

**AGENDA FOR A MEETING OF THE PERFORMANCE REVIEW COMMITTEE TO BE HELD
IN THE MAYORAL LOUNGE AT WAITAKERE CENTRAL, 6 HENDERSON VALLEY
ROAD, HENDERSON, WAITAKERE, ON WEDNESDAY, 25 MARCH 2009,
COMMENCING AT 10.00 AM**

TABLE OF CONTENTS

<u>ITEM</u>		<u>PAGE NO.</u>
1	APOLOGIES	1
2	URGENT BUSINESS	1
3	CONFLICTS OF INTEREST	1
4	CONFIRMATION OF MINUTES	1
5	HUMAN RESOURCES REPORT FOR THE PERIOD 1 NOVEMBER 2008 TO 28 FEBRUARY 2009	2
	<u>PUBLIC EXCLUDED MATTERS</u>	5
6	CHIEF EXECUTIVE OFFICER'S ACHIEVEMENTS AGAINST OBJECTIVES	5
7	ANNUAL REVIEW OF CHIEF EXECUTIVE OFFICER'S REMUNERATION	5
8	AT RISK COMPONENT OF THE CHIEF EXECUTIVE OFFICER'S REMUNERATION PACKAGE	5
9	CONTRACT OF EMPLOYMENT CHIEF EXECUTIVE OFFICER	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 CONFLICTS OF INTEREST

The Council has acknowledged in its Code of Conduct that Elected Members need to be vigilant to stand aside from decision making when a conflict arises between their role as a member of the Council and any private or other external interest they might have. This note is provided as a reminder to members to check that no such conflicts arise in relation to any items on this agenda.



4 CONFIRMATION OF MINUTES

Meeting Minutes - Wednesday, 19 November 2008

RECOMMENDATION

It is recommended that the Performance Review Committee resolve to:

Receive the minutes of the meeting of the Performance Review Committee held on Wednesday, 19 November 2008, as circulated, and that they be taken as read and now be confirmed.



5 **HUMAN RESOURCES REPORT FOR THE PERIOD 1 NOVEMBER 2008 TO 28 FEBRUARY 2009**

GLOSSARY

Waitakere City Council	(WCC)
Performance Development System	(PDS)
Public Service Association	(PSA)

EXECUTIVE SUMMARY

The purpose of this report is to update the Performance Review Committee of the key Human Resources Management and Organisational activities for the period 1 November 2008 to 28 February 2009.

RECOMMENDATIONS

It is recommended that the Performance Review Committee resolve to:

Receive the Human Resources Report for the Period 1 November 2008 to 28 February 2009.

BACKGROUND

The Human Resources Management and Organisational Development report is one that goes to the Performance Review Committee to update Members of key activities around Council staff and is for information only.

DECISION MAKING

Issues

1. **Redundancies** - there were three staff that elected to take redundancy as an outcome of the Finance Unit redesign.
2. **Dismissals** - Nil at the time of this report.
3. Industrial Relations Matters - details are as follows:
 - The Vehicle Testing Station Collective Employment Agreement has been completed and ratified;
 - All Council Manager's were briefed on the new Code of Conduct, Conflict of Interest and Serious Complaints policies in December 2008 and February 2009. These briefings were instructional sessions to discuss the policies in order that managers could confidently discuss the policies with their staff; and
 - The Cemetery Collective Employment Agreement negotiations have commenced.
4. **Organisational Development** - details are as follows:
 - (a) **Learning and Development**
 - For the next 18 months the focus of our learning and development programme will be on offering comprehensive, quality "By staff for staff" workshops in a number of key areas including: Performance Development System (PDS) Refresh, contract management, project management, understanding change and building resilience, customer service and core management competencies. Funding for external providers has been removed from the 2008/2009 budget;

- A range of workshops to cover basic skills such as avoiding and managing conflict, meeting skills, facilitation/presentation skills, will be scheduled throughout the year;
- The Leadership Forum will be used to keep managers and team leaders informed about organisational developments and changes resulting from the outcome of the Royal Commission on Auckland Governance. The forum was held in early February 2009 where the Chief Executive Officer and Executive Team reported on the Directors Group Strategic Planning days. Further events are planned for April, August and October during which managers will be kept informed of important issues such as the Long Term Council Community Plan, budget matters, and from the Governments decision following the Royal Commission report; and
- A refresh of the Performance Development System (PDS) for managers is underway and is expected to continue throughout March 2009. In this time of transition and change it is important that clear goals are set for staff and regular feedback given. Similar sessions for staff will commence in April 2009.

