

From: [BDC Lgoima](#)
To: [REDACTED]
Subject: Official Information Request for Annual Survey of Coast Councils Ref: 069/21
Date: Thursday, 2 December 2021 9:45:00 am
Attachments: [211202 - OIA 069 - \[REDACTED\] - LGOIMA Response.pdf](#)
[Copy of LOGIMA 11.21.xlsx](#)
[image002.png](#)
Importance: High

Dear [REDACTED]

Please find attached letter of response to your official information request.

For added context - there is an increase in FTE and in the cost, reflected in the information provided. Where it is greater comment has been added.

As a general statement also, this helps to explain the higher wages costs:
Total staff costs were \$582,000 higher than budget.

The variance is primarily made up of costs funded from central government funding not budgeted for: \$54,000 in the Harbour activity for the Port PGF projects, \$90,000 for the project management office that was stood up to ensure delivery of the government funded projects, \$104,000 in Libraries for the Library secondment project and \$51,000 in responsible camping wages. \$96,000 of Reserve Board wages that are now included which were not budgeted in this category. (this explains \$305 majority of the difference).

The remainder of the variance is spread throughout Council's activities with more detail provided in the Activity Sections in the annual report.

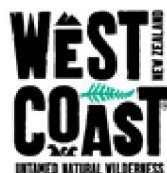
Kind regards

Sharon Mason | Chief Executive Officer
DDI 03 788 9650 | Email sharon.mason@bdc.govt.nz

Buller District Council | Phone 0800 807 239 | bullerdc.govt.nz
PO Box 21 | Westport 7866

Community Driven | One Team | Future Focused | Integrity | We Care

Email Disclaimer: This correspondence is for the named person's use only. It may contain confidential or legally privileged information or both. No confidentiality or privilege is waived or lost by any mistransmission. If you receive this correspondence in error, please immediately delete it from your system and notify the sender. You must not disclose, copy or relay any part of this correspondence if you are not the intended recipient. Any views expressed in this message are those of the individual sender, except where the sender expressly, and with authority, states them to be the views of Buller District Council.



2 December 2021

Via email: [REDACTED]

Dear [REDACTED]

Official Information Request for Annual Survey of Coast Councils Ref: 069/21

We refer to your official information request dated 19 October 2021 for Annual Survey of Coast Councils.

The information you have requested is as follows and marked in blue text below:

Could you please supply the following information under the Local Government Official Information and Meetings Act:

All the following information is collated from the BDC Annual Report for the year end 30 June 2021 which is subject to audit and not yet finalised and adopted by Council

1. The remuneration of your council's mayor/chair for 2020/21 (June 30, 2020-July 1, 2021).

\$94,863
2. All ratepayer-funded expenses which are not part of the remuneration package for your mayor/chair for 2020/21 including: travel, vehicle, fuel, accommodation, food/beverages, conference fees, phone, membership fees (eg Koru Club). Please list individual items/events separately so it is clear where costs have been incurred.

Travel including vehicle and flights	\$9,131.03
Training and Conference Fees	\$1,304.35
3. The remuneration package for your council's chief executive for 2020/21 (components separately listed please).

Salary \$243,808
4. All ratepayer-funded expenses, which are not part of the remuneration package, for your council's chief executive for 2020/21 including: travel, vehicle, fuel, accommodation, food/beverages, conference fees, membership fees (eg Koru Club, professional organisations). Please list individual items/events separately so it is clear where costs have been incurred.

Travel	\$4,387.72
Training/Conference Fees	\$1,939.11
Vehicle Expenses	\$ 968.54
NZ Society of Local Government Managers Subscription	\$ 275.00
Telephone	\$ 470.66

5. The current remuneration package for your council's chief executive (components separately listed please) if it has changed since June 30, 2021.

There has been no change to the CEO salary since 30 June 2021

6. Does your mayor/chair and/or chief executive have a council credit card? If so, what rules apply to its use?

Mayor does not have a credit card.

