



PROPOSAL FOR CONSULTATION

Let's Get Wellington Moving

New Zealand Transport Agency | Waka Kotahi

20 February 2024

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FOREWORD TO THE PROPOSAL

Tēnā koutou katoa,

On 17 December 2023 it was announced that Hon Simeon Brown (**Minister for Transport**), Hon Chris Bishop, the Mayor of Wellington – Tory Whanau, and the Greater Wellington Regional Council Chair – Daran Ponter, had reached a mutual agreement to disestablish the Let's Get Wellington Moving (**LGWM**) programme. This announcement also outlined proposed arrangements for the continued delivery of some of the projects currently being delivered by LGWM. Since this announcement, the LGWM Partnership Board has been working with LGWM leaders and partnership organisations to ensure the effective closure of the programme and smooth transition of ongoing work to relevant organisations.

As you are aware, NZ Transport Agency Waka Kotahi (**NZTA, we, us, our**) has a number of employees involved in LGWM. In giving effect to the Minister's directive and subsequent decision by LGWM partners to disestablish the programme and cease joint activities, NZTA are proposing to change our business structure. This means that the employment of NZTA employees involved in LGWM (whether they are seconded, permanent or fixed term) may be affected.

The disestablishment of the Let's Get Wellington Moving partnership and the associated NZTA change proposal has the potential to affect your current position.

We want to consult with you about this proposal. Your expertise and feedback are an important part of this change process. To ensure we engage in meaningful consultation, please take the time to look at this proposal over the next 10 days and consider whether it makes sense and if there are any potential oversights.

All feedback should be provided by midday on Thursday 29 February 2024. We have detailed the ways for you to provide feedback in this document and we will carefully consider all feedback before making any decisions.

Over the next 10 days I encourage you to raise any questions or concerns with us. You can raise questions and concerns via multiple channels, as outlined further in this document.

We appreciate change can be unsettling so please let Cate Baxter, Manager People and Operations (cate.baxter@nzta.govt.nz); Miranda Ferrier, Senior HR Advisor (Miranda.Ferrier@nzta.govt.nz); or I know if there is any additional support you may need as we work through this process. You are entitled to seek legal advice and to bring a legal representative and/or support person to any meeting or have them involved at any stage. If you are a union member, your union will also be able to provide you with support. There is also confidential personal and career counselling available to you through [EAP Services](#) should you wish to make use of this service.

I would like to take this opportunity to recognise the outstanding mahi and achievements of the people who are part of the LGWM programme. Thank you for all your efforts and unwavering professionalism, you have demonstrated exceptional public service, and I am incredibly proud of all of you and what you have achieved.

Ngā mihi nui,

A handwritten signature in black ink, appearing to read 'Robyn Elston', with a stylized flourish at the end.

Robyn Elston

National Manager System Design

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BACKGROUND

As part of the National, Act and NZ First Coalition Government's 100-day plan, the Government moved to withdraw central government from the LGWM Partnership. This was followed up on 22 December 2023 by a letter to the NZTA Board from Hon Simeon Brown, Minister for Transport, confirming agreement in principle between the three funding partners to disestablish the partnership (**attached** and marked as '**Appendix I**').

The LGWM partners also agreed the following, which was formalised at LGWM Board meeting on 7 February 2024 :

- The delivery of Thorndon Quay Hutt Road and Aotea Quay, Golden Mile, Targeted Improvements and City Streets work will be the responsibility of Wellington City Council (**'WCC'**).
- NZTA will be responsible for building the Basin Reserve upgrade and second Mt Victoria tunnel.

This agreed change in direction results in a change in approach for NZTA and our people.

At this stage, it is proposed the any residual activities and functions associated with the delivery of Basin Reserve upgrade and second Mt Victoria Tunnel be absorbed and delivered by the business-as-usual project teams within System Design, Transport Services. The extent to which any work is progressed will be determined by the priorities set by the 2024 to 2027 Government Policy Statement on land transport (currently under development) and subsequent decisions made by the Waka Kotahi Board.

