



# Chief Executive Committee

Tuesday, 27 February 2024  
*Rātū, 27 Huitanguru 2024*

Room Miro (Committee Room 1)  
Council Building, 14 Commerce Street, Whakatāne  
commencing at 1: 00 pm

Chief Executive: Steph O'Sullivan  
Publication Date: 22 February 2024



**A Membership - *Mematanga***

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Mayor Dr V Luca

Councillor N Tánczos - Chairperson

Deputy Mayor L Immink - Deputy Chairperson

Councillor W James

Councillor J Pullar

Councillor J Jukes

Independent Chair, Risk and Assurance - Stuart Henderson

**B Delegations to the Chief Executive Committee - *Tuku Mahi ki te Komiti***

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**Chief Executive Committee - Purpose and delegations**

- To provide guidance and support to the Chief Executive to deliver on their role.
- To consider and prepare correspondence and address other matters relating to performance and remuneration associated with the Chief Executive; and
- To be responsible for addressing performance issues as they arise as well as making recommendations to the Council for wider consideration.

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**1 Apologies - *Te hunga kāore i tae***

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At the time of compiling the agenda, an apology was received from Councillor J Pullar.

**2 Acknowledgements / Tributes - *Ngā Mihimihi***

An opportunity for members to recognise achievements, to notify of events, or to pay tribute to an occasion of importance.


**3 Conflicts of Interest - *Ngākau kōnatunatu***

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

#### 4 Confirmation of Minutes - *Te whakaaetanga o ngā meneti o te hui*

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##### 4.1 Public Minutes Chief Executive Committee Meeting 10 October 2023

 <p>WHAKATĀNE District Council <i>Kia Whakatāne au i ahau</i></p>	Details of Meeting:	<b>CHIEF EXECUTIVE COMMITTEE MEETING HELD IN ROOM TŌTARA CHAMBERS, WHAKATĀNE DISTRICT COUNCIL, 14 COMMERCE STREET, WHAKATĀNE, ON TUESDAY, 10 OCTOBER 2023, COMMENCING AT 1:42 PM</b>
	Present:	His Worship the Mayor V Luca, Deputy Mayor L Immink, Councillors N Tánczos (Chairperson), J Pullar, W James and J Jukes. <i>Via teams: S Henderson (Independent Chair, Risk and Assurance Committee)</i>
	In Attendance:	S O’Sullivan (Chief Executive) and C Viljoen (Manager Governance Services)
	Visitors:	<i>Via teams: P Loof (Consultant)</i>
	Apologies:	Nil

#### 1. OPENING KARAKIA

The meeting was opened, and Karakia was given by the chairperson.

#### 2. APOLOGY

NIL

#### 3. ACKNOWLEDGEMENTS / TRIBUTES

The Chief Executive extended a mihi with deepest sympathy to independent chair (S Henderson) of Risk and Assurance Committee whose father hasn’t been well.

#### 4. CONFLICTS OF INTEREST

No conflicts of interest were declared.

#### 5. RESOLUTION TO EXCLUDE THE PUBLIC

Moved Councillor Jukes / Seconded Councillor Pullar

#### **RESOLVED:**

**THAT** the public be excluded from the following parts of the proceedings of this meeting, namely:

**4.1 Public Minutes Chief Executive Committee Meeting 10 October 2023(Cont.)**

1. Chief Executive Key Performance Indicators: End of Sept 2023
2. Chief Executive Key Performance Indicators Close Out Report 2023
3. Public Excluded Minutes – Chief Executive Meeting 5 April 2023
4. Public Excluded Minutes – Chief Executive Meeting 8 May 2023
5. Public Excluded Minutes – Chief Executive Meeting 15 May 2023
6. Public Excluded Minutes – Chief Executive Meeting 13 June 2023
7. Public Excluded Minutes – Chief Executive Meeting 26 June 2023

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 the passing of this resolution</b>	<b>When item can be released into the public</b>
1	Chief Executive Key Performance Indicators: End of Sept 2023	Good reason to withhold exists under Section 7	That 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 exists. Section 48(1)(a)	Not to be released
2	Chief Executive Key Performance Indicators Close Out Report 2023	Good reason to withhold exists under Section 7	That 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 exists. Section 48(1)(a)	Not to be released
3	Public Excluded Minutes – Chief Executive Meeting 5 April 2023	Good reason to withhold exists under Section 7	That 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 exists. Section 48(1)(a)	Not to be released



**4.1 Public Minutes Chief Executive Committee Meeting 10 October 2023(Cont.)**

4	Public Excluded Minutes – Chief Executive Meeting 8 May 2023	Good reason to withhold exists under Section 7	That 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 exists. Section 48(1)(a)	Not to be released
5	Public Excluded Minutes – Chief Executive Meeting 15 May 2023	Good reason to withhold exists under Section 7	That 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 exists. Section 48(1)(a)	Not to be released
6	Public Excluded Minutes – Chief Executive Meeting 13 June 2023	Good reason to withhold exists under Section 7	That 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 exists. Section 48(1)(a)	Not to be released
7	Public Excluded Minutes – Chief Executive Meeting 26 June 2023	Good reason to withhold exists under Section 7	That 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 exists. Section 48(1)(a)	Not to be released

This resolution is made in reliance on sections 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 and 7 of that Act, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public are as follows:

Item No	Interest
1, 2, 3, 4, 5, 6, 7	To protect the privacy of natural persons, including that of deceased natural persons; (section 7(2)(a))

**4.1 Public Minutes Chief Executive Committee Meeting 10 October 2023(Cont.)**

**CARRIED**

**6. CLOSING KARAKIA**

The meeting was closed at 15:27 pm with a Karakia given by Chairperson.

Confirmed at the meeting dated:	
CHAIRPERSON	

**5 Resolution to Exclude the Public - *Whakataunga kia awere te marea***

**5 Resolution to Exclude the Public - *Whakataunga kia awere te marea***

**5.1 Reasons to exclude the public from the Chief Executive Performance and Support Committee meeting - 27 February 2024**

**THAT** the public be excluded from the following parts of the proceedings of this meeting, namely:

1. Chief Executive Key Performance Indicators: End of December 2023
2. Public Excluded Minutes – Chief Executive Meeting 10 October 2023

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 the passing of this resolution</b>	<b>When item can be released into the public</b>
1	Chief Executive Key Performance Indicators: End of December 2023	Good reason to withhold exists under Section 7	That 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 exists. Section 48(1)(a)	Not to be released
2	Public Excluded Minutes – Chief Executive Meeting 10 October 2023	Good reason to withhold exists under Section 7	That 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 exists. Section 48(1)(a)	Not to be released

This resolution is made in reliance on sections 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 and 7 of that Act, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public are as follows:

**5.1 Reasons to exclude the public from the Chief Executive Performance and Support Committee meeting  
- 27 February 2024(Cont.)**

Item No	Interest
1, 2	To protect the privacy of natural persons, including that of deceased natural persons; (section 7(2)(a))

**1 Confirmation of Minutes - *Te whakaaetanga o ngā meneti o te hui***

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1.1 Public Excluded Minutes Chief Executive Committee Meeting 10 October 2023

**2 Reports - *Ngā Pūrongo***

2.1 Chief Executive Key Performance Indicators: End of December 2023

2.2 Appendix 1 - CEs KPIs Q2 2023-2024