



MINUTES

Chief Executive's Performance Review Committee Meeting

9 September 2025

**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 9 SEPTEMBER 2025, COMMENCING AT 1.30PM**

PRESENT: Deputy Mayor Sharyn Cain (Chair), Mayor Craig Rowley, Cr Sandy McAlwee,
Cr Colin Pankhurst

IN ATTENDANCE: Andrea Bankier, Sheffield (via Microsoft teams)
Karalyn Reid (Committee Secretary)

OPENING

The Chair welcomed members to the meeting, and outlined the format of the meeting.

1 PUBLIC FORUM

There was no public forum held at this Committee of Council

2 APOLOGIES

Nil

3 VISITORS

Nil

4 CONFLICTS OF INTEREST

The Chair asked if members had any conflict of interest in any item on the agenda. There were no Conflicts of Interest declared.

The Chair read the below for the information of the Committee:

Confidentiality Reminder

This Committee is meeting to undertake the substantive process for the Chief Executive's Performance Review and Annual Remuneration Review. As this process is related to the Chief Executive's employment, these conversations and processes are private and confidential. Nothing directly or indirectly related to this process and meetings can be divulged outside of this room, unless it is a Committee member's seeking the advice of the consultant's contracted to provide them with assistance, or the Human Resources Manager. If anyone is found to breach the privacy and confidentiality, this will be taken very seriously, with the Chief Executive informed of the breach and having the ability to raise a personal grievance against those responsible, noting that it would also be grounds to investigate the elected member for a code of conduct breach.

The only information that can be released, occurs by agreement with the Chief Executive, following the outcome of Council resolutions regarding the committee's recommendations, and as per legislative requirements.

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

Nil

REPORTS

6 GENERAL REPORTS

6.1 MINUTES OF THE CHIEF EXECUTIVE'S PERFORMANCE REVIEW COMMITTEE MEETING HELD ON 25 MARCH 2025

COMMITTEE RESOLUTION 2025/6

Moved: Mayor Craig Rowley

Seconded: Cr Colin Pankhurst

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.

CARRIED

6.2 APPOINTMENT TO CHIEF EXECUTIVE'S PERFORMANCE REVIEW COMMITTEE

COMMITTEE RESOLUTION 2025/7

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Colin Pankhurst

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.

CARRIED

PUBLIC EXCLUDED

7 EXCLUSION OF THE PUBLIC REPORT

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2025/8

Moved: Mayor Craig Rowley

Seconded: Cr Colin Pankhurst

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 25 March 2025	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 - Chief Executive's Performance 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

CARRIED

8 RE-ADMITTANCE OF THE PUBLIC REPORT

COMMITTEE RESOLUTION 2025/9

Moved: Mayor Craig Rowley

Seconded: Deputy Mayor Sharyn Cain

That Council moves out of Closed Council into Open Council.

CARRIED

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 4.30pm.

The Minutes of this meeting are to be confirmed at the final Council Meeting of the triennium, being Tuesday 7 October 2025.

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CHAIRPERSON