

15 December 2020

9(2)a

Tēnā koe 9(2)a

**Request for information under the Official Information Act 1982**

Thank you for your letter requesting information regarding payroll systems (attached).

The information you have requested is attached in the Excel spreadsheet you provided us. Please note that as a Departmental Agency, we don't hold contracts for payroll services. Our payroll services are provided under a Service Level Agreement with the Ministry of Social Development, for which we pay a set fee. As such, we haven't been able to provide specific figures for some of your questions. If you have any questions around this, please feel free to get in touch.

Please note that this response (with your personal details removed) will be proactively published on our website on 12 January 2021.

If you are not satisfied with this response to your request, you have the right to seek and investigation and review by the Ombudsman. Information on how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or 0800 802 602.

Nāku iti noa, nā



Gabrielle Wilson  
Advisor, Office of the Chief Executive

9(2)a

# SOCIAL WELLBEING AGENCY

OIA requests: [info@swa.govt.nz](mailto:info@swa.govt.nz)

Date 20/11/2020

## SUBJECT: OFFICIAL INFORMATION REQUEST (OIA)

To whom it may concern

I am writing to request information for the following under the Official information Act 1982 Requests.

I believe the information should be easily locatable from your financial records and contracts data base.

The Hon Chris Hipkins Minister of State Services initiated work on "Improving Government Payroll Systems" and under the Government's proactive release of information policy provided documentation about what its objectives are in ; GOV-19-MIN 0041. GOV-19-SUB-0041, and CAB-19-MIN-0492.

The information request seeks information in relationship to this Government initiative to better understand the likely timing and methods of public engagement for individual departments to meet those objectives and how industry might best assist in preparing itself to support that initiative.

We have attached an Excel spread sheet to collate this information for analysis.

From your **financial records** can you please provide the following data about the cost of your payroll system and associated service costs.

### 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.

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

From your **Contract data base**

1. The current service being provided in briefly i.e. Inhouse, Outsourced (fully or partial), Bureau, SaaS, Payroll as a Service?
2. Payroll Supplier?
3. Payroll System Brand name?
4. How long the contract has been in-place (start date)?
5. The end date of the contract?
6. Any extension provisions to the contract end date?
7. Contract Owner and /or Business Owner?

Contact for any further information

8. Best contact person for the system?
9. Best person for further details if required?

General System performance

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

If you require any clarification about this request, please feel free to call or email to discuss.

Sincerely yours

9(2)a



The signature area is redacted with black boxes. The text '9(2)a' is visible in red at the top left of the redaction.



The name of the sender is redacted with a black box.

by the Privacy Commissioner  
Social Welfare Release Authorised  
Wellbeing Agency