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Fire and Emergency New Zealand
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Rex Tillington

By email: fyi-request-20683-a8e1c7f3@requests.fyi.org.nz

Tēnā koe Rex

Information Request – Working from home policy

I refer to your official information request dated 28 September 2022 asking for the following information.

- 1. Could you please provide a copy of all policies and procedures in final format relating to region and national headquarters staff working from home.*
- 2. Could you please provide a copy of all policies and procedures in draft format relating to region and national headquarters staff working from home. The scope of this question includes emails discussing the creation of a new working from home policy, the editing of the existing working from home policies and procedures, and copies of any incomplete policies and procedures relating to working from home for the above mentioned groups.*

We wrote to you on 7 October 2022, seeking clarification of the second part of your request regarding draft documents and discussions. Thank you for confirming the scope of your second question to be asking for:

any currently inflight updates to the current published document(s) or draft documents awaiting completion or other 'approval to publish' process, if they exist.

Fire and Emergency does not have “working from home policies”. We have interpreted your request to be asking for information related to hybrid working. Hybrid working enables a blend of working from the office and working remotely (usually from home) depending on the needs of Fire and Emergency and the employee’s own preference.

1. *Could you please provide a copy of all policies and procedures in final format relating to region and national headquarters staff working from home.*

As previously noted, Fire and Emergency do not have a work from home policy. We have a position statement and principles which are detailed in the *enclosed* document, "Hybrid working at Fire and Emergency".

The initial consideration of hybrid working arrangements resulted from the introduction of the COVID-19 Alert Level System. On 21 March 2020, the Government announced New Zealand was operating at alert level 2 under the COVID-19 Alert Level System. In alert level 2 people were able to be in their place of work, but alternative ways of working were encouraged. On 23 March 2020 New Zealand moved to alert level 4 which included requirements to work and learn from home.

Please see also see *enclosed*, copies of hybrid working related process documents and resources:

- Setting your team up for hybrid success
- Setting your team up for hybrid success – Principles -based conversations
- Setting your team up for hybrid success – developing a hybrid working team charter
- Hybrid working team charter template
- What work needs to be kanohi ki te kanohi (face to face) – examples
- Work from home self-assessment checklist
- Conditions of working from home

Please note, Fire and Emergency has moved to a hybrid working approach, however, previous 'Apply to work from home' information remains published on the Fire and Emergency Portal.

2. *any currently inflight updates to the current published document(s) or draft documents awaiting completion or other 'approval to publish' process, if they exist.*

There are currently no updates, draft versions or documents in an approval stage that relate to hybrid working. The documents enclosed are published on the Fire and Emergency Portal. This aspect of your request declined under section 18(e) of the OIA, as the information does not exist.

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.

Nāku noa nā=



Julia McCook-Weir
Manager, Information Requests