



NOTICE OF A CHIEF EXECUTIVE'S PERFORMANCE COMMITTEE MEETING

**Ōpōtiki District Council Chambers, 108 St John Street, Ōpōtiki
Wednesday, 12 August 2026
Commencing at 1.00pm**

ORDER PAPER

APOLOGIES

DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS

	Page
ITEM 01 CONFIRMATION OF MINUTES – CHIEF EXECUTIVE'S PERFORMANCE COMMITTEE MEETING 27 MAY 2026	5
ITEM 02 RESOLUTION TO EXCLUDE THE PUBLIC	9

PUBLIC EXCLUDED BUSINESS

ITEM 03 CONFIRMATION OF IN-COMMITTEE MINUTES – CHIEF EXECUTIVE'S PERFORMANCE COMMITTEE MEETING 27 MAY 2026	
ITEM 04 CHIEF EXECUTIVE'S 12-MONTH PERFORMANCE REVIEW: 1 JULY 2025-30 JUNE 2026	
ITEM 05 RESOLUTION TO RESTATE RESOLUTIONS AND READMIT THE PUBLIC	

Chair:	Mayor David Moore
Members:	Deputy Mayor Maude Maxwell Councillor Shona Browne Cr Steve Nelson
Independent Advisor:	Greg Tims
Committee Secretary:	Gae Finlay
Quorum:	Three elected members

LOCAL AUTHORITIES (MEMBERS' INTERESTS) ACT 1968

Councillors are reminded that if you have a pecuniary or non-pecuniary interest in any item on the agenda, then you must declare this interest and refrain from discussing or voting on this item, and are advised to withdraw from the Council chamber.

Stace Lewer

CHIEF EXECUTIVE OFFICER

Chief Executive's Performance Committee

Terms of Reference

Purpose

The purpose of the Chief Executive's Performance Committee is to support the Council in fulfilling its governance responsibilities in relation to the performance management, remuneration review, and employment of the Chief Executive.

The Committee will set and monitor performance expectations, undertake performance and remuneration reviews, and provide recommendations to Council on matters relating to the Chief Executive's employment and appointment.

The Primary areas of responsibility of the Committee are assistance with:

1. Setting and monitoring the Chief Executive's performance objectives and key performance measures.
2. Undertaking the periodic performance review of the Chief Executive in accordance with Clause 35, Schedule 7 of the Local Government Act 2002.
3. Providing recommendations to Council regarding the continued employment, vacancy, or recruitment of a Chief Executive under Clause 34, Schedule 7 of the Local Government Act 2002.

Responsibilities

- Agree with the Chief Executive the annual performance objectives and key performance indicators.
- Undertake mid-year performance discussions to review progress against agreed objectives and provide feedback.
- Conduct the annual performance review of the Chief Executive in accordance with the employment agreement.
- Review and recommend adjustments to performance objectives where appropriate.
- Undertake the annual remuneration review and provide recommendations to Council.
- Represent Council in matters relating to the Chief Executive's employment agreement, job description, and performance expectations.
- Undertake a review of the Chief Executive's employment in accordance with Clause 35, Schedule 7 of the Local Government Act 2002.
- Make recommendations to Council regarding the continued appointment or vacancy of the Chief Executive under Clause 34, Schedule 7 of the Local Government Act 2002.

- If required, oversee and conduct the recruitment and selection process for a Chief Executive, noting that the final appointment must be made by Council.

Delegations and Authority

The Committee is authorised to:

- Set and monitor the Chief Executive's performance objectives.
- Undertake performance and remuneration reviews.
- Seek independent professional advice where required.
- Make recommendations to Council regarding the Chief Executive's performance, remuneration, employment review, and recruitment.

Membership

Position	Member
Chair	Mayor David Moore
Councillor	Deputy Mayor Maude Maxwell
Councillor	Shona Browne
Councillor	Steve Nelson
Independent Advisor	Greg Tims

The Independent Advisor provides professional advice to the Committee regarding performance review processes, remuneration benchmarking, and recruitment where required.

Confidentiality

Matters considered by the Committee relating to the Chief Executive's performance, employment conditions, and remuneration are confidential and will be managed in accordance with Council's confidentiality policies and the Local Government Official Information and Meetings Act 1987.

Quorum

A quorum shall consist of three members, including the Chair (or their delegate).

Meeting Frequency

The Committee will meet at least twice annually, including for the mid-year and annual performance review of the Chief Executive.

Additional meetings may be convened as required.

Review of Terms of Reference

These Terms of Reference will be reviewed at least once each triennium, or earlier if required to reflect changes in Council structure, legislation, or best practice.



