



AGENDA

People, Performance and Appointments Committee

Date: Monday, 5 October 2026

Time: 1.00pm

Location: Meeting Room 1
District Council Building
King George Place
Timaru

Timaru District Council

Notice is hereby given that a meeting of the People, Performance and Appointments Committee will be held in Meeting Room 1, District Council Building, King George Place, Timaru, on Monday 5 October 2026, at 1.00pm.

People, Performance and Appointments Committee Members

Mayor Nigel Bowen (Chairperson), Cllrs Peter Burt, Graeme Wilson, Stacey Scott, Scott Shannon, Michelle Pye

Quorum – no less than 4 members

Local Authorities (Members' Interests) Act 1968

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

Nigel Trainor
Chief Executive

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- 1 Apologies**
- 2 Identification of Items of Urgent Business**
- 3 Identification of Matters of a Minor Nature**
- 4 Declaration of Conflicts of Interest**

5 Confirmation of Minutes

5.1 Minutes of the People, Performance and Appointments Committee Meeting held on 19 May 2026

Author: Alesia Cahill, Executive Support Manager

Recommendation

That the Minutes of the People, Performance and Appointments Committee Meeting held on 19 May 2026 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Attachments

1. People, Performance and Appointments Committee Meeting held on 19 May 2026



MINUTES

People, Performance and Appointments Committee

Tuesday, 19 May 2026

**Minutes of Timaru District Council
People, Performance and Appointments Committee Meeting
Held in Meeting Room 1, District Council Building, King George Place, Timaru
on Tuesday, 19 May 2026 at 9.00am**

Present Deputy Mayor Scott Shannon (Chairperson), Cllrs Peter Burt, Graeme Wilson, Stacey Scott, Michelle Pye, Mayor Nigel Bowen (Teams)

In Attendance **Councillor:** Philip Harper, **Officers:** Nigel Trainor (Chief Executive), Brittney Bowie (Acting General Manager People and Capability - People Operations and Payroll), Katrina Symons (Acting General Manager People and Capability – Health and Safety, Wellbeing, Learning and Development), Alesia Cahill (Executive Support Manager)

1 Apologies

No apologies received.

2 Identification of Items of Urgent Business

No items of urgent business were received.

3 Identification of Matters of a Minor Nature

No matters of a minor nature were raised.

4 Declaration of Conflicts of Interest

No conflicts of interest were declared.

5 Confirmation of Minutes

5.1 Minutes of the Extraordinary People, Performance and Appointments Committee Meeting held on 20 March 2026

Resolution

Moved: Cllr Peter Burt

Seconded: Cllr Graeme Wilson

That the Minutes of the Extraordinary People, Performance and Appointments Committee Meeting held on 20 March 2026 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried

6 Consideration of Urgent Business Items

No matters of a urgent business were raised.

7 Consideration of Minor Nature Matters

No matters of a minor nature were raised.

8 Exclusion of the Public

Moved: Cllr Scott Shannon

Seconded: Cllr Michelle Pye

That at 9.02am, the public be excluded from the following parts of the proceedings of this meeting, namely:

9 Public Excluded Reports

9.1 Public Excluded Minutes of the Extraordinary People, Performance and Appointments Committee Meeting held on 20 March 2026

9.2 General Manager People and Capability Update

9.3 Chief Executive Verbal Update

9.4 Appointments Verbal Update

The general subject 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(1) 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	Plain English Reason
9.1 - Public Excluded Minutes of the Extraordinary People, Performance and Appointments Committee Meeting held on 20 March 2026	Section 48(1) of the Local Government Official Information and Meetings Act 1987.	The public excluded minutes of the meeting held on 20 March 2026 are considered confidential pursuant to the provisions of the LGOIMA Act of 1987. The specific provisions of the Act that relate to these minutes can be found in the open minutes of the meeting held on 20 March 2026
9.2 - General Manager People and Capability Update	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.	To protect a person's privacy
9.3 - Chief Executive Verbal Update	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.	To protect a person's privacy
9.4 - Appointments Verbal Update	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.	To protect a person's privacy

Carried

Note:

Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

- “(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof)
 - (a) shall be available to any member of the public who is present; and
 - (b) shall form part of the minutes of the local authority.”

10 Readmittance of the Public

Resolution

Moved: Cllr Michelle Pye

Seconded: Cllr Graeme Wilson

That the meeting moves out of Closed Meeting into Open Meeting at 9.53am

Carried

The meeting closed at 9.53am.

