



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** **19 February 2007** **TIME:** **1.00 pm**

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.

7 February 2007

Ray Day
EXECUTIVE MANAGER

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, 19 FEBRUARY 2007,
COMMENCING AT 1.00 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 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, 3 October 2006

RECOMMENDATION

That the minutes of the Meeting of the Performance Review Committee held on Tuesday, 3 October 2006, as circulated, be taken as read and now be confirmed.



4 **HUMAN RESOURCES REPORT TO THE PERFORMANCE REVIEW COMMITTEE
PERIOD FOUR MONTHS TO 31 JANUARY 2007**

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 October 2006 through January 2007.

INDUSTRIAL RELATIONS MATTERS

The Aquatic CEA negotiations have commenced with PSA and AWUNZ.

The EPMU has initiated bargaining for the Waitakere Vehicle Testing Station Collective Agreement.

ORGANISATIONAL DEVELOPMENT

Learning and Development

- A full programme to support Phase One of the new Leadership/management Learning and Development Strategy is being implemented;
- Two Managers' Conferences and two Leadership Forum will form a key part of Leadership Development. The first Conference has been scheduled for 13 March 2007 with international speakers on Communication;
- The pilot group of high potential staff has been identified with that programme commencing in the next two months.

Staff Superannuation

The membership of SuperEasy staff superannuation scheme continues to grow. The current focus is on the introduction of the Government "Kiwi Saver" scheme from July 2006.

Remuneration

The Councils new remuneration system for salaried staff was successfully introduced from 1 October 2006 with the settlement of the Salaried Officers Collective Agreement.

E-recruitment package

In November 2006, Human Resources successfully implemented a new E-Recruitment system (Snaphire). This system has improved and streamlined the recruitment process for both Managers and job seekers. One of the key features of Snaphire is enabling the development of a "talent" pool with interested applicants able to register through internet.

New Payroll and Human Resources System

The selection of SAP Enterprise system will enable the introduction of a new payroll system and access to an extensive suite of Human Resources products. Expected implementation of the initial Human Resources/Payroll functions is mid October 2007.

Graduates

The approach to scholarships and graduate recruitment for 2007 is one that will enable the Council to 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 joined Council in October 2006 and have been placed in a variety of council units. One cadet has already accepted ongoing employment with an organisation which contracts to Council. This pilot will be evaluated shortly for continuation in the 2007/2008 year.

STAFF TURNOVER AND EXIT INTERVIEWS

Staff Turnover

Turnover of full and part time staff in the six months to 31 December 2006 is 7.19%. This is a positive improvement over the same period in 2005 which was 9.56%. This reduction indicates that work done in relation to improved terms and conditions of employment, and in particular remuneration and staff superannuation is having an impact.

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 June, July 2006	Last report period August, September 2006	Current report period October 2006 to January 2007
5	10	13

Of the 13 exit interviews conducted for staff leaving in the current reporting:

- 69% indicated they would work for council again;
- 23% indicated they would possibly work for council again;
- 8% definitely wouldn't 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	6	2	2
• Leaving Waitakere City/Country	3	3	1
• Personal/lifestyle/family	1	1	1
• Working environment	3	4	1

Three of the six leaving for career development/new job reasons noted that they were changing career direction totally. None of the six gave terms and conditions of work as a reason for taking the different roles.

HEALTH AND SAFETY UPDATE

Statistics: No OSH accepted notifiables

Current Initiatives

The audit by ACC was conducted in late November 2006 and Council regained secondary qualification. This was an extremely good result as Council nearly achieved tertiary status, which is the aim for the next Audit.

RECOMMENDATION

That the Human Resources Report to the Performance Review Committee Period Four Months to 31 January 2007 be received.

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



PUBLIC EXCLUDED MATTER

5 CHIEF EXECUTIVE OFFICER'S KPI'S 2006/2007 - PROGRESS TO DATE

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's KPI's 2006/2007 - Progress to Date.

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 KPI's 2006/2007 - Progress to Date.	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.*

