

17 February 2021

Katie

[fyi-request-14488-db027e2f@requests.fyi.org.nz](mailto:fyi-request-14488-db027e2f@requests.fyi.org.nz)

Tēnā koe Katie

Thank you for your email of 19 January 2021 to Oranga Tamariki—Ministry for Children (Oranga Tamariki), requesting the following information under the Official Information Act 1982 (the Act):

- *1. What is the total number of full-time equivalent (FTE) staff in your agency tasked with responding to OIA requests?*
- *To clarify, I mean the figure relating to staff where one of their core responsibilities is to respond to, coordinate, administrate, review, assess, advise upon, manage and/or in any way handle OIA requests. This figure should include team leaders or managers. I do not mean every subject matter expert in an agency who may provide the substantive information used in an OIA response.*
- *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?*
- *Suggested template:*  
*Number of Staff Dedicated to OIA Responses* ROLE AROLE BROLE  
CROLE ETC  
*FTE Staff*
- *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)?*
- *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?*
- *Ministerials*
- *5. What is the total number of FTE staff in your agency tasked with responding to ministerials?*

- *To clarify, I mean the figure relating to staff where one of their core responsibilities is to respond to, coordinate, administrate, review, assess, advise upon, manage and/or in any way handle ministerials. This should include team leaders or managers. I do not mean every subject matter expert in an agency who may provide the substantive information used in a ministerial response.*
- *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?*
- *Suggested template:  
Number of Staff Dedicated to Ministerials ROLE AROLE BROLE CROLE ETC  
FTE Staff*
- *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)?*
- *8. Could you please confirm the name of the information/workflow management system in place to help coordinate and allocate ministerial cases to staff for response, if one is used?*
- *PQs*
- *9. The total number of FTE staff in your agency tasked with responding to PQs?*
- *To clarify, I mean the figure relating to staff where one of their core responsibilities is to respond to, coordinate, administrate, review, assess, advise upon, manage and/or in any way handle PQs. This should include team leaders or managers. I do not mean every subject matter expert in an agency who may provide the substantive information used in a PQ response.*
- *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?*
- *Suggested template:  
Number of Staff Dedicated to PQs  
ROLE AROLE BROLE CROLE ETC  
FTE Staff*
- *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)?*
- *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?*
- *By 'administering' in Questions 3, 7 and 11, this could include logging, recording, saving, assigning cases, etc.*
- *Please note, I understand that there will likely be some overlap in the figures for each of the three data points sought (OIAs vs ministerials vs PQs). Any contextual comments are therefore welcome.*

Oranga Tamariki has a Ministerial Support team which, amongst other things, is responsible for the processing of requests such as:

- Official Information Act 1982 Requests
- Ministerial Correspondence
- Chief Executive Correspondence
- Parliamentary Questions
- Requests from Minister's Offices for information

All advisors in the team support the Office of the Minister for Children as well as the Department through providing responses to Parliamentary questions, Official Information Act requests, and correspondence. Roles are not allocated based on the type of request received. The team has one administrator whose role is to provide active, day-to-day administrative support for the team.

As at 12 February 2021, there are 10.8 full-time equivalent (FTE) staff members and contractors in the Oranga Tamariki Ministerial Support team. This number does not include members of staff who are seconded to other roles or departments.

The breakdown of the 10.8 FTE staff members can be found in the table below.

<b>Role Title</b>	<b>Number of FTE staff</b>
Manager	1
Lead Advisor	1
Senior Advisor	3
Advisor	4.8
Team Administrator	1

You have requested information on the names of the information/workflow systems the Ministerial Support team uses to coordinate and allocate requests. The Ministry uses a number of Information and Communications Technology systems to communicate and manage workflow, based on Microsoft technologies.

Oranga Tamariki intends to make the information contained in this letter and any attached documents available to the wider public shortly. We will do this by publishing this letter on our website. Your personal details will be deleted and we will not publish any information that would identify you as the person who requested the information.

If you wish to discuss this response with us, please feel free to contact [OIA\\_Requests@ot.govt.nz](mailto:OIA_Requests@ot.govt.nz).

If you are not satisfied with this response, you have the right to ask an Ombudsman to review this decision. Information about this is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or by contacting them on 0800 802 602.

Nāku noa, nā

A handwritten signature in black ink, appearing to be 'Steve Groom', written in a cursive style.

Steve Groom

**General Manager Public, Ministerial and Executive Services**