



Agenda

Appointments and Chief Executive Relationship Committee Meeting

**Tuesday 11 June 2024
at 9.00am**

Note:

As the business to be considered at this meeting relates to the Chief Executive's Employment Review and will be public excluded, this Meeting will **NOT** be recorded or webcast.



NOTICE OF MEETING

A MEETING OF THE WAITOMO DISTRICT COUNCIL APPOINTMENTS AND CHIEF EXECUTIVE RELATIONSHIP COMMITTEE IS TO BE HELD IN THE WAITOMO DISTRICT COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 11 JUNE 2024 COMMENCING AT 9.00AM

COUNCIL MEMBERS

Mayor John Robertson
Deputy Mayor Allan Goddard

Cr Dan Tasker
Cr Janene New

Cr Eady Manawaiti
Cr Janette Osborne

Cr Gavin Todd

MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT

ORDER PAPER

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1. Chief Executive's Annual Performance Review for 2023/2024 and Setting of Remuneration for 2024/2025	12 – 13
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PLEASE NOTE

1. The business papers attached to this Order Paper set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions **DO NOT** represent Council policy until such time as they might be adopted by Council resolution.
2. This Order Paper may be subject to amendment either by the addition or withdrawal of items contained therein.
3. As the majority of business to be considered at this meeting is public excluded, this Meeting will **NOT** be recorded or webcast.

WAITOMO DISTRICT COUNCIL
Appointments and Chief Executive Relationship Committee

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL APPOINTMENTS AND CHIEF EXECUTIVE RELATIONSHIP COMMITTEE HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 12 DECEMBER 2023 AT 8.30AM

PRESENT: Mayor John Robertson, Deputy Mayor Allan Goddard, Council Members Eady Manawaiti, Janene New, Janette Osborne, Dan Tasker and Gavin Todd

IN ATTENDANCE: Ben Smit, Chief Executive

1. Confirmation of Minutes (Public Section Only) – 10 May 2023

Resolution

The public portion of the Minutes of the Appointments and Chief Executive Relationship Committee held on 10 May 2023 be confirmed as a true and correct record.

Robertson/Goddard Carried

2. Motion to Exclude the Public

The Committee considered a business paper pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987 giving the Committee the right by resolution to exclude the public and/or staff from the whole or any part of a meeting on one or more of the grounds contained within that Section.

Resolution

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 The general subject of the matters to be considered while the public is excluded and the reason for passing this resolution are specified by Section 48(1) of the Local Government Official Information and Meetings Act 1987, as follows:

General Subject of matter to be considered	Reason for passing this resolution in relation to each matter	S48(1) grounds for the passing of this resolution
1. Confirmation of Minutes: Appointments and Chief Executive Relationship Committee – 10 May 2023 (Public Excluded Section only)	Section 7(2)(a) - To protect the privacy of natural persons, including that of deceased natural persons	Section 48(1)(a)(1)
2. Chief Executive's Performance Review (6 Month)	Section 7(2)(a) - To protect the privacy of natural persons, including that of deceased natural persons	Section 48(1)(a)(1)

- 3 Council agree the following staff, having relevant knowledge to assist in the consideration of the items of business to be public excluded, remain in attendance to assist the Committee with its decision making:

Staff Member	Reason for Remaining in Attendance
Chief Executive	Council Chief Executive

- 4 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 relevant part of the proceedings of the meeting in the public.

Robertson/New Carried

1. Consideration of Public Excluded Items to be made public following Council's decision taking
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Resolution

Following Council's consideration and decision making of the public excluded items of business, Council agreed:

1 Chief Executive's Performance Review (6 Month)

The Resolutions only be made public as follows:

Resolution

- 1 The business paper on Chief Executive's Performance Review (6 Month) be received.*
- 2 The responses provided by the Chief Executive be noted.*
- 3 The responses provided by Elected Members be noted.*
- 4 The Committee acknowledged the commitment and performance of the Chief Executive since his appointment on 21 February 2022.*

Robertson/New Carried

There being no further business the meeting closed at 12.20pm

Dated this day of 202

JOHN ROBERTSON
MAYOR

Confidential

Document No: A724700

Report To: **Appointments and Chief Execution Relationship Committee**



Meeting Date: 11 June 2024

Subject: **Terms of Reference - Appointments and Chief Execution Relationship Committee**

Purpose of Report

- 1.1 The purpose of this business paper is to present the Terms of Reference adopted by Council on 29 November 2022 for the Appointments and Chief Execution Relationship Committee for review.

