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23 December 2022

s 9(2)(a)

By email: s 9(2)(a)  
Ref: H2022017741

Tēnā koe s 9(2)(a)

### **Response to your request for official information**

Thank you for your request under the Official Information Act 1982 (the Act) to Manatū Hauora (the Ministry of Health) on 29 November 2022 for information regarding the Ministry's working from home policy. I will respond to each part of your request below:

*1. What is Ministry of Health's current working from home policy?*

Working from home guidelines are covered in the Manatū Hauora Flexible First Policy. The Ministry's policy on flexible working arrangements aligns with Te Kawa Mataaho's (Public Service Commission) flexible work by default guidelines:

[www.publicservice.govt.nz/guidance/guidance-flexible-work-by-default-guidance-and-resources/](http://www.publicservice.govt.nz/guidance/guidance-flexible-work-by-default-guidance-and-resources/).

This means treating all roles as suitable for flexible working unless there is a good business reason why any role cannot be flexible. Consideration is given to arrangements that work for the Ministry, the team and the individual.

*2. How many staff currently work from home at least some of the time? What percentage is this of total workforce?*

Manatū Hauora does not collect data or track the percentage of staff who are working in the office or working from home on a regular basis.

*3. How much has the Ministry of Health spent on equipment / resources for staff to be able to work from home in 2022?*

Manatū Hauora offers a work from home contribution to permanent members of staff and those on fixed-term contracts of 12 months or longer. These staff are eligible for a one-off \$400 (incl. GST) contribution toward purchasing equipment to enable safe and ergonomic working from home. Since the contribution was introduced on 2 February 2022, 558 staff have utilised the contribution and with a total cost to the Ministry of \$196,960 (excluding GST) as of 2 December 2022.

4. What does the Ministry of Health pay per annum for any office space used by the department?

The Ministry currently leases two office spaces. The table below shows the lease costs for each site from the last financial year.

Address	Total annualised cost
133 Molesworth Street Wellington	\$7,039,345
650 Great South Road Auckland	\$370,981

I trust this information fulfils your request. Under section 28(3) of the Act, you have the right to ask the Ombudsman to review any decisions made under this request. The Ombudsman may be contacted by email at: [info@ombudsman.parliament.nz](mailto:info@ombudsman.parliament.nz) or by calling 0800 802 602.

Please note that this response, with your personal details removed, may be published on the Manatū Hauora website at: [www.health.govt.nz/about-ministry/information-releases/responses-official-information-act-requests](http://www.health.govt.nz/about-ministry/information-releases/responses-official-information-act-requests).

Nāku noa, nā



Celia Wellington  
**Deputy Director-General**  
**Corporate Services | Te Pou Tiaki**