



19 August 2024

Tēnā koe

Official Information Act request

Thank you for your email of 22 July 2024, requesting the information on funding and collaboration with Unions.

I have considered your request under the Official Information Act 1982 (the Act). Please find my decision on your request set out below. For the sake of clarity, I will respond to your request in parts.

1) A table/list of your organisation's pay bands with the Step Range (Band), Minimum and Maximum salaries (See attached for an example).

Please find the requested information below in **Appendix A**.

The Ministry has five remuneration ranges covering its employees:

- The majority of employees are covered by the Staff Core range. [Note: due to the Living Wage (currently \$26 per hour), no one is paid below \$54,080 meaning Steps 1-3 of Band 1 are not used].
- The Premium ranges are available for certain roles which are historically hard to recruit for. Examples include Information and Technology Specialists.
- The Managers and Senior Specialists range covers leaders and technical specialists.
- The Information Management Specialists range covers Information Technology Managers and Specialists.
- The Senior Managers range applies to senior managers and managers of managers up to, and including, Deputy Chief Executives.

2) A table/list of each staff member (by job title) who is permitted to spend salaried time for the purpose of union organisation, advocacy or other union activity, whether on a full time or part-time basis. Please include the number of paid hours per month permitted for such activity, the job title and the salary band (or step range band, e.g., B, D, E, F etc) for each role. Please do not include information where the only involvement is regular staff who are union members being entitled to attend occasional union meetings.

Please find the requested information below in **Appendix B**.

As a general principle, release for union matters is specially contemplated by sections 18A and 26 of the Employment Relations Act 2000.

The PSA has a national structure where up to 53 employees are elected by PSA members as National Delegates. National Delegates can then be elected as National Convenors (six) and National Convenors elect the PSA Lead Convenor (one). Elections are held bi-annually.

The Lead Convenor role is a fulltime role that the employee is seconded into for the duration of their term. All employment costs are met by the Ministry.

National Convenors are granted release time from their nominal roles for 50% of their time ie. they are 0.5 FTE in their nominal role and 0.5 FTE in the Convenor role. How this is managed is up to the manager and the employee.

National Delegates are released from their nominal roles to carry out PSA responsibilities, eg. member advocacy. As a guide, a maximum of four hours per week is deemed acceptable to devote to PSA work however the Ministry acknowledges that there will be times when a greater level of assistance is required. Again, time away from their nominal role is through agreement with their manager. During collective bargaining selected Delegates and Convenors are released for greater period of time.

The Work and Income Northland Staff union is predominantly Northland based. Release time for union matters is negotiated and agreed with the local Regional Commissioner.

3) Please indicate how much money was paid to any unions by your organisation in 2022, 2023, 2024 so far, and any planned payments for the remainder of 2024. (Do not include payroll deductions of Union membership dues). For each payment, please outline the recipient, value and purpose of the payment.

For the period requested, the Ministry has not made payments to its unions other than through Payroll deduction.

4) Please indicate whether any Union or their staff, or any MBIE staff member employed for the purpose of union organisation or administration is permitted to use any office space owned/leased by your organisation, if so how often are they permitted to use it (ie is it on an ad hoc basis, part time (how many hours per week/month), or full time.

a) What is the area of the office space that Unions are permitted to use.

b) What rent (if any) is charged for use of the office space?

The Ministry has one employee who is seconded into the role of PSA Lead Convenor and effectively works fulltime on union matters. The PSA Lead Convenor is based at the Ministry's National Office in Wellington and has desk space, as would a normal employee. This person is a Ministry employee and is seconded to the role of National PSA Convenor for a two-year period. Nothing is charged for this arrangement.

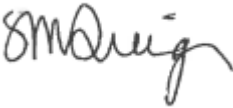
Union members are permitted to use Ministry spaces for union business. Nothing is charged for this because it is a right of union members.

I will be publishing this decision letter, with your personal details deleted, on the Ministry's website in due course.

If you wish to discuss this response with us, please feel free to contact OIA_Requests@msd.govt.nz.

If you are not satisfied with my decision on your request, you have the right to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at www.ombudsman.parliament.nz or 0800 802 602.

Ngā mihi nui

pp. 

