



Waitakere City Council
Te Taiao o Waitakere

NOTICE OF MEETING

PERFORMANCE REVIEW COMMITTEE

I hereby give notice that a Meeting of the Performance Review Committee will be held on:-

DATE: **Friday** **17 December 2004** **REVISED** **10.00 am**
TIME:

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

to consider the business as set out herein and to take any necessary action connected therewith.

18 January 2005

Darryl Griffin
**GROUP MANAGER: DEMOCRACY
AND SUPPORT SERVICES**

Telephone (09) 836 8000

MEMBERSHIP:

Mayor	RA	Harvey, QSO, JP (Chairperson)
Councillors	CA	Stone (Deputy Chairperson)
	JM	Clews, QSO, JP
	RP	Dallow, QPM, JP
	PA	Hulse
	VS	Neeson, JP

(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 A MEETING OF THE PERFORMANCE REVIEW COMMITTEE TO
BE HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN,
WAITAKERE CITY, ON FRIDAY, 17 DECEMBER 2004,
COMMENCING AT 10.00 AM**

TABLE OF CONTENTS

<u>ITEM</u>		<u>PAGE NO.</u>
1	APOLOGIES	1
2	URGENT BUSINESS	1
3	CONFIRMATION OF MINUTES	1
4	HUMAN RESOURCES REPORT TO THE PERFORMANCE REVIEW COMMITTEE PERIOD SEPTEMBER TO NOVEMBER 2004	2
5	QUARTERLY PERFORMANCE REPORT - FIRST QUARTER 2004/2005	3
6	CHIEF EXECUTIVES REMUNERATION	5
7	CHIEF EXECUTIVES CONTRACT EXTENSION	5
	PROCEDURAL MOTION TO EXCLUDE THE PUBLIC	5

**AGENDA FOR A MEETING OF THE PERFORMANCE REVIEW COMMITTEE TO
BE HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN,
WAITAKERE CITY, ON FRIDAY, 17 DECEMBER 2004,
COMMENCING AT 10.00 AM**

1 APOLOGIES



2 URGENT BUSINESS

Section 46A(7) of the Local Government Official Information 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 Committee by resolution so decides; 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 and decision, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting.

The Committee may make a decision on a matter determined to be urgent.

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



3 CONFIRMATION OF MINUTES

Extraordinary Meeting - Wednesday, 15 September 2004

RECOMMENDATION

That the minutes of the Extraordinary Meeting of the Performance Review Committee held on Wednesday, 15 September 2004, as circulated, be taken as read and now be confirmed.



4 **HUMAN RESOURCES REPORT TO THE PERFORMANCE REVIEW COMMITTEE
PERIOD SEPTEMBER TO NOVEMBER 2004**

PURPOSE OF REPORT

This report provides an outline of the key Human Resources Management activities across Council.

REDUNDANCIES

There were no redundancies for the period September through November 2004.

DISMISSALS

There was one dismissal for the period for breach of trust and confidence.

GRIEVANCES

There were two active personal grievances during the period:

- 1) Appeal to the Court of Appeal dismissed. Council may make an offer to settle. If the offer is not agreeable the Court of Appeal will decide judgment. This is being worked through now.
- 2) Lodged and goes to mediation 09 December 2004. In this case the Council is considering counter claiming to recover misappropriated monies, investigation costs and legal costs.

INDUSTRIAL RELATIONS MATTERS

During the period of this report negotiations on the following collective agreements took place:

- PSA Collective Agreement negotiations completed and ratified;
- PSA/AWUNZ combined collective agreement for Aquatic Centre negotiations continue;
- Testing Station Collective Agreement negotiations continue.

LEARNING AND DEVELOPMENT

As a response to concerns raised by managers following an update session on ACC Health and Safety requirements and through the Performance Development System a series of workshops is being offered by the Learning & Development Advisor to consider both manager and staff responsibilities in the following areas:

- workload assessment and review;
- identifying the signs of healthy stress and of distress;
- tools to manage stress;
- time management;
- work-life balance.

The workshops are designed for manager/team leader and staff to participate in together and to put in place strategies to enable them to work in an efficient and supportive manner.

ORGANISATIONAL DEVELOPMENT

Performance Development System

Most managers have attended coaching workshops. A survey of all Managers has been conducted to review the state of implementation and follow up action is underway as required. A formal review of the system implementation will be done in April 2005.

