

Central Hawke's Bay District Council – Report

TO: Council

FROM: Corporate Services Manager

DATE: 6 August 2009

FILE REF: EMP2-500

SUBJECT: EEO REPORT FOR 2008-09 FINANCIAL YEAR

1.0 SUMMARY

An Equal Employment Opportunities (EEO) report is presented to Council following each financial year end in accordance with a provision within the Local Governance Statement.

Schedule 7, section 36 of the Local Government Act 2002 (LGA) contains a provision requiring local authorities to be a good employer. This includes provisions that ensure active participation of EEO in all employment situations.

This report aims to inform Council of the activities undertaken within the organisation that fosters the EEO philosophies and strengthens the good employer aspect within Schedule 7 of the LGA.

2.0 RECOMMENDATION

THAT

The EEO report for the 2008-09 financial year be received.

3.0 BACKGROUND

Council's Local Governance Statement contains a provision that annually a summary of the equal employment opportunities for the previous financial year is provided to Council.

Employee Comings and Goings

Departures

John Glengarry (Regulatory Services Manager)
 Samantha Rogers (Cashier/Receptionist)
 Ann Strong (Part time – Communications Officer – Fixed Term)

Arrivals

Te Aroha Cook (Regulatory Services Manager)
 Shawn McKinley (Roading Manager)
 Nicky Anderson (Cashier/Receptionist)
 Ann Strong (Part time – Road Safe Officer – Fixed Term)

Ann Strong (Part time – BCA Administration Officer – Fixed Term)

Maternity Leave (during the year)

Shelley Burne-Field – returned May 2009

Lisa Poynton – returned September 2008

Amanda Withers – returned June 2009

Louise Horrocks

Bronwyn Swanson

Ethna Renner

Staffing Numbers

As below:

July 2008	Full time	Part time	July 2009	Full time	Part time
	33	15		34	16

There was one unfilled position at 30 June 2009, this is the Senior Civil Engineer position. The unfilled position is included in the total number of full time staff.

Three staff are currently on maternity leave and internal arrangements have been made to cover their absences.

Health and Safety in Employment

It has been a positive year with regard to Health and Safety in employment. Eight 'events/incidents' were reported, investigated and brought to the attention of the Chief Executive by the Health and Safety Committee.

The Health and Safety Committee together with the Chief Executive has completed and reviewed the Health and Safety Plan for the reporting financial year and this has been signed off by the Chief Executive.

Two formal Health and Safety inspections were conducted on the four Council operated sites and all identified hazards were managed appropriately. There was also one informal inspection based on workstations carried out independently by staff. Office evacuation exercise objectives were met and improvements made following a review of each drill.

All new employees successfully completed the Health and Safety Orientation within their first week of employment.

31 staff obtained Emergency First Aid Certificates, 1 obtained a Workplace First Aid Certificate and 1 obtained a Level 2 Resuscitation and First Aid Certificate.

Staff Satisfaction

Since 2002, permanent staff (with the exception of cleaners), have been invited to participate in an anonymous on-line staff satisfaction survey which Council subscribes to through independent consultants. More than 30 staff participated in the 2008/09 year. Overall satisfaction levels were high.

EAP Services

The Employment Assistance Programme (EAP) was set up in 2004/05, this service was not utilised by staff members in the 2008/09 year.

Salary Benchmarking

Job descriptions and salaries of all permanent positions were reviewed and updated in 2005/06. A Strategic Pay consultant assisted in grading all job descriptions at this time. Since then, annual benchmarking has occurred each July with salaries adjusted to market rates. In view of the current economic crisis, there were no increases to staff salary levels (apart from those arising from grading adjustment).

4.0 OPTIONS

Option 1

That the EEO report for the 08-09 financial year be received.

5.0 STATUTORY IMPLICATIONS

Local Government Act 2002
 Human Rights Act 1993
 Employment Relations Act 2000
 Health and Safety in Employment Act 1992
 Privacy Act 1991

6.0 CONSULTATION

6.1 External

NA

6.2 Internal

NA

7.0 FINANCIAL

The Chief Executive Appointments budget is set each year to cover expenses relating to recruitment of staff. There is also a budget for Health and Safety related expenses. Each department is responsible for setting its annual training budget to enable up-skilling where identified as beneficial to Council.

8.0 STRATEGIC LINKS

- Local Governance Statement
- Local Government Act 2002

9.0 POLICY/DELEGATION REFERENCE

Human Resources is one of the responsibilities of Corporate Services.

Kevin Brown
Corporate Services Manager