



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: Tuesday, 3 June 2025

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 Tuesday 3 June 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

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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, 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 6 May 2025 be accepted as a true and correct record.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Chief Executive Performance and Employment Committee Minutes - 6 May 2025 [↓](#)

CHIEF EXECUTIVE PERFORMANCE AND EMPLOYMENT COMMITTEE
MEETING MINUTES

6 MAY 2025

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 TUESDAY, 6 MAY 2025 AT 9:32 AM

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

IN ATTENDANCE:

WHAKAPĀHA | Nil
APOLOGIES:

LEAVE OF Cr Sophie Handford
ABSENCE:

1 NAU MAI | WELCOME

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

2 KARAKIA A TE KAUNIHĒRA | COUNCIL BLESSING

The Chair read the Council blessing.

3 WHAKAPĀHA | APOLOGIES

The Chair noted that Cr Handford is currently on leave.

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

There were none.

**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) There were no leaves of absence requested during the meeting.
- (b) The Chair had not been advised of any matters of an urgent nature prior to the commencement of the meeting.

7 HE KŌRERO HOU | UPDATES

There were no updates scheduled for this meeting.

CHIEF EXECUTIVE PERFORMANCE AND EMPLOYMENT COMMITTEE
MEETING MINUTES

6 MAY 2025

8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION CEPEC2025/8

Moved: Deputy Mayor Lawrence Kirby
Seconder: Cr Liz Koh

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

CARRIED

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 CEPEC2025/9

Moved: Deputy Mayor Lawrence Kirby
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
9.1 - Confirmation of Minutes	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
10.1 - Chief Executive Performance Update	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased	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

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CHIEF EXECUTIVE PERFORMANCE AND EMPLOYMENT COMMITTEE
MEETING MINUTES

6 MAY 2025

	natural persons	for which good reason for withholding would exist under section 6 or section 7
10.2 - Confirmed Forward Programme of Work	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
10.3 - Chief Executive Development Update	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
10.4 - Chief Executive Leadership Perceptions Survey Results	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
10.5 - KCDC Kaimahi Engagement Survey Update	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
10.6 - Regulatory Review - Update	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
CARRIED		

**CHIEF EXECUTIVE PERFORMANCE AND EMPLOYMENT COMMITTEE
MEETING MINUTES**

6 MAY 2025

The Te Komiti Arotake Mahi a te Tumu Whakarae | Chief Executive Performance and Employment Committee meeting went into public excluded session at 9:35 am.

COMMITTEE RESOLUTION CEPEC2025/10

Moved: Deputy Mayor Lawrence Kirby

Seconder: Cr Liz Koh

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 11.12 am.

The Chair closed the meeting with karakia.

The Te Komiti Arotake Mahi a te Tumu Whakarae | Chief Executive Performance and Employment Committee meeting closed at 11.12 am.

.....
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

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10.1 - Adoption of Chief Executive Key Performance Indicators 2025/2026	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