditure is the most cost-effective possible. This must take into account the location of the accommodation relative to the event, the standard of the accommodation and security issues. Wherever possible, use is to be made of the Council’s preferred suppliers and negotiated corporate rates or special offers.
- 4.23 Reasonable meal costs will be met with the total cost including non-alcoholic beverages not expected to exceed \$60 per person per meal. Separate meal expenses will not be met where a meal has been provided as part of the meeting, conference, training, etc. The exception is where the staff member has a known food allergy/intolerances that cannot be catered for at the function, in this situation the meal reimbursement can then apply.
- 4.24 Minibar costs will not be reimbursed by the Council.
- 4.25 Discretionary entertainment expenses such as movies or other forms of personal entertainment will not be reimbursed by the Council.
- 4.26 Business communication – all charges for business related telephone calls, email and internet access made by an employee travelling on Council business will be reimbursed. The Council will also pay for a reasonable amount of personal internet access and immediate family contact each day while staff are travelling on Council business.
- 4.27 Accommodation check-out times are to be observed. In the absence of extenuating circumstances, any additional costs as a result of failing to check out in time are the responsibility of the staff member.
- 4.28 Reasonable expenses will be met for unexpected events, e.g. overnight expenses due to a cancelled flight.
- 4.29 Where travel arrangements are extended to accommodate an employee’s personal arrangements, all costs in addition to those that would be expected for the business component of the trip are the responsibility of the staff member.
- 4.30 If an employee chooses to stay privately with family/friends when away on Council business, that person may be reimbursed at the rate of \$75 per night away on business in lieu of accommodation and meal costs. This may be subject to Income Tax.

### **Motor Vehicles and Taxis/Ride-sharing**

#### *Council vehicles*

- 4.31 Staff are expected to use a Council vehicle for Council business where practicable and in accordance with the Vehicle User Policy. The Council vehicles (except those provided explicitly under an employment agreement and/or as part of a remuneration arrangement) **are not** available for private use.

- 4.32 Any fines (parking or traffic offences) incurred while using a Council vehicle are the responsibility of the driver unless the fines relate to an aspect of the condition of the vehicle outside the driver's control.
- 4.33 Where, due to the nature and timing of the business being conducted, it is not practicable to use a pool vehicle, staff may travel by private motor vehicle. All instances where it is proposed to use a private vehicle for Council business should be approved by the Group Manager in advance and will be looked at on a case by case basis.
- 4.34 Refer to the Vehicle User Policy for a more comprehensive understanding of the responsibilities and expectations on the individual when operating Council vehicles.

#### *Rental cars*

- 4.35 Rental cars are only available for business conducted outside the Kāpiti District, and when a Council vehicle is not available. The Council requires that the most economical type and size of rental car be used, consistent with the requirements of the trip. Any fines (parking or traffic offences) incurred while using a rental vehicle are the responsibility of the driver.
- 4.36 Private use of a rental car is only permitted in exceptional circumstances and requires the approval of the relevant Group Manager or Chief Executive. All additional costs as a result of private use are the responsibility of the employee.
- 4.37 The applicable business unit's Executive Secretaries needs be consulted should a booking be required to ensure the Council's preferred supplier discount is utilised.

#### *Taxis/Ride-sharing*

- 4.38 The Council will pay for travel by taxi/ride-sharing for staff away on Council business, where this is the most cost effective transport option.

#### *Private vehicles*

- 4.39 The Council will not normally pay for travel by private motor vehicle when travel by other means is more practical and cost effective. Pre-approval is required in order for staff to be reimbursed for the use of a private motor vehicle. Motorcycles and scooters are excluded from this policy as a private motor vehicle.
- 4.40 The vehicle owner must ensure that they have appropriate insurance cover for the vehicle and the registration and warrant of fitness are current while it is being used on Council business. Any fines (parking or traffic offences) incurred while using a private vehicle on Council business are the responsibility of the driver.
- 4.41 All reimbursement claims for use of a private motor vehicle must be made on the appropriate form. Reimbursement will be made in accordance with the current "Tier-2 rate per km" mileage rates for employee reimbursement recommended by the IRD, which is dependent on the "type" of vehicle used.
- 4.42 Under extraordinary instances, the "Tier 1" rate may be applied – but this will be limited to emergency responses where employees are requested to be redeployed to locations following a significant event, and in accordance with the IRD specifications. In this situation the travel reimbursement will cover the journey to and from the location, but all other travel will be reimbursed at the "Tier 2" rate. The application of any "Tier 1" rate reimbursement must be pre-approved before the travel by both:
- Group Manager of the employee's business unit, ***and***

- Group Manager of Corporate Services

## **Tipping**

- 4.43 The Council will not reimburse staff for tipping while they are on business in New Zealand. The Council will reimburse staff for appropriate tipping during international travel only in places where tipping is local practice.

