



20 July 2023

Tēnā koe

On 14 June 2023, you emailed the Ministry of Social Development (the Ministry) requesting, under the Official Information Act 1982 (the Act), the following information:

*Under the Official Information Act 1982, I wish to seek the following information:*

- 1. How many staff work within your organisation to procure property (to own or lease) for your organisation.*
- 2. How many square meters of floor space does your organisation manage (owns/leases) in total, excluding any that is managed by the Government Property Group on behalf of your organisation, and how this compares to each year for the past five years.*
- 3. For the properties that your organisation manages (owns/leases), what per cent of these properties in total are currently occupied, and how is this broken down by each property.*

For clarity, the Ministry will respond to your request in turn.

- 1. How many staff work within your organisation to procure property (to own or lease) for your organisation.*

The Procurement and Commercial Services Team has 30 staff, but the Ministry does not have any staff dedicated solely to property procurement. The team helps the Ministry to contract and purchase a wide range of products and services. Property staff involved in procurement also provide a range of other property management functions. Additionally, property procurement is supported by legal staff. It is not possible to specify how much time each member of staff spends on the procurement of property, as staff do not record their time in this way.

- 2. How many square meters of floor space does your organisation manage (owns/leases) in total, excluding any that is managed by the Government Property Group on behalf of your organisation, and how this compares to each year for the past five years.*

Please refer to the table below.

<b>Year to Date</b>	<b>Area (m<sup>2</sup>)</b>
22 June 2023	161,855
June 2022	161,583
June 2021	158,932
June 2020	154,918
June 2019	154,408
June 2018	153,075

3. *For the properties that your organisation manages (owns/leases), what per cent of these properties in total are currently occupied, and how is this broken down by each property.*

All properties leased and owned by the Ministry are occupied except where temporary closure occurs for building improvement or remedial work.

The principles and purposes of the Official Information Act 1982 under which you made your request are:

- to create greater openness and transparency about the plans, work and activities of the Government,
- to increase the ability of the public to participate in the making and administration of our laws and policies and
- to lead to greater accountability in the conduct of public affairs.

This Ministry fully supports those principles and purposes. The Ministry therefore intends to make the information contained in this letter and any attached documents available to the wider public. The Ministry will do this by publishing this letter on the Ministry's website. Your personal details will be deleted, and the Ministry will not publish any information that would identify you as the person who requested the information.

If you wish to discuss this response with us, please feel free to contact [OIA\\_Requests@msd.govt.nz](mailto:OIA_Requests@msd.govt.nz).

If you are not satisfied with this response regarding property leasing information, you have the right to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or 0800 802 602.

Ngā mihi nui

A handwritten signature in black ink, appearing to be 'VC' followed by a long horizontal stroke.

Vaughan Crouch  
**General Manager**  
**Workplace Services**