

**AGENDA FOR AN EXTRAORDINARY MEETING OF THE PERFORMANCE REVIEW
COMMITTEE TO BE HELD AT WAITAKERE CENTRAL, 6 HENDERSON VALLEY
ROAD, HENDERSON, WAITAKERE, ON WEDNESDAY, 21 MAY 2008,
COMMENCING AT 9.30 AM**

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5 **HUMAN RESOURCES REPORT FOR THE PERIOD 1 AUGUST 2007 TO 30 APRIL 2008**

GLOSSARY

Public Service Association	(PSA)
Northern Amalgamated Workers Union	(AWUNZ)
Engineering, Printing and Manufacturing Union	(EPMU)
Collective Employment Agreement	(CEA)
Full Time Equivalent	(FTE)
NZ Society of Local Government Managers	(SOLGM)
Local Government Managers Australia	(LGMA)

RECOMMENDATIONS

It is recommended that Performance Review Committee resolve to:

Receive the Human Resources Report For The Period 1 August 2007 To 30 April 2008.

PURPOSE OF REPORT

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

REDUNDANCIES

There were three redundancies in the period.

DISMISSALS

There were four dismissals in the period August 2007 through April 2008.

This compares with seven dismissals in the cumulative reporting period over the preceding twelve months.

INDUSTRIAL RELATIONS MATTERS

Negotiations with the Engineering, Printing and Manufacturers Union (EPMU) for the Waitakere Vehicle Testing Station Collective Employment Agreement (CEA), Cemetery negotiations with Northern Amalgamated Workers Union (AWUNZ) and Recycling and Refuse Transfer Station CEA were successfully concluded.

Some of the Weighbridge staff resigned from the Public Service Association (PSA) and AWUNZ initiated bargaining for them. This variation to the CEA was successfully negotiated.

ORGANISATIONAL DEVELOPMENT

Learning and Development

- Organisational Career Development for High Potential Staff. The pilot group completed the course and following an evaluation and some minor modifications to the programme a second group is currently underway;
- Liberating Environment Internal Engagement. An ongoing programme to promote, encourage and reward the notion of a Liberating Environment to support the Business Investment Marketing Strategy is underway. To enable us to intentionally improve the perception people have of Council we are promoting a number of behaviours that we have called 'Liberating Behaviours';

- 2008 sees the introduction of two new courses to support Level Two of the Leadership and Management Learning and Development Strategy. The first of these, which focuses on values and vision, was held in April;
- Two Managers' Conferences have been held during this period. The October Conference saw the launch of the Internal Engagement for the 'Liberating Environment' theme and the March Conference on communication around difficult issues and persuasion and influence. The December Leadership Forum engaged managers and team leaders in learning and conversation about how perception is formed;
- The 2008 SOLGM Management Challenge again saw two teams from WCC participating with one of the teams winning the New Zealand competition. They now go on to represent New Zealand in the Australasian Local Government Managers Australia (LGMA) competition;
- An ongoing programme to support the development of the Core Management Competencies as assessed through the 360 degree feedback is in place along with regular sessions to meet the skill needs as identified through the PDS (Performance Development System). Levels of participation are high. A new level of goal setting and evaluation of the way in which the learnings are embedded into everyday practice is being introduced.

Staff Superannuation

316 employees have joined the SuperEasy KiwiSaver Superannuation scheme to date. There was an increase in members with the introduction of the compulsory employer contribution of 1% from 1 April 2008.

Remuneration

The annual market review of the Councils remuneration system for salaried staff is underway. The new remuneration system has had very positive effects on turnover, recruitment and staff morale.

E-recruitment package

Adcorp was awarded the Advertising Services for Council in April 2008. HR is working with Adcorp to develop and enhance our recruitment branding and to progress Council's advertising campaign for graduates.

WINZ Cadets

The Year 2 cadets are 7 months into the WCC Cadetship Programme which concludes this July. For some it has been a steep learning curve as well as balancing personal issues they face in their lives.

STAFF TURNOVER AND EXIT INTERVIEWS

Staff Turnover

Turnover of full and part time staff for the Period 1 August 2007 to 30 April 2008 is 10.46%. The projected Year End figure is approximately 13.9% which is fairly consistent with the previous years' trend of 13.5%. This is positive for the organisation given the tight labour market still being experienced. In addition to this, in a recent turnover survey conducted by Online Executive Research of 211 New Zealand organisations, 23 of which were Local Authorities including the 4 largest Councils in the Auckland Region, it was noted that on average Local Authorities had a turnover rate of just under 18% which puts us well below the national average.

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. From March 2008 an Online Exit Interview option is offered to staff leaving. This has markedly improved the response rate and full details and statistical analysis will be reported on at the next Performance Review Committee meeting.

Of the 29 exit interviews conducted by Waitakere City Council for staff leaving in the current reporting:

- 59% indicated they would work for council again;
- 38% indicated they would possibly work for council again;
- 7% definitely wouldn't work for council again.

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



PUBLIC EXCLUDED MATTERS

6 KPI'S FOR THE CHIEF EXECUTIVE OFFICER FOR THE PERIOD 1 JULY 2008 TO 30 JUNE 2009

7 ORGANISATIONAL MATTERS

These items 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, KPI's for the Chief Executive Officer for the period 1 July 2008 to 30 June 2009 and Organisational Matters.

The general subject of the matter to be considered while the public is excluded, the reason for passing this resolution in relation to 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.
KPI's for the Chief Executive Officer for the period 1 July 2008 to 30 June 2009	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.
Organisational Matters	The withholding of information is necessary in order to: <ul style="list-style-type: none"><li data-bbox="655 421 1054 544">• 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 matter under consideration pertains to the Chief Executive Officer's employment contract.*

