

**ORDINARY MEETING**

**OF**

**CEO PERFORMANCE REVIEW COMMITTEE**

**AGENDA**

Time: 1:30pm  
Date: Tuesday, 30 April 2019  
Venue: Mayor's Reception Room  
Level 8  
113 The Terrace  
Wellington

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**MEMBERSHIP**

Mayor Lester  
Councillor Calvert  
Councillor Day (Chair)  
Councillor Fitzsimons  
Councillor Foster  
Councillor Pannett

**Have your say!**

*You can make a short presentation to the Councillors at this meeting. Please let us know by noon the working day before the meeting. You can do this either by phoning 04-803-8334, emailing [public.participation@wcc.govt.nz](mailto:public.participation@wcc.govt.nz) or writing to Democracy Services, Wellington City Council, PO Box 2199, Wellington, giving your name, phone number, and the issue you would like to talk about.*

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## **AREA OF FOCUS**

The CEO Performance Review Committee will have responsibility for the effective monitoring of the Chief Executive Officer's performance and has the authority to undertake the annual remuneration review. The Committee also has the role of undertaking any review for the purposes of clause 35 schedule 7 LGA 2002, making a recommendation under clause 34 schedule 7 LGA 2002, and (if applicable) undertaking any recruitment and selection process, for recommendation to the Council.

**Quorum:** 3 members

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## 1. Meeting Conduct

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### 1.1 Apologies

The Chairperson invites notice from members of apologies, including apologies for lateness and early departure from the meeting, where leave of absence has not previously been granted.

### 1.2 Conflict of Interest Declarations

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

### 1.3 Confirmation of Minutes

The minutes of the meeting held on 26 February 2019 will be put to the CEO Performance Review Committee for confirmation.

### 1.4 Items not on the Agenda

The Chairperson will give notice of items not on the agenda as follows.

***Matters Requiring Urgent Attention as Determined by Resolution of the CEO Performance Review Committee.***

The Chairperson shall state to the meeting:

1. The reason why the item is not on the agenda; and
2. The reason why discussion of the item cannot be delayed until a subsequent meeting.

The item may be allowed onto the agenda by resolution of the CEO Performance Review Committee.

***Minor Matters relating to the General Business of the CEO Performance Review Committee.***

The Chairperson shall state to the meeting that the item will be discussed, but no resolution, decision, or recommendation may be made in respect of the item except to refer it to a subsequent meeting of the CEO Performance Review Committee for further discussion.

### 1.5 Public Participation

A maximum of 60 minutes is set aside for public participation at the commencement of any meeting of the Council or committee that is open to the public. Under Standing Order 3.23.3 a written, oral or electronic application to address the meeting setting forth the subject, is required to be lodged with the Chief Executive by 12.00 noon of the working day prior to the meeting concerned, and subsequently approved by the Chairperson.

Requests for public participation can be sent by email to [public.participation@wcc.govt.nz](mailto:public.participation@wcc.govt.nz), by post to Democracy Services, Wellington City Council, PO Box 2199, Wellington, or by phone at 04 803 8334, giving the requester's name, phone number and the issue to be raised.



## 2. Public Excluded

### Recommendation

That the CEO Performance Review Committee:

1. Pursuant to the provisions of the Local Government Official Information and Meetings Act 1987, exclude the public from the following part of the proceedings of this meeting namely:

| General subject of the matter to be considered                    | Reasons for passing this resolution in relation to each matter   | Ground(s) under section 48(1) for the passing of this resolution  |
|---|--|---|
| 2.1 CEO's 12 Month Performance Review and CEO Recruitment Process | 7(2)(a)<br>The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person. | s48(1)(a)<br>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7. |