

# Chief Executive Review Committee Agenda

**Date:** Tuesday, 29 May, 2018

**Time:** 9:00 am

**Location:** Council Chamber  
Forum North, Rust Avenue  
Whangarei

**Elected Members:** Her Worship the Mayor Sheryl Mai  
(Chairperson)  
Cr Shelley Deeming  
Cr Cherry Hermon  
Cr Greg Innes  
Cr Greg Martin  
Cr Sharon Morgan

For any queries regarding this meeting please contact  
the Whangarei District Council on (09) 430-4200.

<b>1. Declarations of Interest</b>	
<b>2. Apologies</b>	
<b>3. Confirmation of Minutes of Previous Chief Executive Review Committee Meeting</b>	
3.1 Open Minutes Chief Executive Review Committee 27 February 2018	3
<b>4. Information Reports</b>	
4.1 Report on progress of strategic directions	7
<b>5. Public Excluded Business</b>	
5.1 Closed Minutes Chief Executive Review Committee 27 February 2017	
5.2 Chief Executive's Performance Goals	
<b>6. Closure of Meeting</b>	

## Chief Executive Review Committee – Terms of Reference

### Membership

<b>Chairperson:</b>	Her Worship the Mayor Sheryl Mai
<b>Members:</b>	Councillors Shelley Deeming, Cherry Hermon, Greg Innes, Greg Martin, Sharon Morgan
<b>Meetings:</b>	Quarterly.
<b>Quorum:</b>	<b>3</b>

### Purpose

To oversee the chief executive's performance and to recommend to council the terms and conditions of the chief executive's employment and annual remuneration.

### Key responsibilities include:

- Agree with the chief executive the annual performance objectives.
- Conduct the performance review required in the employment agreement between the council and chief executive.
- Undertake the annual remuneration review and recommend to council any decisions regarding remuneration.
- Represent the council in regard to any issues which may arise in respect to the chief executive's job description, agreement, performance objectives or other similar matters.
- Oversee any recruitment and selection process for a chief executive and make a recommendation on the appointment to council.

### Delegations

- (i) All powers necessary to perform the committee's responsibilities, including:
  - (a) establishment of working parties or steering groups.



**Item 3.1****Chief Executive Review Committee Meeting Minutes**

**Date:** Tuesday, 27 February, 2018  
**Time:** 1:00 p.m.  
**Location:** Council Chamber  
Forum North, Rust Avenue  
Whangarei

**In Attendance** Her Worship the Mayor Sheryl Mai  
(Chairperson)  
Cr Shelley Deeming  
Cr Cherry Hermon  
Cr Greg Innes  
Cr Greg Martin  
Cr Sharon Morgan

**Also present** Cr Stu Bell  
Cr Tricia Cutforth  
Cr Sue Glen  
Cr Phil Halse  
Cr Anna Murphy

**Scribe** C Brindle (Senior Democracy Adviser)

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**1. Declarations of Interest**

**2. Apologies**

Cr's Gavin Benney and Crichton Christie apologies were acknowledged.

**3. Decision Reports**

There were no decision reports.

**4. Information Reports**

**4.1 Professional Development - Local Government Chief Officers  
Group Conference**

**Moved By** Cr Greg Martin

**Seconded By** Cr Sharon Morgan

That the Committee notes the update on the Local Government Chief Officers Group Conference.

**Carried**

#### **4.2 Progress Report - Council's Strategic Direction**

**Moved By** Cr Shelley Deeming

**Seconded By** Cr Greg Martin

That the Committee note the update on the strategic directions and initiatives.

**Carried**

### **5. Public Excluded Business**

**Moved By** Cr Shelley Deeming

**Seconded By** Cr Greg Martin

That the public be excluded from the following parts of proceedings of this meeting.

The general subject 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(1) for passing this resolution</b>
1.1	Chief Executive's Performance Goals	Good reason to withhold information exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public, are as follows:			
<b>Item</b>	<b>Grounds</b>		<b>Section</b>
1.1	To protect the privacy of natural persons including that of a deceased person.		Section 7(2)(a)

**Carried**

**6. Closure of Meeting**

The meeting concluded at 2.34pm

Confirmed this 29<sup>th</sup> day of May 2018

Her Worship the Mayor Sheryl Mai (Chairperson)





## 4.1 Report on progress of strategic directions

**Meeting:** Chief Executive Review Committee  
**Date of meeting:** 29 May 2018  
**Reporting officer:** Her Worship the Mayor Sheryl Mai

### 1 Purpose

To report on progress with strategic directions and initiatives.

