

**AGENDA FOR AN EXTRAORDINARY 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 NOVEMBER 2009,
COMMENCING AT 3.00 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 CONFLICTS OF INTEREST

The Council has acknowledged in its Code of Conduct that 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 - 19 August 2009

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 August 2009, as circulated, and that they be taken as read and now be confirmed.



5 **HUMAN RESOURCES REPORT FOR THE PERIOD 1 JULY 2009 TO 31 OCTOBER 2009**

GLOSSARY

Auckland Transition Agency (ATA)
Quality Assurance (QA)

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 July 2009 to 31 October 2009.

RECOMMENDATION

It is recommended that the Performance Review Committee resolve to:

Receive the Human Resources Report for the Period 1 July 2009 to 31 October 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 officers and is for information only.

DECISION MAKING

Issues

1. Redundancies - there was one staff member that elected to take redundancy as an outcome of the Asset Management Unit redesign.
2. Dismissals - one at the time of this report.
3. Industrial Relations Matters - details are as follows:
 - The Refuse Transfer Station Collective Employment Agreement has been completed and ratified; and
 - The West Wave Aquatic Centre Collective Employment Agreement has been completed and ratified.
4. Organisational Development - details are as follows:
 - a) **Learning and Development**
 - NZQA registered Certificate and Diploma programmes have been offered to officers. These are in Business Administration and First Line Management. We anticipate about 150 officers enrolling to complete these programmes prior to October 2010;
 - There has been a large uptake of 'in house' workshops offered which include topics such as: *Coping with Difficult Behaviours, Customer Relationships, Meeting Skills, Negotiations Skills, Contract management, Understanding Change and Building Resilience, Customer Service with the Bereaved, Principles of Power - Leadership & Management, Taking Control of Your Time, Developing Others Through Feedback & Coaching, Managing Workload & Delegation, Avoiding & Managing Conflict;*

- Both Leadership and Staff Forum have been held with the focus on change and leadership. Meetings have also been held with 2nd and 3rd tier managers with the aim of providing good communication and support;
- Career Transition Support is in place for 2nd and 3rd tier managers with *Sheffield* and *Career Analysts*. Sessions for 4th tier managers and team leaders will be available early in 2010 through *Quantum Shift*. In-house sessions will be organised for all other offices who wish to take up the offer for Workshops on CV Writing and Interview Skills; and
- Mentoring opportunities - Ian Scott, the Programme Manager from Omega - a programme for mentoring recent migrants to New Zealand - met with a small group of officers interested in becoming mentors for this programme. Omega provides coaching for people who are interested.

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

- Auckland Transition Agency (ATA) is applying a sinking lid to the FTE of the Auckland Region, so that the costs of transition are minimised and the employment opportunities of existing officers are maximised”;
- All permanent appointments will be required to be reported to ATA on a monthly basis. The Directors are applying diligent scrutiny of each business case to determine that all possible options have been evaluated before an appointment is approved. Human Resources review and Quality Assurance (QA) all business cases to ensure that ATA requirements are met at all times; and
- The ATA recruitment workstream is looking into the establishment of a recruitment function for the Auckland Council, including IT, business process and workforce capacity and an associated transition plan.

(c) Plus 4 Recruitment Initiative - details are as follows:

- The Plus 4 Programme was a mayoral initiative aiming to support Waitakere residents who had recently been made redundant;
- Waitakere City Council worked with Ministry of Social Development to develop the parameters of the programme and then Work and Income New Zealand to provide 23 Waitakere City Residents with a four week fixed term work placement within the organisation. The intention was to provide participants with: enhanced job search activities; opportunity for participants to develop new skills; up-skilling existing abilities to assist in job placement success; and provision of financial assistance; and
- 30 referrals were received with eight participants being placed in IM Records, Libraries Support and Community Wellbeing up to the conclusion of the programme in July 2009.

(d) Health and Safety

- A successful initiative was undertaken where Waitakere City Council provided an in-house Diabetes Information Session. This was well received by officers who attended and further sessions may be considered in the future; and
- Council supported officers through approval of paid sick leave for those suspected of or affected by the H1N1 pandemic.

(e) Turnover

- Our turnover percentage is trending downwards, for 2008/2009 the turnover for the year was 11.41% compared to 14.10% for 2007/2008 which has been the lowest turnover Waitakere City Council has had since tracking started at the beginning of 2002.

(f) Transition

- Human Resources Management and officers are heavily involved in ATA and Transport Human Resources transition work streams and supporting the Chief Executive Officer and management to ensure that all officers are informed of transition decisions or developments as they become known. We are using different mediums to disseminate this information to ensure we capture all officers in the communications;
- An “Ask ATA” link has been set up on Econet for officers to ask any questions regarding the ATA Discussion document. Human Resources will respond to the questions or if we are unable to provide a response they will be referred to ATA; and
- Due Diligence documentation has been completed for Transport, Watercare, and Workforce and Human Resources.

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 officers time.

IMPLEMENTATION ISSUES

8. There are no implementation issues for this report.

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



PUBLIC EXCLUDED MATTER

6 KEY PERFORMANCE INDICATORS FOR THE CHIEF EXECUTIVE OFFICER FOR THE PERIOD 1 JULY 2009 TO 30 JUNE 2010

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

PROCEDURAL MOTION TO EXCLUDE THE PUBLIC

That the public be excluded from the following part of the proceedings of this meeting, namely, Key Performance Indicators for the Chief Executive Officer for the Period 1 July 2009 to 30 June 2010.

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 these resolutions are as follows:

General subject of the matter to be considered.	Reason for passing these resolutions in relation to the matter.	Ground(s) under Section 48(1)(a) for the passing of these resolutions.
Key Performance Indicators for the Chief Executive Officer for the Period 1 July 2009 to 30 June 2010	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.

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 matter under consideration pertain to the Chief Executive Officer's employment contract.*