## **Koha**

- 4.44 Giving Koha is the practice of bestowing an unconditional 'gift' where the recipient has neither stipulated that it be given, nor has any expectation of receiving it; the practice seals a relationship between parties. The Koha Policy clarifies the circumstances in which the gifting of Koha by Council to third parties is appropriate and explains the controls that apply.

## **Private Arrangements and Stopovers**

- 4.45 Staff with the express approval of the appropriate Group Manager (or the Mayor in the case of any Chief Executive expenditure), may undertake private travel before, during or at the end of Council travel, provided there is no additional cost to the Council and the private travel is only incidental to the business purpose of the travel.
- 4.46 Travel costs for accompanying spouses, partners or other family members are a personal expense and will not be reimbursed by the Council. In the rare circumstance where the involvement of a spouse directly contributes to a clear business purpose, the Council may contribute to all or part of the additional costs. However, this will require the Group Manager's prior approval.
- 4.47 The cost of stopovers will only be reimbursed by the Council when they are pre-approved by the Group Manager and have a clear business purpose. Where an unscheduled stopover is made or is unavoidable due to the carrier, the Council will cover this cost.

## **Entertainment and Hospitality Expenditure**

- 4.48 Entertainment and hospitality can cover a range of items from tea, coffee, and biscuits to catering and non-alcoholic drinks. Any purchase of alcohol must be in compliance with the Alcohol in the Workplace Policy. Expenditure also includes non-catering related items, such as entry to sporting or cultural events.
- 4.49 The business purposes of entertainment and hospitality include:
- building relationships;
  - representing the organisation;
  - reciprocity of hospitality where this has a clear business purpose and is within normal bounds – acceptance of hospitality is expected to be consistent with the principles and guidance for provision of hospitality;
  - developing revenue streams;
  - recognising significant business achievement;
  - supporting the Council's internal organisational development may, in occasional circumstances, also be a legitimate business purpose for moderate expenditure. The Council's Staff Wellness Policy outlines provisions for expenditure that promotes the health and wellbeing of staff.

- 4.50 The principles of a justified business purpose, moderate and conservative expenditure are particularly relevant to the Council. The Council requires tight control of expenditure and transparent reporting.
- 4.51 All entertainment and hospitality expenditure must be pre-approved where possible and always supported by clear documentation. This documentation must identify the date, venue, costs, recipients, and benefits derived and/or reasons for the event. If the expenditure is not pre-approved, the most senior person present (with delegated authority) should approve and confirm the expenditure as being appropriate.

#### **Private use of Council Assets**

- 4.52 Any physical item owned, leased or borrowed by the Council is considered an asset for the purpose of this policy. This includes photocopiers, telephones, cell phones, cameras, means of accessing the internet, computers, software, and stationery.
- 4.53 The costs to the Council of private use will be recovered unless it is impractical or uneconomic to separately identify those costs.
- 4.54 The use of Council assets in any private business that any employee or may operate is not permitted.
- 4.55 Council vehicles are not available for private use. Full details on the provision of and use of Council vehicles are contained in the Council's *Vehicle User Policy*.

#### **Council use of Private Assets**

- 4.56 The main issue associated with the Council's use of private assets is the risk of the Council paying or reimbursing amounts that inappropriately benefit the staff member. Pre-approval by the Chief Executive is required. In assessing the request, the Chief Executive or Group Manager will pay particular attention to the principles of a justified business purpose and preserving impartiality and integrity.
- 4.57 The Council may decide that reimbursing staff for use of private assets is appropriate for reasons such as cost, convenience, or availability. The Council may also decide to do this in circumstances where it would not fully use an asset of the same type if it acquired it directly. Examples include private motor vehicles, private cell phones and private computers.
- 4.58 Staff members must not approve or administer payments to themselves for the Council's use of their private assets.
- 4.59 Private Use Agreements within Fixed Remuneration, where employees make their private vehicles available for Council use are covered in the *Vehicle User Policy*.

#### **Private Use of Council Suppliers**

- 4.60 As staff may have access to some Council suppliers on the same basis as the Council, they may receive preferential access to goods or services and potentially at a preferential price, which is not available to the public. The risk is that the availability of the discount to staff will influence the choice of Council suppliers.
- 4.61 The selection of suppliers must be in the interest of the Council. The availability or possibility of staff purchasing privileges must not factor into this selection.
- 4.62 Staff may make use of any preferential access to goods or services through the Council's suppliers under the following conditions:
- the discount offered must be the same discount offered to all Council staff and not be particular to individual staff members; and

- all orders are to be issued on a cash sale basis only and the staff member must pay in full for the goods and services directly to the supplier at time of supply.
- 4.63 In rare circumstances, a Council purchase order may include expenditure with a personal component, such as a travel or accommodation booking. In this case payment to the Council for the personal component must be made on confirmation of the cost or the receipt of taxable supply information (invoice) from the supplier, whichever occurs first.