Commentary

- 2.1 Council at its meeting on 29 November 2022, in developing a Committee Structure for the 2022-2025 triennium, and in particular establishing the Appointments and Chief Execution Relationship Committee, considered an adopted a Terms of Reference for the Committee.
- 2.2 It is recommended that the Committee regularly review the Terms of Reference to ensure they continue to be appropriate, and should the Committee identify any required changes, a recommendation be made to Council to amend the Terms of Reference accordingly.
- 2.3 The Committee cannot resolve to make changes to the Terms of Reference itself, however it can make recommendations to Council for any changes sought.

Suggested Resolutions

The business paper on Terms of Reference - Appointments and Chief Execution Relationship Committee be received.

A handwritten signature in blue ink, appearing to read "Michelle Higgie".

MICHELLE HIGGIE

MANAGER – GOVERNANCE SUPPORT

Attachment: Terms of Reference - Appointments and Chief Execution Relationship Committee
Doc A642049

Waitomo District Council

Appointments and Chief Executive Relationship Committee

Terms of Reference

First Adopted:	29 November 2022
Review History:	
Date of Next Review:	November 2025 (or sooner if required)
Responsibility:	Manager – Governance Support
Adopted by:	Council

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Appointments and Chief Executive Relationship Committee

Terms of Reference

1. PURPOSE AND SCOPE

- 1.1 The purpose of the Committee is to undertake processes relative to –
- a. Reviewing the Chief Executive’s performance
 - b. Appointment of directors to Council Controlled Organisations

2. RESPONSIBILITIES

- 2.1 To review the Chief Executive’s performance and recommend to Council the terms and conditions of the Chief Executive’s employment including any performance agreement measures and annual remuneration.
- 2.2 To conduct the performance review required in the Chief Executive’s employment agreement.
- 2.3 To oversee any recruitment and selection process for a Chief Executive and make recommendations to Council.
- 2.4 To assist the Chief Executive with newly elected member induction programmes and oversee any development and training needs for Councillors.
- 2.5 To oversee any appointment process for directors to Council Controlled Organisations and make recommendations to Council.

3. DELEGATIONS

- 3.1 The Council delegates to the Committee the following powers and duties:
- a. Recommend changes to its Terms of Reference to the Council for adoption.
 - b. Receive and consider staff reports.
 - c. Make recommendations to Council with respect to any of the matters listed in the Purpose and Scope in Section 2 above.

4. MEETINGS

- 4.1 Meetings of the Committee shall be conducted in accordance with Standing Orders for Meetings of the Waitomo District Council.
- 4.2 The Committee will meet a minimum of twice per year.

5. REVIEW OF TERMS OF REFERENCE

- 5.1 These Terms of Reference will be reviewed by the Council no later than the November following every triennial election.

Document No: A724702**Report To: Appointments and Chief Executive Relationship Committee****Meeting Date:** 11 June 2024**Subject:** **Motion to Exclude the Public****Type:** Decision Required**Purpose of Report**

- 1.1 The purpose of this business paper is to enable the Committee to consider whether or not the public should be excluded from the consideration of Council business.

Commentary

- 2.1 Section 48 of the Local Government Official Information and Meetings Act 1987 gives the right, by resolution, to exclude the public from the whole or any part of the proceedings of any meeting, only on one or more of the grounds contained within that Section.

Suggested Resolutions

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 The general subject of each matter to be considered while the public is excluded and the reason for passing this resolution in relation to each matter, as specified by Section 48(1) of the Local Government Official Information and Meetings Act 1987 are as follows:

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for the passing of this resolution
1. Chief Executive's Performance Review for 2022/2023 and Setting of Remuneration for 2023/2024	Section 7(2)(a) - To protect the privacy of natural persons, including that of deceased natural persons	Section 48(1)(a)(1)

- 3 Council agree the following staff, having relevant knowledge to assist in the consideration of the items of business to be public excluded, remain in attendance to assist the Committee with its decision making:

Staff Member	Reason for Remaining in Attendance
Chief Executive	Council Chief Executive

- 4 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 relevant part of the proceedings of the meeting in the public.

A handwritten signature in blue ink, appearing to read "Michelle Higgie".

MICHELLE HIGGIE

MANAGER – GOVERNANCE SUPPORT