AGENDA

Chief Executive Review and Performance Sub-Committee meeting

Friday, 27 November 2026

I hereby give notice that a meeting of Chief Executive Recruitment Subcommittee will be held on:

Date: **Friday, 27 November 2026**

Time: **1:00 PM**

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

Mahé Drysdale

Mayor

Terms of Reference
Chief Executive Review and Performance Subcommittee

Membership

Chair	Mayor Mahé Drysdale
Members	Deputy Mayor Jen Scoular Cr Steve Morris Cr Marten Rozeboom
Quorum	Three members
Meeting frequency	As required

Role

- The role of the Chief Executive Review and Performance Subcommittee (the Subcommittee) is to assist Council in fulfilling its responsibilities as employer of the Chief Executive and to oversee the recruitment, appointment-related processes, employment arrangements and performance monitoring delegated to it by Council.

Delegations

The Subcommittee has authority to:

Recruitment and Appointment Process

- Select and appoint an executive search partner within the budget approved by Council.
- Work with the executive search partner in the development and delivery of the recruitment process.
- Finalise the position description, candidate brief and selection criteria following consideration of elected member input and advice from the appointed executive search partner.
- Approve advertising, search and assessment methodologies.
- Oversee the recruitment process.
- Review candidate longlists and determine shortlisted candidates.
- Oversee candidate assessment processes.
- Recommend final candidates to Council for interview.
- Approve recruitment-related expenditure within the budget approved by Council.
- Provide confidential progress updates to Council.
- Conduct due diligence and reference checking processes and report outcomes to Council.

Interim Chief Executive Employment

- Approve remuneration and other material employment terms for the Interim Chief Executive as delegated by Council.
- Monitor progress against Council-approved priorities and key performance indicators for the Interim Chief Executive.
- Meet regularly with the Interim Chief Executive to discuss performance, priorities and organisational matters.
- Report to Council on progress against agreed priorities and performance expectations.

Permanent Chief Executive Performance Monitoring

- Develop proposed performance objectives, key performance indicators and success measures for the permanent Chief Executive for Council approval.
- Monitor performance against Council-approved objectives and key performance indicators.
- Meet with the Chief Executive as required to discuss performance, strategic priorities and organisational outcomes.
- Report to Council on the Chief Executive's performance against agreed objectives and key performance indicators.
- Make recommendations to Council regarding any amendments to performance objectives and key performance indicators.

Power to Recommend

The Subcommittee may make recommendations to Council on:

- Appointment of the permanent Chief Executive.
- The term of appointment of the permanent Chief Executive.
- Remuneration and employment conditions of the permanent Chief Executive.
- Chief Executive performance expectations and key performance indicators.
- Any other Chief Executive employment matters.

Matters Reserved to Council

Council retains responsibility for:

- The final selection and appointment of the permanent Chief Executive.
- Approval of the term of appointment of the permanent Chief Executive.
- Approval of remuneration and material employment conditions of the permanent Chief Executive.
- Approval of the permanent Chief Executive’s performance objectives and key performance indicators.
- Consideration of performance reports and any consequential decisions arising from those reports.
- Any matter that cannot be delegated under legislation.

Review

- The Subcommittee will continue until such time as Council resolves to disestablish it.

Order of Business

1 Opening karakia 7
2 Apologies 7
3 Chairperson's report 7
4 Acceptance of late items 7
5 Confidential business to be transferred into the open 7
6 Change to the order of business 7
7 Declaration of conflicts of interest 7
8 Public excluded session 8
8.1 Public Excluded Minutes of the Chief Executive Recruitment Subcommittee meeting held on 29 October 2026 8
8.2 Interim Chief Executive - KPIs 8
8.3 Permanent Chief Executive Recruitment Process - Verbal Update 8
9 Closing karakia 9

1 OPENING KARAKIA

2 APOLOGIES

3 CHAIRPERSON'S REPORT

4 ACCEPTANCE OF LATE ITEMS

5 CONFIDENTIAL BUSINESS TO BE TRANSFERRED INTO THE OPEN

6 CHANGE TO THE ORDER OF BUSINESS

7 DECLARATION OF CONFLICTS OF INTEREST

8 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
8.1 - Public Excluded Minutes of the Chief Executive Recruitment Subcommittee meeting held on 29 October 2026	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons 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
8.2 - Interim Chief Executive - KPIs	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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
8.3 - Permanent Chief Executive Recruitment Process - Verbal Update	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 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

9 CLOSING KARAKIA