



If calling, please ask for Democratic Services

Chief Executive Employment Review Committee

Tuesday 11 August 2020, 8.30am

Council Chamber, Greater Wellington Regional Council
Level 2, 15 Walter Street, Te Aro, Wellington

Members

Cr Hughes (Chair)

Cr Gaylor (Deputy Chair)

Cr Kirk-Burnnand

Cr Laban

Cr Ponter

Recommendations in reports are not to be construed as Council policy until adopted by Council

Chief Executive Employment Review

Tuesday 11 August 2020, 8.30am

Council Chamber, Greater Wellington Regional Council
Level 2, 15 Walter Street, Te Aro, Wellington

Public Business

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3.	Public participation		
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Public Excluded Business

7.	Confirmation of the Restricted Public Excluded minutes of the Chief Executive Employment Review Committee meeting on 2 June 2020	RPE20.188	33
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greater WELLINGTON
REGIONAL COUNCIL
Te Pane Matua Taiao

Please note these minutes remain unconfirmed until the Chief Executive Employment Review Committee meeting on 11 August 2020.

Report 20.187

Public minutes of the Chief Executive Employment Review Committee meeting on Tuesday 2 June 2020

All members participating by Zoom at 1.33pm.

Members Present

Councillor Hughes (Chair)
Councillor Gaylor
Councillor Kirk-Burnnand
Councillor Laban
Councillor Ponter

All members participated at this meeting via Zoom, and counted for the purpose of quorum, in accordance with clause 25B of Schedule 7 to the Local Government Act 2002.

Public Business

1. Apologies

There were no apologies.

2. Declarations of conflicts of interest

There were no declarations of conflicts of interest.

3. Public participation

There was no public participation.

4. Confirmation of the Public minutes of the Chief Executive Employment Review Committee meeting of 13 February 2020

Moved: Cr Ponter / Cr Gaylor

That the Committee confirms the Public minutes of the Chief Executive Employment Review Committee meeting of 13 February 2020 – Report 20.73.

The motion was **carried**.

5. Confirmation of the Restricted Public Excluded minutes of the Chief Executive Employment Review Committee meeting of 13 February 2020

Moved: Cr Kirk-Burnnand / Cr Ponter

That the Committee confirms the Restricted Public Excluded minutes of the Chief Executive Employment Review Committee meeting of 13 February 2020 – Report RPE20.74.

The motion was **carried**.

6. Resolution to exclude the public

Moved: Cr Kirk-Burnnand / Cr Gaylor

That the Council excludes the public from the following parts of the proceedings of this meeting, namely:—

Draft Chief Executive performance indicators for 2020/21

The general subject of each matter to be considered while the public is excluded, the reasons for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Draft Chief Executive performance indicators for 2020/21	
<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
<p>This report contains information relating to the current Chief Executive’s performance agreement. Release of this information would prejudice the privacy of Greg Campbell, Chief Executive, by disclosing information pertaining to the employment relationship between the Chief Executive and the Council.</p> <p>Council has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override Mr Campbell’s privacy.</p>	<p>The public conduct of this part of the meeting is excluded as per section 7(2)(a) of the Act (to protect the privacy of natural persons, including that of deceased natural persons).</p>

This resolution is 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 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public.

The motion was **carried**.

The public part of the meeting closed at 1.34pm.

Cr G Hughes
(Chair)

Date:

Chief Executive Employment Review Committee
11 August 2020
Report 20.246



For Decision

CHIEF EXECUTIVE RECRUITMENT PROCESS

Te take mō te pūrongo

Purpose

1. To advise the Chief Executive Employment Review Committee (the Committee) on the proposed strategy, process and timeline for recruiting a new Chief Executive for Greater Wellington Regional Council (Greater Wellington), as the role becomes vacant on 15 September 2021.

He tūtohu

Recommendation

That the Committee **endorses** the recruitment strategy, process and timeline set out in the proposed Chief Executive Recruitment Strategy (Attachment 1) and timeline (Attachment 2) for consideration and adoption by Council.

Te tāhū kōrero

Background

2. The Greater Wellington Regional Council Chief Executive role becomes vacant on 15 September 2021. The Council is required to undertake a recruitment and selection process to appoint to the role.
3. The proposed process, as set out in the Proposed Chief Executive Recruitment Strategy ([Attachment 1](#)) and Proposed Timeline ([Attachment 2](#)), is designed to ensure that the Council has the support in place to run a robust, transparent and objective recruitment and selection process with clearly identified selection criteria in order to select the best-suited candidate.
4. The process will also supported by pertinent and well-presented information that will help attract the right candidates into the process.

Te tātaritanga

Analysis

5. The proposed strategy notes that Greater Wellington's Recruitment Policy ([Attachment 3](#)) will be adhered to unless agreed otherwise.
6. It proposes use of a recruitment agency specialised in chief executive recruitment.

