

**From:** [Allie Dunn](#)  
**To:** [REDACTED]  
**Subject:** Response to request for information re Committee Structure  
**Date:** Thursday, 19 December 2024 2:32:00 pm  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[image007.png](#)  
[image008.png](#)

---

Kia ora

I refer to your official information request dated 13 December 2024 for information relating to the committee structure adopted by the Tararua District Council.

Our responses to your questions are outlined below, in red text.

You will note that we have declined to provide a copy of the appointed member of the Audit and Risk Committee's curriculum vitae. When we receive personal information from applicants during a recruitment process, the information provided is treated confidentially and only shared with those involved directly in the recruitment process. Therefore we decline to provide a copy of the curriculum vitae to you under Information Privacy Principle 11 of the Privacy Act 2020, which limits the disclosure of personal information to other agencies or persons.

You have the right to seek an investigation and review by the Ombudsman of this decision.

Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Ngā mihi



**Allie Dunn | Manager Democracy Services**

**Strategy and Community Wellbeing - Democracy Services | Tararua District Council**

---

Phone: +64 6 3744080 | Mobile: +64 27 3331626

[Allie.Dunn@TararuaDC.govt.nz](mailto:Allie.Dunn@TararuaDC.govt.nz)

26 Gordon Street, Dannevirke 4930, PO Box 115

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

[www.facebook.com/tararuaDC](https://www.facebook.com/tararuaDC)



This email and any attachments is intended for the above named recipient only and may be confidential.

If you have received it in error, please take no action based on it, copy it, or show it to anyone.

Please return to the sender and delete your copy. Thank you.

---

**From:** [REDACTED]

**Sent:** Friday, 13 December 2024 10:13 am  
**Subject:** OIA Request: Committee Structure

**EXTERNAL EMAIL ALERT:** Caution advised. This message is from an external sender. Verify the sender's identity and use caution with attachments and links.

Dear Sir/Madam,

This is a request for official information under the Local Government Official Information and Meetings Act 1987 in relation to the committees at your Council.

Given recent public attention on unelected appointments to Council committees, we want to understand the extent of the use of Cl 31(3) of Schedule 7 of the Local Government Act 2002 across all councils.

We appreciate that some of, but not necessarily all, the information sought will be publicly available on your Council's website. However, given the information is likely to be contained in an unknown council agenda/report, please provide the specific URL to where we can find the sought information for each of the requests below.

We request the following information:

### **1. Committee structure**

- a list of your Council's standing committees, including their names, scope, and delegations.
- the hierarchical structure of committees and their relationship to the Council/governing body. For example, whether decisions by the committee must be approved by the Council/governing body.

**A copy of the Terms of Reference for each of the Council's committees can be viewed on our website, on the following link: <https://www.tararua.govt.nz/your-council/governance/council-committees>**

**The terms of reference include the names of members, the scope of business for the committee, and the level of delegated authority given by Council to each committee.**

**Note that the District Licensing Committee although published on this page along with the committees of Council, does not fall within the scope of a committee appointed by the Council under the Local Government Act 2002. The District Licensing Committee falls under the requirements of the Sale and Supply of Alcohol Act for appointment of a Commissioner, and list members, and acts independently from the Council.**

### **2. Committee memberships**

A breakdown of the number of elected and the number of unelected members (i.e. appointments under Cl 31(3) of Sch 7 of LGA) on each individual committee.

**There is only one committee of Council with an appointed non-elected member, being the**

**Audit and Risk Committee. The Chairperson is an independent member, which is the recommended approach by the Office of the Auditor General. Refer to Guide published by the Office of the Auditor General on the following link:**  
<https://www.oag.parliament.nz/2022/councils-arc/docs/arc-guidance.pdf>

### **3. Details of unelected members**

For each unelected committee member please provide:

- Their names and contact information: **Philip Jones of PJ and Associates. Mr Jones can be contacted via email on philip@pja.co.nz.**
- Their date of appointment: **29 November 2023 – appointed for a three-year term**
- Whether or not they have voting rights on the Committee(s) they sit on: **Yes**
- The specific “skills, attributes, or knowledge” that in the opinion of the local authority assist the work of the committee or subcommittee (refer to Cl 31(3) of Sch 7 of the LGA). **See below person specification from recruitment process that was undertaken.**

### Audit and Risk Committee – Independent Chairperson

The Independent Chairperson to the Audit and Risk Committee should have the following experience:

- Broad governance experience
- Familiarity with risk management disciplines (identification, assessment and management)
- Understanding of internal control and assurance frameworks
- Understanding of the roles of internal and external audit
- Familiarity with financial reporting and analysis from a risk perspective

It would be beneficial for the chairperson to have experience or understanding of the Local Government Act 2002 (LGA) and Local Government Official Information and Meetings Act 1987 (LGOIMA)

### Skills and Abilities

The Independent Chairperson is appointed on the basis that they can contribute strengths to the skills, knowledge and experience required to achieve the purpose of the Audit and Risk Committee.

