

Appointment and Remuneration 28 November 2024



Venue: Microsoft Teams videoconference

Members: Sue McCormack, Bill Moran, Sam Huggard
 Heamana | Chair: Bill Moran
 In attendance: Gus Gilmore (Chief Executive)
 Ngā meneti | Minutes: Rebecca Donne (Council Secretary)

28 November 2024 09:00 AM

Agenda Topic	Presenter	Time	Page
Karakia timatanga			3
1. Administration	Bill Moran	09:00 AM-09:10 AM	4
1.1 Welcome/apologies There have been no apologies received.			
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1.3 Schedule of committee dates for 2025			6
1.4 Delegations Members to note the delegations from Council to the Appointment and Remuneration Committee when considering recommendations at this meeting.			7
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1.7 Minutes of the meeting held 18 March 2024			14
1.8 Minutes of the e-meeting held 3 May 2024			19
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1.10 Minutes of the e-meeting held 18 July 2024			23

1.11	Minutes of the e-meeting held 12 August 2024			25
1.12	Minutes of the e-meeting held 5 September 2024			26
1.13	Action list			
	There are no outstanding actions for the Committee			
2.	Chief Executive appointment, performance review and remuneration			28
2.1	Chief Executive performance review 2024		09:10 AM-09:40 AM	28
2.2	Chief Executive KPIs 2025	Gus Gilmore	09:40 AM-10:00 AM	40
3.	Remuneration and terms of employment for Tier 2 employees			43
3.1	2025 executive team structure	Gus Gilmore	10:00 AM-10:10 AM	43
4.	Council review			45
4.1	Council 360 review	Bill Moran	10:10 AM-10:20 AM	45
5.	Other responsibilities			47
5.1	Committee self-assessment and review of Terms of Reference	Bill Moran	10:20 AM-10:30 AM	47
5.2	2025 workplan	Rebecca Donne	10:30 AM-10:35 AM	55
6.	Any other business			
7.	Committee only time (if required)		10:35 AM-10:45 AM	
	Karakia whakakapi			56

Next meeting: Thursday 27 March 2025

Karakia timatanga

Tēnā tātou here are some useful phrases you can use to introduce opening karakia next time you are asked to lead it.

Māku e huaki te wānanga nei.

I'll open our shared space.

Kia huakina te wānanga nei ki te karakia.

May our shared space be opened with karakia.

Kāti anō kia karakia e manawa ora ai te wānanga nei.

It's only fitting that we begin with karakia so we may strengthen our shared space together.

Karakia tīmatanga Opening incantation

**Whakarongo rā e Rongo
ki Te Pūkenga
te manawa nei
ki te rongo taketake,
te whiwhia, te rawea
te whiwhi-ā-nuku
whiwhi-ā-rangi
i takea mai i te kāhui o ngā ariki.
kia tūturu ka whakamau ai kia
tina,
Tina! (everybody)
Hui e?
Tāiki e!**

Listen o Rongo
to Te Pūkenga
offering gratitude
for the peace and harmony
that allows us to enjoy
he gifts of the earth
and the heavens
bequests of a higher order.
And bind it firmly,
firmly!
Do we all concur?
We concur!

When someone has led karakia to open a hui, it is seen as respectful for someone else to then thank them for carrying out that duty. Here are some mihi to the kaikarakia you can try next time.

Tēnā koe i tō karakia mai.

Thank you for delivering karakia.

Ka nui te mihi o te manawa ki a koe, i tō karakia mai.

With heartfelt gratitude, thank you for delivering karakia.

Kia waiho mā ēnei kupu e kawē atu te whakamiha ki a koe, i tō karakia mai. Nāu oti, e manawa ora nei te wānanga.

May these words convey my sincerest appreciation to you for delivering karakia. Because of you, our shared space is now strengthened.



Te Pūkenga Council Appointment and Remuneration Committee Register of Interests

As at 20 November 2024

Name	Interest	Nature of Interest
Bill Moran Committee Chair	WorkSafe NZ	Deputy Chair
	Chamber Music at the World's Edge Foundation USA	Chair
	Chamber Music at the World's Edge Foundation NZ	Chair
	At the World's Edge Music Foundation UK	Trustee
	Parliamentary Education Trust	Trustee
	Iti Kōpara Charitable Trust	Trustee
	Hoops and Life Awhi Trust	Trustee
	New Zealand Qualifications Authority	Deputy Chair
	Pioneer Energy	Director
	Pioneer Energy Renewables GP	Director
	Pioneer Energy Group GP	Director
	TAB New Zealand	Director
	Queenstown Lakes District Council Audit, Finance and Risk Committee	Independent Member
Sue McCormack Ex-officio Member	Kiwirail	Deputy Chair
	Canterbury Earthquakes Insurance Tribunal	Judicial Officer
	University of Canterbury	Past Chancellor

