

10 September 2019

LGOIMA No. 8140005478  
(Please quote this in any correspondence)

Becks Cato

By Email: [fyi-request-11079-c8718c90@requests.fyi.org.nz](mailto:fyi-request-11079-c8718c90@requests.fyi.org.nz)

Dear Becks

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**Local Government Official Information And Meetings Act 1987**

**Flexible working**

I refer to your request which we received on 29 August 2019, regarding information relating to Auckland Council's current flexible working / remote working / Family friendly policies or guidance.

Please refer to the **attached** following documents and guides:

1. Our Charter

This is our defining document, which sets out what we expect of our people and what they can expect from the organisation.

There are six main principles and the principle, "We make this a great place to work" is the principle relevant to your request.

In addition, more specific information can be found in the following three guides.

2. WorkSmart@AC

This is our corporate property strategy for how we support flexible working.

3. Flexible Working Guide.

4. Infant feeding Guide

5. Parental Leave Guide

6. Regulatory Services Considerations for My Flexiwork Request

7. Flexiwork Toolkit for People Leaders at Regulatory Services

8. Home Agent Working from Home Guide

We have also provided documents that are intended to support particular business areas in Council.

For example, the Regulatory Services Considerations for My Flexiwork Request and the Flexiwork Toolkit for People Leaders at Regulatory Services are specific to Regulatory Services.

The Home Agent Working from Home Guide only applies to staff in our Contact Centre who are home agents as agreed under their employment agreement.

In addition, by way of further context, as part of Auckland Council's 2019 annual engagement survey, 65% of employees answered "Yes" to the question about whether they currently have flexible working arrangements.

Please note that some photos of staff members have been redacted from the Flexiwork Toolkit for People Leaders at Regulatory Services document to protect their privacy. This information is withheld under section 7(2)(a) of the Local Government Official Information and Meetings Act 1987 (LGOIMA).

Due to the size of the attachments, the information can be accessed by using the below OneDrive link

<https://1drv.ms/u/s!Ar3AEgw1mNLnxDED2uPHVZoQ39nM?e=DYvflR>

Please note the link expires after 30 days. We recommend you save the information to your personal computer.

Should you believe Auckland Council has not responded appropriately to your request you have the right to seek a review of the decision from the Ombudsman.

If you have any further queries please contact me on 09 301 0101, quoting LGOIMA No. 8140005478.

Yours sincerely



Jenny Hua  
Privacy & LGOIMA Business Partner  
**Democracy Services**