

Agenda

**Notice is hereby given of
a Chief Executive's Performance Review
Committee Meeting**

Tuesday 14 May 2019

To follow Council Workshop

Council Chamber
Waimate District Council
125 Queen Street
Waimate

www.waimatedc.govt.nz

Notice is hereby given that a meeting of the Chief Executive's Performance Review Committee will be held in the Council Chamber, Waimate District Council, 125 Queen Street, Waimate, on Tuesday 14 May 2019, to follow the Council Workshop.

Committee Membership

David Anderson	Councillor
Craig Rowley	Mayor (Chair)
Sharyn Cain	Deputy Mayor
Peter Collins	Councillor

Quorum – no less than three members

Significance Consideration

Evaluation: Council officers, in preparing these reports have had regard to Council's Significance and Engagement Policy. Council and Committee members will make the final assessment on whether the subject under consideration is to be regarded as being significant or not. Unless Council or Committee explicitly determines that the subject under consideration is to be deemed significant then the subject will be deemed as not being significant.

Decision Making

The Council, in considering each matter, must be:

- i. Satisfied that it has sufficient information about the practicable options and their benefits, costs and impacts, bearing in mind the significance of the decision;
- ii. Satisfied that it knows enough about and will give adequate consideration to the views and preferences of affected and interested parties bearing in mind the significance of the decisions to be made.

Stuart Duncan
Chief Executive

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OPENING

1 PUBLIC FORUM

There is no public forum at this meeting.

2 APOLOGIES

Cr David Anderson

3 VISITORS

4 CONFLICTS OF INTEREST

As per the Local Authorities (Members' Interests) Act 1968 (as below), the Chair will enquire if there are any Conflicts of Interest to be declared on any item on the agenda, and if so, for any member to declare this interest.

Local Authorities (Members' Interests) Act 1968

Councillors are reminded that if they have a pecuniary interest in any item on the agenda, then they must declare this interest and refrain from discussing or voting on this item and are advised to withdraw from the meeting table.

5 IDENTIFICATION OF MAJOR (URGENT) OR MINOR ITEMS NOT ON THE AGENDA

1. The Chair will call for any major (urgent business) or minor items not on the agenda to be raised according to Standing Orders, as below:

a. Standing Orders 3.7.5 – Major Items

An item not on the agenda for a meeting may be dealt with at the meeting if the local authority by resolution so decides, and the presiding member explains at the meeting at a time when it is open to the public –

- i. The reason why the item was not listed on the agenda; and
- ii. The reason why discussion of the item cannot be delayed until a subsequent meeting.

b. Standing Orders 3.7.6 – Minor Items

An item not on the agenda for a meeting may be dealt with at the meeting if –

- i. That item is a minor matter relating to the general business of the local authority; and
- ii. The presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- iii. No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.

MINUTES

6 CONFIRMATION OF MINUTES

6.1 MINUTES OF THE CHIEF EXECUTIVE'S PERFORMANCE REVIEW COMMITTEE MEETING HELD ON 21 FEBRUARY 2018

Author: Karalyn Reid, Committee Secretary and PA to the Mayor

Authoriser: Tina Stevenson, Corporate Services Group Manager

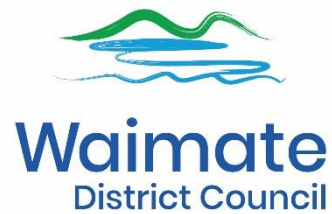
Attachments: 1. Minutes of the Chief Executive's Performance Review Committee Meeting held on 21 February 2018

PURPOSE

To present the unconfirmed Minutes of the Chief Executive's Performance Review Committee Meeting held on 21 February 2018.

RECOMMENDATION

That the Minutes of the Chief Executive's Performance Review Committee Meeting held on 21 February 2018 be accepted, and the recommendations therein be adopted.
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MINUTES

Chief Executive's Performance Review Committee Meeting

21 February 2018

**MINUTES OF WAIMATE DISTRICT COUNCIL
CHIEF EXECUTIVE'S PERFORMANCE REVIEW COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE ON WEDNESDAY 21 FEBRUARY 2018, COMMENCING AT 1.00PM**

PRESENT: Cr David Anderson, Chair Craig Rowley, Cr Sharyn Cain, Cr Peter Collins

APOLOGIES: Nil

IN ATTENDANCE: Chief Executive Stuart Duncan

OPENING

1 APOLOGIES

Nil

2 CONFLICTS OF INTEREST

Nil

3 ELECTION OF CHAIR

MOTION

COMMITTEE RESOLUTION 2018/1

Moved: Cr David Anderson

Seconded: Cr Sharyn Cain

That Mayor Craig Rowley be elected as Chair of the Chief Executive's Performance Review Committee.

