

# Agenda

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

**Tuesday 9 September 2025**

1:30pm

Council Chamber  
Waimate District Council  
125 Queen Street  
Waimate

[www.waimatedc.govt.nz](http://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 9 September 2025, commencing at 1:30pm.**

**Committee Membership**

Sharyn Cain	Deputy Mayor
Craig Rowley	Mayor (Chair)
Colin Pankhurst	Councillor
Sandy McAlwee	Councillor

Quorum – no less than five 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 for this Committee of Council.

### 2 APOLOGIES

### 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.

## **REPORTS**

### **6 GENERAL REPORTS**

<b>6.1 MINUTES OF THE CHIEF EXECUTIVE'S PERFORMANCE REVIEW COMMITTEE MEETING HELD ON 25 MARCH 2025</b>
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**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor

**Authoriser:** Rachel Holley-Dellow, Human Resources Manager

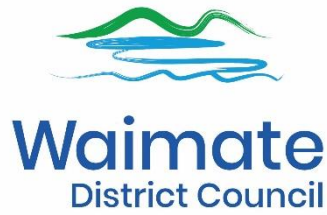
**Attachments:** 1. Minutes of the Chief Executive's Performance Review Committee  
Meeting held on 25 March 2025

#### **PURPOSE**

That the unconfirmed Minutes of the Chief Executive's Performance Review Committee Meeting held on 25 March 2025 are presented for confirmation.

<b>RECOMMENDATION</b>
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That the Minutes of the Chief Executive's Performance Review Committee Meeting held on 25 March 2025 be adopted as a true and correct record.
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# **MINUTES**

## **Chief Executive's Performance Review Committee Meeting**

**25 March 2025**

**MINUTES OF WAIMATE DISTRICT COUNCIL  
CHIEF EXECUTIVE'S PERFORMANCE REVIEW COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, QUEEN STREET,  
WAIMATE ON TUESDAY 25 MARCH 2025, COMMENCING AT 9:30AM**

**PRESENT:** Deputy Mayor Sharyn Cain, Mayor Craig Rowley, Cr Tom O'Connor  
**APOLOGIES:** Cr Colin Pankhurst  
**IN ATTENDANCE:** Cr Rick Stevens, Cr Lisa Small, Cr Peter Collins, Cr Sandy McAlwee  
Stuart Duncan (Chief Executive)

**OPENING**

**1 PUBLIC FORUM**

Nil

**2 APOLOGIES**

**APOLOGY**

**COMMITTEE RESOLUTION 2025/1**

Moved: Cr Tom O'Connor

Seconded: Mayor Craig Rowley

That the apology received from Cr Colin Pankhurst be accepted.

**CARRIED**

**3 VISITORS**

Nil

**4 CONFLICTS OF INTEREST**

Nil

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

Nil

## MINUTES

### 6 CONFIRMATION OF MINUTES

#### 6.1 MINUTES OF THE CHIEF EXECUTIVE'S PERFORMANCE REVIEW COMMITTEE MEETING HELD ON 10 DECEMBER 2024

##### COMMITTEE RESOLUTION 2025/2

Moved: Deputy Mayor Sharyn Cain

Seconded: Mayor Craig Rowley

That the Minutes of the Chief Executive's Performance Review Committee Meeting held on 10 December 2024 be adopted as a true and correct record.

**CARRIED**

## PUBLIC EXCLUDED

### 7 EXCLUSION OF THE PUBLIC REPORT

#### RESOLUTION TO EXCLUDE THE PUBLIC

##### COMMITTEE RESOLUTION 2025/3

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Tom O'Connor

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
<b>7.1 - Public Excluded Minutes of the Chief Executive's Performance Review Committee Meeting held on 10 December 2024</b>	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
<b>7.2 - Chief Executive's Performance Review</b>	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**



8 RE-ADMITTANCE OF THE PUBLIC REPORT

COMMITTEE RESOLUTION 2025/4

Moved: Cr Tom O'Connor

Seconded: Mayor Craig Rowley

That Council moves out of Closed Council into Open Council.

CARRIED

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 12.33pm.

The Minutes of this meeting will be confirmed at the next meeting of the Chief Executive's Performance Review Committee Meeting.

.....  
CHAIRPERSON

**6.2 APPOINTMENT TO CHIEF EXECUTIVE'S PERFORMANCE REVIEW COMMITTEE**

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor  
**Authoriser:** Rachel Holley-Dellow, Human Resources Manager  
**Attachments:** Nil

**PURPOSE**

1. For the Chief Executive's Performance Review Committee (CEPRC) to be informed of a new member, following the passing of former member, Cr Tom O'Connor.

**BACKGROUND**

2. At the Council Meeting of 19 August, Cr Sandy McAlwee was appointed to the CEPRC to fill the vacant position, as per the below minute:

**16.3 APPOINTMENT OF CHIEF EXECUTIVE'S PERFORMANCE REVIEW COMMITTEE MEMBER**

Chair of the CEPRC, Deputy Mayor Sharyn Cain asked Council to consider a replacement member on the Chief Executive's Performance Review Committee (CEPRC) for the remainder of the Council term.

**RESOLUTION 2025/1**

Moved: Deputy Mayor Sharyn Cain  
Seconded: Mayor Craig Rowley

1. That the Appointment of Chief Executive's Performance Review Committee Member report is accepted; and
2. That Council duly appoints a new member to the Chief Executive's Performance Review Committee Member; being Councillor Sandy McAlwee.

**CARRIED**

**RECOMMENDATION**

1. That the Appointment to Chief Executive's Performance Review Committee report is accepted, and
2. That the Chief Executive's Performance Review Committee notes the new member appointed by Council, Cr Sandy McAlwee.

**PUBLIC EXCLUDED**

**7 EXCLUSION OF THE PUBLIC REPORT**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**RECOMMENDATION**

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**8 RE-ADMITTANCE OF THE PUBLIC REPORT**  
**MEETING CLOSURE**