



**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, 24 FEBRUARY 2010,  
COMMENCING AT 2.30 PM**

---

**TABLE OF CONTENTS**

<b><u>ITEM</u></b>		<b><u>PAGE NO.</u></b>
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 2009 TO 31 JANUARY 2010	2
	<b><u>PUBLIC EXCLUDED MATTERS</u></b>	4
6	CHIEF EXECUTIVE OFFICER'S KEY PERFORMANCE INDICATORS FOR THE PERIOD 1 JULY 2009 TO 31 DECEMBER 2009	4
7	ANNUAL REVIEW OF CHIEF EXECUTIVE OFFICER'S REMUNERATION	4
8	GENERAL BUSINESS	4

**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, 24 FEBRUARY 2010,  
COMMENCING AT 2.30 PM**

---

**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 - Wednesday, 25 November 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, 25 November 2009, as circulated, and that they be taken as read and now be confirmed.



5 **HUMAN RESOURCES REPORT FOR THE PERIOD 1 NOVEMBER 2009 TO 31 JANUARY 2010**

**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 2009 to 31 January 2010.

**RECOMMENDATION**

It is recommended that the Performance Review Committee resolve to:

**Receive** the Human Resources Report for the Period 1 November 2009 to 31 January 2010.

**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 no redundancies in the reporting period.

2. **Dismissals**

There were no dismissals in the reporting period.

3. **Industrial Relations Matters**

Notices to initiate bargaining, were received, for the Waikumete Cemetery and Crematorium and Vehicle Testing Station Collective Employment Agreements, in January 2010.

4. **Organisational Development - details are as follows:**

**a) Learning and Development**

The main focus has been on Career Transition support for managers which is being provided through Sheffield, Career Analysts and Quantum Shift.

Support for staff continues through a number of 'in house' workshops and an online career assessment tool and CV Writing and Interview Skills workshops are planned to begin in April following the mapping and matching processes.

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

Auckland Transition Agency Recruitment requirements are still in place. There has been an increase in internal appointments and the use of fixed term appointments to fill vacancies.

There have been 4 inter-council secondments to date.

**(c) Health and Safety**

ANZ Bank has been on site twice offering ANZ@Work and Healthy Finances support. They will be onsite regularly from now on. This is a good initiative for staff at this critical time of transition.

Staff will be offered Flu injections at no cost again this year as part of our Wellness promotion.

**(d) Turnover**

The turnover percentage from 1 July to 31 Dec 2009 was 4.8%. This is an improvement on the same period in 2008 to 2009 which was 6.2%. The average length of service of the exiting employees was 3.3 years. Overall the economic climate has had a positive influence on turnover with employees wishing to retain the security of their current job. We anticipate a rise in turnover during the remainder of the year with Transition to the Auckland Council resulting in employees looking externally for job security.

**(e) Transition**

Human Resources Management and staff are heavily involved in Auckland Transition Agency and Transport HR transition work streams and supporting the Chief Executive Officer and management to ensure that all staff 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 staff in the communications. Staff are appreciating the effectiveness in the communications.

**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, Group Manager Human Resources and Organisational Development.



**PUBLIC EXCLUDED MATTERS**

**6 CHIEF EXECUTIVE OFFICER'S KEY PERFORMANCE INDICATORS FOR THE PERIOD 1 JULY 2009 TO 31 DECEMBER 2009**

**7 ANNUAL REVIEW OF CHIEF EXECUTIVE OFFICER'S REMUNERATION**

These items will be considered in the Confidential Supplement of the agenda, and have 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, Chief Executive Officer's Key Performance Indicators for the Period 1 July 2009 to 31 December 2009 and Annual Review of Chief Executive Officer's Remuneration.

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 Key Performance Indicators for the Period 1 July 2009 to 31 December 2009	The withholding of information is necessary in order to: <ul style="list-style-type: none"> <li>protect the privacy of natural persons, including that of deceased natural persons.</li> </ul>	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"> <li>protect the privacy of natural persons, including that of deceased natural persons.</li> </ul>	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.*



**8 GENERAL BUSINESS**