CARRIED

4 CHIEF EXECUTIVE'S PERFORMANCE REVIEW COMMITTEE – TERMS OF REFERENCE

MOTION

COMMITTEE RESOLUTION

Moved: Cr David Anderson

Seconded: Cr Peter Collins

That the Chief Executive's Performance Review Committee – Terms of Reference are accepted, with minor amendments.

CARRIED

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION

Moved: Cr David Anderson
Seconded: Cr Sharyn Cain

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
Chief Executive's Performance Review Report	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.</p> <p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p>	<p>s48(1)(a)(i) - 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</p>

CARRIED

RE-ADMITTANCE OF THE PUBLIC

COMMITTEE RESOLUTION 2018/4

Moved: Cr Sharyn Cain
Seconded: Mayor Rowley

That the public are re-admitted.

CARRIED

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 1.50pm.

The minutes of this meeting are to be confirmed at the next Chief Executive's Performance Review Committee Meeting.

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CHAIRPERSON

**6.2 MINUTES OF THE CHIEF EXECUTIVE'S PERFORMANCE REVIEW COMMITTEE
MEETING HELD ON 6 MARCH 2018**

Author: Karalyn Reid, Committee Secretary and PA to the Mayor

Authoriser: Tina Stevenson, Corporate Services Group Manager

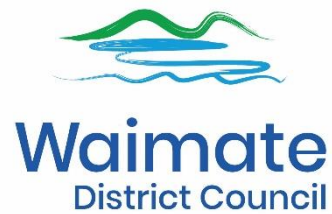
Attachments: 1. **Minutes of the Chief Executive's Performance Review Committee Meeting held on 6 March 2018**

PURPOSE

To present the unconfirmed Minutes of the Chief Executive's Performance Review Committee Meeting held on 6 March 2018.

RECOMMENDATION

That the Minutes of the Chief Executive's Performance Review Committee Meeting held on 6 March 2018 be accepted, and the recommendations therein be adopted.



MINUTES

Chief Executive's Performance Review Committee Meeting

6 March 2018

**MINUTES OF WAIMATE DISTRICT COUNCIL
CHIEF EXECUTIVE'S PERFORMANCE REVIEW COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE ON TUESDAY 6 MARCH 2018, COMMENCING AT 1.00PM**

PRESENT: Cr David Anderson, Chair Craig Rowley, Cr Sharyn Cain, Cr Peter Collins

APOLOGIES: Nil

IN ATTENDANCE: Chief Executive Stuart Duncan

OPENING

1 APOLOGIES

Nil

2 CONFLICTS OF INTEREST

Nil

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION

Moved: Cr David Anderson

Seconded: Cr Sharyn Cain

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
Chief Executive's Performance Review Report	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)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority	s48(1)(a)(i) - 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

CARRIED

RE-ADMITTANCE OF THE PUBLIC

COMMITTEE RESOLUTION 2018/3

Moved: Cr Sharyn Cain

Seconded: Mayor Rowley

That the public are re-admitted.

CARRIED

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 2.00pm.

The minutes of this meeting are to be confirmed at the next Chief Executive's Performance Review Committee Meeting.

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CHAIRPERSON

PUBLIC EXCLUDED

7 EXCLUSION OF THE PUBLIC REPORT

RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATION

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
7.1 - Public Excluded Minutes of the Chief Executive's Performance Review Committee Meeting held on 21 February 2018	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	s48(1)(a)(i) - 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
7.2 - Public Excluded Minutes of the Chief Executive's Performance Review Committee Meeting held on 6 March 2018	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	s48(1)(a)(i) - 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
7.3 - Chief Executive's Performance Review Report	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)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority	s48(1)(a)(i) - 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
7.4 - Chief Executive's Individual Employment Agreement Review	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)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority	s48(1)(a)(i) - 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

<p>7.5 - Chief Executive's Remuneration Report</p>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p> <p>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)</p>	<p>s48(1)(a)(i) - 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</p>
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8 RE-ADMITTANCE OF THE PUBLIC REPORT
MEETING CLOSURE