



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** **4 September 2006** **TIME:** **9.30 am**

VENUE: **Waitakere Central, 6 Henderson Valley Road, Henderson, Waitakere**

to consider the business as set out herein and to take any necessary action connected therewith.

31 August 2006

Ray Day
EXECUTIVE MANAGER - RAY DAY

Telephone (09) 836 8000 extn 8328

MEMBERSHIP:

Mayor	RA	Harvey, QSO, JP (Chairman)
Councillors	CA	Stone (Deputy Chairman)
	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
AT WAITAKERE CENTRAL, 6 HENDERSON VALLEY ROAD, HENDERSON,
WAITAKERE, ON MONDAY, 4 SEPTEMBER 2006,
COMMENCING AT 9.30 AM**

TABLE OF CONTENTS

<u>ITEM</u>		<u>PAGE NO.</u>
1	APOLOGIES	1
2	URGENT BUSINESS	1
3	CONFIRMATION OF MINUTES	1
4	HUMAN RESOURCES REPORT TO THE PERFORMANCE REVIEW COMMITTEE PERIOD TWO MONTHS TO 31 JULY 2006	2
	<u>PUBLIC EXCLUDED MATTERS</u>	5
5	CHIEF EXECUTIVE OFFICER'S PERSONAL DEVELOPMENT PLAN 2005/2006 ACHIEVEMENTS	5
6	CHIEF EXECUTIVE OFFICER'S PERSONAL DEVELOPMENT PLAN FOR YEAR ENDING 30 JUNE 2007	5
7	CHIEF EXECUTIVE OFFICER'S ANNUAL PERFORMANCE REVIEW - 1 JULY 2005 TO 30 JUNE 2006	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 CONFIRMATION OF MINUTES

Meeting Minutes - Tuesday, 27 June 2006

RECOMMENDATION

That the minutes of the Meeting of the Performance Review Committee held on Tuesday, 27 June 2006, as circulated, be taken as read and now be confirmed.



4 **HUMAN RESOURCES REPORT TO THE PERFORMANCE REVIEW COMMITTEE
PERIOD TWO MONTHS TO 31 JULY 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 June 2006 through July 2006.

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

GRIEVANCES

There were no grievances current or lodged for the period June 2006 through July 2006.

INDUSTRIAL RELATIONS MATTERS

Council has almost completed negotiations with the PSA over the renewal of Salaried Officers Collective Employment Agreement. Final member ratification will be held in October 2006 once the final detail of the new remuneration system is accepted by the PSA negotiating team.

The Aquatic CEA will be renegotiated with PSA and AWUNZ once the Salaried Officers CEA is settled.

ORGANISATIONAL DEVELOPMENT

Leadership Competency Framework

From May 2005 to July 2006 inclusive, the 360° process has been progressively rolled out across 115 management roles from tier 2 to tier 5 levels. Each Manager/Team Leader has had a confidential individual report which gives a clear focus on their strengths and areas requiring development. This has enabled Council to build a comprehensive picture of its Leadership strengths and weaknesses to support the operation of the Performance Development System, to identify individual coaching and development plans and to identify potential leaders for succession planning purposes all of which are integral components of the Leadership and Management Strategy.

Learning and Development

A number of opportunities have been offered to staff located at Animal Welfare, Libraries, Testing Station, Refuse Station and Cemeteries to visit Waitakere Central for a tour of the building and information session. Approximately 70 staff availed themselves of this opportunity.

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 & 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 Leadership Initiative/Key Talent programme has been developed by the City Services division. A number of Managers have progressed through the first and second stages. Significant success has occurred through this programme which has given benefits to the individuals and the organisation. The Managers are positive about the benefits for them in their career developments.

Staff Superannuation

SuperEasy, the local government superannuation scheme offered by Civic Assurance was introduced from 1 February 2006 continues to gain membership with 249 staff joined so far.

Remuneration

The Chief Executive Officer and the Directors approved the remuneration strategy for the organisation for implementation in the 2006/07 fiscal year.

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.

The PSA have accepted the strategy which will be implemented from October 2006.

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.

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	Last report period	Current report period
18	9	5

Of the 5 exit interviews conducted for staff leaving in the (current reporting) period June 2006 to July 2006:

- 80% indicated they would work for council again.
- 20% indicated they would possibly work for council again.

The reasons for leaving are categorised as follows:

	Current Report period	Last Report Period	Previous Report period
• Career Development/New Job	2	2	8
• Leaving Waitakere City/Country	1	3	5
• Personal/lifestyle/family	1	2	5
• Working environment	1	2	2

HEARTBEAT CHALLENGE

Council maintains good progress with our Heartbeat Challenge Programme.

HEALTH AND SAFETY UPDATE

Statistics: No OSH accepted notifiables.

Current Initiatives

- Preparing revised H&S delegate and committee structures for Waitakere Central July 2006;
- All matters relating to the move to Waitakere Central have been resolved or are under action;
- ACC Audit due November 2006. Pre-audit inspections underway.

Training provided

Nil in this period

MOVE TO WAITAKERE CENTRAL

From a change management perspective the move to Waitakere Central has been a major success. The range and quality of staff communications and activities from the preparation/induction through to the effectiveness of the physical move itself has been highly rated by staff as confirmed by the post move survey.

RECOMMENDATION

That the Human Resources Report to the Performance Review Committee Period Two Months to 31 July 2006 be received.

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



PUBLIC EXCLUDED MATTERS

5 **CHIEF EXECUTIVE OFFICER'S PERSONAL DEVELOPMENT PLAN 2005/2006 ACHIEVEMENTS**

6 **CHIEF EXECUTIVE OFFICER'S PERSONAL DEVELOPMENT PLAN FOR YEAR ENDING 30 JUNE 2007**

7 **CHIEF EXECUTIVE OFFICER'S ANNUAL PERFORMANCE REVIEW - 1 JULY 2005 TO 30 JUNE 2006**

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 Personal Development Plan 2005/2006 Achievements; Chief Executive Officer's Personal Development Plan for Year Ending 30 June 2007 and Chief Executive Officer's Annual Performance Review - 1 July 2005 To 30 June 2006.

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's Personal Development Plan 2005/2006 Achievements;	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.
Chief Executive Officer's Personal Development Plan for Year Ending 30 June 2007.	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.

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's Annual Performance Review - 1 July 2005 To 30 June 2006	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.*

