



**SOUTH WAIRARAPA
DISTRICT COUNCIL**

Kia Reretahi Tātau

AGENDA

Extraordinary CEO Employment Committee Meeting

Wednesday, 20 August 2025

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

Date: Wednesday, 20 August 2025

Time: 2:30 pm

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

**Stefan Corbett
Group Manager, Corporate Services**

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- 1 KARAKIA TIMATANGA – OPENING**
- 2 APOLOGIES**
- 3 CONFLICTS OF INTEREST**
- 4 ACKNOWLEDGEMENTS AND TRIBUTES**
- 5 URGENT BUSINESS**

6 CONFIRMATION OF MINUTES

6.1 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.

APPENDICES

Appendix 1 CEO Employment Committee Meeting minutes 6 March 2024



CEO Employment Committee Meeting Minutes 6 March 2024

Present:	Councillor Kaye McAulay (Chair), Deputy Mayor Melissa Sadler Futter and Councillor Aidan Ellims.
Apologies:	Mayor Martin Connelly.
In Attendance:	Amy Andersen (Committee Advisor).
Conduct of Business:	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

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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

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6.2 MINUTES OF THE CEO EMPLOYMENT COMMITTEE MEETING HELD ON 30 JULY 2025

Author: Amy Andersen, Lead Advisor, Democracy and Committees

Authoriser: Stefan Corbett, Group Manager, Corporate Services

File Number: N/A

RECOMMENDATIONS

1. That the minutes of the CEO Employment Committee meeting held on 30 July 2025 are confirmed as a true and correct record.

APPENDICES

Appendix 1 Minutes of the CEO Employment Committee Meeting held on 30 July 2025

**MINUTES OF SOUTH WAIRARAPA DISTRICT COUNCIL
CEO EMPLOYMENT COMMITTEE MEETING
HELD AT THE SUPPER ROOM, WAIHINGA CENTRE, TEXAS STREET, MARTINBOROUGH
ON WEDNESDAY, 30 JULY 2025 AT 11:30 AM**

PRESENT: Cr Kaye McAulay (Chair), Cr Martin Bosley and Mayor Martin Connelly.

APOLOGIES: Cr Aidan Ellims.

IN ATTENDANCE: For items 1-6.4: Janice Smith (Chief Executive Officer)
For items 1-5 only: Amy Andersen (Lead Advisor, Democracy and Committees).

CONDUCT OF BUSINESS: This meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough. The meeting was held in public under the above provisions from 12:00pm to 1:25pm except where expressly noted.

OPEN SECTION

1 KARAKIA TIMATANGA – OPENING

All in attendance opened the meeting.

2 APOLOGIES

2.1 APOLOGIES

COMMITTEE RESOLUTION CEC2025/06

Moved: Mayor M Connelly

Seconded: Cr M Bosley

To accept apologies from Cr Ellims.

CARRIED

3 CONFLICTS OF INTEREST

No interests were disclosed relating to items on the agenda or interests not already recorded on a relevant register.

4 URGENT BUSINESS

There was no urgent business.

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

This set of minutes were unable to be confirmed due to abstentions / changes in committee members over time – will be sent to a meeting to be scheduled on 13 August after Council.

5.2 MINUTES OF THE CEO EMPLOYMENT COMMITTEE MEETING HELD ON 16 OCTOBER 2024**COMMITTEE RESOLUTION CEC2025/07**

Moved: Mayor M Connelly

Seconded: Cr K McAulay

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

CARRIED

6 PUBLIC EXCLUDED BUSINESS**RESOLUTION TO EXCLUDE THE PUBLIC****COMMITTEE RESOLUTION CEC2025/08**

Moved: Mayor M Connelly

Seconded: Cr M Bosley

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
6.1 - Public Excluded Minutes of the CEO Employment Committee Meeting held on 6 March 2024	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	Relates to reports and discussions on personal employment details and issues.

		under section 6 or section 7	
6.2 - Public Excluded Minutes of the CEO Employment Committee Meeting held on 16 October 2024	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.
6.3 - CEO KPI Tracking- June (13 months)	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.
6.4 - Performance Review	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority	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	Review of CEO Performance
6.5 - Chairperson's Report - Chief Executive Officer's Performance Review	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 matters regarding the CEO's personal employment details.
CARRIED			

7 KARAKIA WHAKAMUTUNGA – CLOSING

All in attendance closed the meeting with a karakia.

The meeting closed at 1:25pm.

Confirmed as a true and correct record.

..... (Chair)

..... (Date)

7 PUBLIC EXCLUDED BUSINESS

RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATIONS

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7.1 - Public Excluded Minutes of the CEO Employment Committee Meeting held on 6 March 2024	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	Refers to personal employment details
7.2 - Public Excluded Minutes of the CEO Employment Committee Meeting held on 30 July 2025	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 personal employment details.

8 KARAKIA WHAKAMUTUNGA – CLOSING