



14 May 2019

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Kia Ora Jonathan

**Re: Your Official Information Act request 18/19-0646, dated 11 April 2019**

In regard to your Official Information Act (the Act) request, which was received by the Department of Internal Affairs (Department) on 11 April 2019.

You have requested:

- 1. All correspondence/emails and briefings relating to the health and safety standards of the Department of Internal Affairs Office on 120 Victoria Street. This information can also be any correspondence/emails discussing why and how Victoria Street accommodation is not fit for purpose.*
- 2. All correspondence/emails and briefings that contain discussions around unsafe working conditions at 120 Victoria Street, and what measures are being taken to ensure workplace conditions are appropriate and safe.*
- 3. All correspondence/emails and briefings that shows the Department's Office on 120 Victoria Street is, or is not compliant with the Health and Safety at Work Act 2015.*

On 18 April 2019 and subsequently on 30 April 2019, the Department attempted to contact you to invite you to refine the request, as our initial scoping identified that your current request would require us to search thousands of documents to identify information that may fall within scope. We explained that due to substantial manual collation and research, the Department would be likely to refuse parts of your request under section 18(f) of the OIA.

We confirmed that we would be able to provide a partial response to part 2 of your request in relation to the measures undertaken by the Department to ensure workplace conditions at 120 Victoria Street Office are appropriate and safe.

As we have had no response to our attempts to contact you to refine the request, we are now refusing parts 1 and 3 of your request in full, and part 2 of your request in part, under section 18(f) of the Act as the information cannot be made available without substantial collation and research.

We are providing some information in response to part 2 of your request, in relation to the measures that are being taken to ensure workplace conditions at the 120 Victoria Street property are appropriate and safe.

### **Measures being taken to ensure workplace conditions are appropriate and safe**

The Department is committed to providing healthy, safe and appropriate work environments for all of its approximately 50 sites across New Zealand and overseas.

The site at 120 Victoria Street has a current Building Warrant of Fitness that ensures all specified systems are regularly inspected, maintained and are operating as designed.

All staff have access to a booking system that enables them to report hazards at any of our sites, including the 120 Victoria Street site. There is also booking system for property faults, enabling staff to lodge any issues or concerns they have with any physical aspects of the site. As of this date we are not aware of any unresolved reported Health and Safety issues for the site.

All staff are required to complete a health and safety induction training within the first week of commencing work at the Department as part of our 90-day onboarding process.

There are six Health and Safety Representatives (HSRs) available to support staff at the 120 Victoria Street property. HSRs are representatives of the workforce that bring matters of health and safety to the attention of managers at the site, the Health and Safety team or the Property Group as required. The branch on site also has a health and safety committee that meets quarterly at the site. The Committee is made up of HSRs from the 120 Victoria Street site (and other sites), a Branch Health and Safety Coordinator (at the site) and managers. This forum enables issues of health and safety to be raised within the branch and if necessary communicated to right level of managers within the branch or organisation to get the issues resolved. Both the Branch Health and Safety Coordinator and Management Representative sit on the Department's National Health and Safety Committee

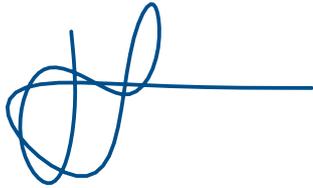
When a hazard or incident is lodged, a process to ensure that controls to minimise or eliminate is in place. This involves the manager or team leader being alerted to the issue who then states what practicable steps could be taken to reduce the risk; when the hazard was investigated; and action taken. Hazards are also discussed at Branch Health and Safety Committee meetings and regular site safety checks are undertaken. These processes ensure that measures are effective in the management of hazards and incidents to maintain a safe and healthy work environment.

If you have any feedback or questions about the Department's response, please let us know at [OIA@DIA.govt.nz](mailto:OIA@DIA.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.

Ngā mihi

A handwritten signature in blue ink, consisting of several loops and a long horizontal line extending to the right.

**Harley Spence**  
General Manager Property  
Shared Services Branch