



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** **9 December 2005** **TIME:** **2.00 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.

6 December 2005

Ray Day
PROJECTS MANAGER DEMOCRACY

Telephone (09) 836 8000 extn 8328

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)

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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.)

**AGENDA FOR A MEETING OF THE PERFORMANCE REVIEW COMMITTEE TO BE HELD
IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN, WAITAKERE CITY,
ON FRIDAY, 9 DECEMBER 2005 COMMENCING AT 2.00 PM**

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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

Meeting Minutes - 21 September 2005

RECOMMENDATION

That the minutes of the Meeting of the Performance Review Committee held on Wednesday, 21 September 2005, as circulated, be taken as read and now be confirmed.



4 **HUMAN RESOURCES REPORT TO THE PERFORMANCE REVIEW COMMITTEE
PERIOD SEPTEMBER 2005 TO NOVEMBER 2005**

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 2005 through November 2005.

DISMISSALS

There was one dismissal in the period for serious misconduct.

There were two managed / negotiated exits which were resolved informally.

GRIEVANCES

Active personal grievances during the period:

- Appeal to the Court of Appeal dismissed. Appeal Court heard submissions from both parties on 6 September 2005 regarding extent of liability and determined former employees contributory behaviour to be such that award was reduced by 75% to \$17,000. Decision as to costs, if sought by applicant, referred back to Employment Court. There has been no application presumably as applicant was on legal aid.

INDUSTRIAL RELATIONS MATTERS

During the period of this report negotiations of remuneration commenced under the:

- Public Service Association Salaried staff Corban Estate Arts Centre - resolved, awaiting ratification;
- EPMU Waitakere Testing Station Corban Estate Arts Centre;
- Public Service Association / Amalgamated Workers Union of New Zealand Aquatic Centre.

ORGANISATIONAL DEVELOPMENT

Performance Development System

Human Resources are still extensively involved in supporting managers with Performance Development System.

Leadership Competency Framework

Phase II is being rolled out to 4th and 5th tier Managers.

Learning and Development

A number of workshops continue to be offered for management and staff. These include specific skill building sessions to meet the needs identified through the Performance Development System as well as ongoing upskilling of managers and team leaders in areas such as Performance Management.

Another highly successful Eco City Experience has been held to update staff on issues around sustainability. Two one day events with excellent presentations from Distinguished Professor Dexter Dunphy a world renowned authority on Sustainable Organisations and Brett Wood-Gush Urban Designer from The Planning Group in Perth were attended by about 130 staff from across the organisation. This forum puts us at the point of launch of a new direction for sustainability. The link to Professor Dunphy will be invaluable for future work on this strategy. Mayor Bob Harvey and the Deputy Mayor, Carolynne Stone also provided thought provoking input into the sessions.

Remuneration

The remuneration project is still ongoing with a revisiting of the banding customisation. As we have settled the Public Service Association annual pay review claim for 2005/2006 year the plan is to finalise the project for implementation from 1 July 2006.

WORKFORCE PLANNING

Workforce Planning is a new project that is being prepared for discussion with Directors Group in December 2005. The Chief Executive Officer has provided funding for the commencement of the project which will have a focus on the following priority areas:

Recruitment

Review current process - internal and external methods and explore alternative methods to recruiting, including developing a centralised HR specialist recruitment unit.

Retention

- Identify high risk roles;
- Gain support from Managers for a collaborative approach to job planning, succession planning and career development;
- Develop a graduate and or cadet programme to assist in “growing our own skills”;
- A trial talent identification and retention scheme nearing completion and with the lessons learnt during the process will be spread across the organisation during 2005/2006.

Development - Medium Term

- Continue to provide the Leadership Development programme for Managers and provide ongoing opportunities for “graduates” of the programme to utilities their skills;
- Provide support/training for managers on “Managing a diverse workforce/team”;
- Provide a variety of training options to address shortfalls in recruitment and selection techniques for both staff and managers;
- Review current practices for both recruiting and providing ongoing support for staff where English is a second language.