Magnus O'Neill
General Manager
Ministerial and Executive Services

IN-CONFIDENCE

Appendix A

MSD Remuneration ranges

Staff Core range - effective from 3 April 2024

Step	Core Salary Ranges							
	B01	B02	B03	B04	B05	B06	B07	B08
13	\$60,424	\$65,590	\$72,990	\$83,003	\$94,689	\$108,622	\$124,402	\$141,873
12	\$59,929	\$65,048	\$72,364	\$82,285	\$93,865	\$107,673	\$123,308	\$140,620
11	\$59,434	\$64,506	\$71,738	\$81,568	\$93,042	\$106,722	\$122,215	\$139,369
10	\$58,940	\$63,965	\$71,112	\$80,851	\$92,219	\$105,772	\$121,121	\$138,116
9	\$58,445	\$63,423	\$70,485	\$80,134	\$91,395	\$104,823	\$120,027	\$136,864
8	\$57,703	\$62,610	\$69,546	\$79,058	\$90,161	\$103,397	\$118,388	\$134,985
7	\$56,960	\$61,798	\$68,609	\$77,983	\$88,926	\$101,973	\$116,748	\$133,106
6	\$56,218	\$60,985	\$67,697	\$76,908	\$87,691	\$100,547	\$115,107	\$131,229
5	\$55,476	\$60,173	\$66,785	\$75,831	\$86,456	\$99,123	\$113,467	\$129,350
4	\$54,239	\$58,818	\$65,265	\$74,039	\$84,398	\$96,747	\$110,734	\$126,219
3	\$53,002	\$57,464	\$63,746	\$72,246	\$82,339	\$94,372	\$108,000	\$123,089
2	\$51,766	\$56,110	\$62,226	\$70,454	\$80,281	\$91,997	\$105,266	\$119,957
1	\$50,529	\$54,755	\$60,707	\$68,660	\$78,222	\$89,622	\$102,533	\$116,827

Premium range -effective from 3 April 2024

Step	Premium Band Salary Ranges								
	2IT	3IT	4IT	5IT	6IT	6IT+	7IT	7IT+	8IT
13	\$74,506	\$78,898	\$90,803	\$105,107	\$124,750	\$127,930	\$143,797	\$155,008	\$168,404
12	\$73,866	\$78,219	\$90,015	\$104,189	\$123,653	\$126,804	\$142,527	\$153,636	\$166,911
11	\$73,226	\$77,539	\$89,227	\$103,271	\$122,557	\$125,678	\$141,257	\$152,264	\$165,417
10	\$72,587	\$76,859	\$88,438	\$102,353	\$121,460	\$124,552	\$139,988	\$150,892	\$163,924
9	\$71,946	\$76,179	\$87,650	\$101,435	\$120,363	\$123,427	\$138,718	\$149,521	\$162,430
8	\$70,987	\$75,160	\$86,469	\$100,058	\$118,718	\$121,738	\$136,813	\$147,464	\$160,190
7	\$70,027	\$74,140	\$85,287	\$98,681	\$117,073	\$120,050	\$134,908	\$145,406	\$157,950
6	\$69,067	\$73,120	\$84,105	\$97,304	\$115,428	\$118,362	\$133,003	\$143,349	\$155,710
5	\$68,123	\$72,100	\$82,923	\$95,926	\$113,784	\$116,674	\$131,099	\$141,291	\$153,469
4	\$66,570	\$70,401	\$80,952	\$93,632	\$111,042	\$113,860	\$127,924	\$137,862	\$149,736
3	\$65,017	\$68,701	\$78,983	\$91,336	\$108,301	\$111,046	\$124,750	\$134,432	\$146,002
2	\$63,464	\$67,050	\$77,013	\$89,041	\$105,559	\$108,232	\$121,576	\$131,003	\$142,268
1	\$61,911	\$65,400	\$75,042	\$86,746	\$102,817	\$105,419	\$118,401	\$127,574	\$138,534