SCOPE

This document outlines the details of the potential impacts on positions following the mutual decision to disestablish LGWM and transition projects to partner organisations.

This consultation document sets out:

- the drivers for proposed changes;
- the impact of the proposed changes on positions;
- the change process and timelines; and
- the process for providing feedback on the proposed changes.

All NZTA employees currently involved within LGWM can send questions or feedback on the proposal. The consultation period ends at **midday on Thursday 29 February 2024**. Feedback should be submitted via the feedback form, [accessible here](#).

For clarity, NZTA are acting on Government directives in relation to the closure of LGWM and proposed impacts on NZTA business structures. However, no final decisions will be made about your individual employment until the consultation process is complete, and we have considered your views. The expectation of the LGWM Partners is that the Programme be disestablished by 31 March 2024.

We confirm that PSA have been notified about this proposed change and a copy of this proposal document has been provided to the PSA union organiser. Union members are welcome to contact their union or union delegates to discuss this proposal and/or seek their advice and support.

HOW WE WILL NAVIGATE THIS CHANGE

We will be guided by our values in our work on changes to our organisational structure. This means we will:

- **Ngākau Aroha | Have Heart** – Putting our people at the centre of what we are doing and providing support to those affected by this change.
- **Kotahitanga | Better Together** – Being upfront about what we want to achieve and genuinely listening to the feedback.
- **Kia Māia | Be Brave** – Approaching the situation with understanding of different perspectives and seeking the right outcome.
- **Mahia | Nail It** – Successfully implementing a change that achieves our objectives and recognises the external environment, stakeholder demands, and deliverables.

You can find further information about the agency's approach to organisational change and our guiding principles in our ['Change Management Protocol 2024'](#), attached and marked as '**Appendix III**'.

PROPOSED STRUCTURE CHANGE

We propose to achieve the full closure of the LGWM Programme (as per the Government directive).

We are committed to exploring redeployment options for people affected by change and will look to retain skills and capabilities within the public service to support ongoing NZTA projects, where possible.

The specific proposed changes are outlined in this consultation document **below**.

We are seeking your feedback on the following proposed changes:

- Disestablishment of all permanent LGWM roles, including vacant roles.
- Disestablishment of all fixed term LGWM roles, meaning that fixed terms will be ended early in accordance with the relevant employment agreements, including vacant roles; and
- Returning all seconded employees to their substantive positions within NZTA.

We have conducted an impact assessment and information regarding the proposed impacts to specific roles (broken down by employment arrangement) is set out **below**.

POTENTIAL IMPACTS BY EMPLOYMENT ARRANGEMENT

Permanent NZTA Employees working on LGWM

Position Title	Impacts	Possible Outcomes
LGWM GM Programmes	Role disestablished	<ul style="list-style-type: none">• Redeployment to role within in Waka Kotahi• Termination of employment by way of redundancy
Urban Development Manager	Role disestablished	<ul style="list-style-type: none">• Redeployment to role within in Waka Kotahi• Termination of employment by way of redundancy
Manager Planning and Environment	Role disestablished	<ul style="list-style-type: none">• Redeployment to role within in Waka Kotahi• Termination of employment by way of redundancy
Programme Manager Transformational Programme	Role disestablished	<ul style="list-style-type: none">• Redeployment to role within in Waka Kotahi• Termination of employment by way of redundancy
Program Director - LGWM	Role disestablished	<ul style="list-style-type: none">• Redeployment to role within in Waka Kotahi• Termination of employment by way of redundancy

Seconded NZTA Employees working on LGWM

Position Title	Impacts	Proposed Outcomes
Project Manager - City Streets	Role disestablished	<ul style="list-style-type: none">• Return to Substantive Position - P01080 Project Manager
Principal Advisor Transitional Programme	Role disestablished	<ul style="list-style-type: none">• Return to Substantive Position - SDD156 Senior Transport Planner
Management Accountant	Role disestablished	<ul style="list-style-type: none">• Return to Substantive Position - T00474 Senior Advisor