It is desirable that the Independent Member possesses the following skills and abilities:

- Experience of audit and risk governance processes
  - Functional knowledge in areas such as governance including planning, reporting and oversight, business operations, and health and safety.
  - A working knowledge of Audit Committee practices and risk management frameworks
  - Consciousness of risk and the ability to identify and direct management to manage likely risks including ensuring that appropriate risk strategies are in place, which takes into account the risk appetite of Council.
  - Intellectual curiosity (inquiring, challenging, and testing assumptions)
  - A capacity to form independent judgements and a willingness to constructively challenge/question management practices and information.
  - Ability to focus on the vision, strategic objectives and priorities when supporting or making decisions.
  - A professional and ethical approach to the conduct of their duties and the capacity to devote the necessary time and effort to the responsibilities as an Independent Member of the Audit and Risk Committee
  - In addition, an Independent Chair should possess leadership qualities and the ability to promote effective working relationships and to ensure meeting protocols in accordance with the Local Government Information and Meetings Act (LGOIMA) are adhered to.
  - An ability to recognise, acknowledge and manage potential conflicts of interest as a consequence of their expertise and experience, between the independent member's duties to the committee and his or her other personal or work interests (or the duties and interests of others).
- Their CV (if the Council does not hold a CV, please provide biographical information such as what qualifications, professional memberships, and work history the Council is aware of).  
**See below for process followed for recruitment of suitably qualified individual. This was a formal recruitment process, and as with any recruitment process undertaken by the Council the information provided by candidates is treated as personal information, and protected under the Privacy Act 2020.**

**At its meeting held 28 June 2023, the Council agreed the following process for procuring the services of a suitably qualified person for the role of Independent Chairperson of the Audit and Risk Committee.**

Timeframe	Process
-----------	---------

<b>31 July 2023</b>	<b>Advertise for expressions of interest</b>
<b>18 August 2023</b>	<b>Closure of expressions of interest</b>
<b>21 -25 August 2023</b>	<b>Panel to select appropriate candidates for interview based on Skills Matrix/person specification</b>
<b>28 -31 August 2023</b>	<b>Interview process</b>
<b>4 – 8 September 2023</b>	<b>Preferred applicant selected</b>
<b>11 – 27 September 2023</b>	<b>Contract negotiation and agreement completed</b>
<b>From 1 November 2023</b>	<b>Handover and onboarding process through Democracy Services</b>

#### **4. Public accountability**

For unelected committee members, please tell us whether contact information is available on the Council’s website to at least the same degree as the elected officials. **No**

#### **5. Remuneration and expenses**

A. Please provide the remuneration paid to each unelected member in the last 12 months (or, if easier, calendar year 2024 is fine). **N/A. The appointed member is not paid remuneration. The appointed member has a contract for service with the Council, for which the Council is invoiced for services provided.**

B. Please provide the total amount of expense reimbursements and travel costs paid to or on behalf of each unelected member in the last 12 months (or, if easier, calendar year 2024 is fine). **N/A**

#### **6. Interests register**

Please provide the most recent interests register information for each of the unelected committee members. **N/A**

**We note that the Local Government Act 2002 requires pecuniary interest declarations to be made by members elected under the Local Electoral Act 2001, this requirement does not include appointed members. An extract of the relevant part of the Act is as follows:**

#### **54A Register of members’ pecuniary interests**

**(1) A local authority must keep a register of the pecuniary interests of—**

**(a) members of the local authority; and**

**(b) members who have been elected under the Local Electoral Act 2001 to a community board that is part of the local authority; and**

**(c) members who have been elected under the Local Electoral Act 2001 to a local board that is part of the local authority.**

**With regard to declaration of interests under the Local Authorities (Members’ Interests) Act 1968, at each meeting a standing item for declaration of interests in relation to items on the agenda is included, where members declare any conflicts of interests they may have relating to that meeting.**

We do not wish to cause unnecessary expense or burden for your agency. Should clarification be required, please call or email. Similarly, if a request proves unnecessarily burdensome in form

and we are likely to be able to adjust that request to be more specific or better suited to your information systems without losing the benefit of what is sought, please get in touch. If there is likely to be a delay in the assembly or provision of some of the information requested, please provide the balance as it becomes available.

Please specify where relevant whether costs are inclusive or exclusive of GST.

In any place where possible, data that can be presented in an excel format is preferred to other methods of presentation e.g. PDF.

To avoid unnecessary printing and postage costs, we ask that you send a confirmation of receipt, the response and any other correspondence related to this email address.

Kind regards,

[REDACTED]

Research Intern | New Zealand Taxpayers' Union | Auckland Ratepayers' Alliance

Phone: [REDACTED] [REDACTED]

**New Zealand Taxpayers' Union Inc.** | Main +64 4 282 0300 | 117 Lambton Quay, Wellington 6011 | PO Box 10518, The Terrace, Wellington 6143 | [www.taxpayers.org.nz](http://www.taxpayers.org.nz)

**Auckland Ratepayers' Alliance** | Main +64 9 281 5172 | Unit 6, 143 Quay Street, Auckland Central, Auckland, 1010. | PO Box 133099, Eastridge, Auckland 1146 | [www.ratepayers.nz](http://www.ratepayers.nz)

**We stand for Lower Taxes, Less Waste, and More Accountability across all levels of government. If you like what we do, join the [Taxpayers' Union](#) or the [Auckland Ratepayers' Alliance](#).**