

WESTLAND
DISTRICT COUNCIL



AGENDA

Performance Management Committee

Council Chambers

Monday
29 August 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 29 AUGUST 2011 COMMENCING AT 9.00 AM

1. MEMBERS PRESENT AND APOLOGIES
2. CONFIRMATION OF MINUTES – 30 MAY 2011
3. GENERAL BUSINESS
 - 3.1 Review of the Management Report Format

(Pages 1-3)

Memo from Manager Finance

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

NEXT MEETING – TUESDAY 29 NOVEMBER 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 30 MAY 2011 COMMENCING AT 9.00 AM

APPOINTMENT OF CHAIRPERSON

The Committee noted that Councillor Montagu had been appointed Chairperson of the Performance Management Committee at the Council Meeting held on the 26 May 2011.

Moved Councillor Stapleton, seconded Councillor Butzbach and **Resolved** that Councillor M.D. Montagu be confirmed as Chairperson of the Performance Management Committee and be delegated all the powers and duties of the role of Chairperson of the Committee.

1. MEMBERS PRESENT

Councillor M.D. Montagu (in the Chair)

Deputy Mayor Councillor B.O. Thomson (from 9.13 am)

Councillors J.H. Butzbach, F.I.W. Stapleton, C.A. van Beek (until 12.07 pm).

APOLOGIES

Deputy Mayor Councillor B.O. Thomson (for lateness).

Councillor K.R. Scott.

ALSO IN ATTENDANCE

Her Worship the Mayor M.H. Pugh (from 12.17 pm).

K. Crawford, Communications Advisor; Q.H. Horning, Manager Finance;

D.M. Maitland, Executive Assistant; R.C. Simpson, Manager Planning and Regulatory (from 9.35 am).

2. CONFIRMATION OF MINUTES – 28 FEBRUARY 2011

Moved Councillor Stapleton, seconded Councillor Butzbach and **Resolved** that the Minutes of the Performance Management Committee Meeting held on the 28 February 2011 be confirmed as a true and correct record of the meeting.

3. GENERAL BUSINESS

3.1 Brainstorming Session – Measuring Success at Delivery the Council Vision.

The Committee worked through the Draft Analysis as a first step in analysing Council's Vision into components which could be measured.

Key points were identified as:

1. World Class Tourist Destination.
2. Innovation
3. World Class Service
4. Involving the community and stakeholders
5. Having inspirational leadership
6. Having expanded development opportunities
7. Having top class infrastructure for all communities
8. Living the "100 Pure New Zealand" Brand.

The meeting adjourned for morning tea at 10.17 am, and reconvened at 10.31 am.

The Committee then went on to identify the following:

- i) What Council needs to do to be successful.
- ii) What Council will measure to determine success.
- iii) What targets need to be established.

The meeting adjourned for lunch at 1.12 pm, and reconvened at 1.33 pm.

3.2 Management Report – Review of Format

Due to time constraints, the Committee deferred a discussion on the above matter to a future meeting.

3.3 LTP Working Group

The Committee noted that this item had been considered at the Council Meeting on the 26 May 2011 and had been referred to the Strategy Committee for appointment of an LTP Champion. The Committee noted that the Councillors appointed to the Strategy Committee were of similar membership to those appointed to the Performance Management Committee.

The following Councillors expressed an interest in the LTP Working Group:

Councillors J.G. Birchfield, J.H. Butzbach, M.D. Montagu, K.R. Scott and C.A. van Beek, with all Councillors to be circulated with the LTP information in the first instance.

**NEXT MEETING – MONDAY 29 AUGUST 2011
COMMENCING AT 9.00 AM**

Meeting concluded at 3.28 pm

Confirmed:

Councillor Murray Montagu
Chairperson

Date