Fixed Term NZTA Employees working on LGWM

Position Title	Impacts	Possible Outcomes
LGWM GM Corporate Services	Role disestablished	<ul style="list-style-type: none"> • Redeployment to role within Waka Kotahi • Termination of employment – ending fixed-term early
Senior Programme Coordinator (3 Year Program)	Role disestablished	<ul style="list-style-type: none"> • Redeployment to role within in Waka Kotahi • Termination of employment – ending fixed-term early
Programme General Manager Customer and Engagement	Role disestablished	<ul style="list-style-type: none"> • Redeployment to role within in Waka Kotahi • Termination of employment – ending fixed-term early
Project Manager – City Streets	Role disestablished	<ul style="list-style-type: none"> • Redeployment to role within in Waka Kotahi • Termination of employment – ending fixed-term early
Senior Communications Advisor	Role disestablished	<ul style="list-style-type: none"> • Redeployment to role within in Waka Kotahi • Termination of employment – ending fixed-term early
Manager People and Operations	Role disestablished	<ul style="list-style-type: none"> • Redeployment to role within in Waka Kotahi • Termination of employment – ending fixed-term early
Governance Secretary	Role disestablished	<ul style="list-style-type: none"> • Redeployment to role within in Waka Kotahi • Termination of employment – ending fixed-term early
Communications and Engagement Lead	Role disestablished	<ul style="list-style-type: none"> • Redeployment to role within in Waka Kotahi • Termination of employment – ending fixed-term early
Executive Assistant	Role disestablished	<ul style="list-style-type: none"> • Redeployment to role within in Waka Kotahi • Termination of employment – ending fixed-term early
Director Customer	Role disestablished	<ul style="list-style-type: none"> • Redeployment to role within in Waka Kotahi • Termination of employment – ending fixed-term early
Director Communications and Engagement	Role disestablished	<ul style="list-style-type: none"> • Redeployment to role within in Waka Kotahi • Termination of employment – ending fixed-term early
Communications Advisor	Role disestablished	<ul style="list-style-type: none"> • Redeployment to role within in Waka Kotahi • Termination of employment – ending fixed-term early
Principal Advisor Engagement	Role disestablished	<ul style="list-style-type: none"> • Redeployment to role within in Waka Kotahi • Termination of employment – ending fixed-term early
Project Manager – City Streets	Role disestablished	<ul style="list-style-type: none"> • Redeployment to role within in Waka Kotahi • Termination of employment – ending fixed-term early
Senior Programme Coordinator (City Streets)	Role disestablished	<ul style="list-style-type: none"> • Redeployment to role within in Waka Kotahi • Termination of employment – ending fixed-term early
Senior Advisor People and Culture	Role disestablished	<ul style="list-style-type: none"> • Redeployment to role within in Waka Kotahi • Termination of employment – ending fixed-term early

Senior Programme Coordinator (Transformational Programme)	Role disestablished	<ul style="list-style-type: none"> • Redeployment to role within in Waka Kotahi • Termination of employment – ending fixed-term early
LGWM CCFO	Role disestablished	<ul style="list-style-type: none"> • Redeployment to role within in Waka Kotahi • Termination of employment – ending fixed-term early
Finance Business Partner	Role disestablished	<ul style="list-style-type: none"> • Redeployment to role within in Waka Kotahi • Termination of employment – ending fixed-term early
Senior Programme Analyst	Role disestablished	<ul style="list-style-type: none"> • Redeployment to role within in Waka Kotahi • Termination of employment – ending fixed-term early
Senior Advisor Procurement	Role disestablished	<ul style="list-style-type: none"> • Redeployment to role within in Waka Kotahi • Termination of employment – ending fixed-term early
Principal Advisor Information Management	Role disestablished	<ul style="list-style-type: none"> • Redeployment to role within in Waka Kotahi • Termination of employment – ending fixed-term early
PMO Analyst	Role disestablished	<ul style="list-style-type: none"> • Redeployment to role within in Waka Kotahi • Termination of employment – ending fixed-term early
Programme Manager Transitional Programme	Role disestablished	<ul style="list-style-type: none"> • Redeployment to role within in Waka Kotahi • Termination of employment – ending fixed-term early

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REDEPLOYMENT PROCESS

The Redeployment Process for this proposed change is documented below. Your input into this process is important so please read through them carefully and include your thoughts on them in your feedback.

