



# **RĀRANGI TAKE AGENDA**

## **Te Komiti Arotake Mahi a te Tumu Whakarae | Chief Executive Performance and Employment Committee Meeting**

**I hereby give notice that a Meeting of the Te Komiti Arotake Mahi a te Tumu Whakarae | Chief Executive Performance and Employment Committee will be held on:**

**Te Rā | Date: Thursday, 4 July 2024**

**Te Wā | Time: 1.30pm**

**Te Wāhi | Location: Mayor's Office  
First Floor, 175 Rimu Road  
Paraparaumu**

**Rach Wells  
Group Manager People and Capability**

**Kāpiti Coast District Council**

**Notice is hereby given that a meeting of the Te Komiti Arotake Mahi a te Tumu Whakarae | Chief Executive Performance and Employment Committee will be held in the Mayor's Office, First Floor, 175 Rimu Road, Paraparaumu, on Thursday 4 July 2024, 1.30pm.**

**Te Komiti Arotake Mahi a te Tumu Whakarae | Chief Executive Performance and Employment Committee Members**

Mayor Janet Holborow	Chair
Deputy Mayor Lawrence Kirby	Member
Cr Sophie Handford	Member
Cr Liz Koh	Member

## Te Raupapa Take | Order Of Business

1	<b>Nau Mai   Welcome</b> .....	5
2	<b>Karakia a te Kaunihera   Council Blessing</b> .....	5
3	<b>Whakapāha   Apologies</b> .....	5
4	<b>Te Tauākī o Te Whaitake ki ngā Mea o te Rārangi Take   Declarations of Interest Relating to Items on the Agenda</b> .....	5
5	<b>He Wā Kōrero ki te Marea mō ngā Mea e Hāngai ana ki te Rārangi Take   Public Speaking Time for Items Relating to the Agenda</b> .....	5
6	<b>Ngā Take a ngā Mema   Members' Business</b> .....	5
7	<b>He Kōrero Hou   Updates</b> .....	5
	Nil	
8	<b>Te Whakaū i ngā Āmiki   Confirmation of Minutes</b> .....	6
	8.1 Confirmation of Minutes .....	6
9	<b>Te Whakaūnga o Ngā Āmiki Kāore e Wātea ki te Marea   Confirmation of Public Excluded Minutes</b> .....	10
10	<b>Purongo Kāore e Wātea ki te Marea   Public Excluded Reports</b> .....	10
	<b>Resolution to Exclude the Public</b> .....	10
	9.1 Confirmation of Public Excluded Minutes .....	10
	10.1 Adoption of Chief Executive Key Performance Indicators 2024/2025 .....	10
11	<b>Karakia Whakamutanga   Closing Karakia</b> .....	10



## 1 NAU MAI | WELCOME

## 2 KARAKIA A TE KAUNIHERA | COUNCIL BLESSING

I a mātou e whiriwhiri ana i ngā take kei mua i ō mātou aroaro *As we deliberate on the issues before us,*

E pono ana mātou ka kaha tonu ki te whakapau mahara huapai mō ngā hapori e mahi nei mātou. *We trust that we will reflect positively on the communities we serve.*

Me kaha hoki mātou katoa kia whaihua, kia tōtika tā mātou mahi, *Let us all seek to be effective and just,*

Ā, mā te māia, te tiro whakamua me te hihiri *So that with courage, vision and energy,*

Ka taea te arahi i roto i te kotahitanga me te aroha. *We provide positive leadership in a spirit of harmony and compassion.*

## 3 WHAKAPĀHA | APOLOGIES

## 4 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE | DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

Notification from Elected Members of:

4.1 – any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting, and

4.2 – any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968

## 5 HE WĀ KŌRERO KI TE MAREA MŌ NGĀ MEA E HĀNGAI ANA KI TE RĀRANGI TAKE | PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA

## 6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

(a) Leave of Absence

(b) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)

## 7 HE KŌRERO HOU | UPDATES

Nil

**8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES**

**8.1 CONFIRMATION OF MINUTES**

**Author:** Jessica Mackman, Senior Advisor Governance

**Authoriser:** Rach Wells, Group Manager People and Capability

**TAUNAKITANGA | RECOMMENDATIONS**

That the minutes of the Chief Executive Performance and Employment Committee meeting of 18 April 2024 be accepted as a true and correct record.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Minutes of Chief Executive Performance and Employment Committee Meeting 18 April 2024  
[↓](#)

