

Wendy Collard

From: Lauren Riddle
Sent: Tuesday, 16 May 2023 11:11 a.m.
To: requests@taxpayers.org.nz
Subject: Attn: Oliver Bryan - Response to Taxpayers' Union Official Information Request - Offices LGOIMA
Attachments: OfficeLGOIMA 11_04_23.pdf

Kia ora Oliver

Further to my email of 10 May advising of the decision to provide the information to your information request received on 11 April 2023 (as attached). This request has been considered under the Local Government Official Information and Meetings Act 1987. Our responses are set out below to your original questions set out in your request.

Does your council provide office space to a Union?

The Dunedin City Council does not provide office space to a Union.

Please provide us with your council's current working from home policy

We advise that there is no formal Working from Home policy currently but there are arrangements in place for flexible work hours and is included in the Officers Collective Employment Agreement. Health and Safety workplace protocols are in place for Covid, including working at alert levels. Extracts from the Council's internal intranet in regard to flexible work hours and working during alert levels are set out below:

Flexible working hours

There is a new flexible working policy and guidelines coming soon. In the meantime the existing guidelines apply.

What are flexible working hours?

The most common flexible hours arrangement is, for example, an employee works 10am to 6pm rather than from 8am to 4pm. A flexible schedule allows an employee to work hours that differ from the normal company start and stop time. At DCC this could be anything that is outside of the standard hours of work as outlined in your contract.

How do I apply?

You will need to apply to your manager in writing. Your manager will consider your request and the operational needs of the business. Any changes to normal work hours are by mutual agreement.

Covid Toolbox – 2022

Working at alert level 2

Published 23/02/2022

DCC Safety Protocols for the Workplace

- If you are unwell, please stay at home
- Staff who are able to work from home should continue doing so, even if fully vaccinated.
- If your manager requests that you come back to work under level 2 because of the requirements of your role, then you should return to work unless you are unwell.
- If you've been approved to return to the workplace by your manager (or the CEO for vulnerable workers) you'll need to follow these DCC Safety Protocols for Delta Alert Level 2.
- Please be aware that there may be further service/building/facility specific instructions, which will be provided by your manager.
- The number of staff returning to the workplace will be limited to ensure physical distancing requirements.
- Vulnerable staff, including those at high risk of severe illness (older people, those with relevant medical conditions or with specific caregiver or family concerns), should continue to work from home where possible.
- If you're a vulnerable person and want to return to the workplace, you need to discuss and this with your manager. Your manager will then inform the General Manager of your area.

Officers Collective Employment Agreement (CEA)

excess of 0.5 hours. The payment shall be made at overtime rates.

11. FLEXIBLE WORKING HOURS

- 11.1 Notwithstanding the provisions of Clause 7 hereof, at the discretion of the General Manager, approval may be given to vary the normal hours of work for employees by mutual agreement of the parties concerned. Such arrangements shall be recorded in writing.
- 11.2 Terms of this collective agreement may be varied to enable flexible arrangements of the hours of work where the employee requests and at the discretion of the General Manager, taking into account operational requirements. Variation to the agreement may include conditions within clause 7 Hours of Work and Clause 8 Overtime and any related Section A provisions for specific groups of employees. Agreement to such variation shall be made by mutual agreement and shall be recorded by way of written agreement between the Human Resources Department and the Union.

How much does the council pay to rent its offices?

The Council does not pay rent on its offices.

What is the current staffing occupancy level of Council Offices? (as relates to working from home versus staff in the office)

Current staffing occupancy levels are not measured, however approximately 600 staff are accommodated in the main Council offices (Civic Centre), with approximately 85 people a day logging on remotely (14%). These figures do not account for facilities outside of the Civic Centre, such as the Botanic Gardens, Libraries, treatment plants etc, as that information is not held.

How much has the council spent on stationary in the last 12 months? – with a breakdown of costs

How much is spent on newspapers and magazine subscriptions? – with a breakdown of costs

Below is a summary of costs for the year 1/04/2022 – 31/03/2023:

1 April 2022 - 31 March 2023

| | \$ |
|-----------------------|------------|
| Newspaper & Magazines | 12,185.03 |
| Stationery & Paper | 175,020.09 |
| | <hr/> |
| | 187,205.12 |

Please note: The cost of paper has been included, but not that of printing. The newspaper and magazines figures include purchases for the DCC libraries.

We trust that this is the information you are seeking.

Lauren Riddle

Mana Whakahaere Kairuruku / Governance Support Officer

GOVERNANCE GROUP

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Date: 11/04/2023

Dear Sir/Madam,

This is a request for official information under the Local Government Official Information and Meeting Act 1987 relating to office space, working from home and stationary.

We request the following information:

- Does your council 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?
- Please provide us with your council's current working from home policy.
- How much does the council pay to rent its offices?
- What is the current staffing occupancy level of your offices? This relates to working from home versus staff in the office.
- How much has the council spent on stationary in the last 12 months? Please provide a breakdown of costs.
- How much does the council spend on newspaper and magazine subscriptions?
Please provide a breakdown of costs.

We do not wish to cause unnecessary expense or burden on your agency. If clarification of any of our requests is needed, please call or email. Likewise, if a request proves unnecessarily burdensome in form and we are likely to be able to adjust it to be more specific or better suited to your information systems without losing the benefit of what is sought, please also get in touch. If there is likely to be a delay in being able to assemble or

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provide some of the information requested, please provide the rest of the information as it becomes available.

To avoid unnecessary printing and postage costs, we ask that you send a confirmation of receipt, the response and any other correspondence related to this request to requests@taxpayers.org.nz. Please include the following reference in the subject line: Offices LGOIMA.

Yours faithfully,

Oliver Bryan

Investigations Co-ordinator | New Zealand Taxpayers' Union | Auckland Ratepayers' Alliance

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We are 100% funded by people like you. If you like what we do, join the [Taxpayers' Union](#) or the [Auckland Ratepayers' Alliance](#).

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