



## NOTICE OF MEETING

# PERFORMANCE REVIEW COMMITTEE

I hereby give notice that an Ordinary Meeting will be held on:-

**DATE:**        **Monday**        **11 March 2002**        **TIME:**        **2.00 pm**

**VENUE:**        **Civic Centre, 6 Waipareira Avenue, Lincoln, Waitakere City**

to consider any business within the scope and delegations of the Committee and to take any necessary action connected therewith.

11 July 2003

Colin Davis  
**ACTING EXECUTIVE ASSISTANT TO THE  
CHIEF EXECUTIVE**

Telephone (09) 836 8000 extn 8830

### **MEMBERSHIP:**

Mayor	RA	Harvey, QSO, JP (Chairperson)
Councillors	CA	Stone (Deputy Chairperson)
	JM	Clews, QSO, JP
	PA	Hulse
	GB	Presland

(Quorum 2 members)

★ ★ ★ ★ ★ ★ ★ ★ ★ ★

(The reports and recommendations contained in all agendas are reports and recommendations only and are not to be construed, in any way, as Council policy until adopted.)

**AGENDA FOR AN ORDINARY MEETING OF THE PERFORMANCE REVIEW COMMITTEE  
TO BE HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN,  
WAITAKERE CITY, ON MONDAY, 11 MARCH 2002,  
COMMENCING AT 2.00 PM.**

---

**TABLE OF CONTENTS**

<b><u>ITEM</u></b>	<b><u>PAGE NO.</u></b>
1 APOLOGIES	1
2 URGENT BUSINESS	1
3 CONFIRMATION OF MINUTES	1
4 STAFFING AND PAYROLL INFORMATION	1
5 EMPLOYEE SURVEY	2
6 REPORT ON THE CONTENTS OF THE SUGGESTION BOXES	2
7 PERFORMANCE APPRAISAL - PART ONE - LEADERSHIP ASSESSMENT	2
8 GOVERNANCE WORKSHOP	2
9 TREATY WORKSHOP	2
10 EXECUTIVE REMUNERATION	3
PROCEDURAL MOTION TO EXCLUDE THE PUBLIC	3

**AGENDA FOR AN ORDINARY MEETING OF THE PERFORMANCE REVIEW COMMITTEE  
TO BE HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN,  
WAITAKERE CITY, ON MONDAY, 11 MARCH 2002,  
COMMENCING AT 2.00 PM.**

---

**1 APOLOGIES**



**2 URGENT BUSINESS**

Section 46A(7) and (7A) of the Local Government Official Information Act and Meetings Act 1987 provides that where an item of business is not on the agenda, it may only be dealt with at the meeting if:

- (i) the item is a minor matter; and
- (ii) the Chairperson has explained at the beginning of the meeting (when open to the public) that the item will be raised for discussion, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting; and
- (iii) the Committee resolves to deal with the item.

No resolution, decision, or recommendation may be made in respect of the item except to refer the item to a subsequent meeting for further discussion.

**NOTE:** Urgent Business need not be dealt with now and may be delayed until later in the meeting.



**3 CONFIRMATION OF MINUTES**

Inaugural - 17 December 2001

**RECOMMENDATION**

That the minutes of the Inaugural Meeting of the Performance Review Committee held on Monday, 17 December 2001, as circulated, be taken as read and now be confirmed.



**4 STAFFING AND PAYROLL INFORMATION**

For the Committee's information, there were five staff redundancies during the period November 2001 - February 2002:

November 2001 - 2  
February 2002 - 3



**5 EMPLOYEE SURVEY**

Ms Sylvia Casella and Ms Robyn Horsfall from Pricewaterhousecoopers will report the results of the survey through a presentation at the meeting.



**6 REPORT ON THE CONTENTS OF THE SUGGESTION BOXES**

A report will be presented at the meeting.



**7 PERFORMANCE APPRAISAL - PART ONE - LEADERSHIP ASSESSMENT**

Ms Sylvia Casella from Pricewaterhousecoopers will report at the meeting.



**8 GOVERNANCE WORKSHOP**

*A1*

The Performance Review Committee agreed on 17 December 2001 to hold a half-day governance workshop, with a panel discussion. In discussion with the Deputy Mayor, and taking into account the availability of the proposed speakers, the workshop will now take place on Thursday, 11 April 2002 starting at 3.30 pm and concluding at about 7.30 pm. A draft programme is attached at page A1.



**9 TREATY WORKSHOP**

*A2 - A3*

The Performance Review Committee agreed on 17 December 2001 that a Treaty Workshop be held, and that a timetable and programme be brought back to the Committee. A draft programme prepared by the Manager - Maori Issues is attached at pages A2 to A3.



**10 EXECUTIVE REMUNERATION**

Ms Sylvia Casella from Pricewaterhousecoopers will report at the meeting.

**PROCEDURAL MOTION TO EXCLUDE THE PUBLIC**

1. That the public be excluded from the following part of the proceedings of this meeting, namely Executive Remuneration.

The general subject of the matter to be considered while the public is excluded, the reason for passing this resolution in relation of the 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 the matter to be considered.	Reason for passing this resolution in relation to the matter.	Ground(s) under Section 48(1)(a) for the passing of this resolution.
<ul style="list-style-type: none"><li>• Executive Remuneration</li></ul>	The withholding of information is necessary in order to: <ul style="list-style-type: none"><li>• protect the privacy of natural persons;</li><li>• enable the Council to carry on, without prejudice or disadvantage, negotiations.</li></ul>	That 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.

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 7(2) (a) and (i) of that Act which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public as follows:

- *The matter under consideration pertains to the employment contract with the Chief Executive.*
2. That Ms Sylvia Casella from Pricewaterhousecoopers be permitted to remain at this meeting, after the public has been excluded, because of her knowledge of the matter to be discussed. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because of background information and advice which will be required by the Committee when assessing the options available to it and in explaining any decision to the Council and the Community.



## GOVERNANCE WORKSHOP

- Date: Thursday, 11 April 2002 3.30 pm - 7.30 pm
- Place: Council Chamber
- Who: Mayor and all Councillors  
Community Board Chairs  
Senior Management Group
- Speakers: Robert Rudd to introduce the topic covering the legal constraints regarding "governance"  
Someone from Audit New Zealand  
Garry Diack (of Sheffields, based in Christchurch) to give a broad overview of the principles of governance (similar to the talk he gave to the Institute of Directors meeting before Christmas)  
Bryan Mogridge  
Richard Northey  
Gary Taylor  
Adrienne Young-Cooper
- (Need to determine the length of time given to each speaker).
- Objects of the Workshop: To give the elected representatives a broad overview/understanding of the principles of "governance"  
To understand the legal constraints imposed on TLAs  
To consider in particular this Council's governance relationship, with its Holding Company, LATEs, Trusts, and any regional and other Boards and community organisations to which the Council (or community board) has made an appointment (whether on a voluntary basis or not)  
To look at the respective roles of the partners in the relationship, responsibilities, pitfalls, problems, inter-relationships  
To look at the role of elected members when appointed to "outside" boards; who does the member represent at meetings of those boards; how does the Council get information from those boards.