

Chief Executive Review Committee Agenda

Date: Tuesday, 27 August, 2019

Time: 9:00 am

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 of the Chief Executive Review Committee meeting 28 May 2019	3
4. Decision Reports	
5. Information Reports	
6. Public Excluded Business	
6.1 Minutes Chief Executive Review Committee meeting 28 May 2019	
6.2 Chief Executive's Performance Review 2018 2019	
6.3 Chief Executive's Performance Goals 2019 20	
7. Closure of Meeting	

Chief Executive Review Committee – Terms of Reference

Membership

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

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, 28 May, 2019
Time: 3:30 p.m.
Location: Mayor's Office
 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

Also present Cr Sharon Morgan
 Cr Tricia Cutforth
 Cr Phil Halse

Scribe C Brindle (Senior Democracy Adviser)

1. Declarations of Interest

There were no declarations of interest made.

2. Apologies

There were no apologies.

3. Confirmation of Minutes of Previous Chief Executive Review Committee Meeting
3.1 Minutes Chief Executive Review Committee held 26 February 2019

Moved By Cr Shelley Deeming

Seconded By Cr Greg Martin

That the minutes of the Chief Executive Review Committee meeting held on Tuesday 26 February 2019 including the confidential section, 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 Greg Innes

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)

Carried

5. Closure of Meeting

The meeting concluded at 4.35pm

Confirmed this 27th day of August 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 28 May 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 Review 2018 - 2019		
1.3	Chief Executive's Performance Goals 2019 - 2020		

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	
1.3	To protect the privacy of natural persons included that of a deceased person	Section 7(2)(a)
1.4	To protect the privacy of natural persons included 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.