



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

3 October 2023

Tēnā koe

On 11 September 2023, you emailed the Ministry of Social Development (the Ministry) requesting, under the Official Information Act 1982 (the Act), the following information:

- *Policies, guidelines, and/or general information provided to MSD employees regarding working from home or other flexible/remote/hybrid working arrangements that were in effect before 21 March 2020.*
- *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 21 March 2020.*
- *Policies, guidelines, and/or general information regarding reasonable accommodations for disabled employees at MSD that were in effect before 21 March 2020.*
- *Policies, guidelines, and/or general information regarding reasonable accommodations for disabled employees at MSD that have been put in place or changed on or after 21 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.

In regard to your two questions for policies in effect 'on or after 21 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](#)

In regard to your two questions for Ministry policies prior to 21 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:

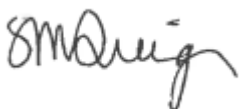
- to create greater openness and transparency about the plans, work and activities of the Government,
- to increase the ability of the public to participate in the making and administration of our laws and policies and
- to lead to greater accountability in the conduct of public affairs.

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 regarding flexible working at the Ministry, 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



Sarah Quigan
Manager
Official Information Team