

REDACTED

From: **REDACTED**
Sent: Thursday, 8 September 2022 8:20 a.m.
To: **REDACTED**
Subject: Official information request - pay bands in your organisation
Attachments: IANZ Accreditation Services Banding Criteria Sept 2022.pdf; OIA Request Salary Bands 08 Sept 22.xlsx

REDACTED

Further to your request dated 25 August 2022 - under the Official Information Act 1982 or Local Government Official Information and Meetings Act 1987, the IANZ salary band information requested is provided below and in the attached documents. Information provided includes:

- IANZ salary bands and remuneration model
- Positions falling into each of those salary bands

IANZ has not negotiated a collective agreement that provides for new salary bands so no IANZ positions are part of any Collective Agreement terms and conditions.

The salary banding criteria for Assessors is attached for your reference. This document includes the remuneration model and policy IANZ holds relating to the position within a band for new Accreditation Services appointees. Pay bands have not been updated due the Government Workforce Policy Statement and Public Service Pay Guidance 21.

In terms of total remuneration there are no current additional bonus, vehicle, medical insurance or vehicle benefits (with the exception of 2 senior employees with 'grandfathered' vehicle benefits).

I trust this information complies with the OIA as described.

Ngā mihi/ Kind regards

REDACTED

From: **REDACTED**
Sent: Thursday, 25 August 2022 5:38 a.m.
Subject: Official information request - pay bands in your organisation

E te Tumu Whakarae, tēnā koe,

The following official information request is being sent to all local authorities, public service departments, and crown entities. It is possible that some organisations may appear more than once if they have been listed more than once in the database available at <https://www.govt.nz/organisations/mail-merge/>

Official information request

I request - under the Official Information Act 1982 or Local Government Official Information and Meetings Act 1987, whichever is relevant - documentation held by your organisation that sets out:

- Your organisation's current salary bands;
- Which jobs fall into which of those salary bands;
- If your organisation has negotiated a collective agreement that provides for new salary bands that are not yet in effect, those salary bands; and
- If so, which jobs will fall into which of those not yet in effect salary bands;
- Any policy your organisation has re the position within a band at which a new appointee to a role will typically be placed.

Purpose

To put my request in context, my intention is to compile a publicly searchable database of all public sector organisation's salary bands. I submit that it is in the public interest for people to know what officials at all level of government are paid. In particular, I suggest that either:

- it is in the public interest, as a matter of allocative efficiency, that talented public servants should know where their skills (and, of course, their Spirit of Service) are valued the most; or
- insofar as pay differences within the public service might be explained by arbitrary factors, it is in the public interest that workers know where their labour will be rewarded the most.

Withholding reasons

Without forming a conclusive view on any withholding ground (after all, I have not seen the relevant information), I offer the following observations:

- Section 6 OIA & LGOIMA - very unlikely that these reasons could be made out except, perhaps, in relation to an intelligence or security agency or in relation to particularly sensitive roles whose existence is not a matter of public knowledge.
- Section 7 OIA - inconceivable that these reasons could be made out.
- Section 9(2)(a) OIA, s 7(2)(a) LGOIMA - relating to privacy of natural persons - is unlikely to apply as I am requesting information about positions, not identified employees - and also because I am requesting salary *band* information, not actual salary bands.
- Section 9(2)(b) OIA, s 7(2)(b) LGOIMA - re subparagraph (i) it is near impossible that the information could constitute a 'trade secret' (the Ombudsman requires "clear and convincing evidence" that "non-technical business secrets" are trade secrets, and subparagraph (ii) only applies to information relating to the commercial position of a third party;
- Section 7(2)(ba) LGOIMA - almost inconceivable that release could relate to an RMA application and cause offence to tikanga Maaori / help locate waahi tapu;
- Section 9(2)(ba) OIA, 7(2)(c) LGOIMA - very unlikely that an obligation of confidence exists in this information;
- Section 9(2)(c) OIA, 7(2)(d) LGOIMA - not plausible that release could prejudice health and safety;
- Section 9(2)(d) OIA - a very high threshold exists to show that releasing this information would prejudice New Zealand's economic interests;
- Section 9(2)(e) OIA, 7(2)(e) LGOIMA - no nexus between releasing this information and the failure of measures to prevent economic loss to New Zealanders;
- Section 9(2)(f) - the salary of officials has no bearing on any of these four constitutional conventions;
- Section 9(2)(g)(i) OIA, 7(2)(f)(i) LGOIMA - not reasonable to expect that officials would feel unable to give free and frank advice as a result of their salary bands being publicly known;