CEO has a credit card which is available for restricted use to pay for items. Expenses charged to a Council credit card usually because Council doesn't have an account set up with the vendor and therefore it is not possible for the vendor to invoice Council for the amount. No personal expenses are included in the above amounts. Use of a credit card provides a clear trail of expenses incurred for audit purposes.

7. What was the number of FTE staff employed by your council at June 30, 2021?

74.4 FTE

Last year 62.7 FTE.

The FTE staff employed are greater than the prior year because Council has sought external funding (by way of grants) to pay for some of those positions. Also, some were vacant positions last year, remembering that this measure is at balance date only so reflects only one day in the financial year. Council has been proactive and sought external funding to support key strategic projects for the district, and a number of the increased staff are employed on fixed term contracts subject to external funding.

8. What were your council's total staff costs for the year ended June 30, 2021?

\$6.412m

Prior year \$5.786m, the difference being the greater staffing due to external grant funding.

9. What percentage did staff costs comprise of your council's operating spending?

Total staff costs	\$ 6,412
Total operating expenditure	\$35,663
Percentage	17.98%

10. What was the average cost per FTE employee?

Total staff costs \$6.412m divided by Total FTE 74.4= \$86,183 average cost

11. How many staff were employed in each salary band?

Remuneration Levels 2020-2021

Less than \$60k	53
\$60k-\$79,999	18
\$80k-\$99,999	11
\$100-\$199,999	9
\$200,000-\$249,999	1

12. Please supply your council's legal expenses for 2020/21 and what the expenses related to.

\$224,479.47 in total

General including contract review and land matters	18499.08
Harbour including contracts review and port upgrade project	29084.31
Infrastructure Services	106949.3
Environmental Protection	3229.43
Building and Regulatory matters	16239.43
Resource Consent and Planning legal expenses	50477.9

13. How much did the legal expenses comprise of your council's operating expenses (and what was that operating cost)?

Legal expenses	\$224,479
Total Operating Expenditure	\$35.663m
	0.006%

14. What was the average cost per rateable property of your council's legal bills?

Legal Expenses	\$224,479
Rateable Properties	7,511
	= \$29.88 each property

15. How much did your council pay for professional public relations/communications advice in 2020/21 (including any expenses for consultants)?

Nil

16. To whom was this advice provided - councillors, staff, or both - and in what form (eg written report, workshop)?

Nil

17. How much has your council paid for professional public relations/communications advice since June 30, 2021?

Nil

18. To whom was this advice provided - councillors, staff, or both - and in what form (eg written report, workshop)?

Nil

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 or freephone 0800 802 602.

If you wish to discuss this decision with us, please feel free to contact the Buller District Council by return email to lgoima@bdc.govt.nz.

Please note that it is our policy to proactively release our responses to official information requests where possible. Our response to your request will be published shortly at <https://bullerdc.govt.nz/district-council/your-council/request-for-official-information/responses-to-lgoima-requests/> with your personal information removed.

Kind regards



Sharon Mason

Chief Executive Officer

Total - Mayor

	per ssheet	Plus per payroll	calc sheet
Travel	2613.53	6517.5	9131.03
Training /Conference	1304.35		1304.35

General Ledger Transactions: 11012852

11012852 Travel Expenses

Search Account Monthly History Show Tree Tree View
Transactions Current Month Last Month Current Year 2 1-2 3 1-3 4 1-4 5 1-5 6 1-6 7 1-7 All

