

19 April 2023

[REDACTED]

Kia ora,

Living Wage Employer Accreditation

Thank you for your request made under the Local Government Official Information and Meetings Act 1987 (the Act), received on 3 April 2023. You requested the following information:

1. How long has the council been affiliated with or accredited as a 'Living Wage Employer'?
2. What are the costs that are involved with maintaining this certification?
3. What were the upfront costs for becoming accredited?
4. Please provide copy of any contracts signed, any other applicable conditions or criteria your agency must abide by as part of accreditation.

Wellington City Council has partly granted your request for information.

Question 1 - How long has the council been affiliated with or accredited as a 'Living Wage Employer'?

The Council became an accredited Living Wage Employer in September 2018 and have maintained our annual accreditation since this point. More information can be found [here](#).

Question 2 & 3 - What are the costs that are involved with maintaining this certification and what were the upfront costs for becoming accredited?

Fees associated with becoming an accredited Living Wage Employer can be found on the Living Wage organisation's website [here](#). As the Council falls under the Public Sector/Government section, with over 1000 employees, our fees are \$2,000 annually.

On investigation we do not hold a record of the costs that were paid at the time when becoming an accredited Living Wage Employer, we are therefore refusing your request under section 17(g) of the Act because the requested information cannot be found, however we anticipate the costs align with fees published on the Living Wage organisation's website in the above link.

Question 4 - Please provide copy of any contracts signed, any other applicable conditions or criteria your agency must abide by as part of accreditation.

Below are the documents that fall in scope of your request and my decision to release the document.

Item	Document name/description	Decision
Appendix 1	Employer Accreditation Application Form	Released. Redacted section 7(2)(a) of the LGOIMA act 1987
Appendix 2	Accredited Employer Audit Form	Released. Redacted section 7(2)(a) of the LGOIMA act 1987
Appendix 3	Living Wage Accredited Employer Certificate	Released

Please note, some information has been redacted under section 7(2)(a) of the Local Government Official Information and Meetings Act 1987, as it contains personal information about private individuals.

Right of review

If you are not satisfied with the Council’s response, you may request the Office of the Ombudsman to investigate the Council’s decision. Further information is available on the Ombudsman website, www.ombudsman.parliament.nz.

Please note, we may proactively release our response to your request with your personal information removed.

Thank you again for your request, if you have any questions, please feel free to contact me.

Kind regards

Ollie Marchant
Official Information

Living Wage Aotearoa New Zealand



EMPLOYER ACCREDITATION APPLICATION FORM

This is the first step in a process towards accreditation. Throughout this process you will be engaged with an administrator, whose role is to support you to achieve Accreditation. Your application will be assessed by the Accreditation Advisory Board and a licence to use the Living Wage Trade Mark will be granted on the success of your Application.

Name of Employer: Wellington City Council

Registered Office: 101 Wakefield Street, Wellington, 6011

Registration No.: 9429000017527

Status: Company Yes No
Incorporated Society Yes Other (please specify) Local Government

Contact Person: Nicola Brown

Title: Director, Human Resources

Phone No:



Email: nicola.brown@wcc.govt.nz

Addresses of all offices/worksites/premises: (please use a separate page if necessary)

1. Please see details in attachment one.
- 2.
- 3.
- 4.

Number of directly paid employees employed by the company/organisation: As at 30/06/2018

Casual: 172 Permanent: 1,531 Fixed Term: 77 Total staff: 1,780

In addition to the staff above, do you have staff on other forms of regular contract? Y N

(Please provide details)

1. Does your company/organisation meet the criteria that form the basis of Living Wage Employer Policy of the Living Wage Movement Aotearoa New Zealand as outlined below:
 - a. Will all Directly Employed Workers be on the Living Wage prior to accreditation? Y N
 - b. Will all Indirectly Employed Workers employed by contractors, for example cleaners, security personnel etc., delivering a service to the business/organisation on a regular and on-going basis, be either on the Living Wage or on milestones agreed as part of the Licence? Y N
 - c. Employers have provided workers with access to a Union Y N
(You will be asked to demonstrate how this criteria has been met)
 - d. Have employees' terms and conditions been reduced in order to meet the Living Wage rate? Y N

2. Where indirectly employed workers are not receiving a Living Wage at the date of Accreditation, milestones for transition to a Living Wage must be incorporated into the licence agreement.