EXPLORING ALTERNATIVE OPPORTUNITIES

If you are an affected employee and wish to explore alternative opportunities within the wider business prior to the redeployment process starting, please let us know and we will work with you. All vacant positions within NZTA are advertised on. [OnRamp](#).

WIDER REDEPLOYMENT

All affected employees will be considered for **redeployment** to **suitable alternative positions** across the NZTA.

A **suitable alternative position** is one that involves duties and responsibilities that are not unreasonable for the employee to fulfil, taking into account the employee's skills, knowledge, qualifications and experience, and where the employee could reasonably be expected to carry out the duties and responsibilities of the position with a reasonable amount of training and development.

NZTA may identify possible **suitable alternative positions** that an employee could be redeployed to. Employees are also welcome to identify roles that they consider to be a **suitable alternative position**.

In most cases, if an employee is offered a **suitable alternative position** but does not accept that offer, the employee's employment will end by reason of resignation and there will be no entitlement to redundancy compensation.

A position may be deemed to be an unsuitable alternative for an individual where NZTA is required to pay the person at a rate outside the remuneration band for the position.

The redeployment process will officially start after the final decision on the proposed change has been made; however, given the compressed timeframes resulting from the Government directive, we strongly encourage all potentially affected employees to consider exploring redeployment opportunities now.

Permanent employees

Any permanent employees who have not received an offer of redeployment by the end of the redeployment process will be given notice of redundancy in accordance with the terms of their employment agreement. Consideration will be given to any requests for payment in lieu of notice and we will continue to seek suitable alternative positions across NZTA for these employees during their notice period.

Fixed-term employees

Any fixed-term employees who have not received an offer by the end of the redeployment process, will be given notice that their fixed-term will come to an end early in accordance with the terms of their employment agreement. Consideration will be given to any requests from affected fixed term employees for payment in lieu of notice. We will continue to seek suitable alternative positions across NZTA for these employees during their notice period.

VOLUNTARY REDUNDANCY

If a *permanent* employee's position is disestablished as part of this process, NZTA will consider early applications for **voluntary redundancy** (i.e. prior to the redeployment process being complete) on a case by case basis.

FEEDBACK, QUESTIONS, SUPPORT, AND NEXT STEPS

This proposal document explains the organisational changes being proposed and sets out the information regarding the consultation process, so that you can share your feedback with us and ask questions before any final decisions are made.

Your input on this proposal is important, so please take the time to read through the consultation document and provide your feedback. When providing feedback, it is important to let me know why you agree or disagree with a proposed change, and if you disagree with it, what you would propose instead. NZTA will carefully consider everyone's views to make an informed decision on the best way to move forward.

You can provide feedback at various stages of this process through the following channels:

- The feedback form, [accessible here](#).
- Via your union who have been provided with these materials
- Group feedback submissions: one person can submit feedback on behalf of the group via the feedback form, [accessible here](#).

You can provide feedback up until **midday on Thursday 29 February 2024**.

Consultation on the proposal is important. It is okay to adjust your work priorities to make time to read and understand the proposal and have your say. If you need to, talk to your manager about finding time to balance this alongside your work responsibilities.

QUESTIONS

If you have questions about this proposal process, you can ask Cate Baxter cate.baxter@nzta.govt.nz or Miranda Ferrier miranda.ferrier@nzta.govt.nz. Our weekly programme korero is also an opportunity to ask questions on this proposed change process.

