



SUPPLEMENTARY AGENDA

**Ordinary Council meeting
Tuesday, 20 October 2026**

Date: Tuesday, 20 October 2026

Time: 9:00 am

**Location: Tauranga City Council Chambers
L1, 90 Devonport Road
Tauranga**

**Gareth Green
Acting Chief Executive**

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11 BUSINESS

11.10 Chief Executive Recruitment and Appointment

File Number: A21282524

Author: Mahé Drysdale, Mayor

Authoriser: Mahé Drysdale, Mayor

Please note that this report contains confidential attachments.

Public Excluded Attachment	Reason why Public Excluded
Item 11.10 - Chief Executive Recruitment and Appointment - Attachment 3 - Executive Search Agency Proposals and Evaluation Summary	s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
Item 11.10 - Chief Executive Recruitment and Appointment - Attachment 4 - Independent Remuneration Advice	s7(2)(i) - The withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

Confidential attachments and any employment, candidate, remuneration, procurement or commercially sensitive matters will be considered in public excluded business where the relevant statutory grounds apply.

PURPOSE OF THE REPORT

1. The purpose of this report is to seek Council decisions on the governance and recruitment process for the appointment of a permanent Chief Executive, including the appointment of an independent executive search partner.

RECOMMENDATIONS

That the Council:

- (a) Receives the report "Chief Executive Recruitment and Appointment".
- (b) Notes that Marty Grenfell resigned as Chief Executive on 29 September 2026.
- (c) Agrees to undertake an open, merit-based recruitment process for a permanent Chief Executive, supported by an independent executive search partner.
- (d) Approves the evaluation criteria for the selection of the independent executive search partner and delegates to [...] the authority to select and appoint the preferred executive search partner, within the recruitment budget approved by Council and subject to Council's procurement requirements.
- (e) Establishes a Chief Executive Appointment Subcommittee comprising the Mayor and [to be completed in the meeting – Deputy Mayor and/or Councillors and/or Independent/s], with the Mayor as Chair.
- (f) Delegates to the Chief Executive Appointment Subcommittee authority to:
 - (i) work with the executive search partner

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- (ii) oversee the approved recruitment process
 - (iii) finalise the position description, candidate brief and selection criteria following consideration of elected members input and advice from the appointed external search partner
 - (iv) approve the advertising and executive search methodology
 - (v) consider the longlisting, determine the shortlist, oversee preliminary assessment of shortlisted candidates and recommend final candidates to full council for interview
 - (vi) approve recruitment-related expenditure within the budget approved by Council
 - (vii) provide confidential progress updates to Council at agreed stages of the recruitment process.
- (g) Retains to full Council the final selection and appointment of the permanent Chief Executive and approval of the term of appointment, remuneration and material conditions of employment.
 - (h) Approves a recruitment budget of up to \$100,000 excluding GST, covering executive search fees, advertising, assessment, due diligence, candidate travel, legal and independent remuneration advice, and other reasonable recruitment and appointment costs.
 - (i) Notes the current Chief Executive Position Description dated 12 May 2023 and agrees that it be updated before the position is taken to market to reflect Council's strategic direction and the outcomes and capabilities identified in this report following input from all elected members and advice from the appointed executive search partner.
 - (j) Notes that the permanent Chief Executive may be appointed for a term of up to five years, with the final term determined by Council as part of the appointment decision.
 - (k) Notes that independent remuneration advice has been sought from Strategic Pay and agrees that the proposed remuneration parameters be considered in public excluded business before the position is taken to market.
 - (l) Approves the indicative recruitment timetable set out in this report and delegates authority to the Chief Executive Appointment Subcommittee to refine it with the appointed recruitment partner, provided the final appointment remains a decision of full Council.
 - (m) Notes that candidate information, remuneration advice, commercially sensitive agency proposals and evaluation material, reference checks and employment negotiations will be considered in public excluded business where the relevant statutory grounds apply.
 - (n) **Attachment 3** can be transferred into the open [when it can be released to the public – or if not released, why]
 - (o) **Attachment 4** can be transferred into the open [when it can be released to the public – or if not released, why]
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EXECUTIVE SUMMARY

2. Marty Grenfell resigned as Chief Executive on 29 September 2026. Council subsequently appointed Gareth Green as Acting Chief Executive from 2 October 2026 until 26 October 2026 and agreed to consider the next steps at its meeting on 20 October 2026.
3. Interim leadership arrangements from 27 October 2026 until the permanent Chief Executive commences employment are addressed in the separate report, Appointment of Interim Chief Executive, on this agenda.
4. Council now needs to establish the governance and recruitment arrangements for the appointment of a permanent Chief Executive.