Nov-21

Type E Expense Account
Created 30/04/1997

Transactions from 07 / 2020 to 06 / 2021 Dump to CSV or Last year or Next year

Line	Month Update	Date	Reference	Category	Units	Value	Balance	Reversal	Runfile	Detail
							0			Opening balance
14504	Jul-20	31/07/2020	121001	36 MISCELLANEOUS		210.52	721.33		CRAUG7121	AP Sounds Air Trav 7121001 Wpt - Wellington J Cleine 15/7/20
16049	Jul-20	31/07/2020	270001	36 MISCELLANEOUS		210.52	931.85		CRAUG7270	AP Sounds Air Trav 7270001 J Cleine Wellington to Wpt 17/7/20
15717	Aug-20	14/08/2020	220001	36 MISCELLANEOUS		235.13	1,166.98		CRAUG7220	AP Cleine 7220001 2 x nights accommodation - Novotel Hotel
30347	Oct-20	30/10/2020	196001	36 MISCELLANEOUS		31.3	4,846.93		CROCT6196	AP Pr's Cafe 6196001 Packed luches for J Cleine & S Mason
36871	Nov-20	25/11/2020	337001	36 MISCELLANEOUS		276.52	10,517.30		CRNOV6337	AP Westpac 6337001 Accommodation J Cleine Hotel Ashburton
36887	Nov-20	25/11/2020	337001	36 MISCELLANEOUS		184.32	10,701.62		CRNOV6337	AP Westpac 6337001 Accommodation J Cleine Ibis Hotel LGNZ
36891	Nov-20	25/11/2020	337001	36 MISCELLANEOUS		272.7	10,974.32		CRNOV6337	AP Westpac 6337001 Flights J Cleine Wgtn to Hmtn return
41584	Nov-20	30/11/2020	515001	36 MISCELLANEOUS		210.52	11,297.88		CRDEC5515	AP Sounds Air Trav 5515001 J Cleine & S Mason Wpt to Wtn 18.11.20

41587	Nov-20	30/11/2020	515001 36 MISCELLANEOUS	234	11,531.88	CRDEC5515	AP Sounds Air Trav 5515001 J Cleie Well to Wpt 20.11.20
41848	Dec-20	22/12/2020	552001 36 MISCELLANEOUS	180	13,945.17	CRDEC5552	AP Cleine 552001 NZ Water Awards Accommodation
65528	Apr-21	30/04/2021	141001 36 MISCELLANEOUS	146.96	21,082.63	CRAPR5141	AP Westpac 5141001 Accommodation J Cleine 3 Waters
83064	Jun-21	30/06/2021	590001 36 MISCELLANEOUS	210.52	30,607.24	CRJUL7590	AP Sounds Air Trav 7590001 Fligts J Cleine & S Mason wpt to Well 10
83067	Jun-21	30/06/2021	590001 36 MISCELLANEOUS	210.52	30,817.76	CRJUL7590	AP Sounds Air Trav 7590001 J Cleine & S Mason Well to Wpt 11.06.21

General Ledger Transactions: 11012849

11012849 Training/Conference Fees

Search Account Monthly History Show Tree Tree View
Transactions Current Month Last Month Current Year 2 1-2 3 1-3 4 1-4 5 1-5 6 1-6 7 1-7 All

#####

Type E Expense Account
Created #####

Transactions from 07 / 2020 to 06 / 2021 Dump to CSV or Last year or Next year

Line	onth Updat	Date	Reference	Category	Units	Value	Balance	Reversal	Runfile	Detail
							0			Opening balance
73343	May-21	31/05/2021	524001	36 MISCELLANEOUS		1,304.35	3,489.02		CRJUN8524	AP Lgnz Conference 8524001 J Cleine Standard Member



TOTAL - CEO

Travel	4387.72
Training Conference Fees	1939.11
Vehicle Expenses	968.54
NZSociety of LG Membership	275
Telephone	470.66

General Ledger Transactions: 24022852

24022852 Travel Expenses

Search Account Monthly History Show Tree Tree View
Transactions Current Month Last Month Current Year 2 1-2 3 1-3 4 1-4 5 1-5 6 1-6 7 1-7 All