We aim to respond to your questions within two working days of receiving them. We recommend asking questions as early as possible, especially if the answers play a role in informing your feedback submission.

OTHER INFORMATION

We acknowledge that change is unsettling. You can seek further support by using the resources that are available on OnRamp - '[Working Through Change](#)' and [LinkedIn Learning](#) courses, and requesting a 1:1 coaching session to support with CV writing and interview preparation.

EAP will be available on site on Wednesday 21 February for a drop in session from 10 am – 2pm.

The sessions will provide:

- Opportunity to share frustrations and/or concerns.
- Advice regarding personal change management coping strategies
- How to effectively communicate during change
- Stress and Change

Employee Assistance Programme provides access to free confidential counselling and support at any time. I would encourage you to take advantage of this if it might be helpful for you. EAP can be accessed by calling 0800 327 669.

You can seek independent advice as you consider and provide feedback on this proposal; or if you have a general question about your employment, you can also contact Cate Baxter or Miranda Ferrier.

You are welcome and encouraged to talk to your whānau and other support people, and to seek independent advice. You are also welcome to involve a support person or representative at any time in the process.

NEXT STEPS AND INDICATIVE TIMELINE

STEP	INDICATIVE DATE
Change Proposal released	20 February 2024
Consultation period starts – proposal open for discussion and feedback	20 February 2024
Feedback period ends	29 February 2024 (midday)
Feedback collated and analysed	29 February – 4 March 2024
Decision announced, all people advised on any individual impacts	4 March 2024

FURTHER STEPS IF PROPOSED CHANGE IS IMPLEMENTED

STEP	INDICATIVE DATE
Programme disestablished and redeployment opportunities explored	5 – 15 March 2024
Once redeployment opportunities explored and exhausted, notice provided to those who have not received an offer of redeployment (this includes redundancies and early ending of fixed-term agreements)	15 March 2024
Any further offers of redeployment have been made and those who have been unable to find suitable alternative positions reach the end of their notice period	12 April 2024

APPENDICES

Appendix I

Letter from Minister Brown to Waka Kotahi Board Chair

Hon Simeon Brown

MP for Pakuranga

Minister for Energy
Minister of Local Government
Minister of Transport

Minister for Auckland
Deputy Leader of the House



Cassandra Crowley
Acting Chair
New Zealand Transport Agency

22 December 2023

s 9(2)(a)

Dear Cassandra

As you will be aware, the Government's 100-Day Action Plan includes withdrawing from Let's Get Wellington Moving (LGWM). Further to our recent joint announcement, I am writing to update you on a meeting Hon Chris Bishop and I recently had with the Mayor of Wellington City Council (WCC) and the Chair of Greater Wellington Regional Council (GWRC) regarding this commitment.

We agreed with the Mayor and Chair that the LGWM programme is not meeting its objectives. Given this, and the Government's commitment not to fund work on light rail in Wellington, we also agreed that disestablishing LGWM by mutual partner agreement is the best way forward. I understand that the New Zealand Transport Agency (NZTA) has already begun work with WCC and GWRC regarding this and ask that NZTA continue to keep me updated as it progresses.

We also discussed the Golden Mile project. I understand the Mayor intends to reconsider some elements of the project, and I would anticipate that NZTA will engage with WCC on that over the coming weeks. Although it is the responsibility of WCC, the Government has some concerns regarding the project. It is particularly important in my view that retailers are adequately engaged in the process, and that the project's design meets everyone's needs such as better bus routes and access for pedestrians.

As an immediate next step I would like to have a response, coordinated by NZTA but approved jointly alongside WCC and GWRC, that outlines the three partners' views about next actions for disestablishing the programme. I would appreciate this response at the earliest convenience. I am writing separately to the Mayor and Chair regarding this request.

I am happy to discuss these matters with you.