5. It is recommended that Council undertake an open, merit-based recruitment process supported by an independent executive search partner and establish a Chief Executive Appointment Subcommittee to oversee the search and assessment process.
6. Full Council would retain the authority to select and appoint the permanent Chief Executive and approve the term, remuneration and material conditions of employment.
7. The recruitment process is expected to extend through to approximately March 2027 [Date TBC – following proposals COB Wednesday], with the successful candidate's commencement date dependent on their availability and notice. Note the anticipated timeframe will be validated with appointed executive search partner.

STATUTORY CONTEXT

8. The appointment and employment of a local authority Chief Executive are principally governed by section 42 and Schedule 7 of the Local Government Act 2002, together with applicable employment, privacy, information and local government legislation.
9. Council, as the governing body, is responsible for appointing the Chief Executive. A Chief Executive Appointment Subcommittee, recruitment partner and other advisers may undertake preparatory, search and assessment activities in accordance with Council-approved delegations, while the final appointment decision remains with full Council.
10. The recruitment process should be robust, demonstrably merit-based and supported by appropriate arrangements for confidentiality, conflicts of interest, due diligence, probity and record keeping.
11. A Chief Executive may be appointed for a term of up to five years, and Council and the Chief Executive must enter into a performance agreement.

Governance Approach

12. The following outlines the recommended governance approach for the recruitment and appointment of the Chief Executive:

Role	Proposed Responsibility
Full Council	Approves process, budget and key settings; provides input into strategic outcomes and CE profile, approves remuneration parameters, interviews final candidate, appoints CE, approves the term, remuneration, and material employment terms.
Mayor	Chairs the Appointment Subcommittee; acts as principal governance liaison; is the spokesperson on behalf of Council; ensures elected members are appropriately informed; and following Council's selection of the preferred candidate will lead employment negotiations within Council-approved parameters.
Chief Executive Appointment Subcommittee	Approves recruitment documents; oversees process, probity and timetable; reviews longlist; oversees assessment to shortlist, and recommends final candidate for interview to Council.
Independent Recruitment Partner	Market mapping, search and advertising; candidate screening and assessments; longlist/shortlist advice; candidate due diligence; reference checking, interview support, and appointment negotiation advice.
Independent Advisers	Provide remuneration, legal, probity, psychometric or specialist assessment advice as required.
Supporting staff	Provide administrative, procurement, People and Culture,

Role	Proposed Responsibility
	finance, communications and governance support to the Mayor, Appointment Subcommittee and Council throughout the recruitment and appointment process.

Strategic Approach and Leadership Requirements

13. The appointment of the next Chief Executive is one of Council's most significant governance decisions. The successful candidate will lead the organisation through an important period for Tauranga, including delivery of Council's strategic priorities and major infrastructure programme, maintaining organisational stability and performance, strengthening organisational culture and accountability, and responding to an evolving local government operating environment.
14. The recruitment process therefore needs to identify a Chief Executive with the leadership capability to deliver Council's immediate priorities while positioning the organisation for sustained performance over the term of the appointment.

