



11 February 2020

Katie
fyi-request-14491-278e09aa@requests.fyi.org.nz

Dear Katie

Thank you for your request made under the Official Information Act 1982 (the OIA), received on 19 January 2021.

You requested the number of full-time staff (including managers and team leaders) at Inland Revenue whose substantive roles include responding to OIA requests, Ministerial correspondence, and Parliamentary written questions.

You asked that the numbers of staff be broken down by role title. Your request clarified that the staff you are referring to did not include subject matter experts that assist with providing information for responses. You asked for confirmation of whether Inland Revenue has any staff devoted to administration relating to OIA requests, Ministerial correspondence, and Parliamentary written questions.

You also requested the name of the information/workflow management system used to coordinate responses to OIA requests, ministerial correspondence, and Parliamentary written questions.

Staff resourcing

OIA requests, Ministerial correspondence, and Parliamentary written questions are handled by Inland Revenue's Government and Executive Services (GES) team. This team has staff members based in Hamilton and Wellington.

The GES team based in Hamilton is responsible for drafting responses to Ministerial correspondence and performs other functions to support the office of the Minister of Revenue and the Commissioner of Inland Revenue. The GES team based in Wellington is responsible for reviewing and editing responses to Ministerial correspondence, as well as the handling of Parliamentary written questions and OIA requests. The GES team in Wellington also performs other functions to support the office of the Minister of Revenue and the Commissioner of Inland Revenue.

Because of the way the GES team is structured, the information in the below tables have been divided between the Hamilton- and Wellington-based staff.

Government and Executive Services (Hamilton)

Job title	Full time equivalent staff (FTE)
Team Manager	1
Advisor	5.7
Total FTE	6.7

Government and Executive Services (Wellington)

Job title	Full time equivalent staff (FTE)
Manager	1
Senior Ministerial Advisor	2
Ministerial Advisor	4.8
Ministerial Coordinator	1
Workflow Administrator	0.7
Total FTE	9.5

The Ministerial Coordinator and the Workflow Administrator roles both include administrative tasks relating to OIA requests, ministerial correspondence, and Parliamentary written questions. These roles also perform other functions.

Thank you for your request. I trust that the information provided is of assistance to you.

Yours sincerely



Josh Green
Acting Manager, Government & Executive Services