



# **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, 20 February 2025**

**Te Wā | Time: 1.30pm**

**Te Wāhi | Location: Council Chamber  
Ground 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 Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Thursday 20 February 2025, 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	Nau Mai   Welcome .....	5
2	Karakia a te Kaunihera   Council Blessing.....	5
3	Whakapāha   Apologies.....	5
4	Te Tauākī o Te Whaitake ki ngā Mea o te Rārangi Take   Declarations of Interest Relating to Items on the Agenda .....	5
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 .....	5
6	Ngā Take a ngā Mema   Members' Business .....	5
7	He Kōrero Hou   Updates.....	5
	Nil	
8	Te Whakaū i ngā Āmiki   Confirmation of Minutes .....	6
	8.1 Confirmation of Minutes .....	6
9	Te Whakaūnga o Ngā Āmiki Kāore e Wātea ki te Marea   Confirmation of Public Excluded Minutes .....	10
10	Purongo Kāore e Wātea ki te Marea   Public Excluded Reports.....	10
	Resolution to Exclude the Public .....	10
	9.1 Confirmation of Minutes .....	10
	10.1 Chief Executive Development .....	10
	10.2 Chief Executive Conduct Review .....	10
	10.3 Discussion on Development of Key Performance Indicators for 2025/2026.....	10
	10.4 Performance Report for the Period Ending 31 October 2024.....	11
	10.5 Draft Timeline for Surveys to Inform Measuring KPI Success.....	11
	10.6 Final CEPEC Meeting Timeline with Draft Agenda Items .....	11
11	Karakia Whakamutanga   Closing Karakia .....	11



## 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: Anna Smith, Acting Team Leader Governance

Authoriser: Rach Wells, Group Manager People and Capability

#### Taunakitanga | Recommendations

That the minutes of the Chief Executive Performance and Employment Committee meeting of 17 October 2024 be accepted as a true and correct record.

#### NGĀ ĀPITI HANGA | ATTACHMENTS

1. Chief Executive Performance and Employment Committee meeting minutes - 17 October 2024 [↓](#)

CHIEF EXECUTIVE PERFORMANCE AND EMPLOYMENT COMMITTEE 17 OCTOBER 2024  
MEETING MINUTES

MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL  
CHIEF EXECUTIVE PERFORMANCE AND EMPLOYMENT COMMITTEE MEETING  
HELD IN THE MAYOR'S OFFICE, FIRST FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON THURSDAY, 17 OCTOBER 2024 AT 3.37PM

**PRESENT:** Mayor Janet Holborow, Deputy Mayor Lawrence Kirby, Cr Sophie Handford  
(via zoom), Cr Liz Koh

**IN ATTENDANCE:** Mr Darren Edwards, Ms Rach Wells, Ms Anna Smith

**WHAKAPĀHA | APOLOGIES:** Nil

**LEAVE OF ABSENCE:** Nil

**1 NAU MAI | WELCOME**

Mayor Janet Holborow welcomed everyone to the meeting.

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

The Mayor read the Council blessing.

**3 WHAKAPĀHA | APOLOGIES**

There were no apologies at this meeting.

**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 relating to items on the the agenda.

**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 members of the public present who wished to speak.

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

- (a) Leave of Absence - none
- (b) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting) - none

**7 HE KŌRERO HOU | UPDATES**

There were no updates scheduled at this meeting.

CHIEF EXECUTIVE PERFORMANCE AND EMPLOYMENT COMMITTEE 17 OCTOBER 2024  
MEETING MINUTES

8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF MINUTES

**COMMITTEE RESOLUTION CEPEC2024/15**

Moved: Deputy Mayor Lawrence Kirby  
Seconder: Mayor Janet Holborow

That the minutes of the Chief Executive Performance and Employment Committee meeting of 6 August 2024 be accepted as a true and correct record.

**CARRIED**

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

**RESOLUTION TO EXCLUDE THE PUBLIC**

**PUBLIC EXCLUDED RESOLUTION CEPEC2024/16**

Moved: Mayor Janet Holborow  
Seconder: Cr Liz Koh

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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<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>9.2 - Senior Leadership Team - Leadership Development Feedback and Insights</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



**CHIEF EXECUTIVE PERFORMANCE AND EMPLOYMENT COMMITTEE 17 OCTOBER 2024  
MEETING MINUTES**

<p><b>9.3 - Gallup Engagement Survey - Insights and Update</b></p>	<p>Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p>	<p>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</p>
<p><b>9.4 - Remuneration Recommendation for Chief Executive</b></p>	<p>Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p>	<p>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</p>
<p><b>CARRIED</b></p>		

The Te Komiti Arotake Mahi a te Tumu Whakarae | Chief Executive Performance and Employment Committee meeting went into public excluded session at 3.39pm.

<p><b>COMMITTEE RESOLUTION CEPEC2024/21</b>                  Moved: Mayor Janet Holborow                  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.  <b>CARRIED</b></p>
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The Te Komiti Arotake Mahi a te Tumu Whakarae | Chief Executive Performance and Employment Committee came out of public excluded session at 6.04pm.

**The Te Komiti Arotake Mahi a te Tumu Whakarae | Chief Executive Performance and Employment Committee meeting closed at 6.04pm.**

.....  
**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 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 - Chief Executive Development</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>10.2 - Chief Executive Conduct Review</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>10.3 - Discussion on Development of Key Performance Indicators for 2025/2026</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>10.4 - Performance Report for the Period Ending 31 October 2024</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>10.5 - Draft Timeline for Surveys to Inform Measuring KPI Success</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>10.6 - Final Chief Executive Performance and Employment Committee Meeting Timeline with Draft Agenda Items</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