Position Description and Candidate Outcomes

15. The current Chief Executive Position Description is dated 12 May 2023. It is recommended this be updated before the role is marketed, with input from all elected members and the selected recruitment partner. The updated document should retain the statutory accountabilities of the Chief Executive and clearly articulate Council's strategic expectations.
16. In addition to the statutory responsibilities and professional requirements of the role, Council considers the following outcomes and capabilities particularly important for Tauranga City's next Chief Executive:
 - Visible, values-led organisational leadership that strengthens trust, performance, accountability and organisational culture.
 - Ability to translate the elected Council's strategic direction into clear organisational priorities, measurable outcomes and disciplined delivery.
 - Strong operational and organisational risk leadership, including experience in environments where protecting people from serious harm is integral to core delivery.
 - Demonstrated experience leading transformation following a significant event or sustained organisational challenge and embedding lasting improvement.
 - Strong systems thinking, with the ability to address immediate issues while strengthening the leadership, culture, governance, assurance and operating disciplines that support sustainable performance.
 - Ability to build effective relationships across elected members, executive leadership, iwi and hapū, regulators, central government, contractors, communities, businesses and partner organisations.
 - Demonstrated delivery of strategic priorities, core services and major infrastructure, supported by prudent financial management and a strong value-for-money focus.
 - A strong accountability and continuous improvement orientation that supports organisational learning and innovation.
 - Political acumen and the ability to provide free, frank and high-quality advice while maintaining a clear distinction between governance and management.

Remuneration and Employment Parameters

17. Strategic Pay has been asked to provide an independent assessment of the current market range. Because this information is employment-related and commercially sensitive, the detailed range should be considered in public excluded business.

18. Before advertising, Council should confirm the indicative remuneration range and benefits approach; intended term; any relocation or transition support; performance agreement and annual review framework; and authority and parameters for final negotiations.

Executive Search Partner

19. An external executive recruitment partner is recommended to provide independence, national market reach, specialist assessment capability and confidence in the process.
20. A selective closed-tender process has been initiated, with proposals received on 14 October 2026. No agency appointment or contractual commitment will be entered into until Council has approved the recruitment approach, and either selected the preferred provider or delegated authority to do so.
21. Proposals will be assessed against the following criteria:
- Relevant Chief Executive recruitment experience at comparable scale and complexity;
 - Local government and broader public sector expertise, while retaining access to candidates from other sectors;
 - Search methodology, market mapping and candidate-attraction strategy;
 - Capacity to deliver within the proposed timetable;
 - Assessment, reference checking and due diligence methodology;
 - Proposed team, conflicts of interest and probity arrangements;
 - Client references and relevant placement outcomes; and
 - Competitive pricing and overall value for money.

Recruitment Principles

22. The following recruitment principles will apply:
- Merit, fairness and equal opportunity
 - Transparency of process and clarity of decision rights
 - Independence, objectivity and appropriate probity
 - Confidentiality and protection of candidate information
 - Compliance with legal, procurement and records-management requirements
 - Strong stakeholder confidence in the integrity of the recruitment process
 - Timely appointment without compromising process quality
 - Value for money

Indicative Recruitment Timetable

23. The following outlines the indicative recruitment timetable and key milestones:

Indicative timing	Stage	Governance input / decision
20 October 2026	Approve recruitment approach, governance, budget and interim arrangements	Full Council
Late October 2026	Select executive search partner and finalise contract	Council or authorised delegate
November 2026	Update Position Description, candidate brief, criteria and remuneration parameters	Subcommittee; Council input at agreed gateway
November 2026	Advertise role and commence executive search.	Subcommittee oversight

November – December 2026	Market search, candidate engagement and initial assessment.	Recruitment partner; confidential progress updates
January 2027	Longlist review and shortlist confirmation.	Subcommittee approval
February 2027	Interviews, assessment, references and due diligence.	Subcommittee and/or Council as resolved
February 2027	Select preferred candidate and approve employment related terms and conditions.	Formal resolution of full Council
Following acceptance	Execute employment agreement and announce appointment.	Mayor within Council authority
To be confirmed	Permanent Chief Executive commences.	Subject to notice and transition arrangements

24. The timetable is indicative and will be validated with the appointed recruitment partner. The process should maintain momentum while allowing sufficient time for a robust search, assessment and appointment process.

FINANCIAL CONSIDERATIONS

25. A total recruitment budget of up to \$100,000 excluding GST is recommended. This represents a maximum authority rather than an anticipated expenditure level. Expenditure will be managed within the approved budget, with value for money considered as part of the evaluation and appointment of the executive search partner.
26. The recruitment budget should provide for executive search fees, advertising, assessment, due diligence, legal and remuneration advice, candidate travel and associated costs where required.

