



# KOMITI AROTAKE I TE TUMU WHAKARAE CHIEF EXECUTIVE'S PERFORMANCE REVIEW SUBCOMMITTEE

11 June 2025

Order Paper for the meeting to be held in the  
Council Chambers, 2nd Floor, 30 Laings Road, Lower Hutt,  
on:

**Wednesday 18 June 2025 commencing at 1:30 pm**

## Membership

Cr J Briggs (Chair)  
Mayor C Barry (Deputy Chair)

Cr S Edwards  
Cr K Morgan

Deputy Mayor T Lewis

For the dates and times of Council Meetings please visit [www.huttcity.govt.nz](http://www.huttcity.govt.nz)

### Have your say

You can speak under public comment to items on the agenda to the Mayor and Councillors at this meeting. Please let us know by noon the working day before the meeting. You can do this by emailing [DemocraticServicesTeam@huttcity.govt.nz](mailto:DemocraticServicesTeam@huttcity.govt.nz) or calling the Democratic Services Team on 04 570 6666 | 0800 HUTT CITY

## KOMITI AROTAKE I TE TUMU WHAKARAE | CHIEF EXECUTIVE'S PERFORMANCE REVIEW SUBCOMMITTEE

<b>Chair:</b>	Cr Josh Briggs
<b>Deputy Chair:</b>	Mayor Campbell Barry
<b>Membership:</b>	Deputy Mayor Tui Lewis Cr Simon Edwards Cr Karen Morgan
<b>Quorum:</b>	3
<b>Meeting Cycle</b>	Meets as required

### AREA OF FOCUS:

The Komiti Arotake i te Tumu Whakarae | Chief Executive's Performance Review Subcommittee has responsibility for the effective monitoring of the Chief Executive's performance and has the authority to undertake the annual remuneration review. The subcommittee also has the role of undertaking any review for the purposes of clause 35 schedule 7 of the Local Government Act 2002, making a recommendation to Council under clause 34 schedule 7 of the Local Government Act 2002 and (if applicable) undertaking any recruitment and selection process, for recommendation to Council.

#### Determine:

The subcommittee will have the responsibility and authority to:

- a) agree the annual performance objectives with the Chief Executive.
- b) undertake a six-monthly review to review progress against the annual performance objectives, provide feedback, ongoing monitoring and agree to any modifications to the annual performance objectives with the Chief Executive.
- c) conduct the performance review required in the employment agreement between Council and the Chief Executive.
- d) undertake the annual remuneration review and make decisions regarding remuneration.
- e) represent Council regarding any issues which may arise concerning the Chief Executive's job description, agreement, performance objectives or other similar matters.

#### Review and make recommendations to Council on:

- a) conduct and complete a review of employment under clause 35 schedule 7 of the Local Government Act 2002 and make a recommendation to Council as to continued appointment or vacancy under clause 34 schedule 7 of the Local Government Act 2002.
- b) undertake any recruitment and selection process for a Chief Executive (noting that a decision on appointment must, by law, be made by Council).

**HUTT CITY COUNCIL**

**KOMITI AROTAKE I TE TUMU WHAKARAE**  
**CHIEF EXECUTIVE'S PERFORMANCE REVIEW SUBCOMMITTEE**

Meeting to be held in the Council Chambers, 2nd Floor, 30 Laings Road, Lower Hutt  
on  
Wednesday 18 June 2025 commencing at 1:30 pm.

**ORDER PAPER**

**PUBLIC BUSINESS**

**1. OPENING FORMALITIES - KARAKIA TIMATANGA**

Whakataka te hau ki te uru	<i>Cease the winds from the west</i>
Whakataka te hau ki te tonga	<i>Cease the winds from the south</i>
Kia mākinakina ki uta	<i>Let the breeze blow over the land</i>
Kia mātaratara ki tai	<i>Let the breeze blow over the ocean</i>
E hī ake ana te atakura	<i>Let the red-tipped dawn come with a sharpened air.</i>
He tio, he huka, he hau hū	<i>A touch of frost, a promise of a glorious day.</i>
Tihei mauri ora.	

**2. APOLOGIES**

No apologies have been received.

**3. PUBLIC COMMENT**

Generally up to 30 minutes is set aside for public comment (three minutes per speaker on items appearing on the agenda). Speakers may be asked questions on the matters they raise.

**4. CONFLICT OF INTEREST DECLARATIONS**

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

**5. MINUTES**

Meeting minutes Chief Executive's Performance Review Subcommittee,  
10 March 2025

5

**6. QUESTIONS**

With reference to section 32 of Standing Orders, before putting a question a member shall endeavour to obtain the information. Questions shall be concise and in writing and handed to the Chair prior to the commencement of the meeting.