Do you have Service Contracts that will require adjustment during the term of the Licence? Please outline the details of the mechanism/s that you have put in place using the table below as a guide.

Service	Milestones (Steps 1, 2, 3...)	Target Date Using Reasonable Endeavours	Final Delivery Date
Please see details in attachment two			

3. Applicants will be asked about the steps taken to ensure all workers in operations within the control of the organisation/company are paid a Living Wage. This includes:
 - a. rented office space
 - b. another entity (Companies Act 1993)¹.

4. Please describe any operations in 3a, b (above) that may be of interest to the Board considering your Application.

Service	Milestones (Steps 1, 2, 3...)	Target Date Using Reasonable Endeavours	Final Delivery Date
Please see details in attachment three			

1. Companies Act 1993

1. For the purposes of the Companies Act 1993, a company is a subsidiary of another company if, but only if,—
 - a. That other company—
 - i. Controls the composition of the board of the company; or
 - ii. Is in a position to exercise, or control the exercise of, more than one-half the maximum number of votes that can be exercised at a meeting of the company; or
 - iii. Holds more than one-half of the issued shares of the company, other than shares that carry no right to participate beyond a specified amount in a distribution of either profits or capital; or
 - iv. Is entitled to receive more than one-half of every dividend paid on shares issued by the company, other than shares that carry no right to participate beyond a specified amount in a distribution of either profits or capital; or
 - b. The company is a subsidiary of a company that is that other company's subsidiary.
2. For the purposes of this Act, a company is another company's holding company, if, but only if, that other company is its subsidiary.
3. In this section and sections 7 and 8 of this Act, the expression company includes a body corporate.

Applicants will be required to provide evidence that Unions have been given access to employees and where Unions are currently involved information about the approach to discussions about employment agreements, both individual and collective.

You may be asked to provide information prior to or following the meeting of the Accreditation Board. For support with implementation plans and/or clauses to insert in employment or procurement contracts contact info@livingwage.org.nz

Name *Aleur Fitzsimons, Councillor*
Signature *Aleur Fitzsimons*
Date *2/8/18*

Nicola Brown
HR Director
N.J. Brown
2/8/2018

DEFINITIONS

Directly Employed Workers

Indirectly employed workers:

Indirectly employed workers are those performing regular work in the workplace. It would generally apply to work done on the premises but some contracting out is not necessarily on the premises (e.g. book-keeping, deliveries) and could be taking place in other workplaces or in the home. In some cases the workplace is not a building and the contracted work could be out in the community (e.g. construction, home care, truck-driving). Wider procurement issues, such as contracts the employer has with printers, telecommunication providers, and electricity retailers, for the purposes of this process, are not considered "regular and on-going."

Union is as defined by the Employment Relations Act 2000 (Part 4).

Living Wage Employer includes any franchiser and its franchisees i.e. a Living Wage franchiser must ensure all franchisees are also meeting the criteria for a Living Wage.

Living Wage Employer Accreditation Board operates under a Terms of Reference. It is established by election of Member Groups (at least two members from each of the following: trade unions, faith-based religious groups, community/secular groups) and co-option of employers on an annual basis.

Living Wage Employer Accreditation Policy is agreed by the Living Wage Movement Aotearoa NZ Governance Committee.

Living Wage is the current Living Wage rate as determined by the *Family Centre Social Policy Research Unit*, or the successor research body.

Living Wage Movement Aotearoa New Zealand (LWMANZ) is the incorporated society to which the Accreditation Advisory Board is responsible.

