



## Te Tari Taiwhenua Internal Affairs

18 December 2017

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F Bucklebee

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Dear F Bucklebee

### Official Information Act 1982 (OIA) request OIA17/18 - 0193

Thank you for your request under the Official Information Act 1982 received by the Department of Internal Affairs (Department) on 7 December 2017.

*You requested:*

*Did the appointments process used in the 2017 Policy Group Review comply with the State Services Act 1988?*

Yes, the appointments process used in the 2017 Policy Group Review complied with the State Services Act 1988. Following the reconfirmation process (appointing people into like for like jobs) the processes detailed below were followed for all other appointments.

#### ***Reassignment process***

The reassignment process began after the reconfirmation process was completed. Any vacant jobs below Tier 4 were 'ring fenced' for Policy people. People were asked to put forward an expression of interest for these vacancies. A panel (made up of the GM Policy, BDS Manager, Change Manager and Senior HR Advisor) then reviewed the expressions of interest and made reappointment decisions. After the reappointment process was completed there were still a number of vacancies.

#### ***Recruitment process***

Recruitment processes were undertaken for vacancies for jobs Tier 4 and above and any vacancies remaining following the reassignment process.

Vacancies were notified to policy people first and then advertised both internally and externally for up to around two weeks for each vacancy. Policy people were treated the same as other internal and external applicants and were not given preference when shortlisting.

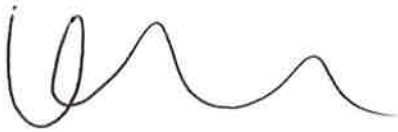
Interviews were conducted by panels which were made up of various people from the business and within the Policy Group. The panels did not consist of the same people for all panels.

The panel for the GM Policy position also included external panellists.

***Promulgation process***

All appointments were promulgated once acceptance of the offer had been received. There have been no reviews received to date.

Yours sincerely

A handwritten signature in black ink, consisting of a series of loops and waves, positioned above the name Lesa Kalapu.

**Lesla Kalapu**  
Director HR, Pūmanawa Tangata