

Michelle van Straalen

From: Michelle van Straalen
Sent: Wednesday, 15 July 2020 15:19
To: [REDACTED]
Cc: official information
Subject: LGOIMA 20102 - The cost of staffing in government agencies and to determine what, if any, efficiencies can be made in terms of cost.

Kia ora

Further to your information request of 15 May 2020 in respect of the cost of staffing in government agencies and to determine what, if any, efficiencies can be made in terms of cost, I am now able to provide Hamilton City Council's response.

You requested:

We are putting together a report to quantify the cost of staffing in government agencies and to determine what, if any, efficiencies can be made in terms of cost.

To assist us with this can you please provide:

A) A breakdown of council recruitment costs for the 2018/2019 year. For the avoidance of doubt please detail:

- 1) Fees paid to external recruitment agencies including fees for permanent recruitment, fixed term contract and temporary workers / contractors. Ideally this information should be broken down by the supplier / agency name, the type of fee charged (i.e. permanent recruitment, temporary staff etc), the business area in which the vacancies were filled as well as the job band / level concerned.*
- 2) Total cost of staff recruitment to council for the same period. Costs included in the figure should be salary / wages paid to internal council recruitment or HR staff (where their hours / efforts were directed towards staff recruitment). This should also include costs of internal recruitment including advertising, background checking, reference checking, visa and migration consultant costs, testing and assessments.*
- 3) The total number of jobs / vacancies filled at council for the same period.*

Our response:

Please find **below** information requested in relation to Recruitment Costs at Hamilton City Council.

A) a breakdown of council recruitment costs for the 2018/2019 year.

1) Fees paid to external recruitment agencies including fees for permanent recruitment, fixed term contract and temporary workers / contractors. Ideally this information should be broken down by the supplier / agency name, the type of fee charged (i.e. permanent recruitment, temporary staff etc), the business area in which the vacancies were filled as well as the job band / level concerned.

Absolute IT \$154,075
Adecco Personnel \$19,493
Asset Recruitment \$169,381
ConveKinloch \$205,105
Drake \$9,448
Exelient Ltd \$56,800
H2H Consulting \$32,730

2) Total cost of staff recruitment to council for the same period. Costs included in the figure should be salary / wages paid to internal council recruitment or HR staff (where their hours / efforts were directed towards staff recruitment). This should also include costs of internal recruitment including advertising, background checking, reference checking, visa and migration consultant costs, testing and assessments.

Internal recruitment staff employed by Council

Staff labour costs \$380,000 p/a

All background checking costs – includes CV Check, WOHC pre-employment medicals, Ministry of Justice checks, Police Vetting costs

These costs are coded to Recruitment Expenses. As per the listing:

CV Check \$555

WOHC \$6,427

MOJ checks \$4,808

Police vetting \$1,677

All advertising costs –through our media agent Bettle & Co

These costs are coded to Recruitment Expenses. As per the listing:

Bettle \$136,615

All costs associated with testing – OPRA (Podium), Justine Winter through HR Connect

These costs are coded to Recruitment Expenses. As per the listing:

OPRA \$11,830

HR Connect \$5,370

3) The total number of jobs / vacancies filled at council for the same period.

Council placed 300 approx. employees into roles during the 2019 calendar year

Please note that we have provided as much information as we are in time available due to the detail and breakdown of costs requested.

To provide a full breakdown of data and information requested we have established further analysis of data is required. This further analysis would take a full-time resource between 6-8 weeks to get all relevant invoices from our data warehouse, break them down by role/group, employment type, job/grade band and match to our payroll reports.

If you would like Council to proceed with providing this information in the detail you requested we have decided to charge for making the requested information in the detail you requested available. If you choose to proceed, please let us know and we can provide an estimate of costs.

Please feel free to contact me if you have any queries or wish to discuss further.

Kind regards,

Michelle van Straalen

Official Information Advisor | Legal Services

DDI: 07 974 0589 | Michelle.vanStraalen@hcc.govt.nz



Hamilton City Council | Private Bag 3010 | Hamilton 3240 | www.hamilton.govt.nz

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From: Michelle van Straalen
Sent: Monday, 15 June 2020 4:12 PM
To: [REDACTED]
Cc: official information <officialinformation@hcc.govt.nz>; Jessica Perry <Jessica.Perry@hcc.govt.nz>; Dan Finn <Dan.Finn@hcc.govt.nz>
Subject: HPE CM: FW: HPE CM: LGOIMA 20102 - The cost of staffing in government agencies and to determine what, if any, efficiencies can be made in terms of cost.

Dear [REDACTED]

I refer to your information request of 15 May 2020 in respect of the cost savings in government agencies.

The Local Government Official Information and Meetings Act 1987 requires that we advise you of our decision on your request no later than 20 working days after the day we received your request. Unfortunately, it will not be possible to meet that time limit and we are therefore writing to notify you of an extension of the time to make our decision, to 15 July 2020.

This extension is necessary because your request is for a large amount of information and meeting the original time limit would unreasonably interfere with our operations.

You have the right to request an investigation and review by the Ombudsman under section 27(3) of the Local Government Official Information and Meetings Act 1987.

For your information, the Ombudsman's contact details are:

Email: info@ombudsman.parliament.nz
Post: PO Box 10152, Wellington 6143
Telephone: 0800 802 602

Please feel free to contact me in the meantime if you have any queries regarding the progress of your request.

Kind regards,

Michelle van Straalen
Official Information Advisor | Legal Services

DDI: 07 974 0589 | Michelle.vanStraalen@hcc.govt.nz



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From: official information
Sent: Friday, 15 May 2020 1:54 PM

To: [REDACTED]
Cc: official information <officialinformation@hcc.govt.nz>

Subject: HPE CM: LGOIMA 20102 - The cost of staffing in government agencies and to determine what, if any, efficiencies can be made in terms of cost.

Kia ora

I write to acknowledge your information request of 15 May 2020 in respect of the cost of staffing in government agencies and to determine what, if any, efficiencies can be made in terms of cost.

Please be advised that your request has been passed on to the relevant team within Council and you will be informed of the outcome.

The Local Government Official Information and Meetings Act 1987 requires that we advise you of our decision on whether the Council will provide the requested information or not "as soon as reasonably practicable", no later than 20 working days after the day we received your request. We will respond to you no later than **15 June 2020**.

Kind regards,

Michelle van Straalen
Official Information Advisor | Legal Services

DDI: 07 974 0589 | Michelle.vanStraalen@hcc.govt.nz



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HCC Website - Official Information Request

Reference: HCC-QF-200515-80IQ7-TTM

Attachment: not attached

Name: [REDACTED]

Email address: [REDACTED]

Phone number: [REDACTED]

Detailed Description of Request

Official Information Request

We are putting together a report to quantify the cost of staffing in government agencies and to determine what, if any, efficiencies can be made in terms of cost.

To assist us with this can you please provide:

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- 1) Fees paid to external recruitment agencies including fees for permanent recruitment, fixed term contract and temporary workers / contractors. Ideally this information should be broken down by the supplier / agency name, the type of fee charged (i.e. permanent recruitment, temporary staff etc), the business area in which the vacancies were filled as well as the job band / level concerned.
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- 3) The total number of jobs / vacancies filled at council for the same period.

Please feel free to contact me should you have any questions or concerns or wish to clarify any of the above.

Thank you in advance for your assistance with this matter.

Organisation: not supplied