Premium Band Salary Ranges

IN-CONFIDENCE

Step	7E	7P	8+P
13	\$130,416	\$136,429	\$152,776
12	\$129,268	\$135,226	\$151,424
11	\$128,120	\$134,023	\$150,073
10	\$126,972	\$132,820	\$148,721
9	\$125,823	\$131,618	\$147,370
8	\$124,101	\$129,813	\$145,343
7	\$122,379	\$128,009	\$143,316
6	\$120,657	\$126,205	\$141,289
5	\$118,935	\$124,401	\$139,262
4	\$116,064	\$121,394	\$135,883
3	\$113,194	\$118,387	\$132,505
2	\$110,324	\$115,380	\$129,126
1	\$107,453	\$112,372	\$125,748

Managers and Senior Specialists - effective from 1 December 2023

	MSS01	MSS02	MSS03	MSS04	MSS05	MSS06
Step 1	\$ 69,308	\$ 79,408	\$ 94,123	\$ 103,071	\$ 120,870	\$ 141,109
Step 2	\$ 71,233	\$ 81,615	\$ 96,737	\$ 105,934	\$ 124,227	\$ 145,030
Step 3	\$ 73,158	\$ 83,820	\$ 99,352	\$ 108,796	\$ 127,585	\$ 148,949
Step 4	\$ 75,083	\$ 86,026	\$ 101,966	\$ 111,660	\$ 130,942	\$ 152,869
Step 5	\$ 77,008	\$ 88,231	\$ 104,581	\$ 114,522	\$ 134,299	\$ 156,788
Step 6	\$ 78,935	\$ 90,438	\$ 107,196	\$ 117,385	\$ 137,657	\$ 160,708
Step 7	\$ 80,860	\$ 92,644	\$ 109,810	\$ 120,249	\$ 141,015	\$ 164,628
Step 8	\$ 82,399	\$ 94,408	\$ 111,902	\$ 122,540	\$ 143,701	\$ 167,764
Step 9	\$ 83,939	\$ 96,173	\$ 113,994	\$ 124,829	\$ 146,386	\$ 170,899
Step 10	\$ 85,095	\$ 97,496	\$ 115,562	\$ 126,547	\$ 148,401	\$ 173,252
Step 11	\$ 86,250	\$ 98,820	\$ 117,131	\$ 128,265	\$ 150,416	\$ 175,603

Information Management Specialists - effective from 1 December 2023

	IMS01	IMS02	IMS03	IMS04	IMS05
--	-------	-------	-------	-------	-------

IN-CONFIDENCE

Step 1	\$ 81,772	\$ 97,148	\$ 114,623	\$ 136,420	\$ 161,762
Step 2	\$ 84,044	\$ 99,847	\$ 117,807	\$ 140,209	\$ 166,256
Step 3	\$ 86,316	\$ 102,545	\$ 120,990	\$ 143,999	\$ 170,749
Step 4	\$ 88,587	\$ 105,244	\$ 124,174	\$ 147,788	\$ 175,243
Step 5	\$ 90,858	\$ 107,941	\$ 127,358	\$ 151,577	\$ 179,735
Step 6	\$ 93,130	\$ 110,640	\$ 130,543	\$ 155,368	\$ 184,229
Step 7	\$ 95,401	\$ 113,339	\$ 133,726	\$ 159,157	\$ 188,625
Step 8	\$ 97,218	\$ 115,497	\$ 136,274	\$ 162,188	\$ 192,115
Step 9	\$ 99,035	\$ 117,656	\$ 138,821	\$ 165,220	\$ 195,605
Step 10	\$ 100,399	\$ 119,276	\$ 140,731	\$ 167,494	\$ 198,223
Step 11	\$ 101,761	\$ 120,895	\$ 142,641	\$ 169,767	\$ 200,840

Senior managers - effective from 3 April 2024

Band	Minimum	Midpoint (100%)	Maximum
MSS07	\$134,852	\$167,535	\$199,786
MSS08	\$160,147	\$198,753	\$236,624
IMS06	\$155,857	\$193,546	\$230,375
IMS07	\$172,461	\$213,696	\$254,555
SM4	\$142,530	\$177,132	\$210,966
SM3	\$175,102	\$216,901	\$258,401
SM3a	\$197,574	\$244,618	\$291,662
SM2	\$229,190	\$284,138	\$339,086
SM2a	\$262,322	\$325,553	\$388,784
SM1	\$287,615	\$357,169	\$426,723

Appendix B

Union advocacy

Note there is some double up with roles because, to be a National Convenor, you must first be a National Delegate.

