#### ORDINARY MEETING

**OF** 

### **CEO PERFORMANCE REVIEW COMMITTEE**

#### **AGENDA**

Time: 11:30 am

Date: Friday, 8 November 2019 Venue: Mayor's Reception Room

> Level 8, Tahiwi 113 The Terrace Wellington

#### **MEMBERSHIP**

Councillor Calvert (Chair)
Deputy Mayor Free
Councillor Day
Councillor Fitzsimons
Councillor Young

#### 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 <a href="mailto:public.participation@wcc.govt.nz">public.participation@wcc.govt.nz</a> 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.

## CEO PERFORMANCE REVIEW COMMITTEE 8 NOVEMBER 2019

Absolutely Positively **Wellington** City Council

Me Heke Ki Põneke

### **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

# **TABLE OF CONTENTS 8 NOVEMBER 2019**

Bus	Business Page No.		
1.	Meeting Conduct	5	
	1.1 Apologies	5	
	1. 2 Conflict of Interest Declarations	5	
	1. 3 Confirmation of Minutes	5	
	1. 4 Items not on the Agenda	5	
	1. 5 Public Participation	5	
2.	Public Excluded	7	
	2.1 Shortlisting of Candidates for Wellington City Council Chief Executive Position	7	

#### 1. Meeting Conduct

#### 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 18 September 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 <a href="mailto:public.participation@wcc.govt.nz">public.participation@wcc.govt.nz</a>, 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.

# CEO PERFORMANCE REVIEW COMMITTEE 8 NOVEMBER 2019

Absolutely Positively **Wellington** City Council Me Heke Ki Pōneke

#### 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	Shortlisting of Candidates for Wellington City Council Chief Executive Position	7(2)(a) The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	s48(1)(a) 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.