



Waitakere City Council
Te Taiao o Waitakere

AMENDED NOTICE OF MEETING

PERFORMANCE REVIEW COMMITTEE

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

DATE: **Tuesday** **27 June 2006** **CHANGE OF** **2.30 pm**
TIME:

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.

20 June 2006

Ray Day
EXECUTIVE MANAGER

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 TUESDAY, 27 JUNE 2006, 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 - 24 April 2006

RECOMMENDATION

That the minutes of the Meeting of the Performance Review Committee held on Monday, 24 April 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 MAY 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 two dismissals in the period April 2006 through May 2006.

GRIEVANCES

There were no grievances current or lodged for the period April 2006 through May 2006. This compares with a total of five grievances (settled) in the last twelve months.

INDUSTRIAL RELATIONS MATTERS

Council is in negotiations with the PSA over the renewal of Salaried Officers Collective Employment Agreement at the time of this report.

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

NEW APPOINTEES

The Performance Review Committee asked at the last meeting that Committee Chairs be notified of any new appointees whose roles will have them presenting to Council or Committees. We are developing a process to give effect to that request.

ORGANISATIONAL DEVELOPMENT

Leadership Competency Framework

Phase II of the Leadership Competency Framework 360° feedback process has completed and the results are being delivered to 4th and 5th tier managers who participated. This information will be invaluable in the formulation of Personal Development plans for the 2006/2007 year.

We will be providing Learning and Development opportunities to address any common needs identified across this group.

Learning and Development

The main focus for the first part of 2006 is on ensuring a smooth transition for all staff moving to Waitakere Central. This is a major and significant change for all and HR staff are extensively involved in the planning process. Significant sectors (and numbers of those moving to Waitakere Central) attended short sessions on "Managing Transition and Change" for teams. Extensive work on the actual induction process for every staff member being relocated was supported by attendance at orientation sessions held at Waitakere Central. A programmed release of information to gain maximum impact and effectiveness continues until 'Da Move' is completed.

Pathways' training continues; is a significant development priority and as a result other leadership and management development is on hold.

Staff Superannuation.

SuperEasy, the local government superannuation scheme offered by Civic Assurance was introduced from 1 February 2006 and has been well received by staff. 246 staff have joined so far. SuperEasy will continue to be promoted through staff induction, the Econet and other forum to ensure staff are aware of the need for retirement savings. SuperEasy will be able to accommodate Kiwi Saver which will be introduced by Government in 2007.

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.

We are currently briefing staff and managers who will be covered by the strategy and who are on Individual Employment Agreements. We are also negotiating the application of the strategy to PSA members as part of Collective Agreement negotiations.

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
20	18	9

Of the eighteen exit interviews conducted for staff leaving in the (current reporting) period December 2005 to February 2006:

- 70% indicated they would work for council again;
- 20% indicated they would possibly work for council again;
- 10% 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	8	5
Leaving Waitakere City/Country	3	5	3
Personal/lifestyle/family	2	5	3
Working environment	2	2	1

HEARTBEAT CHALLENGE

Council is making significant progress with our Heartbeat Challenge Programme and will meet the agreed objectives this year.

A major focus in promoting smoking cessation is being incorporated in the move to Waitakere Central.

HEALTH AND SAFETY UPDATE

Statistics: No OSH accepted notifiables.

Current Initiatives

- Preparing revised H&S delegate and committee structures for Waitakere Central from July 2006;
- ACC Audit due November 2006. Pre-audit inspections underway.

Training provided

Fire Warden and Building Warden training for Waitakere Central.

RECOMMENDATION

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

Report prepared by: Jeff Dougal, Human Resources Manager.



PUBLIC EXCLUDED MATTER

5 SETTING OF THE CHIEF EXECUTIVE OFFICER'S KPI'S 2006/2007

This item will be considered in the Confidential Supplement of the agenda, and has been circulated to members separately with this agenda.

That the public be excluded from the following parts of the proceedings of this meeting, namely, Setting of the Chief Executive Officer's KPI's 2006/2007.

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.
<ul style="list-style-type: none"> • Setting of the Chief Executive Officer's KPI's 2006/2007. 	<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. 	<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 matter under consideration pertain to the Chief Executive Officer's employment contract.*

