



Agenda

Appointments and Chief Executive Relationship Committee Meeting

**Thursday 9 November 2023
at 1.00pm**

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

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 THURSDAY 9 NOVEMBER 2023 COMMENCING AT 1.00PM

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 HIGGIE
MANAGER – GOVERNANCE SUPPORT

ORDER PAPER

| Items of Business | Page No. |
|--|----------|
| 1. Karakia Tuwhera | |
| 2. Apologies | |
| ➢ Councillor Janette Osborne | |
| ➢ Councillor Gavin Todd | |
| 3. Confirmation of Minutes – 10 May 2023 (Public Section only) | 3 – 4 |
| 4. Motion to Exclude the Public | 5 |
| 1. Confirmation of Minutes – 10 May 2023 (Public Excluded Section Only) | 6 |
| 2. Chief Executive's Performance Review (6 Month) | 7 |
| 3. Consideration of Public Excluded Items for the purpose of making information public following Council's decision taking | 8 |
| 4. Resolution to Re-Open Meeting to the Public | |
| 5. Public Excluded Information 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.

**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 WEDNESDAY 10 MAY 2023 AT 2.00PM

PRESENT: Mayor John Robertson, Deputy Mayor Allan Goddard, Council Members Eady Manawaiti, Janene New (via Zoom), Janette Osborne and Gavin Todd

IN ATTENDANCE: Ben Smit, Chief Executive

1. Apologies

Resolution

The apology from Councillor Tasker be received and leave of absence granted.

Robertson/Goddard Carried

2. Terms of Reference – Appointments and Chief Executive Relationship Committee

The Committee considered a business paper presenting the Terms of Reference adopted by Council on 29 November 2022 for the Appointments and Chief Execution Relationship Committee.

The Manager – Governance Support expanded verbally on the business paper and answered Members’ questions.

Resolution

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

Manawaiti/Robertson Carried

3. 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 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 CEO |

- 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/Goddard Carried

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

Resolution

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

1 Chief Executive Review – Proposed Timetable Amendment

This information is not made public.

2 Chief Executive's Performance Review for 2022/2023 and Setting of Remuneration for 2023/2024

Resolutions 1 and 2 only be made public as follows:

Resolution

- 1 The business paper on Chief Executive's Performance Review for 2022/2023 be received.
- 2 The Committee acknowledged the commitment and the performance of the Chief Executive since his appointment on 21 February 2022.

Robertson/Goddard Carried

There being no further business the meeting closed at 4.30pm

Dated this day of 2023

JOHN ROBERTSON
MAYOR

Document No: A695489

Report To: Appointments and Chief Executive Relationship Committee



Meeting Date: 9 November 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.

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 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 | Section 48(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.

MICHELLE HIGGIE

MANAGER – GOVERNANCE SUPPORT