



Report 10.33
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Committee Finance, Audit and Risk Committee
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People & Capability Group: quarterly review

1. Purpose

To provide the Committee with a quarterly review of the People & Capability Group.

2. Significance of the decision

The matters for decision in this report **do not** trigger the significance policy of the Council or otherwise trigger section 76(3)(b) of the Local Government Act 2002.

3. Background

3.1 Staff

The Human Resources Department became the People & Capability Group on 1 December 2009. The Manager, Human Resources position was disestablished and a new position of General Manager, People & Capability was established. The number of FTE positions within the Group has remained constant. There has been a change in personnel as one HR Advisor commenced parental leave on 30 November and we have backfilled this position with a fixed-term employee.

4. Recruitment

There were a total of 19 vacancies (permanent, fixed-term and casual) advertised during the quarter ending 31 December 2009. We have calculated vacancies based on the old Divisional structure, rather than the new Group structure.

	Environ-ment	Catch-ment	WSPF	FIS	Public Transport	Transport Policy & Strategy	Corporate & Strategy
Total vacancies advertised in the previous quarter (ending 30 September 2009)	4	2	4	1	3	1*	0
Total vacancies advertised in this quarter (ending 31 December 2009)	5	11	5	3	2	1	2

Table 1: Vacancies per division

*when a vacancy is posted twice (re-advertised) this will count as 2 vacancies.

We have used a similar variety of advertising media as in previous quarters. We have been advertising less in major dailies, eg, The Dominion Post, mainly in reference to the greater expense this poses compared to advertising online. This quarter has seen an increase in the amount of ‘by word of mouth’ and internal placements across the groups, meaning some roles had fewer applicants, but of standard and experience more fitting to the roles. Examples of this are our new General Manager roles (People and Capability, and Strategy & Community Engagement), casual Harbour Communications Officer, the two Engineering Field Assistants, our Manager Customer Services, the fixed term Human Resources Advisor, and Team Leader Systems Applications.

The number of roles advertised has increased slightly from the last quarter, mainly as a reflection of the placement of fixed term employees brought on to complete ‘summer work’ such as Parks’ three Survey Assistants and Catchment Management’s three Field Assistants. Unusually we had 75 applicants for an Administration/Reception role for the Upper Hutt Depot. In the past, we have had few applicants for similar roles based around the region.

In a new venture, the Biosecurity Department has taken advantage of a WINZ sponsored scheme called Community Max. This scheme enables unemployed youth to be given a wage subsidy for six months to complete community-based projects. Under this scheme, we have gained two supervisors and eight field workers who report to the Pest Plants team, to complete clean ups in our regional parks.

The number of responses to advertised positions per division is as follows:

Environment	Catchment	WSPF	FIS	Public Transport	Transport Policy & Strategy	Corporate & Strategy
74	11	99	3	14	1	2

Commencements:

There were 22 new commencements in the quarter ending 31 December 2009, 9 were permanent, 9 were for fixed-term appointments and there were 11 casual appointments (8 of these were Community Max workers).

4.1 Preferred supplier for recruitment

We went out to tender to a number of recruitment agencies for proposals for a preferred supplier agreement. We received 21 responses to our tender. A selection panel reviewed the tender documents and short listed 8 agencies for interview.

The agencies were interviewed at the end of November and 4 agencies were selected as Greater Wellington's preferred supplier panel. We are currently negotiating preferred supplier agreements with these agencies to establish standard terms of engagement and set fees for both permanent and temporary placements.

4.2 Turnover

There were 35 cessations during the year ending 31 December 2009. This represents an annual turnover rate of 8.7%.

These turnover figures have historically reported all cessations of employment including redundancies and terminations, but excluded the expiry of fixed term or casual employment agreements.

As a comparison, the annual turnover rate for Regional Authorities in 2008 was 14.1% and for Local Authorities was 13.8%. When this research was conducted, Greater Wellington had an annual turnover of 13.2%.

