



## AIDE MEMOIRE

### Further update on MIQ head office workforce transition

<b>Date:</b>	13 April 2022	<b>Priority:</b>	Medium
<b>Security classification:</b>		<b>Tracking number:</b>	2122-4051

<b>Information for Minister(s)</b>
Hon Chris Hipkins <b>Minister for COVID-19 Response</b>

<b>Contact for telephone discussion (if required)</b>			
<b>Name</b>	<b>Position</b>	<b>Telephone</b>	<b>1st contact</b>
Andrew Milne	Associate Deputy Secretary, MIQ	Privacy of natural persons	✓
Kara Isaac	General Manager, MIQ Policy		

<b>The following departments/agencies have been consulted</b>

**Minister's office to complete:**

- |   |  |
|---|--|
| <input type="checkbox"/> Approved             | <input type="checkbox"/> Declined            |
| <input type="checkbox"/> Noted                | <input type="checkbox"/> Needs change        |
| <input type="checkbox"/> Seen                 | <input type="checkbox"/> Overtaken by Events |
| <input type="checkbox"/> See Minister's Notes | <input type="checkbox"/> Withdrawn           |

### Comments

There are now more people working in MIQ head office than there are staying in MIQ. I'd like to see a breakdown of how many staff are working in each of the areas listed on Page 3 please. I absolutely appreciate the value of the work that MIQ staff have done over the past 2 years, but I cannot justify keeping that many staff on as MIQ winds down.  
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### Purpose

This aide memoire provides you with more detail on the progress of the MIQ head office workforce transition.

Kara Isaac  
**General Manager – MIQ Policy**  
MBIE

13 / 04 / 2022

### Background

1. On 9 March 2022, the Cabinet Social Wellbeing Committee (SWC), having been authorised by Cabinet to have Power to Act [CAB-22-MIN-0059 refers], agreed to accelerate the scaling down of the MIQ network. Following this acceleration, only three or four facilities will remain in the MIQ network as of 1 July 2022.
2. Whilst the vast majority of New Zealand Defence Force, Health, and Aviation Security Service staff have returned to their home agencies, a significant workforce change process is underway for MBIE staff in order to fulfil good faith and legislated employment obligations.
3. On 4 April 2022 we provided you with an update on the progress of the MIQ workforce transition [2021-3302 refers]. The aide memoire noted that, overall, the MIQ workforce had decreased by 66% in the last two months, and will continue to reduce over the coming months.

### Update on head office workforce transition

4. As of 31 March 2022, there were 235 MBIE employed FTE working in head office functions (a 6% decrease from 1 February 2022). As of 7 April 2022, the number had reduced to 209 FTE.
5. The following table provides a breakdown of head office FTE by employment type across these two time periods. The table also provides indicative FTE levels for 1 May 2022 based on confirmed resignations received to date (a further reduction of 21 FTE).

Date	Permanent	Fixed-term	Contracted	Seconded	Total
31 March 2022	56	125	35	19	<b>235</b>
7 April 2022	54	108	31	15	<b>209</b>
1 May 2022	44	106	25	10	<b>188</b>

6. The timeline for fixed-term roles concluding, as at 7 April 2022, is set out in the table below. 31 March 2022 figures are provided for comparison, to illustrate how a number of these end dates have been brought forward, and will continue to be brought forward, as head office resourcing needs are confirmed.

	Head office fixed-term FTE end dates										
	Total	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	2023
31 March	125		2	25	5	3	25	13	7	7	38
7 April	108	2	8	22	7	3	22	11	7	5	21

### Key areas of work for head office staff

7. As set out in the tables above, we are already seeing a number of head office staff leave for new opportunities. Those that remain are focussed on the following key areas of work:
- Supporting operational delivery of the remaining facilities
  - Managing the network and workforce transition, including the de-designation of facilities
  - Contract management for both facilities exiting now, and the 3-4 that may remain post June
  - Partnership management (including Iwi and commercial)
  - Readiness planning, in the event that MIQ needs to be reactivated in the short to medium-term
  - Documenting the MIQ knowledge legacy
  - Development of the programme business case for future isolation and quarantine capability (the NQC)
  - Policy advice to support the NQC, legacy and readiness, network and workforce transition, Order changes, and proactive releases
  - Processing of fee waiver applications
  - Complaints and disputes resolution
  - Ombudsmen and judicial review responses/follow ups
  - Official correspondence and Ministerial servicing.

### Update on change process for permanent staff

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8. As previously advised, we commenced the consultation process for MBIE staff in our facilities on 18 March 2022. Final decisions will be communicated to MIQ facility staff on 14 April 2022 with the final structure expected to be in place from 10 May 2022.
9. At this point we anticipate that approximately 185 FTE of the current 303 MBIE facility staff will be required to service management and security functions at the residual four facilities.
10. Detailed design work is progressing on future head office staffing needs. We are intending to commence consultation on the transition proposal at the end of April, with decisions in late May and the new structure and operating model in place from late June.

### Next steps

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11. We will continue to provide you with weekly updates on the progress of the workforce transition via the weekly report.