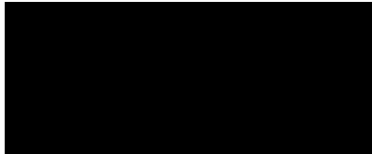


**Response to Applicant  
Full Disclosure**

May 14, 2018



Dear :

**Re: Your request for access to information under Part II of the Access to Information and Protection of Privacy Act [File #: CSSD-12-2018]**

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On April 20, 2018, the Department of Children, Seniors and Social Development (CSSD) received your request for access to the following information:

*"The number of social workers and social work assistants (listed separately) for each CSSD office in Newfoundland and Labrador (listed separately by office location). I would also like a breakdown of how many of these social workers are in social work III positions. I am also seeking an overall breakdown (all offices together) of the genders of said social workers."*

As per our telephone conversation on May 3, 2018, you provided the following clarification regarding your request and agreed to include the following in CSSD's response:

- Provide information up to and including April 20, 2018.
- The number of Social Worker I, Social Worker II and Social Worker III positions; not number of active/inactive employees.
- Site-specific numbers for Social Worker III positions.
- The number of positions for Metro Region be broken down by building/address (e.g. CRB, Cordage, Viking, Carter's Hill, etc.) and outside of Metro Region, the number of positions be broken down by communities (e.g. Corner Brook, Grand Falls, Clarenville, etc.).
- A gender breakdown within the province.
- They are referring to the employee title *Social Assistance Worker* when referencing *Social Work Assistant* in the ATIPP request.

I am pleased to inform you that a decision has been made by the Deputy Minister for Children, Seniors and Social Development to provide access to the requested information. As per your request, this information has been provided in the attached enclosure.

Please be advised that you may ask the Information and Privacy Commissioner to review the processing of your access request, as set out in section 42 of the *Access to Information and Protection of Privacy Act* (the *Act*). A request to the Commissioner must be made in writing within 15 business days of the date of this letter or within a longer period that may be allowed by the Commissioner.

The address and contact information of the Information and Privacy Commissioner is as follows:

Office of the Information and Privacy Commissioner  
2 Canada Drive  
P. O. Box 13004, Stn. A  
St. John's, NL. A1B 3V8

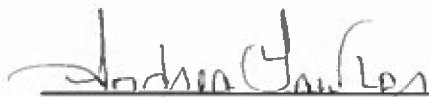
Telephone: (709) 729-6309  
Toll-Free: 1-877-729-6309  
Facsimile: (709) 729-6500

You may also appeal directly to the Supreme Court Trial Division within 15 business days after you receive the decision of the public body, pursuant to section 52 of the *Act*.

Please be advised that responsive records will be published following a 72-hour period after the response is sent electronically to you or five business days in the case where records are mailed to you. It is the goal to have the responsive records posted to the Completed Access to Information Requests website within one business day following the applicable period of time. Please note that requests for personal information will not be posted online.

If you have any further questions, please feel free to contact me by telephone at (709) 729-2646 or by e-mail at [andrealawlor@gov.nl.ca](mailto:andrealawlor@gov.nl.ca).

Sincerely,



**Andrea Lawlor, B.A., B.S.W. (Hons), R.S.W**  
Program and Policy Development Specialist/ATIPP Coordinator (Backup)  
Department of Children, Seniors and Social Development  
6<sup>th</sup> Floor, West Block, Confederation Building  
P.O. Box 8700, St. John's, NL A1B 4J6

Enclosures (2)

**Access to Information and Protection of Privacy Act**

**Access or correction complaint**

42. (1) A person who makes a request under this Act for access to a record or for correction of personal information may file a complaint with the commissioner respecting a decision, act or failure to act of the head of the public body that relates to the request.

(2) A complaint under subsection (1) shall be filed in writing not later than 15 business days

(a) after the applicant is notified of the decision of the head of the public body, or the date of the act or failure to act; or

(b) after the date the head of the public body is considered to have refused the request under subsection 16 (2).

(3) A third party informed under section 19 of a decision of the head of a public body to grant access to a record or part of a record in response to a request may file a complaint with the commissioner respecting that decision.

(4) A complaint under subsection (3) shall be filed in writing not later than 15 business days after the third party is informed of the decision of the head of the public body.

(5) The commissioner may allow a longer time period for the filing of a complaint under this section.

(6) A person or third party who has appealed directly to the Trial Division under subsection 52 (1) or 53 (1) shall not file a complaint with the commissioner.

(7) The commissioner shall refuse to investigate a complaint where an appeal has been commenced in the Trial Division.