### 2 Recommendation/s

That the Committee note the update on the strategic directions and initiatives.

### 3 Background

In 2016 Council established a list of strategic directions or goals that would provide direction and key themes for the delivery of their vision for the district during this term of Council.

As the initiatives within the strategic directions are implemented, Council moves closer to achieving its goals.

The Chief Executive will summarise progress on key initiatives.

### 4 Significance and engagement

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website.

### 5 Attachments

Council's priority list



## Councillor priorities – Staff Response to date

### Workshop 1 November (3 and 2 tick priorities)

#### 3 ticks

- **Early and better engagement**

Moving resource from Annual Plan to LTP engagement. Early LTP engagement has been a success, inviting groups to present to Committees (esp Community Services)

- **One building**

First workshop 3 locations RSA/Forum North/town, decision required shortly re location (town offers potential for PPP). Decision made to call for expressions of interest on two sites (CBD and RSA). LTP now sets appropriate budget

- **Professional development for elected members**

9 external PD sessions of 16 in total through induction programme

#### 2 ticks

- **CBD revitalization/parking traffic flow etc**

Commissioned Traffic Design Group to look at city parking – Council Workshop completed. Commenced work on effect of Hundertwasser and increased population on Town Basin/Hatea loop. Received preliminary approach from NRC (and others) re apartments at Hihiaua, possibility of using provincial growth fund to revitalize CBD with Council Government and private sector partner. Traffic flow being worked through as part of the central city plan.

- **Review city bus services and create bus service Hikurangi- Whangarei**

Invited NRC to provide info to Infrastructure Committee. NRC are looking at expanded bus services as part of their LTP to meet the governments stated priority for public transport.

## “Themes” from 1 November workshop and Toll Stadium workshop (my assessment)

1. **Improved engagement** - (see above for response)
2. **Business friendly** – Rating review (SUIPs), TTNEAP work, creative regulation, council liaison, innovative planning responses, consistent durable council decisions, center city plan,
3. **Core infrastructure** – Complete capital works programme, Manage down carry forwards, new LTP helps deal with storm water deficit.
4. **Making the district welcoming and nice** – recreation infrastructure, blue green, carpark to park, signage refresh, parking/traffic flow review, events, village planning, LTP priorities for recreation and amenity infrastructure.
5. **Strong financial control** – maintain credit rating, provide options for next LTP, keep rates at the lower end for NZ Councils, very strong financial position now.

## Items from Toll workshop that are “on the go”

- New Marina
- Events review (soon)
- Advocating for tertiary education
- Council navigator (completed)
- Business friendly (BAG, decision making certainty)
- Sticking to plans
- Vision and mission statement
- Health and safety
- Waste reduction through solid waste review
- Partnerships (possible volunteer hub)
- Communications and no surprises for Councillors
- Governance values
- Regular Councillor chat
- Environmental Engineering Standards review (almost completed)
- Waste review
- Blue/Green
- One building
- Review Procurement Policy (Commencing)
- Collaborate Auckland and Government (UNISA, TTNEAP, NTA)
- Improving WDC Image
- Rethinking Engagement (early - prior to draft plans)

### Items for Long Term Plan

- Seal 10 km of road per annum
- International sports event
- Cycleway to falls
- Car and trailer parking in Tutukaka (work currently happening but no budget)
- 20/20 projects
- New sports park
- Auditorium
- Sense of place projects outside city
- Storm water treatment and improvements to network
- Energy self-sufficiency for WDC
- Precinct approach to CBD
- Shared pathway including CBD linkages
- Wellington like art bridge to town basin



**RESOLUTION TO EXCLUDE THE PUBLIC****Move/Second**

That the public be excluded from the following parts of proceedings of this meeting.

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1.1	To protect the privacy of natural persons including that of a deceased person.	Section 7(2)(a))

**Resolution to allow members of the public to remain**

If the council/committee wishes members of the public to remain during discussion of confidential items the following additional recommendation will need to be passed:

**Move/Second**

"That \_\_\_\_\_ be permitted to remain at this meeting, after the public has been excluded, because of his/her/their knowledge of Item \_\_\_\_\_.

This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because \_\_\_\_\_.

*Note: Every resolution to exclude the public shall be put at a time when the meeting is open to the public.*