

I hereby give notice that an ordinary meeting of the Chief Executive Officer Review Committee will be held on:

**Date:** Tuesday, 23 September 2014  
**Time:** 2.00pm  
**Meeting Room:** Council Chamber  
**Venue:** Auckland Town Hall  
301-305 Queen Street  
Auckland

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## Chief Executive Officer Review Committee

### OPEN AGENDA

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#### MEMBERSHIP

**Chairperson** Hon Christine Fletcher, QSO  
**Deputy Chairperson** Mayor Len Brown, JP  
**Members** Cr Bill Cashmore  
Deputy Mayor Penny Hulse  
Cr Penny Webster  
Cr George Wood, CNZM

(Quorum 3 members)

**Tam White**  
**Democracy Advisor**

**18 September 2014**

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## TERMS OF REFERENCE

### **Responsibilities**

The Chief Executive Review Committee is established to review the Chief Executive's performance and to recommend to the Governing Body the terms and conditions of the CE's employment including any performance agreement measures and annual remuneration.

### **Powers**

All powers necessary to perform the Committee's responsibilities.

#### Except:

- (a) powers that the Governing Body cannot delegate or has retained to itself (see Governing Body responsibilities)
- (b) where the Committee's responsibility is limited to making a recommendation only

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**1 Apologies**

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

**2 Declaration of Interest**

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.

**3 Confirmation of Minutes**

That the Chief Executive Officer Review Committee:

- a) confirm the ordinary minutes of its meeting, held on Thursday, 21 August 2014, as a true and correct record.

**4 Petitions**

At the close of the agenda no requests to present petitions had been received.

**5 Public Input**

Standing Order 3.21 provides for Public Input. Applications to speak must be made to the Committee Secretary, in writing, no later than **two (2)** working days prior to the meeting and must include the subject matter. The meeting Chairperson has the discretion to decline any application that does not meet the requirements of Standing Orders. A maximum of **thirty (30) minutes** is allocated to the period for public input with **five (5)** minutes speaking time for each speaker.

At the close of the agenda no requests for public input had been received.

**6 Local Board Input**

Standing Order 3.22 provides for Local Board Input. The Chairperson (or nominee of that Chairperson) is entitled to speak for up to **five (5)** minutes during this time. The Chairperson of the Local Board (or nominee of that Chairperson) shall wherever practical, give **two (2)** days notice of their wish to speak. The meeting Chairperson has the discretion to decline any application that does not meet the requirements of Standing Orders.

This right is in addition to the right under Standing Order 3.9.14 to speak to matters on the agenda.

At the close of the agenda no requests for local board input had been received.

## 7 Extraordinary Business

Section 46A(7) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“An item that is not on the agenda for a meeting may be dealt with at that meeting if-

- (a) The local authority by resolution so decides; and
- (b) The presiding member explains at the meeting, at a time when it is open to the public,-
  - (i) The reason why the item is not on the agenda; and
  - (ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting.”

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“Where an item is not on the agenda for a meeting,-

- (a) That item may be discussed at that meeting if-
  - (i) That item is a minor matter relating to the general business of the local authority; and
  - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”

## 8 Notices of Motion

At the close of the agenda no requests for notices of motion had been received.

## Discussion on Chief Executive Financial Delegations

File No.: CP2014/21702

### Purpose

1. To discuss revising the Chief Executive's delegations to improve operational efficiency.

### Executive summary

2. At the previous Chief Executive Review Committee, members agreed that there is merit in considering change to the current delegations. Raising the financial delegations would increase the amount of time available for councillors to focus on strategic governance issues, by transferring more routine activities to the Chief Executive and his team.
3. The Chief Executive will provide a short presentation to committee members for discussion. Subject to that discussion and feedback, further work and consultation is required before a formal proposal is presented to the Governing Body. Increased delegations would be supported by more comprehensive reporting

### Recommendation

That the Chief Executive Officer Review Committee:

- a) discuss the merits of raising the Chief Executive's Delegations and agree on the next steps before a formal proposal is presented to the Governing Body.

### Consideration

#### Local board views and implications

4. Local boards will have a keen interest in any decisions that impact on their decision making. Local boards have not been formally approached on the proposal and will be engaged when the outcome of this committee meeting is confirmed.

#### Māori impact statement

5. Not yet assessed.

### Attachments

There are no attachments for this report.

### Signatories

Authors	Michael Quinn - Executive Officer
Authorisers	Alan Brookbanks – People and Capability Director Stephen Town - Chief Executive