

19 July 2024

[REDACTED]  
[REDACTED]

REF: OIA-15337 (Tranche 2)

Dear [REDACTED]

### **Request made under the Official Information Act 1982**

I am writing further to my letter of 6 June 2024, which was a Tranche 1 response to your request of 8 May 2024 under the Official Information Act 1982 (the Act) about staff reductions at NZ Transport Agency Waka Kotahi (NZTA). We also extended the the 20-working-day time limit to respond to the remainder of your request as allowed for under section 15A of the Act.

This is our final, Tranche 2 response, which covers the following question:

2. *Copies of all correspondence sent by tier 2 or tier 3 leaders since 1 November 2023 regarding staff cuts or reductions to the New Zealand Transport Agency and the impact of these cuts or reductions.*
3. *Copies of all memos, briefings, or any other documents provided to ELT since 1 November 2023 regarding staff cuts or reductions to the New Zealand Transport Agency and the impact of these cuts or reductions.*

HR business partners' (HRPBs) accountabilities include organisational design and development. They are involved in the change processes from start to finish including communication. Given the broad nature of your request and the accountabilities of the HRBPs, we conducted searches of email folders belonging to HR business partners (HRPBs) to identify emails by tier 2 or 3 leaders.

HRPBs searched their email folders using keywords ('staff' or 'employee' or 'role') AND ('cut' or 'reduction' or 'reduce' or 'disestablish') AND names of tier 2 and 3 leaders. Emails found during the search are listed in the Document Schedule appended to this letter. In the interests of being transparent we have also included business cases, consultation documents and decision documents.

Please note that some information has been withheld under the following sections of the Act:

- s9(2)(a) – to protect the privacy of natural persons
- s(2)(g)(i) – to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between members of an organisation or officers and employees of any department or organisation in the course of their duty.

Out-of-scope information has also been redacted.

Emails and documents regarding change processes that are still ongoing (either under consideration or awaiting decision) have been withheld under section 9(2)(g)(i) of the Act.

With respect to the information that has been withheld, I do not consider there are any other factors which would render it desirable, in the public interest, to make the information available.

Under section 28 of the Act, you have the right to ask the Ombudsman to review my decision to withhold some information. The contact details for the Ombudsman can be located at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz).

In line with NZTA policy, this response will soon be put on our website, with personal information removed.

If you would like to discuss this letter with NZTA, you are welcome to contact the Ministerial Services team by email at [official.correspondence@nzta.govt.nz](mailto:official.correspondence@nzta.govt.nz).

Yours sincerely

A handwritten signature in black ink that reads "Caz". The letters are cursive and connected.

**Caz Jackson**  
Group General Manager People, Culture & Safety

## OIA-15337 Document Schedule

Ref	DOCUMENTS	COMMENTS
<b>A.</b>	<b>Commercial &amp; Corporate</b>	
1.	Te Ama Change Proposal - consultation launch presentation Nov 2023	Released in full.
2.	Te Ama Change Proposal - Nov 2023 FINAL (1)	Released in full. Internal links have been disabled.
3.	Embedding Te Kāpehu in Te Ama Phase One - Final Decision (Impacted Staff) 07-12-2023	Redactions under s9(2)(a) – privacy. Internal links have been disabled.
4.	October 2023 - ODC Business Case - Embedding Te kāpehu in Te Ama FINAL FOR ODC	Redactions under s9(2)(a) – privacy.
<b>B.</b>	<b>Digital - Te Aukaha</b>	
1.	RE_ Business Case - Digital Your Sign off and Approval required 02-05-2024	Redactions under s9(2)(a) – privacy. Internal links have been disabled.
2.	RE_ Request for approval to consult - Digital _ Te Aukaha 02-05-2024	Redactions under s9(2)(a) – privacy. Internal links have been disabled.
3.	People change Digital - Comms engagement and support plan for consultation (1) 08-05-2024	Released in full.
4.	Revised Proposal CAS Change Proposal Digital Operating Model May 2024	Released with internal links disabled.
5.	FINAL Change Proposal Digital Operating Model May 2024 (1)	Released with internal links disabled.
6.	Digital Change - Decision Document Final, June 2024	Released with internal links disabled.
7.	FINAL Change Proposal Digital May 2024 Liz Presentation, May 2024	Released with internal links disabled.

<b>C.</b>	<b>System Leadership</b>	
1.	CERF Programme update 26-01-2024	Redactions under s9(2)(a) – privacy. Internal links have been disabled.
2.	Update to CERF Team 07-02-2024	Released in full.
3.	RE_ CERF Programme Decision Update 18-03-2024	Redactions under s9(2)(a) – privacy. Internal links have been disabled.
<b>D.</b>	<b>Regulatory Services</b>	
1.	Proposal for Change Regulatory Performance & Insights March 2024	Released in full.
2.	RPI Change Proposal - Consultation Document - 4 April 2024	Released with internal links disabled.
3.	RPI Change - Decision Document – Final, May 2024	Released with internal links disabled.
<b>E.</b>	<b>Customer and Services</b>	
1.	Te Mahau, Customer Support Model: Change Proposal, May 2024 Final	Released with internal links disabled.
2.	Te Mahau, Customer Support Model: Decision, June 2024 Final	Released with internal links disabled.
3.	RE_ Business Case and Memo for Change - Te Mahau Support Model and Banding Review	Redactions under s9(2)(a) – privacy.
4.	FW_ Confidential - CCD disestablishment change	Redactions under s9(2)(a) – privacy.
5.	Business Case for Change - Clean Car Discount 29.01.2024 FINAL	Redactions under s9(2)(a) – privacy.
6.	Business Case & Memo, 23 April 2024	Redactions under s9(2)(a) – privacy.
7.	LEV Review (CCD removal) - Change Proposal Final, 7 February 2024	Released with internal links disabled.
8.	LEV Review (CCD removal) - FINAL DECISION, 5 March 2024	Released with internal links disabled.
9.	Te Mahau Job Banding Review Consultation - May 2024 Final	Released with internal links disabled.

F.	Documents sent to the Executive Leadership Team (ELT)	
1.	ELT message E&E Final, 26 Jan 2024	Redactions under s9(2)(g)(i) – free and frank advice.
2.	Excerpt from ELT E&E presentation, 7 March 2024	Out of scope pages removed.
3.	Excerpts from Efficiency and Effectiveness, Consolidated ELT Paper, 26 March 2024	Redactions under s9(2)(g)(i) – free and frank advice. Out of scope pages removed.
4.	Excerpts from the E&E Programme progress update, 30 April ELT Pack	Redactions under s9(2)(g)(i) – free and frank advice. Out of scope pages removed.