

**Chief Executive Performance and Employment  
Committee  
AGENDA**

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**Notice of Meeting:**

An ordinary meeting of the Chief Executive Performance and Employment Committee will be held on:

**Date:** Friday 1 July 2022  
**Time:** 8am  
**Venue:** Committee Room 1, Civic Offices,  
53 Hereford Street, Christchurch

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**Membership**

Chairperson	Mayor Lianne Dalziel
Deputy Chairperson	Deputy Mayor Andrew Turner
Members	Councillor James Gough

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**28 June 2022**

**Principal Advisor**

Helen White  
Head of Legal & Democratic Services  
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Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. If you require further information relating to any reports, please contact the person named on the report.

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# Developing Resilience in the 21st Century

Strategic Framework

Whiria ngā whenu o ngā papa,  
honoa ki te maurua tāukiuki

Bind together the strands of each mat and join together with the seams of respect and reciprocity

## Ōtautahi–Christchurch is a city of opportunity for all

Open to new ideas, new people and new ways of doing things – a city where anything is possible

### Principles

<p>Being open, transparent and democratically accountable</p> <p>Promoting equity, valuing diversity and fostering inclusion</p>	<p>Taking an inter-generational approach to sustainable development, prioritising the social, economic and cultural wellbeing of people and communities and the quality of the environment, now and into the future</p>	<p>Building on the relationship with Te Rūnanga o Ngāi Tahu and the Te Hononga–Council Papatipu Rūnanga partnership, reflecting mutual understanding and respect</p>	<p>Actively collaborating and co-operating with other local, regional and national organisations</p> <p>Ensuring the diversity and interests of our communities across the city and the district are reflected in decision-making</p>
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### Community Outcomes

<p><b>Resilient communities</b></p> <p>Strong sense of community Active participation in civic life Safe and healthy communities Celebration of our identity through arts, culture, heritage, sport and recreation Valuing the voices of all cultures and ages (including children)</p>	<p><b>Liveable city</b></p> <p>Vibrant and thriving city centre Sustainable suburban and rural centres A well connected and accessible city promoting active and public transport Sufficient supply of, and access to, a range of housing 21st century garden city we are proud to live in</p>	<p><b>Healthy environment</b></p> <p>Healthy water bodies High quality drinking water Unique landscapes and indigenous biodiversity are valued and stewardship exercised Sustainable use of resources and minimising waste</p>	<p><b>Prosperous economy</b></p> <p>Great place for people, business and investment An inclusive, equitable economy with broad-based prosperity for all A productive, adaptive and resilient economic base Modern and robust city infrastructure and community facilities</p>
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### Strategic Priorities

<p><b>Enabling active and connected communities to own their future</b></p>	<p><b>Meeting the challenge of climate change through every means available</b></p>	<p><b>Ensuring a high quality drinking water supply that is safe and sustainable</b></p>	<p><b>Accelerating the momentum the city needs</b></p>	<p><b>Ensuring rates are affordable and sustainable</b></p>
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### Ensuring we get core business done while delivering on our Strategic Priorities and achieving our Community Outcomes

<p>Engagement with the community and partners</p>	<p>Strategies, Plans and Partnerships</p>	<p>Long Term Plan and Annual Plan</p>	<p>Our service delivery approach</p>	<p>Monitoring and reporting on our progress</p>
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**CHIEF EXECUTIVE PERFORMANCE AND EMPLOYMENT COMMITTEE - TERMS OF REFERENCE NGĀ  
ĀRAHINA MAHINGA**

<b>Chair</b>	The Mayor
<b>Deputy Chair</b>	Deputy Mayor Turner
<b>Membership</b>	Councillor Gough
<b>Quorum</b>	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
<b>Meeting Cycle</b>	Quarterly and as required
<b>Reports To</b>	Council

**Purpose**

The purpose of the Committee is to enable the Council to meet its good employer obligations to its Chief Executive. These obligations, as well as those of the Chief Executive, are set out in the Local Government Act 2002, in employment law generally and in the Chief Executive's employment agreement.

**Areas of Focus**

The Committee acts for and advises the Council on all matters relating to the Chief Executive's employment including recruitment, remuneration, performance and relationship management.

**Responsibilities and Delegations**

- Recommend to Council for approval when required, a recruitment, selection and appointment process for a Chief Executive
- Oversee within the Council agreed process, Chief Executive recruitment and selection, and recommend candidates and proposed remuneration to Council for approval
- Conduct and complete a review of employment at least 6 months prior to the end of the Chief Executive's first term of employment (LGA 2002, Sch7, cl35) and recommend to Council whether or not the Chief Executive should be appointed for a second term of up to two years or that the position be declared vacant (LGA2002, Sch7, cl34)
- Negotiate an initial performance agreement, subsequent agreements and any variations with the Chief Executive and recommend to Council for approval
- Provide feedback and support to the Chief Executive and undertake performance reviews, all consistent with the process and timeline in the relevant performance agreement
- Report the outcome of the annual review of the Chief Executive's performance and make recommendations to Council on the outcome of that review for approval
- Review the Chief Executive's remuneration and package in accordance with the employment agreement and make recommendations to the Council for approval
- Provide updates on issues and progress to Council at other times and on request
- Engage relevant external advice including independent legal advice to assist the Committee with all or any of the matters within its delegations ensuring that such advisors are not otherwise contracted to Council for similar services
- Agree with the Chief Executive how the administration needs of the Committee will be met.

**Limitations**

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The power to appoint a Chief Executive is one that is reserved for the Council to make and cannot be delegated (LGA 2002, Sch7, cl 32(1)(e)). The power to adopt a remuneration and employment policy also cannot be delegated by Council (LGA2002, Sch7, cl32(1)(h)).

*Note:*

*The following responsibility is removed from the Committee TOR and by default will now be a Council responsibility:*

*Council remuneration and employment policy including the living wage*

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Part A	Matters Requiring a Council Decision
Part B	Reports for Information
Part C	Decisions Under Delegation

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## **1. Apologies Ngā Whakapāha**

At the close of the agenda no apologies had been received.

## **2. Declarations of Interest Ngā Whakapuaki Aronga**

Members are reminded of the need to be vigilant and 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.

### 3. Resolution to Exclude the Public

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*Section 48, Local Government Official Information and Meetings Act 1987.*

I move that the public be excluded from the following parts of the proceedings of this meeting, namely items listed overleaf.

Reason for passing this resolution: good reason to withhold exists under section 7.

Specific grounds under section 48(1) for the passing of this resolution: Section 48(1)(a)

#### **Note**

Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

- “(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof):
- (a) Shall be available to any member of the public who is present; and
  - (b) Shall form part of the minutes of the local authority.”

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 are as follows:

ITEM NO.	GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	SECTION	SUBCLAUSE AND REASON UNDER THE ACT	PLAIN ENGLISH REASON	WHEN REPORTS CAN BE RELEASED
4.	ANNUAL REVIEW PROCESS	S7(2)(A)	PROTECTION OF PRIVACY OF NATURAL PERSONS	THIS REPORT RELATES TO THE CHIEF EXECUTIVE AND HER EMPLOYMENT AGREEMENT.	WHEN IN THE VIEW OF THE HEAD OF LEGAL & DEMOCRATIC SERVICES, THE GROUNDS FOR WITHOLDING THE REPORT NO LONGER APPLY.