5. Training and development

5.1 Training programmes

Organisational Core Training

The courses which have been organised centrally and funded through the organisational core training budget in the last quarter were as follows:

Training Course	Attendance	Training Course	Attendance
Priority Management	27	Media Skills	4
Project Management	8	Computer Skills	2
Writing	13	Induction	10
Review and Reward	16	Presentation	1
Dealing with Difficult People	22	Official Information	30
Development	5		
Health and Safety			
Workplace First Aid	41	Outdoor First Aid	11
Car Control	7	Forklift	13
Crane	2	ATV	1
Licence Endorsements	9		
Total	196		

6. Health and safety

6.1 ACC WSMP Audit

The ACC WSMP audit was successfully completed in early December 2009 at Upper Hutt and Mabey Rd depots, with ACC awarding Greater Wellington WSMP Secondary Level. The auditor made several recommendations for further improvements in our health and safety systems and processes. An action plan for implementing the recommendations will be prepared for ELT in February 2010. The main theme of the auditor's recommendations is ensuring that we are consistently applying our health and safety systems.

We will receive an additional 5% discount on ACC employer levies and will not need to be audited by ACC again until November 2011.

Following the recent restructuring at Greater Wellington, SafeTsmart is being reorganised to reflect the new structure, position names and reporting lines. This is currently being worked on and will be completed by end of February 2010.

During the audit preparation, a process for creating and maintaining an effective hazards register for both generic roles and locations was clarified. This now needs to be rolled out across the organisation to assist with the consistent on-going management of hazards. Work on this, and training of the SafeTsmart administrators will progress over the January-March 2010 quarter.

6.2 Volunteer Health and Safety Management Project

Progress on the 'Volunteer Health and Safety Management' project stalled briefly during November and December 2009 due to ACC audit commitments, however, it is being brought back on track to be completed by the end of March 2010.

6.3 Workplace injury and reporting trends

There was one Lost Time Injury (LTI), and there is one pending LTI suffered by Greater Wellington staff during this quarter.

An employee, working for Parks – Strategy and Environment, slipped and twisted his knee while performing pest plant duties in the East Harbour Regional Park. He had one day off work due to the injury.

An employee, working for Environmental Policy, suffered a hernia from lifting a heavy piece of drift wood while clearing a site for planting. So far he has not had any days off but will require time off for surgery to correct the injury. The planting project was actually an opportunity that had arisen suddenly as part of a Care Group initiative. There has been discussion with Environmental Policy about the need to always make sure there is sufficient planning for work of this nature, and ensuring that there are appropriate resources available to perform all work safely.

There was another reportable "Serious Harm" injury accident suffered by a contractors' employee this quarter. An employee of a contractor working in Taunui forest in the Wairarapa suffered a crushed leg after being caught between two logs. This was reported to the Department of Labour, who have investigated the incident, but have formally notified us that they are taking no further action.

This incident and another one earlier in the year with a Land Management contractor, has prompted a review of the requirements around emergency planning we have for contractors working in remote areas.

Other significant occurrences reported during this quarter include:

- a) A forestry contractor's crew van collided with a logging truck while travelling out of Puketiro Forest. Both vehicles were damaged but no injuries were suffered. The contractor is reinforcing communication procedures with crews for vehicles travelling on forestry roads.
- b) A small fire in a ceiling light fitting on Level 6 of RCC was put out by a staff member working after hours. The light fitting was replaced and others checked. After hours emergency procedures have been communicated to all staff, reinforcing the importance of not putting themselves at unnecessary risk.
- c) On Boxing Day, a staff member from Catchment Management working in a volunteer capacity refilling bait stations in Sargent Covenant, Upper

Hutt, slipped and twisted their ankle. The incident is still being investigated.

- d) Employees of a contractor working for another party at a site leased by them in the Southern Tararuas, were found to be grossly unprepared from both a planning and equipment perspective. They walked out via a dangerous route due to a change in the weather preventing the helicopter from picking them up.

They had no planned escape route or navigational aids and also lacked appropriate clothing. While it has been clarified with the Department of Labour that Greater Wellington has no legal responsibilities in this situation, we have communicated directly with the other party to seek assurance that this situation will not occur again.

