



25 September 2015

Mr Matt Brown
Via: fyi.org.nz

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Dear Mr Brown,

I refer to your request under the Official Information Act 1982 received by the Department of Internal Affairs (**Department**) on 2 September 2015, requesting:

1) Details of the staff (or equivalent full-time positions) employed by the NZ Gazette Office, specifically including the job title, job description and number of staff employed in each such position. If staff in the NZ Gazette office are shared with other units or functions within DIA please also provide a summary of these arrangements.

2) Details of the financials relating to the production of the Gazette for the last full financial year, including a breakdown of the major categories of income and expense incurred.

3) Historic income/expense and resulting profit/loss figures for production of the Gazette over the last 5 financial years.

4) Any metrics or benchmarks available or collated which provide insight into the size of the Gazette published in each of those years (e.g. # of issues, # of notices, or similar).

I attach the following information:

- Two diagrams of Gazette staffing (one reflecting the current state and another post May 2015) – **See Appendix 1 a) and b)**
- Job descriptions pertaining to both staffing structures – **See Appendix 3**
- Financial summary for production of the Gazette for the last full financial year (1 July 2014 – 30 June 2015) – **Appendix 2 a)**
- Historic income expense and resulting profit/loss figures for production of the Gazette over the last 5 financial years - **Appendix 2 b)**
- Summary of Gazette notice output of the Gazette for the same period including number of issues, notices) **Appendix 2 c)**

An important factor in the recent history of the Gazette has been a project to change its publishing model from one in which the official version of a Gazette notice is the print version, to one in which the official notice is the online notice. This project was initiated in July 2010 and reached a significant milestone on 21 October 2014 when the first issue of official digital notices was published online, thereby ending a legacy of 173 years of the Gazette as primarily a print publication. The Gazette is still printed and distributed although this is a print reproduction of the online issue and over time the intention is to discourage the number of people subscribing to the print version to reduce ongoing operating costs.

The change to an online publication has been largely concluded with a change in the Gazette operating model which has impacted on the staffing structure. This new structure came into effect in April/May 2015. This is the reason for providing two diagrams of staff.

Since 2011/2012 the increase in operating expenses for the Gazette has been due to costs of the aforementioned project. This cost increase has been partly offset by a positive balance in the Gazette memorandum account.

The project to move the Gazette to an online publication was endorsed by Cabinet in July 2012.

Should you have further queries do not hesitate to contact me directly.

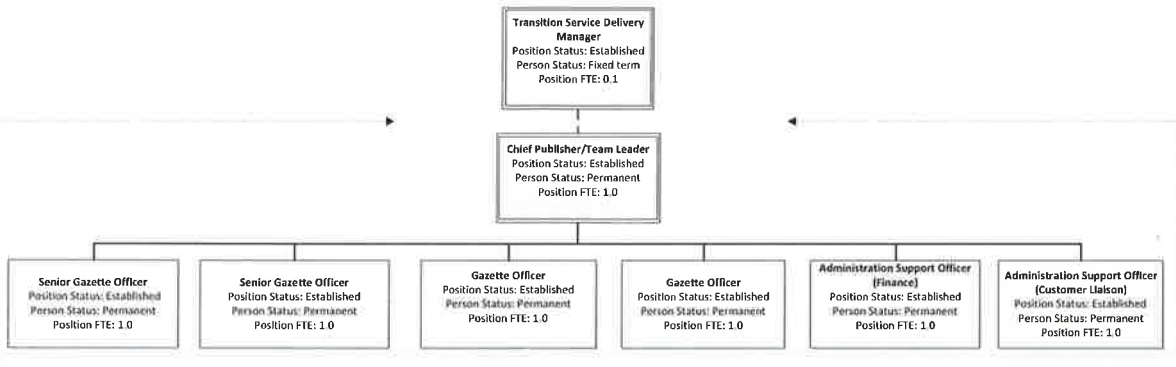
Yours sincerely,



Michele Clarke
Chief Publisher and Team Leader NZ Gazette
Government Information Services

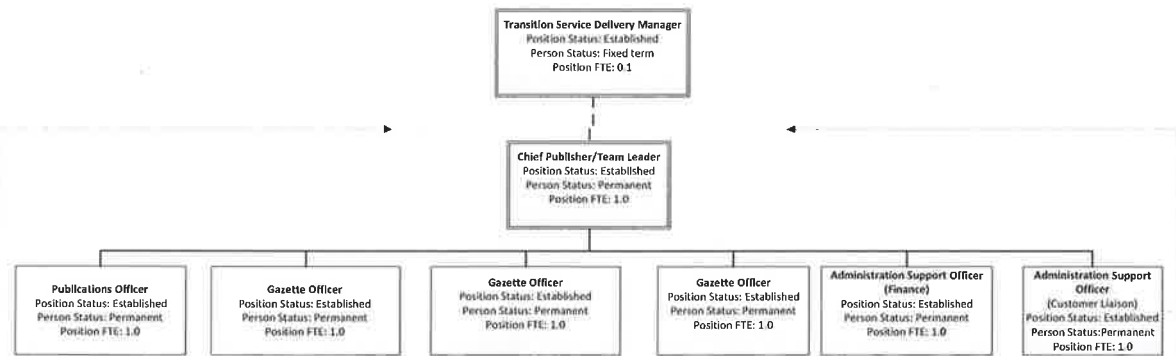
Appendix 1: Gazette Staff Organisation Chart

a) Current State:



NZ Gazette Office - Current State

b) Pre May 2015:



NZ Gazette Office pre May 2015

Appendix 2:

a) Financial summary (000's) for production of the Gazette for the last full financial year (1 July 2014 – 30 June 2015)

Income	2014/2015
Gazette Fees	746
Publication Sales	47
Total Income	793
Expenses	
Personnel	502
Other Operating	194
Depreciation	129
Allocations	298
Total Expenses	1122
Net income	-329

b) Historic income expense and resulting profit/loss figures (000's) for production of the Gazette over the last 5 financial years

	Opening Balance	Income	Expense	Net	Closing Balance
2010/2011	469	998	847	151	620
2011/2012	620	1,003	1,107	-104	516
2012/2013	516	930	1,022	-92	424
2013/2014	424	876	1,016	-140	284
2014/2015	284	793	1,122	-329	-45

c) Summary of Gazette Notice Output

	No. of Notices	No. of Issues	No. of Pages
2010-2011	9307	194	4954
2011-2012	8405	186	5314
2012-2013	8456	159	4684
2013-2014	8057	157	4412
2014-2015	7533	155	1634*

* This represents the cumulative page count up until the final print issue of the Gazette on 21 October 2014; the page count ceased from this point due to the Gazette becoming an online publication.

Appendix 3: Job Descriptions for the NZ Gazette

- a) Service Delivery Manager
- b) Chief Publisher Team/Leader
- c) Senior Gazette Officer
- d) Gazette Officer
- e) Administration Support
- f) Publications Officer (disestablished)