



**MINISTRY OF SOCIAL
DEVELOPMENT**
TE MANATŪ WHAKAHIATO ORA

5 October 2023

Tēnā koe

On 19 September 2023, you emailed the Ministry of Social Development (the Ministry) requesting, under the Official Information Act 1982 (the Act), the following information:

I require some further more information from your department:

- 1. Please provide policies, guidelines and/or general information provided to DIA employees regarding working from home or other flexible/remote/hybrid working arrangements that were in effect before 25 March 2020.*
- 2. Policies, guidelines and/or general information provided to MSD employees regarding working from home or other flexible/remote/hybrid working arrangements that have been put in place or changed on or after 25 March 2020.*
- 3. Policies, guidelines and/or general information regarding reasonable accommodations for disabled employees at MSD that were in effect before 25 March 2020.*
- 4. Policies, guidelines and/or general information regarding reasonable accommodations for disabled persons at MSD that have been put in place or changed on or after 25 March 2020.*

The Ministry supports various flexible working arrangements, where possible. Many flexible working arrangements are informal and agreed between managers and individual staff as and when needed, and the Ministry has three policy documents to guide managers and staff – the Flexible Working, Remote Working and Reasonable Accommodation in Employment policies.

Please note, the Ministry has understood that your request for official information is for information held by the Ministry only. As such, we have interpreted question one of your request to be for 'policies, guidelines and/or general information provided to the Ministry employees regarding working from home or other flexible/remote/hybrid working arrangements that were in

effect before 25 March 2020'. If this was not the intention of your request and you are seeking this information regarding policy and guidelines for the Department of Internal Affairs, you may wish to contact them directly as this information is not held by the Ministry.

In regard to your two questions for policies in effect '*on or after 25 March 2020*', the Ministry's current policies for Flexible Working, Remote Working and Reasonable Accommodation in Employment were published in an Official Information Act response from 31 January 2023, at the following link:

<https://www.msd.govt.nz/documents/about-msd-and-our-work/publications-resources/official-information-responses/2023/january/31012023-information-on-the-ministry-s-working-from-home-policy-including-percentage-working-money-spent-on-equipment-and-how-much-paid-for-office-space.pdf>

Regarding your two questions for Ministry policies prior to 25 March 2020, these parts of your request are refused under section 18(e) of the Act as these documents do not exist or, despite reasonable efforts to locate it, cannot be found.

The principles and purposes of the Official Information Act 1982 under which you made your request are:

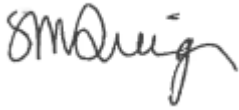
- to create greater openness and transparency about the plans, work and activities of the Government,
- to increase the ability of the public to participate in the making and administration of our laws and policies and
- to lead to greater accountability in the conduct of public affairs.

This Ministry fully supports those principles and purposes. The Ministry therefore intends to make the information contained in this letter and any attached documents available to the wider public. The Ministry will do this by publishing this letter on the Ministry's website. Your personal details will be deleted, and the Ministry will not publish any information that would identify you as the person who requested the information.

If you wish to discuss this response with us, please feel free to contact OIA_Requests@msd.govt.nz.

If you are not satisfied with this response, you have the right to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at www.ombudsman.parliament.nz or 0800 802 602.

Ngā mihi nui

A handwritten signature in black ink, appearing to read 'S Quigan', written in a cursive style.

Sarah Quigan
Manager
Official Information Team