



If calling, please ask for Democratic Services

Chief Executive Employment Review Committee

Tuesday 13 August 2024, 1.00pm

Taumata Kōrero - Committee Room, Greater Wellington Regional Council
100 Cuba St, Te Aro, Wellington

***Quorum:** Three Members*

Members

Councillors

Ken Laban (Chair)

David Bassett (Deputy Chair)

Penny Gaylor

Daran Ponter

Adrienne Staples

Recommendations in reports are not to be construed as Council policy until adopted by Council

Chief Executive Employment Review Committee

1 Purpose

Act for, and advise, Council on matters relating to the employment, performance and remuneration of Council's Chief Executive.

2 Specific responsibilities

- 2.1 Apply Council's Te Tiriti o Waitangi principles when conducting the Committee's business and making decisions.
- 2.2 Negotiate an initial performance agreement, subsequent performance agreements, and variations (as needed) with the Chief Executive, and recommend any performance agreement (or variation) to Council for approval.
- 2.3 Undertake a six-monthly interim review of the Chief Executive's progress against the performance agreement.
- 2.4 Conduct the annual reviews of the Chief Executive's performance and remuneration, and recommend to Council as an outcome of those reviews.
- 2.5 Conduct a review of employment, at the end of the Chief Executive's first term of employment (under clause 35 of Schedule 7 to the Local Government Act 2002) and recommend to Council on whether the Chief Executive should be appointed for a second term or the position declared vacant (under clause 34 of Schedule 7 to the Local Government Act 2002).
- 2.6 Represent Council on any issues that may arise with the Chief Executive's job description, employment agreement, performance agreement, or related matters.
- 2.7 Recommend to Council, for its approval, a recruitment, selection, and appointment process for a Chief Executive.
- 2.8 Oversee any Council-approved recruitment, selection, and appointment process for a Chief Executive (noting that Council must legally make the appointment decision).

3 Members

Five Councillors.

4 Quorum

Three Councillors.

Chief Executive Employment Review Committee

Tuesday, 13 August 2024, 1.00pm

Taumata Kōrero - Committee Room, Greater Wellington Regional Council
100 Cuba St, Te Aro, Wellington

Public Business

No.	Item	Report	Page
1.	Apologies		
2.	Conflict of interest declarations		
3.	Public participation		
4.	Confirmation of the Public minutes of the Chief Executive Employment Review Committee meeting of 11 June 2024	24.326	4
5.	Confirmation of the Restricted Public Excluded minutes of the Chief Executive Employment Review Committee meeting of 11 June 2024	RPE24.327	7

Resolution to Exclude the Public

6.	Resolution to exclude the Public	24.424	9
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Public Excluded Business

7.	Chief Executive performance review for 2023/24	RPE24.344	11
8.	Chief Executive remuneration review for 2023/24	RPE24.345	45



Please note that these minutes remain unconfirmed until the Chief Executive Employment Review Committee meeting on 13 August 2024.

Report 24.326

Public minutes of the Chief Executive Employment Review Committee meeting on Tuesday, 11 June 2024

Committee Room, Greater Wellington Regional Council
100 Cuba Street, Te Aro, Wellington at 1.06pm.

Members Present

Councillor Laban (Chair)
Councillor Bassett
Councillor Staples
Councillor Ponter

Councillor Staples participated at this meeting remotely via Microsoft Teams and counted for the purpose of the quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002.

The Chair commenced the meeting with a karakia timatanga.

Public Business

1. Apologies

Moved: Cr Bassett / Cr Ponter

That the Committee accepts the apology for absence from Cr Gaylor.

The motion was **carried**

2. Declarations of conflicts of interest

There were no declarations of conflicts of interest.

3. Public participation

There was no public participation.

4. Public minutes of the Chief Executive Employment Review Committee meeting of 13 February 2024 - Report 24.70

Moved: Cr Bassett / Cr Ponter

That the Committee confirms the Public minutes of the Chief Executive Employment Review Committee meeting of 13 February 2024 – Report 24.70.

The motion was **carried**.