7. A variety of assessment methods, including psychometric testing, are proposed to be used to benchmark candidates against role specific critical competencies to assist the Committee and Council in making well-informed and objective appointment decisions.
8. It also notes that the current Chief Executive job description will need to be reviewed and agreed by Council. If the current remuneration approach is used, it will then need to be evaluated by Strategic Pay for job sizing purposes, which will inform remuneration parameters and decisions. Council may also want to consider terms and conditions at the same time.

Ngā hua ahumoni **Financial implications**

9. Costs associated with recruitment can vary depending upon the tools used.
10. Other costs include psychometric testing, job sizing and salary information.

Ngā tikanga whakatau **Decision-making process**

11. The matter requiring decision in this report was considered against the decision-making requirements of Part 6 of the Local Government 2002.

Te hiranga **Significance**

12. The significance (as defined by Part 6 of the Local Government Act 2002) of the matter was considered, taking into account Council's *Significance and Engagement Policy* and Greater Wellington's *Decision-making Guidelines*. It is considered that the matter is of low significance, due to its administrative nature.

Te whakatūtakitaki **Engagement**

13. Given the nature of the matter for decision, there was no external engagement with stakeholders.

Ngā tūāoma e whai ake nei **Next steps**

14. The next steps are for the strategy and timeline to go to Council for endorsement.

Ngā āpitihanga
Attachment

Number	Title
1	Proposed Chief Executive Recruitment Strategy (August 2020)
2	Proposed Timeline
3	GW Recruitment and Selection Policy

Ngā kaiwaitohu
Signatory

Writer	Cr Glenda Hughes – Chair, Chief Executive Employment Review Committee
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He whakarāpopoto i ngā huritaonga Summary of considerations
<i>Fit with Council's roles or with Committee's terms of reference</i> This report fits within the Committee's specific responsibilities to "recommend to Council, for its approval, a recruitment, selection, and appointment process for a Chief Executive."
<i>Implications for Māori</i> There are no known implications for Māori from this report.
<i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i> This report does not contribute to Council's or Greater Wellington's key strategies and policies.
<i>Internal consultation</i> The Manager Human Resources and Manager Democratic Services were consulted in preparing this report.
<i>Risks and impacts - legal / health and safety etc.</i> There are no known risks and impacts from the proposed matter for decision.

[Attachment 1 to Report 20.246](#)

Chief Executive Recruitment Strategy

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1. Purpose

This document sets out the proposed approach to recruitment and selection for the Chief Executive of Greater Wellington Regional Council.

2. Background

The Greater Wellington Regional Council Chief Executive role becomes vacant on 15 September 2021. The Council is required to undertake a recruitment and selection process to appoint to the role.

3. Objectives of the Recruitment Strategy

Organisational objectives

- The Council and CEER will have the support in place to run a robust, transparent and objective recruitment and selection process with clearly identified selection criteria in order to select the best-suited candidate.
- The recruitment process will be well organised and supported by pertinent and well-presented information that will help attract the right candidates into the process.

Individual objectives

- People participating in the recruitment and selection process will be treated fairly and equitably.
- Processes will be transparent and all candidates will be provided with the information required to perform to the best of their abilities during the assessment process.
- Communication to all candidates will be professional and occur in a timely manner, presenting GW in a reliable and professional way.

4. Principles for recruitment and selection

- GW's Recruitment Policy will be adhered to unless agreed otherwise.
- Applicants will receive information about the timings of each stage of the recruitment and selection process in a timely manner.
- Recruitment will be undertaken with the assistance of a recruitment agency specialised in chief executive recruitment.
- A variety of assessment methods, including psychometric testing will be used to benchmark candidates against role specific critical competencies to assist the CEER and Council in making well-informed and objective appointment decisions.
- Shortlisting criteria will be identified based on role requirements.

5. Job description, employment agreement and remuneration

The current job description will need to be reviewed and agreed by Council. It will then need to be evaluated by Strategic Pay which will inform remuneration decisions. Council may also want to consider terms and conditions at the same time.

6. Using a recruitment agency

The proposed timeline includes the use of a recruitment agency. A recruitment agency can support the recruitment with the use of search functions and market knowledge. If one is used, it is important to ensure procurement requirements are met. Criteria could include experience in CE and regional/local government recruitment for example. A procurement process would need to occur to engage an agency.

7. Advertising

The role will be advertised internally and externally using Gwennie, the GW website, LinkedIn, www.jobs.govt.nz and www.seek.govt.nz. If a recruitment agency is engaged they will also use their own advertising channels.

8. Recruitment and selection process

A recommended recruitment and selection process outlined below.