Yours sincerely

Hon Simeon Brown
Minister of Transport

cc: Nicole Rosie, Chief Executive, NZTA

Private Bag 18041, Parliament Buildings, Wellington 6160 New Zealand
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Appendix II

Letter signed by all three funding partners disestablishing LGWM.



www.nzta.govt.nz

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5 February 2024

Daran Porter Chair
Greater Wellington Regional Council

Tory Whanau Mayor
Wellington City Council

Dear Daran and Tory

Let's Get Wellington Moving - Disestablishment

On 20 December 2023, Hon Simeon Brown, Minister of Transport, wrote to the Chair of the New Zealand Transport Agency Waka Kotahi (NZTA) Board outlining that the Let's Get Wellington Moving (LGWM) programme is not meeting its objectives and that as a result of a recent meeting with the Mayor of Wellington City Council (WCC) and the Chair of Greater Wellington Regional Council (GWRC), there is agreement to disestablish the Programme by mutual agreement. The Minister also asked that NZTA work in partnership with WCC and GWRC to co-ordinate and confirm next actions for disestablishing the Programme.

Further to my initial letter of 10 January 2024 to officially terminate the Relationship Funding Agreement, I have now incorporated the feedback received from you in this letter.

Relationship Funding Agreement (RFA)

The LGWM partners have indicated that the RFA should be terminated by mutual agreement on the basis that:

- Further work to implement the Golden Mile project and the Thorndon Quay to Hutt Road project will be led by WCC (with the funding previously confirmed by the NZTA board available to contribute at the approved funding assistance rate).
- Further work on the Basin Reserve and Mt Victor's Tunnel options will be led by NZTA (with any funding provided by central government).
- The parties acknowledge investment in core North-South, East-West and Harbour Quays' bus corridors was a key priority of the Programme and continues to be a key priority for Wellington. The parties understand that accelerating these bus corridors will support and complement the investment in the Basin and the Tunnel and improve access to the airport and hospital. Increased levels of bus priority investment are still to be agreed by the parties. Approval of National Land Transport Fund (NLTF) funding for bus priority projects will be subject to the standard prioritisation process through the National Land Transport Programme.

This letter records the decision to terminate the RFA under clause 2.1(a) of the RFA. Please confirm your acceptance of this letter by countersigning below and delivering a copy of the letter by email to me.

Next steps

There are other decisions that need progressing before the partnership is fully disestablished. This will include the LGWM partners working together to ensure that each party is able to use the intellectual property generated by and for the Programme for its own purposes. That use may be subject to certain reasonable restrictions, for example, due to contractual or other legal limitations. If those restrictions would cause an issue to any of the parties, the parties will work together in good faith to try and resolve the issue.

NZTA proposes that the LGWM Partnership Board meet in February 2024 to set clear direction on the resolution of the steps needed to wind up the Programme office.

Our hope is that the partnership can be fully disestablished by 31 March 2024.

Please let me know if you have any questions concerning the content of this letter. I look forward to continuing to work together.

Yours sincerely



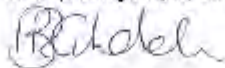
Brett Glendon

Group General Manager Transport Services

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Wellington City Council, Greater Wellington Regional Council and the New Zealand Transport Agency Waka Kotahi agree to end the LGWM Relationship Funding Agreement pursuant to clause 2.1 of that Agreement.

SIGNED for and on behalf of **New Zealand Transport Agency** by its delegate:



Signature of Authorised Signatory

Brett Gliddon, GGM Transport Services

Name of Authorised Signatory

Date: **08/02/2024**

SIGNED for and on behalf of **Wellington City Council**:



Signature of Authorised Signatory

TARY WHANGAU

Name of Authorised Signatory

Date: **7.2.24**

SIGNED for and on behalf of **Greater Wellington Regional Council**:



Signature of Authorised Signatory

Daran Porter

Name of Authorised Signatory

Date: **8 February 2024**

Appendix III

NZTA - Waka Kotahi - Organisational Change Protocol 2024

Purpose

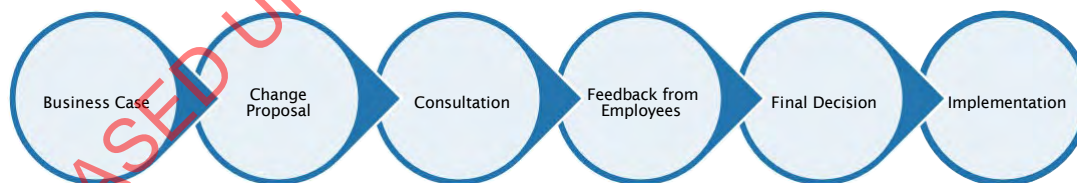
This protocol sets out New Zealand Transport Agency – Waka Kotahi's (NZTA) approach to organisational change where it has the potential to impact our people.

NZTA is focused on ensuring that any impact on our people and disruption to our work is minimised during change.

Guiding principles

1. NZTA recognises that workplace change can be a challenging time for an organisation and its people. During times of change it will endeavour to balance the needs and goals of its business, with the needs of its people.
2. As a Public Service Agency, change at NZTA will often be driven by the objectives of the Government of the day.
3. NZTA will observe its legislative and contractual obligations to people affected by change.
4. People affected by a proposed change will be provided with information relevant to any proposal. Those affected will also be afforded sufficient time to consider the proposal and provide feedback.
5. NZTA will carefully consider all suggestions and feedback before any decisions are made; however, not all suggestions and feedback will result in modification to the change proposal.
6. Our people will be appropriately supported through change, provided with certainty of outcome as soon as possible, and regularly updated through the process.
7. NZTA will explore all reasonable options for people who are deemed affected by change, and termination of employment will be a last resort.

Our approach to change



Business case for change

NZTA is entitled to make changes to its business structure to improve the viability or efficiency of its business. Business cases for changes are assessed on a case-by-case basis, and there must be a clear business rationale for any proposed organisational change.

Change Proposal

Once a business case for proposed change has been prepared, NZTA will complete an **impact assessment** and consult with all **potentially affected employees** on the proposed change.

An **impact assessment** will involve a **job matching exercise**, where positions in the current structure are compared with positions in the proposed new structure.

Full explanations of the reasons for the proposed change will be set out in an Employee Consultation Pack, which will be given to all potentially affected employees. Our people will be given an opportunity to provide feedback on the proposed change, and that feedback will be genuinely considered before deciding whether to proceed with the proposed change.

Where the proposed changes may affect employees who are union members, the relevant unions will be engaged and will remain involved throughout the change process.

Employee Consultation Pack

The Employee Consultation Pack will set out:

- The purpose of the process and business case for the proposed change(s)
- What the proposed structural change(s) are, and the **impact assessment**
- How the duties of any roles that are proposed to be disestablished will be distributed within the proposed new structure
- Draft position descriptions for any proposed roles or changes to roles
- The steps in the consultation process and an indicative timeline, including the proposed implementation date
- An employee's right to obtain legal advice and/or bring a legal representative to any consultation meeting, and be assisted and/or represented by their union
- Information regarding reconfirmation (non-contestable and contestable) and redeployment opportunities
- If applicable, the proposed selection criteria for deciding which employees will be reconfirmed into roles from amongst a pool of affected staff performing the same role (**contestable reconfirmation**)
- Information on what will occur while NZTA works through the change process, including time off to obtain advice and expectations regarding continuing work
 - Key contacts and support people within NZTA for answering any queries
 - Information about access to NZTA's Employee Assistance Program.

Decision to adopt the proposal (or not)

All feedback received during consultation (on the business rationale, proposed changes, and potential impact of the proposed change on positions) will be reviewed and considered before a final decision is made on the proposed changes. Consultation regarding the impact on our people's positions will continue if a decision is made to proceed with the proposed change.

What happens next?

