

Chief Executive Review Committee Agenda

Date: Tuesday, 27 November, 2018

Time: 9:00 am

Location: Council Chamber
Forum North, Rust Avenue
Whangarei

Elected Members: Her Worship the Mayor Sheryl Mai
(Chairperson)
Cr Stu Bell
Cr Gavin Benney
Cr Crichton Christie
Cr Vince Cocurullo
Cr Tricia Cutforth
Cr Shelley Deeming
Cr Sue Glen
Cr Phil Halse
Cr Cherry Hermon
Cr Greg Innes
Cr Greg Martin
Cr Sharon Morgan
Cr Anna Murphy

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

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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 August, 2018
Time: 9:00 a.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 Vince Cocurullo

Cr Sue Glen

Cr Anna Murphy

Scribe

C Brindle (Senior Democracy Adviser)

1. Declarations of Interest

2. Apologies

There were no apologies.

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

3.1 Minutes Chief Executive Review Committee 29 May 2018

Moved By Cr Shelley Deeming

Seconded By Cr Sharon Morgan

That the minutes of the Chief Executive Review Committee meeting held on Tuesday 29 May 2018, 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 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:

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	Closed Minutes Chief Executive Review Committee 29 May 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 Review 2017-2018		
1.3	Chief Executive's Performance Goals 2018-2019		

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 previous minutes	
1.2	To protect the privacy of natural persons including that of a deceased person.	Section 7(2)(a)
1.3	To protect the privacy of natural persons including that of a deceased person.	Section 7(2)(a)

Carried

5. Closure of Meeting

The meeting concluded at 11.32am

Confirmed this 27th day of November 2018

Her Worship the Mayor Sheryl Mai (Chairperson)

4.1 Professional Development – Local Government Chief Officers Conference

Meeting: Chief Executive Review Committee
Date of meeting: 27 November 2018
Reporting officer: Chief Executive (Rob Forlong)

1 Purpose

To report on the Local Government Chief Officers Conference.

2 Recommendation

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

3 Overview

The Chief Executive attended the Local Government Chief Officers Conference held in Tauranga over three days, 14 to 16 November.

Mr Forlong will report verbally on key topics and learnings from the conference.

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.

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	Closed Minutes Chief Executive Review Committee 28 August 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 2018-2019		

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 previous minutes	
1.2	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.