The recruitment and selection steps are listed in chronological order:

Assessment and selection

Selection method
Initial assessment of candidates will be made based on their written application (cover letter and CV).
Shortlisting for interviews via criteria identified.
Face-to-face interview – if applicant is from overseas then an initial interview via video conference (e.g. Skype or Zoom) can replace the face-to-face meeting.
Behavioural interview questions and subsequent ratings will be used to assess suitability of the candidate.
Psychometric testing can be used for further competency evaluation, and should be used prior to interviewing the shortlist. Any candidate who undertakes testing will receive feedback from the testing agency directly.
A presentation on a particular subject (e.g. change leadership) can be used for further competency evaluation.
The candidate will have to provide two references which will be checked, especially in areas the candidate scored exceptionally well and around areas of concern that arose as a result of the interview/assessment.
The preferred candidate will meet with the full Council.
An offer, subject to satisfactory employment checks (eg. Police and credit) will be made to the preferred candidate once Council has agreed.

Preferred candidate

1. Final appointments will be made by the Council following the recommendation of the Chair of CEER, using the information gathered through each step of the assessment and selection process.

Unsuccessful candidates

1. Internal candidates will be verbally informed that their application was unsuccessful.
2. External candidates not making the shortlist will receive an unsuccessful e-mail or will be contacted with the outcome by the respective recruitment agency.
3. All candidates who are unsuccessful, following an interview, will be verbally advised of the outcome.
4. If recruitment is via a recruitment agency, the recruitment agency will contact the candidate to inform them of the outcome of their application.

9. Interview panel

Council will determine the interview panel. Gender-balance and lwi representation should be considered in determining the panel.

10. Offer and acceptance

The offer will be made by the Chair of the CEER after approval of remuneration and terms and conditions by Council.

The offer will be subject to satisfactory pre-employment checks.

The preferred candidate will have ten working days to consider offers and seek independent advice should they wish to do so.

Once the offer is accepted, communications and the on-boarding process can begin.

11. Resources and responsibilities

Responsibility	Responsible
Initial Shortlisting	Recruitment agency
Psychological testing if applicable	Manager HR to provide candidate contacts to agency
Secondary Shortlist	Chair of CEER and other interview panel members
Communication with candidates	Agency
Organisation of interviews	Agency
Preparation of interview packs	Manager HR
Liaison with recruitment agency (if required)	Chair of CEER or Manager HR as applicable
Overseeing recruitment, selection and appointment process	Chair of CEER and Manager HR as applicable
Undertaking interviews	Chair of CEER and panel as agreed by Council

Chief Executive Recruitment - Indicative Timeline

Date	Activity
11 August 2020	Overall process and timeline for recruitment , procurement criteria and job description recommended to Council by CEER
20 August 2020	Council approves process and timeframes, and job description for recruitment of CE
Late August	Job sizing of job description
September	All of Government process for recruitment agency occurs
Late September	Agency agreed
Early October	Agency briefed
Early October	Assessment process considered
October	Employment agreement and remuneration reviewed
Late November/early December	Paper to CEER re proposed employment agreement, remuneration, assessment process and selection criteria
10 December 2020	Paper to Council if required re proposed employment agreement, remuneration and selection criteria
Late January/early February	External/internal advertising
Late February	Longlisting by agency
Early March	Confirm who to shortlist
March	Complete assessments for short listed candidates
Late March	Review assessment information and confirm shortlist
Early April	Interview preferred candidates – include presentation
Mid April	Referee checks undertaken
Late April/early May	Preferred candidate(s) meet all Councillors
Early May	Successful candidate, offer and initial performance agreement approved by Council
10 May	Offer drawn up
17 May 2021	Offer to successful candidate
14 June 2021	Three months' notice until CE term ends
14 September 2021	CE's term ends
15 September 2021	CE position becomes vacant

Recruitment & Selection Policy

Greater Wellington Regional Council (“GWRC”) policy to govern the Recruitment & Selection Process

Policy owner	General Manager, People & Customer
Role administering this policy	Manager, Human Resources
Date policy comes into effect	The first working day following the date of approval by the Chief Executive
Related policies and legislation	Human Rights Act 1993 Privacy Act 1993 Employment Relations Act 2000 Health and Safety in Employment Act 1992 Local Government Act 2002 Immigration Act 1987 Criminal Records (Clean Slate) Act 2004 Equal Pay Act 1972 Minimum Wage Act 1983 Code of Conduct Public Records Act 2005 GWRC Collective Employment Agreement Individual Employment Agreements Secondment Policy Position Management Policy Pre-employment Check Guidelines
Policy Review date	By 31 December 2017
Policy history	Updated Policy January 2013 Updated Policy July 2013 Updated November 2015

Chief Executive



Date:

2/12/15

1. GWRC's Commitment

GWRC recognises that effective recruitment and selection is essential to strengthening our workforce, engaging staff and building our reputation as an employer of choice.

To achieve this, our recruitment and selection practices must be consistent and considered. Employing people who have the appropriate technical skills, behavioural competencies, values and are the right fit for GWRC is a key part of successful working relationships and work. As this process creates the first impression of GWRC, it is important that the recruitment and selection experience is positive so that applicants are left with a positive image of GWRC, irrespective of the outcome.

2. Purpose

This policy outlines a robust approach to recruitment and selection to ensure that we appoint the best person for the role in a fair, transparent and timely manner.

