

7 September 2021

Kia ora

**Request for Official Information responded to under the Local Government and Official Information and Meetings Act 1987 (LGOIMA) – reference: 2122-37**

I refer to your information request we received on 12 August 2021 for the following:

***The information we are seeking is related to the organisation's Human Resource strategy and Human Resource policies. Examples of such documents include:***

- ***Human Resource Strategy/People Management strategy***
- ***Training/ Learning and Development policy/guidelines***
- ***Employee Wellbeing policy/guidelines***
- ***Recruitment and staffing policy/guidelines***
- ***Performance management and appraisal policy/guidelines***
- ***Employee Benefits policy.***

***We are seeking these (and if available, other similar) Human Resource strategy and policy documents for the period of 2010 – 2021 (with the dates). If you have a web archive where such documents may be stored, please let us know.***

***By collecting and analysing the requested documents, we hope to chart how changes related to social expectations and attitudes have an influence on the policy and practice of Human Resource Management.***

The Council has not had specific strategies and separate policies for human resources strategy/people management but over the past 18 months we have begun undertaking a programme of work focussing in these areas to develop an overarching people strategy from which the areas related to your enquiry would link into. This is still work in progress and as such would not be available for circulation at this time. Due to the recent Covid-19 alert level changes our HR related work programmes have been reprioritised and at this time we are unable to provide an estimated time frame when this work would be completed and available to you.

We do however have a variety of policies and/or guides which provided guidelines around expectations and responsibilities and also set out processes and procedures. All our people management activity stems from equal opportunity, everyone home safe every day.

This is underpinned by our organisational values of delivering our services in a manner which is caring, dynamic and effective for our customers. The policies and/or guides that are currently being worked on, which would put the above information into better context for your research can be provided to you once they are completed. Please contact us in February 2022 via [informationrequest@kapiticoast.govt.nz](mailto:informationrequest@kapiticoast.govt.nz) to obtain a copy of the documents mentioned above.

Ngā mihi

A handwritten signature in blue ink, appearing to read 'Dianne Andrew', with a long horizontal flourish extending to the right.

**Dianne Andrew**  
Organisational Development Manager  
Te Kaihautū mo te Hunga Mahi