


OIR: 2223/519

20 April 2023



Tēnā koe ,

**Request for Information under the Local Government and Official Information and Meetings Act 1987 (the Act) (the LGOIMA)**

Thank you for your email of 11 April 2023 requesting the following information in relation to **office space, working from home and stationery**:

**1. 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?***

Kāpiti Coast District Council (Council) does not provide office space to a Union.

**2. 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.***

Council does not have a formal working from home policy however a draft policy is underway for future implementation.

For the financial year July 2021 – June 2022 the rent paid for Council offices was \$214,822. For the current financial year July 2022 – March 2023 \$181,474 has been paid year to date.

The Council does not currently track its staffing occupancy level of its offices.

**3. How much has the council spent on stationery 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.***

In the last 12 months (March 2022 – March 2023), the Council has spent a total of \$45,905 on stationery, \$7,880 on newspapers and \$553 on magazine subscriptions. We do not record information about stationery in a more detailed way; therefore, we decline your request for a breakdown of costs under section 17(f) of the LGOIMA as the information requested cannot be made available without substantial collation or research.

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.

Nāku iti noa, nā

A handwritten signature in black ink, appearing to read 'Mark de Haast', written in a cursive style.

**Mark de Haast**

Group Manager Corporate Services  
Te Kaiwhakahaere Rōpū Ratonga Tōpū