



Agenda

Appointments and Chief Executive Relationship Committee Meeting

**Wednesday 10 May 2023
at 2.00pm**

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

THE INAUGURAL 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 WEDNESDAY 10 MAY 2023 COMMENCING AT 2.00PM

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

Note: Prior to the 2022 Triennial Elections, the review process for the Chief Executive was completed by the full Council. Following the 2022 Elections, the current Council created a Committee for dealing with the review process. This is the inaugural meeting of that Committee.

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2. Apologies	
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1. Chief Executive Review – Proposed Timetable Amendment	9
2. Chief Executive’s Performance Review for 2022/2023 and Setting of Remuneration for 2023/2024	10
3. Consideration of Public Excluded Items for the purpose of making information public following Council’s decision taking	11
4. Resolution to Re-Open Meeting to the Public	
5. Public Excluded Items to be made public following Council’s decision taking	
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.

Document No: A663946

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



Meeting Date: 23 February 2023

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

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 Executive Relationship Committee, considered and adopted a Terms of Reference for the Committee.
- 2.2 As this is the inaugural meeting of the Committee, it is appropriate that the Terms of Reference be presented to the Committee for noting.
- 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.
- 2.4 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.

Suggested Resolutions

The business paper on Terms of Reference - Appointments and Chief Executive 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 Executive 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: A663913**Report To: Appointments and Chief Executive Relationship Committee****Meeting Date:** 10 May 2023**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.

Note: It is Council's choice whether to consider any of the items listed below in the public or public excluded portion of the meeting.

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 Review – Proposed Timetable Amendment	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 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