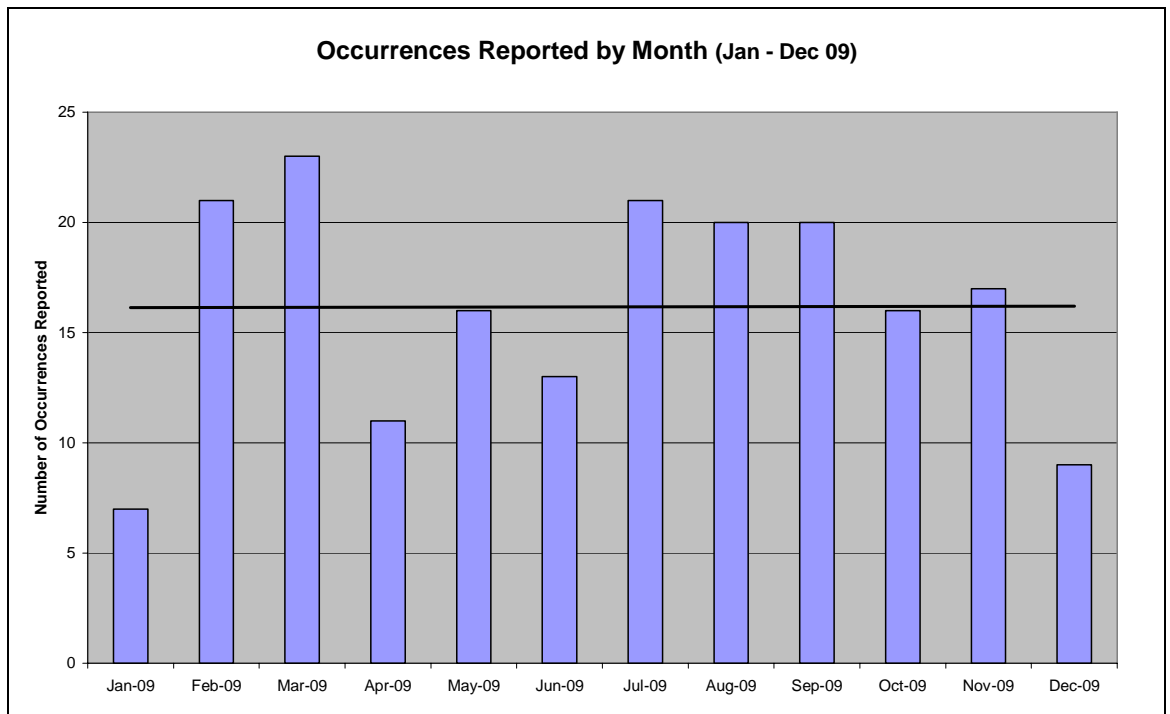


Figure 1: Incident Reports by Month

Occurrences Reported by Type (Oct - Dec 09)

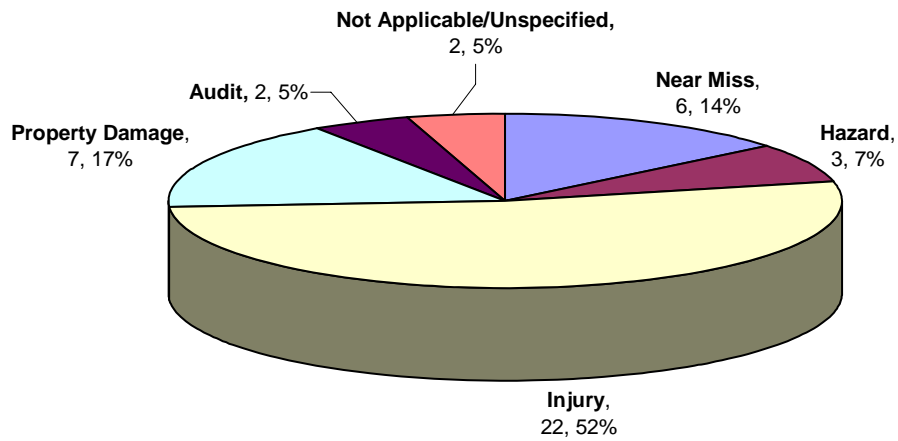


Figure 2: Occurrence Reports by Type for the October - December 09 Quarter

Occurrences Reported by Type (Jan - Dec 09)

