

GOVERNANCE POLICY				
TITLE	PERSONNEL POLICY		PAGE:	1 of 4
ISSUING AUTHORITY	TRUST BOARD	ISSUE DATE:	March 2007	REFERENCE CS 2.1

1. Purpose

The purpose of this policy is to ensure that the Museum is complies with the principle of being a good employer. The policy will help to ensure that the Vision, Mission, Values and goals, are achieved through the commitment of its employees and volunteers.

2. Definitions

Good Employer Defined in Section 19.(2) as:
 For the purposes of this section a **good employer** is an employer who operates a personnel policy containing provisions generally accepted as necessary for the fair and proper treatment of employees in all aspects of their employment, including provisions requiring-

- a. Good and safe working conditions; and
- b. An equal employment opportunities programme; and
- c. The impartial selection of suitably qualified persons for appointment; and
- d. Recognition of –
 - o the aims and aspirations of Maori people; and
 - o the employment requirements of Maori people; and
 - o opportunities for the enhancement of the abilities of individual employees; and
 - o the aims and aspirations and the cultural differences of ethnic, or minority groups; and
 - o the employment requirements of women; and
 - o the employment requirements of persons with disabilities.

The Board and the Director of the Museum shall ensure that all employees maintain proper standards of integrity, conduct, and concern for the public interest.

Good Faith Dealing with each other honestly, openly and with mutual respect. This is a minimum requirement within the Employment Relations Act 2000.

3. Policy

3.1 Employee Responsibilities

- The Trust Board requires staff to support the Vision, Mission, Values and Goals and:
 - o Make customers their first concern
 - o Work together as teams
 - o Show respect for each other and their cultural diversity
 - o Value each others roles
 - o Communicate effectively
 - o Enhance the professionalism and scholarship of the Museum

GOVERNANCE POLICY

1	PERSONNEL POLICY	PAGE:	2 of 4
ISSUING AUTHORITY	TRUST BOARD	ISSUE DATE:	MARCH 2007
		REFERENCE	CS 2.1

Excellence throughout the Museum's activities and programmes will only be achieved when these things are performed well.

3.2 Employer Responsibilities

- To ensure that the Human Resource Management systems, practices and structures shall support the achievement of the Museum's Vision, Mission, Values and goals.
- The Director of the Museum shall on behalf of the Board, employ staff and negotiate their terms and conditions of employment in good faith.

3.3 Maori Values

- The Taumata-a-Iwi will review and propose recommendations to the Board on policies associated with staffing, displays and development.
- The Taumata-a-Iwi shall give advice on all matters of Maori protocol within the Museum and between the Museum and the Maori people at large.

3.4 Equal Employment Opportunities (EEO)

- To operate under the general employment principles of s19 of the Auckland War Memorial Museum Act 1996, including an employment opportunities programme.
- To comply with New Zealand legislation pertaining to equity and fairness.

3.5 Employment Relations

- To ensure the Museum acts as a good employer and in good faith in all dealings with employees.
- To ensure good working relationships are established, maintained and supported, by excellence in communication.
- The Director will operate remuneration systems, which ensure that so far as possible, the Museum maintains its position in the market and performance management systems, which monitor performance and reward good performance.

3.6 Volunteers

- To recognise the importance of volunteers and their contribution to the work of the Museum and to actively recruit, deploy, train and develop volunteers in areas critical to the achievement of the Museum's Vision.

3.7 Recruitment and Selection

- To ensure fair and effective procedures for the selection and deployment of employees and volunteers, and to ensure that such selection and deployment is aligned with the Vision, Mission and goals of the Museum.
- To ensure the Museum has within its employees and volunteers the required skills and knowledge to make the Vision a reality, to meet the specific requirements of the Museum's plans and policies, and to achieve the Museum's goals.

3.8 Recruiting to second tier positions

- a. A position description covering accountabilities and skill and knowledge requirements and key attributes be recommended by the Director to a full Board meeting for approval.

GOVERNANCE POLICY

1	PERSONNEL POLICY	PAGE:	3 of 4
ISSUING AUTHORITY	TRUST BOARD	ISSUE DATE:	MARCH 2007
		REFERENCE	CS 2.1

- b. The Remuneration Committee approve a remuneration range for the position following a recommendation from the Director.
- c. The Director shall consult with the Board before making an appointment to second tier staffing positions as follows:
 - o The Remuneration Committee meets and considers CVs of top three candidates prior to the first interview with the Director.
 - o Feedback will be given on areas of knowledge and experience to be probed by the Director at interview and with referees.
 - o The Remuneration Committee meets and considers the Director's report on the top two candidates and provides the Director with advice. (It is incumbent on the Chairperson as chair of the Remuneration Committee to involve any other Board Member with special expertise in the particular job requirements).
 - o The Director makes the appointment.

3.9 Engagement of Trust Board Members

- The Director will first seek to engage outside independent consultants other than members of the Trust Board or Taumata-a-Iwi and only in cases of absolute emergency and with the Chair's approval, and where advice is not available elsewhere, will payments be made to members of the Trust Board or Taumata-a-Iwi for any additional services.
- Any such payments to members of the Trust Board or Taumata-a-Iwi in excess of remuneration levels set out in the Annual Plan are to be fully disclosed in the Museum's Annual Report.
- The Local Authorities (Members' Interests) Act 1968 governs contracts between members and the Museum where they have a direct or indirect interest in the contract, where the contract exceeds \$25,000 including GST.

3.10 Appointments to Taumata-a-Iwi

- To provide for the appointment of persons to the Taumata-a-Iwi pursuant to s16 of the Auckland War Memorial Museum Act 1996 and the Taumata-a-Iwi appointment Governance Policy.

3.11 Personal and Salary Files

- The Museum will act in accordance with the employment policy of being a good employer and ensure compliance with legislative requirements in the collection and storage of personal information.

3.12 Leave

- The Trust Board requires the Museum to ensure compliance with relevant legislation.

3.13 Training and Development

- To train and develop employees and volunteers to support the achievement of the Museum's goals, objectives, strategies and plans.

3.14 Health and Safety

- The Museum will provide a safe working environment for all employees, volunteers and visitors.

GOVERNANCE POLICY

1	PERSONNEL POLICY		PAGE:	4 of 4	
ISSUING AUTHORITY	TRUST BOARD	ISSUE DATE:	MARCH 2007	REFERENCE	CS 2.1

- The Museum will provide the necessary resources to comply with all relevant health and safety legislation to ensure the health and safety of all employees.
- The Museum will make every reasonable effort to prevent accidents and injuries and to address hazard control and rehabilitation as priorities.
- Occupational health and safety is the responsibility of all employees and is essential to the success of the Museum.