



## COMMITMENT TO OUR STAFF

### HUMAN RESOURCES AT HUTT CITY COUNCIL

The success of Hutt City Council has resulted from the high quality of Council employees. If the Hutt City Council is to be successful then all parties must work towards the same goals. These resources impact on the ability for Hutt City Council's goals and objectives to be met in line with the Community Plan.

Hutt City Council wishes to be known as the best place to work and it is essential that all employees understand this. This clearly shows in the high standard of candidates that apply for positions with the Council.

### RECRUITMENT

Hutt City Council has in place processes to recruit and retain high quality calibre individuals and as a result, invests appropriate training and development in its employees to enable them to carry out their duties and to retain their experience throughout the organisation.

Hutt City Council encourages promotion of staff from within and encourages them to apply for positions within the Council. This investment clearly shows in the retention of high performing staff.

### STAFF EDUCATION, TRAINING AND DEVELOPMENT

A high emphasis is placed upon staff training and development for all employees. Training and development needs for each staff member are assessed as part of the Performance Management process including the annual performance appraisal. This process ensures that training and development requirements are ongoing throughout the period of time the employee is with the organisation. Managers are required to review training outcomes with staff as part of coaching sessions, and more formally during the performance appraisal. This allows management to take a strategic view of employee needs and resources.

There is a Study Assistance policy in place which is offered to all permanent staff to undertake additional study. The Hutt City Council funds up to a maximum of \$3,000 per employee per financial year and this money can be used to subsidise course fees, and up to 20 days of study leave are available for study and exams.

### HEALTH AND SAFETY

The Hutt City Council has a commitment to health and safety and this is documented in the comprehensive Health and Safety Manual.

Each employee is responsible for health and safety in the organisation, however overall responsibility for health and safety in each area rests with the manager of that division. Health and safety statistics are reported quarterly at an organisation level to the Executive Management Team. Health and safety processes throughout the organisation are audited each year by external auditors and as part of the legislative compliance programme.

The health and safety systems ensure that any identified hazards are minimised through the provision of safety equipment, appropriate briefings, training and/or the modification of work practices. Staff working in more hazard-prone environments are provided with training in such areas as dealing with hazardous substances and working with difficult customers or contractors.

### POLICIES FOR THE BENEFIT OF EMPLOYEES

The organisation prides itself on having in place policies and processes that facilitate employee well-being. These include:

- Code of Conduct
- Equal Employment Policy
- Executive Management Team Open Door Policy
- Employee Assistance Programme
- Defensive Driving Courses

- Study Assistance Policy
- Free influenza vaccinations
- Smoking Cessation Policy
- Job-sharing possibilities
- Parental Leave Policy
- First aid training
- Discounted premiums for medical insurance
- Prevention and Dealing with Harassment Policy
- Alternative Working Arrangements Policy
- Volunteer leave
- Wellness Policy.

### STAFF SATISFACTION

Senior management receives tailored reports each quarter covering staff turnover and movements, as well as statistics on the use of sick leave and the Employee Assistance Programme. In addition, productivity within divisions and business units is monitored using standard output measures.

Each year an annual staff satisfaction survey is carried out to provide information on how employees view the organisation and how well the organisation is doing compared to other organisations. The combination of these reports and initiatives allows the management team to assess satisfaction within the organisation and within other local government entities.

The Employee Assistance Programme provides for employees who have difficult personal issues (which may be impacting on their work) to refer themselves to speak confidentially to qualified health professionals. It also allows for them to be referred to the programme by their managers. The referral rates are monitored centrally by the Human Resources Manager and reported to the Executive Management Team.

Senior management maintains an open door policy, so that any staff member can address the Executive Management Team on any issue of concern at the team's fortnightly meetings.

### STAFF PERFORMANCE MANAGEMENT

Hutt City Council uses a two way performance management process and performance appraisals are carried out annually. The purpose of the performance management process is that employees have clear objectives that are linked to strategic business initiatives and key performance indicators. This ensures that employees know what is expected of them and get feedback and support required in order to deliver the expectations.

The performance management system involves setting performance objectives for the year, regular reviews during the year against objectives and an end of year assessment of performance in June/July. The resulting staff development plans are also used as the basis for planning, training and development initiatives at divisional and group level.

The performance appraisal system rewards performance over and above the requirements described in the staff member's job description. Staff members are able to earn up to 110% of the market median for the position.

A team bonus is also available, which is based on Council's performance throughout the financial year. The team bonus recognises that all staff members work towards shared organisational outcomes. The team bonus depends on certain criteria being met throughout the year.

## EQUAL EMPLOYMENT OPPORTUNITIES

Hutt City Council is committed to equal employment opportunities. This means that equal employment opportunities must be met in recruiting, employing, training and promoting its staff. The principles of the Equal Employment Programme are to:

- Provide fair and proper treatment for staff
- Eliminate inequality in employing any person or group of people
- Ensure that **no preference or discrimination** is made on the basis of gender, transgender, marital status, religious or ethical belief or its absence, colour, race, ethnicity, nationality, health, disability, age, sexual orientation, pregnancy, political opinion, employee association involvement, employment status, beneficiary status, family status, or the identity of a partner or relative
- Require supervisors and managers to be responsible and accountable for the implementation and integration of equal employment opportunities.

The purpose for the Equal Employment Programme is to integrate equal employment principles and practices into Council's activities and culture and to realise the business benefits to Council of valuing and fully utilising its human resources.

Council will continue its Equal Employment Programme which:

- Informs and raises the awareness of all staff on equal employment issues
- Monitors the working environment to ensure that it is free of all discrimination
- Ensures that employment-related decisions and processes are based on skills and abilities, and made on merit
- Encourages the fullest use of individual talents and skills
- Provides training in the management of diversity.