



OIA18-0019

13 FEB 2018

D Dahya
c/- FYI website

Dear D Dahya

OFFICIAL INFORMATION ACT REQUEST

I refer to your official information request on 10 January 2018 relating to your job applications with the Ministry for Primary Industries (MPI) and MPI's recruitment processes.

Many of the questions you have asked are outside of the scope of the Official Information Act, insofar as the Act does not require an agency to form an opinion or create information to answer interrogatory questions. For this reason, I have not answered questions 1, 4, 5, 6, 7, 8, 9, 11, 19, 24, 25, 26 and 28.

Despite the fact that many of the questions you have asked are not covered by the OIA, we have noted your concerns. We have previously met with you to discuss the issues that you have identified. This offer still stands if a follow-up meeting is helpful.

2. What was the process for review of decisions by unsuccessful applicants immediately prior to January 2017?

The State Sector Act requires the Chief Executive to have a procedures review in place to deal with appointment complaints from internal employees. External applicants have the right to review information held by the Ministry under the Official Information Act 1982 and Privacy Act 1993 pertinent to any decision made in regards to that person. External applicants also have rights under the Employment Relations Act 2000 and Human Rights Act 1993 where under these statutes it is unlawful to discriminate against applicants in the appointment process on the grounds specified in those statutes.

3. What is the process for review of decisions by unsuccessful applicants currently?

I refer you to my response to Question 2 as above.

10. I would like to know who the staff members were or their titles that sent these emails in order to confirm accountability lies with Recruitment/HR

Recruitment correspondence is managed via MPI's automated eRecruitment system. The access and management of this system, including the facilitation of correspondence via the system sits with the internal recruitment team, which includes Manager Recruitment, Recruitment Advisers, and Recruitment Administrators.

12. Were any of these vacancies sent to an external agency, if so which one and when?

None of the vacancies you applied for were sent to external agencies.

13. For each of those vacancies, how many applicants were shortlisted?

Two applicants were shortlisted for the Web Administrator roles (January 2017) and each of the Web Content Writer roles advertised in February and April 2017 respectively. Four applicants were shortlisted for the Web Administrator role advertised in May 2017.

14. For each of these vacancies, how many Indians were shortlisted?

No candidates who identified themselves as being of Asian ethnicity were shortlisted for any of the vacancies you applied for. However, only a portion of applicants choose to disclose their ethnicity.

15. For each of these vacancies, when were the shortlists finalised?

Role	Date Shortlist Finalised
Web Administrator (January 2017)	6 th January 2017
Web Content Writer (February 2017)	13 th February 2017
Web Content Writer (April 2017)	12 th April 2017
Web Administrator (May 2017)	5 th May 2017

16. For each of these positions, when was the job offered and accepted by the successful applicants ie dates?

Role	Date Offer was Made	Date Offer was Accepted
Web Administrator (January 2017)	17 th February 2017	17 th February 2017
Web Content Writer (February 2017)	29 th March 2017	29 th March 2017
Web Content Writer (April 2017)	26 th May 2017	27 th May 2017
Web Administrator (May 2017)	16 th June 2017	16 th June 2017

17. For each of those vacancies, how many of the shortlisted vacancies were either; unemployed, MSD-referred job seekers, internal staff, external staff, students (recent or current) or a seconded staff member?

During the application process, MPI asks applicants whether they have been previously employed by MPI and in what capacity. Otherwise data is not collected on employment status, MSD referrals or whether the applicant is a recent or current student.

The following table provides a breakdown of whether shortlisted candidates were internal or external candidates.

Role	Shortlisted Applicant Type
Web Administrator (January 2017)	1 Internal candidate 1 External candidate
Web Content Writer (February 2017)	2 External candidates
Web Content Writer (April 2017)	2 External candidates
Web Administrator (May 2017)	3 External candidates 1 Internal candidate

18. For each of those vacancies, was the successful applicant, currently unemployed, an MSD-referred job seeker, internal staff, external staff, students (recent or current) or a seconded staff member?

As above. The following table provides a breakdown of whether the successful applicant was an internal or external candidate.

Role	Successful Applicant Type
Web Administrator (January 2017)	Internal Candidate
Web Content Writer (February 2017)	External Candidate
Web Content Writer (April 2017)	External Candidate
Web Administrator (May 2017)	Internal Candidate

20. Were any of these vacancies open to the unemployed (either MSD registered job seekers or otherwise) and were unemployed job seekers considered fairly for these positions?

All publicly advertised vacancies are open to applicants regardless of current employment status. All applications (including those of unemployed job seekers) are fairly assessed against the candidate selection criteria outlined in the job description.

21. Were any of these vacancies passed to an external job agency after May 2017 – If so, which ones and when?

I refer you to my response to Question 12 as above.

22. Were 4 applicants hired for the 4 vacancies advertised in early 2017?

Three applicants were hired for the four vacancies advertised. The applicant who was offered the fourth position of Web Content Writer in February 2017 later declined the offer of employment.

23. Did any of the successful applicants have a tertiary qualification in a relevant field?

All successful applicants had a tertiary qualification relevant to the role.

27. I requested to have resent to me the copies of original emails notifying me of my declined applications. What I had previously received were not actually emails but appeared more like screen prints in very tiny print that were copied to another system.

MPI has previously released copies of emails to you retrieved from its automated eRecruitment system. For your records however, we have sent these emails in a larger format as part of this response to your personal email address.

Under section 28(3) of the OIA you have the right to apply to the Ombudsman for an investigation and review of the decision to withhold and refuse information. More information can be found at www.ombudsman.parliament.nz.

If you would like to discuss this reply with the Ministry for Primary Industries, please contact me through the MPI general enquiries line on 0800 00 83 33.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Erina Clayton', written over a faint, illegible background.

Erina Clayton
Director, Human Resources