## 7. EXCLUSION OF THE PUBLIC

### CHAIR'S RECOMMENDATION:

"That the public be excluded from the following parts of the proceedings of this meeting, namely:

## 8. MINUTES

10 March 2025

## 9. CHIEF EXECUTIVE'S PERFORMANCE OBJECTIVES FOR 2025-26

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:

(A)	(B)	(C)
General subject of the matter to be considered.	Reason for passing this resolution in relation to each matter.	Ground under section 48(1) for the passing of this resolution.
Minutes of the Chief Executive's Performance Review Subcommittee   Komiti Arotake i te Tumu Whakarae held on 10 March 2025: Chief Executive's Six-Month Review	The withholding of the information is necessary to protect the privacy of natural persons. (s7(2)(a)).	That 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 exist.
Chief Executive's Performance Objectives for 2025-26.	The withholding of the information is necessary to protect the privacy of natural persons. (s7(2)(a)).	That 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 exist.

This resolution is made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as specified in Column (B) above."

Kathryn Stannard  
HEAD OF DEMOCRATIC SERVICES

HUTT CITY COUNCIL

KOMITI AROTAKE I TE TUMU WHAKARAE  
CHIEF EXECUTIVE'S PERFORMANCE REVIEW SUBCOMMITTEE

Minutes of a meeting held in the Mayor's Office,  
Ground Floor, 30 Laings Road, Lower Hutt on  
**Monday 10 March 2025 commencing at 2:00 pm**

**PRESENT:** Cr J Briggs (Chair) Cr S Edwards  
Cr K Morgan

**APOLOGIES:** Mayor C Barry and Deputy Mayor T Lewis

**IN ATTENDANCE:** K Antequil, Sheffield, New Zealand  
K Glanville, Senior Democracy Advisor

**PUBLIC BUSINESS**

**1. OPENING FORMALITIES - KARAKIA TIMATANGA**

Whakataka te hau ki te uru	<i>Cease the winds from the west</i>
Whakataka te hau ki te tonga	<i>Cease the winds from the south</i>
Kia mākinakina ki uta	<i>Let the breeze blow over the land</i>
Kia mātaratara ki tai	<i>Let the breeze blow over the ocean</i>
E hī ake ana te atakura	<i>Let the red-tipped dawn come with a sharpened air.</i>
He tio, he huka, he hau hū	<i>A touch of frost, a promise of a glorious day.</i>
Tihei mauri ora.	

**2. APOLOGIES**

**RESOLVED:** (Cr Briggs/Cr Morgan)

**Minute No. CEPRS 25101**

*"That the apologies from Mayor Barry and Deputy Mayor Lewis be accepted and leave of absence granted."*

**3. PUBLIC COMMENT**

There was no public comment.

**4. CONFLICT OF INTEREST DECLARATIONS**

There were no conflict of interest declarations.

## 5. MINUTES

**RESOLVED:** (Cr Briggs/Cr Edwards)

**Minute No. CEPRS 25102**

*"That the minutes of the meeting of the Komiti Arotake i te Tumu Whakarae | Chief Executive's Performance Review Committee held on 2 September 2024 be confirmed as a true and correct record."*

## 6. QUESTIONS

There were no questions.

## 7. EXCLUSION OF THE PUBLIC

**RESOLVED:** (Cr Briggs/Cr Morgan)

**Minute No. CEPRS 25103**

*"That the public be excluded from the following parts of the proceedings of this meeting, namely:*

8. *minutes - 2 September 2024*

9. *Chief Executive's Six-Month Review*

*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:*

(A)	(B)	(C)
<i>General subject of the matter to be considered.</i>	<i>Reason for passing this resolution in relation to each matter.</i>	<i>Ground under section 48(1) for the passing of this resolution.</i>
<i>Minutes of the Chief Executive's Performance Review Subcommittee   Komiti Arotake i te Tumu Whakarae held on 2 September 2024: Chief Executive's Performance Objectives for 2023-2024 to deliver on organisational priorities (full year report).</i>	<i>The withholding of the information is necessary to protect the privacy of natural persons. (s7(2)(a)).</i>	<i>That 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 exist.</i>

*Chief Executive's Six-Month Review.*

*The withholding of the information is necessary to protect the privacy of natural persons. (s7(2)(a)).*

*That 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 exist.*

*This resolution is made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as specified in Column (B) above.*

*That Katy Anquetil from Sheffield, New Zealand, be permitted to remain after the public section of the meeting as she has knowledge of the matter that will assist the Subcommittee in relation to the item."*

There being no further business, the Chair declared the public part of the meeting closed at 2.01pm. The public excluded part of the meeting closed at 2.34pm.

Cr J Briggs  
CHAIR

**CONFIRMED as a true and correct record**  
**Dated this 18th day of June 2025**