Living Wage Movement Aotearoa New Zealand Incorporated
Tower 2, Level 2, 646 Great South Road, Ellerslie • Private Bag 92645, Symonds Street Auckland 1150



accreditation@livingwage.org.nz



www.livingwage.org.nz



Living Wage Aotearoa New Zealand

How did you find out about the Living Wage?

Social Media

News/Media

Colleague

Business

Other

Attachment One

Site Location	Address
ASB Sports Centre	Cobham Park
Berhampore Golf Course	570 Adelaide Road, Newtown
Berhampore Nursery	Emerson Street, Berhampore
Botanic Gardens	Glenmore Street, Thorndon
Brooklyn Library	1 Harrison Street
Central Library	65 Victoria Street
Churton Park Community Centre	Lakewood Avenue, Churton Park
Clifton Terrace Carpark	Shell Lane (off The Terrace)
Council Main Building	101 Wakefield Street
Cummings Park Library	1a Ottawa Road, Ngaio
Evans Bay Marina	Evans Bay
Freyberg Pool	139 Oriental Parade
Happy Valley Landfill	Landfill Road, Happy Valley
Island Bay Community Recreation	137 The Parade, Island Bay
Island Bay Library	167 The Parade, Island Bay
Johnsonville Library	5 Broderick Road
Karori Cemetery	76 Old Karori Road
Karori Community Recreation Centre	251 Karori Road
Karori Library	247 Karori Road
Karori Pool	22 Donald Street
Keith Spry Pool	15 Frankmoore Avenue
Khandallah Library	8 Ganges Road
Khandallah Summer Pool	Woodmancote Road
Kilbirnie Community Recreation	101 Kilbirnie Crescent
Kilbirnie Library	101 Kilbirnie Crescent
Mervyn Kemp Library	Cnr Cambridge Street & Main Road
Nairnville Community Recreation	Nairnville Park
Newlands Community Centre	9 Batchelor Street, Newlands
Newtown Depot	Russell Terrace
Newtown Library	13 Constable Street
NZX Building Lvl1	11 Cable Street, Te Aro
Otari Native Botanic Garden	Wilton Road
Parks Newtown Depot	113 Russell Terrace
Queens Wharf	12 Queens Wharf
Shed 6	Queens Wharf
Simpl House Lvl12	28 Mercer Street
Tawa Community Centre	5 Cambridge Street, Tawa
Tawa Pool	Davies Street
Tawa Recreation Centre	Tawa College
Thorndon Pool	26 Murphy Street

