

6 October 2023

9(2)(a)

Tēnā koe 9(2)(a)

OFFICIAL INFORMATION ACT REQUEST

I refer to your official information request of 11 September 2023 for:

- *Policies, guidelines, and/or general information provided to Manatū Wāhine 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 Manatū Wāhine 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 Manatū Wāhine that were in effect before 21 March 2020.*
- *Policies, guidelines, and/or general information regarding reasonable accommodations for disabled employees at Manatū Wāhine that have been put in place or changed on or after 21 March 2020.*

We have decided to refuse your request under sections 18(d) (*the information has been made public or is soon to be publicly available*) and 18(e) (*the document alleged to contain the information requested does not exist*) of the Official Information Act.

Prior to formal policies being implemented, we supported staff to work flexibly where it met the needs of the individual employee and the needs of the Ministry. This meant the Ministry could support employees and allow flexibility in lieu of a formal process.

In October 2020 the Flexible work policy was introduced to Manatū Wāhine. A copy of this policy document is publicly available as part of a previous OIA request dated 3 November 2021. The previous OIA can be found here <https://women.govt.nz/library/official-information-act-requests-2021>

Manatū Wāhine does not have its own policies, guidelines and/or general information regarding reasonable accommodations for disabled employees. The Ministry works with employees to assess individual needs on a case-by-case and makes reasonable accommodations where possible. When further support is needed, the Ministry uses resources provided by the Ministry for Social Development, found here <https://msd.govt.nz/about-msd-and-our-work/work-programmes/accessibility/index.html>

Official Information Act responses

Please note that this response, with your personal details redacted, may be published on the Ministry's website. If you have any concerns or comments related to this, please let us know by emailing ministerialservicing@women.govt.nz, within two weeks of the date of this letter.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

If you wish to discuss this decision with us, please feel free to contact [details of contact person].

Nāku noa, nā



Maxine Shortland
Director, Corporate Services (Acting)