If the proposal is adopted (or a modified version of it, following consideration of our people's feedback), all potentially affected employees will be notified of the decision and the new structure. NZTA will also

let employees know if they are a **non-affected** or **affected employee** and explain what will happen next.

Affected Employee

An employee is an **affected employee** if their position:

- remains the same, but NZTA intends to reduce the number of roles carried out by several employees (i.e. reducing from 3 of the same position to 1 of that position); or
- has been disestablished; or
- there will be a substantial change to their position.

Non-affected Employee

An employee will be a **non-affected employee** if there will be no change to their position or if the change to their position is considered minor.

Fixed-term employees are not usually included as affected employees in a workplace change; however, there may be some circumstances in which they are consulted. If a change will mean that their fixed-term contract is ended prior to the end of the agreed term, then they are entitled to the notice stated in their fixed-term contract.

Affected employees

Non-contestable reconfirmation

Employees will be automatically confirmed into positions if:

- the position is the same or substantially similar to their current position; and
- the number of staff eligible for confirmation is the same or less than the positions available (i.e. **non-contestable reconfirmation**).

If an employee is offered non-contestable reconfirmation, and they do not wish to take up the offered position in the new structure, the employee's employment will end by reason of resignation and there will be no entitlement to redundancy compensation (in accordance with the applicable employment agreement).

Contestable reconfirmation

If, in the new structure, there are a number of positions that are the same or substantially similar to those in the existing structure, but the number of positions is being reduced or combined to a lesser number of (same or substantially similar) positions, a **selection process** will follow.

During consultation on the proposed changes, relevant potentially affected employees will have an opportunity to comment on the proposed selection criteria for potential contestable processes. Selection criteria will be objectively measurable (for example, criteria could include skills-sets, experience, education, and previous performance) and will be clearly communicated to relevant affected employees at this stage.

Redeployment

Where there are no positions in the new structure that an employee can be reconfirmed into (or where an employee is unsuccessful in being confirmed into a role after a contestable process), the employee will be considered for **redeployment to suitable alternative positions** within the new structure.

A **suitable alternative position** is one that involves duties and responsibilities that are not unreasonable for the employee to fulfil, taking into account the employee's skills, knowledge, qualifications and experience, and where the employee could reasonably be expected to carry out the duties and responsibilities of the position with a reasonable amount of training and development.

NZTA may identify possible **suitable alternative positions** that an employee could be redeployed to. Employees are also welcome to identify roles within the new structure that they consider to be a **suitable alternative position**.

In most cases, if an employee is offered a **suitable alternative position** but does not accept that offer, the employee's employment will end by reason of resignation and there will be no entitlement to redundancy compensation.

Wider redeployment

Where an employee cannot be reconfirmed, and no suitable alternative positions are identified (i.e. they remain an **affected employee**), NZTA and the affected employee can consider other vacant roles within the new structure, or across the organisation generally. Our goal is to retain our people, wherever possible.

Vacancies (in the new structure, or elsewhere in the organisation) will generally be advertised internally in the first instance and preference will be given to affected employees. A merit-based selection process will be carried out, in line with NZTA's normal selection procedures.

Redundancy

Where all options for an employee have been exhausted, the employee will be given notice of redundancy (in accordance with the terms of the employee's employment agreement).

If there is a redundancy as a result of organisational change, it will not become effective until NZTA transitions to the new structure.

Any redundancy entitlements will be in accordance with the affected employee's employment agreement and [statutory restrictions under s.88 of the Public Service Act 2020](#).

Consideration will be given to **voluntary redundancy**, on a case-by-case basis.

Other information

NZTA acknowledges that change is unsettling. Confidential counselling and support is available to all our people through [EAP Services](#) – 0800 327 669. You can also speak to your People Leader, union organiser or a representative if you need additional support.

Where appropriate, CV writing and interview skills workshops/ coaching, will be provided to affected employees.

If you have any questions or concerns about change, please direct these to your People Leader, HR Business Partner, or our Employment Relations team.