



8 September 2021

[REDACTED]

Sent via email to [REDACTED]

Dear [REDACTED]

REQUEST FOR OFFICIAL INFORMATION RECEIVED – PARTIAL RELEASE OF INFORMATION

Thank you for your request for official information dated 12 August 2021. You have requested the following information from the Queenstown Lakes District Council (QLDC):

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).

Decision to partially release information requested

QLDC has decided to grant your request for information in part. The information requested is provided below. These are QLDC's current strategies, policies and guidelines together with the date they were implemented:

- [Human Resource Strategy/People Management strategy - July 2021](#)

[QLDC Workforce Strategy](#)

- [Training/ Learning and Development policy/guidelines – November 2016](#)

[QLDC Training & Development Policy](#)

- [Employee Wellbeing policy/guidelines](#) – QLDC does not have a policy on wellbeing. I have attached the HS Policy statement although this does not contain any reference to employee wellbeing which was implemented in November 2019

[QLDC HS Policy Statement](#)

- [Recruitment and staffing policy/guidelines – October 2016](#)

[QLDC Recruitment Policy](#)

- [Performance management and appraisal policy/guidelines](#) – QLDC does not have a Performance Management policy but I have attached the QLDC Performance Agreement, Performance Review and Training & Development Plan templates which were created in May 2021

[QLDC Performance Agreement doc](#)

[QLDC Performance Review doc](#)

[QLDC Training & Development Plan](#)

- [Employee Benefits policy](#) – QLDC does not have an Employee Benefits Policy but I have attached an overview of the benefits we have previously offered – April 2019

[QLDC Employee Benefits](#)

We trust the above information satisfactorily answers the relevant components of your request.

Decision to withhold remaining information requested

Substantial collation – previous iterations of Human Resources documents dating to 2010

We have decided to withhold information relating to previous iterations dating back to 2010 of the Human Resources documents under Section 17(f) of the Local Government Official Information and Meetings Act 1987 (LGOIMA). Section 17(f) of the LGOIMA provides that information requests may be refused if the information requested cannot be made available without substantial collation or research. In this case, QLDC does not retain electronic copies of previous iterations of policies. They are deleted on the basis that it is not good practice to have them available and accessible once replaced. Manual searches of old records and files would be necessary to try to locate such outdated documents. I am advised that this would involve a considerable amount of work and time.

QLDC's staff are presently working under increased pressure due to the COVID situation and in an environment that is constantly changing as a result of the current lockdown which has seen staff required to work from home. Whilst we have very recently moved from Level 4 to Level 3 restrictions all staff other than essential services remain working from home, including the HR team.

We have considered whether charging or extending the timeframe until COVID restrictions are lifted allowing staff to return to work for responding to your request would help, as required by section 17(A) of the LGOIMA. However, we believe conducting a more limited search and providing you with the current on-line policies covering the information you have requested is the sensible approach.

I raised this issue with you by email on the 1st September 2021 and you accepted the issues caused by the current circumstances and kindly agreed to refine the request to cover only the existing policies, guidelines and strategies. These have been provided in the above attachments.

Public interest considerations

Please note that we consider the interests of the public when making decisions to withhold requested information, including considerations in favour of release, whether the disclosure of the information would actually promote those considerations, and whether those considerations outweighed the need to withhold the information.

Promoting the accountability and transparency of local authority members and officials is in the public interest, as is the general public interest in “good government”. Where possible, we have favoured the release of information. However, we do not feel that in this case there is any practical option to access and provide the superseded policies and documents within the statutory timeframes given the impacts of COVID restrictions.

Right to review the above decision

Note that you have the right to seek an investigation and review by the Ombudsman of this decision. Information about this process is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

If you wish to discuss this decision with us, please contact Naell.Crosby-Roe@qldc.govt.nz (Governance & Stakeholder Services Manager).

We trust this response satisfactorily answers your request.

Kind regards,

A handwritten signature in black ink, appearing to read 'Phil Jones', enclosed within a large, loopy circular flourish.

Phil Jones
Senior Governance and Official Information Advisor