MINUTES OF A CHIEF EXECUTIVE'S PERFORMANCE COMMITTEE MEETING DATED, WEDNESDAY, 27 MAY 2026 IN THE ŌPŌTIKI DISTRICT COUNCIL CHAMBERS, 108 ST JOHN STREET, ŌPŌTIKI AT 3.19PM

PRESENT:

Mayor David Moore (Chairperson)
Deputy Mayor Maude Maxwell
Councillor Steve Nelson

Greg Tims (Independent Advisor), via Teams

IN ATTENDANCE:

Councillor Pāpā Wharewera
Stace Lewer (Chief Executive Officer)
Gae Finlay (Executive Assistant and Governance Lead)

The Chairperson opened the meeting and extended a welcome to everyone.

APOLOGIES

Nil.

DECLARATION OF ANY INTERESTS IN RELATION TO OPEN MEETING AGENDA ITEMS

Nil.

- 1. MINUTES – CHIEF EXECUTIVE'S PERFORMANCE COMMITTEE MEETING 9 SEPTEMBER 2025 p5**

RESOLVED

- (1) That the minutes of the Chief Executive's Performance Committee meeting held on 9 September 2025 be received.**

HWTM/Maxwell

Carried

2. RESOLUTION TO EXCLUDE THE PUBLIC

p10

SECTION 48 LOCAL GOVERNMENT OFFICIAL INFORMATION & MEETINGS ACT 1987

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

- 3. In-Committee Minutes – Chief Executive’s Performance Committee Meeting 9 September 2025.**
- 4. Confirmation of Notes – Chief Executive’s Performance Committee Informal Meeting 16 February 2026.**
- 5. Chief Executive’s KPIs 2026-2027.**

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:

Item No	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
3.	In-Committee Minutes – Chief Executive’s Performance Committee Meeting 9 September 2025.	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 exists.	Section 48(1)(a)
4.	Confirmation of Notes – Chief Executive’s Performance Committee Informal Meeting 16 February 2026.	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 exists.	Section 48(1)(a)
5.	Chief Executive’s KPIs 2026-2027.	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 exists.	Section 48(1)(a)

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 or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

3.	Protect the privacy of natural persons Prevent disclosure or use of official information	Section 7(2)(a) Section 7(2)(j)
4.	Protect the privacy of natural persons Prevent disclosure or use of official information	Section 7(2)(a) Section 7(2)(j)
5.	Protect the privacy of natural persons Prevent disclosure or use of official information	Section 7(2)(a) Section 7(2)(j)

HWTM/Maxwell

Carried

RESOLVED

- (1) That the resolutions made while the public was excluded be confirmed in open meeting.**
- (2) That the public be readmitted to the meeting.**

HWTM/Maxwell

Carried

RESOLVED

- (1) That the in-committee minutes of the Chief Executive's Performance Committee meeting held on 9 September 2025 be received.**

HWTM/Maxwell

Carried

RESOLVED

- (1) That the notes of the Chief Executive's Performance Committee Information meeting held on 16 February 2026 be confirmed as a true and correct record.**

HWTM/Nelson

Carried

RESOLVED

- (1) That the Committee recommends to Council that the proposed 2026/2027 KPIs for the Chief Executive be adopted to take effect from 1 July 2026.**

HWTM/Maxwell

Carried

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 3.52PM.

**THE FOREGOING MINUTES ARE CERTIFIED AS BEING A
TRUE AND CORRECT RECORD AT A SUBSEQUENT
MEETING OF THE CHIEF EXECUTIVE'S PERFORMANCE
COMMITTEE HELD ON 12 AUGUST 2026**

D G T MOORE

HIS WORSHIP THE MAYOR, CHAIR

REPORT

Date : 4 August 2026

To : Chief Executive's Performance Committee Meeting, 12 August 2026 His Worship the

From : Mayor David Moore

Subject : **RESOLUTION TO EXCLUDE THE PUBLIC**

SECTION 48 LOCAL GOVERNMENT OFFICIAL INFORMATION & MEETINGS ACT 1987

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

- 3. Confirmation of In-Committee Minutes – Chief Executive's Performance Committee Meeting 27 May 2026.**
- 4. Chief Executive's 12-Month Performance Review: 1 July 2025-30 June 2026.**

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:

Item No	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
3.	Confirmation of In-Committee Minutes – Chief Executive's Performance Committee Meeting 27 May 2026.	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 exists.	Section 48(1)(a)
4.	Chief Executive's 12-Month Performance Review: 1 July 2025-30 June 2026.	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 exists.	Section 48(1)(a)

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 or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

3.	Protect the privacy of natural persons Prevent disclosure or use of official information	Section 7(2)(a) Section 7(2)(j)
4.	Protect the privacy of natural persons Prevent disclosure or use of official information	Section 7(2)(a) Section 7(2)(j)