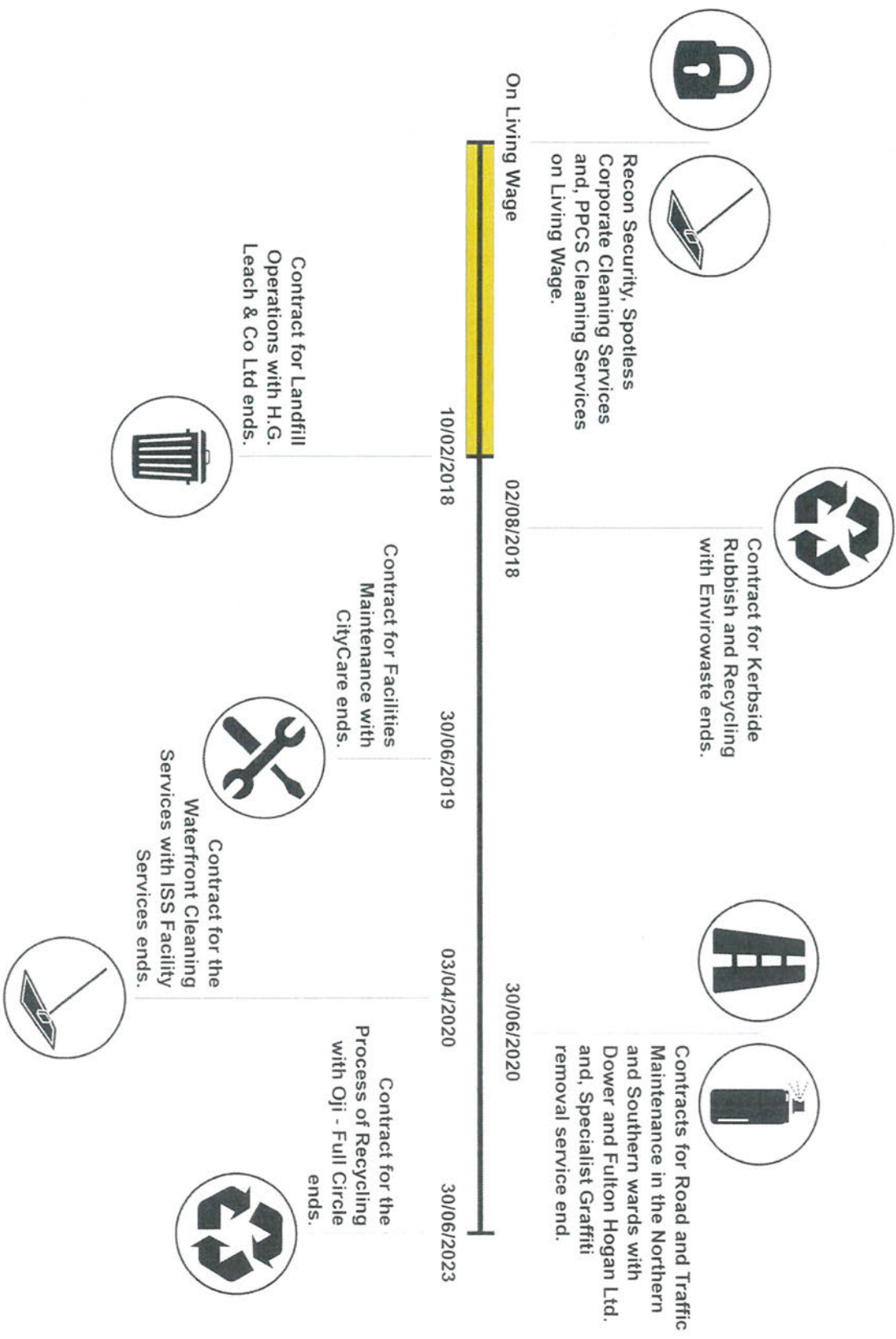
Toi Poneke Arts Centre	65-69 Abel Smith Street
Wadestown Library	Cnr Moorhouse Street & Lennel Road
Wellington Archives	28 Barker Street
Wellington Arts Centre	61 Able Smith Street
Wellington Regional Aquatic Centre	63 Kilbirnie Crescent, Kilbirnie

Attachment Two

Service	Milestones	Target date using reasonable endeavours	Final delivery date
Facilities Management Services	<ol style="list-style-type: none"> 1. Current contract with City Care ends 30/6/2019 2. Procurement process undertaken 3. Negotiations with successful supplier 4. Successful supplier in place by 1/7/2019 	1/7/2019	1/7/2019
Kerbside Rubbish and Recycling	<ol style="list-style-type: none"> 1. Current contract with Envirowaste ends 2/8/2019 2. Extension option is being negotiated 	2/8/2019	2/8/2019
Waterfront Cleaning Services	<ol style="list-style-type: none"> 1. Current contract with ISS Facility Services ends 3/4/2020 2. Procurement process undertaken 3. Negotiations with successful supplier 4. Successful supplier in place by 4/4/2020 	4/4/2020	4/4/2020
Road and traffic maintenance	<ol style="list-style-type: none"> 1. Current contract with Downer, Fulton Hogan ends 30/6/2020 2. Procurement process undertaken 3. Negotiations with successful supplier 4. Successful supplier in place by 1/7/2020 	1/7/2020	1/7/2020
Specialist graffiti services	<ol style="list-style-type: none"> 1. Current contract with specialist graffiti removal services ends 30/6/2020 2. Procurement process undertaken 3. Negotiations with successful supplier 4. Successful supplier in place by 1/7/2020 	1/7/2020	1/7/2020
Recycling processing	<ol style="list-style-type: none"> 1. Current contract with Oji – Full Circle ends 30/6/2023 2. Procurement process undertaken 3. Negotiations with successful supplier 4. Successful supplier in place 1/7/2023 	1/7/2023	1/7/2023