#####

Type E Expense Account
Created #####

Transactions from 07 / 2020 to 06 / 2021 Dump to CSV or Last year or Next year

Line	onth Updat	Date	Reference	Category	Units	Value	Balance	Reversal	Runfile	Detail
							0			Opening balance
25728	Oct-20	9/10/2020	709001	36 MISCELLANEOUS		521.4	1,616.08		CROCT5709	AP Mason 5709001 Mileage reimbursement September 20
30239	Oct-20	29/10/2020	186001	36 MISCELLANEOUS		88.48	1,704.56		CROCT6186	AP Mason 6186001 Mileage reimbursement 24/10/20
30241	Oct-20	29/10/2020	186001	36 MISCELLANEOUS		158	1,862.56		CROCT6186	AP Mason 6186001 Mileage reimbursement 29/10/20
36873	Nov-20	25/11/2020	337001	36 MISCELLANEOUS		276.52	2,139.08		CRNOV6337	AP Westpac 6337001 Accommodation S Mason Hotel Ashburton
36889	Nov-20	25/11/2020	337001	36 MISCELLANEOUS		272.7	2,411.78		CRNOV6337	AP Westpac 6337001 Flights S Mason Wgtn to Hmtn return
37072	Nov-20	26/11/2020	343001	36 MISCELLANEOUS		158	2,569.78		CRNOV6343	AP Mason 6343001 mileage reimbursement CE's Infrastructur
37074	Nov-20	26/11/2020	343001	36 MISCELLANEOUS		303.36	2,873.14		CRNOV6343	AP Mason 6343001 mileage reimbursement Governance strateg
41585	Nov-20	30/11/2020	515001	36 MISCELLANEOUS		210.52	3,083.66		CRDEC5515	AP Sounds Air Trav 5515001 J Cleine & S Mason Wpt to Wtn 18.11.20
41593	Nov-20	30/11/2020	515001	36 MISCELLANEOUS		234	3,317.66		CRDEC5515	AP Sounds Air Trav 5515001 S Mason Well to Wpt 19.11.20
41511	Dec-20	18/12/2020	507001	36 MISCELLANEOUS		46.26	3,363.92		CRDEC5507	AP Westpac 5507001 Coporate Cabs 20/11/20
41513	Dec-20	18/12/2020	507001	36 MISCELLANEOUS		42.52	3,406.44		CRDEC5507	AP Westpac 5507001 Wellington Taxis 20/11/20
41515	Dec-20	18/12/2020	507001	36 MISCELLANEOUS		275.44	3,681.88		CRDEC5507	AP Westpac 5507001 Hertz Hamilton 23/11/20
41847	Dec-20	22/12/2020	552001	36 MISCELLANEOUS		180	3,861.88		CRDEC5552	AP Cleine 5552001 NZ Water Awards Accommodation
48101	Jan-21	28/01/2021	192001	36 MISCELLANEOUS		158	4,019.88		CRJAN5192	AP Mason 5192001 CEO forum WCRC 22/1/21 fuel reimbursemen
55018	Mar-21	4/03/2021	143001	36 MISCELLANEOUS		276.5	4,296.38		CRMAR6143	AP Mason 6143001 Mileage reimbursement 5 & 19/2/21
62008	Mar-21	31/03/2021	925001	36 MISCELLANEOUS		421.04	4,717.42		CRAPR4925	AP Sounds Air Trav 4925001 S Mason Wpt to Well 18/3/21
63014	Apr-21	15/04/2021	965001	36 MISCELLANEOUS		29.79	4,747.21		CRAPR4965	AP Mason 4965001 3 Waters Reform Chch
65530	Apr-21	30/04/2021	141001	36 MISCELLANEOUS		146.96	4,894.17		CRAPR5141	AP Westpac 5141001 Accommodation S Mason 3 Waters
72760	May-21	31/05/2021	468001	36 MISCELLANEOUS		167.19	5,061.36		CRMAY6468	AP Westpac 6468001 Accommodation S Mason Te Ara Paunamu Ltd
83063	Jun-21	30/06/2021	590001	36 MISCELLANEOUS		210.52	5,383.18		CRJUL7590	AP Sounds Air Trav 7590001 Fligts J Cleine & S Mason wpt to Well 10
83066	Jun-21	30/06/2021	590001	36 MISCELLANEOUS		210.52	5,593.70		CRJUL7590	AP Sounds Air Trav 7590001 J Cleine & S Mason Well to Wpt 11.06.21



