

8 June 2020

Chris McCashin

fyi-request-12756-8e2fc920@requests.fyi.org.nz

Dear Chris

Information Request – COVID-19 Staff unable to work remotely during Alert Level 4 and 3.

Thank you for your request made under the Local Government Official Information and Meetings Act 1987 (the Act), received on 1 May 2020. You requested the following information:

- The number of teams and number of personnel not operating during level 4 and level 3.
- What is the equivalent salary of the people currently off work that are getting paid.

As per my decision letter sent to you on 29 May 2020, I had confirmed that the Wellington City Council (the Council) granted your request for information at no cost.

Please note that we do not hold the information in the way you have requested because our payroll information is based on fortnightly pay period that does not match the exact dates of the COVID-19 Alert Levels. We are providing information based on pay periods that fell during the COVID-19 Alert Level 4 and Alert Level 3 periods.

The Council had a number of teams that could not work during Alert Level 4 (Lockdown) and Alert Level 3 (Restrict) as some services and facilities were not available or deemed essential services under the Governments guidelines. For staff that were unable to work the Council looked for alternative work options including redeployment into other areas that were operating, online training and we also looked at providing some of our services online. If we were unable to provide staff with work it was agreed we would provide paid discretionary leave for their ordinary hours.

I can advise that under COVID-19 Alert Level 4 (Lockdown), six business groups were impacted and under Alert Level 3 (Restrict), four business groups were impacted.

During Alert Level 4 the teams that were impacted by the lockdown and unable to work remotely included:

- Our Libraries and Community spaces within the Arts, Culture and Community business group.
- A large proportion of our Pools and Recreation facilities and Operations teams and a number of our Open Spaces and Parks team within our Parks, Sport and Recreation business group.
- Our Parking Officer team within our Parking Services business group.
- Some staff in the Waste Operations team within the Resilience and Sustainability business group.

- Some staff from within the Smart Council business group could not work from home.
- Some staff of City Consenting and Compliance team within the City Planning business group could not work from home.

During COVID-19 Alert Level 3 we had four business groups impacted by the restrictions and unable to work remotely. However, we saw some of our teams return to work sites. The following teams continued to be unable to work due to services and facilities not operating:

- Our Libraries and Community spaces within the Arts, Culture and Community business group.
- Our Pools and Recreation facilities staff within the Parks, Sport and Recreation business group.
- Our Parking Officer team with in our Parking Services business group – these staff returned to work on the 12 May 2020.
- Some staff in the Waste Operations team within the Resilience and Sustainability business group.

Below is a breakdown of the information for staff who received paid discretionary leave. Please note:

- This leave was applied to permanent and fixed term staff during Alert Levels 4 and 3 and casual staff who had agreed rostered hours during Alert Level 4.
- The staff number represents the headcount and not the FTE number.
- The number of staff who took discretionary leave reduced over time as more staff returned to work.

COVID-19 Alert Level	Date range for pay period	Number of personnel who took discretionary leave during the pay period	Discretionary paid leave
Level 4*	27 March 2020 - 9 April 2020	714	\$645,996
	10 April 2020 - 23 April 2020	622	\$422,724
Level 3 [#]	24 April 2020 - 7 May 2020	565	\$412,129
	8 May 2020 - 21 May 2020	465	\$262,418

* COVID-19 Alert Level 4 (Lockdown) period: 26 March 2020 – 27 April 2020.

[#] COVID-19 Alert Level 3 (Restrict) period: 28 April 2020 – 13 May 2020.

Right of review

If you are not satisfied with my response you have the right, under section 27(3) of the Act, to ask the Ombudsman to review and investigate this matter. Further information is available on the Ombudsman website, www.ombudsman.parliament.nz.

Thank you again for your request. If you have any further questions or seek clarification, please contact me. I trust this information is of assistance to you.

Kind regards



Asha Harry
Assurance Advisor