



NOTICE OF MEETING

PERFORMANCE REVIEW COMMITTEE

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

DATE: **Monday** **23 February 2004** **TIME:** **2.30 pm**

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.

19 February 2004

Darryl Griffin
**MANAGER DEMOCRACY AND
SUPPORT SERVICES**

Telephone (09) 836 8000 extn 8712

MEMBERSHIP:

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

(Quorum 2 members)

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(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.)

WAITAKERE CITY COUNCIL



**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, 23 FEBRUARY 2004,
COMMENCING AT 2.30 PM.**

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WAITAKERE CITY, ON MONDAY, 23 FEBRUARY 2004,
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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

Ordinary - 30 September 2003

RECOMMENDATION

That the minutes of the Ordinary Meeting of the Performance Review Committee held on Tuesday, 30 September 2003, as circulated, be taken as read and now be confirmed.



4 **STAFFING AND PAYROLL INFORMATION - 2003/2004 FINANCIAL YEAR**

This report provides an outline of the Human Resources Management issues across Council. The report is a snapshot as of the last day of the month. The report covers August, September, October November and December 2003, and January 2004. The extended period of coverage is because the December Performance Review Committee meeting was cancelled.

AUGUST

Redundancies

There was one redundancy during the month of August 2003.

Dismissals

There were no dismissals for the month of August.

Grievances

Human resources were involved in working through three grievance matters.

Industrial Relations matters

During the month negotiations of Public Service Association (PSA) Collective were completed and the 2.2% increase was passed on to staff. Human Resources staff were working on Redesigns in Finance, Strategy and Development, Information Management, City Services and Project Services.

Health and Safety

The Health and Safety Officer was appointed and a working group was set up to review the Combined Trader Union proposal for an Employment Worker Participation Agreement.

SEPTEMBER

Redundancies

There was one redundancy during the month of September

Dismissals

There were no dismissals for the month of September

Grievances

Human resources were involved in working through two grievance matters.

Industrial Relations matters

- During the month negotiations commenced on the Testing Station collective agreement and with the Amalgamated Workers Union of New Zealand on Refuse Transfer Station collective which expired on 3 July 2003.
- The Public Service Association advised that they are having discussions with a number of managers regarding the development of a Managers' Collective Agreement.

Health and Safety

Some ergonomic assessments were completed, and consultations were held with the organisers of the Moon Festival regarding health and safety issues.

OCTOBER

Redundancies

There was one redundancy during the month of October 2003.

Dismissals

There were no dismissals for the month of October.

Grievances

Human resources were involved in working through three grievance matters.

Industrial Relations matters

The Refuse Station collective negotiations continued.

Health and Safety

Human Resources staff carried out a number of Ergonomic Assessments for staff, worked with the Health and Safety Co-ordinators to set up recording systems and completed the Smoke Free Environment Policy annual review.

NOVEMBER 2003

Redundancies

There were no redundancies during the month of November.

Dismissals

There were no dismissals for the month of November.

Grievances

Human resources were involved in working through two grievance matters and one was settled during November.

Industrial Relations matters

Human Resources staff were involved with or assisted with two investigations.

Health and Safety

Human Resources staff carried out a number of Ergonomic Assessments, met with most of Health and Safety Co-ordinators regarding Health and Safety reporting, and drafted Council Health and Safety Objectives for 2003/2004.

Learning & Development

The main areas of focus in November were Customer Service, recommencing the Leadership Forum in 2004, personal and team development and Te Reo language opportunities. Other areas to be developed have been identified by managers and include stress management, wellness, time management, community interaction, community collaboration, protocols for using email and other modes of communication and developing an understanding of leadership.

DECEMBER 2003

Redundancies

There was one redundancy during the month of December.

Dismissals

There were no dismissals for the month of December.

Grievances

Human resources were involved in working through two grievance matters and one was settled during November.

Industrial Relations matters

Human Resources staff were involved with or assisted with the review of the Executive Suite. During the month of December negotiations on the Testing Station Collective Agreement took place.

Health and Safety

Human Resources staff were involved in finalising the Employee Participation process, co-ordination staff nominations.

Learning & Development

Some changes were made for the Induction sessions held at the beginning of December and further changes planned include: an overview of the Long Term Council Community Plan; Customer Service; Basic Treaty and Te Reo matters; Introduction to issues re new immigrants; Introduction from each of the major areas of the Councils work.

JANUARY 2004

Redundancies

There were two redundancies during the month of January 2004.

Dismissals

There were no dismissals for the month of January 2004.

Grievances

Human resources were involved in working through three grievance matters.

Industrial Relations matters

Human Resources staff were involved with or assisted Managers with a number of employment issues. During the month negotiations of Testing Station Collective, which expired September 2002, were completed. Redesign/reviews continue across the Council with many reaching final stages.

Health and Safety

Human Resources staff were involved with the ACC Workplace Safety Management Practices Audit. This included preparation of pre Audit (to be held in April 2004 then again in August 2004) for ACC Tertiary Accreditation - the final audit will take place in November 2004.

Learning and Development

- The Leadership Forum programme for 2004 has been prepared and approved by the Chief Executive. There will be seven sessions, the first being led by Terry Williams.
- In response to the findings of a needs analysis conducted by Human Resources late in 2003 a series of three workshops has been arranged to cover three key areas of expressed need: Assertive Communication, Giving Feedback and Conflict Resolution.
- It is expected that the Performance Development System will require ongoing input throughout the implementation phase including the facilitation of workshops on writing Key Performance Indicator's.

RECOMMENDATION

That the information be received.

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



5 CHIEF EXECUTIVE PERFORMANCE EVALUATION - SIX MONTHS TO 31 DECEMBER 2003

The Half-Yearly Report on the Chief Executives Performance has been prepared by Sylvia Casella, Associate Director Human Resources Advisory, PricewaterhouseCoopers. This independent review and report has been published and a copy is circulated separately with this agenda.



6 REPORT ON BULLYING

A1-A4

The Waitakere City Council featured in the December 2003 issue of the Public Service Association Journal in an article entitled "Taking a Stand Against Bullying". This collaborative approach between the Council Public Service Association delegates and Senior management feature is attached at pages A1 to A4 for the Committees information.



7 NATIONAL PROVIDENT FUND EMPLOYER CONTRIBUTION

A number of staff working for this Council are members of the National Provident Fund Defined Benefit Superannuation Scheme, which was historically, the superannuation scheme provided for state servants and local government officers.

The scheme is financed by contribution deducted from the employee's salaries and has in addition a provision for an employer levy where the National Provident Fund deem it necessary.

The employer's levy varies in its amount depending on the state of the funds invested by the scheme and, for a number of years in the past, has been at zero.

When the scheme applies an employer's levy, it is treated as just that and is paid by Council and not by the employee. The same application applies to the Chief Executive.

The National Provident Fund has advised that the current employer's contribution of 2.1 times the employees contribution is to be increased from 1 April 2004 to 2.6 times the employees contribution, and the Chief Executive has requested that he be treated the same as the other staff and that the increase in his case, also be treated as a charge against Council and not affect his remuneration.

The increase in the levy in the Chief Executive's case amounts to a sum of \$7,494.

RECOMMENDATIONS

1. That the information be received.
2. That it be confirmed that the National Provident Fund Deferred Benefit Employers Levy of 2.6 times the Chief Executives contribution is a charge on Council and does not affect the Chief Executive's Remuneration package.

Report prepared by: Andrew Pollock, Director: Finance.

