



4 May 2023

File Ref: 5-IM-2

Mr [REDACTED]

Organisation: [REDACTED]

Via email: [REDACTED]

Dear [REDACTED]

### **Local Government Official Information Request**

Thank you for your request for information from Council. All requests to the Council for information are required to be considered in accordance with the Local Government Official Information and Meetings Act 1987 (LGOIMA). More information about how the Council handles LGOIMA requests can be found in the Council's LGOIMA Request Policy, which is available on the Council's website.

Your request for information was received on 1 May 2023 and related to sick days and resignations within Council. Our response is below:

1. For 2020/21, 2021/22 and 2022/23 (to date) broken down by year please provide:

Staff sickness absence figures for each department in the Council. Also detail average departmental sickness days against departmental sickness targets.

#### ***Response:***

Unfortunately, our payroll system does not allow us to automatically retrieve the information in the way you have requested. In order to provide you this information we would need to manually look at each staff members records, for each of these years, and manually collate the information that way.

As we only have one staff member that is responsible for Payroll and who could do this manual exercise, we would need to employ someone to do this on our behalf, which will come at a cost. It is not feasible to ask our staff member to undertake this task at the expense of the other work they are required to do. Therefore, the cost would need to be passed onto you, if you want us to provide an estimate of what the cost will be please let us know. We will not proceed any further with this part of your request until we hear back from you.

2. For 2020/21, 2021/22 and 2022/23 (to date) broken down by year please provide:

Number of resignations within each department in the Council. If you do not collate resignation figures for each department, please provide figures for the Council as a whole.

*Making this place home.*

**Response:**

Here is a table that outlines the resignations per year by Council department (Group):

Department (Group)	2020/21	2021/22	2022/23 to date*
Democracy and Planning	1	5	4
Corporate Services	1	2	4
Community Services	12	8	6
Assets and Infrastructure	3	3	1
Regulatory	1	1	1
People and Performance	0	0	0
Capital Projects	-	-	0
<b>Total</b>	<b>18</b>	<b>19</b>	<b>16</b>

\* 'To-date' is effective as at 1 May 2023.

Please note that resignations include all permanent staff and fixed term staff who resigned before the contracted end of their fixed term.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Please note that it is our policy to proactively release our responses to official information requests, where appropriate. Our response to your request will be published shortly at <https://www.rangitikei.govt.nz/council/about/contact-us/official-information> with your personal information removed.

If you wish to discuss this decision with us, please feel free to contact Lisa Daniels on 06 327 0099.

Yours sincerely



**KEI**  
INCIL

**Carol Gordon**  
**Group Manager Democracy & Planning**

