



## NOTICE OF MEETING

# PERFORMANCE REVIEW COMMITTEE

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

**DATE:**        **Tuesday**        **16 September 2003**        **TIME:**        **1.00 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.

4 November 2003

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 TUESDAY, 16 SEPTEMBER 2003,  
COMMENCING AT 1.00 PM.**

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**AGENDA FOR AN ORDINARY MEETING OF THE PERFORMANCE REVIEW COMMITTEE  
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WAITAKERE CITY, ON TUESDAY, 16 SEPTEMBER 2003,  
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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 - 16 July 2003

**RECOMMENDATION**

That the minutes of the Ordinary Meeting of the Performance Review Committee held on Wednesday, 16 July 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 and there may well have been movements in staff numbers at the time of the reading of this document.

**JUNE 2003**

**Redundancies**

There were no redundancies during the month of June.

**Dismissals**

There were no dismissals for the month of June.

**Grievances**

Human resources are currently involved in grievance matters concerning: Parking, Aquatic Centre, Animal Welfare and Libraries.

**Industrial Relation**

During the month there were no negotiations or working parties pertaining to collective agreements:

**JULY 2003**

**Redundancies**

There was **one** redundancy during the month of July 2003.

**Dismissals**

There were two dismissals for the month of July 2003.

**Grievances**

Human resources are currently involved in grievance matters concerning: Parking and Aquatic Centre.

**Industrial Relation**

During the month negotiations pertaining to the following collective agreements took place:

- 2.2% increase for PSA Collective.
- No agreement/resolution as yet regarding review of performance matrix in the Testing Station Collective Agreement.

**RECOMMENDATION**

That the information be received.

Report prepared by: Keith Campbell, Human Resources Manager.



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

5 **FORMAL ADOPTION OF CHIEF EXECUTIVE'S PERFORMANCE AGREEMENT**

6 **ANNUAL REPORT OF THE CHIEF EXECUTIVE**

7 **CHIEF EXECUTIVES REMUNERATION AND CONTRACT**

**PROCEDURAL MOTION TO EXCLUDE THE PUBLIC**

That the public be excluded from the following parts of the proceedings of this meeting, namely Formal adoption of Chief Executives Performance Agreement; Annual Report of the Chief Executive; Chief Executives Remuneration and Contract.

The general subject of each matter 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"><li>• Formal Adoption of the Chief Executive's Performance Agreement;</li><li>• Annual Report of the Chief Executive;</li><li>• Chief Executives Remuneration and Contract.</li></ul>	<p>The withholding of information is necessary in order to:</p> <ul style="list-style-type: none"><li>• Protect the privacy of natural persons.</li></ul>	<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.*