Branding

- Promotion /Marketing of Council as an Employer of Choice needs to be an underlying philosophy during a number of initiatives. This is both a long term and short term strategy that needs to occur in every aspect of recruitment and retention;
- Every time Council is promoted this is an opportunity to promote Council as an employer of choice and a City to live in;
- Train managers in “marketing” Council during recruitment and Performance Development System interviews;
- Gain visibility at Career fairs - local and international.

A Work & Income New Zealand cadet project is being developed and this will be almost entirely funded from external agencies.

Vacation Student Project: there are ten students involved who start in late November across a range of disciplines (Assets/ Parks Assets/ Ecowater/Field Services and Committee Secretary). These will be with Council until February.

EXIT INTERVIEWS

Human Resources offer exit interviews for all people resigning from Council to ensure that we are able to identify exit trends and undertake remedial action for future.

Of the twenty exit interviews conducted for staff leaving in the period 17 July to 11 November 2005:

- 75% indicated they would work for council again;
- 15% indicated they would possibly work for council again;
- 10% definitely wouldn't work for council again.

The reasons for leaving are categorised as:

- | | |
|----------------------------------|---|
| • Career Development/New Job | 8 |
| • Leaving Waitakere City/Country | 5 |
| • Personal/lifestyle/family | 5 |
| • Working environment | 2 |

HEARTBEAT CHALLENGE

Council is making significant progress with our Heartbeat Challenge Programme and will meet the agreed objectives this year.

HEALTH AND SAFETY UPDATE

Statistics: No OSH accepted notifiables.

Current Initiatives

- Rehabilitation Procedure;
- Working Alone procedure i.e. communications research;
- Investigating health monitoring;
- Health and Safety procedures for Contractors;
- Training provided;
- None in this quarter.

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



5 TIMETABLE FOR PERFORMANCE REVIEW PROCESS 2006 REPORT

Proposed timetable for Performance Review Committee process for 2006:

9 February 2006	9.30 am	City Development Committee. Workshop after Committee	Presentation to Council on Strategic direction. Clarify Council priorities, targets and measures 2006/2007.
15 March 2005	2.00 pm	Performance Review Committee	Progress discussion on KPI's after discussion on draft LTCCP targets, measures and QBL.
21 March 2006	2.30 pm	Performance Review Committee	Draft KPI's for 2006/2007
March meeting with Bob, Harry and Carolynne - TBA			
3 April 2005	10.30 am	Council Workshop	Workshop KPI's with Council
April meeting with Bob, Harry and Carolynne - TBA			
27 June 2006	2.00 pm	Performance Review Committee	Review 2005/2006 KPI's. Agree with Harry draft 2006/2007 KPI's
June meeting with Bob, Harry and Carolynne - TBA			
19 July 2006	9.30 am	Council Meeting	Agreement to Council
July meeting with Bob, Harry and Carolynne - TBA			

RECOMMENDATION

That the Timetable for Performance Review Process 2006 Report be received.



PUBLIC EXCLUDED MATTERS

6 DRAFT PERFORMANCE OBJECTIVES AND REVIEW 2005/2006 - CHIEF EXECUTIVE OFFICER REPORT

7 CARRYOVER OF ACCRUED LEAVE - CHIEF EXECUTIVE OFFICER

These items will be considered in the Confidential Supplement of the agenda, and have been circulated to members separately with this agenda.

PROCEDURAL MOTION TO EXCLUDE THE PUBLIC

That the public be excluded from the following parts of the proceedings of this meeting, namely, Draft Performance Objectives and Review 2005/2006 - Chief Executive Officer and Carryover of Accrued Leave - Chief Executive Officer.

The general subject of the matters to be considered while the public is excluded, the reason for passing this resolution in relation to 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"> • Draft Performance Objectives and Review 2005/2006 - Chief Executive Officer Report; • Carryover of Accrued Leave - Chief Executive Officer 	<p>The withholding of information is necessary in order to:</p> <ul style="list-style-type: none"> • protect the privacy of natural persons, including that of deceased natural persons; • protect the privacy of natural persons, including that of deceased natural persons;. 	<p>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.</p> <p>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.</p>

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.*

