



**SOUTH WAIRARAPA  
DISTRICT COUNCIL**

*Kia Reretahi Tātau*

# **AGENDA**

## **CEO Employment Committee Meeting Wednesday, 30 July 2025**

**I hereby give notice that a CEO Employment Committee Meeting will be held on:**

**Date: Wednesday, 30 July 2025**

**Time: 12:00 pm**

**Location: Supper Room, Waihinga Centre, Texas Street  
Martinborough**

**Stefan Corbett  
Group Manager, Corporate Services**



**Order Of Business**

<b>1</b>	<b>Karakia Timatanga – Opening .....</b>	<b>4</b>
<b>2</b>	<b>Apologies .....</b>	<b>4</b>
<b>3</b>	<b>Conflicts of Interest .....</b>	<b>4</b>
<b>4</b>	<b>Urgent Business.....</b>	<b>4</b>
<b>5</b>	<b>Confirmation of Minutes .....</b>	<b>5</b>
5.1	Minutes of the CEO Employment Committee Meeting held on 6 March 2024.....	5
5.2	Minutes of the CEO Employment Committee Meeting held on 16 October 2024.....	8
<b>6</b>	<b>PUBLIC EXCLUDED Business .....</b>	<b>11</b>
6.1	Public Excluded Minutes of the CEO Employment Committee Meeting held on 6 March 2024.....	11
6.2	Public Excluded Minutes of the CEO Employment Committee Meeting held on 16 October 2024.....	11
6.3	CEO KPI Tracking- June (13 months) .....	11
6.4	Performance Review .....	12
6.5	Chairperson's Report - Chief Executive Officer's Performance Review .....	12
<b>7</b>	<b>Karakia Whakamutunga – Closing.....</b>	<b>13</b>

**1 KARAKIA TIMATANGA – OPENING**

Kia hora te marino  
Kia whakapapa pounamu te moana  
Hei huarahi mā tātou i te rangi nei  
Aroha atu, aroha mai  
Tātou i ā tātou katoa  
Hui ē! Tāiki ē!

May peace be widespread  
May the seas be like greenstone  
A pathway for us all this day  
Let us show respect for each other  
For one another  
Bind us all together!

**2 APOLOGIES****3 CONFLICTS OF INTEREST****4 URGENT BUSINESS**

## **5 CONFIRMATION OF MINUTES**

### **5.1 MINUTES OF THE CEO EMPLOYMENT COMMITTEE MEETING HELD ON 6 MARCH 2024**

**Author:** Amy Andersen, Lead Advisor, Democracy and Committees

**File Number:** N/A

#### **RECOMMENDATIONS**

1. That the minutes of the CEO Employment Committee meeting held on 6 March 2024 are confirmed as a true and correct record.
- 2.

#### **APPENDICES**

**Appendix 1** Minutes of the CEO Employment Committee held on 6 March 2024



## CEO Employment Committee Meeting Minutes 6 March 2024

<b>Present:</b>	Councillor Kaye McAulay (Chair), Deputy Mayor Melissa Sadler Futter and Councillor Aidan Ellims.
<b>Apologies:</b>	Mayor Martin Connelly.
<b>In Attendance:</b>	Amy Andersen (Committee Advisor).
<b>Conduct of Business:</b>	This meeting was held in the Supper Room, Waihinga Centre, 62 Texas Street, Martinborough and via audio-visual conference, commencing at 9:06am. The meeting was held under public excluded provisions where noted from 9:07am to 9:58am.

### A. Open Section

- A1. Karakia timatanga – opening**  
Cr McAulay opened the meeting.
- A2. Apologies**  
Members noted Mayor Connelly's leave of absence.
- A3. Conflicts of interest**  
There were no conflicts of interest.
- A4. Extraordinary business**  
There was no extraordinary business.

### B. Public Excluded

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

Report/General Subject Matter	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
Establishing procedure for setting Chief Executive KPI's	Good reason to withhold exists under section 7(2)(a)	Section 48(1)(a)
Consultant to CEO Employment Committee - contract renewal decision	Good reason to withhold exists under section 7(2)(h)	Section 48(1)(a)

### **DISCLAIMER**

*Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness*

Page 1

This resolution (CEO2024/01) 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 public are as follows:

Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.	Section 7(2)(a)
The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Section 7(2)(h)

(Moved Deputy Mayor Sadler-Futter/Seconded Cr Ellims)

Carried

**B1. Establishing procedure for setting Chief Executive KPI's / Consultant to CEO Employment Committee - contract renewal decision**

**C. Karakia whakamutunga - closing**

Cr McAulay closed the meeting.