LEGAL, PROCUREMENT AND RISK CONSIDERATIONS

27. The following risks are identified and outlined for Council's consideration:

Risk	Mitigation
Unclear or invalid delegation	Obtain final legal review; expressly reserve the permanent appointment and final employment terms to full Council.
Perception of predetermined procurement outcome	Record that proposals were sought on a non-binding basis; apply documented evaluation criteria; manage conflicts of interest and retain appropriate procurement records.
Candidate confidentiality or privacy breach	Use secure information channels, confidentiality undertakings, restricted access and clear media protocols.
Narrow or weak candidate field	Use national market mapping, targeted search, appropriate advertising and realistic remuneration parameters.
Delay in permanent appointment	Make an interim appointment of sufficient duration; maintain an agreed timetable and regular governance reporting.
Interim appointee perceived to have an	Apply independent assessment, information

Risk	Mitigation
advantage	barriers and explicit conflict/probity arrangements.
Organisational instability during recruitment	Communicate leadership arrangements promptly; clarify mandate; maintain staff and stakeholder engagement; plan transition.

CONSULTATION AND ENGAGEMENT

28. The decisions concern Council's statutory employer responsibilities and internal governance arrangements. No public consultation is proposed. Council should nevertheless communicate the confirmed process and interim leadership arrangements in a timely and transparent manner, while preserving employment, candidate and procurement confidentiality.

NEXT STEPS

29. Following Council's decisions, the following actions will be undertaken:
- Appoint the Executive Search Partner under the approved procurement and delegation arrangements.
 - Seek Elected Member input on the strategic outcomes, capability requirements and selection criteria.
 - Finalise the Position Description, candidate brief, remuneration parameters and recruitment campaign.
 - Commence advertising and executive search in November 2026.
 - Provide confidential updates to Council at the agreed gateways.
 - The Mayor will be the Council spokesperson on governance and appointment matters relating to the recruitment process.
30. Note. Candidate, remuneration and commercially sensitive recruitment information will remain confidential unless release is authorised or required by law.

ATTACHMENTS

- Position Description - Chief Executive Officer - 2023 - A21282506** [↓](#) 
- Executive Search Agencies Invitation List - A21282508** [↓](#) 
- Executive Search Agency Proposals and Evaluation Summary - - Public Excluded**
- Independent Remuneration Advice - - Public Excluded**

Job description



Title	Chief Executive Officer
Number	CE01
Group	Chief Executive
Reports to	Mayor and Elected Members
Direct reports	Executive Team
Date	12/05/23

Job holder commitment

The job holder accepts, as a fundamental requirement of their employment, that they must demonstrate a personal commitment to:

- modelling organisational values at all times;
- a safe and healthy work environment;
- assisting Council to fulfil its Civil Defence responsibilities.

At Tauranga City Council (TCC) we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua.

Job purpose

The primary purpose of this role is to ensure the efficient and effective management of all of the Council's activities, and lead staff according to the Council's vision and values.

The Chief Executive is accountable to the Elected Members for the management, control and operation of the business and activities of the Council in accordance with Council vision, strategic outcomes, strategies, plans, budgets, and policies.

