

Statement of the human resource policies and procedures

For the year ended 30 June 2005

Statement of purpose

To continue to foster and maintain an environment at Waitakere City that:

- Ensures that the Council is a “good employer” as required and defined in the Local Government Act.
- Is consistent with all existing employment and related legislation.
- Uses the principles of “good faith” as contained in the Employment Relations Act and “partnership” as contained in the Council’s Partnership statement.
- Recognises the needs of individuals and groups.
- Supports strategic direction of the organisation as determined by the Chief Executive.

Policies and programmes for 2005/06

Human Resource strategies, policies and procedures will continue to be developed and reviewed to ensure compliance and alignment to the Council’s strategic direction.

Workplace Waitakere Partnership

As part of Waitakere City Council’s commitment to Agenda 21 and to Corporate Sustainability, the Chief Executive Officer and staff are committed to creating a sustainable, dynamic and just workplace. The Workplace Waitakere Partnership statement, developed in collaboration with the Public Service Association, guides the ongoing development of workplace and employment relations.

Learning and development

Emphasis will continue to be on the development of staff and the organisation to ensure the ongoing capacity to meet the demands and changes of the Council. The Performance Development System and the Leadership Competency Framework fully supports this focus. Specific programmes will focus on developing the skills and knowledge of managers as organisational leaders, and developing staff understanding of the Council’s strategic directions.

Occupational Health and Safety

Development, monitoring and management of health and safety systems to ensure a safe and healthy work place and to ensure the Council is proactive with legislative changes.

Working environment

Waitakere City Council provides a superb working environment framework for its employees. The Human Resource team will continue to promote and support the organisation to proactively manage work place practices and requirements to ensure staff to meet the requirements of their roles whilst at the same time promoting family friendly policies. A new initiative underway is the Heart Beat Challenge activities being promoted in conjunction with Auckland Regional Public Health Service.

Equal Employment Opportunities

EEO is an integral component of the human resources management strategies of Waitakere City Council. The use of job sharing, flexible work hours and the ability to respond to personal and family issues or crises is paramount in ensuring Waitakere City Council is seen as an employer of choice. Along with recruitment and selection processes that are transparent in application for identifying and employing the best person for the position, regardless of age, gender, ethnicity, religion, sexual preference and political beliefs, Waitakere City Council will continue in the growth of the diversity and skills of staff.

Census data collected in 2003/2004 is being reviewed and programmes adapted accordingly.