The meeting closed at 9:58am.

**Confirmed as a true and correct record**

.....(Chair)

.....(Date)

**DISCLAIMER**

*Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness*

Page 2

**5.2 MINUTES OF THE CEO EMPLOYMENT COMMITTEE MEETING HELD ON 16 OCTOBER 2024**

**Author:** Amy Andersen, Lead Advisor, Democracy and Committees

**File Number:** N/A

**RECOMMENDATIONS**

1. That the minutes of the CEO Employment Committee meeting held on 16 October 2024 are confirmed as a true and correct record.

**APPENDICES**

**Appendix 1 Minutes of the CEO Employment Committee meeting held on 16 October 2024**





## CEO Employment Committee Meeting Minutes 16 October 2024

---

<b>Present:</b>	Councillor Kaye McAulay (Chair), Mayor Martin Connelly, Deputy Mayor Melissa Sadler Futter and Councillor Aidan Ellims.
<b>Apologies:</b>	For open section and item 5.2 only: Janice Smith, Chief Executive. For open section only: Amy Andersen (Lead Advisor, Democracy and
<b>In Attendance:</b>	Committees).
<b>Conduct of Business:</b>	This meeting was held in the Supper Room, Waihinga Centre, 62 Texas Street, Martinborough and via audio-visual conference, commencing at 9:08am. The meeting was held under public excluded provisions where noted from 9:10am to 11:20am.

---

### Open Section

1. **Karakia timatanga – opening**  
All in attendance opened the meeting.
2. **Apologies**  
There were no apologies
3. **Conflicts of interest**  
There were no conflicts of interest.
4. **Urgent business**  
There was no extraordinary business.

### 5. Public Excluded

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

Report/General Subject Matter	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution	Plain English reason for passing this resolution in relation to each matter
Variation to Contract	7(2)(a) - the withholding of the information is necessary to	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be	To protect information relating to personal
Chief Executive - Performance Review / KPIs Progress Summary			

### **DISCLAIMER**

*Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness*

Page 1

Report/General Subject Matter	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution	Plain English reason for passing this resolution in relation to each matter
Chief Executive - Annual Salary Review	protect the privacy of natural persons, including that of deceased natural persons.	likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7	employment.

(Moved Cr Ellims / Seconded Deputy Mayor Sadler-Futter)

Carried

#### **Item Moved**

#### **5.2 Chief Executive - Performance Review / KPIs Progress Summary**

Meeting adjourned at 10:10am.

Meeting resumed at 10:20am.

#### **Item Moved**

#### **5.3 Chief Executive - Annual Salary Review**

##### **5.1 Variation to Contract**

#### **C. Karakia whakamutunga - closing**

All in attendance closed the meeting.

The meeting closed at 11:20am.

#### **Confirmed as a true and correct record**

.....(Chair)

.....(Date)

#### **DISCLAIMER**

*Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness*

Page 2

## 6 PUBLIC EXCLUDED BUSINESS

### RESOLUTION TO EXCLUDE THE PUBLIC

#### RECOMMENDATIONS

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution	Plain English reason for passing this resolution in relation to each matter
<b>6.1 - Public Excluded Minutes of the CEO Employment Committee Meeting held on 6 March 2024</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7	Relates to reports and discussions on personal employment details and issues.
<b>6.2 - Public Excluded Minutes of the CEO Employment Committee Meeting held on 16 October 2024</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7	Relates to reports and discussion regarding personal employment details and issues.
<b>6.3 - CEO KPI Tracking- June (13 months)</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7	Relates to information about personal employment.

<b>6.4 - Performance Review</b>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>	Review of CEO Performance
<b>6.5 - Chairperson's Report - Chief Executive Officer's Performance Review</b>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>	Relates to matters regarding the CEO's personal employment details.

**7 KARAKIA WHAKAMUTUNGA – CLOSING**

Kua mutu ā mātou mahi  
Mō tēnei wā  
Manaakitia mai mātou katoa  
O mātou hoa  
O mātou whānau  
Aio ki te Aorangi

Our work is finished  
For the moment  
Blessing upon us all  
Our friends  
Our families  
Peace to the Universe