

## Notice of Meeting:

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

**Date:** Tuesday 6 September 2022  
**Time:** 9.30am  
**Meeting Room:** Mayor's Boardroom 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 Geoff Taylor  
*Heamana Tuarua*

**Members** Cr Rob Pascoe  
Cr Ewan Wilson  
Cr Maxine van Oosten  
Cr Mark Bunting

**Meeting Frequency:** As required

**Quorum:** Three members

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Amy Viggers  
*Mana Whakahaere*  
Governance

**30 August 2022**

Telephone: 07 838 6727  
Amy.Viggers@hcc.govt.nz  
www.hamilton.govt.nz

**Purpose and Terms of Reference:**

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.

<b>ITEM</b>	<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
<b>1</b>	<b>Apologies – <i>Tono aroha</i></b>	<b>4</b>
<b>2</b>	<b>Confirmation of Agenda – <i>Whakatau raarangi take</i></b>	<b>4</b>
<b>3</b>	<b>Declarations of Interest – <i>Tauaakii whaipanga</i></b>	<b>4</b>
<b>4</b>	<b>Public Forum – <i>Aatea koorero</i></b>	<b>4</b>
<b>5</b>	<b>Confirmation of the Open Minutes of the CE Review Committee Meeting of 9 June 2022</b>	<b>5</b>
<b>6</b>	<b>Resolution to Exclude the Public</b>	<b>8</b>

**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 6727.

# Council Report

Item 5

**Committee:** CE Review Committee

**Date:** 06 September 2022

**Author:** Amy Viggers

**Authoriser:** Michelle Hawthorne

**Position:** Governance

**Position:** Governance and Assurance  
Manager

**Report Name:** Confirmation of the Open Minutes of the CE Review Committee Meeting  
of 9 June 2022

<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 9 June 2022 as a true and correct record.

## **Attachments - *Ngaa taapirihanga***

Attachment 1 - CE Review Committee Open Unconfirmed Minutes of 9 June 2022

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## **CE Review Committee**

### ***Komiti kaiwhakaharee matua***

### **OPEN MINUTES**

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**Minutes of a meeting of the CE Review Committee held in Chief Executive's Office Municipal Building, Garden Place, Hamilton and Audio Visual Link on Thursday 9 June 2022 at 1.04pm.**

**PRESENT**

**Deputy Chairperson** Deputy Mayor G Taylor  
*Heamana Tuarua*

**Members** Cr R Pascoe  
Cr E Wilson

**In Attendance:** Lance Vervoort – Chief Executive  
Greg Timms – Consultant

**Governance Staff:** Michelle Hawthorne – Governance and Assurance Manager  
Amy Viggers – Governance Lead

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*Deputy Mayor Taylor assumed the role of Chair in Mayor Southgates absence.*

**1. Apologies – *Tono aroha***

**Resolved:** (Deputy Mayor Taylor/Cr Wilson)

That the apologies for absence from Mayor Southgate and Cr Bunting (Council Business) and for lateness from Cr van Oosten are accepted.

**1. Confirmation of Agenda – *Whakatau raarangi take***

**Resolved:** (Deputy Mayor Taylor/Cr Pascoe)

That the agenda is confirmed.

**2. Declarations of Interest – *Tauaakii whaipanga***

No members of the Council declared a Conflict of Interest.

**3. Public Forum – *AAtea koorero***

Not applicable.

**5. Confirmation of the Open Minutes of the CE review Committee meeting of 10 March 2022**

**Resolved:** (Cr Wilson/Deputy Mayor Taylor)

That the CE Review Committee confirm the Open Minutes of the CE Review Committee Meeting held on 10 March 2022 as a true and correct record.

**6. Resolution to Exclude the Public**

**Resolved:** (Deputy Mayor Taylor/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 Public Excluded Minutes of the CE review Committee meeting of 10 March 2022	) Good reason to withhold information exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
C2. Draft Chief Executive 2022-23 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 to prevent the disclosure or use of official information for improper gain or improper advantage	Section 7 (2) (a) Section 7 (2) (j)
Item C2.	to protect the privacy of natural persons	Section 7 (2) (a)

**The meeting moved into a closed session at 1.10 pm.**

**The meeting was declared closed at 1.43pm.**

**Resolution to Exclude the Public**  
**Section 48, Local Government Official Information and Meetings Act 1987**

The following motion is submitted for consideration:

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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 Public Excluded Minutes of the CE Review Committee meeting of 9 June 2022	) Good reason to withhold information exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
C2. Chief Executives End of Year Review 2021-2022	)	

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 to prevent the disclosure or use of official information for improper gain or improper advantage	Section 7 (2) (a) 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)