CHIEF EXECUTIVE PERFORMANCE AND EMPLOYMENT COMMITTEE  
MEETING MINUTES

18 APRIL 2024

MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL  
CHIEF EXECUTIVE PERFORMANCE AND EMPLOYMENT COMMITTEE MEETING  
HELD IN THE MAYOR'S OFFICE, 175 RIMU ROAD, PARAPARAUMU  
ON THURSDAY, 18 APRIL 2024 AT 11.04AM

**PRESENT:** Mayor Janet Holborow, Deputy Mayor Lawrence Kirby, Cr Sophie Handford,  
Cr Liz Koh

**IN ATTENDANCE:** Mr Darren Edwards, Ms Jessica Mackman

**WHAKAPĀHA |** There were none.  
**APOLOGIES:**

**LEAVE OF** There were none.  
**ABSENCE:**

**1 NAU MAI | WELCOME**

The Chair, Mayor Janet Holborow welcomed everyone to the meeting.

**2 KARAKIA A TE KAUNIHERA | COUNCIL BLESSING**

Mayor Holborow recited karakia a te Kaunihera.

**3 WHAKAPĀHA | APOLOGIES**

There were no apologies.

**4 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE |  
DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

There were no declarations of interest made.

**5 HE WĀ KŌRERO KI TE MAREA MŌ NGĀ MEA E HĀNGAI ANA KI TE  
RĀRANGI TAKE | PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE  
AGENDA**

There were no public speakers in attendance.

**6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS**

(a) Leave of Absence

There were no requests for a leave of absence.

(b) Matters of an Urgent Nature

There were no matters of an urgent nature notified to the Chair prior to the commencement of the meeting.

CHIEF EXECUTIVE PERFORMANCE AND EMPLOYMENT COMMITTEE  
MEETING MINUTES

18 APRIL 2024

7 HE KŌRERO HOU | UPDATES

There were no updates scheduled.

8 TE WHAKAŪNGA O NGĀ ĀMIKI KĀORE E WĀTEA KI TE MAREA |  
CONFIRMATION OF PUBLIC EXCLUDED MINUTES

9 PURONGO KĀORE E WĀTEA KI TE MAREA | PUBLIC EXCLUDED REPORTS

RESOLUTION TO EXCLUDE THE PUBLIC

<b>PUBLIC EXCLUDED RESOLUTION CEPEC2024/6</b>		
<p>Moved: Deputy Mayor Lawrence Kirby                      Seconder: Cr Sophie Handford</p> <p>That, pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public now be excluded from the meeting for the reasons given below, while the following matters are considered.</p> <p>The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:</p>		
<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>8.1 - Confirmation of Minutes</b>	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	Section 48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>9.1 - Review of Chief Executive Key Performance Indicators 2024/2025</b>	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	Section 48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>CARRIED</b>		

The Te Komiti Arotake Mahi a te Tumu Whakarae | Chief Executive Performance and Employment Committee meeting went into public excluded session at 11.06am.



CHIEF EXECUTIVE PERFORMANCE AND EMPLOYMENT COMMITTEE  
MEETING MINUTES

18 APRIL 2024

**COMMITTEE RESOLUTION CEPEC2024/9**

Moved: Cr Sophie Handford

Seconder: Deputy Mayor Lawrence Kirby

That the Te Komiti Arotake Mahi a te Tumu Whakarae | Chief Executive Performance and Employment Committee moves out of a public excluded meeting.

**CARRIED**

The Te Komiti Arotake Mahi a te Tumu Whakarae | Chief Executive Performance and Employment Committee came out of public excluded session at 12.40pm.

**The Te Komiti Arotake Mahi a te Tumu Whakarae | Chief Executive Performance and Employment Committee meeting closed at 12.40pm.**

.....  
**HEAMANA | CHAIRPERSON**

9 TE WHAKAŪNGA O NGĀ ĀMIKI KĀORE E WĀTEA KI TE MAREA |  
CONFIRMATION OF PUBLIC EXCLUDED MINUTES

10 PURONGO KĀORE E WĀTEA KI TE MAREA | PUBLIC EXCLUDED REPORTS

**RESOLUTION TO EXCLUDE THE PUBLIC**

**PUBLIC EXCLUDED RESOLUTION**

That, pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public now be excluded from the meeting for the reasons given below, while the following matters are considered.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>9.1 - Confirmation of Public Excluded Minutes</b>	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	Section 48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>10.1 - Adoption of Chief Executive Key Performance Indicators 2024/2025</b>	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	Section 48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

11 KARAKIA WHAKAMUTANGA | CLOSING KARAKIA