



**AGENDA FOR A MEETING OF THE PERFORMANCE REVIEW COMMITTEE TO BE  
HELD IN THE MAYORAL LOUNGE AT WAITAKERE CENTRAL, 6 HENDERSON  
VALLEY ROAD, HENDERSON, WAITAKERE, ON WEDNESDAY,  
19 NOVEMBER 2008, COMMENCING AT 11.30 AM**

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**TABLE OF CONTENTS**

<b><u>ITEM</u></b>		<b><u>PAGE NO.</u></b>
1	<b>APOLOGIES</b>	1
2	<b>URGENT BUSINESS</b>	1
3	<b>CONFLICTS OF INTEREST</b>	1
4	<b>CONFIRMATION OF MINUTES</b>	1
5	<b>HUMAN RESOURCES REPORT FOR THE PERIOD 1 MAY 2008 TO 31 OCTOBER 2008</b>	2
	<b><u>PUBLIC EXCLUDED MATTER</u></b>	5
6	<b>ORGANISATIONAL MATTERS</b>	5

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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 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 - Tuesday, 8 July 2008

**RECOMMENDATION**

It is recommended that the Performance Review Committee resolve to:

**Receive** the minutes of the meeting of the Performance Review Committee held on Tuesday, 8 July 2008, as circulated, and that they be taken as read and now be confirmed.



5 **HUMAN RESOURCES REPORT FOR THE PERIOD 1 MAY 2008 TO 31 OCTOBER 2008**

**EXECUTIVE SUMMARY**

The purpose of this report is to update the Performance Review Committee of the key Human Resources Management and Organisational activities for the period 1 May 2008 to 31 October 2008.

**RECOMMENDATION**

It is recommended that the Performance Review Committee resolve to:

**Receive** The Human Resources Report For The Period 1 May 2008 To 31 October 2008.

**BACKGROUND**

The Human Resources Management and Organisational Development report is one that goes to the Performance Review Committee to update Members of key activities around Council staff and is for information only.

**DECISION MAKING**

**Issues**

1. **Redundancies** - there were two redundancies for this period as an outcome of the Parks Asset Unit redesign.
2. **Dismissals** - one termination was recorded for the Consents Services team. Termination was due to non-performance and behavioural issues.
3. **Industrial Relations Matters** - details are as follows:
  - The Public Service Association Collective Employment Agreement has been completed and ratified;
  - The Vehicle Testing Station Collective Employment Agreement negotiations have commenced; and
  - The staff consultation on the Code of Conduct, Conflict of Interest and Serious Complaints policies has concluded. The promulgation of the documents will be undertaken in November 2008.
4. **Organisational Development** - details are as follows:
  - (a) **Learning and Development** - highlights for the team for this period have been:
    - Internal engagement to support the Business Investment Marketing Strategy throughout the organisation by holding a celebration of "Blue Day" to represent the Liberating Behaviour "Do what you say you will". A very positive response was received on this initiative. The next celebration will take place in November; Red Day - "Be innovative";
    - Eco City Experience day's held on 30 September and 1 October 2008. Professor Dexter Dunphy from the University of Technology Sydney provided a major part of the programme focusing on the topic of *Human Sustainability*. Links to current projects such as the Sustainability Incubators and the WICI Seminars were made;

- Planning is underway for the 2009 Leadership Forum designed to build and enhance on the series of *Leadership Stories* that have been offered this year by the Chief Executive Officer and Directors Group;
- An internal survey of the current Learning and Development programmes is to be undertaken to assist in determining the programmes for the next 12 months and beyond in line with the HR business plan; and
- Re-design of the HR Induction package is in the process. Some online material (The Nature of Local Government; The Local Government Environment; Legislation; Long Term Council Community Plan; Local Government Relationships; Treaty of Waitangi) will be introduced once released by the Local Government International Training Organisation.

