

Remuneration Policy

Remuneration within Council is based on the following principles:

- **Affordability:** As a public sector employer the Council has an obligation to be responsible to its rate payers. Each year the Council reviews a number of factors, such as the remuneration market, economic climate and any budget Council may have available in order to determine how much it should spend on staff remuneration.
- **Market medians:** The Council aim is to have pay rates competitive with public sector and local government markets. Each year the Council determines market movement based on salary surveys and determines where we should set our medians.
- **Performance:** Individual performance is assessed at least annually and this is factored into any remuneration adjustment proposed for that individual.
- **Progression through range for a grade:** Over a period of time individuals are expected to progress through their salary range based on their skills, experience, performance and affordability.

In applying these principles Council will:

- Maintain individual employee's total remuneration at a minimum of 85% of the remuneration range for the grade of their role, unless your role requires you to work through a competency framework
- Conduct a Council wide review (moderation) of annual individual performance ratings to ensure consistency across Council.
- Review remuneration annually for all permanent employees (salaried and waged) unless their specific terms and conditions of employment state otherwise.
- An employee must have completed at least 3 months in their current role to be eligible for review, exceptions may apply, refer to guidelines provided annually.
- Review remuneration annually for fixed term employees on completion of 12 months service, if it is specifically provided for in their employment agreement, exceptions may apply please discuss with Human Resources.

Recruitment policy

The Council will ensure, to the best of its ability, that recruitment is based on merit, that the recruitment process is fair and transparent, without favouritism or discrimination and that the Council's legislative responsibilities are met.

The Council is committed to the following recruitment principles:

- The Council will recruit and retain people with the motivation and competence necessary to achieve it's current and future service objectives
- The Council will ensure current staff have positive career opportunities and encourage staff to apply for jobs which interest them and for which they are qualified
- The Council will meet its legislative requirements, enable a fair, inclusive and transparent recruitment process and minimise those risks associated with non-compliance
- All recruitment activities exhibit WCC foundation values
- Recruitment processes and materials are complete, clear and consistent to enable cost effective recruitment practices that meet the needs of hiring managers and diverse hiring requirements of Council.
- If you are recruiting for a new position, please ensure that you have followed the Position Management process.

Equality, diversity and inclusion policy

Wellington City Council is actively committed to supporting equality and diversity (formerly known as Equal Employment Opportunities or EEO). This is emphasised through our vision, values and behaviours, our diversity and inclusion strategy and our leadership profile value of 'Values bi-culturalism and diversity'.

Launching our diversity and inclusion strategy

In October 2018 we also launched our diversity and inclusion strategy, which outlines how we'll support all of our people to thrive and grow.

It's about how we act towards one another

- At Wellington City Council, diversity and inclusion in action are:
- treating people fairly and with respect, ensuring access to opportunities, thereby eliminating discriminatory barriers and practices
- understanding, appreciating and realising the benefits of individual differences so that people can perform to their best and contribute to organisational success.
- Consistent with the Human Rights Act, we ensure fairness and respect in employment for all people.
- Wellington City Council has a principle based approach to equality and diversity, which means:
- we incorporate different perspectives into our workforce will enhance performance and give better results
- our workforce better reflects our Wellington communities
- we have a zero tolerance to discrimination on the basis of a persons gender, marital status, religion, ethnicity, race, disability, age, employment status, family status and sexual orientation.

Wellington City Council is actively committed to supporting Equal Employment Opportunities (EEO). The Council is an active member of the EEO Trust and the EEO Trust Employers group.

Definition of EEO

In New Zealand we have a belief in equality - a right to be who you are without prejudice. In the workplace, the EEO legislation provides the ground rules to this belief in equality. It says that we cannot discriminate because of someone's personal characteristics, beliefs or associations. They are the things that make you who you are and they add variety and richness to our society.

For example, you cannot discriminate against someone for their:

- age
- ethnic or national origins
- sex
- political opinion
- colour
- marital or family status
- disability
- religious, ethical or political beliefs
- race
- sexual orientation.

These are examples of personal characteristics that do not relate to skills or qualifications. Therefore, in the workplace, it is an offence to use any of them as a reason for discrimination.

EEO means:

- fairness at work and eliminating discriminatory barriers and practices
- a fair go for everyone who has a job or is applying to get one.

What EEO means for you

EEO means you:

- have a law protecting your rights as an individual
- have legal obligations not to discriminate against another person because of their personal characteristics, beliefs or associations.
- At Council, you have been given the opportunity to work in a discrimination-free environment where your abilities and skills are the keys to your progress. That means your career development is entirely based on your ability to reach goals and performance targets, and not influenced by prejudice.

Reasons for promoting EEO

EEO is good business practice and is an integral component of forming and maintaining high performance teams. It does this by making sure that the workforce is:

- diverse
- flexible
- highly skilled
- responsive
- able to contribute significantly to the provision of quality services.
- EEO is also an expression of our vision, values and behaviours for our staff and the ratepayers we represent.

