

12 January 2023



Tēnā koe 

Thank you for your Official Information Act request to the Department of Conservation (DOC), received on 29 November 2022 in which you asked for:

1. *How many staff currently work at the Department of Conservation?*
2. *What is the percentage of staff who currently work at the office on a regular basis?*
3. *How many individual dedicated work spaces at Department of Conservation buildings are currently going unused? - individual dedicated work spaces include any area where a staff member could possibly work*
4. *If all Department of Conservation buildings were at full capacity, how many staff would be working*
5. *How many staff at the Department of Conservation are currently working at one of the buildings?*

On 15 December 2022 you clarified (or refined) your request to confirm:

- *Both FTE and headcount would be great, thank you.*
- *Regarding part 4, yes please take it to mean all available desks are allocated (if there are some dedicated to hot desking please just specify that).*
- *Part 5, please just provide how many staff are currently allocated a desk at any DOC office.*

In responding to this request, we note that almost half of our workforce are based in operational roles (they work in the field as well as in an office environment) and this rhythm changes throughout the year due to the seasonal nature of our workforce. This means staff numbers are higher over the summer months due to the need for additional staff to support our summer-based work programme (e.g., supporting an increase of visitors to Public Conservation Land).

Your questions and our responses are listed below:

1. How many staff currently work at the Department of Conservation? Provided for both headcount and FTE:

As at 29 November 2022 we have 2661.9 full-time equivalent (FTE) staff and a total headcount of 2772. Please note this accounts for permanent and fixed term staff.

2. What is the percentage of staff who currently work at the office on a regular basis?

We are unable to provide a specific percentage of staff who work in the office on a regular basis. As noted above this is due to the fluid nature of work undertaken by our operations staff and their unique (often irregular) field-based requirements. Many of our personnel also have flexible working arrangements which means that at times their work location is neither always in the field, nor a DOC office. This aspect of your request is refused under section 18(e) of the Official Information Act as the information requested does not exist.

3. How many individual dedicated workspaces at Department of Conservation buildings are currently going unused? - individual dedicated work spaces include any area where a staff member could possibly work:

We are unable to provide an accurate figure concerning staff use of individual dedicated workspaces (and how many are going unused) due to irregular staff movements and other unique work requirements. This aspect of your request is refused under section 18(e) of the Official Information Act as the information requested does not exist.

We can however provide the total number of available desk spaces in each office, which is provided as an attachment (detailed in the table below – Item 1).

4. If all Department of Conservation buildings desks are allocated and in use, how many staff would be working? Specifying any dedicated to hot desking:

Please see our response to question 3 – this details the number of available workspaces. We can also provide the total number of staff who work out of each office, which is provided as an attachment (detailed in the table below – Item 2).

You will note that the total number of desks available (when you remove the number of staff who work from home) is slightly higher than our total number of staff – this is because we must consider desk spaces for contractors and casuals that also work from a DOC office to provide support and services as required.

We do not meaningfully collect data which would detail hot desking arrangements so are unable to provide this information.

5. How many staff are currently allocated a desk at any DOC office?

Please see our response to questions 3 and 4. As noted in our response to question 4, we are not able to provide the detail of allocated vs hot desk numbers.

ITEM	DATE	DOCUMENT DESCRIPTION	DECISION
1	1 December 2022	Total number of available desk spaces in each office	Released in full
2	29 November 2022	Total number of staff who work out of each office (Please note this accounts for Permanent and Fixed Term staff)	Released in full

You are entitled to seek an investigation and review of my decision by writing to an Ombudsman as provided by section 28(3) of the Official Information Act.

Please note that this letter (with your personal details removed) and enclosed documents may be published on the Department's website.

Nāku noa, nā

Bronwyn McDonald
Acting Chief People Officer
Department of Conservation
Te Papa Atawhai

**Total number of available desk spaces in each office
as at 1 December 2022**

District office	Desk count
Alexandra	21
Aoraki	20
Arthurs Pass	1
Auckland	61
Auckland - Bio Security Store	4
Bay of Islands	30
Chatham Islands	15
Christchurch	143
Coromandel	3
Dunedin	102
Dunedin - Kaikorai Valley Workshop	2
Duvauchelle	6
Fox Glacier	10
Franz Josef	20
Geraldine	27
Gisborne	19
Glenorchy	8
Great Barrier	12
Greymouth	20
Haast	16
Hamilton	120
Hanmer	2
Hastings	10
Hauraki	26
Havelock	2
Hokitika	102
Invercargill	106
Invercargill Workshop	1
Kaikoura	8
Kaitaia	22
Kapiti	2
Karamea	4
Kauri Coast	23
Kenepuru	28
Little Barrier Island/Hauturu	3
Macraes Field Base	4
Mahaanui	39
Makarora Field Base	3
Mana Island	1
Masterton	22
Matiu	3
Motueka	32
Motuihe Island	4
Motukarara Nursery	1
Motutapu Island	1
Murupara	12
Napier	32
Nelson	83
New Plymouth	39

