

# Chief Executive Review Committee Agenda

**Date:** Tuesday, 26 February, 2019

**Time:** 9:00 am

**Location:** Council Chamber  
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 27 November 2018 3

**4. Public Excluded Business**

- 4.1 Confidential Minutes Chief Executive Review Committee 27 November 2018

- 4.2 Chief Executive's Performance Goals February 2019

**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, 27 November, 2018  
**Time:** 9:00 a.m.  
**Location:** Council Chamber  
 Forum North, Rust Avenue  
 Whangarei

<b>In Attendance</b>	Her Worship the Mayor Sheryl Mai (Chairperson) Cr Greg Innes Cr Greg Martin
<b>Not in Attendance</b>	Cr Shelley Deeming Cr Cherry Hermon Cr Sharon Morgan
<b>Also present</b>	Cr Stu Bell Cr Gavin Benney Cr Vince Cocurullo Cr Tricia Cutforth Cr Sue Glen Cr Phil Halse Cr Anna Murphy
<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. Apologies**

Crs Shelley Deeming, Cherry Hermon and Sharon Morgan

**Moved By** Cr Greg Innes

**Seconded By** Cr Greg Martin

That the apologies be sustained.

**Carried**

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

#### 3.1 Minutes Chief Executive Review Committee 28 August 2018

**Moved By** Cr Greg Innes

**Seconded By** Cr Greg Martin

That the minutes of the Chief Executive Review Committee meeting held on Tuesday 28 August 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. Information Reports

#### 4.1 Professional Development - LG CE's Group Conference

**Moved By** Cr Greg Innes

**Seconded By** Cr Greg Martin

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

**Carried**

*Cr Glen left the meeting from 9.12am to 9.15am during Item 4.1.*

*Cr Murphy joined the meeting at 9.18am during Item 4.1.*

### 5. 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	Closed Minutes Chief Executive Review Committee 28 August 2018	Good reason to withhold information exists under Section 7 Local	Section 48(1)(a)

1.2	Chief Executive's Performance Goals 2018-2019	Government Official Information and Meetings Act 1987	
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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)

**Carried**

## **6. Closure of Meeting**

The meeting concluded at 10.29am

Confirmed this 26<sup>th</sup> day of February 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	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)

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 open minutes	
1.2	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.*