
**ORDINARY MEETING
OF
NGUTU TAKI - CEO PERFORMANCE REVIEW COMMITTEE
AGENDA**

Time: 1:30pm
Date: Wednesday, 3 November 2021
Venue: Virtual meeting

MEMBERSHIP

Mayor Foster (Chair)
Deputy Mayor Free (Deputy Chair)
Councillor Calvert
Councillor Day
Councillor Pannett
Councillor Rush

Have your say!

You can make a short presentation to the Councillors at this meeting. Please let us know by noon the working day before the meeting. You can do this either by phoning 04-803-8334, emailing public.participation@wcc.govt.nz or writing to Democracy Services, Wellington City Council, PO Box 2199, Wellington, giving your name, phone number, and the issue you would like to talk about. All Council and committee meetings are livestreamed on our YouTube page. This includes any public participation at the meeting.

AREA OF FOCUS

The CEO Performance Review Committee will have responsibility for the effective monitoring of the Chief Executive Officer's performance and has the authority to undertake the annual remuneration review. The Committee also has the role of undertaking any review for the purposes of clause 35 schedule 7 LGA 2002, making a recommendation under clause 34 schedule 7 LGA 2002, and (if applicable) undertaking any recruitment and selection process, for recommendation to the Council.

To read the full delegations of this Committee, please visit wellington.govt.nz/meetings.

Quorum: 3 members

**TABLE OF CONTENTS
3 NOVEMBER 2021**

Business	Page No.
1. Meeting Conduct	5
1.1 Karakia	5
1.2 Apologies	5
1.3 Conflict of Interest Declarations	5
1.4 Confirmation of Minutes	5
1.5 Items not on the Agenda	5
1.6 Public Participation	6
2. General Business	7
2.1 Forward Programme	7
3. Public Excluded	9
3.1 Adoption of Key Performance Indicators	9

1. Meeting Conduct

1.1 Karakia

The Chairperson will open the meeting with a karakia.

Whakataka te hau ki te uru, Whakataka te hau ki te tonga. Kia mākinakina ki uta, Kia mātaratara ki tai. E hī ake ana te atākura. He tio, he huka, he hauhū. Tihei Mauri Ora!	Cease oh winds of the west and of the south Let the bracing breezes flow, over the land and the sea. Let the red-tipped dawn come with a sharpened edge, a touch of frost, a promise of a glorious day
---	--

At the appropriate time, the following karakia will be read to close the meeting.

Unuhia, unuhia, unuhia ki te uru tapu nui Kia wātea, kia māmā, te ngākau, te tinana, te wairua I te ara takatū Koia rā e Rongo, whakairia ake ki runga Kia wātea, kia wātea Āe rā, kua wātea!	Draw on, draw on Draw on the supreme sacredness To clear, to free the heart, the body and the spirit of mankind Oh Rongo, above (symbol of peace) Let this all be done in unity
--	--

1.2 Apologies

The Chairperson invites notice from members of apologies, including apologies for lateness and early departure from the meeting, where leave of absence has not previously been granted.

1.3 Conflict of Interest Declarations

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

1.4 Confirmation of Minutes

The minutes of the meeting held on 22 September 2021 will be put to the Ngutu Taki | CEO Performance Review Committee for confirmation.

1.5 Items not on the Agenda

The Chairperson will give notice of items not on the agenda as follows.

Matters Requiring Urgent Attention as Determined by Resolution of the Ngutu Taki | CEO Performance Review Committee.

The Chairperson shall state to the meeting:

-
1. The reason why the item is not on the agenda; and
 2. The reason why discussion of the item cannot be delayed until a subsequent meeting.

The item may be allowed onto the agenda by resolution of the Ngutu Taki | CEO Performance Review Committee.

Minor Matters relating to the General Business of the Ngutu Taki | CEO Performance Review Committee.

The Chairperson shall state to the meeting that the item will be discussed, but no resolution, decision, or recommendation may be made in respect of the item except to refer it to a subsequent meeting of the Ngutu Taki | CEO Performance Review Committee for further discussion.

1.6 Public Participation

A maximum of 60 minutes is set aside for public participation at the commencement of any meeting of the Council or committee that is open to the public. Under Standing Order 31.2 a written, oral or electronic application to address the meeting setting forth the subject, is required to be lodged with the Chief Executive by 12.00 noon of the working day prior to the meeting concerned, and subsequently approved by the Chairperson.

Requests for public participation can be sent by email to public.participation@wcc.govt.nz, by post to Democracy Services, Wellington City Council, PO Box 2199, Wellington, or by phone at 04 803 8334, giving the requester's name, phone number and the issue to be raised.

2. General Business

FORWARD PROGRAMME

Kōrero taunaki Summary of considerations

Purpose

1. This report provides Forward Programme for the Ngutu Taki - CEO Performance Review Committee for the next two meetings.

Strategic alignment with community wellbeing outcomes and priority areas

Aligns with the following strategies and priority areas:

- | | |
|---|---|
| <input type="checkbox"/> Sustainable, natural eco city | <input type="checkbox"/> People friendly, compact, safe and accessible capital city |
| <input type="checkbox"/> Innovative, inclusive and creative city | <input type="checkbox"/> Dynamic and sustainable economy |
| <input type="checkbox"/> Functioning, resilient and reliable three waters infrastructure | <input type="checkbox"/> Affordable, resilient and safe place to live |
| <input type="checkbox"/> Safe, resilient and reliable core transport infrastructure network | <input type="checkbox"/> Fit-for-purpose community, creative and cultural spaces |
| <input type="checkbox"/> Accelerating zero-carbon and waste-free transition | <input type="checkbox"/> Strong partnerships with mana whenua |

Strategic alignment with priority objective areas from Long-term Plan 2021–2031

Relevant Previous decisions

Outline relevant previous decisions that pertain to the material being considered in this paper.

Financial considerations

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Nil | <input type="checkbox"/> Budgetary provision in Annual Plan / Long-term Plan | <input type="checkbox"/> Unbudgeted \$X |
|---|--|---|

Risk

- | | | | |
|---|---------------------------------|-------------------------------|----------------------------------|
| <input checked="" type="checkbox"/> Low | <input type="checkbox"/> Medium | <input type="checkbox"/> High | <input type="checkbox"/> Extreme |
|---|---------------------------------|-------------------------------|----------------------------------|

Author	Jennifer Parker, Democracy Services Manager
Authoriser	Meredith Blackler, Chief People and Culture Officer

**Taunakitanga
Officers' Recommendations**

Officers recommend that the Ngutu Taki | CEO Performance Review Committee:

1. Receive the information.

**Whakarāpopoto
Executive Summary**

2. The Forward Programme sets out the reports planned for Ngutu Taki in the next two meetings that require committee consideration.

**Kōrerorero
Discussion**

3. Tuesday 15 February 2022:
 - Six-month review (Samantha Turner, external facilitator)
4. Tuesday 19 April 2022:
 - Paper topic to be determined
5. Tuesday 16 August 2022:
 - Chief Executive's 2021-2022 Year End Performance Review (Samantha Turner, external facilitator)

Attachments

Nil

3. Public Excluded

Recommendation

That the Ngutu Taki | CEO Performance Review Committee:

1. Pursuant to the provisions of the Local Government Official Information and Meetings Act 1987, exclude the public - except for Samantha Turner (External Advisor, Simpson Grierson) because of her knowledge of matters which help the CEO Performance Review Committee in its decision-making - from the following part of the proceedings of this meeting namely:

General subject of the matter to be considered	Reasons for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
3.1 Adoption of Key Performance Indicators	7(2)(a) The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	s48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.