



**Strategy Working Committee
Public Excluded
Minutes from 8 May 2024**

Present: Deputy Mayor Melissa Sadler-Futter (Chair), Mayor Martin Connelly, Councillors Colin Olds, Kaye McAulay, Alistair Plimmer, Rebecca Gray, Martin Bosley, Pip Maynard, Aaron Woodcock, and Aidan Ellims and Violet Edwards (Māori Standing Committee Representative).

In Attendance: Janice Smith (Chief Executive), Stefan Corbett (Group Manager Infrastructure and Community Operations), Russell O’Leary (Group Manager Planning and Environment), Paul Gardner (Group Manager Corporate Services) and Amy Andersen (Lead Advisor Democracy & Committees).

Conduct of Business: This meeting Supper Room, Waihinga Centre, 62 Texas Street, Martinborough. The meeting was held in public excluded from 11:39am to 11:58am.

A Open Section

A1. Karakia Timatanga - Opening

Cr Ellims opened the meeting.

A2. Apologies

STRATEGY WORKING COMMITTEE RESOLVED (SWC2024/36) to accept apologies from Cr Plimmer, Cr Gray and Ms Edwards for late arrival.

(Moved Cr Maynard/ Seconded Cr McAulay)

Carried

A3. Conflicts of Interest

There were no conflicts of interest.

G Public Excluded Section

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:

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness

Report/General Subject Matter	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
Public excluded minutes 10 April 2024 (Greytown Water Treatment Plant Upgrade Options Project Report)	Good reason to withhold exists under section 7(2)(h)	Section 48(1)(a)
Chief Executive KPIs	Good reason to withhold exists under section 7(2)(a)	Section 48(1)(a)

This resolution (SWC2024/48) is made in reliance on Section 48(1) 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 relevant part of the proceedings of the meeting in public are as follows:

Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.	Section 7(2)(a)
The withholding of information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	section 7(2)(h)

(Moved Deputy Mayor Sadler-Futter / Seconded Cr Olds)

Carried

G1. Confirmation of Public Excluded Minutes

STRATEGY WORKING COMMITTEE RESOLVED (SWC2024/49PE):

1. to confirm that the public excluded minutes of the meeting held on 10 April 2024 are a true and correct record.
2. that the minutes stay in public excluded until the Chief Executive determines there are no longer any reasons to withhold the information under the Act or until a specific Report/Recommendation/Minutes be released to the public into the Open section of the meeting.

(Moved Cr Gray/Seconded Cr Maynard)

Carried

G2. Chief Executive KPIs

Cr McAulay and Ms Smith spoke to the matters included in the report.

Members queried timeframes for performance reviews.

Members requested to include wording in the collaboration column: *waste management [implementation] plans*.

Members also queried why there was no wording included about Te Tiriti/working with mana whenua. Ms Smith noted that this is a requirement not a target.

Members commented on the recent organisational structure change and acknowledged the change to the positioning of the Pou Māori in this. Ms Smith confirmed Ms Hooper's role is to be an advisor to the Strategic Leadership Team.

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STRATEGY WORKING COMMITTEE (SWC2024/50PE) to:

1. receive the *Chief Executive Key Performance Indicators - May 2024 to June 2025 (14 months)* Report.
2. approve the Draft Chief Executive Key Performance Indicators- May 2024 to June 2025.
3. that this report and associated minutes stay in public excluded until the Chief Executive determines there are no longer any reasons to withhold the information under the Act or until a specific Report/Recommendation/Minutes be released to the public into the Open section of the meeting.
4. note that the withholding of information under the Local Government Official Information and Meetings Act 1987 is necessary to: Protect the privacy of natural persons 7(2)(a).

[Items 1-4 read together]

(Moved Cr Plimmer/Seconded Cr Olds)

Carried

H Karakia Whakamutunga - Closing

Ms Edwards closed the meeting.

The meeting closed at 11:58am.

Confirmed as a true and correct record

.....(Chair)

.....(Date)

.....(Chief Executive)

.....(Date)

Appendix: Chief Executive Key Performance Indicators – May 2024 to June 2025

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Chief Executive Key Performance Indicators – May 2024 to June 2025 (14 months)

Resources

Key performance indicators

- Develop a strong relationship between elected members and staff.
- Develop a high performing organisation with the capability and capacity to deliver effectively.
- Develop a continuous improvement culture where innovation and creativity are welcomed.
- Maintain an overall staffing establishment within budget.

Measures

- Increase trust & confidence between elected members and staff via an Annual Survey.
- Develop and implement a Performance Management Framework that is consistently applied across the organisation. Scope and timeline to be approved by Council via the Strategic Working Committee.
- Realignment of the organisation is undertaken to ensure organisational outcomes are achieved.
- Workforce planning is undertaken annually to ensure the organisation is fit for purpose.

Communication

Key performance indicators

- Develop a customer centric response approach that focuses on good communication.
- Develop an engagement framework that is fit for purpose and provides for good quality engagement with our communities.
- Ensure a “no surprises” approach is taken with the elected members on issues of significance.

Measures

- Implement an improved customer service response system. Scope and timeline to be approved by Council via the Strategic Working Committee.
- Customer satisfaction is improved, year on year, as part of the Residents Survey.
- Feedback on engagement opportunities is positive and lessons learnt are incorporated into future engagements.
- Elected member feedback, through an Annual Survey, rates communication positively.

Collaboration

Key performance indicators

- Develop and maintain effective relationships with key stakeholders to support the Council’s strategic direction.
- Regional Climate Change and Waste Management Implementation Plans are progressed within funding provisions.
- Continue growth planning including local masterplan preparation for local areas.
- Proactively engage in local waters done well conversations.

Measures

- Council completes work on the Wairarapa Combined District Plan within agreed timeframes.
- Council responds effectively where appropriate to implement a local government reform agenda.
- Delivery of the Climate Change and Waste Minimisation plans are progressed within the agreed timeline and budget.
- Attendance at local waters done well Forums/Workshops/Seminars to ensure South Wairarapa interests are upheld.

Delivery

Key performance indicators

- Ensure that Council policies and bylaws are compliant and reviewed appropriately.
- Capital projects are delivered effectively and efficiently.
- The procurement policy is reviewed to ensure it is fit for purpose to support the delivery of significant projects.
- Deliver and operate within controllable budgets (excluding emergency works and accounting entries) as set out in the Long-Term Plan or Annual Plan.

Measures

- That Council develops and adopts the Long-Term Plan/Annual Plan and associated policies within agreed timeframes.
- Relevant bylaws and policies are reviewed within agreed timeframes.
- Annual operational expenditure on controllable costs is within budget (excluding emergency events and annual accounting entries).
- Council receives unqualified audit opinions for the Annual Report and Long-Term Plan.
- Capital projects are delivered to plan and any deviation from plan is approved by Council.