(8) A complaint shall not be filed under this section with respect to

(a) a request that is disregarded under section 21 ;

(b) a decision respecting an extension of time under section 23 ;

(c) a variation of a procedure under section 24 ; or

(d) an estimate of costs or a decision not to waive a cost under section 26 .

(9) The commissioner shall provide a copy of the complaint to the head of the public body concerned.

2015 cA-1.2 s42

**Direct appeal to Trial Division by an applicant**

**52. (1) Where an applicant has made a request to a public body for access to a record or correction of personal information and has not filed a complaint with the commissioner under section 42, the applicant may appeal the decision, act or failure to act of the head of the public body that relates to the request directly to the Trial Division.**

- (2) An appeal shall be commenced under subsection (1) not later than 15 business days**
  - (a) after the applicant is notified of the decision of the head of the public body, or the date of the act or failure to act; or**
  - (b) after the date the head of the public body is considered to have refused the request under subsection 16 (2).**

**(3) Where an applicant has filed a complaint with the commissioner under section 42 and the commissioner has refused to investigate the complaint, the applicant may commence an appeal in the Trial Division of the decision, act or failure to act of the head of the public body that relates to the request for access to a record or for correction of personal information.**

**(4) An appeal shall be commenced under subsection (3) not later than 15 business days after the applicant is notified of the commissioner's refusal under subsection 45 (2).**

**2015 cA-1.2 s52**

**DEPARTMENT OF CHILDREN, SENIORS AND SOCIAL DEVELOPMENT**  
**File Number: CSSD / 12 / 2018**

**Appendix A:**

Gender Breakdown of Social Assistance Worker and Social Worker Positions (Province-Wide)

Gender	Social Assistance Worker	Social Worker I	Social Worker II	Social Worker III	Total Positions
Female	66	320	24	10	420
Male	4	19	2	4	29
<b>Total per Position</b>	70	339	26	14	449

**Appendix B:**

Social Assistance Worker and Social Worker Positions within Metro Region

Metro Region (Office Site)	Social Assistance Worker	Social Worker I	Social Worker II	Social Worker III	Total Positions per Office Site
28 Pippy Place	4	0	0	0	4
95 Elizabeth Avenue	3	0	0	0	3
Carter's Hill Place	1	8	8	2	11
Charles R. Bell Building	11	74	74	4	89
Confederation Building	1	0	0	3	4
Cordage Place	3	43	43	0	46
Cormack Building, 2 Steers Cove	0	2	2	0	2
Viking Building	9	32	32	0	41
<b>Total Positions</b>	32	159	159	9	200

**DEPARTMENT OF CHILDREN, SENIORS AND SOCIAL DEVELOPMENT**  
**File Number: CSSD / 12 / 2018**

**Appendix C:**

Social Assistance Worker and Social Worker Positions throughout the Province

Provincial Office Locations	Social Assistance Worker	Social Worker I	Social Worker II	Social Worker III	Total Positions per Community
Baie Verte	1	2	0	0	3
Bay Roberts	1	8	0	0	9
Bell Island	0	1	0	0	1
Bonavista	1	7	0	0	8
Botwood	0	3	0	0	3
Cartwright	0	0	1	0	1
Channel	0	1	0	0	1
Clareville	1	5	0	0	6
Conception Bay South (CBS)	2	13	0	0	15
Conne River	0	0	1	0	1
Corner Brook	3	23	0	1	27
Deer Lake	0	6	0	0	6
Ferryland	0	1	0	0	1
Gander	4	17	0	0	21
Grand Falls / Windsor	1	8	0	4	13
Happy Valley / Goose Bay	3	13	0	0	16
Harbour Grace	2	12	0	0	14
Holyrood	0	2	0	0	2
Hopedale	1	0	3	0	4
Labrador City / Wabush	1	5	0	0	6
Lewisporte	1	3	0	0	4
Makkovik	0	0	1	0	1
Marystown	3	8	0	0	11
Musgrave Harbour	0	1	0	0	1
Nain	1	0	1	0	2
Natuashish	1	0	6	0	7
Placentia – Avalon	0	3	0	0	3
Port Aux Basques	1	5	0	0	6
Rigolet	0	0	1	0	1
Roddickton	1	5	0	0	6
Sheshatshiu	2	0	12	0	14
Springdale	0	3	0	0	3
St. Albans	1	2	0	0	3
St. Anthony	0	3	0	0	3
St. John's	32	159	0	9	200
Stephenville	3	15	0	0	18
Twillingate	0	1	0	0	1
Whitbourne	3	4	0	0	7
<b>Total Positions</b>	<b>70</b>	<b>339</b>	<b>26</b>	<b>14</b>	<b>449</b>