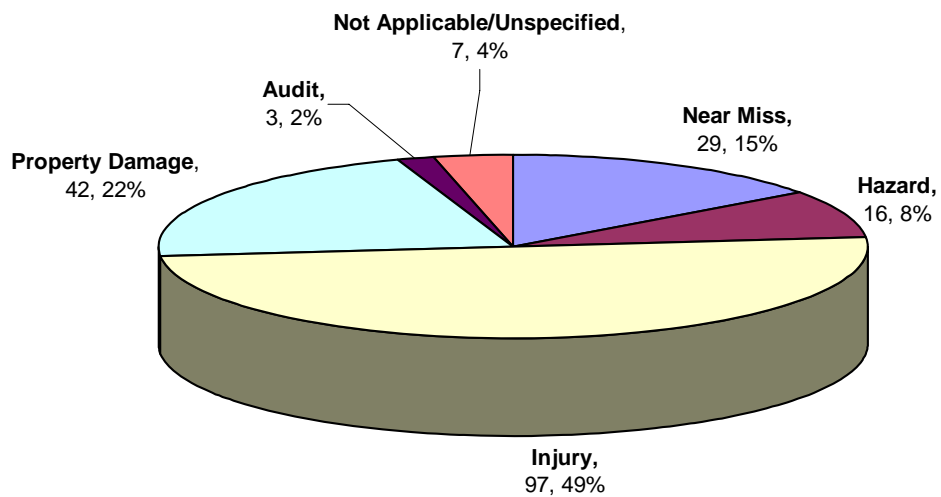


Figure 3: Occurrence Reports by Type for the Full Year (January - December 09)

Comments (Figures 1, 2 & 3): The occurrence reporting trend appears constant for the year from January to December 2009.

There has been a reduction in the proportion of proactive (hazard, audit, near miss and unspecified) versus reactive (injury and property damage) reporting this quarter. This has resulted in a corresponding reduction for the year January to December 2009.

An increased effort, using coaching and communications will be made to ensure reporting and recording of health and safety activity and issues into SafeTsmart occurs across the business. This will focus on increasing the capture of information around proactive reports.

