



## AIDE MEMOIRE

### Update on MIQ workforce transition

<b>Date:</b>	1 April 2022	<b>Priority:</b>	Medium
<b>Security classification:</b>		<b>Tracking number:</b>	2122-3302

#### Information for Minister(s)

Hon Chris Hipkins  
**Minister for COVID-19 Response**

#### Contact for telephone discussion (if required)

Name	Position	Telephone	1st contact
Andrew Milne	Associate Deputy Secretary, MIQ	Privacy of natural persons	✓
Kara Isaac	General Manager, MIQ Policy		

#### The following departments/agencies have been consulted

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#### 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 Withdrawn           |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

I'd like more information on the 235 people still employed at HQ. With many of the functions no longer required (eg allocations, community engagement etc) what are all of these people currently doing? CH



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### Purpose

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To update you on the progress of the MIQ workforce transition, following Cabinet's decision to accelerate the decommissioning of the network.

Andrew Milne  
**Associate Deputy Secretary**  
Managed Isolation and Quarantine, MBIE

1 / 4 / 2022

### Background

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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. As previously advised, we commenced the decommissioning of 20 facilities on Friday 11 March. On 20 March you agreed to the proposed timeline for tapering the remaining MIQ network from 12 to four facilities by 30 June 2022 [briefing 2122-3112 refers].
3. As of 1 April, there are currently nine facilities in active use across the MIQ network, accommodating approximately 200 people. Two of these facilities will enter the decommissioning phase by 12 April.

### Workforce transition

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4. Accelerating the decommissioning of the MIQ network has a range of impacts on the MIQ workforce, partner agencies, and providers.
5. Whilst the vast majority of New Zealand Defence Force (NZDF), Health, and Aviation Security Service (AvSec) staff have returned to their home agencies, a significant workforce change process is required for MBIE staff in order to fulfil good faith and legislated employment obligations. A considered approach is also required to ensure we do right by staff privately employed by key MIQ suppliers (e.g private security, transport, hotel and cleaning staff).

6. The table and sections below outline our progress in scaling down the workforce for each key group. Overall, there are 66% fewer people working in the MIQ network than there were two months ago. This will continue to reduce over the coming months.

#### MIQ workforce – comparison between 1 February and 31 March FTE levels

	FTE at 1 Feb	FTE at 31 March	Percentage change
NZDF	760	49	-94%
AvSec	165	47	-72%
Health	497	180	-64%
Police	238	0	-100%
MBIE – MIQF staff	292	303*	+4%
MBIE – RIQCC staff	65	62	-5%
MBIE – National Office staff	250	235	-6%
Private security staff	1,010	250	-75%
<b>Total**</b>	<b>3,277</b>	<b>1,126</b>	<b>-66%</b>

\* The slight increase in MBIE employed MIF staff reflects the security officers who had been recruited to replace some NZDF and private security roles prior to government decisions to accelerate the scale-down of MIQ.

\*\*Does not include staff privately employed by key MIQ suppliers, except for private security

#### Partner agencies

7. The sequencing of facility decommissioning has been designed to make the best use of the network and ensure that MIQ staff from partner agencies can be returned to their home agencies as soon as possible.
8. As at 31 March, approximately 700 (94 percent of) **NZDF** personnel, including all NZDF staff in security roles, have been released from MIQ operations. A small number of NZDF staff remain in the final four core MIQ facilities as well as in National Office. The complete withdrawal of NZDF staff is expected to occur by the end of May with less than 20 remaining beyond the end of April.
9. 118 **AvSec** staff have been released from MIQ operations, with 47 remaining in our facilities. These remaining personnel will be released when we are able to move MBIE staff across to the final four facilities, at the conclusion of the change and redeployment process.
10. Over 300 **healthcare** workers, from a total of almost 500, have returned to their core roles.

#### MBIE employed staff

11. While MIQ facilities can be decommissioned at pace, running a consultation, selection, redeployment, and (if necessary) redundancy process for MBIE employed staff will take a number of months.
12. On 18 March we commenced the start of the change process for MBIE staff in our facilities. The consultation period will run until Monday 4 April, with final decisions expected to be communicated to MIQ facility staff on 11 April. From there, an expression of interest, and then selection process for roles in the last core facilities will ensue, with the final structure, expected to be in place from 29 April.

13. At this point we anticipate that approximately 193 FTE of the current 303 MBIE facility staff will be required to service management and security functions at the residual four facilities.
14. Contractual negotiations with these facilities to extend beyond 30 June are happening in parallel and until those are signed there is still uncertainty as to whether all will agree to extend.
15. Detailed design work is taking place on future national and regional staffing needs following which we will consult with staff on the impact of this change. 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. Consultation will cover two phases, operating four facilities and then post closure of the final four facilities. As such it is anticipated that the number of staff required beyond the closure of the final facilities will be extremely small and consequently the number of staff impacted by the change high.
16. The following table shows the breakdown of MBIE facility, regional and national office staff by employment type, as at 31 March.

	<b>Permanent</b>	<b>Fixed-term</b>	<b>Contracted</b>	<b>Seconded</b>	<b>Total FTE</b>
MBIE – MIQF staff	277	26	0	0	<b>303</b>
MBIE – RIQCC staff	25	32	5	0	<b>62</b>
MBIE – National Office staff	56	125	35	19	<b>235</b>

17. We are working closely with the Public Service Commission, other government agencies (eg Corrections), and unions to identify potential opportunities for MIQ workers. We are already seeing staff leave for new opportunities but are actively managing the very real risk that too many staff exit whilst the need for them still exists.

### **Key MIQ suppliers**

18. Per your direction, we are working on options that would support key MIQ suppliers to retain their staff for a transition period during MIQ’s decommissioning, enabling staff to be redeployed or find alternative employment.
19. We are currently in the process of working through contract arrangements with facilities and private providers, which include provision for supporting staff over a period of time. Commercial discussions are ongoing, but in general, providers have been receptive to what has been offered.
20. Approximately 450 private security personnel are no longer required in MIQ facilities and we are working with their employer to ensure they are supported through this process. Around 250 private security personnel remain and are providing security in both our operational and de-designated facilities to maintain security. They are all due to depart MIQ by June 2022, with any ongoing support post this date subject to decisions around the ongoing role of MIQ and new contractual arrangements

### **Next steps**

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21. We are currently in the process of replacing our current manual workforce reporting system with an automated reporting tool. From 18 April, workforce data will be provided to you via the weekly report.
22. We will also provide you with a further update in late April on the overall progress of the workforce transition.