District office	Desk count
North Head	25
Oamaru	3
Ohakune	11
Opotiki	20
Owaka Field Base	4
Palmerston North	52
Picton	16
Pipiriki	6
Punakaiki	4
Pureora	7
Queenstown	26
Rakiura	21
Rangiora	43
Rangitoto Island	2
Reefton	4
Renwick/Wairau	21
Rotorua	37
Rotorua Workshop	15
St Arnaud	20
Tairoa Head	2
Takaka	26
Taumaranui	3
Taupo	49
Tauranga	30
Te Anau	65
Te Anau Workshop	4
Te Aroha	2
Te Kuiti	15
Tiritiri Matangi	3
Turangi	28
Twizel	28
Waikaremoana Holiday Park	3
Waikato	36
Wairoa	2
Wanaka	23
Warkworth	17
Wellington	576
Westport	17
Whakapapa Field Base	6
Whakapapa Village (incl VC)	20
Whakatane	48
Whanganui	33
Whangarei	71
Whitianga	20
Grand Total	2739

**Total number of staff who work out of each office
as at 29 November 2022**

(please note this accounts for Permanent and Fixed Term staff)

Location	Num of Staff	Sum of FTE
Alexandra	20	19.1
Aoraki	24	23.5
Arthurs Pass	5	2.8
Auckland	68	64.8
Bay of Islands	29	28.6
Chatham Islands	17	15.8
Christchurch	167	156.75
Coromandel	5	4.93
Dunedin	91	87.76
Duvauchelle	3	3
Flexible Location	2	2
Fox Glacier	10	10
Franz Josef	22	21.8
Geraldine	31	30.3
Gisborne	33	31
Glenorchy	17	16.6
Great Barrier	12	11.5
Greymouth	24	23.3
Haast	16	14.8
Hamilton	115	111.79
Hanmer	2	2
Hastings	3	3
Hauraki	29	26.75
Havelock	5	5
Hokitika	103	97.45
Invercargill	97	94.18
Kaikoura	5	5
Kaitaia	19	19
Kapiti	2	1
Karamea	4	4
Kauri Coast	18	16.7
Kenepuru	25	24.8
Little Barrier Island/Hauturu	2	2
Macraes Field Base	2	2
Mahaanui	23	22.6
Makarora Field Base	1	1
Mana Island	1	1
Masterton	22	21.69
Matiu	2	2
Motueka	41	39.4
Motuihe Island	1	1
Motukarara Nursery	6	6
Motutapu Island	1	1
Murupara	7	7
Napier	27	26.55
Nelson	86	80.65
New Plymouth	49	47.45
North Head	23	23
Oamaru	2	2

Location	Num of Staff	Sum of FTE
Ohakune	11	10.5
Opotiki	14	14
Owaka Field Base	3	3
Palmerston North	48	46.85
Picton	34	32.35
Pipiriki	3	3
Punakaiki	6	5.8
Pureora	6	6
Queenstown	36	33.4
Rakiura	25	22.06
Rangiora	38	36.9
Rangitoto Island	1	1
Reefton	2	2
Renwick/Wairau	20	19.68
Rotorua	44	42.4
St Arnaud	20	19.8
Taiaroa Head	3	1.7
Takaka	40	39.4
Taumarunui	1	1
Taupo	34	32.75
Tauranga	24	23.5
Te Anau	102	97.66
Te Aroha	4	4
Te Kuiti	18	17.28
Tiritiri Matangi	2	2
Turangi	30	29.11
Twizel	29	28.78
Waikaremoana Holiday Park	5	4.48
Waikato	30	28.4
Wairoa	2	2
Wanaka	20	19.02
Warkworth	23	21.4
Wellington	470	455.32
Westport	24	22.3
Whakapapa	33	32.1
Whakatane	45	42.5
Whanganui	31	28.6
Whangarei	74	72.4
Whitianga	23	20.93
Working from Home	75	71.17
Grand Total	2772	2661.89