Name	Interest	Nature of Interest
	Dress for Success	Honorary solicitor
Sam Huggard Member	New Zealand Educational Institute Te Riu Roa	Employee

2025 Schedule of Appointment and Remuneration Committee meetings

As at 11 November 2024

Appointment and Remuneration Committee

Name	Role	Meeting dates	Venue
1. Bill Moran	Chair	Thursday 27 March	Online
2. Sam Huggard	Member	Thursday 27 November	Online
3. Sue McCormack	Ex-officio member		



A3: Council Delegations to the Appointment and Remuneration Committee

Ref	Subject	Description	Power to Sub-Delegate?
1.	Appointment of Trustees to Trusts where Te Pūkenga has a power of appointment.	The power to appoint trustees to charitable trusts where the relevant governing documentation provides for such appointments to be made by Council.	Yes – to the Chief Executive where the appointment is due to an incumbent resigning from their position at Te Pūkenga or from their role as a trustee of the Trust and a Te Pūkenga employee is being appointed as the replacement.

Ref	Subject	Description	Power to Sub-Delegate?
2.	Appointment of Directors to subsidiaries held by Te Pūkenga	The power to appoint directors to subsidiaries held by Te Pūkenga.	Yes – to the Chief Executive where the appointment is due to an incumbent resigning from their position at Te Pūkenga or from their role as a director of the subsidiary and a Te Pūkenga employee is being appointed as the replacement.
3.	Grant shareholder approval	The power to approve routine / administrative shareholder compliance matters on behalf of Council.	Yes – to the Chief Executive at the discretion of the Chair of the Appointment and Remuneration Committee.
4.	Salary Increases	The power to authorise any salary increase to the Chief Executive or to direct reports to the Chief Executive in accordance with guidance issued by Te Kawa Mataaho (Public Services Commission). Must inform Te Kawa Mataaho of the Chief Executive’s remuneration.	No



Te Pūkenga Council Appointment and Remuneration Committee Meeting

1.5 Resolution to exclude the public

It will be moved by the Chair that the public be excluded from the whole of the proceedings of this meeting. This resolution will be made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) (noting Te Pūkenga Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies) and the particular interests protected by section 9 of the Official Information Act 1982 (OIA) which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public.

The general subject of each matter to be considered while the public is excluded and the reason for passing the resolution in relation to each matter are as follows:

Item	General subject of each matter to be considered	Section(s)
1.	Administration	
1.6	Committee workplan	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
1.7.	Minutes of the meeting held 18 March 2024	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
1.8.	Minutes of e-meeting held 3 May 2024	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
1.9.	Minutes of e-meeting held 6 June 2024	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(j) OIA

Item	General subject of each matter to be considered	Section(s)
1.10.	Minutes of e-meeting held 18 July 2024	Section 9(2)(j) OIA
1.11.	Minutes of e-meeting held 12 August 2024	Section 9(2)(j) OIA
1.12.	Minutes of e-meeting held 5 September 2024	Section 9(2)(j) OIA
1.13.	Action list	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
2.	Chief Executive appointment, performance review and remuneration	
2.1.	Chief Executive performance review 2024	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
2.2.	Chief Executive's KPIs 2025	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
3.	Remuneration and terms of employment for Tier 2 employees	
3.1.	2025 executive team structure	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA
4.	Council review	
4.1.	Council 360 review	Section 9(2)(g)(ii) OIA
5.	Other responsibilities	
5.1.	Committee self-assessment and review of Terms of Reference	Section 9(2)(b)(ii) OIA

Item	General subject of each matter to be considered	Section(s)
		Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
5.2.	2025 workplan	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
6.	Any other business	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
5.	Committee only time (if required)	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA

Interests

Section	Interest
Section 9(2)(a) OIA	To protect the privacy of natural persons, including that of deceased natural persons.
Section 9(2)(b)(ii) OIA	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.
Section 9(2)(g)(ii) OIA	To maintain the effective conduct of public affairs through the protection of such Ministers, members of organisations, officers, and employees from improper pressure or harassment.

Section	Interest
Section 9(2)(i) OIA	To enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.
Section 9(2)(j) OIA	To enable the organisation to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

The Chair will also move that certain employees from Te Pūkenga be permitted to remain at the meeting, after the public has been excluded, because of their specific knowledge in relation to the above items. This knowledge, which will be of assistance in relation to the matters above to be discussed, is relevant to those matters because they have assisted in the progression of such matters.