Key outcomes

Leadership - The Council has strong and effective leadership	• Key strategic priorities to address the City's challenges, and ensure a vibrant, sustainable and liveable City, are appropriately planned, resourced and delivered across the organisation and in collaboration with our partners. • Provide leadership, support and direction to the organisation that fosters confidence, accountability, and a culture of delivery. • Manage staffing levels and organisational structure to meet the changing needs of the business.
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	• Ensure that staff are motivated with a strong customer and community focus. • Provide effective and timely communication between elected members and management. • Advocate strongly on behalf of the Council, nationally, regionally, and locally.
Governance – Elected members are supported in their decision-making	• Provide sufficient and appropriate information to elected members. • Provide strategic policy advice and direction in alignment with the Council's vision and strategic outcomes, to assist the Council to develop strategies that enhance community wellbeing and deliver long-term priorities. • Provide advice on financial sustainability and implications of significant fiscal decisions. • Monitor and report to Council, as required, to inform elected member decision-making. • Communicate with elected members in an effective and timely manner. • Ensure Council is kept well informed on current issues within the City and the performance of the organisation. • Ensure Council is kept well informed of strategic sub-regional, regional, or national issues that may affect the City.
Financial Management and Risk – The Council's finances and risks are effectively managed and reported	• Ensure that risks to Council are identified and effectively managed and monitored, undertaking audits where appropriate. • Ensure the prudent management of, and regular reporting on, the state of Council finances.
Delivery - Decisions and direction provided by elected members are implemented by the organisation	• The organisation delivers the levels of service, projects and activities approved by elected members through long term plans and annual plans. • Implementing plans, strategies, procedures, and actions to efficiently deliver Council's activities and services. • Ensure compliance with all relevant legislation.
Engagement - The Council's relationships with the community are trusted, sustainable, respectful and effective.	• Support the elected members to have meaningful engagement with the community regarding Council's strategy, policies, proposals, decisions and actions. • Cultivate quality, trusted relationships with mana whenua.

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	• Develop collaborative, productive, and respectful working relationships with Council's partners, stakeholders, and community groups. • Ensure the Council operates in a manner that engenders a positive public image and the community is kept well informed.
Te Tiriti O Waitangi - The Treaty of Waitangi is embedded throughout the culture and operations of the Council	• Demonstrate an active commitment to the principles of Te Tiriti o Waitangi / Treaty of Waitangi in all Council business and activities. • Work in genuine partnership with tangata whenua to facilitate enhanced community outcomes. • Improve opportunities for tangata whenua to participate in Council decision-making processes. • Ensure strong understanding, inclusion, and implementation of Tikanga Māori values in the workplace and in the community.
Health, Safety, Wellbeing – The Council provides a safe environment for staff, contractors, and community.	• Ultimately responsible for all management requirements of Health and Safety and wellbeing policies, procedures and legislation and respond to identified risks in a timely manner.

The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

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Person specifications

Essential
• Tertiary qualification (preferably postgraduate). • Minimum of 10 years leadership experience and able to demonstrate outstanding leadership skills at Senior Management Level. • Substantial experience managing the wide range of government or commercial activities. • Demonstrable political acumen and experience working in, or with, local, regional and central government. • Experience providing sound and robust financial advice at Board, or Elected Member level. • Experience within Local Government or a similarly complex operating environment. • Experience in leading complex work programmes and driving for results. • Senior experience of project management with a track record of delivery within agreed budgets and timelines. • Innovative leadership and team motivational ability with demonstrable experience of performance management and performance improvement in a complex service-oriented organisation. • Proven track record in developing and sustaining a culture of customer service, resulting in outstanding service delivery and organisational excellence. • Knowledge of the Local Government Act and other relevant legislation. • Knowledge of, and respect for, the principles of the Treaty of Waitangi. • An in-depth understanding of Health and Safety legislation • Able to maintain a forward-thinking approach; prepared to challenge current practices and seek innovative opportunities for Council's service delivery. • Operate with integrity, respecting diversity, and others' needs. • Excellent verbal and written communication skills, including public speaking, facilitation and media relations; including delivery to reach a range of audiences, as well as communicating complex and technical information.

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WHANAKE TE TAI

Our values

Pono / Integrity

We do what we say we will do

Manaakitanga / Respect

We listen to all views and show we care

Whāia te tika / Service

We do the right thing for our community
and each other

Whanaungatanga / Collaboration

We work together and create connections

Executive Search Agencies Invitation List

Sheffield
Ryan & Alexander
Robert Walters
JacksonStone & Partners
Hobson Leavy
Taumata Search & Selection
HRConsult
Talentnow

12 PUBLIC EXCLUDED SESSION

Resolution to exclude the public

RECOMMENDATIONS

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter 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 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
Confidential Attachment 3 - 11.10 - Chief Executive Recruitment and Appointment	s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a) 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 would exist under section 6 or section 7
Confidential Attachment 4 - 11.10 - Chief Executive Recruitment and Appointment	s7(2)(i) - The withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a) 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 would exist under section 6 or section 7