

15.0 Employment

Introduction

The Hauraki District Council endeavours to be a good employer and meet its obligations as an effective local government organisation, particularly with regard to requirements for the employment of staff under the Local Government Act 2002 and the Employment Relations Act 2000.

In respect of being a good employer the Council develops and promotes policies for the fair and proper treatment of employees in all aspects of their employment. As part of the obligation to be a good employer, the Council has an Equal Employment Policy which is complied with throughout the local authority.

The Hauraki District Council is committed to the principle of equal opportunity and regards the elimination of any discrimination as an essential principle in management. Equality in the workplace means ensuring there is no discriminatory action against people because of their age, sex, marital status, religious belief, ethical belief, colour, race or sexual orientation. An Equal Employment Opportunity Policy ensures staff appointments are made on the basis of the best person suited for the position and the notification of vacancies is undertaken in a manner to enable suitably qualified people to apply.

As well as a commitment to Equal Employment Opportunities in the workplace, the Council is also focused on safety and the good health of its employees together with a commitment to enhance the abilities of individual employees through appropriate training.

The Council rejects discrimination on any grounds and will work actively to recognise and value the different skills, talents, experiences and perspectives of its employees. This will apply to all aspects of employee relations.

Policies and procedures will be reviewed regularly (at least every two years) to ensure equal opportunities are assured for employees and prospective employees and that policies and procedures remain current with legislative change.

Focus for the Next 3 Years

- 15.1 To ensure decisions on employee selection for recruitment, training and promotion are based only on skills and abilities in respect of job requirements, and are determined by merit regardless of other factors;
- 15.2 To identify and remove job barriers where they exist;
- 15.3 To promote employee health and well-being and develop the Council as an employer of choice through non-financial benefits.

Emphasis in 2003-2004

- 15.1.1 To complete performance assessments on all salaried staff during the planning period.
- 15.1.2 To operate a Remuneration Committee throughout the planning period, which ensures jobs are sized in respect of the job requirements and performance assessments are completed in a fair and consistent manner.
- 15.2.1 To provide an avenue for staff to seek advice on concerns relating to the workplace.
- 15.2.2 To provide staff support advisers to listen to and advise staff on their concerns relating to the workplace and any other appropriate additional staff support as and when required.
- 15.2.3 To ensure individual training needs are accommodated to allow the employee to perform at their best in the role.
- 15.3.1 To refocus on promoting health and safety in the workplace including mental health and the effects of stress.
- 15.3.2 To ensure effective good employer policies are in place to meet all legislative requirements and to provide staff with clear and consistent policy and procedure.

Changes This Year

There will be significant changes to policy and procedure in the 2003-04 year to ensure compliance with new employment related legislation.

There will also be a renewed focus on health and safety in the workplace.