

## Chief Executive Review Committee Agenda

**Date:** Tuesday, 28 May, 2019

**Time:** 3:30 pm

**Location:** Mayor's Office

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.

**1. Declarations of Interest**

**2. Apologies**

**3. Confirmation of Minutes of Previous Chief Executive Review Committee Meeting**

3.1 Minutes Chief Executive Review Committee 26 February 2019

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**4. Public Excluded Business**

4.1 Confidential Minutes Chief Executive Review Committee 26 February 2019

4.2 Chief Executive's Performance Goals May 2019

4.3 Leadership 360 Assessment

**5. Closure of Meeting**

## 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, 26 February, 2019  
**Time:** 9:00 a.m.  
**Location:** Mayor's Office  
Forum North, Rust Avenue  
Whangarei

<b>In Attendance</b>	Her Worship the Mayor Sheryl Mai (Chairperson) Cr Shelley Deeming Cr Cherry Hermon Cr Greg Innes Cr Greg Martin Cr Sharon Morgan
<b>Also Present</b>	Cr Sue Glen
<b>Scribe</b>	C Brindle (Senior Democracy Adviser)

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**1. Declarations of Interest**

There were no declarations of interest made at this meeting.

**2. Apology**

Cr Greg Innes (late arrival)

**Moved By** Cr Sharon Morgan

**Seconded By** Cr Cherry Hermon

That the apology be sustained.

**Carried**

**3. Confirmation of Minutes of Previous Chief Executive Review Committee Meeting**

**3.1 Minutes Chief Executive Review Committee held 27 November 2018**

**Moved By** Cr Cherry Hermon

**Seconded By** Cr Sharon Morgan

That the open minutes of the Chief Executive Review Committee meeting held on Tuesday 27 November 2018, having been circulated, be taken as read and now confirmed and adopted as a true and correct record of proceedings of that meeting.

**Carried**

#### **4. Public Excluded Business**

**Moved By** Cr Greg Martin

**Seconded By** Cr Cherry Hermon

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	Closed Minutes Chief Executive Review Committee Meeting 27 November 2018	Good reason to withhold information exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
1.2	Chief Executive's Performance Goals		

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	For the reasons as stated in the open minutes	
1.2	To protect the privacy of natural persons	Section 7(2)(a)

**Carried**

**5. Closure of Meeting**

The meeting concluded at 10.14am

Confirmed this 28<sup>th</sup> day of May 2019

Her Worship the Mayor Sheryl Mai (Chairperson)





## RESOLUTION TO EXCLUDE THE PUBLIC

### Move/Second

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:

General subject of each matter to be considered		Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution
1.1	Confidential Minutes Chief Executive Review Committee 26 February 2019	Good reason to withhold information exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
1.2	Chief Executive's Performance Goals May 2019		
1.3	Leadership 360: Chief Executive		

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:

Item	Grounds	Section
1.1	For the reasons as stated in the minutes	
1.2	To protect the privacy of natural persons	Section 7(2)(a)
1.3	To protect the privacy of natural persons	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.*