

23 March 2022

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Advocacy Researcher

s7(2)(a)

Tēnā koe Gabrielle

Request for Information – Local Government Official Information and Meetings Act 1987

Thank you for your official information request dated 21 February 2022. You have asked what Hutt City Council does to support its workforce beyond payment of salaries.

Hutt City Council is committed to providing a positive workplace experience for its staff. The attached publication 'Your total rewards' outlines many of the non-salary benefits offered to Hutt City Council staff. Additional benefits are outlined below:

Working from home

Where feasible, staff can generally work off-site for up to two days a week as part of a normal working week. Other flexible working arrangements are also possible. The Council will provide some hardware to ensure their work can be carried out effectively away from the office, and staff can request further resources.

In early 2022, the Council encouraged staff to work from home full-time, to reduce the chance of staff catching COVID-19 and minimise potential impact of widespread illness and isolation on Council's ability to carry out its expected functions. To support staff with the extra costs associated with this, a one-off payment of \$400 was approved per staff member.

Recognising exceptional performance

Our exceptional performance bonuses are one-off rewards to recognise the staff who consistently deliver beyond what is required of them in their role or otherwise make a significant contribution to council. Employee rewards may be monetary rewards or non-monetary rewards, for example, morning teas or gift vouchers.

The "He Tangata" awards is the Council's annual recognition event providing an opportunity to acknowledge and celebrate the success, achievements and contributions of our people. Nominations are received for the following categories:

- Manaakitanga – Showing care
- Te Hononga – Be connected
- Kia Kaha – Have courage
- Auahatanga - Innovation
- Kanorau - Diversity
- Tiakitanga – Environment

Staff well-being

The well-being benefit is available to staff with over 6 months service, to contribute towards the cost of activities, equipment or clothing associated with physical activity. The benefit is valued at \$300 per financial year. Staff also receive one day of well-being leave per quarter.

A variety of activities are also available to support staff well-being, including weekly resilience and meditation sessions and access to 100-days of free yoga.

Birthday leave

Staff receive a day of Birthday Leave in the month of their birthday.

Discounts for purchases and services

Discounts are available to staff with a variety of local retailers and service providers.

You have the right to seek an investigation and review by the Ombudsman of this response. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Please note that this letter may be published on the Council's website.

Nāku noa, nā



Susan Sales
Senior Advisor, Official Information and Privacy

Encl Your Total Rewards

Proud
I'M PART OF IT



Your total rewards

WE REALISE REWARDING YOU IS NOT ONLY ABOUT YOUR PAY.

To help you understand what benefits you have access to as a permanent employee at Hutt City Council, we've listed some of the great things available.

They are our way of thanking you for making Hutt City a better city, every day.

YOUR LIFESTYLE:

- Where possible, we support flexible working options to assist you to achieve a better balance between work, life and family needs
- You have access to a variety of leave options above statutory requirements to help you manage your commitments. This includes sport representation, study and voluntary service leave
- In addition to your statutory parental leave entitlements, you may be eligible for a return to work incentive payment
- You'll receive an additional week of annual leave after six years continuous service
- If you're a KiwiSaver member you'll be receiving an employer contribution of 3% paid into your KiwiSaver account.

YOUR COMMUNITY AND ENVIRONMENT:

- We support people who want to help in our community by offering one day of paid leave each year to volunteer in the community
- You can learn Te Reo Māori by joining one of our free classes, and are welcome to join our council Kapa haka group
- To support the protection of our environment we:
 - reimburse up to \$30 each month towards the cost of public transport
 - offer the use of council bikes for work purposes or lunchtime rides
- Our people who live in Upper Hutt or Wellington can join Hutt City Libraries free of charge. You will be able to borrow items from any Hutt City Library and have free access to e-resources.

YOUR WELLBEING:

- As your health and wellbeing is as important to us as it is to you, we:
 - Provide a wellbeing programme which offers you various opportunities to participate in activities or learning that promotes and supports personal ownership of your health and wellbeing
 - Contribute \$50 each year towards a health check
 - Provide access to discounted health insurance premiums through Southern Cross
 - Provide free flu vaccinations

- Every two years you can visit the optometrist and get a contribution of up to \$50 off the cost of a checkup. If you need new glasses or lenses we'll contribute up to \$200 as a one-off payment
- Provide hearing assessments for staff where noise is a factor on the job
- Offer an annual contribution of up to \$200 for activities, equipment, clothing or products and services associated with wellbeing
- Provide support to help you quit smoking
- Offer you the opportunity to attend seminars on retirement and financial planning
- Provide a free consultation with our Eco Design Advisor on how to make your home warmer, drier and healthier, including for those staff that live outside of Lower Hutt
- You have free entry to all council pools and have access to a discounted membership at our fitness suites
- If you're working in a role that requires you to sit for long periods we can arrange for your workstation to be assessed to ensure it's set up correctly
- We offer an Employee Assistance Programme to help you address any issues confidentially. We initially fund up to three one hour sessions.

YOUR CAREER:

- We encourage you to have a personal development plan and discuss it regularly with your manager so they can support your career aspirations
- You'll be given the opportunity to develop the knowledge and skills you need to perform your job effectively
- If you're keen to further your learning and development, we offer study leave and financial assistance based on the relevance of the course to your work
- We have a comprehensive learning, development and events calendar.

THIS IS JUST A SNAPSHOT OF WHAT WE OFFER AS AT JULY 2017. FOR A FULL LIST OF BENEFITS AND REWARDS, AS WELL AS STAFF DISCOUNTS, VISIT 'KNOW HR' ON OURSPACE.