



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 31 August 2007 **TIME:** 10.00 am

VENUE: Waitakere Central, 6 Henderson Valley Road, Henderson,
Waitakere

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

23 August 2007

Ray Day
EXECUTIVE MANAGER

Telephone (09) 836 8000 extn 8328

MEMBERSHIP:

Mayor	RA	Harvey, QSO, JP (Chairman)
Councillors	CA	Stone (Deputy Chairman)
	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
AT WAITAKERE CENTRAL, 6 HENDERSON VALLEY ROAD, HENDERSON,
WAITAKERE, ON FRIDAY, 31 AUGUST 2007,
COMMENCING AT 10.00 AM**

TABLE OF CONTENTS

<u>ITEM</u>		<u>PAGE NO.</u>
1	APOLOGIES	1
2	URGENT BUSINESS	1
3	CONFLICTS OF INTEREST	1
4	CONFIRMATION OF MINUTES	1
5	HUMAN RESOURCES REPORT TO THE PERFORMANCE REVIEW COMMITTEE PERIOD SIX MONTHS TO 30 JULY 2007	2
	<u>PUBLIC EXCLUDED MATTERS</u>	5
6	CHIEF EXECUTIVE OFFICER'S PERSONAL DEVELOPMENT PLAN 2006/2007 ACHIEVEMENTS	5
7	CHIEF EXECUTIVE OFFICER'S PERSONAL DEVELOPMENT PLAN FOR PERIOD ENDING 28 MARCH 2008	5
8	CHIEF EXECUTIVE OFFICER'S ANNUAL PERFORMANCE REVIEW - 1 JULY 2006 TO 30 JUNE 2007	5
9	ADOPTION OF CHIEF EXECUTIVE OFFICER'S KPI'S 1 JULY 2007 TO 28 MARCH 2008	5

**AGENDA FOR A MEETING OF THE PERFORMANCE REVIEW COMMITTEE TO BE HELD
AT WAITAKERE CENTRAL, 6 HENDERSON VALLEY ROAD, HENDERSON,
WAITAKERE, ON FRIDAY, 31 AUGUST 2007,
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 Chairman 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 CONFLICTS OF INTEREST

The Council has acknowledged in its Code of Conduct that Elected Members need to be vigilant to stand aside from decision making when a conflict arises between their role as a member of the Council and any private or other external interest they might have. This note is provided as a reminder to members to check that no such conflicts arise in relation to any items on this agenda.



4 CONFIRMATION OF MINUTES

Meeting Minutes - Friday, 1 June 2007
Extraordinary Meeting Minutes - Friday, 29 June 2007

RECOMMENDATION

That the minutes of the Meetings of the Performance Review Committee held on Friday, 1 June 2007 and the Extraordinary meeting held on Friday, 29 June 2007, as circulated, be taken as read and now be confirmed.



**5 HUMAN RESOURCES REPORT TO THE PERFORMANCE REVIEW COMMITTEE
PERIOD SIX MONTHS TO 30 JULY 2007**

GLOSSARY

Public Service Association	(PSA)
Northern Amalgamated Workers Union	(AWUNZ)
Engineering, Printing and Manufacturing Union	(EPMU)
Collective Employment Agreement	(CEA)
Full Time Equivalent	(FTE)

PURPOSE OF REPORT

This report provides a summary of the key Human Resources Management and Organisational Development activities for this period.

REDUNDANCIES

There were two redundancies for the period.

INDUSTRIAL RELATIONS MATTERS

The Aquatic Collective Employment Agreement (CEA) negotiations with the Public Service Association (PSA) and Northern Amalgamated Workers Union (AWUNZ) have successfully concluded.

Negotiations with the Engineering, Printing and Manufacturers Union (EPMU) for the Waitakere Vehicle Testing Station Collective Employment Agreement are nearing a successful conclusion.

The Cemetery negotiations with AWUNZ are making significant progress.

Recycling and Refuse Transfer Station CEA negotiations in progress. Various Weighbridge staff have resigned from the PSA and AWUNZ have initiated bargaining for a new CEA .

ORGANISATIONAL DEVELOPMENT

Learning and Development

An evaluation of the Pilot Organisational Career Development Group is currently being undertaken. Initial responses received are very positive. Once this evaluation has been completed the next programme will be scheduled.

We are evaluating a "Leadership Challenge" programme with the intent of offering this to third tier managers before the end of 2007 as part of Phase Two of the Management/Leadership Learning and Development Strategy. The programme developed by Kouzes and Posner is a well recognised and successful model.

Workshops to up-skill staff competencies continue to be offered on a regular basis.

We are developing the Learning and Development approach to support the implementation of the Business Investment Strategy.

Staff Superannuation

The Civic Assurance SuperEasy staff superannuation scheme continues to prove an effective benefit to staff.

Our current focus is on the introduction of the Government "Kiwi Saver" scheme. Civic Assurance has created a KiwiSaver / SuperEasy scheme to comply with legislative requirements and has been accepted as Council's preferred provider. Over 130 staff have joined to date.