5. Restricted Public Excluded minutes of the Chief Executive Employment Review Committee meeting of 13 February 2024 - Report RPE24.71

Moved: Cr Ponter / Cr Bassett

That the Committee confirms the Restricted Public Excluded minutes of the Chief Executive Employment Review Committee meeting of 13 February 2024 – Report RPE24.71.

The motion was **carried**.

6. Resolution to exclude the public – Report 24.305

Moved: Cr Staples/Cr Bassett

That the Committee excludes the public from the following part of the proceedings of this meeting, namely:

Draft Chief Executive performance indicators for 2024/25 – Report RPE24.304

The general subject of each matter to be considered while the public is excluded, the reasons 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 (the Act) for the passing of this resolution are as follows:

Draft Chief Executive performance indicators for 2024/25 – Report RPE24.304	
<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
This report contains information relating to the current Chief Executive’s performance agreement. Release of this information would prejudice the privacy of the Chief Executive, by disclosing information pertaining to the employment relationship between the Chief Executive and the Council.	The public conduct of this part of the meeting is excluded as per section 7(2)(a) of the Act (to protect the privacy of natural persons, including that of deceased natural persons).

<p>Greater Wellington Regional Council has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override the Chief Executive's privacy.</p>	
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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 or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public.

The motion was **carried**.

The public part of the meeting closed at 1.07pm.

Cr K Laban
(Chair)

Date:



The matters referred to in these minutes were considered by the Chief Executive Employment Review Committee on 11 June 2024 in Public Excluded business. These minutes do not require confidentiality and may be considered in the public part of the meeting.

Please note that these minutes remain unconfirmed until the Chief Executive Employment Review Committee meeting on 13 August 2024.

Report RPE24.327

Restricted Public Excluded minutes of the Chief Executive Employment Review Committee meeting on Tuesday, 11 June 2024

Committee Room, Greater Wellington Regional Council
100 Cuba Street, Te Aro, Wellington at 1.07pm.

Members Present

Councillor Laban (Chair)
Councillor Bassett
Councillor Ponter
Councillor Staples

Councillor Staples participated at this meeting remotely via Microsoft Teams and counted for the purpose of the quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002.

1. Draft Chief Executive performance indicators for 2024/25 – Report RPE24.304

Moved: Cr Ponter / Cr Bassett

That the Committee recommends the draft 2024/25 Chief Executive performance indicators to Council for approval.

The motion was **carried**.

The Chair closed the meeting with a karakia whakamutunga.

The Restricted Public Excluded part of the meeting closed at 1.59pm.

Cr K Laban
(Chair)

Date:



**Chief Executive Employment Review Committee
13 August 2024
Report 24.424**

For Decision

RESOLUTION TO EXCLUDE THE PUBLIC

That the Council excludes the public from the following parts of the proceedings of this meeting, namely:

1. Chief Executive performance review for 2023/24 - Report RPE24.344
2. Chief Executive remuneration review for 2023/24 - Report RPE24.345

The general subject of each matter to be considered while the public is excluded, the reasons 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 (the Act) for the passing of this resolution are as follows:

Chief Executive performance review for 2023/24 – Report RPE24.344	
<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
<p>This report contains information relating to the current Chief Executive’s full year performance review. Release of this information would prejudice the privacy of the Chief Executive, by disclosing information pertaining to the employment relationship between the Chief Executive and the Council.</p> <p>Greater Wellington has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override the Chief Executive’s privacy.</p>	<p>The public conduct of this part of the meeting is excluded as per section 7(2)(a) of the Act (to protect the privacy of natural persons, including that of deceased natural persons).</p>

Chief Executive remuneration review for 2023/24 – Report RPE24.345	
<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
<p>This report contains information relating to the current Chief Executive’s full year remuneration review. Release of this information would prejudice the privacy of the Chief Executive, by disclosing information pertaining to the employment relationship between the Chief Executive and the Council.</p> <p>Greater Wellington has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override the Chief Executive’s privacy.</p>	<p>The public conduct of this part of the meeting is excluded as per section 7(2)(a) of the Act (to protect the privacy of natural persons, including that of deceased natural persons).</p>

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 or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public.