



31 August 2015

K Holdaway

fyi-request-2996-065e1082@requests.fyi.org.nz

Ref: DOIA 1516-0130

Dear K Holdaway

Thank you for your email of 29 July 2015 requesting under the Official Information Act 1982, the following information:

- *In the last three years, what's the annual total cost incurred by the agency responding to OIA requests?*
- *In the last three years, how is servicing OIA requests funded? Please provide copies of any appropriations and unit budgets with respect to OIA functions.*
- *In the last three years, how many staff does your agency have dedicated to respond to OIA requests – and what are their titles, seniority, salaries, travel costs, training or personal/professional development costs?*
- *In the last three years, what's been the most expensive/costly individual OIA request each year?*
- *Please provide copies of any delegations of powers under the OIA issued to individual staff in the last three years?*
- *What has been the cost/time responding to this OIA request?*

In the last three years, what's the annual total cost incurred by the agency responding to OIA requests?

The Ministry received 1,328 requests through its Official Information Act (OIA) process in 2014/15. This number, however, excludes the considerable number of media enquiries and business as usual requests for information that the Ministry processes on a daily basis.

The Ministry does not record the time or attendance of staff in responding to OIA requests. There is no specific budget set aside for this work as it is treated as a normal part of the Ministry's day to day business. As a government department, the Ministry has a statutory obligation to respond to requests for information as part of its core operations.

I am refusing this part of your request under section 18(e) of the Official Information Act as the information requested does not exist.

In the last three years, how is servicing OIA requests funded? Please provide copies of any appropriations and unit budgets with respect to OIA functions.

As explained above, funding for the processing of OIA requests does not come from a specific budget so it is not possible to quantify the amount spent.

In the last three years, how many staff does your agency have dedicated to respond to OIA requests – and what are their titles, seniority, salaries, travel costs, training or personal/professional development costs?

Many staff contribute to the processing of OIA requests at one stage or another as a normal part of their duties. The Ministry recently considered the resourcing it devotes to OIA requests when preparing its response in April 2015 to the Ombudsman’s survey of OIA practice across government agencies.

While the Ministry does not have staff dedicated solely to responding to OIA requests, the Ministry estimated that approximately 31 staff spend a significant part of their time processing OIAs, amongst other duties. This figure excludes the consideration and approval of responses by managers or senior managers.

A list of their titles and seniority is listed below. The Ministry is withholding the salary costs of staff under section 9(2)(a) of the Official Information Act to protect the privacy of the staff given the relatively small numbers of personnel involved.

The Ministry has recently undergone a restructure and some of the reporting lines of the staff and names of business groups have changed. This is the first year the Ministry undertook such an exercise to estimate the resources applied to the processing of OIA requests. Therefore information for previous years is not available.

Position title	Central hub/other hub/no hub	OIA hours per week
Manager, Ministerial Services, Organisational Strategy and Support	Central, Strategy and Governance business group	10 hours
Team Leader, Ministerial Services, Organisational Strategy and Support	Central, Strategy and Governance business group	10 hours
X7 Advisors, Ministerial Services, Organisational Strategy and Support	Central, Strategy and Governance business group	60 hours (total)
Business Manager, Office of the DCE	Other hubs, Market Services business group	5 hours
X2 Senior Advisors, Official Correspondence Team	Other hubs, Market Services business group	45 hours (total)
Advisor, Official Correspondence Team	Other hubs, Market services business group	20 hours
Senior Advisor, Office of the DCE	Central, Immigration NZ business group	15 hours
Senior Business Advisor	Other hubs, Operations Support, Immigration NZ business group	20 hours
Business Advisor	Other hubs, Compliance Risk and Intelligence, Immigration NZ business group	10 hours
Immigration Manager	Other hubs, Business Migration Branch, Immigration NZ business group	5 hours
Technical Advisor	Other hubs, Privacy Team, Immigration NZ business group	10 hours
Ministerial Coordinator, Office of the DCE	Other hubs, Science Skills and Innovation business group	1 hour

Position title	Central hub/other hub/no hub	OIA hours per week
X3 Ministerial Writers	Other hubs, Science Skills and Innovation business group	9 hours (total)
Team Leader, Ministerial Writing, Office of the DCE	Other hubs, Infrastructure and Resource Markets business group	5 hours
Ministerial Coordinator, Office of the DCE	Other hubs, Infrastructure and Resource Markets	5 hours
X4 Ministerial Writers, Office of the DCE	Other hubs, Infrastructure and Resource Markets	40 hours (total)
Business Advisor, Office of the DCE	No hub, Labour and Commercial Environment	5 hours
Personal Assistant, Office of the DCE	No hub, Labour and Commercial Environment	5 hours

Training is available to staff when they start work at the Ministry. Managers actively encourage staff to attend training which can be accessed through Learn@MBIE, the portal for staff training.

In the last three years, what's been the most expensive/costly individual OIA request each year?

The Ministry does not record data to this level of detail as explained above.

Please provide copies of any delegations of powers under the OIA issued to individual staff in the last three years?

Information about the roles and responsibilities of staff and managers in responding to OIA requests is set out in the MBIE OIA policy. Please find a copy enclosed.

What has been the cost/time responding to this OIA request?

The Ministry does not record data to this level of detail as explained above.

Information about the roles and responsibilities of staff and managers in responding to OIA requests is set out in the MBIE OIA policy. Please find a copy of the policy attached.

I trust that you find this information useful. You have the right to seek and investigation and review of my response by the Ombudsman, whose address for contact purposes is:

The Ombudsman
Office of the Ombudsman
PO Box 10-152
WELLINGTON 6143

Yours sincerely

Steve Stuart
General Manager, Communications and Ministerial Services
Ministry of Business, Innovation and Employment