### **Staff Support and Welfare Expenditure**

- 4.64 Care of dependants is a personal and private expense of staff members. In exceptional circumstances, the Chief Executive may authorise the reimbursement of actual and reasonable costs. Examples of this might include when a staff member is unexpectedly required to perform additional duties at very short notice, or when a dependant unexpectedly requires additional care that the staff member cannot provide at that time due to the nature of their duties.
- 4.65 The Council may make a prudent and reasonable monetary contribution to the staff social club (should one exist). The contribution may be in the form of an all-purpose grant towards the club's annual budget, or it may be a grant or subsidy for a specific event or item.
- 4.66 Expenditure on long service and retirements includes spending on functions, gifts and other items and should not be extravagant or inappropriate to the occasion. Refer to Council's Recognition and Gift Policy.

### **Staff Social Functions**

- 4.67 Group Managers may approve expenditure on food and non-alcoholic beverages for functions such as farewells, team rewards and recognition, subjects to the guidelines set out in this Policy. Any purchase of alcohol must be in compliance with the Alcohol in the Workplace Policy.
- 4.68 Christmas Parties must be funded by the participants in attendance, the expense will not be incurred by the Council. This is consistent with the use of public money principles contained within this policy. This does not apply to "all staff" events such as the annual "All Staff Breakfast".

### **Donations**

- 4.69 A donation is a payment (in money or by way of goods or services) made voluntarily and without the expectation of receiving goods or services in return.
- 4.70 The Council requires donations to be:
- lawful in all respects;
  - disclosed in aggregate in the Council's annual report;
  - made to a recognised organisation by normal commercial means (not to an individual);
  - not in physical cash; and
  - non-political (i.e. politically neutral).
- 4.71 The amount given on behalf of the Council should reflect the occasion and the prestige of Council in its relations with the recipient and be approved by the Chief Executive or relevant Group Manager.

## **Receipt of Gifts**

4.72 Treatment of gifts is dealt with in the Receipt of Gifts and Hospitality Policy.

## **5 REFERENCES**

5.1 Relevant legislation and external references include but is not limited to:

- Controlling sensitive expenditure: Guidelines for public entities (Controller and Auditor General)
- Commerce Act 1986
- Sale of Goods Act 1908
- Fair Trading Act 1986
- Consumer Guarantees Act 1993
- Public Finance Act 1989
- Financial Reporting Act 1993
- Privacy Act 1993
- Local Government Official Information and Meetings Act 1987
- Public Audit Act 2001
- Anti-money Laundering and Countering Financing of Terrorism Act 2009
- Local Government Members Determination
- Elected Member Remuneration Expenses and Allowances Policy

## **6 RELATED POLICIES**

6.1 Relevant Kāpiti Coast District Council policies include:

- Delegations Policy
- Procurement Policy
- Koha Policy
- Cash Handling Policy (currently in draft)
- Vehicle User Policy
- Receipt of Gifts and Hospitality Policy
- Expense Rules Applicable to Elected Members of Local Authorities
- Recognition and Gift Policy
- Alcohol in the Workplace Policy
- Mitigation of Fraud Policy

## **7 DELEGATIONS**

7.1 This Policy must be approved by the Senior Leadership Team and signed by the Chief Executive for it to become operative.



## 8 EXCEPTIONS

8.1 There are no exceptions to this policy.

## 9 REVIEW PROCESS

9.1 This policy will be reviewed in five years. Any changes to the policy as a result of the review will need to be approved by the Senior Leadership Team.


## 10 POLICY HISTORY

Version	Date	Policy Owner	Amended By	Brief Description of Change	Approved By
1	Aug 2008	Group Manager Finance	Group Manager Finance	New Policy	Senior Leadership Team
2	July 2016	Group Manager Corporate Services	Group Manager Finance	Policy re-written	Senior Leadership Team
3	July 2023	Group Manager Corporate Services	Manager Financial Accounting	Policy re-written	Senior Leadership Team

## 11 POLICY AUTHOR

Author name:	Michael Parrish
Author position:	Manager Financial Accounting

## 12 APPROVAL

Chief Executive name:	Darren Edwards
Chief Executive signature:	
Date:	25 July 2023