(b) **Recruitment and Related Projects - details are as follows:**

- The Recruitment Freeze commenced on the 8 December 2008. The majority of business cases submitted for exemption from the freeze have been fully rates funded with just over 25% being funded exclusively from revenue; and
- The tender for continuation of recruitment advertising services through Adcorp was approved by the Tenders Subcommittee on the 19 December 2008.

(c) **Graduates, Students and Council Cadets - details are as follows:**

- Nine applications have been received for the 2009 Waitakere City Council Scholarships;
- Applications received for the school leaver scholarship for Engineering Students;
- One application received for the school leaver scholarship for Planning Students;
- One application received for the final year Planning Student scholarship.
- Thirteen managers who work in related fields have been invited to participate in the selection process. A panel of four review and select the successful scholarship applicants. As this is a first for the City we are working with Public Affairs to promote the initiative.
- Five Summer Students were employed over the holiday season; December 2008 through to February 2009, four were placed in the Transport Assets unit and one in Ecowater. Both management and the students found it a great success.

(d) **Remuneration**

- With the impact of the current economic situation and reduced budget provision for salary and wage movement in 2009/2010 we are in discussions with PSA to reduce their expectations. The PSA recognise the difficult economic times and at this stage are responding positively. The discussions will be kept alive in monthly meetings leading up to the formal review process in May/June 2009.

(e) **Health and Safety**

- A major initiative was undertaken with Health West Wellness Out West (WOW) following an approach from them to host their cardiovascular and diabetes risk assessment bus on site. Free risk assessments are offered to residents of Waitakere City who not seeing a health professional regularly, and aged between 35 and 74. HealthWest are particularly keen to assess people of Maori, Pacific and Indian subcontinent ethnicities. Eighty four staff members were assessed with 43 meeting full assessment criteria and 41 partial. Of the 43 fully assessed 9 were at high to moderate risk of fatal or non fatal cardiovascular disease in the next five years. Additionally, a quarter of those assessed appeared to need ongoing support for lifestyle changes and/or referred to a doctor, and ten had diabetes or high blood pressure indicators. The statistics from the assessments are being used to plan the Council wellbeing initiatives for the following year. Staff feedback is very positive and Health West is keen to return to the site.

(f) **Turnover**

- Our turnover percentage is trending downwards. For eight months to end of February 2009 it was 8.29%. It will be the lowest turnover Waitakere City Council has had since tracking started at the beginning of 2002; and
- Online Exit Interviews have now been running for one year. Of the 120 ongoing employees that have left, 88 have been emailed the voluntary exit interview with 60 completing it. Of these 60, 51 said they would recommend WCC as an employer to others and of the 37 that answered the question, 81% said that they would seek re-employment with WCC if circumstances change.

STRATEGIC CONTEXT

5. Strategic Context is not a requirement of this report.

CONSULTATION

6. There is no consultation associated with this report.

RESOURCES

7. There are no resources required for this report other than staff time.

IMPLEMENTATION ISSUES

8. There are no implementation issues for this report.

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



PUBLIC EXCLUDED MATTERS

- 6 **CHIEF EXECUTIVE OFFICER'S ACHIEVEMENTS AGAINST OBJECTIVES**
- 7 **ANNUAL REVIEW OF CHIEF EXECUTIVE OFFICER'S REMUNERATION**
- 8 **AT RISK COMPONENT OF THE CHIEF EXECUTIVE OFFICER'S REMUNERATION PACKAGE**
- 9 **CONTRACT OF EMPLOYMENT CHIEF EXECUTIVE OFFICER**

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 part of the proceedings of this meeting, namely, achievements Against Objectives; Annual Review Of Chief Executive Officer's Remuneration; At Risk Component Of The Chief Executive Officer's Remuneration Package and Contract Of Employment Chief Executive Officer.

The general subject of the matters to be considered while the public is excluded, the reason for passing this resolution in relation to the matters, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of these resolutions are as follows:

General subject of the matters to be considered.	Reason for passing these resolutions in relation to the matters.	Ground(s) under Section 48(1)(a) for the passing of these resolutions.
Chief Executive Officer's Achievements Against Objectives	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.
Annual Review Of Chief Executive Officer's 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.
At Risk Component Of The Chief Executive Officer's Remuneration Package	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 matters to be considered.	Reason for passing these resolutions in relation to the matters.	Ground(s) under Section 48(1)(a) for the passing of these resolutions.
Contract Of Employment Chief Executive Officer	The withholding of information is necessary in order to: <ul style="list-style-type: none"><li data-bbox="651 421 1056 551">• 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.

These resolutions are 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.*

