

## **Chief Executive's Review Committee Meeting**

Date: 3 December 2025

Time: 11:00 AM CI time (10:15 AM NZT)

Venue: 13 Waitangi Tuku Road, Chatham Islands 8016

## **TERMS OF REFERENCE: CHIEF EXECUTIVE REVIEW COMMITTEE**

### **1. Membership**

- a) The Chief Executive's Review Committee (**Committee**) will ordinarily be made up of those individuals who at the time are serving as:
  - i) The Mayor
  - ii) Deputy Mayor

as well as three other members to be agreed and appointed by Council.

- b) The Mayor will be the Chair of the Committee with the Deputy Mayor to act as Deputy Chair of the Committee.
- c) A quorum is three, of whom one must be the Mayor, unless that person is on leave of absence.

### **2. Purpose**

To assist Council to meet its employment obligations to the Chief Executive and to advise Council on all matters relating to the employment of the Council's Chief Executive, including recruitment, performance and relationship management.

### **3. Responsibilities and Delegations**

- a) Recommend to Council for approval, when required, a recruitment, selection and appointment process for a Chief Executive.
- b) Oversee, within any Council agreed process, Chief Executive recruitment and selection, and recommend candidates and proposed remuneration to Council for approval.
- c) Negotiate an initial performance agreement, subsequent agreements and any variations with the Chief Executive.
- d) Conduct quarterly review meetings with the Chief Executive to assess progress against the performance targets (KPIs) and report the outcome to Council.
- e) Conduct an annual review of the Chief Executive's performance and remuneration in accordance with the agreed processes or at such time as agreed with the Chief Executive.
- f) Report the outcome of the annual review of the Chief Executive's performance and make recommendations to Council for approval.
- g) Review the Chief Executive's remuneration and package in accordance with the employment agreement and performance and make recommendations to Council for approval.
- h) Develop and agree with the Chief Executive an annual development plan or targets to address any training needs, professional development opportunities or preferences.
- i) Develop and carry out the end-of-term review process in accordance with the Local Government Act 2002, Sch7, cl 35.

- j) Provide updates on issues and progress to Council when required or requested.
- k) Manage day to day employment matters or employment relationship issues with the Chief Executive.
- l) Engage relevant external advice including independent legal advice and / or a consultant to assist the committee at any time.

#### **4. Limitations**

- a) The following matters are prohibited from being subdelegated in accordance with the Local Government Act 2002 Sch 7 cl 32(1):
  - i) the power to appoint a chief executive; or
  - ii) the power to adopt a remuneration and employment policy.

## Document History and Version Control

Version	Date Approved	Approved By	Brief Description
1	19/11/25	Council	Terms of Reference approved by Council at Council Meeting on 19 November 2025.

# Membership

**Chair (Mayor):**

Greg Horler

**Deputy Chair (Deputy Mayor):**

Celine Gregory-Hunt

**Membership:**

Councillor Pita Thomas

Councillor Bridget Gibb

**CHATHAM ISLANDS COUNCIL  
CHIEF EXECUTIVE REVIEW COMMITTEE**

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## **1. Mihi/Karakia Timatanga – Opening**

The meeting will be opened with a mihi whakatau, followed by a member of the Council with a karakia.

## **2. Apologies**

At the time the agenda closed there were no apologies received.

## **3. Conflicts of Interest**

Members are reminded 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.

## 4. Exclusion of the Public

### Committee paper

<b>Meeting Date</b>	3 December 2025
<b>Endorsed by</b>	Greg Horler, Mayor

### Recommendations

1. That the public be excluded from the following part of the proceedings of this meeting, namely:
  1. Chief Executive Employment
  2. Chief Executive Performance Agreement
2. That appropriate officers remain to provide advice to the Committee.

### Key messages

1. The general subject of the matters to be considered while the public is excluded, the reason for passing this resolution 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.	Report	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1.	Chief Executive Employment	Good reason exists under section 7(2)(a)	Section 48(1)(a)
2.	Chief Executive Performance Agreement	Good reason exists under section 7(2)(a)	Section 48(1)(a)

2. 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 section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceeding of the meeting in public are as follows:

<b>Item No.</b>	
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1., 2.	Protection of privacy of natural persons – Section 7(2)(a)
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## **5. Date of next meeting**

To be confirmed.

## **6. Closure**