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LGOIMA

When releasing responses to previous LGOIMA requests, names and contact details of individual requestors will be withheld to protect their privacy.

Information requested by the media, lobby groups, public sector organisations and MPs will always be published, while information specific to an individual or their property will not generally be published.

Request from:	Private Individual
Information requested:	Delegation and/or decision-making powers for CE Review Committee
Response by:	Simon Bastion, Chief Executive

06 July 2021

Private Individual

Via Email:

Dear Private Individual

Official information request for the delegation and or decision making powers for the CE review committee

I refer to your official information request dated 06 July 2021 for the delegation and or decision making powers for the CE review committee.

The information you have requested is enclosed.

There is no charge in supplying this information to you.

Council has adopted a Proactive Release Policy and accordingly may publish LGOIMA responses on the Council Website at <https://www.westlanddc.govt.nz/lgoima-responses>.

The collection and use of personal information by the Westland District Council is regulated by the Privacy Act 2020. Westland District Council's Privacy Statement is available on our website [here](#)

If you wish to discuss this decision with us, please feel free to contact Mary-anne Bell, Senior Administration Officer at LGOIMA@westlanddc.govt.nz, 03 756 9091.

Sincerely,

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Simon Bastion | Chief Executive

SB/MB

TERMS OF REFERENCE FOR THE CHIEF EXECUTIVE'S REVIEW COMMITTEE

 <p>WESTLAND DISTRICT COUNCIL</p>	Authorising Body	Local Government Act 2002
	Status	Council Committee - Standing Committee
	Title	Chief Executive's Review Committee Terms of Reference
	Approval Date	24 September 2020
	Administrative Support	Chief Executives Office

Role of the Chief Executive's Review Committee

Council employs the Chief Executive, who in turn employs and manages Council staff. Council therefore has a responsibility to set and monitor the performance of the Chief Executive.

Membership

The Chief Executive Review Committee will comprise of His Worship the Mayor, the Deputy Mayor and the Chair of the Planning & Regulatory Committee (The Mayor is designated as the chairperson).

Quorum - Committee

The quorum at a meeting of the Chief Executive's Review Committee is 3 members.

Frequency of Meetings

The Chief Executive's Review Committee shall meet at least twice per year, but may convene more frequently as required.

Committees Responsibilities

The Committee's responsibilities are described below:

Performance of the Chief Executive

- Review the chief executive's performance as required in the employment agreement between the Council and chief executive.
- Annually consider the CE remuneration.
- Supervise any recruitment and selection process for a chief executive.
- Consider any issues regarding the employment of the chief executive.

- The Committee may procure independent specialist advice to the value of \$25,000 per annum in accordance with Councils procurement policy and processes.

Delegations of the Committee:

- Approving the employment agreement between the local authority and the chief executive and setting key performance indicators in a performance agreement.
- Working with the chief executive on the implementation of the performance agreement.
- Conducting any performance reviews required by the performance agreement.
- Making decisions about the remuneration of the chief executive.
- Conducting any statutory performance reviews under clauses 34 and 35 of Schedule 7 of the Act.
- Deciding any other issues that may arise in the relation to the employment or performance of the chief executive.
- Fulfilling the local authority's contractual obligations to the chief executive.
- Disciplinary or performance issues that may need to be addressed/investigated relating to the chief executive.

WDC 21.22.02 Released under LOMA