

**Northland Regional Council**  
**Organisational Performance Committee**  
**Meeting Agenda**

**Tuesday 30 June 2015 at 10 am**



NORTHLAND REGIONAL COUNCIL

# Organisational Performance Committee

## Agenda

For meeting to be held in Council Chambers, 36 Water St, Whāngārei,  
on Tuesday 30 June 2015, commencing at 10.00 am

**Recommendations contained in the agenda are NOT decisions. Please refer to minutes for resolutions.**

### MEMBERSHIP OF THE COMMITTEE

Cr Shepherd (Committee Chairman)  
Cr Ramsey (NRC Deputy Chairman)  
Cr Sinclair

### OPEN MEETING

Item		Page
1.0	<b>APOLOGIES</b> Councillor Sinclair	-
2.0	<b>DECLARATIONS OF CONFLICTS OF INTEREST</b>	-
3.0	<b>REPORTS</b>	
3.1	Confirmation of Minutes – 3 February 2015	1 - 4
3.2	Action Sheet	5 - 7
3.3	Human Resources Statistics	8 - 9
4.0	<b>PUBLIC EXCLUSION</b>	<b>10</b>



**ISSUE: Confirmation of Minutes – 3 February 2015**

**ID:** A758498

**To:** Organisational Performance Committee meeting, 30 June 2014

**From:** Chris Taylor, Council Secretary

**Date:** 24 June 2015

<b>Report Type:</b>	<input checked="" type="checkbox"/> Normal operations	<input type="checkbox"/> Information	<input type="checkbox"/> Decision
<b>Purpose:</b>	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Public service	<input type="checkbox"/> Regulatory function
	<input checked="" type="checkbox"/> Legislative function	<input type="checkbox"/> Annual\Long Term Plan	<input type="checkbox"/> Other
<b>Significance Policy:</b>	<input type="checkbox"/> Triggered	<input checked="" type="checkbox"/> Not Triggered	

**Executive summary:**

The purpose of this report is to present the unconfirmed minutes of the Committee meeting held on 3 February 2015 (**attached**) for confirmation as a true and correct record.

**Legal compliance:**

Councils are required to keep minutes of proceedings in accordance with the Local Government Act 2002.

**Recommendation:**

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That the minutes of Organisational Performance Committee meeting held on 3 February 2015 be confirmed as a true and correct record.

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## NORTHLAND REGIONAL COUNCIL ORGANISATIONAL PERFORMANCE COMMITTEE

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Minutes of the meeting of the Organisational Performance Committee  
held in Council Chambers, 36 Water Street, Whāngārei,  
on Tuesday 3 February 2015 commencing at 4.00 pm

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**Present:** Chairman, Bill Shepherd  
Councillors:  
David Sinclair  
Graeme Ramsey

**In Attendance:** **Full Meeting**  
Chief Executive Officer  
Advisor to the CEO

The Chief Executive declared the meeting open at 4.01 pm.

### **Apologies (Item 1.0)**

There were no apologies.

### **Declarations of Conflicts of Interest (Item 2.0)**

It was advised that councillors should make declarations item-by-item as the meeting progressed. There were no declarations of conflict at this point.

### **Confirmation of Minutes – 2 December 2014 (Item 3.1)**

ID: A721699

**Report from Vibeke Wright, Advisor to the Chief Executive.**

**Moved (Shepherd/Sinclair)**

That the minutes of the Organisational Performance Committee meeting held on 2 December 2014 be confirmed as a true and correct record.

**Carried**

### **Receipt of Action Sheet (Item 3.2)**

ID: A721700

**Report from Vibeke Wright, Advisor to the Chief Executive.**

**Moved (Shepherd/Ramsey)**

That the Action Sheet be received.

**Carried**

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ID: A725259

Organisational Performance Committee Meeting  
2 December 2014

## **Business with the Public Excluded**

**ID: A721703**

**Report from Vibeke Wright, Advisor to the CEO.**

### **Moved (Shepherd/Sinclair)**

1. That the public be excluded from the proceedings of this meeting to consider confidential matters.
2. That the general subject of the matters to be considered whilst the public is excluded, the reasons for passing this resolution in relation to this matter, and the specific grounds under the Local Government Official Information and Meetings Act 1987 for the passing of this resolution, are as follows:

<b>Item No.</b>	<b>Item Issue</b>	<b>Reason\Grounds</b>
4.1	Confirmation of Public Exclusion Minutes 2 December 2014	The reasons for excluding the public are as stated in the minutes of the open section of that meeting.
4.2	Collection and Administration of Regional Council Rates	The reasons for excluding the public are as stated in the minutes of the open section of that meeting.

