

16 December 2022

9(2)(a)

Tēnā koe Amber,

I refer to your request received on 29 November 2022, which has been considered under the Official Information Act 1982 (OIA), for the following information:

1. *What is Ministry of Culture and Heritage's current working from home policy?*
2. *How many staff currently work from home at least some of the time? What percentage is this of total workforce?*
3. *How much has the Ministry of Culture and Heritage spent on equipment / resources for staff to be able to work from home in 2022?*
4. *What does the Ministry of Culture and Heritage pay per annum for any office space used by the department?*

#### Information being released

1. *What is Ministry of Culture and Heritage's current working from home policy?*

Like other employers in the private and public sectors, Manatū Taonga Ministry for Culture and Heritage supports flexible working and follows the flexible-by-default approach promoted across the public service, as set out in their guidance:

[Guidance: Flexible-Work-by-Default - Te Kawa Mataaho Public Service](#)

[Commission](#). The flexible-by-default approach enables public service agencies to attract and retain diverse talent and to comply with their legal duty to consider requests for flexible working. Working from home is one type of flexible working.

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

Manatū Taonga does not hold records centrally for numbers of staff who work from home some of the time, however anecdotal evidence shows that a majority of Manatū Taonga employees work partly from home and partly in the office under the flexible-by-default approach. Agreements for working from home, consistent with the guidance, are made between a staff member and their manager.

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

Manatū Taonga does not provide equipment specifically for the purpose of flexible working. However, as a result of the pandemic, Manatū Taonga's business continuity plan ensures that in addition to standard equipment of individual laptops, employees are provided with a keyboard, mouse, USB hub, and power adaptor to enable them to work from home if required. Items such as monitors and chairs are loaned on a by-exception basis for a limited period (for example, if someone is recovering from surgery). Determining a cost for resources/equipment for working from home is not possible, as the above items are returned to Manatū Taonga when staff finish employment, and are then reused for other staff.

4. *What does the Ministry of Culture and Heritage pay per annum for any office space used by the department?*

In the financial year 2021/2022, Manatū Taonga spent \$1,025,914 on office space, for a total of 2,486.7 square metres

If you wish to discuss this decision with us, please feel free to contact [oa@mch.govt.nz](mailto:oa@mch.govt.nz).

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](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Nāku noa, nā

9(2)(a)

Matthew Oliver  
**Pou Mataaho o Te Iho - Deputy Chief Executive, Organisational Performance**