



**Date:** Tuesday, 9 February 2021  
**Time:** 1.30pm  
**Location:** Council Chamber, Wairoa District Council,  
Coronation Square, Wairoa

# **AGENDA**

## **Late Reports**

### **Ordinary Council Meeting**

**9 February 2021**

The agenda and associated papers are also available on our website: [www.wairoadc.govt.nz](http://www.wairoadc.govt.nz)

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**1 GENERAL ITEMS****1.1 CEO RECRUITMENT**

**Author:** Hine Flood, Councillor  
**Authoriser:** Craig Little, His Worship the Mayor  
**Appendices:** Nil

**1. PURPOSE**

1.1 To seek Council's approval to begin recruitment for a Chief Executive Officer.

**RECOMMENDATION**

The Councillor/Chief Executive Performance Review Panel Chair RECOMMENDS that Council approve the CE Performance Review Panel to undertake the Chief Executive Officer recruitment process and appoint an external recruitment agency, to ensure an independent robust and transparent process.

**2. BACKGROUND**

- 2.1 The Council is required under section 42 of the Local Government Act 2002 to appoint a Chief Executive.
- 2.2 The position of Chief Executive became vacant on Monday 12<sup>th</sup> October 2020. Council made an interim appointment of an existing manager to allow for a smooth transition and continuing of operational projects, including the Rates Review and Long-Term Plan process. Kitea Tipuna, Group Manager Community and Engagement was appointed to the Fixed Term position.
- 2.3 The Chief Executive Performance Review Panel, representing the employer, conducts the executive performance function on behalf of Council. The Panel recommends a permanent Chief Executive is appointed by 30 June 2021.

**3. PROCESS**

- 3.1 The CE Performance Review Panel proposes it works towards the recommended timeline below – subject to Council's approval to move forward.

Date	Action
09 February 2021	Council resolution to recruit for Chief Executive Officer
10 February 2021	Subject to Council resolution the CE Review Panel will appoint an external recruiter.
01 March 2021	Begin advertising for Chief Executive Officer – using channels recommended by recruitment agency and agreed to by the panel.

01 April 2021	Long list
10 April 2021	Short list and interviews begin
01 May	Chief Executive Officer position offered to preferred candidate.
30 June	New Chief Executive appointed

This timeline may be adjusted based on recommendations from an external recruitment agency. The timeline is contingent on receiving applications from candidates who are suitably qualified to be considered for the Chief Executive Officer position.

#### 4. OPTIONS

4.1 The options identified are:

- a. Begin the recruitment process as proposed in this report.
- b. Maintain an interim Chief Executive Officer and begin recruitment in the 21/22 Financial Year.

4.2 Option A means an immediate recruitment process commencing and the appointment of a Chief Executive Officer by 30 June, contingent on receiving applications from candidates who are suitably qualified to be considered for the position. Option B delays the recruitment process, this would require a new contract for the Interim Chief Executive position.

4.3 The CE Recruitment Panel recommends option A, in order to ensure stability for staff and a permanent Chief Executive to begin the new financial year, ensuring continuity of service provision to the district.

4.4 The preferred option is A, this contributes to the following community outcomes

Economic wellbeing	Social and Cultural Wellbeing	Environmental Wellbeing
1. A strong prosperous and thriving economy 2. A safe and integrated infrastructure	3. A community that values and promotes its culture and heritage 4. Safe and accessible recreational facilities 5. Supportive, caring and valued communities 6. Strong district leadership and a sense of belonging	7. A safe and secure community 8. A lifetime of good health, education and well-being 9. An environment that is appreciated, protected and sustained for future generations

#### 5. CORPORATE CONSIDERATIONS

##### What is the change?

5.1 The change could result in the appointment of a permanent Chief Executive Officer.

**Compliance with legislation and Council Policy**

5.2 The Council is required under section 42 of the Local Government Act 2002 to appoint a Chief Executive Officer.

**What are the key benefits?**

5.3 The key benefit of beginning the Chief Executive Officer recruitment process would be the appointment of a permanent Chief Executive Officer, and Council meeting its legal obligations.

**What is the cost?**

5.4 The cost of recruitment is subject to negotiation.

5.5 Recruitment will be funded from General Purpose Fund, subject to Council approval.

**What is the saving?**

5.6 N/a

**Service delivery review**

5.7 N/a

**Maori Standing Committee**

5.8 N/a

**6. SIGNIFICANCE**

6.1 N/a

**7. RISK MANAGEMENT**

7.1 In accordance with the Council's Risk Management Policy the inherent risks associated with this matter are: not appointing a Chief Executive Officer and delaying the recruitment process. The CE Review Panel advises that if a transparent and robust process is carried out in line with the timeline recommended in this report is followed, the risks would be as below:

Human	Financial	Regulatory
Low	Low	Low
Operations	Employees	Image & Reputation
Considerable Risk	Considerable Risk	Considerable

7.2 The CE Performance Review Panel acknowledges that there can be a risk or perceived risk to operations and employees throughout any change process. This risk was mitigated by appointment of an existing Group Manager as Interim Chief Executive to ensure continuity in the organisation throughout the interim period. Employees are aware of support processes that Council offers.

**Who has been consulted?**

It is part of Elected Members responsibility to appoint a Chief Executive. There is no requirement to consult on this matter as a Chief Executive will be appointed based on Elected Members understanding of what is required for this position. Council’s recruitment programme will run in accordance with the requirements of the Local Government Act 2002.

**Further Information**

n/a

**References (to or from other Committees)**

Ordinary Council 20 October 2020 – resolution to appoint an Interim Chief Executive Officer.

**Confirmation of statutory compliance**

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

**Signatories**

 	
Author Hine Flood	Approved by Craig Little