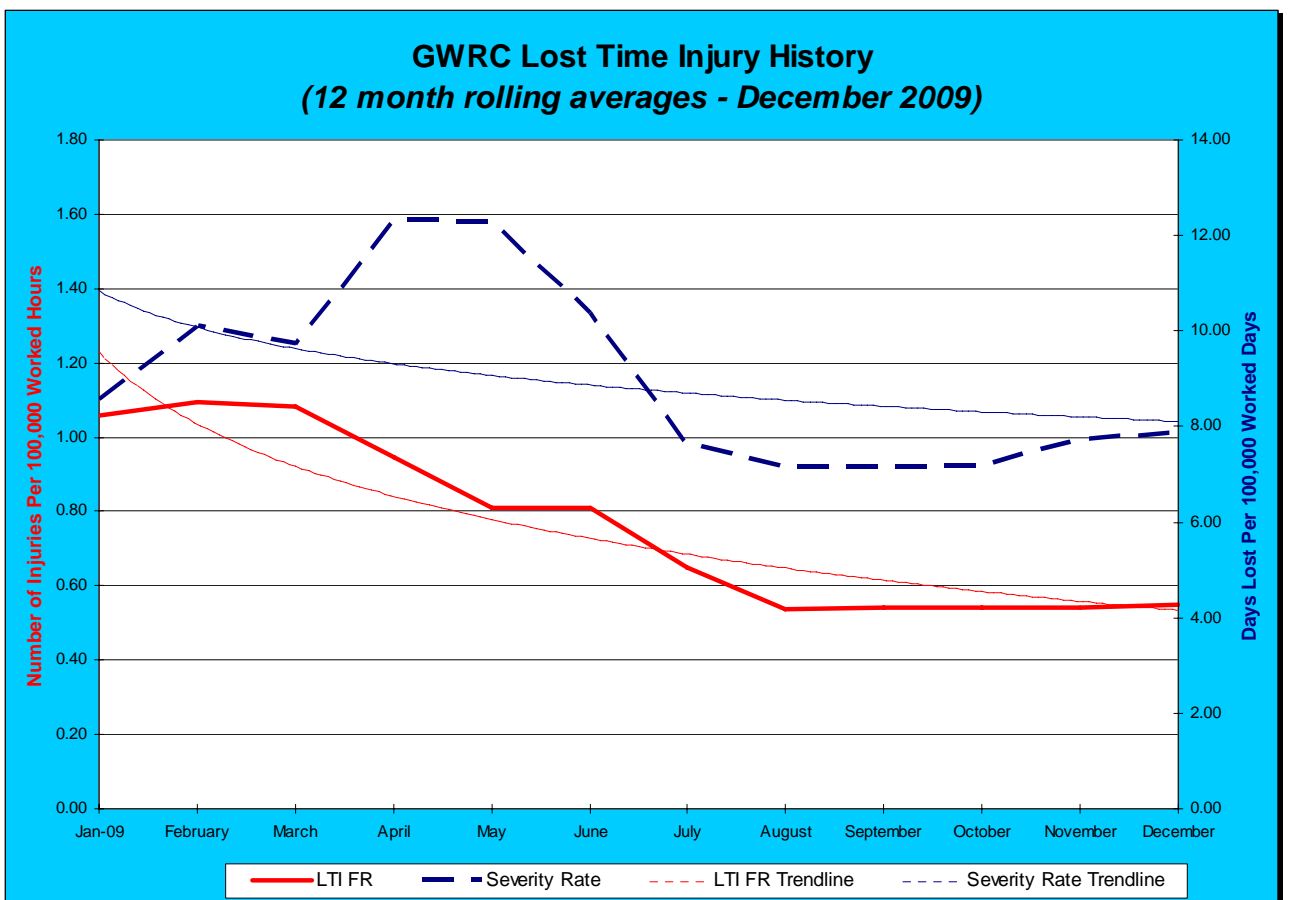


Figure 4: Lost Time Injury Frequency Rate and Severity Rate – 12 month rolling average

Comment: With the recording of a lost time injury (LTI) in November there has been a slight increase in both the Lost Time Injury Frequency Rate (LTIFR) and Severity Rate (SR).

There is potential for a reduction in both the LTIFR and SR if no LTIs occur during January 2010.

6.4 Divisional Frequency Rates

Division	GWRC Staff LTIFR	GWRC LTIFR (12 months ago)	LTIs in past 12 months (GWRC employees)
Environment Management	0.63	0.63	1
Catchment Management	1.05	3.14	2
Water Supply, Parks & Forest	0.57	0.58	1
Corporate & Strategy	0	0	0
Finance	0	0	0
Public Transport	0	0	0
Transport Policy & Strategy	0	0	0
Wellington Regional Strategy	0	0	0
Greater Wellington Total	0.54	0.97	4

Comment: The data in the table above is at November 2009. The hours work data for December 2009 came through under the new business structure and so the new business group LTIFR calculations need to be reworked to reflect this.

Catchment Management has continued its LTIFR reduction, while Water Supply, Parks & Forests, now Utilities and Services, had a LTI and therefore is back near the same rate as 12 months ago.

Environmental Management has remained at the same rate as last quarter and last year.

7. “Greater Managers” Management Development Programme

In the last quarter we have run the following modules:

- Stakeholder Management – Learning Groups 3 and 4
- Problem Solving & Decision Making – Learning Groups 3 and 4
- Facilitation skills – Learning Groups 1 and 2

Learning Group 5 commenced the programme in September and have completed Strategic Leadership, Building Personal Effectiveness and Coaching for High Performance.

In the next quarter (2010), we are commencing Learning Groups 6 (small group of Departmental Managers) and Learning Group 7 (Team Leaders). This will complete all Departmental Manager intakes and there is anticipated to be a further two Team Leader groups to commence in September 2010.

Learning Groups 1 and 2 will complete the programme in July. Work on a completion event is being undertaken currently and will be discussed with ELT in the next few weeks.

In addition, suggestions for further development for ELT will be drafted shortly for discussion.

8. Change management

The change management of the ICT Department and Public Transport Division was completed in the last quarter, together with restructuring the Corporate & Strategy Division and Transport Policy & Strategy Division. All change management activities were legally compliant and no personal grievance claims have arisen as a result of the change management.

9. Collective Employment Agreement negotiations

Greater Wellington's Collective Employment Agreement expired on 30 June 2009 and the unions initiated bargaining for a new Collective Employment Agreement (CEA) on 14 May 2009.

The bargaining party for Greater Wellington met with the union parties. The union parties are the Public Service Association (PSA), Engineering, Printing and Manufacturing Union (EPMU) and the Central Amalgamated Workers Union (CAWU).

The parties met on a number of occasions during the last quarter to negotiate a new CEA. A proposed CEA was agreed just prior to Christmas and the unions have gone out to members with the proposed CEA for ratification. Each union must achieve a ratification vote of 60% of their members in favour of the proposed CEA to be able to accept the new Agreement. The ratification vote closes on 1 February 2010 and we will be notified by the unions of the result on 2 February 2010.

10. Business continuity

A business continuity plan has been developed and promulgated to People & Capability staff. All key documents identified in the Business Continuity Plan will be scanned and attached to employee SAP records in the first quarter of next year.

11. Health and Safety

The Senior Health and Safety Advisor provides a monthly health and safety report to the Executive Leadership Team.

12. Recommendations

That the Committee:

- 1. Receives the report.*
- 2. Notes the content of the report.*

Report prepared by:

Report approved by:

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