3. Scope

This policy will apply to all permanent, fixed term, casual and secondment vacancies recruited by GWRC, but will not apply to contracts for service (contractors), or roles which occur through change management processes and are bound by the agreed change management principles outlined in that process.

Where an applicant for any permanent or temporary (including fixed term and casual) position has received redundancy compensation from GWRC within the last 12 months, they will not be eligible for appointment. The same policy applies to any ex-employee who received redundancy compensation and seeks to be engaged as a contractor/consultant.

Recruitment and selection will be managed internally for the majority of roles. For specialist roles, temporary roles, or where roles have proven difficult to recruit for, agencies may be engaged; GWRC has preferred supplier agreements with specific recruitment agencies (see Gwennie). For further information please discuss with Human Resources.

All recruitment and selection costs such as advertising, agency fees, psychometric assessments, checks or relocation costs are to be funded from the Recruiting Manager's cost centre.

4. Roles and Responsibilities

4.1 Recruiting Manager

Recruiting and selecting appropriate staff is a key competency of managers. The Recruiting Manager leads the recruitment and selection process in line with this policy, including:

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- assessing the need for and requirements of the position, and confirms approval for recruitment and selection of the vacancy
- developing/updating the job description and selection criteria
- short-listing applicants
- choosing the selection panel and ensuring that selection panel members are available for, and the booking of interviews
- completing reference checks
- providing verbal feedback to applicants on the outcome of the process i.e. whether or not they are the preferred candidate after interview/reference checks and feedback on why they were/weren't suitable.
- gaining approval to recruit and appoint (with the delegated authority to do so) and gathering relevant information and allowing time to make informed selection decisions

4.2 Human Resources

Human Resources will:

- provide professional and proactive advice to promote best practice, ensure legal compliance and process/practice consistency. Support may be active involvement throughout all stages, selected stages, or as a sounding board/advisory without formally being involved in the shortlisting or interview panel
- provide advice on job sizing in relation to a modified or new job description
- maintain an up-to-date online vacancy system and report on key recruitment and selection themes and measures

4.3 Selection Panel

The role of the Selection Panel is to assist the Recruiting Manager with shortlisting, interviewing, reference checking and recommendations for appointment.

A Selection Panel should consist of the Recruiting Manager, a technical expert or stakeholder and, where appropriate, a member of Human Resources. Panel members' involvement may also vary, e.g. an HR Adviser may be involved with shortlisting, but not involved in the interviewing or reference checking.

Where practical, ensuring diversity representation on the selection panel provides a combination of perspectives which helps to balance the selection decision.

5. Conflict of Interest

Shortlisting, interviewing, reference checking, recommending for appointment, or direct line management responsibility should not occur between an applicant and a close family member or other relevant association. A close family member is defined as a spouse, partner, child, parent, sibling, grandchild, grandparent, uncle, aunt or cousin.

To ensure a fair and transparent process, applicants will be required to declare any potential conflicts of interest on their application form.

6. Process

An effective process will involve Human Resources, and will have a systematic and structured approach to each assessment stage to ensure that GWRC gathers the most reliable information possible to make an informed selection decision.

