

6 September 2023

[REDACTED]

Stuff

[REDACTED]

REF: OIA-13302

Dear [REDACTED]

Request made under the Official Information Act 1982

Thank you for your email of 9 August 2023 requesting the following information under the Official Information Act 1982 (the Act):

Can I please get your working from home policies and find out:

** How many Wellington staff you employ,*

** On an average day in 2023, how many Wellington staff work from home?*

** And if you have any plans to change this (ie, increase working from home or working from the office).*

I have numbered each part of your request and will answer each in turn.

1. Can I please get your working from home policies

Waka Kotahi NZ Transport Agency does not have a formal 'policy' regarding staff working from home. The following documents are guidelines for working from home and are enclosed:

- Attachment 1 - Flexible Working Guide
- Attachment 2 - Implementing Flexible Working Arrangements
- Attachment 3 - Thinking About My Flexible Working Options Checklist.

At Waka Kotahi, we take a principles-based approach to flexible working to enable our people and their People Leaders (managers) to discuss and agree on the best arrangements for the individual, the team they work in, and the organisation as a whole.

Flexible working is far more than part-time work or working from home. Waka Kotahi supports flexibility in four primary areas:

- Role – how a role is performed or divided.
 - Flexibility of role can include casual work, job share, part-time and transition work plans.
- Work schedule – working flexible hours.

- Flexibility of schedule can include compressed work weeks, flexible work hours, staggered start and finish times or a 9-day fortnight.
- Workplace – hybrid working from alternative locations. This is a blended approach of in-office and remote working, which may include working in the field.
 - Flexibility of place can include working from home, working from alternative offices or locations, or utilising a variety of work settings in the office.
- Leave – supporting flexible leave arrangements.
 - Flexibility of leave includes bereavement and tangihanga leave, jury service, long service leave, representing New Zealand leave, purchased annual leave, unpaid leave, annual, sick and parental leave.

When exploring flexible working options, our employees and their People Leaders work to find an arrangement that delivers successful outcomes for Waka Kotahi, the team and the individual making the request. That is why our guiding principles are designed to support meaningful and consistent kōrero when identifying and implementing a flexible working arrangement that makes sense for an employee and for the organisation.

2. How many Wellington staff you employ

Currently, Waka Kotahi has approximately 1,250 staff (total headcount including contingent workers, not just Full Time Equivalents) based in its Wellington offices.

3. On an average day in 2023, how many Wellington staff work from home?

Waka Kotahi estimates the number of staff working from home for the purposes of measuring and reporting on carbon emissions. This estimation is derived from the survey of employees over a one-week period. Our estimate is that on an average day approximately 30 percent (375) of our total headcount in Wellington works from home.

4. If you have any plans to change this

Waka Kotahi has no current plans to change our Flexible Working Guide.

In line with Waka Kotahi policy, this response will soon be published on our website, with personal information removed.

If you would like to discuss this reply with Waka Kotahi, please contact the Ministerial Services team, by email to official.correspondence@nzta.govt.nz.

Yours sincerely



Jake Rance
Corporate Services Manager