General Ledger Transactions: 24022849

24022849 Training/Conference Fees

Search Account Monthly History Show Tree Tree View
Transactions Current Month Last Month Current Year 2 1-2 3 1-3 4 1-4 5 1-5 6 1-6 7 1-7 All

#####

Type E Expense Account
Created #####

Transactions from 07 / 2020 to 06 / 2021 Dump to CSV or Last year or Next year

Line	onth Updat	Date	Reference	Category	Units	Value	Balance	Reversal	Runfile	Detail
							0			Opening balance
23463	Sep-20	24/09/2020	941001	36 MISCELLANEOUS	625	1,521.62			CRSEP6941	AP Westpac 6941001 CEO Credit Card August 20
23736	Sep-20	25/09/2020	955001	36 MISCELLANEOUS	650	2,171.62			CRSEP6955	AP NZ Society Of L 6955001 1 seat fo CE BDC Wellington 19/11/18
23750	Sep-20	25/09/2020	955001	36 MISCELLANEOUS	-175	1,996.62			CRSEP6955	AP NZ Society Of L 6955001 Cancellation event 620 Gala Dinner S Mas
25572	Sep-20	30/09/2020	703001	36 MISCELLANEOUS	225	2,221.62			CROCT5703	AP NZ Society Of L 5703001 1 seat S Mason PWC CE Forum
25574	Sep-20	30/09/2020	703001	36 MISCELLANEOUS	-75	2,146.62			CROCT5703	AP NZ Society Of L 5703001 Cancellation of ticket S Mason 14/9/20
28013	Oct-20	16/10/2020	799001	36 MISCELLANEOUS	130.43	2,277.05			CROCT5799	AP Avenues Limited 5799001 Downer Gala Dinner J Cleine & S Mason
30306	Oct-20	30/10/2020	190001	36 MISCELLANEOUS	220.65	2,497.70			CROCT6190	AP Westpac 6190001 Accommodation S Mason 14-16/9/20 Chch
30308	Oct-20	30/10/2020	190001	36 MISCELLANEOUS	133.71	2,631.41			CROCT6190	AP Westpac 6190001 Accommodation S Mason 14-16/9/20 Chch
36885	Nov-20	25/11/2020	337001	36 MISCELLANEOUS	184.32	3,265.73			CRNOV6337	AP Westpac 6337001 Accommodation S Mason Ibis Hotel LGNZ
80107	Jun-21	25/06/2021	141001	36 MISCELLANEOUS	20	4,427.03			CRJUN9141	AP Westpac 9141001 Mastercard Purchases to 27.6.21 CEO

General Ledger Transactions: 24022856

24022856 Vehicle Expenses

Search Account Monthly History Show Tree Tree View
Transactions Current Month Last Month Current Year 2 1-2 3 1-3 4 1-4 5 1-5 6 1-6 7 1-7 All

#####

Type E Expense Account
Created #####

Transactions from 07 / 2020 to 06 / 2021 Dump to CSV or Last year or Next year

Line	onth Updat	Date	Reference	Category	Units	Value	Balance	Reversal	Runfile	Detail
							0			Opening balance
16874	Aug-20	21/08/2020	376001	36 MISCELLANEOUS		279.66	279.66		CRAUG7376	AP Mason 7376001 Travel reimbursement August 20
6810	May-21	13/05/2021	212001	36 MISCELLANEOUS		688.88	1,196.06		CRMAY6212	AP Mason 6212001 April 21 Mileage Reimbursement