- Section 9(2)(g)(ii) OIA, 7(2)(f)(ii) LGOIMA - no clear mechanism by which the release of this information leads to an elevated risk of harassment or improper pressure for officials generally, although I concede it *may* be plausible in respect of very specific roles;
- Section 9(2)(h) OIA, 7(2)(g) LGOIMA - the salary bands, mapping of jobs to bands, and policy about appointment to a particular point within the band cannot constitute legal advice or be subject to litigation privilege;
- Section 9(2)(i) OIA, 7(2)(h) LGOIMA - could only apply in respect of roles involved in commercial activities and, even then, there would need to be strong reasoning to support the claim of prejudice or disadvantage;
- Section 9(2)(j) OIA, 7(2)(i) LGOIMA - this information will, presumably, be known to unions representing your staff and, therefore, it is hard to know how releasing it could jeopardise industrial (or commercial) negotiations;
- Section 9(2)(k) OIA, 7(2)(j) LGOIMA - releasing this information will almost certainly result in candidates for jobs obtaining an advantage. However, it seems very unlikely that it would be *improper* to obtain such an advantage.

I also suggest that there is a significant public interest in salary information being available to the public. Salary information friction facilitates workplace discrimination and hinders collective bargaining and unionisation, thereby running contrary to generally accepted principles within New Zealand public policy. Any assessment of the public interest where an agency proposes to withhold information should engage with these concerns.

Thank you for the time taken to consider my request - I look forward to your organisation's timely and fulsome reply.

Kind regards,

REDACTED

*In terms of total remuneration there are no current additional bonus, vehicle, medical insurance or vehicle benefits (with the exception of 2 senior employees with 'grandfathered' vehicle benefits)

IANZ Salary Bands	REDACTED	Base
Accreditation Assessors		As below
Accreditation Assessors		As below
Accreditation Assessors		As below
Specialist and Operational Managerial positions		As below
Specialist and Operational Managerial positions		As below
Operations Manager		As below
Operations Manager		As below

* pay bands not updated due the Government Workforce Policy Statement and Public Service Pay Guidance 2021

Accreditation Assessors				
LEVEL	BAND 1	BAND 2	BAND 3	
		2017/18		
0	\$ 83,130	\$ 93,330	\$ 98,430	
1	\$ 84,660	\$ 94,860	\$ 99,960	
2	\$ 86,190	\$ 96,390	\$ 101,490	
3	\$ 87,720	\$ 97,920	\$ 103,020	
4	\$ 89,250	\$ 99,450	\$ 104,550	
5	\$ 90,780	\$ 100,980	\$ 106,080	
6	\$ 92,310	\$ 102,510	\$ 107,610	
7	\$ 93,840	\$ 104,040	\$ 109,140	
8	\$ 95,370	\$ 105,570	\$ 110,670	
9	\$ 96,900	\$ 107,100	\$ 112,200	
10	\$ 98,430	\$ 108,630	\$ 113,730	
11	\$ 99,960	\$ 110,160	\$ 115,260	
12	\$ 101,490	\$ 111,690	\$ 116,790	
		2018/19		
0	\$ 84,790	\$ 95,200	\$ 100,400	
1	\$ 86,350	\$ 96,760	\$ 101,960	
2	\$ 87,910	\$ 98,320	\$ 103,520	
3	\$ 89,470	\$ 99,880	\$ 105,080	
4	\$ 91,040	\$ 101,440	\$ 106,640	
5	\$ 92,600	\$ 103,000	\$ 108,200	
6	\$ 94,160	\$ 104,560	\$ 109,760	
7	\$ 95,720	\$ 106,120	\$ 111,320	
8	\$ 97,280	\$ 107,680	\$ 112,880	
9	\$ 98,840	\$ 109,240	\$ 114,440	
10	\$ 100,400	\$ 110,800	\$ 116,000	
11	\$ 101,960	\$ 112,360	\$ 117,570	
12	\$ 103,520	\$ 113,920	\$ 119,130	

