Te Kaunihera o Te Hiku o te Ika Far North District Council	**Authorising Body**	Local Government Act 2002
	Status	Standing Committee
COUNCIL COMMITTEE	**Title**	Te Huia Committee for Chief Executive Performance
	Terms of Reference Adoption	11 December 2025

Role of the Te Huia Committee for Chief Executive Performance

Council sets its vision and values to underpin its strategic direction. This guides the organisation as it works to make the Far North District an attractive place to live, work, and play. Council is forward looking, acting strategically to prepare for the district's future.

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.

Only Council (the local authority) may appoint the chief executive under Part 4 (clause 42) of the Local Government Act (LGA). Council cannot delegate this responsibility to a sub-ordinate decision-making body (LGA Sch7, cl 32, sec 1e).

Membership

Te Huia Committee for Chief Executive Performance will comprise of the Mayor and all Councillors. Chaired by an external appointment. Kahika / Mayor Moko Tepania is an ex-officio member of all Committees.

External Appointment – (Chairperson)
Kohepu - Deputy Mayor Chicky Rudkin (Deputy Chairperson)
Cr Felicity Foy
Cr Tāmati Rākena
Cr Davina Smolders
Cr Kelly Stratford
Cr John Vujcich

Quorum - Committee
The quorum at a meeting of the Te Huia Committee for Chief Executive Performance is 4 members.

Frequency of Meetings
Te Huia - Executive Review Committee shall meet 12-weekly but may convene more frequently as required.

Committees Responsibilities
The Committees responsibilities are described below:

Oversight and Evaluation

- The Committee is responsible for actively managing, overseeing, and evaluating the performance of the Chief Executive only, ensuring alignment with Council's vision, values, and priorities.
- Oversight of all other staff, including the strategic leadership team, remains the responsibility of the Chief Executive alone.

Key Performance Indicators (KPIs)

- Set, review, and monitor KPIs for the Chief Executive.
- Focus KPIs on outcomes that advance the Council's vision and priorities for the Far North District.

Performance Reviews

- Conduct regular and comprehensive performance reviews of the Chief Executive.
- Include annual assessments and any additional reviews required by Council or the employment agreement.
- Conduct a performance review at the end of the first term of appointment, as required under Schedule 7, clause 35 of the Local Government Act.

Employment Matters

- Address any issues regarding the employment of the Chief Executive.
- Recommend remuneration adjustments, professional development, and support as needed to achieve Council's objectives.
- Supervise any recruitment and selection process for a Chief Executive as required under Part 4, clause 42 of the Local Government Act, for Council consideration and adoption.

Reporting

- Report findings and recommendations regarding the Chief Executive's performance to Council at least twice per year, or as otherwise required.
- Ensure transparency and accountability in reporting.

Delegated Authority

- The Committee is delegated the authority to manage all aspects of the Chief Executive's performance, including conducting regular reviews, recommending remuneration adjustments, and addressing employment-related matters.
- Appointment and termination of the Chief Executive remain the sole responsibility of Council.
- The responsibilities, duties and powers of the Committee are subject to the prohibition on delegation of powers under Clause 32(1), Schedule 7, Local Government Act 2002, and any other restrictions on delegation under any other relevant legislation.

This does not preclude a Committee from establishing a sub-committee or working group with the ability to make a decision to the Committee.

Independent Advice & Conflict of Interest

- The Committee may procure independent specialist advice up to $25,000 per annum, in accordance with Council's procurement policy and processes.

- Consider any conflicts of interest the Chief Executive may have and determine the most appropriate form of management.

Ngā Ture / Rules and Procedures
Council's Standing Orders and Elected Member Code of Conduct apply to all meetings.

Reporting and Review of Committee Terms of Reference
In December of each year, the Responsible Officer alongside Democracy Services will submit a report to Council. The report will summarise the activities of the Committee and how it has contributed to the Council's governance and strategic objectives. This will look at whether the Council are meeting the full requirements of the Committee Terms of Reference and whether any amendments are required to the Committees terms of reference to increase efficient and effective decision making.

The Terms of Reference of the Committee will be reviewed as part of this report but can be amended by Council at any point throughout the term.