



17 December 2015

D Lohr
fyi-request-3489-7cd2da62@requests.fyi.org.nz

Ref: DOIA 1516-0842

Dear D Lohr,

Thank you for your request of 17 December 2015 requesting under the Official Information Act 1982, the following information:

- *When making an application to Employment Relations Authority, how long does it take before the first hearing, usually?*
- *Is it usual for a hearing to take more than 8 months, or before any action is taken?*
- *What is the usual number of months or years before a case is "resolved?"*
- *Please forward me a copy of your manual and procedure for staff who handle such cases.*
- *Please forward me an organizational chart listing the different job titles and current responsibilities of each job title, starting with the CEO and ending with "janitor" or "sanitation engineer."*
- *Please list the names and business contact information inside the same chart, for each person holding each position, starting with CEO, and ending with "janitor" or "sanitation engineer."*
- *Do Employment Relations claims usually take longer when they involve claims against a Crown entity?*

Your request is being processed in accordance with the Official Information Act 1982. If you have any enquiries regarding your request, you may contact us via email at oi@mbie.govt.nz or

Alan Witcombe
Manager, Ministerial Services
Communications and Ministerial Services
Ministry of Business, Innovation and Employment
PO Box 3705
Wellington 6140

Please note that the days from 25 December 2015 to 18 January 2016 (inclusive) are defined as non-working days in the Act and are not counted in the calculation for the response due date. This will extend the time period for responding to your request.

Your request was received on 17 December 2015 and a response will be sent to you as soon as possible.

Yours sincerely

Alan Witcombe
Manager, Ministerial Services
Communications and Ministerial Services