7. Establish that a Vacancy Exists

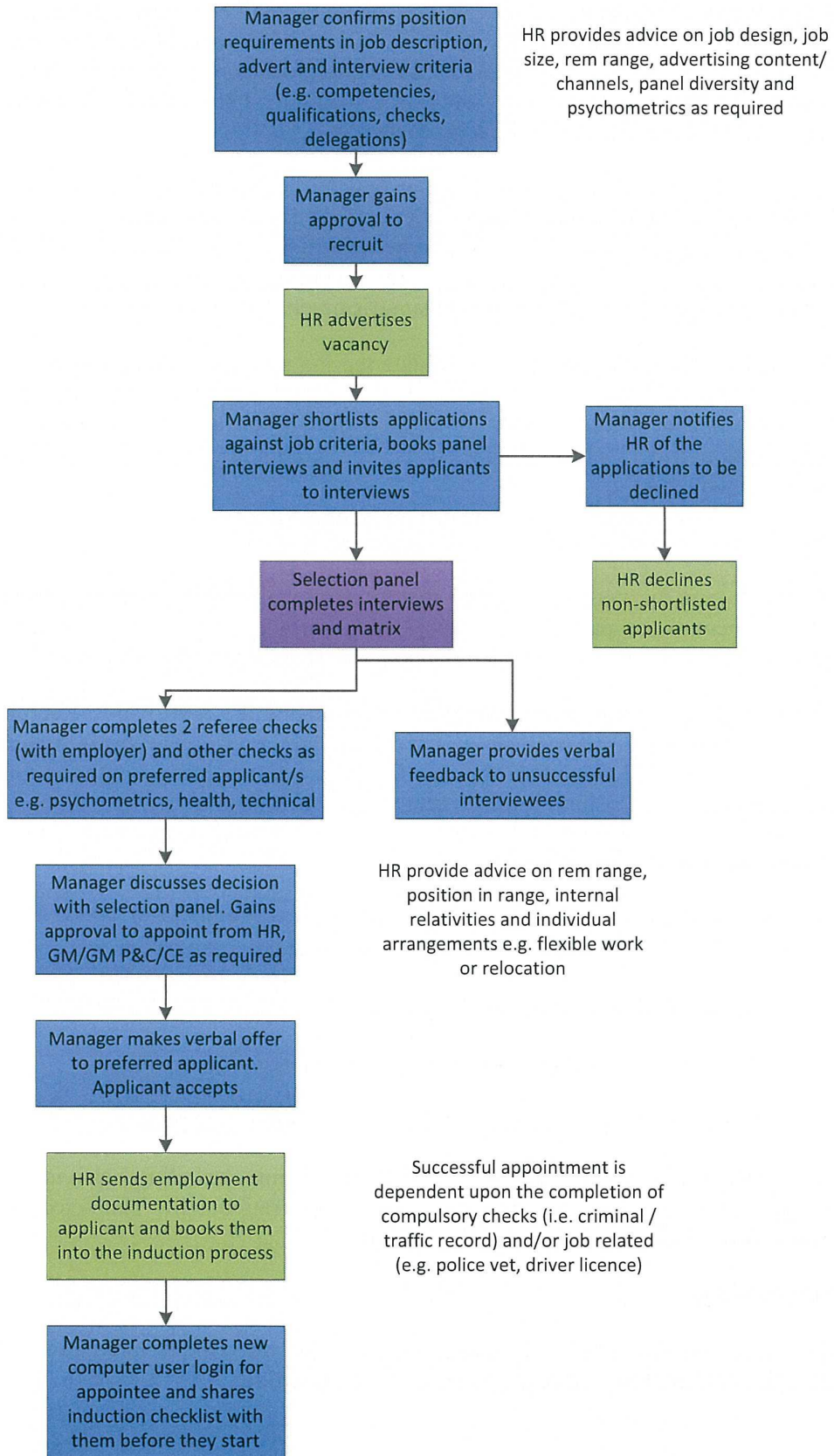
The first stage is to determine the requirements of the role and the nature of the employment relationship e.g. permanent full time, part time, fixed term, casual or temporary, as outlined in any advertising material and the job description. Position definitions are outlined in the Position Management Policy.

7.1 New Positions

New positions may be established due to a change in function or increase in resourcing required, usually through the annual business planning process. Where the need for a position occurs outside the business plan, this should be discussed with Human Resources to consider any other options within GWRC that could be used to accommodate the need. Every proposal outside the business plan for a new permanent position or where the position moves from part time to full time needs to be set out in a Business Case approved by the applicable General Manager, the General Manager, People & Customer and Chief Executive.

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Recruitment and Selection Process



7.2 Update Job Description

Roles constantly change. A vacancy is an opportunity to reassess the job design, purpose, functions, skills and experience, or behavioural competencies needed to meet the ongoing needs of the department/team in terms of future work programmes or as part of workforce planning. For example, this may mean replacing a senior role with a graduate role.

The Recruiting Manager should create or update the job description using the Job Description template with the assistance of the job analysis template and/or behavioural competencies. The job description will be forwarded to the Human Resources Adviser for review, to ensure organisational consistency and to evaluate the appropriate job size if any significant changes have occurred.

Human Resources are qualified to evaluate the job size and salary range using Strategic Pay SP5 model for staff roles and SP10 model for Manager and General Manager roles. Review of the job description against a recognised remuneration model ensures consistency in determining the job size and remuneration range.

7.3 Gain Approval to Recruit

All fixed term or permanent roles require approval within business group establishment set as part of the annual business round or approval to recruit from the relevant General Manager/General Manager People and Customer.

The Recruiting Manager is responsible for completing the Approval to Recruit Form or Business Case (available on Gwennie) and ensuring that this is signed off by the applicable General Manager/Chief Executive. Further information can be found in the Position Management Policy on Gwennie.

7.4 Determine Selection Criteria

Defining selection criteria is the key to a successful recruitment and selection process. Formally identifying the criteria fundamental to a role will:

- aid preparation of targeted advertising
- form the benchmark for shortlisting and interviewing applicants
- bring consistency to and be a transparent record of the process

The selection criteria are based on the job description, including behavioural competencies, and consider team needs and organisational fit. The selection criteria form the basis for the interview matrix.

7.5 Advertising

All vacancies (including secondments) will be advertised internally on Gwennie. External advertising can occur at the same time.

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Tailoring advertising campaigns will help to increase the chances of attracting the desired quantity and quality of applicants, as well as promoting GWRC's employer brand. Human Resources can assist with writing or reviewing adverts and recommending advertising media e.g. online job boards, social media, job-related journals and posting the adverts.

