

## Notice of Meeting:

I hereby give notice that an ordinary meeting of CE Review Committee will be held on:

**Date:** Wednesday 2 October 2024  
**Time:** 10:30 am  
**Meeting Room:** Elected Members Meeting Room and Audio-Visual Link  
**Venue:** Municipal Building, Garden Place, Hamilton

Lance Vervoort  
Chief Executive

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## CE Review Committee

### *Komiti kaiwhakahaere matua*

## OPEN AGENDA

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#### Membership

**Chairperson** Mayor Paula Southgate  
*Heamana*

**Deputy Chairperson** Deputy Mayor Angela O’Leary  
*Heamana Tuarua*

**Members** Cr Tim Macindoe  
Cr Moko Tauariki  
Cr Ewan Wilson  
Cr Maxine van Oosten

**Meeting Frequency:** As required

**Quorum:** Three members

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Amy Viggers  
*Mana Whakahaere*  
Governance Lead

**23 September 2024**

Telephone: 07 838 6699  
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**Purpose and Terms of Reference:**

1. To review the Chief Executive's performance and make recommendations to the Council about all matters relating to the employment of the Chief Executive and the Chief Executive's employment agreement.

**The Committee is delegated the following recommendatory powers:**

- The Committee has no decision-making powers.
- The Committee must make recommendations to Council on all matters relating to the employment of the Chief Executive, including performance measures and remuneration.

**Special Notes:**

- The Committee may request expert advice through the Governance Manager when necessary.

ITEM	TABLE OF CONTENTS	PAGE
1	Apologies – <i>Tono aroha</i>	4
2	Confirmation of Agenda – <i>Whakatau raarangi take</i>	4
3	Declarations of Interest – <i>Tauaakii whaipanga</i>	4
4	Public Forum – <i>Aatea koorero</i>	4
5	Confirmation of the CE Review Committee Open Minutes 12 June 2024	5
6	Resolution to Exclude the Public	8

**1 Apologies – *Tono aroha***

**2 Confirmation of Agenda – *Whakatau raarangi take***

The Committee to confirm the agenda.

**3 Declaration of Interest – *Tauaakii whaipaaanga***

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

**4 Public Forum – *Aatea koorero***

As per Hamilton City Council's Standing Orders, a period of up to 30 minutes has been set aside for a public forum. Each speaker during the public forum section of this meeting may speak for five minutes or longer at the discretion of the Chair.

Please note that the public forum is to be confined to those items falling within the terms of the reference of this meeting.

Speakers will be put on a Public Forum speaking list on a first come first served basis in the Council Chamber prior to the start of the Meeting. A member of the Council Governance Team will be available to co-ordinate this. As many speakers as possible will be heard within the allocated time.

If you have any questions regarding Public Forum please contact Governance by telephoning 07 838 6699.

# Council Report

Item 5

**Committee:** Chief Executive Review Committee

**Date:** 02 October 2024

**Author:** Amy Viggers

**Authoriser:** Amy Viggers

**Position:** Governance Lead

**Position:** Governance Lead

**Report Name:** Confirmation of the CE Review Committee Open Minutes 12 June 2024

<b>Report Status</b>	<i>Open</i>
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## Staff Recommendation - *Tuutohu-aa-kaimahi*

That the CE Review Committee confirm the Open Minutes of the CE Review Committee Meeting held on 12 June 2024 as a true and correct record.

## Attachments - *Ngaa taapirihanga*

Attachment 1 - CE Review Committee Open Unconfirmed Minutes 12 June 2024



Chief Executive Review Committee  
*Komiti Kaiwharahaera Matua*  
OPEN MINUTES

Minutes of a meeting of the Chief Executive Review Committee held in Elected Members Meeting Room Level 9, Municipal Building, Garden Place, Hamilton on Wednesday 12 June 2024 at 8.02am.

PRESENT

<b>Deputy Chairperson</b> <i>Heamana Tuarua</i>	Deputy Mayor Angela O’Leary
<b>Members</b>	Cr Tim Macindoe Cr Ewan Wilson
<b>In Attendance</b>	Lance Vervoort – Chief Executive Greg Tims – Consultant Amy Viggers – Governance Lead

*Deputy Mayor O’Leary assumed the role of Chair.*

- Apologies – Tono aroha**  
**Resolved:** (Deputy Mayor O’Leary/Cr Macindoe)  
That the apologies for absence from Cr Tauriki, and for lateness from Mayor Southgate and Cr van Oosten are accepted.
- Confirmation of Agenda – Whakatau raarangi take**  
**Resolved:** (Deputy Mayor O’Leary/Cr Macindoe)  
That the agenda is confirmed.
- Declarations of Interest – Tauaakii whaipaaanga**  
No members of the Council declared a Conflict of Interest.
- Public Forum**  
No members of the public wished to speak.
- Confirmation of the CE Review Committee Open Unconfirmed Minutes 25 September 2023**  
**Resolved:** (Deputy Mayor O’Leary/Cr Wilson)  
That the CE Review Committee confirm the Open Minutes of the CE Review Committee Meeting held on 25 September 2023 as a true and correct record.
- Resolution to Exclude the Public**  
**Resolved:** (Deputy Mayor O’Leary/Cr Wilson)  
**Section 48, Local Government Official Information and Meetings Act 1987**  
The following motion is submitted for consideration:

That the public be excluded from the following parts of the proceedings of this meeting, namely consideration of the public excluded agenda.

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 follows.

General subject of each 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
C1. Confirmation of the CE Review Committee Public Excluded Unconfirmed Minutes 25 September 2023	) Good reason to withhold ) information exists under ) Section 7 Local Government ) Official Information and ) Meetings Act 1987 )	Section 48(1)(a)
C2. CE Review Committee Workshop Notes 13 Febraury 2024		
C3. CE's Draft 2025 KPI's		

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 which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

Item C1.	to protect the privacy of natural persons	Section 7 (2) (a)
Item C2.	to protect the privacy of natural persons	Section 7 (2) (a)
Item C3.	to protect the privacy of natural persons	Section 7 (2) (a)

**The meeting moved to the Public Excluded session at 8.04am.**

**The meeting was declared closed at 9.11am.**

## Resolution to Exclude the Public

### Section 48, Local Government Official Information and Meetings Act 1987

The following motion is submitted for consideration:

That the public be excluded from the following parts of the proceedings of this meeting, namely consideration of the public excluded agenda.

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 follows.

General subject of each 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
C1. Confirmation of the CE Review Committee Public Excluded Minutes 12 June 2024	) Good reason to withhold ) information exists under ) Section 7 Local Government ) Official Information and ) Meetings Act 1987	Section 48(1)(a)
C2. CE's KPIs 2023-24 End of Year review		
C3. Consultant's Report to the CEs End of Year review 2023-24		

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 which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

Item C1.	to prevent the disclosure or use of official information for improper gain or improper advantage	Section 7 (2) (j)
Item C2.	to protect the privacy of natural persons to prevent the disclosure or use of official information for improper gain or improper advantage	Section 7 (2) (a) Section 7 (2) (j)
Item C3.	to protect the privacy of natural persons to prevent the disclosure or use of official information for improper gain or improper advantage	Section 7 (2) (a) Section 7 (2) (j)