Union role	Time spent	MSD role	Band
PSA Lead			
Lead Team Convenor	1.0 FTE	Executive Assistant	B05
MSS Convenor	0.5 FTE	Manager Regional Services	MSS06
Client Service Delivery Convenor	0.5 FTE	Case Manager	B04
Client Service Support Convenor	0.5 FTE	Studylink Officer	B03
Contact Centres Convenor	0.5 FTE	Employment Support Representative	B03
National Office Convenor	0.5 FTE	Helpline Advisor	B04
Ngā Kaitūhono Convenor	0.5 FTE	Central Processing Officer	B03
National delegates			
<i>Contact centres</i>			
Waitakere	Maximum of 4 hours per week	Customer Services Representative	B03
Ellerslie		Customer Services Representative	B03
Hamilton		Customer Services Representative	B03
Job Connect		Employment Support Representative	B03
Studylink		Customer Services Representative	B03
Seniors		Customer Services Representative	B03
Wellington		Customer Services Representative	B03
Christchurch		Customer Services Representative	B03
Dunedin		Customer Services Representative	B03
Ngā Kaitūhono		Customer Services Representative	B03

IN-CONFIDENCE

Union role	Time spent	MSD role	Band
<i>Regional Services</i>			
Tai Tokerau / Northland	Maximum of 4 hours per week	Case Manager Housing	B04
Auckland North		Programme Coordinator	B04
Auckland Central		Case Manager	B04
Auckland South		Work Broker	B05
Waikato		Case Manager	B04
Bay of Plenty		Work Broker	B05
Tairāwhiti / Hawke's Bay		Work Broker	B05
Taranaki / Whanganui / King Country		Case Manager	B04
Central / Horowhenua / Wairarapa		Integrated Services Case Manager	B05
Wellington		Integrated Services Case Manager	B05
Nelson / Marlborough / West Coast		Integrated Services Case Manager	B05
Canterbury		Capability Developer	B05
Southern (Otago / Southland)		Case Manager	B04
Ngā Kaitiāhono	Capability Developer	B05	
<i>Client Service Support</i>			
Whangarei Centralised and Specialised Processing Services	Maximum of 4 hours per week	Central Processing Officer	B03
Eilerslie Cluster Centralised Processing Services		Central Processing Officer	B03
Mangere Centralised Processing Services		Central Processing Officer	B03
Rotorua Centralised Processing Services		Studylink Officer	B03
Studylink Student Support Centre		Technical Officer Housing	B03
Wellington Centralised Processing Services		Central Processing Officer	B03
Childcare Processing		Vacant	
Client Service Integrity			

IN-CONFIDENCE

Union role	Time spent	MSD role	Band
Integrity Intervention Centre	Maximum of 4 hours per week	Integrity Intervention Officer	B03
Whanganui Centralised Services		Case Manager	B04
Hawkes Bay Centralised Services		Case Manager	B04
Debt Management		Client Support Debt Management Officer	B03
Ngā Kaitūhono		Central Processing Officer	B03
<i>Ngā Kaitūhono Tuakana (Rūnanga National Delegates)</i>			
Ngā Kaitūhono - Client Service Support	Maximum of 4 hours per week	Central Processing Officer	B03
Ngā Kaitūhono - Contact Centres		Customer Service Representative	B03
Ngā Kaitūhono - Regional Services		Capability Developer	B05
Ngā Kaitūhono - National Office		Senior Test Analyst	B06IT
<i>National Office</i>			
Service Delivery	Maximum of 4 hours per week	Senior Advisor	B05
Māori, Communities and Partnerships		Relationship Manager	B07
Policy		Policy Analyst	B05
Transformation		Vacant	
People and Capability		Vacant	
Organisational Assurance and Communication		Vacant	
Strategy & Insights	Maximum of 4 hours per week	Vacant	
Office of the Chief Executive		Vacant	
Ngā Kaitūhono		Senior Test Analyst	B06IT
<i>Others</i>			
MSS	Maximum of 4 hours per week	Manager Regional Services	MSS06
Capability Developers		Capability Developer	B04
Vā Moana		Performance and Reporting Analyst	B06