It is unlawful to publish a job advertisement that could be understood to discriminate on personal grounds under the Human Rights Act. These grounds are listed below:

- Race, Colour, Sex, Sexual orientation, Religion, Ethical beliefs, National/ethnic origin, Political opinion, Birthplace, Age, Disability, Marital/family status, Employment status

It is recommended that vacancies are advertised for between 5 to 10 working days. All roles (inclusive of permanent, fixed term, casual and secondments) must be advertised internally for at least 3 working days. This is part of our commitment to ensure that GWRC staff members are provided with opportunities to grow and develop internally.

Where roles are advertised internally only, applications will only be accepted from employees (inclusive of permanent, fixed term or casual) currently employed by GWRC.

8. Shortlist

Once the vacancy has closed the Recruiting Manager will access applications on Springboard or receive them from Human Resources. The Selection Panel or the Recruiting Manager will shortlist applications against pre-determined selection criteria. This ensures that all applicants are treated in a consistent and transparent process and shortlisting decisions are justified and documented

Once a shortlist has been determined, the Recruiting Manager will notify Human Resources, who can inform the unsuccessful applicants via email that they have not been successful in this instance.

9. Interview

Interviewing is a two-way process which lets the applicant know more about GWRC as a place to work, as well as letting the selection panel find out more about the applicant in terms of their technical or managerial skills and how they fit with GWRC's culture, values and behavioural competencies.

The Panel will use a structured behavioural based interview technique (where past behavioural events are a strong predictor of future behaviour) that links to the role's key competencies and ensures the interview is robust. Applicants should be assessed during the interview according to the questions in the interview matrix, which the Recruiting Manager will draft and circulate.

Interview questions should relate to the requirements of the job and should not be used to find out irrelevant personal information. Employers cannot legally

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ask questions that could be considered as grounds for discrimination under the Human Rights Act. The Human Resources Adviser can assist with selecting the interview format and questions. Panel members should also ensure that written comments can be substantiated in their interview matrix.

The following information that will be stored on the appointee's personnel file:

- the appointee's application form and CV
- any pre-employment checks relevant to the position (e.g. criminal convictions check, health or credit check)

Whanau support: applicants may opt to bring up to two friends or relatives to the interview by advising the Recruiting Manager in advance. They may take notes during the interview and provide information that they think the applicant has left out or to interpret a response from the applicant. The interview will be held in English, and a translation of Te Reo Maori responses may be provided as required. Further guidance can be provided by Human Resources.

Any travel arrangements are to be organised directly through the Recruiting Manager's department/Administration team.

10. Checking and Selection Tools

There are a number of checking and selection tools which may be appropriate to use to confirm that:

- we are selecting the right person for the role and/or;
- the applicant has meet the eligibility criteria for the position

Human Resources can provide guidance on any of the areas outlined in the table below:

Pre-employment Tools and Checks

Tool Check	or GWRC /Legal Requirement	Description	Process	Note
<i>Immigration check</i>	Legal requirement to confirm an applicant's immigration status for all permanent, fixed term and casual employees	Applicants need to provide evidence that they can work in New Zealand through citizenship, permanent residency or with a work visa that is valid for a minimum of one year.	New Zealand Citizens and residents declare their status on the online application form. If applicants are not New Zealand citizens or residents, they must provide proof of residency or visa status, which is verified by Human Resources.	Failure to disclose accurate immigration status can be grounds for dismissal. Only a licensed advisor may provide immigration advice as per the 2009 Immigration Advisor Licensing Act.
<i>Criminal record check</i>	Compulsory for permanent fixed term and casual employees to disclose all criminal and traffic convictions	Having a criminal record does not automatically exclude an applicant from being shortlisted, interviewed or offered employment. Specified offences over seven years old will be wiped from an applicant's record under the Criminal Records Clean Slate Act 2004, provided there have been no further offences within the seven year period, or a custodial sentence.	Human Resources require the applicant to declare any existing or pending criminal/traffic convictions (except for Clean Slate records) on the application form. The letter of offer states that the offer of employment is conditional on passing a satisfactory criminal record check and a criminal record check is then completed.	Failure to disclose any criminal convictions can be grounds for dismissal. Criminal record checks take approximately 10 days to be processed and returned by the Ministry of Justice.
<i>Police Vetting</i>	Compulsory for any role where the job holder is working directly with children.	Police vetting involves searching the Police database for any information about the applicant displaying behaviour that could be detrimental to the safety and wellbeing of the most vulnerable members of society (children, older people and those with	Police vetting requires the prior consent of the applicant and is completed at appointment. Vetting is coordinated by Human Resources. The Recruiting Manager will discuss this with the applicant at the interview stage where appropriate e.g. roles in	Obtaining satisfactory police vetting can be a condition of employment and contained in the letter of offer.

