



Health and Disability Commissioner
Te Toihau Hauora, Hauātanga

17 February 2021

Katie

By email: fyi-request-14489-9b64bd9b@requests.fyi.org.nz

Tēnā koe Katie

Re: Your information request

Our ref: E21HDC00145/MSM

Thank you for your email of 19 January 2021 requesting “information ... in relation to staff resourcing dedicated to the response of OIA requests, ministerials, and Parliamentary Questions (PQs).”

I have considered your request under the Official Information Act 1982.

OIAs

1. What is the total number of full-time equivalent (FTE) staff in your agency tasked with responding to OIA requests? 7.25 FTE, but see also answer to question 2 below

2. Could you please break down the figure requested in Question 1 according to role title and number of FTE staff under each role title?

Number of Staff Dedicated to OIA Responses: 10

At HDC the preparation, collation and administration of OIA responses is the primary role of the OIA advisor. The OIA advisor receives assistance from the legal administrator and legal clerk who also carry out other work for the legal team. All responses are signed out by legal advisors who are also engaged in other legal work.

OIA Advisor	1.0 FTE
Legal Clerk	1.0 FTE
Legal Administrator	0.5 FTE
Senior Legal Advisors x 3	2.0 FTE
Legal Advisors x 2	2.0 FTE
Deputy Chief Legal Advisor	0.75 FTE
Associate Commissioner, Legal	1.0 FTE

3. *If not already outlined in your answer to Question 2, could you please confirm whether your agency has a staff member devoted to administering OIA requests (separate from responding/collating/reviewing information)?* See answer to question 2 above.

4. *Could you please confirm the name of the information/workflow management system in place to help coordinate and allocate OIA requests to staff for response, if one is used?* Microsoft Access

Ministerials

5. *What is the total number of FTE staff in your agency tasked with responding to ministerials?* HDC is an independent crown entity. It does not prepare correspondence on behalf of Ministers.

6. *Could you please break down the figure requested in Question 5 according to role title and number of FTE staff under each role title?* See answer to question 5 above

7. *If not already outlined in your answer to Question 6, could you please confirm whether your agency has a staff member devoted to administering ministerials (separate from responding/collating/reviewing information)?* See answer to question 5 above

8. *Could you please confirm the name of the information/workflow management system in place to help coordinate and allocate ministerial cases to staff for response, if one is used?* See answer to question 5 above

PQs

9. *The total number of FTE staff in your agency tasked with responding to PQs?*

HDC does not have staff specifically tasked with preparing, collating or administering responses to PQs. If HDC did receive a request to respond to a PQ that related to HDC, the response would be prepared by the team with subject matter knowledge relating to the question and would be approved by the Commissioner or Deputy Commissioner.

10. Could you please break down the figure requested in Question 9 according to role title and number of FTE staff under each role title? See answer to question 9 above

11. If not already outlined in your answer to Question 10, could you please confirm whether your agency has a staff member devoted to administering PQs (separate from responding/collating/reviewing information)? See answer to question 9 above

12. Could you please confirm the name of the information/workflow management system in place to help coordinate and allocate PQs to staff for response, if one is used? See answer to question 9 above

You may seek a review of this decision from the Office of the Ombudsman.

Nāku iti noa, nā

Jane King
Associate Commissioner Legal