



20 February 2024

[Redacted]

Ref: OIA-2023/24-0443

Dear [Redacted]

Official Information Act requests relating to DPMC and NEMA ICT functions

Thank you for your two Official Information Act 1982 (the Act) requests, both received on 23 January 2024. Your requests were the same request, one addressed to the Department of the Prime Minister and Cabinet (DPMC) and the second addressed to the National Emergency Management Agency (NEMA).

NEMA was established on 1 December 2019, replacing the Ministry of Civil Defence & Emergency Management. NEMA is a Departmental Agency hosted by DPMC. Information Technology services for DPMC and NEMA are provided by the Central Agencies Shared Services (CASS) together with other corporate services (Human Resources, Finance, Information Management and Publishing). The service is provided by the Treasury, with DPMC and NEMA's share of costs funded through an annual CASS charge.

We have, therefore, decided to respond to both of your requests to DPMC and NEMA with a single response. Your combined request to DPMC and NEMA was for:

"... can I please request information from ... [the Department of the Prime Minister and Cabinet and the National Emergency Management Agency] as follows as at 01/02/2024? Please also include ICT roles that are sitting in the business part of the organisation as well in the totals below.

	<i>Headcount</i>	<i>FTEs</i>
<i>Number of staff at Department of the Prime Minister and Cabinet in established roles</i>		
<i>Number of staff at National Emergency Management Agency in established roles</i>		
<i>Staff that are in the ICT, data, digital teams/function in established roles</i>		
<i>Staff that are in the ICT, data, digital teams/function in non-established roles (contractors, casuals, consultants, etc.). Please ensure that the numbers below add up to this number.</i>		
<i>Total number of architects</i>		
<i>Total number of developers</i>		
<i>Total number of ICT staff in management roles</i>		
<i>Total number of staff involved with project management</i>		
<i>Total number of business analysts</i>		
<i>Total number of testers</i>		
<i>Total number of information and data subject matter experts</i>		
<i>Total number of scrum masters</i>		
<i>Total number of product owners (that are with ICT team)</i>		
<i>Total number of staff involved with strategy development and implementation, transformation, portfolio management,</i>		

	Headcount	FTEs
<i>monitoring, and reporting (exclude staff in management roles from this count)</i>		
<i>Total number of other staff who look after system analysis, network, software engineering, information and cyber security, help-desk and technical support, quality assurance, account management, training, finance, stakeholder management, and any other ICT functions</i>		

In addition, please state who the end users of the ICT services at your organisation are, example internal staff or public or both? If the end users are a subset of the public then please estimate the number of such users.

Finally, if I have to contact someone in the ICT function at ... [the Department of the Prime Minister and Cabinet and the National Emergency Management Agency] then who would that be?"

On 26 January 2024 you sent a clarification around the definitions of established and non-established positions for the ICT roles, and other matters raised by agencies that had received the request. You defined "established staff" as being both permanent and fixed term staff.

We have consulted with the Treasury and understand that you have also sent the same request to the Treasury. Treasury will respond to your request in relation to ICT staff employed by Treasury, including ICT staff providing ICT services to DPMC and NEMA. This includes your request for a contact person in relation to the ICT function, and questions about the end users for DPMC and NEMA ICT services. The one exception is the Cabinet Office in DPMC which employs two ICT staff directly to assist with the running of the CabNet, which is a secure platform for supporting Cabinet and Cabinet committee processes.

Please see below information as at 31 December 2023 on the total number of staff at both DPMC and NEMA:

Staff at DPMC as at 31 December 2023		
Headcount		Permanent and Fixed Term FTE
Fixed Term	56	259.0
Permanent	210	
<i>Seconded In</i>	29	
Grand Total	295	

Staff at NEMA as at 31 December 2023		
Headcount		Permanent and Fixed Term FTE
Fixed Term	7	157.4
Permanent	153	
<i>Seconded In</i>	3	
Grand Total	163	

ICT Staff employed by DPMC

DPMC's Cabinet Office employs two ICT staff directly. The numbers as set out in the table provided above are:

	Headcount		FTEs	
	Established	Non-Established	Established	Non-Established
H. Total number of testers	1		1	
K. Total number of product owners (that are with ICT team)	1		1	

Regarding your question about end users, CabNet is used by approximately 2,500 officials across 53 government agencies and 30 Ministers' and Parliamentary Under-Secretaries' offices to upload, lodge and process Cabinet material.

You have the right to ask the Ombudsman to investigate and review my decision under section 28(3) of the Act.

This response will be published on the Department of the Prime Minister and Cabinet's website during our regular publication cycle. Typically, information is released monthly, or as otherwise determined. Your personal information including name and contact details will be removed for publication.

Yours sincerely



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