Attachment Three

Council Controlled Organisation	Number of staff as of 30/06/2018	Will all directly employed staff be on the Living Wage prior to accreditation
Wellington Cable Car Ltd	32	Yes
Wellington Zoo Trust	85	Yes
Experience Wellington	92	Yes
Zealandia	115	Yes



Name of Employer	Wellington City Council
Organisation Email	meredith.blackler@wcc.govt.nz
Postal Address	PO Box 2199 Wellington Wellington City 6140 New Zealand
Physical Address	113 The Terrace Central Wellington Wellington Wellington 6011 New Zealand
Registered Office	113 The Terrace, Wellington 6011
Registration No.	9429000017527
Incorporated and Registered in	New Zealand
Status	Local Government
Primary Contact Person	
Title	Mrs
Name	Meredith Blackler
Role/Position	Chief People and Culture Officer
Phone	████████
Mobile	████████
Email	meredith.blackler@wcc.govt.nz
Secondary Contact Person	
Title	Ms
Name	Carla Flynn
Role/Position	Manager, HR Services
Phone	████████
Mobile	████████
Email	carla.flynn@wcc.govt.nz

Staff and Business Details

Addresses of all offices/worksites/premises Please see attached

Casual 57

Permanent 1700

Fixed Term 136

Total Staff 1893

In addition to the staff above, do you have staff on other forms of regular contract? No

(Please provide details)

What is the nature of your business? Local Government

How many employees will be impacted by the move to the Living Wage?

Approximately, how many contracted employees will be impacted (if you know)? 0

1. Does your company/organisation meet the criteria that form the basis of Living Wage Employer Policy of the Living Wage Movement Aotearoa New Zealand as outlined below

a. Will all Directly Employed Workers be on the Living Wage prior to accreditation? Yes

b. Will all Indirectly Employed Workers employed by contractors, delivering a service to the business/organisation on a regular and on-going basis, be either on the Living Wage or on milestones agreed as part of the License? Yes

c. Employers have provided workers with access to a Union Yes

d. Have employees' terms and conditions been reduced in order to meet the Living Wage rate? No

2. Where indirectly employed workers are not receiving a Living Wage at the date of Accreditation, milestones for transition to a Living Wage must be incorporated into the licence agreement. Do you have Service Contracts that will require adjustment during the term of the Licence? Please outline the details of the mechanism/s that you have put in place using the table below as a guide.

Outline details here: Attachment (Q2)

3. Applicants will be asked about the steps taken ensure all workers in operations within the control of the

organisation/company are paid a Living Wage.

This includes:

- a. rented office space
- b. another entity (Companies Act 1993).

4. Please describe any operations in 3a, b (above) that may be of interest to the Board considering your Application.

Outline details here:

Council Controlled Organisation:

Wellington Cable Car 32 / Yes (staff #TBC)

Wellington Zoo Trust 101 / Yes

Experience Wellington 124 / Yes (staff #TBC)

Zealandia 115 / Yes

Applicants will be required to provide evidence that Unions have been given access to employees

Attach evidence here:

Signature

Name

Helen Adams

Signature



Date

31/03/2022

The message has been sent from 180.235.104.9 nz at 2022-02-09 on Chrome 98.0.4758.82

Entry ID: 182

Referrer: (no referrer)

Form Host: https://www.livingwage.org.nz/accreditation_audit_form



2022-2023

Wellington City Council