

17 December 2020

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RESPONSE TO AN OFFICIAL INFORMATION ACT REQUEST

On 20 November 2020, you contacted the Ministry for Pacific Peoples (the Ministry) requesting, under the Official Information Act 1982 (the Act), details from the Ministry's financial records in relation to its payroll system and associated service costs.

For the sake of clarity, I will address each of your questions in turn.

System costs

1. *The last three financial years (by year) actual total spend for operational costs that directly relate to payment for the service and the YTD spend to the end of August 2020.*
2. *The last three financial years (by year) actual total spend for maintenance i.e. Changes, additions and upgrades for improvements and any YTD cost ending August 2020.*
3. *The last three financial years (by year) actual total spend on Capital costs and any YTD spend to the end of August 2020*
4. *Any cost on training over the last three years relating to payroll.*

Please see **Table One** below which shows the total amount paid for the Payroll service for each financial year from 2017/18 to 2020/21 (up to end of August 2020).

Financial year	2017/2018	2018/2019	2019/2020	2020/2021
Amount	\$6,105.11	\$6,105.11	\$8,610.19	\$1,472.80

Notes:

- All figures are GST exclusive.
- Financial year 2020/2021 includes figures up to 31 August 2020.

Please note, the Ministry does not own Payroll software/hardware, and as such, there are no additional maintenance or capital costs. Further, our Payroll service provider has provided training when required, at no additional cost for this service.

Employee Numbers

5. *Your total number of Full-time employees (FTE), for the last 3 years (for each year) and the FTE's to the YTD to end of August 2020.*

This aspect of your request is refused under section 18(d) of the Act on the basis that the information requested for the financial years 2018/19 and 2019/20 is already publicly available. You can locate this information on the Te Kawa Mataaho Public Service Commission website here: www.publicservice.govt.nz/our-work/workforce-data/workforce-demographic-summary/. For the financial year 2020/21, this information will be published on the agency's website soon.

6. *The last 3 years your total number of part-time employees (PTE) for each year and the PTE to the YTD to end of August 2020.*

Please find **Table Two** below which shows the total number of part-time equivalent (PTE) employees for each year as at 30 June (2018, 2019, 2020).

As at 30 June			
Year	2018	2019	2020
Number of PTE	3	2	4

Please note, the Ministry's standard 12 monthly reporting period is end of June. However, the number of PTE employees to end of August 2020 remains at 4.

7. *The estimated number of different (non-standard) types of employment agreement.*

As at 20 November 2020, the Ministry has no existing 'non-standard' employment agreements.

Contract data base

8. *The current service being provided in briefly i.e. Inhouse, Outsourced (fully or partial), Bureau, SaaS, Payroll as a Service?*

Bureau.

9. *Payroll Supplier?*

Datacom Employer Services.

10. *Payroll System Brand name?*

Easipay.

11. *How long the contract has been in-place (start date)?*

Since 2009.

12. *The end date of the contract?*

13. *Any extension provisions to the contract end date?*

Termination by 30 days' notice.

14. *Contract Owner and/or Business Owner?*

Chief Financial Officer.

Contact for any further information

15. *Best contact person for the system?*

16. *Best person for further details if required?*

Should you have any further questions about the Ministry's payroll system, please contact us at: contact@mpp.govt.nz, and we will forward your questions on to our Financial Controller.

General System performance

17. *Any concern about the NZ Holidays Act compliance of the existing system and or other system performance limitations?*

No.

In support of the principles and purposes of the Act, the Ministry now proactively publishes its responses to Official Information Act requests. As such, this letter will be published on the Ministry for Pacific Peoples' website. Your personal details will be removed, and the Ministry will not publish any information that would identify you as the person who requested the information.

If you are dissatisfied with this response you have the right, under section 28(3) of the Act, to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

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