**Carried**

### **Conclusion**

The meeting closed at 4.44 pm.



**ISSUE: Receipt of Action Sheet**

**ID:** A758116

**To:** Organisational Performance Committee, 30 June 2015

**From:** Chris Taylor, Council Secretary

**Date:** 23 June 2015

<b>Report Type:</b>	<input checked="" type="checkbox"/> Normal operations	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Decision
<b>Purpose:</b>	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Public service	<input type="checkbox"/> Regulatory function
	<input type="checkbox"/> Legislative function	<input type="checkbox"/> Annual\Long Term Plan	<input checked="" type="checkbox"/> Other
<b>Significance Policy:</b>	<input type="checkbox"/> Triggered	<input checked="" type="checkbox"/> Not Triggered	

**Executive summary:**

The purpose of this report is to enable the committee to receive the current committee action sheet (**attached**).

**Legal compliance:**

No decision is required.

**Recommendation:**

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That the action sheet be received.

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## Council Actions

IRISID	Current Status	Request Date	Current Officer Responsible	Reso/Req	Description	Request Details	Note Text	Date of Note	Requested By
REQ.577227	Open	02 Dec 2014	Judy Macdonald	REQ	Pay Policy	The OPC Committee to discuss the development of a "Pay Policy" once analysis of Strategic Pay Reports/allowances is complete (REQ)	Council requested this be actioned before the next budgeting round (at the 21 April council meeting). This matter was discussed at OPC and further information circulated.	21 Apr 2015	Organisational Performance Committee
REQ.577241	Open	17 Feb 2015	Judy Macdonald	REQ	Staff Leave Balances	That the OPC address the policy for (and reporting of) staff leave balances (REQ).	In progress. The CEO has been supplied with the current policy as a starting point.	09 Mar 2015	Finance Committee

**ISSUE: Human Resources Statistics**

**ID:** A758506

**To:** Organisational Performance Committee, 30 June 2015

**From:** Chris Taylor, Council Secretary

**Date:** 24 June 2015

<b>Report Type:</b>	<input type="checkbox"/> Normal operations	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Decision
<b>Purpose:</b>	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Public service	<input type="checkbox"/> Regulatory function
	<input type="checkbox"/> Legislative function	<input type="checkbox"/> Annual\Long Term Plan	<input checked="" type="checkbox"/> Other
<b>Significance:</b>	<input type="checkbox"/> Triggered	<input checked="" type="checkbox"/> Not Triggered	

**Executive Summary:**

This report acts as a 'placeholder' for the standard item of business 'Human Resources Statistics'. Relevant papers will be tabled on the day.

**Legal compliance and significance assessment:**

No specific decision is sought as a result of this report other than the receipt of information. The receiving of information does not trigger significance policy thresholds and is therefore deemed to be of low significance.



**ISSUE: Business with the Public Excluded**

**ID:** A758523

**To:** Organisational Performance Committee, 30 June 2015

**From:** Chris Taylor, Council Secretary

**Date** 24 June 2015

**Executive summary:**

The purpose of this report is to recommend that the public be excluded from the proceedings of this meeting to consider the confidential matters detailed below for the reasons given.

**Recommendations:**

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1. That the public be excluded from the proceedings of this meeting to consider confidential matters.
2. That the general subject of the matters to be considered whilst the public is excluded, the reasons for passing this resolution in relation to this matter, and the specific grounds under the Local Government Official Information and Meetings Act 1987 for the passing of this resolution, are as follows:

<b>Item No.</b>	<b>Item Issue</b>	<b>Reason\Grounds</b>
4.1	Confidential Minutes of the Organisational Performance Committee Meeting – 3 February 2015	The reasons for excluding the public are as stated in the minutes of the open section of that meeting.

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