

Central Hawke's Bay District Council – Report

TO: Council
FROM: Corporate Services Manager
DATE: 5 August 2010
FILE REF: EMP2-500
SUBJECT: EEO REPORT FOR 2009-10 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 2009-10 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

Nicky Anderson (Cashier/Receptionist)
Lisa Poynton (Planner Consents)
John Turnbull (Senior Planner)
Barrie Swallow (Waters Officer)
Ann Strong (BCA Administration Officers/Road Safe Officer)

Arrivals

Deonne Smurthwaite (Cashier/Receptionist)
Helen O'Shaughnessy (Senior Planner) – part time

Aaron Waters (Waters Officer – Fixed Term)
 Harry Robinson (Water and Stormwater Officer)
 David Inglis (Roading Contracts Manager)
 Merle Carr (Liquor Licensing Inspector) – part time
 Jessica Manning (Administration Assistant/Health & Safety Officer)
 Louise Elvey (Filing Officer – Fixed Term) – part time

Maternity Leave (during the year)

Bronwyn Swanson – returned 4 June 2010
 Ethna Renner – returned 18 January 2010
 Kylee Bellamy

Staffing Numbers

As below:

July 2009	Full time	Part time	July 2010	Full time	Part time	Fixed Term
	34	16		31	20	2

There was one unfilled position at 30 June 2010, being the Planner position; the incumbent for this position will start with Council in late August. The unfilled position is included in the total number of full time staff. Several full time employees have reduced their hours over the year and are now working part time.

One staff member is currently on maternity leave and internal arrangements have been made to cover her absence. One other staff member is due to go on maternity leave in early August 2010.

Health and Safety in Employment

It has been a positive year with regard to Health and Safety in employment. Three 'events/incidents' were reported, investigated and brought to the attention of the Chief Executive by the Health and Safety Committee. Two Early Reporting forms for DPI (OOS) were submitted and have been managed.

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.

One formal Health and Safety inspection was 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 have current Emergency First Aid Certificates, 1 has a current Workplace First Aid Certificate and 1 has a current Level 2 Resuscitation and First Aid Certificate.

Staff Satisfaction

Since 2002, permanent staff have been invited to participate in an anonymous on-line staff satisfaction survey which Council subscribes to through independent consultants. 32 staff participated in the 2009/10 year. Overall satisfaction levels have declined over the last 12 months and are being addressed by the Chief Executive.

EAP Services

The Employment Assistance Programme (EAP) was set up in 2004/05, this service was utilised by one staff members in the 2009/10 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. However, in view of the current economic crisis, there were no increases to staff salary levels (apart from those arising from grading adjustment) at 1 July 2009, and a 3% increase at 1 July 2010.

4.0 OPTIONS

Option 1

That the EEO report for the 09-10 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.

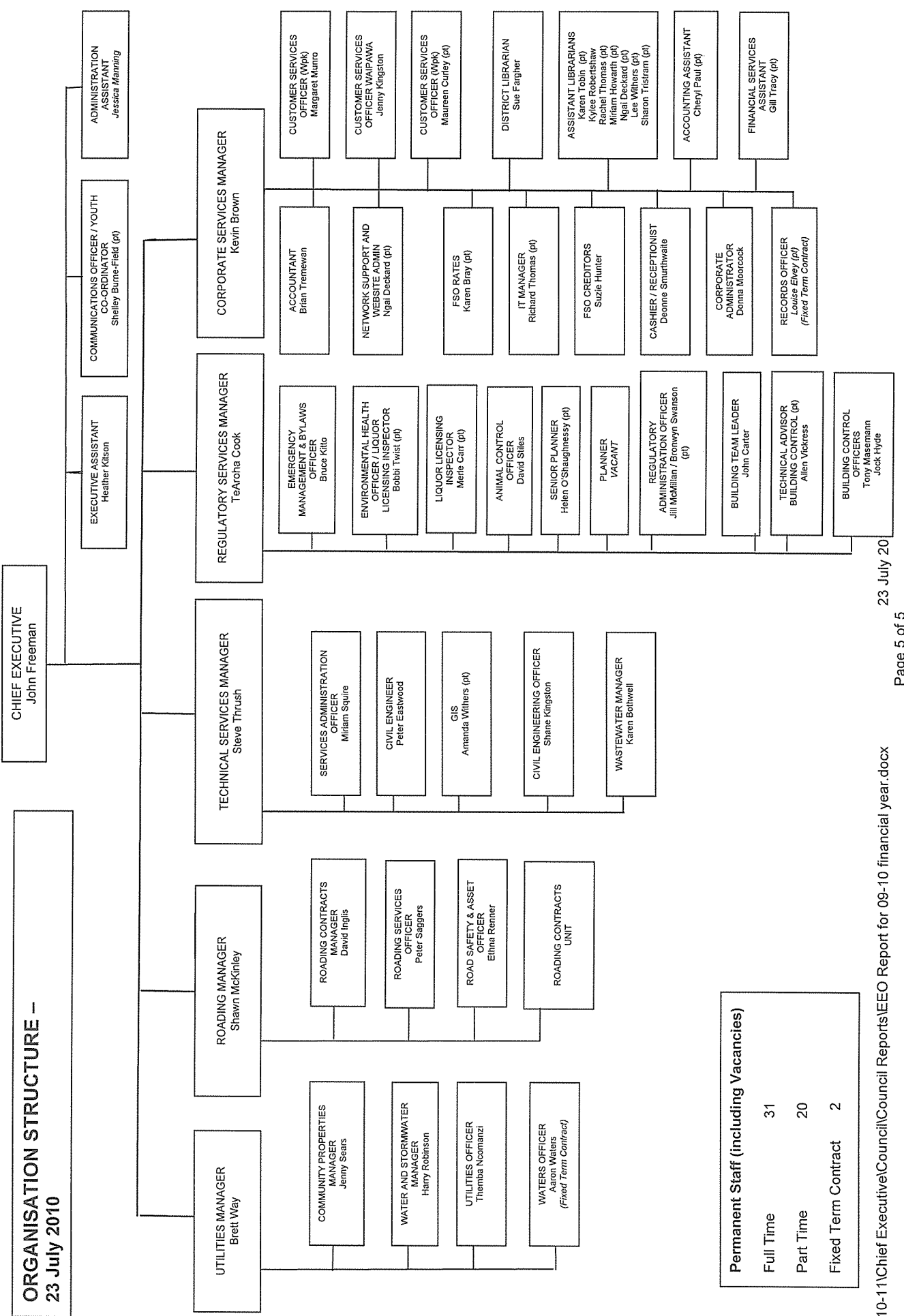
8.0 STRATEGIC LINKS

- 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



Permanent Staff (including Vacancies)	
Full Time	31
Part Time	20
Fixed Term Contract	2