



17 February 2021

[REDACTED]  
[REDACTED]

Reference: OIA-2020/21-0313

Dear [REDACTED]

**Official Information Act request relating to OIAs, Mins and PQs staff**

Thank you for your Official Information Act 1982 (the Act) request received on 19 January 2021. You requested:

*I would like to request the following information under the Official Information Act 1982 (OIA), in relation to staff resourcing dedicated to the response of OIA requests, ministerials, and Parliamentary Questions (PQs).*

*“1. What is the total number of full-time equivalent (FTE) staff in your agency tasked with responding to OIA requests?*

*To clarify, I mean the figure relating to staff where one of their core responsibilities is to respond to, coordinate, administrate, review, assess, advise upon, manage and/or in any way handle OIA requests. This figure should include team leaders or managers. I do not mean every subject matter expert in an agency who may provide the substantive information used in an OIA response.*

*2. Could you please break down the figure requested in Question 1 according to role title and number of FTE staff under each role title?*

*3. If not already outlined in your answer to Question 2, could you please confirm whether your agency has a staff member devoted to administering OIA requests (separate from responding/collating/reviewing information)?*

*4. Could you please confirm the name of the information/workflow management system in place to help coordinate and allocate OIA requests to staff for response, if one is used?*

...

*Please note, I understand that there will likely be some overlap in the figures for each of the three data points sought (OIAs vs ministerials vs PQs). Any contextual comments are therefore welcome.”*

The Department of the Prime Minister and Cabinet (DPMC) has a Ministerial Services team located within the Strategy, Governance and Engagement group, which also supports the National Emergency Management Agency (NEMA) and the Minister for Emergency Management.

The Ministerial Services team prepares responses to requests under the Official Information Act (including department and ministerial requests) and the Privacy Act, drafts ministerial and departmental correspondence, coordinates draft responses to Written Parliamentary Questions and manages the proactive release of Cabinet material for its ministers. The team supports the Office of the Prime Minister and other DPMC portfolio Ministers.

| <b>Role</b>             | <b>FTEs</b> |
|-------------------------|-------------|
| Manager                 | 1           |
| Senior Advisors         | 2.6         |
| Advisors                | 2           |
| Ministerial Coordinator | 1           |

Regarding question four, Moto is the name of the information/workflow management system in place to help coordinate and allocate OIA requests, ministerial correspondence, and parliamentary questions to staff for response.

This response will be published on the DPMC's website during our regular publication cycle. Typically, information is released monthly, or as otherwise determined. Your personal information including name and contact details will be removed for publication.

Yours sincerely



Sarah Corbett  
**Manager, Ministerial and Business Services**