Remuneration

The first annual market review of the Council's new remuneration system for salaried staff is now underway.

The new remuneration system has had very positive effects on turnover, recruitment and staff morale.

E-recruitment package

Human Resources successfully implemented a new E-Recruitment system (Snaphire) in November 2006. This system has improved and streamlined the recruitment process for both Managers and job seekers and provided improved reporting ability. We now have 4131 people registered on our database.

Overseas Recruitment

Several initiatives underway. The Manager Human Resources and Organisational Development made contact with NZ Immigration staff, potential applicants, publishers and a range of recruitment agencies whilst in London in June 2007. Opportunities exist to more actively promote the City through NZ Immigration and NZ Inspired Magazine and these are being developed. We are also partnering with Waitakere Enterprise, Auckland Plus and the Chamber of Commerce in a promotion at the London "Opportunities New Zealand Expo" in October 2007. Additionally we are currently screening 14 candidates from the U.K. with essential skills seeking to migrate to New Zealand.

Graduates

Work is underway on a business case for a Scholarship and Graduate Programme for Waitakere City Council. It is envisaged that a trial programme be undertaken with the University of Auckland School of Engineering in partnership with a private engineering consultancy to allow the breadth of work experience required for the students to complete their Degree programme. Details have yet to be finalised, it is likely that this programme will be linked to the Summer Student programme already in place.

WINZ Cadets.

Council entered a formal relationship with WINZ to engage long term unemployed young people. The Year One cadets, who started in October 2006, proved an interesting challenge and results were successful with only a few requiring extended assistance to achieve employment. Year 2 cadet selections have commenced and are due to commence with Council in October.

Building Consents Authority

Human Resources are extensively involved in supporting the establishment of the Building Consent Authority by assisting with the development of competency assessment profiling, staffing analysis and aligning work processes. This work will be ongoing beyond the anticipated accreditation date.

Staff Survey results

The 2006 Staff Survey report was received and published in February 2007. A total of 851 staff completed the survey, up from 581 in 2004. The response rate for permanent full and part time staff was 81%, an excellent result. The overall response rate for the organisation was 71%. Overall results were very favourable with significant gains being made in a number of areas since 2004.

STAFF TURNOVER AND EXIT INTERVIEWS

Staff Turnover

Turnover of full and part time staff in the 12 months to 30 June 2007 is 13.5%. This is an extremely positive improvement over the same period for 2006/07 which was 20.65%, especially given the tight labour market still being experienced. This reduction indicates that work done in relation to improved terms and conditions of employment, and in particular remuneration and staff superannuation is having an impact.

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.

Previous report period August September 2006	Last report period October '06 to January '07	Current Report period February '07 to July '07
10	13	36

Of the 36 exit interviews conducted for staff leaving in the current reporting:

- 61% indicated they would work for council again.
- 25% indicated they would possibly work for council again.
- 14% definitely wouldn't work for council again.

The reasons for leaving are categorised as:

	Current Report period	Last Report Period	Previous Report period
• Career Development/New Job	12	6	2
• Leaving Waitakere City/Country	9	3	3
• Personal/lifestyle/family	8	1	1
• Working environment	7	3	4

RECOMMENDATION

That the Human Resources Report to the Performance Review Committee Period Six Months to 30 July 2007 be received.

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



PUBLIC EXCLUDED MATTERS

- 6 **CHIEF EXECUTIVE OFFICER'S PERSONAL DEVELOPMENT PLAN 2006/2007 ACHIEVEMENTS**
- 7 **CHIEF EXECUTIVE OFFICER'S PERSONAL DEVELOPMENT PLAN FOR PERIOD ENDING 28 MARCH 2008**
- 8 **CHIEF EXECUTIVE OFFICER'S ANNUAL PERFORMANCE REVIEW - 1 JULY 2006 TO 30 JUNE 2007**
- 9 **ADOPTION OF CHIEF EXECUTIVE OFFICER'S KPI'S 1 JULY 2007 TO 28 MARCH 2008**

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, Chief Executive Officer's Personal Development Plan 2006/2007 Achievements; Chief Executive Officer's Personal Development Plan for Period Ending 28 March 2008; Chief Executive Officer's Annual Performance Review - 1 July 2006 to 30 June 2007 and Adoption of Chief Executive Officer's KPI's 1 July 2007 to 28 March 2008.

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.
Chief Executive Officer's Personal Development Plan 2006/2007 Achievements.	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.
Chief Executive Officer's Personal Development Plan for Period Ending 28 March 2008.	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.
Chief Executive Officer's Annual Performance Review - 1 July 2006 To 30 June 2007.	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.

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.
Adoption of Chief Executive Officer's KPI's 1 July 2007 to 28 March 2008	The withholding of information is necessary in order to: 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 parts of the proceedings of the meeting in public as follows:

- *The matters under consideration pertain to the Chief Executive Officer's employment contract.*

