



WESTLAND
DISTRICT COUNCIL

AGENDA

Performance Management Committee

Council Chambers

Monday
30 May 2011

9.00 am



PERFORMANCE MANAGEMENT COMMITTEE

NOTICE IS HEREBY GIVEN THAT AN EXTRAORDINARY MEETING OF THE PERFORMANCE MANAGEMENT COMMITTEE WILL BE HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA, ON MONDAY 30 MAY 2011 COMMENCING AT 9.00 AM

1. MEMBERS PRESENT AND APOLOGIES
2. CONFIRMATION OF MINUTES – 28 FEBRUARY 2011 (Pages 1-2)
3. GENERAL BUSINESS
 - 3.1 Brainstorming Session – Measuring Our Success at Delivering the Vision (Page 3-4)

Memo from Manager Finance

Attached is a DRAFT worksheet which is the first attempt at analyzing Council's Vision into components which can be measured.

We are asking the following questions as part of the analysis:

How do we define success?

What will we do to be successful?

What will we measure to determine our success?

What targets shall we set out to achieve?

Who shall we work with?

When will we achieve the results?

This brainstorming exercise will require some preparation before the meeting.

3.2 Management Report – Review of Format

Memo from Manager Finance

The above brainstorming session will give some direction regarding a future report format.

Please bring your copy of the May Monthly Management Report and the April Quarterly Management Report, and any suggestions/feedback you may have for refining the report format.

NEXT MEETING – MONDAY 29 AUGUST COMMENCING AT 9.00 AM



PERFORMANCE MANAGEMENT COMMITTEE

MINUTES OF A MEETING OF THE PERFORMANCE MANAGEMENT COMMITTEE, HELD IN THE COUNCIL CHAMBERS, WESTLAND DISTRICT COUNCIL, 36 WELD STREET, HOKITIKA ON MONDAY 28 FEBRUARY 2011 COMMENCING AT 9.00 AM

Due to the absence of Councillor Allen Hurley, Chairperson of the Committee, Richard Simpson, Acting Chief Executive Officer called for nominations for the position of Chairperson of the meeting.

Moved Councillor Stapleton, seconded Councillor Butzbach and **Resolved** that Councillor Scott be nominated Chairperson of the Performance Management Committee for the meeting. No further nominations were received and Councillor Scott was declared Acting Chairperson.

1. MEMBERS PRESENT

Action
by

Councillor K.R. Scott (in the Chair),
Councillors J.H. Butzbach, F.I.W. Stapleton, C.A. van Beek.

APOLOGIES

Councillor B.O. Thomson (Deputy Mayor) and Councillor A.M. Hurley (Chairperson).

ALSO IN ATTENDANCE

R.C. Simpson (Acting Chief Executive Officer), Q.H. Horning (Manager Finance) and D.M. Maitland (Executive Assistant).

2. GENERAL BUSINESS

2.1 Performance Management Framework

The Manager Finance provided a PowerPoint Presentation to the Committee regarding the Performance Management Framework.

2.2 Review of Template for Evaluation of a Board of Directors

A general discussion was held regarding the template for the evaluation of a Board of Directors, however the Committee agreed to leave the wording unaltered.

The Manager Finance advised that the Short Form Full Board Evaluation Form will be used to evaluate the Westland Business Unit, Westland Holdings Limited and Westroads Limited.

Moved Councillor Butzbach, seconded Councillor van Beek and **Resolved** that the Short Form Board Evaluation be adopted. MF

**NEXT MEETING – MONDAY 30 MAY 2011
COMMENCING AT 9.00 AM**

Meeting concluded at 10.22 am

Confirmed:

**Councillor Kyle Scott
Acting Chairperson**

Date

Westland's Vision - A DRAFT Analysis

We will achieve this by:

- Involving the community and stakeholders
- Having inspirational leadership
- Having expanded development opportunities
- Having top class infrastructure for all communities
- Living the '100% Pure New Zealand' brand

Westland will, by 2030, be a world class tourist destination and have industries and businesses leading through innovation and service.

How do we define success?	What will we do to be successful?	What will we measure to determine our success?	What targets shall we set out to achieve?	Who shall we work with?	When will we achieve the results?
<p>World Class Tourist Destination As defined in NZ Tourism Strategy</p> <p>Innovation Taking what you have and using it creatively to add value</p>	<p>As defined in NZ Tourism Strategy</p> <p>Innovation Summit - Bringing together the community and stakeholders to share information and ideas Research for good practice Create partnering opportunities Source funding for scholarships that award innovation and entrepreneurship</p> <p>By collating and managing existing resources</p> <p>Empowering local people to tell their stories</p>	<p>As defined in NZ Tourism Strategy</p> <p>Number of participants Benchmarked indicators</p> <p>Number of organisation or businesses that WDC can direct to appropriate training/mentoring</p>	<p>As defined in NZ Tourism Strategy</p> <p>High level of participation Comparative results</p>		
<p>Service Every customer and client is completely satisfied Delivering an quality experience which is uniquely Westland</p>	<p>Empowering local people to tell their stories</p>	<p>% satisfaction</p>	<p>Number of requests and successful placements</p> <p>100% Pure Satisfaction</p>		
<p>Involving the community and stakeholders Participatory communication - messages and ideas coming up from the community as well as from the top. Meaningful exchanges that go places</p>	<p>Appoint a Strategic Vision Group Engaging and getting the input from the local runanga Engage townships with the vision Source funding for projects aligned with vision Engagement with community groups with vision Engaging with youth - by asking them to consider the key issues of the community Invite a Youth Ambassador</p>	<p>Number of submissions increases Candidates in elections increase</p>			
<p>Having inspirational leadership Leadership that inspires people to actions that fulfill the vision of the council</p>	<p>Ensure Council has the appropriate organisation structure to deliver the vision Support training for potential community leaders Ensure robust process for appointing directors to subsidiaries Develop/train Councilors/Directors Appoint skilled, inspirational and committed people to committees Exploiting the strengths of our leaders 100% Ownership of the Vision Clear identity of Council and what we do</p>	<p>Outcomes of committees achieved Outcomes of committees achieved Satisfaction of employees increases Communication Strategy</p>			

Definition of success	How will we get there?	What will we measure?	What are we aiming to improve?	Who is our audience?	When will we achieve this by?
Having expanded development opportunities	<ul style="list-style-type: none"> Working with DWC Fully utilising the CCOs Ensuring the District Plan encourages appropriate development, and restricts negative activities Create an Opportunity Register 				
Having top class infrastructure for all communities	<ul style="list-style-type: none"> High Speed Broadband 100% Mobile coverage Develop robust asset management plans Promote quality essential community facilities 				
Living the '100% Pure New Zealand' brand	<ul style="list-style-type: none"> Achieve Green Globe Accreditation for WDC Provide incentives for business and industry to achieve Green Globe accreditation Consent fees reductions for proposals which contribute to the Vision Work with DOC and AHB to find a suitable replacement for 1080 				