



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:**        **Monday**        **2 May 2005**        **TIME:**        **3.30 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.

27 April 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 MONDAY, 2 MAY 2005, COMMENCING AT 3.30 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 - 17 December 2004

**RECOMMENDATION**

That the minutes of the Meeting of the Performance Review Committee held on Friday, 17 December 2004, as circulated, be taken as read and now be confirmed.



4 **HUMAN RESOURCES REPORT TO THE PERFORMANCE REVIEW COMMITTEE  
PERIOD DECEMBER 2004 TO MARCH 2005**

**PURPOSE OF REPORT**

This purpose of this report is to provide an outline of the key Human Resources management activities across Council.

**REDUNDANCIES**

There were no redundancies for the period December 2004 through March 2005.

**DISMISSALS**

There was one dismissal in the period for breach of trust and confidence.

**GRIEVANCES**

There were three active personal grievances during the period:

Appeal to the Court of Appeal dismissed. Though Council is making an offer to settle. This is not likely to be accepted but is a "positioning" move to mitigate eventual cost judgement by the Court of Appeal.

Employment terminated due to misappropriation of Council monies. Statement of problem lodged by former employee which resulted in Council counter-suing under Employment Relations Act to recover misappropriated monies and costs of investigating. Mediations held on both matters have not resolved, but enabled Human Resources to clarify points of risk to council. Parties are considering settlement which requires each party to drop claims but former employee still to sign settlement document. (Nb: this does not affect the referral to the police).

Statement of problem lodged by former employee dismissed for breach of trust and confidence - mediation set down for 2 May 2005.

**INDUSTRIAL RELATIONS MATTERS**

During the period of this report negotiations on the following collective agreements took place:

- PSA/AWUNZ combined collective agreement for Aquatic Centre negotiations completed, subject to ratification.
- Testing Station Collective Agreement negotiations completed, subject to ratification.

**LEARNING AND DEVELOPMENT**

- The year has begun well with a number of workshops being offered 'in house'. These include ongoing work with managers and staff for Performance Development System and coaching sessions, team building using M.B.T.I., Project Management (intermediate level), Collaborative Partnerships, Managers' Conference and Leadership Forum as well as the ongoing Induction Sessions;
- A number of areas of need are now being identified through the Performance Development System and sessions to address these will either be developed 'in house' or advice will be offered regarding the best options available through outside providers;
- Workshops to up-skill people involved in the Recruitment and Selection of staff are planned for June 2005.

## ORGANISATIONAL DEVELOPMENT

### Performance Development System

A formal review of the system implementation will be conducted in May 2005. Ongoing support and coaching is provided by Human Resources.

### Remuneration

Human Resources have resolved many of the difficulties that were experienced before Xmas. The project is back on track for completion in June for implementation from 1 July 2005.

### Leadership Competency Framework

Human Resources have implemented a customised Leadership Competency Framework that encompasses our mission, values, Chief Executive Officer's nine principles and specific leadership competencies inherent to such roles. This framework is central to a 360 degree feedback process that we are running for the Chief Executive Officer, Directors and third tier Managers across the organisation. This 360 degree feedback will enable us to shape individual and Council-wide development programmes to improve our management capability in the longer term. The results of the feedback are being analysed and reported back to managers involved at the time of preparing this report.

## HEARTBEAT CHALLENGE

A1 On 3 February 2005 the Western Leader reported Council's Heartbeat Challenge initiatives (see attached article at page A1).

A large number of women staff participated in the Special K Triathlon on 20 February 2005.

Human Resources will co-supervise a Bachelor of Sport and Recreation degree 3<sup>rd</sup> year student with the Heartbeat Challenge Co-ordinator. The student will do approximately 20 hours per week at Council to further implement Heartbeat Challenge actions, including a review of the pedometer success.

Jeff Dougal  
Manager Human Resources and Organisational Development.



**PUBLIC EXCLUDED MATTERS**

**5 AUCKLAND REGION CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP - APPOINTMENT OF GROUP CONTROLLER**

**6 CHIEF EXECUTIVE OFFICER'S SIX MONTHLY PERFORMANCE REVIEW 31 DECEMBER 2004**

**7 ORGANISATIONAL STRUCTURE**

**PROCEDURAL MOTION TO EXCLUDE THE PUBLIC**

That the public be excluded from the following parts of the proceedings of this meeting, namely, Auckland Region Civil Defence Emergency Management Group - Appointment of Group Controller, Chief Executive Officer's Six Monthly Performance Review 31 December 2004 and Organisational Structure.

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"> <li>• Auckland Region Civil Defence Emergency Management Group - Appointment of Group Controller;</li> <li>• Chief Executive Officer's Six Monthly Performance Review 31 December 2004;</li> <li>• Organisational Structure.</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, including that of deceased natural persons;</li> <li>• protect the privacy of natural persons, including that of deceased natural persons;</li> <li>• protect the privacy of natural persons, including that of deceased 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> <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.*