Accreditation Services - Pay Scales
1/07/2018

Coordination Services				
LEVEL	BAND 1	BAND 2	BAND 3	
		2017/18		
0	\$ 52,275	\$ 58,140	\$ 68,340	
1	\$ 53,550	\$ 60,180	\$ 70,380	
2	\$ 54,825	\$ 62,220	\$ 72,420	
3	\$ 56,100	\$ 64,260	\$ 74,460	
4	\$ 57,375	\$ 66,300	\$ 76,500	
5	\$	\$ 68,340	\$ 78,540	
		2018/19		
0	\$ 53,320	\$ 59,300	\$ 69,710	
1	\$ 54,620	\$ 61,380	\$ 71,790	
2	\$ 55,920	\$ 63,460	\$ 73,870	
3	\$ 57,220	\$ 65,540	\$ 75,950	
4	\$ 58,520	\$ 67,630	\$ 78,030	
5	\$	\$ 69,710	\$ 80,110	

Accreditation Services - Pay Scales
1/07/2018

Programme Manager & Programme Specialist			
BAND	LEVEL	2018-19	
1	0	\$ 108,720	
	1	\$ 110,280	
	2	\$ 111,840	
	3	\$ 113,400	
	4	\$ 114,960	
	5	\$ 116,530	
	6	\$ 118,090	
	7	\$ 119,650	
	8	\$ 121,210	
	9	\$ 122,770	
	10	\$ 124,330	
2	0	\$ 113,920	
	1	\$ 115,480	
	2	\$ 117,050	
	3	\$ 118,610	
	4	\$ 120,170	
	5	\$ 121,730	
	6	\$ 123,280	
	7	\$ 124,850	
	8	\$ 126,410	
	9	\$ 127,970	
	10	\$ 129,530	

Accreditation Services - Pay Scales
1/07/2018

Operations Managers				
BAND	LEVEL	2017-18	2018-19	
1	1	\$ 123,420	\$ 125,890	
	2	\$ 124,950	\$ 127,450	
	3	\$ 126,480	\$ 129,000	
	4	\$ 128,000	\$ 130,560	
	5	\$ 129,540	\$ 132,130	
	6	\$ 131,070	\$ 133,690	
	7	\$ 132,600	\$ 135,250	
	8	\$ 134,130	\$ 136,810	
	9	\$ 135,660	\$ 138,370	
	10	\$ 137,190	\$ 139,930	
2	1	\$ 131,070	\$ 133,690	
	2	\$ 132,600	\$ 135,250	
	3	\$ 134,130	\$ 136,810	
	4	\$ 135,660	\$ 138,370	
	5	\$ 137,190	\$ 139,930	
	6	\$ 138,720	\$ 141,490	
	7	\$ 140,250	\$ 143,060	
	8	\$ 141,780	\$ 144,620	
	9	\$ 143,310	\$ 146,180	
	10	\$ 144,840	\$ 147,740	

Accreditation Assessors

Where an Accreditation Assessor feels their knowledge, skills and experience now qualify for them to be eligible to move up a band, they need to complete this assessment outlining how they have demonstrated the skills at the level they wish to progress to. Normally progression would be up one band, however in exceptional circumstances, IANZ may move an employee up two bands.