**(b) Recruitment and Related Projects** - details are as follows:

- Recruitment activities in Waitakere reflect what is happening nationally in the market. The current world economic turmoil is starting to have an effect on recruitment and the unemployment rate is expected to increase in the next 12 months. At present we are attracting numerous applications for administrative roles, but are having less success with harder to fill some specialist and professional vacancies such as planning and engineering;
- Trade Me Jobs (the 2<sup>nd</sup> largest online job search site) reports that Waitakere is the number one search by location for New Zealand. This is significant given that council is considered the largest employer in the area, and reflects our strategic priority that of *"live local, work local"*; and
- The implementation plan for the Centralisation of the Staff Appointment Budget has been completed and is with the Directors Group for approval;
- Cost saving and alternative methods of recruitment are being explored and include:
  - *"Track Me Back"* - a website designed to create a talent pool of skilled New Zealanders returning from overseas;
  - Improved placement of print advertising;
  - Collaborative advertising with other organisations e.g. Waitakere Enterprise; and
  - A migrant employment work experience scheme is being considered as another strand of recruitment activity within Council. In the past discussion on this particular scheme has drawn some political interest.

**(c) Graduates, Students and Council Cadets** - details are as follows:

A1-A2

- The Scholarship Scheme is being promoted on the Council website and an article was published in Urban Magazine - September 2008 edition (copy attached at pages A1 to A2). The next phase is to promote widely in local media, throughout the Waitakere secondary schools, and through tertiary planning and engineering networks;
- An excellent response has been received to the advertised roles for summer students. Potential candidates are at the interview phase and selections will be made in early November 2008;

- Cadet Programme - As at the beginning of October 2008, three cadets have had their cadetship extended. During the month one secured a permanent position, one has been offered an extension until 12 January 2009; the third finished late October 2008, as a suitable ongoing role was unavailable. Further discussions with the Ministry of Social Development on the development of a more discrete and skills based cadet scheme for 2009 has taken place.

**(d) Remuneration**

- The annual Remuneration Review for salaried officers was completed during this period with minor staff queries. The annual Remuneration Review for 2<sup>nd</sup> and 3<sup>rd</sup> tier managers is underway with market data being sourced

**(e) Health and Safety**

- In October an ACC audit was conducted at Council successfully and we were able to maintain a secondary level. The annual Health & Safety Awards were celebrated in September with an awards presentation and a morning tea that was officiated by the Director: Corporate and Business Services.

**(f) Turnover**

- Council's turnover for the September quarter of the 2008/2009 year is at 3.35% which extrapolates to an annual forecast of 13.41%;
- This compares favourably as the 2007/2008 year was 14.1% and demonstrates a consistent result which is below the National Average of 23% according to the New Zealand Staff Turnover Survey which includes data contributed from 23 other local councils in wider New Zealand;
- Since March 2008 a new outsourced online Exit Interview Survey service was offered to exiting staff; and
- Of the 58 staff surveyed 42 have completed the survey resulting in a 72.4% participation rate. This is a significant improvement on results under the former in-house system. Of those surveyed the top three reasons for leaving Waitakere City Council were new career opportunities at 44%, work dissatisfaction and personal reasons tied at 20% each. 87% have stated that they would recommend Waitakere City Council as an employer to others and 81% stated they would seek reemployment with Council.

**STRATEGIC CONTEXT**

5. Strategic Context is not a requirement of this report.

**CONSULTATION**

6. There is no consultation associated with this report.

**RESOURCES**

7. There are no resources required for this report other than staff time.

## IMPLEMENTATION ISSUES

8. There are no implementation issues for this report.

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

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## PUBLIC EXCLUDED MATTER

### 6 ORGANISATIONAL MATTERS

There will be a verbal update from the Chief Executive Officer so no supplement will accompany the Agenda.

#### PROCEDURAL MOTION TO EXCLUDE THE PUBLIC

That the public be excluded from the following part of the proceedings of this meeting, namely, Organisational Matters.

The general subject of the matter to be considered while the public is excluded, the reason for passing this resolution in relation to 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.
Organisational Matters	The withholding of information is necessary in order to: <ul style="list-style-type: none"><li>protect the privacy of natural persons, including that of deceased natural persons.</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) 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 matter under consideration pertains to operational matters within the organisation.*

