

Reference: 20200400



18 December 2020

s9(2)(a)

Dear

s9(2)(a)

Thank you for your Official Information Act request, received on 20 November 2020.  
You requested the following:

*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?*

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*General System performance*

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

On 7 December 2020 you provided the following clarification:

“The estimated number of different (non-standard) types of employment agreement from your Contract data base” was reworded to:

*...significant variations to a typical organisational agreement” requiring specific terms and conditions and or rates to be applied to wage or salary roles calculations, i.e. allowances, shift work, special collectives agreement, and/or part-time/variable hours/overtime rates.*

And:

“Any cost on training over the last three years relating to payroll” was reworded to:

*...understanding how much ongoing support, refresher, new personnel training (inhouse, online, Support person help desk, modular work books, etc) is required by different government organisations to best operate your payroll system. What types of training maybe required to maintain currency of payroll staffs awareness to maximise operational proficiency and the current cost currently incurred to do so.*

**Information being released**

The information requested is listed in the table below. Please note, the costs described reflect the costs incurred by the Central Agencies Shared Services (CASS) as a whole. CASS provides payroll services to Treasury, DPMC, the Public Service Commission and Chief Executives.

Item	Questions	Answers			
	Payroll System Costs	YE June 2018	YE June 2019	YE June 2020	July to August 2020
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	\$420,330.70	\$447,709.56	\$436,120.81	\$117,174.85

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	\$184,981.16	\$100,983.00	\$100,983.00	\$16,830.50
3.	The last three financial years (by year) actual total spend on Capital costs and any YTD spend to the end of August 2020	\$396,755.92	\$151,169.29		
4.	Any cost on training over the last three years relating to payroll				

	<b>Employee Numbers</b>	<b>YE June 2018</b>	<b>YE June 2019</b>	<b>YE June 2020</b>	<b>July to August 2020</b>
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	404	446	497	508
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	62	60	69	60

7.	The estimated number of different (non-standard) types of employment agreement From your Contract data base	0	0	0	0
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	<b>Contract Information</b>	
8.	The current service being provided in briefly i.e. Inhouse, Outsourced (fully or partial), Bureau, SaaS, Payroll as a Service?	InHouse using SaaS
9.	Payroll Supplier?	Technology One
10.	Payroll System Brand name?	Technology One
11.	How long the contract has been in-place (start date)?	25 September 2017
12.	The end date of the contract?	27 September 2023
13.	Any extension provisions to the contract end date?	No
14.	Contract Owner and /or Business Owner? Contact for any further information	Chief People Officer and Chief Financial Officer

	<b>Business Contact</b>	
15.	<i>Best contact person for the system?</i>	Payroll Manager Lachlan Neumann <a href="mailto:Lachlan.neumann@cass.govt.nz">Lachlan.neumann@cass.govt.nz</a>
16.	<i>Best person for further details if required? General System performance</i>	CFO Glenn McStay <a href="mailto:Glenn.Mcstay@cass.govt.nz">Glenn.Mcstay@cass.govt.nz</a>

	<b>General System Performance</b>	
17.	<i>Any concern about the NZ Holidays Act compliance of the existing system and or other system performance limitations?</i>	No

Please note that this letter (with your personal details removed) and enclosed documents may be published on the Treasury website.

This reply addresses the information you requested. You have the right to ask the Ombudsman to investigate and review my decision.

Yours sincerely



Gwen Boothby  
**Human Resources Manager**