.....
Councillor Scott Shannon
Chairperson

5.2 Minutes of the People, Performance and Appointments Committee Meeting held on 4 August 2026

Author: Alesia Cahill, Executive Support Manager

Recommendation

That the Minutes of the People, Performance and Appointments Committee Meeting held on 4 August 2026 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Attachments

1. People, Performance and Appointments Committee Meeting held on 4 August 2026



MINUTES

People, Performance and Appointments Committee

Tuesday, 4 August 2026

**Minutes of Timaru District Council
People, Performance and Appointments Committee Meeting
Held in Meeting Room 1, District Council Building, King George Place, Timaru
on Tuesday, 4 August 2026 at 2.00pm**

Present Mayor Nigel Bowen (Chairperson), Deputy Mayor Scott Shannon, Cllrs Peter Burt, Graeme Wilson, Michelle Pye,

In Attendance Nigel Trainor (Chief Executive), Logan Hanifin (Venture Timaru Chairperson), Alesia Cahill (Executive Support Manager)

Apologies Cllr Stacey Scott (Due to conflict of interest for 8.1, 8.2, 8.3)

1 Apologies

Moved: Mayor Nigel Bowen

Seconded: Cllr Michelle Pye

That Cllr Stacey Scott's apology, due to a conflict of interest, was received and accepted. Cllr Scott will join the meeting for item 8.4.

Carried

2 Identification of Items of Urgent Business

No items of urgent business were received.

3 Identification of Matters of a Minor Nature

No matters of a minor nature were raised.

4 Declaration of Conflicts of Interest

No conflicts of interest were declared.

5 Consideration of Urgent Business Items

No matters of a urgent business were raised.

6 Consideration of Minor Nature Matters

No matters of a minor nature were raised.

7 Exclusion of the Public

Resolution

Moved: Cllr Michelle Pye

Seconded: Cllr Peter Burt

That at 2.01pm, the public be excluded from the following parts of the proceedings of this meeting, namely:

8 Public Excluded Reports

8.1 Formal Process for Reappointment of Directors to Venture Timaru Limited

8.2 Venture Timaru Limited Director Appointment

8.3 Appointments of Interview and Selection Panel

8.4 Chief Executive Key Performance Indicators and Review

The general subject 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(1) 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	Plain English Reason
8.1 Formal Process for Reappointment of Directors to Venture Timaru Limited	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.	To protect a person's privacy
8.2 Venture Timaru Limited Director Appointment	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.	To protect a person's privacy
8.3 Appointments of Interview and Selection Panel	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.	To protect a person's privacy
8.4 Chief Executive Key Performance Indicators and Review	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.	To protect a person's privacy

Clr Michelle Pye, moved Logan Hanifin, Venture Timaru Chairperson be permitted to attend this meeting for items, 8.1, 8.2, 8.3, after the public has been excluded, because of their knowledge as Venture Timaru Chairperson. This knowledge will be of assistance in relation to the matters being discussed.

Carried

Note:

[Section 48\(4\)](#) of the Local Government Official Information and Meetings Act 1987 provides as follows:

- “(4)Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof)
 - (a)shall be available to any member of the public who is present; and
 - (b)shall form part of the minutes of the local authority.”

9 Readmittance of the Public

Resolution

Moved: Mayor Nigel Bowen

Seconded: Cllr Graeme Wilson

That the meeting moves out of Closed Meeting into Open Meeting at 2.57pm

Carried

The meeting closed at 2.57pm.

.....
Mayor Nigel Bowen

Chairperson

6 Consideration of Urgent Business Items**7 Consideration of of Minor Nature Matters****8 Exclusion of the Public****9 Public Excluded Reports****Recommendation**

That the public be excluded from—

- *(a)the whole of the proceedings of this meeting; or
- *(b)the following parts of the proceedings of this meeting, namely:

9.1 & 9.2 Public Excluded Minutes of the People, Performance and Appointments Committee Meeting held on 19 May 2026 and 4 August 2026

9.3 General Manager People and Capability Update

9.4 Venture Timaru Limited Director Reappointment

9.5 Venture Timaru Limited Director Appointment

9.6 Timaru District Holdings Limited Director Reappointment

9.7 Chief Executive KPI Update

The general subject 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(1) 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	Plain English Reason
9.1 & 9.2 - Public Excluded Minutes of the People, Performance and Appointments Committee Meeting held on 19 May 2026 and 4 August 2026	Section 48(1) of the Local Government Official Information and Meetings Act 1987.	The public excluded minutes of the meeting held on 17 February 2026 are considered confidential pursuant to the provisions of the LGOIMA Act of 1987. The specific provisions of the Act that relate to these minutes can be found in the open minutes of the meeting held on 17 February 2026
9.3 General Manager People and Capability Update	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.	To protect a person's privacy
9.4 Venture Timaru Limited Director Reappointment	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.	To protect a person's privacy

9.5 Venture Timaru Limited Director Appointment	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.	To protect a person's privacy
9.6 Timaru District Holdings Limited Director Reappointment	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.	To protect a person's privacy
9.7 Chief Executive KPI Update	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.	To protect a person's privacy

Note: [Section 48\(4\)](#) of the Local Government Official Information and Meetings Act 1987 provides as follows:

- “(4)Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof) —
 - (a)shall be available to any member of the public who is present; and
 - (b)shall form part of the minutes of the local authority.”

10 Readmittance of the Public