



Agenda

Appointments and Chief Executive Relationship Committee Meeting

**Tuesday 2 September 2025
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 2 SEPTEMBER 2025 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 HIGGLE
MANAGER – GOVERNANCE SUPPORT

ORDER PAPER

Items of Business

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1. Karakia Tuwhera
2. Apologies
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4. Motion to Exclude the Public 5
 1. Chief Executive's Annual Performance Review for 2024/25 and Setting of Remuneration for 2025/26 6

Note: Commentary on KPIs will be emailed by the Chief Executive directly to elected members separate to this Agenda.

 2. Consideration of Public Excluded Items for the purpose of making information public following Council's decision taking
 3. Resolution to Re-Open Meeting to the Public
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6. Karakia Whakamutunga

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 19 AUGUST
 2025 AT 1:00PM**

PRESENT: Mayor John Robertson
 Deputy Mayor Allan Goddard
 Gavin Todd
 Janette Osborne
 Dan Tasker

IN ATTENDANCE: Manager – Governance Support, Michelle Higgle

1.	Apologies
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Resolution

The apology from Councillors Manawaiti and New be received and leave of absence granted.

Robertson/Goddard Carried

2.	Confirmation of Minutes: 13 May 2025
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Resolution

The Minutes of the Waitomo District Council Appointments and Chief Executive Relationship Committee meeting of 13 May 2025 be confirmed as a true and correct record.

Robertson/Todd Carried

3.	Inframax Construction Limited – Board Governance (Succession Planning)
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The Committee considered a business paper noting the verbal recommendation from the Interview Working Party established by the Committee at its 13 May 2025 meeting on an appointment to fill the pending vacancy on the Board of Directors of Inframax Construction Limited.

The Mayor and Deputy Mayor expanded on the business paper and answered Members' questions relating to the process of shortlisting and interviewing of applicants and recommending the appointment of Jonathan Kay to the pending vacancy.

The Committee noted the recommendation from the Mayor and Director Hugh Goddard that the appointment be effective from 1 November 2025.

Resolution

- 1 The business paper on Inframax Construction Limited – Board Governance (Succession Planning) be received.
- 2 The Committee note the recommendation of the Interview Working Party.

- 3 The Committee recommend to Council the appointment of Jonathan Kay to fill the pending vacancy on the Inframax Construction Limited Board of Directors and for the appointment to be effective from 1 November 2025.

Robertson/Goddard

Carried

There being no further business the meeting closed at 1.10pm.

Dated this day of 2025

JOHN ROBERTSON
MAYOR

Document ID: 904933**Report To: Appointments and Chief Executive Relationship Committee**

Meeting Date: 2 September 2025

Subject: **Motion to Exclude the Public**

Type: Decision Required

Author(s): Michelle Higgle
Manager – Governance Support

1. 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.

2. Suggested Resolutions

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 The general subject of the matter(s) 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	Section 48(1) grounds for the passing of this resolution
1. Chief Executive's Annual Performance Review and Setting of Remuneration for 2025/2026	Section 7(2) (a) To protect the privacy of natural persons, including that of deceased natural persons	Section 48(1) (d) The exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.

- 3 The Committee 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
Greg Tims	Greg Tims & Associates (HR Consultant)


- 4 This resolution is made in reliance on Section 48(1)(d) 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.

3. Commentary

- 3.1 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.

Confidential

Confidential

Document No: 904934	
Report To: Appointments and Chief Executive Relationship Committee	
	Meeting Date: 2 September 2025
	Subject: Consideration of Public Excluded Items for the purpose of making information public following Council's decision taking
	Type: Decision Required

1. Purpose of Report

- 1.1 The purpose of this business paper is for the Committee to consider the Public Excluded Items for the purpose of making information public following Council's decision taking.

2 Suggested Resolutions

- 2.1 The following are suggested resolutions only and do not represent Council policy until such time as they are adopted by formal resolution.
- 1 None of the information (business papers or minutes) be made public following the meeting in accordance with Section 7(2)(a) of the Local Government Official Information and Meetings Act, which is to protect the privacy of natural persons.

3 Commentary

- 3.1 As all of the business dealt with at this meeting relates directly to the Employment Agreement between the Council and the Chief Executive, it is recommended that none of the information (business papers or minutes) be made public following the meeting in accordance with Section 7(2)(a) of the Local Government Official Information and Meetings Act, which is to protect the privacy of natural persons, including that of deceased natural persons.
- Note: While all "employment" related discussions/considerations between the Council and the Chief Executive should be kept confidential, it is a legislative requirement that the total remuneration of a chief executive be published in the Annual Report each year.