Remuneration

The allocation of positions to new bands has been completed and will have the market analysis and costing of system for 2005/2006 Annual Plan. This is a partnership project with PSA and the policy to support the system is still being finalised.

HEARTBEAT CHALLENGE

The following initiatives have been put in place as part of the Heartbeat Challenge during the reporting period. Five hundred pedometers were distributed to staff members and were very well received. A walking group has been set up for anybody who wishes to participate during their lunch break. A team from Council has also been organised to participate in the Special K Triathlon and a masseuse will be visiting Council offering 10 minute neck and shoulder massages.

STAFF TURNOVER

Turnover for the first quarter of 2004/2005 (July - September) is 3.46%.

Reasons for leaving are summarised in the 15 exit interviews conducted for the period September to November. They are:

- Overseas Travel / Relocating x 3;
- Personal Reasons x 1;
- New Job / Better Pay / Headhunted / Opportunity for development elsewhere x 7;
- Insufficient staffing x 1;
- Disliked working conditions x 3.

Report prepared by: Jeff Dougal, Manager Human Resources and Organisational Development.



5 QUARTERLY PERFORMANCE REPORT - FIRST QUARTER 2004/2005

PURPOSE OF THE REPORT

This report was presented to the Finance and Operational Performance Committee in December to monitor achievement of the quarterly performance targets. This report includes performance results for the first quarter of the 2004/2005 Annual Plan. The performance results relate to the Chief Executive's Performance Agreement and are included for the information of the Performance Review Committee

BACKGROUND

The performance measures in the Annual Plan relate to the Council's strategic objectives for the City. These performance measures are reported when available on a quarterly basis.

STRATEGIC CONTEXT

The performance measures in the Annual Plan relate to strategic objectives and provide a way of measuring the extent to which the objectives are being achieved. This report provides an opportunity for the Committee to review performance results and identify any issues relating to meeting targets or the strategic objectives.

ISSUES

First Quarter Results (July - September 2004)

A1-A3

The performance results for the first quarter of 2004/2005 are summarised below. The complete list of the first quarter results for 2004/2005 is attached at pages A1 to A3.

Of the 23 performance results reported in the first quarter of 2004/2005, 78% are on track to meet or exceed target, with no measures unreported (23 measures total).

Positive Results

- Number of businesses participating in environmental initiatives is continuing to increase;
- Number of visits to the West Wave Aquatic Centre and Massey Leisure Centre are increasing;
- Performance measures under the Three Waters platform are predominantly meeting or exceeding target.

Key Issues

Less waste entering the Transfer Station is able to be recycled, recovered or composted. Composition of the delivered commercial waste includes less recyclable waste as indicated by the composition survey carried out in 2003/2004 when compared with 2002/2003. This issue has not yet been resolved but will be addressed through initiatives such as the shared services collection agreement, higher capacity wheelie bins for kerbside recycling (planned for 2005/2006), introduction of kitchen food waste collection (planned for 2006/2007), and a reduced price mechanism for sorted commercial inorganic waste (commenced in August 2004).

CONCLUSION

Of the performance measures reported in the first quarter, the majority are on track to meet target. The second quarter results will be reported to the Finance and Operational Performance Committee in March 2005.

RECOMMENDATION

That the Quarterly Performance Report - First Quarter 2004/2005 report be received.

Report prepared by: Janelle Anthony, Strategic Planner: Monitoring.



6 **CHIEF EXECUTIVES REMUNERATION**

7 **CHIEF EXECUTIVES CONTRACT EXTENSION**

PROCEDURAL MOTION TO EXCLUDE THE PUBLIC

That the public be excluded from the following parts of the proceedings of this meeting, namely, Chief Executives Remuneration and Chief Executive's Contract Extension.

The general subject of each matters to be considered while the public is excluded, the reason for passing this resolution in relation of the matters, 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 matters to be considered.	Reason for passing this resolution in relation to the matters.	Ground(s) under Section 48(1)(a) for the passing of this resolution.
<ul style="list-style-type: none">• Chief Executives Remuneration;• Chief Executives Contract Extension.	The withholding of information is necessary in order to: <ul style="list-style-type: none">• protect the privacy of natural persons, including that of deceased natural persons.	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) 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 matters under consideration pertain to the Chief Executive's employment contract.*