<p>Band 1 competencies</p>	<p>The lower end of this band will apply during an Assessor's first 6 months on the role while they are completing their training. They will be assessed to move onto higher steps within the band once they have completed training and have been authorised to conduct assessments unsupervised.</p> <p>In this band the Assessor would need to demonstrate the following:</p> <ul style="list-style-type: none"> Consistently meeting the KPI's for an Assessor over a 12 month period
<p>Band 2 competencies</p>	<p>In this band the Assessor would need to demonstrate the following:</p> <ul style="list-style-type: none"> Consistently meeting the KPI's for an Assessor over a 12 month period <p>AND two of the following:</p> <ul style="list-style-type: none"> An increase of 5% of billable hours above assessor KPI base while still completing administration accurately and managing workload so not working extra over a 12 month period Can train other assessors in their own programme Can work across two programmes at a competent level (Lead Assessor/Assessor) Has senior involvement in new programme/sub-programme development e.g. as a 'concept champion' Has suggested at least one initiative that has saved admin time or increased productivity
<p>Band 3 competencies</p>	<p>In this band the Assessor would need to demonstrate the following:</p> <ul style="list-style-type: none"> Consistently meeting the KPI's for an Assessor over a 12 month period <p>AND two of the following:</p> <ul style="list-style-type: none"> An increase of 10% of billable hours above assessor KPI base while still completing administration accurately and managing workload so not working extra over a 12 month period Formal presentations at significant conferences Formal stakeholder liaison / relationship management Training course development and presentation for external clients Can work across two programmes at a senior level Can train other assessors in two programmes Has completed people management training Has specialist relevant knowledge unique to IANZ that other assessors come to for guidance and direction Provides specialist knowledge and advice and support to the PM e.g. as a 'concept champion'

Specialist and Managerial Positions

Where a Specialist or Manager feels their knowledge, skills and experience now qualify for them to be eligible to move up a band, they need to complete this assessment outlining how they have demonstrated the skills at the level they wish to progress to with the following conditions:

- To apply for assessment you must be meeting all your KPI's
- Normally progression would be up one band, however in exceptional circumstances, IANZ may move an employee up two bands.

Programme Specialists and Programme Managers	
Band 1 competencies	<p>This band normally applies to PS's or during a PM's first 12 months on the role while they are learning the people management and process skills to manage a programme. In this band the PS/PM would need to demonstrate:</p> <ul style="list-style-type: none"> • Achievement of team KPI's over a 12 month period • Specialist knowledge pertinent to their accreditation domain • Has completed some people management training • Has completed other relevant training
Band 2 competencies	<p>In this band the PS/PM would need to demonstrate the following:</p> <ul style="list-style-type: none"> • Achievement of team KPI's over a 12 month period <p>AND three of the following:</p> <ul style="list-style-type: none"> • An increase of 5% of billable hours of their programme while still meeting all other KPI's and not creating any overwork issues for the team • Has completed some people management and/or communication training and positive internal feedback has been received about their management style • Able to train another PS or PM on processes • Able to represent New Zealand at national and international events & forums • Able to liaise with smaller stakeholder groups • Able to help with programme development, marketing and promotion

Operations Managers	
Band 1 competencies	<p>In this band the PM would need to demonstrate the following:</p> <ul style="list-style-type: none"> • Achievement of team KPI's over a 12 month period <p>AND three of the following:</p> <ul style="list-style-type: none"> • An increase of 10% of billable hours of their programme while still meeting all other KPI's and not creating any overwork issues for the teams • Has commissioned new accreditation programmes • Being able to manage a large scale programme with 4+ staff and all team meeting KPI's • Formal presentation at significant conferences • Being able to manage two or more different programmes. • Providing specialist advice and support to the GM, Accreditation Services • Able to liaise with larger more demanding stakeholder groups • Contributes positively and to the AS operational management and leadership group.
Band 2 competencies	<p>In addition to the above:</p> <ul style="list-style-type: none"> • Able to mentor and coach another OM on people management or HR issues • Able to mentor and coach another OM on operational management issues • Being able to manage and oversee Programme Managers and/or Programme Specialists • Assists the GM in resolving organisation-wide strategic and operational issues • Able to deputise for the GM • Qualified APLAC peer evaluator