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		special needs).	Sustainable Transport and some Park Rangers.	
<i>Pre-employment Health Assessment</i> (See <i>Health Monitoring Policy and guidelines</i>)	Role specific, depending on the physical requirements of the role, e.g. vision requirements of Communication Officers, Harbours Department. A check may also be requested in response to an applicant notifying GWRC about a specific health condition/injury that could impact their work performance.	Managers must take all reasonably practicable steps to accommodate any injury, illness or disability. However, if it is ascertained during selection that an applicant's disability or illness could significantly increase the risk of harm to themselves or others and cannot be accommodated by the employer, then these are reasonable grounds for non-selection.	The applicant will be informed of the requirement for the check at the application stage. The check is conducted at the same time as reference checks. Human Resources will confirm that GWRC has the applicant's consent to a pre-employment health assessment and that they complete a pre-employment health assessment with the organisation's health provider. The health assessment report will be sent to the applicant and the Human Resources Adviser. Where appropriate, the Human Resources Adviser will discuss the report with the applicant and Recruiting Manager.	All applicants who are able to carry out the required tasks must be treated equally and fairly as per Human Rights Act 1993. The Recruiting Manager can discuss the requirement for a pre-employment health assessment for a particular role with Health & Safety. Note that this assessment is separate to the compulsory Bio Works Drug and Alcohol assessment, which is managed as part of their TBfree contract.
<i>Credit/bankruptcy checks</i>	Role specific Completed depending on the requirements and seniority of the role	These checks are completed if the role involves handling cash, accounts, or financial administration e.g. Assistant Accountants, Payroll Officers.	Credit checks require the prior consent of the applicant. The Recruiting Manager will discuss this with the applicant at the interview stage. These checks are coordinated by Human Resources.	Access these checks through the NZ Insolvency and Trustee Services Website
<i>Qualification and Professional member Checks</i>	Role specific	This check will be completed if the achievement or possession of a particular qualification or professional membership is a requirement of the role, as listed in the job description.	The Recruiting Manager should discuss this with the applicant at the interview stage. The applicant will need proof of the specific qualification e.g. if it is necessary to recruit a Chartered Accountant.	These checks are coordinated by Human Resources

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<i>Driver licence</i>	Compulsory for roles requiring a valid manual driver licence	The online application form asks whether or not applicant has a valid and current licence.	A copy of the applicant's current licence is requested by HR in the appointee's induction pack.	
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Selection Tools or Checks

Tool or Check	GWRC /Legal Requirement	Description	Process	Note
<i>Reference Checks</i>	Compulsory for all permanent, fixed term, casual employees and those on secondment.	References verify factual information provided by the applicant, or confirm or contradict any impressions or concerns raised in the interview process. References are gathered on a confidential basis. If any concerns are raised they will ideally be substantiated by fact. In this case further references may be sought.	Post interview the selection panel will confirm any additional areas for the reference check. The Recruiting Manager will complete at least two verbal reference checks with the referees of preferred applicant/s – written or peer based references are not considered reliable. The referees provided by the applicant will verify work history and clarify any concerns/questions that arose at interview e.g. the applicant's previous or current line manager.	The Recruiting Manager will not approach or discuss referees who have not been nominated or agreed by the applicant (as per the Privacy Act). If the Recruiting Manager is aware of a potential referee who is not nominated, they will seek permission before the potential referee is approached.
<i>Psychometric Tools</i>	Optional for employees and managers. Depends on the requirements and seniority of the role	Psychometric tools may be used as part of selection usually for senior or specialist roles e.g. to assess cognitive (thinking or reasoning skills) or personality preferences.	Psychometric assessments or surveys are usually completed with preferred applicants after the interview. Most assessments have a shelf life of two years, (psychometric material may be held for development purposes with the appointee's consent).	Psychometric material may be viewed by the potential employee (pre-appointment)/employee, line manager and Human Resources.
<i>Second Interview</i>	Optional if the initial selection process has not been satisfactory	A second interview may be booked by the Recruiting Manager.	The second interview may be completed with the same panel, technical experts or senior manager.	

10. Final Assessment & Approval to Appoint

Once the referee and other applicable checks have been completed, the selection panel will meet again to discuss the findings, decide if an offer is going to be made to the preferred applicant and discuss feedback for unsuccessful applicants. Where specific checks take some time to complete e.g. criminal and/or credit checks, the offer of employment will be made subject to the receipt of satisfactory checks.

In a situation where two candidates are rated equally, it may be appropriate to consider the diversity of the team, e.g. where the current team consists of all NZ European men, and one applicant is a female and one applicant is a male, the decision to appoint the female or a non-New Zealand European may be appropriate as they could bring different perspectives or experiences to the work environment. Discuss any diversity considerations with your Human Resources Adviser.

If an offer is to be made to the preferred applicant, the Recruiting Manager will complete an **Approval to Appoint form** (available on Gwennie). This form outlines the proposed terms and conditions, and any special employment conditions, e.g. relocation assistance.

If the proposed terms and conditions are outside of the previously agreed and budgeted terms, or if the remuneration exceeds the remuneration range for the job size i.e. above 115%, this will require the approval of the Chief Executive.

