



9(2)(a)

Tēnā koe 9(2)(a)

Thank you for your email of 22 July 2024 to the Ministry for the Environment (the Ministry) requesting the following under the Official Information Act 1982 (the Act):

We request the following information

- *A table/list of your organisation's pay bands with the Step Range (Band), Minimum and Maximum salaries (See attached for an example).*
- *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.*
 - o *Please do not include information where the only involvement is regular staff who are union members being entitled to attend occasional union meetings.*
- *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).*
 - o *For each payment, please outline the recipient, value and purpose of the payment.*
- *Please indicate whether any Union or their staff, or any MBIE [sic] 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.*
 - o *What is the area of the office space that Unions are permitted to use.*
 - o *What rent (if any) is charged for use of the office space?*

The Ministry notes that you provided a correction to your request, confirming that you were seeking this information from the Ministry, as opposed to the Ministry of Business, Innovation and Employment. I have provided a response to each part of your request below:

Part 1: "A table of your organisation's pay bands with the Step Range (Band), Minimum and Maximum salaries."

Response:

Please refer to Appendix 1 attached for this information. Please also note the following:

- The 'GB' bands refer to the Ministry's graduate programme bands. Step progression within this bands operates independent to the Ministry's yearly review.
- Band E is boldened to indicate the midpoint of the band range.

Part 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.

o Please do not include information where the only involvement is regular staff who are union members being entitled to attend occasional union meetings.”

Response:

At the Ministry, there is no specific number of hours allocated to staff who are permitted to spend salaried time for the purpose of union organisation, advocacy or other union activity. As the information requested is not held by the Ministry, and we have no grounds for believing that the information is held by another department or organisation, this part of your request has been refused under section 18(g)(i) of the Act. The hours spent on union related activity can vary month to month, depending on demand for such related work. The Ministry’s Collective Employment Agreement with the Public Service Association (PSA) states that:

“Reasonable paid time will be allocated to delegates to carry out their role effectively within and beyond the workplace (subject to arrangements agreed between the PSA and the Ministry dealing with notice, timing etc). This includes time for recruitment, to meet with new and potential members, other delegates and PSA officials over employment matters and/on union business and attending regional and national PSA and other union forums.”

Please see a list of position descriptions, salary bands and steps below, noting that the exact duties of individual staff with the same job title may vary:

Position	Salary Band	Step
Analyst	15	D
Analyst	15	G
Policy Analyst	15	C
Policy Analyst	15	G
Senior Analyst	17	E
Senior Analyst	17	O
Senior Analyst	17	I
Senior Analyst	17	G
Senior Analyst	17	O
Senior Analyst	17	K
Senior Analyst	17	F
Senior Policy Analyst	17	M
Senior Policy Analyst	17	J
Advisor	15	D
Private Secretary	15	F
Senior Communications Advisor	17	L
Senior Insights Analyst	17	F
Manager	17	F

Part 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).*

o For each payment, please outline the recipient, value and purpose of the payment.”

Response:

No money was paid to the PSA or any union by the Ministry in 2022, 2023, and 2024 so far, and no payments are planned for the remainder of 2024 outside of regular payroll deductions for union membership.

Part 4: *“Please indicate whether any Union or their staff, or any MBIE [sic] 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.*

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

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

Response:

The Ministry does not have any staff members that are employed for the purpose of union organisation or administration. As such, the response provided below focuses on how it applies to Union/PSA and their staff.

PSA staff members are permitted access in Ministry office spaces that are owned or leased by the Ministry. PSA staff visit our locations to participate in occasional meetings in an ad hoc manner, but they do not use the Ministry’s office spaces as dedicated workspaces.

Defined Office Spaces:

In terms of areas of office space that Union/PSA staff are permitted to use, there is no defined area where they are permitted, however, virtually any office space that has been agreed as meeting location with Union/PSA staff is permitted for use.

Rent/Charges:

In terms of rent/charge for use of office space, there is no rent charged for Union/PSA’s usage of any of the Ministry’s office spaces.

The relevant provision in the Ministry’s Collective Agreement is provided below:

“PSA representatives may enter the workplace for purposes relating to members’ employment and/or other union business, including recruitment at reasonable times during work hours. The PSA representatives accessing the workplace will follow normal notification protocols, and observe any established safety or health or security procedures.”

You have the right to seek an investigation and review by the Office of the Ombudsman of my decision relating to this request, in accordance with section 28(3) of the Act. The relevant details can be found on their website at: www.ombudsman.parliament.nz.

Please note that due to the public interest in our work the Ministry publishes responses to requests for official information on our [OIA responses page](#) shortly after the response has been sent. If you have any queries about this, please feel free to contact our Ministerial Services team: ministerials@mfe.govt.nz.

Nāku noa, nā,

Electronically approved by Tracey Kaio

Tracey Kaio

General Manager – People and Capability
Ministry for the Environment | Manatū Mō Te Taiao

Document schedule

Document no.	Document date	Content	Decisions	OIA sections applied
1	1 December 2023	<i>'Pay bands effective 1 December 2023 – Current Bandings'</i>	Released in full	N/A