

**AGENDA FOR A MEETING OF THE PERFORMANCE REVIEW COMMITTEE
TO BE HELD AT WAITAKERE CENTRAL, 6 HENDERSON VALLEY ROAD,
HENDERSON, WAITAKERE, ON TUESDAY, 3 OCTOBER 2006
COMMENCING AT 10.00 AM**

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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 CONFIRMATION OF MINUTES

Meeting Minutes - 4 September 2006

RECOMMENDATION

That the minutes of the Meeting of the Performance Review Committee held on Monday, 4 September 2006 as circulated, be taken as read and now be confirmed.



4 **HUMAN RESOURCES REPORT TO THE PERFORMANCE REVIEW COMMITTEE
PERIOD TWO MONTHS TO 30 SEPTEMBER 2006**

PURPOSE OF REPORT

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

REDUNDANCIES

There were no redundancies for the period.

DISMISSALS

There were no dismissals in the period August 2006 through September 2006.

This compares with three dismissals in the Performance Review Committee in the cumulative reporting period over the preceding twelve months.

INDUSTRIAL RELATIONS MATTERS

Council has completed negotiations with the PSA over the renewal of Salaried Officers Collective Employment Agreement. Final member ratification will be held in late October 2006 following formal advice to all members of the settlement.

The Aquatic CEA negotiations have commenced with PSA and AWUNZ with the development of a bargaining process agreement. The negotiations will not conclude until December due to unavailability of Union personnel.

ORGANISATIONAL DEVELOPMENT

Learning and Development

Due to the extra load being carried by a large number of managers and staff around the Pathways Project it has been decided to keep the number of Learning and Development Sessions to a minimum over the next period of time. The normal Human Resources Induction sessions for new staff will continue along with some skills based sessions that have been requested by managers and staff and the follow-up sessions to the 360 Feedback for 4th and 5th Tier managers.

Work continues on the following projects.

- Leadership and management development Strategy
- Organisation Career Planning for high potential staff in leadership and or technical areas.
- The production of a Learning & Development Calendar for 2007.

A paper outlining the Leadership and Management Development strategy for 2007 has been prepared for presentation to the Directors Group in October.

Staff Superannuation

The membership of SuperEasy staff superannuation scheme continues to grow and the scheme providers, Civic Assurance, have advised that Waitakere City Council continues to set the standard in local government superannuation for membership and continued support by Council management.

Remuneration

Full agreement has been reached with PSA on the application of the Councils remuneration strategy to their members.

The core of the Strategy being:

- to attract and retain employees;
- to assure alignment with market rates;
- recognition of exceptional performance;
- based on equity;
- to ensure responsible use of public money.

To enhance the strategy a Professional Career Path (PCP) for our major professional groupings has been added to the remuneration framework. This will improve our ability to attract new recruits and demonstrate the progression available to them.

E-recruitment package

Council will be implementing an E-Recruitment package from November 2006. This will assist in a more sophisticated 'look and feel' to be presented to prospective employees. It will also facilitate the commencement of real applicant tracking and the establishment of a 'talent pool' of prospective employees.

Graduates

We are developing a sustainable approach to scholarships and graduate recruitment for 2007. This approach is to ensure we can offer appropriate packages and employment opportunities to graduates in the longer term.

WINZ Cadets

Council has entered a formal relationship with WINZ to engage 20 long term unemployed young people. These cadets join Council in October 2006. The cadets will be externally mentored and will be placed in a number of different units.

Work Areas	No of cadets	Work Areas	No of cadets
West Wave and the Recreation Centre	2	Pacific Board	1
Cemetery	1	SAFE Waitakere	1
Parks (Asset Management)	2	Security	1
Call Centre	1	Human Resources	1
Customer Services	1	Records Manager	1
Refuse Station	1	Health and Safety	1
Animal Welfare	1	Libraries	1
Democracy Services	1	<i>To be placed</i>	3

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 April, May 2006	Last report period June, July 2006	Report period August September 2006
9	5	10

Of the 10 exit interviews conducted for staff leaving in the (current reporting) period August 2006 to September 2006:

- 40% indicated they would work for council again.
- 40% indicated they would possibly work for council again.
- 20% 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	2	2	2
• Leaving Waitakere City/Country	3	1	3
• Personal/lifestyle/family	1	1	2
• Working environment	4	1	2

HEALTH AND SAFETY UPDATE

Statistics: No OSH accepted notifiables.

Current Initiatives

- The first meeting of the Waitakere Central Health and Safety committee meeting is on the 27 September 2006. Finalisation of members will be discussed at this meeting;
- All matters relating to the move to Waitakere Central have been resolved or are under action;
- ACC Audit due late November 2006. Pre-audit inspections underway. We will be notified by ACC of the units for inspection by the end of October.

RECOMMENDATION

That the Human Resources Report to the Performance Review Committee Period Two Months to 30 September 2006 be received.

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



PUBLIC EXCLUDED MATTER

5 CHIEF EXECUTIVE OFFICER - REMUNERATION

This report will be circulated separately.

This item will be considered in the Confidential Supplement of the agenda, and has 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 - Remuneration.

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 - Remuneration	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.

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.*