Benefits for the Council

By employing the principles of EEO, Council benefits from the creation of a harmonious working environment free of discrimination which:

- creates an environment in which high performing teams can flourish
- improves overall morale which in turn improves our customer service and productivity
- encourages a wider range of job applicants
- adds colour of beliefs and opinions to our workforce which better reflect our ratepayers beliefs and opinions
- improves overall staff relations which in turn reduces absenteeism and staff turnover
- allows Council to demonstrate that it supports and encourages human rights and particularly EEO legislation.

EEO is not a 'fad'

EEO legislation is not 'political correctness' gone mad.

Internationally many societies, including ours, have progressed to the point where we now want to recognise in international law the rights of the individual to live in a world free of discrimination.

The legislation and Council's adoption of the legislation make it clear that people who cannot control their personal prejudices are the people with the problem. It also brings to life and provides tangible proof of Council's values of integrity and respect.

This is not tokenism. It provides simple and basic human rights to everyone.

Fairness

As a society we have decided that certain behaviours are not acceptable. EEO protects the workplace from those unacceptable behaviours.

It does not replace one form of injustice for another because we consider the merits of every situation and apply best Human Resource practice to ensure fairness to all.

The Council's commitment to EEO

We are members of the EEO Trust and the EEO Trust Employers group and, as members, we agree to focus on EEO issues. A function of the Human Resources team is to monitor Council's employment policies and practices to make sure there is fairness and equality, and also to identify and remove any aspects which cause or lead to inequality.

The Human Resources team also highlights issues of concern to managers and advise on appropriate solutions. All employees have a responsibility for ensuring that EEO practices are implemented.

Guidelines for managers

Managers are accountable for supporting diversity by making sure that personnel practices are directed to the outcome of equity.

Managers and other persons with delegated authority for selecting and managing employees should ensure that all personnel policies comply with the EEO principles of being a good employer so that all employees have equal opportunity to achieve their potential. A 'good employer' is one who operates a personnel policy containing provisions generally accepted as necessary for the fair and proper treatment of all employees in all aspects of their employment.

Encouraging diversity

Here are some way of encouraging diversity:

- having an equal employment opportunities policy
- impartially selecting suitably qualified people for appointment
- providing opportunities for the enhancement of the abilities of individual employees
- recognising the employment requirements of women
- recognising the employment requirements of people with disabilities
- recognising the aims, aspirations and cultural differences of ethnic or minority groups
- recognising the aims and aspirations of Māori people, the employment requirements of Māori people, and the need for greater involvement of Māori people in local government employment
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Health, Safety and Wellbeing Policy

Health and Safety Statement of Commitment

Wellington City Council is committed to reducing and where possible removing the risk of harm to its workers and the public. Our workers are our employees, contractors and volunteer workers.

In our workplace we want everyone to look after their own health and safety and that of other people.

Appropriate resources will be allocated to ensure that:

- health and safety hazards and risks are managed
- legislative requirements are complied with
- effective health and safety management systems are maintained.

Rehabilitation is seen as an integral part of the process for dealing with injury or illness and it is recognised that rehabilitation should commence as soon as possible following injury or illness. Every effort will be made to assist our employees to an early, safe return to meaningful and productive work.

In particular, we will:

- ensure that an effective health and safety management system is maintained, practiced and regularly reviewed for continuous improvement
- integrate health and safety into day to day operational and management practices
- require our Executive Leadership Team to be responsible for ensuring health and safety is effectively co-ordinated throughout the Council

- require management at all levels to be responsible and accountable for the implementation of health and safety programmes, initiatives and practices
- involve workers in health and safety matters and encourage their active participation in hazard identification and control
- establish communication channels to ensure health and safety issues are discussed across the Council and that information and decisions are fed back to all interested parties
- ensure our workers are trained for the activity they undertake; the equipment they operate; the substances they work with and perform their duties in accordance with established operating procedures
- accurately report and record incidents that occur in our workplace
- investigate serious incidents and injuries to prevent them from happening again.

Learning and development policy

For Wellington City Council to meet its vision and objectives our people need to be highly engaged, adaptable, innovative, and open to learning and applying new skills.

This means learning and development is an investment in our people so that they are:

- able to work to high standards
- engaged and motivated at work
- committed to working for Council.
- It is also an investment for the organisation to:
 - retain high performers
 - develop future leaders.
- This requires a three-way partnership:
 - the Council investing in the development of its people
 - managers support and encourage the development of their people
 - people take responsibility for their own development.

To achieve these objectives the Council has developed a set of principles for our Learning and Development Framework. The principles provide a flexible approach to learning and development, allowing us to recognise that each business unit has different needs, and at the same time make sure we are being consistent across the organisation. These principles are:

1. Align learning with organisational strategies and objectives.
2. Integrate learning with business planning to meet business needs.
3. Build a culture of learning and continuous improvement.
4. Provide needs-based learning options.
5. Manage learning effectively.
6. Support the application of knowledge and skills in the workplace.
7. Evaluate learning and development.