

22 AUG 2016

Mr Wild  
fyi-request-4245-f295f258@requests.fyi.org.nz

Ref: H201603267

Dear Mr Wild

**Response to your request for official information**

Thank you for your request received on 13 August 2016 under the Official Information Act 1982 (the Act) for

*“A comprehensive list of all IHC/IDEA Services staff policies and procedures.  
NB: The Christchurch Employment Court referred several times in case law (2013 NZEmpC 155 CRC 22/10 ) to IDEA Services having "more than 170" staff policies.  
\* Release of the following IHC/IDEA Services documentation:*

- All staff procedure manuals (as referred to in section 4, page 8, IDEA Services Operations Manual)*
- Health and Safety Policy Statement*
- Allocation of Housing - Policy and procedures*
- Electronic Communication Policy*
- Personal Computer User Handbook*
- Information Security Policy*
- EPiC Performance Appraisal Policy*
- Fraud Policy*
- Senior Support Worker job description*
- All HR policies from HRP-1 though to HRP-50*
- The 'House Rules' (as referred to in section 5, page 9, Human Resources Policy)*
- IHC's Human Resources Manual (as referred to section 5, page 9, Human Resources)”.*

The Ministry of Health does not hold the information you have requested. IHC/IDEA Services are not part of the Ministry of Health. Therefore under section 18(g) the Ministry is refusing your request as the information is not held, and I do not believe the information is held by, or more closely connected with the functions of, any other department or Minister.

I suggest you try contacting IHC directly to see if they will provide you with this information.

Yours sincerely



Jacinda Lean  
General Manager  
Ministerial Executive & Government Services

No. 1 The Terrace  
PO Box 5013  
Wellington 6145  
New Zealand  
T +64 4 496 2000