



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: **Wednesday 21 September 2005** **TIME:** **2.30 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.

16 September 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 WEDNESDAY, 21 SEPTEMBER 2005, COMMENCING AT 2.30 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 - 2 May 2005

RECOMMENDATION

That the minutes of the Meeting of the Performance Review Committee held on Monday, 2 May 2005, as circulated, be taken as read and now be confirmed.



4 HUMAN RESOURCES REPORT FOR THE PERIOD APRIL 2005 TO AUGUST 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 April 2005 through August 2005.

DISMISSALS

There were five dismissals in the period.

GRIEVANCES

There were five active personal grievances during the period, one of them over 5 years old.

INDUSTRIAL RELATIONS MATTERS

During the period of this report negotiations on the following collective agreements were settled:

- Public Service Association/Amalgamated Workers Union of New Zealand combined collective agreement for Aquatic Centre;
- Testing Station Collective Agreement;
- Cemetery and Crematorium Collective;
- Refuse Transfer Station Collective.

ORGANISATIONAL DEVELOPMENT

Performance Development System

A formal review of the system implementation was conducted in May 2005 and reported on the effective take up of the system and the issues being faced. Overall the implementation was successful. The system has moved into the 2005/2006 roll out and considerable support and education continues to be provided to managers and staff.

Leadership Competency Framework

In early 2005 a customised Leadership Competency Framework was implemented that encompasses the Council's mission, values, the Chief Executive Officer's nine principles and specific leadership competencies inherent in management roles. This framework is central to a 360 degree feedback process that was conducted in March 2005 for the Chief Executive, Director's and third tier Managers across the organisation. Each participating manager and their reporting manager are using the results to form their personal development plans and to implement further remedial action.

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 Recruitment, Selection and Interviewing.

Leadership Forum, Manager's Conferences and Induction for new staff are a regular feature of the Learning and Development Programme.

A revamped Harassment Prevention Policy launched and contact person coaching has been completed.

Remuneration

This joint Council/PSA remuneration project has faced a number of difficulties, most of which have been resolved. The project team now have agreed on a customised banding process and are working to develop the structure of the remuneration levels and final costing for approval. This work is anticipated to be completed within the next 6 to 8 weeks.

HEARTBEAT CHALLENGE

Two Bachelor of Sport and Recreation students assisting, on a part time work experience basis, with HeartBeat Challenge. One has commenced her physical activity research project with staff from Human Resources, Legal Services and Safe Waitakere participating. The other student is introducing Feet Beat Challenge which is a fun workplace team walking event. By providing work experience for these students (in partnership with the Auckland Regional Public Health Service) Council is making significant progress with our Heartbeat Challenge Programme

Report prepared by: Jeff Dougal, HR Manager.



PUBLIC EXCLUDED MATTERS

- 5 **CHIEF EXECUTIVE OFFICER'S ANNUAL PERFORMANCE REVIEW - 1 JULY 2004 TO 30 JUNE 2005**
- 6 **CHIEF EXECUTIVE OFFICER'S PERSONAL DEVELOPMENT PLAN 2004/2005 ACHIEVEMENTS**
- 7 **CHIEF EXECUTIVE OFFICER'S PERSONAL DEVELOPMENT PLAN FOR YEAR ENDING 30 JUNE 2006**
- 8 **CHIEF EXECUTIVE OFFICER'S REMUNERATION REVIEW**

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 Annual Performance Review - 1 July 2004 to 30 June 2005; Chief Executive Officer's Personal Development Plan 2004/2005 Achievements; Chief Executive Officer's Personal Development Plan for Year Ending 30 June 2006 and Chief Executive Officer's Remuneration Review.

The general subject of the matters 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"> • Chief Executive Officer's Annual Performance Review - 1 July 2004 to 30 June 2005; • Chief Executive Officer's Personal Development Plan 2004/2005 Achievements; • Chief Executive Officer's Personal Development Plan for Year Ending 30 June 2006; • Chief Executive Officer's Remuneration Review. 	<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; • 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> <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 parts of the proceedings of the meeting in public as follows:

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