10.1 Relocation Assistance

Relocation assistance is at the discretion and cost of the Recruiting Manager and is considered on a case by case basis in consultation with the Recruiting Manager's one-up manager and Human Resources. Any agreed relocation assistance will be confirmed in the letter of offer prepared by Human Resources.

Relocation assistance can cover reasonable expenses incurred. Reasonable expenses may include, but are not limited to, mileage, flights, temporary accommodation, house contents storage, or professional removal provider's fees. Any reimbursement will be against actual receipts to be submitted by the new employee via an expense claim to payroll after they have commenced employment.

11. Offer of employment

11.1 Verbal Offer

Once the appointment proposal is approved, the Recruiting Manager will contact the applicant and agree a verbal offer of employment, including remuneration details and proposed start date.

Human Resources will produce a letter of offer based on the terms and conditions as outlined on the **Approval to Appoint form**, which is to be signed by the Recruiting Manager in line with Human Resource delegations.

The letter of offer is sent out with a New Employee Commencement Pack. This information is to be completed in full and returned along with a copy of the signed letter of offer to Human Resources prior to the employee's commencement of employment. This will ensure that the new employee can be set up in the HR Information System prior to their commencement.

11.2 Declined Offer or no suitable applicants

The Recruiting Manager is responsible for notifying, and giving verbal feedback to all interviewed unsuccessful candidates.

If the interviewing and checking process has not resulted in any successful applicants, or the verbal offer to the preferred applicant has been rejected, the Recruiting Manager will discuss other options with Human Resources. Options may include reviewing and changing the scope or seniority of the role, or developing a less experienced person.

Other options include advertising more broadly including overseas, seconding an internal or external employee to fill the role, or engaging a recruitment agency who is a member of GWRC's preferred supplier agreement.

12. Recruitment and Selection Documentation

Once the preferred applicant has accepted the employment offer, all CVs, short-listing and interview material and reference checks relating to the selection process will be returned to Human Resources. The information will be confidentially stored by Human Resources for 1 month to ensure all relevant administration in relation to the vacancy is completed, where it will then be destroyed.

The appointee's application form, CV and pre-employment checks will be stored on their personnel folder.

13. Induction

Recruiting Managers are responsible for contacting their new employee to confirm their starting time/date and to make arrangements for their induction (see the Manager Induction Checklist on Gwennie), including setting up IT computer access by completing an ICT New Computer User form, which can be found on Gwennie.

Human Resources will enter new employee information in HR Information System (HRIS) and email the new employee's HRIS number to the Recruitment Manager.

**Chief Executive Employment Review Committee
11 August 2020
Report 20.274**



For Decision

RESOLUTION TO EXCLUDE THE PUBLIC

1. That the Council excludes the public from the following parts of the proceedings of this meeting, namely:
 1. Confirmation of the Restricted Public Excluded minutes of the Chief Executive Employment Review Committee meeting on 2 June 2020
 2. Chief Executive’s full year performance review for 2019/20
 3. Chief Executive’s full year remuneration review for 2019/20

The general subject of each matter to be considered while the public is excluded, the reasons for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 (the Act) for the passing of this resolution are as follows:

Confirmation of the Restricted Public Excluded minutes of the Chief Executive Employment Review Committee meeting on 2 June 2020	
<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
<p>These minutes contain information relating to the Chief Executive’s Key Performance Indicators for 2020/21. Release of this information would prejudice the privacy of Greg Campbell, Chief Executive, by disclosing information pertaining to the employment relationship between the Chief Executive and the Council.</p> <p>Greater Wellington has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override Mr Campbell’s privacy.</p>	<p>The public conduct of this part of the meeting is excluded as per section 7(2)(a) of the Act (to protect the privacy of natural persons, including that of deceased natural persons).</p>

Chief Executive’s full year performance review for 2019/20	
<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
<p>This report contains information relating to the current Chief Executive’s full year performance review. Release of this information would prejudice the privacy of Greg Campbell, Chief Executive, by disclosing information pertaining to the employment relationship between the Chief Executive and the Council.</p> <p>Greater Wellington has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override Mr Campbell’s privacy.</p>	<p>The public conduct of this part of the meeting is excluded as per section 7(2)(a) of the Act (to protect the privacy of natural persons, including that of deceased natural persons).</p>
Chief Executive’s full year remuneration review for 2019/20	
<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
<p>This report contains information relating to the current Chief Executive’s full year remuneration review. Release of this information would prejudice the privacy of Greg Campbell, Chief Executive, by disclosing information pertaining to the employment relationship between the Chief Executive and the Council.</p> <p>Greater Wellington has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override Mr Campbell’s privacy.</p>	<p>The public conduct of this part of the meeting is excluded as per section 7(2)(a) of the Act (to protect the privacy of natural persons, including that of deceased natural persons).</p>

2. That the Council permits Lynda Carroll, consultant, to remain at this meeting, after the public has been excluded, because of her knowledge of matters related to the Chief Executive performance review for 2019/20. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because of the report prepared by Lynda Carroll for the purposes of the performance review.

This resolution is 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 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public.