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## LGOIMA

When releasing responses to previous LGOIMA requests, names and contact details of individual requestors will be withheld to protect their privacy.

Information requested by the media, lobby groups, public sector organisations and MPs will always be published, while information specific to an individual or their property will not generally be published.

<b>Request from:</b>	Oliver Bryan – New Zealand Taxpayers' Union
<b>Information requested:</b>	Office space, working from home and stationery costs
<b>Response by:</b>	Simon Bastion, Chief Executive

04 May 2023

Oliver Bryan  
New Zealand Taxpayers' Union

Via Email: [oliver@taxpayers.org.nz](mailto:oliver@taxpayers.org.nz) , [requests@taxpayers.org.nz](mailto:requests@taxpayers.org.nz)

Dear Oliver

**Official information request for information regarding office space, working from home and stationery costs**

I refer to your official information request dated 11 April for information regarding office space, working from home and stationery costs.

You have asked for the following information:

**1. Does your council provide office space to a Union?**

No

**a. If yes, which Union is it and do they pay for the office space?**

N/A

**i. If yes, how much does the Union pay for the office space? If no, what is the rental value of the office space give to Union?**

N/A

**2. Please provide us with your council's current working from home policy?**

Enclosed

**3. How much does the council pay to rent it offices?**

Council does not pay rent.

**4. What is the current staffing occupancy level of your offices? This relates to working from home versus staff in the office.**

This is undeterminable.

**5. How much has the council spent on stationery in the last 12 months? Please provide a breakdown of costs.**

For the year ended June 2022

Department	Stationery Cost (\$)
Council	11
Inspection Administration	93
Resource Management	99
Community Services	90
Responsible Camping	132
District Assets in house services	398
Library Operations	245
Museum Operations	901
Corporate Services Group Admin	5,496
CE Office Administration	20

Total Cost	7,485
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6. How much does the council spend on newspaper and magazine subscriptions? Please provide a breakdown of costs.

For the year ended June 2022

Department	Newspaper and Magazine costs (\$)
Library Operations	321
Corporate Services Group Admin	358
Total Cost	679

There is no charge in supplying this information to you.

**Council has adopted a Proactive Release Policy and accordingly may publish LGOIMA responses on the Council Website at <https://www.westlanddc.govt.nz/lgoima-responses>.**

The collection and use of personal information by the Westland District Council is regulated by the Privacy Act 2020. Westland District Council's Privacy Statement is available on our website [here](#)

If you wish to discuss this decision with us, please feel free to contact Mary-anne Bell, Business Analyst at [LGOIMA@westlanddc.govt.nz](mailto:LGOIMA@westlanddc.govt.nz), 03 756 9091.

Sincerely,



**Simon Bastion** | Chief Executive

SB/MB

# Flexible Work Policy

## 1. Purpose

To provide a wide range of flexible working options to help our people better balance their work and life goals and to give guidance as to how to respond to the requirements of Part 6AA of the Employment Relations Act 2000 (the Act).

### 1.1 Scope

This policy applies to all employees of Westland District Council. Depending on the requirements for the role as described within the position description different options of flexible work will be available.

### 1.2 Commencement

This policy comes into force on 14 July 2021.

## 2. Policy

- 2.1 There are a range of flexible working options our people can choose from based on their needs, work preference, the needs of the business and specifics of the role and team make up. Flexibility of options includes changes to **hours** of work, **days** of work, or **location/place** the work is undertaken.
- 2.2 All requests for flexible work must be in writing to the line manager. Requests must have:
- The date on which the request is made
  - If it is being made under Part 6AA of the act
  - The nature of the change being requested, including whether it is permanent, and start and end timeframes.
  - Any potential changes that your manager made need to consider if the request is approved
- 2.3 Requests will be acknowledged in writing when received. A formal response to the request will be provided as soon as possible but no later than one month after receiving the request. Managers need to take the following criteria into consideration when making a decision in response to a request for flexible work arrangements:
- If work needs to be rearranged among existing staff, can this be reasonably accommodated?
  - If additional staff need to be recruited, is this possible within the circumstances?
  - Will the outcomes of the service be negatively affected by the change through performance or quality?
  - Is work available for the staff member during the work periods that the staff member is requesting?
  - Can any potential additional costs be reasonably accommodated at that time?
  - Are there any planned structural changes that need to be considered?
  - Is the request compliant with the terms and conditions of employment?
- 2.4 If a manager declines the request this needs to be in writing and include an explanation for the decision and the grounds on which the request is declined under the Act. The grounds for declining under the Act are summarised in the bullet points above.

## Flexible Work Policy

### 3. Reporting

### 4. Related Documents and Acts

The following Westland District Council documents relate to this policy:

- Staff Handbook
- Health & Wellbeing Policy

The following Legislation relates to this policy:

Employment Relations Act 2000 and amendments

*Note: Any legislation referred to should be interpreted as meaning the Act and its amendments*

### 5. Policy Review

A review of this policy will take place in 1 July 2024 (three years post consultation)

<b>Created:</b>	14 July 2021	<b>Date for review:</b>	1 July 2024
<b>Author:</b>	People & Capability Manager	<b>Authorised by:</b>	ELT
<b>Consulted on:</b>		<b>Version</b>	1.0