

Our Ref DOIA 21-166

Your Ref fyi-request-14488-db027e2f

12 February 2021

Katie

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Dear Katie

Response to your official information request

Thank you for your official information request received on 19 January 2021 for

*information in relation to staff resourcing dedicated to the response of OIA requests,
Ministerials and Parliamentary Questions.*

Land Information New Zealand (LINZ) operates a decentralised model for handling responses to OIA requests, Ministerials and Parliamentary Questions.

The Ministerial Support and Official Correspondence (MSOC) team record, co-ordinate, administer and provide expertise and technical advice to the subject matter experts (SMEs) who are allocated an OIA request, Ministerial or Parliamentary Question for response. This work is carried out alongside other duties and does not form the entirety of any individual workload.

Therefore, the following responses to your questions only capture MSOC staff time and do not include the time of the SMEs who are responsible for collating, reviewing and preparing responses, and the numbers given in the response below are an approximation that may not reflect the actual time spent by MSOC staff over a given period.

The MSOC team at LINZ has six positions:

Manager

Principal Advisor

Senior Advisor

Advisor x 2

Coordinator.

OIAs

Question 1

What is the total number of full-time equivalent (FTE) staff in your agency tasked with responding to OIA requests?

Answer

1.25 FTEs

Question 2

Could you please break down the figure requested in Question 1 according to role title and number of FTE staff under each role title?

Answer

Principal Advisor – 1 FTE

Advisor – 0.25 FTE

Question 3

If not already outlined in your answer to Question 2, could you please confirm whether your agency has a staff member devoted to administering OIA requests (separate from responding/collating/reviewing information)?

Answer

Please refer to the explanatory paragraph above.

Question 4

Could you please confirm the name of the information/workflow management system in place to help coordinate and allocate OIA requests to staff for response, if one is used?

Answer

The MSOC team use Jira to track and coordinate OIA requests, Parliamentary Questions and Ministerial requests.

Ministerials

Question 5

What is the total number of FTE staff in your agency tasked with responding to Ministerials?

Answer

0.70 FTEs

Question 6

Could you please break down the figure requested in Question 5 according to role title and number of FTE staff under each role title?

Answer

Manager – 0.1

Senior Advisor – 0.25

Advisor - 0.1

Ministerial Co-ordinator - 0.25

Question 7

If not already outlined in your answer to Question 6, could you please confirm whether your agency has a staff member devoted to administering Ministerials (separate from responding/collating/reviewing information)?

Answer

Please refer to the explanatory paragraph above.

Question 8

Could you please confirm the name of the information/workflow management system in place to help coordinate and allocate OIA requests to staff for response, if one is used?

Answer

The MSOC team use Jira to track and coordinate OIA requests, Parliamentary Questions and Ministerial requests.

Parliamentary Questions**Question 9**

The total number of FTE staff in your agency tasked with responding to PQs?

Answer

0.15 FTEs

Question 10

Could you please break down the figure requested in Question 9 according to role title and number of FTE staff under each role title?

Answer

Manager – 0.05

Ministerial Co-ordinator - 0.1

Question 11

If not already outlined in your answer to Question 10, could you please confirm whether your agency has a staff member devoted to administering PQs (separate from responding/collating/reviewing information)?

Answer

Please refer to the explanatory paragraph above.

Question 12

Could you please confirm the name of the information/workflow management system in place to help coordinate and allocate PQs to staff for response, if one is used?

Answer

The MSOC team use Jira to track and coordinate OIA requests, Parliamentary Questions and Ministerial requests.

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.

If you wish to discuss this decision with us, please feel free to contact ministerialsupport@linz.govt.nz

Yours sincerely



Simon Skews-Poole
Manager
Ministerial Support and Official Correspondence