

10 May 2023

s9(2)(a)

Tēnā koe s9(2)(a)

I refer to your request received on 11 April 2023, which has been considered under the Official Information Act 1982 (OIA), for the following information:

1. Does your department provide office space to a Union?
 - If yes, which Union is it and do they pay for the office space?
 - If yes, how much does the Union pay for the office space? If no, what is the rental value of the office space given to Union?
2. Please provide us with your department's current working from home policy.
3. How much does the department pay to rent its offices?
4. What is the current staffing occupancy level of your offices?
5. How much has the department spent on stationary in the last 12 months? Please provide a breakdown of costs.
6. How much does the department spend on newspaper and magazine subscriptions? Please provide a breakdown of costs"

Please find answers to each part of your request below:

1. Does your department provide office space to a Union?

No.

2. Please provide us with your department's current working from home policy.

Enclosed are the following documents:

Item	Date	Document Description	Decision
1	Nov 2021	Flexible Working Guidelines	Released in full
2	Nov 2021	Flexible Working Policy	Released in full

3. How much does the department pay to rent its offices?

Manatū Taonga pays an annual rent of \$1,012,371.25 per annum for our main business office. Noting the Ministry will exit a second property (leased for 12 months) on 15 May 2023. Rent for the second property period totalled \$259,290 plus GST.

4. What is the current staffing occupancy level of your offices?

In line with the Ministry's flexible by default working approach, occupancy levels fluctuate averaging between 70-100 people daily. However, this does not accurately reflect the total number of different staff that access the building throughout the week.

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

Over the past year (April 2022-March 2023) we have spent \$16,728 on stationary. We have interpreted this request to include the full product range from our office supplier's provider, which may include items such as rubbish bags or wrist supports for health & safety. We have excluded printing costs such as the annual report.

6. *How much does the department spend on newspaper and magazine subscriptions? Please provide a breakdown of costs"*

Over the past year (April 2022-March 2023) we have spent \$5,774 on newspaper and magazine subscriptions. We have interpreted this request to include a number of journals relevant to our work as well as subscriptions that are online in nature.

Nāku noa, nā

s9(2)(a)

Matthew Oliver

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