General Ledger Transactions: 24022843

24022843 Publications & Subscriptions

Search Account Monthly History Show Tree Tree View
Transactions Current Month Last Month Current Year 2 1-2 3 1-3 4 1-4 5 1-5 6 1-6 7 1-7 All

#####

Type E Expense Account
Created #####

Transactions from 07 / 2020 to 06 / 2021 Dump to CSV or Last year or Next year

Line	onth Updat	Date	Reference	Category	Units	Value	Balance	Reversal	Runfile	Detail
							0			Opening balance
25577	Sep-20	30/09/2020	703001	36 MISCELLANEOUS		275	7,903.59		CROCT5703	AP NZ Society Of L 5703001 Full membership renewal to 30.6.20 x 3



General Ledger Transactions: 24022851

24022851 Telephone/Fax

Search Account Monthly History Show Tree Tree View
Transactions Current Month Last Month Current Year 2 1-2 3 1-3 4 1-4 5 1-5 6 1-6 7 1-7 All

#####

Type E Expense Account
Created #####

Transactions from 07 / 2020 to 06 / 2021 Dump to CSV or Last year or Next year

Line	Month Updated	Date	Reference	Category	Units	Value	Balance	Reversal	Runfile	Detail
							0			Opening balance
12254	Jul-20	24/07/2020	221001	36 MISCELLANEOUS		38.98	38.98		CRJUL7221	AP Telecom New Zea 7221001 CEO July 20
18105	Aug-20	28/08/2020	482001	36 MISCELLANEOUS		35.64	125.41		CRAUG748	AP Telecom New Zea 7482001 CEO August 2020
23642	Sep-20	25/09/2020	955001	36 MISCELLANEOUS		37.68	214.21		CRSEP6955	AP Telecom New Zea 6955001 CEO September 20
29293	Oct-20	23/10/2020	964001	36 MISCELLANEOUS		39.9	309.39		CROCT596	AP Telecom New Zea 5964001 October 2020
36280	Nov-20	24/11/2020	289001	36 MISCELLANEOUS		42.07	408.6		CRNOV628	AP Telecom New Zea 6289001 CEO November 2020
41674	Dec-20	18/12/2020	517001	36 MISCELLANEOUS		54.36	477.41		CRDEC551	AP Telecom New Zea 5517001 CEO December 20
47784	Jan-21	26/01/2021	179001	36 MISCELLANEOUS		43.43	570.52		CRJAN517	AP Telecom New Zea 5179001 CEO January 21
53129	Feb-21	25/02/2021	809001	36 MISCELLANEOUS		37.88	648.27		CRFEB580	AP Telecom New Zea 5809001 CEO Feb 21
59057	Mar-21	25/03/2021	448001	36 MISCELLANEOUS		37.72	726.73		CRMAR644	AP Telecom New Zea 6448001 CEO March 2021
64366	Apr-21	23/04/2021	64001	36 MISCELLANEOUS		33	934.79		CRAPR506	AP Telecom New Zea 5064001 CEO April 2021
71958	May-21	27/05/2021	400001	36 MISCELLANEOUS		33.93	968.72		CRMAY640	AP Telecom New Zea 6400001 Monthly Spark Account 08.05.21
79795	Jun-21	1/06/2021	115001	36 MISCELLANEOUS		36.07	1,004.79		CRJUN911	AP Telecom New Zea 9115001 Monthly Charges & Calls 8.6.21



Tree View: Budget Balance

Account	Name	YTD Balance	YTD Budget(01)	Col1/Col2 %	Level		
Check DDDD Consolidation					52		
%2833 (z) Legal Expenses		224479.47	73,374	305.94	39	TOTAL	224479.5
11012833 COUNCIL : Legal Expenses		5456.52	5,004	109.04	1	General including contract review and land matters	18499.08
1.5E+09 Kawatiri Dredge : Legal Fees - Nelson Campaign		2822.61	500	564.52	1	Harbour including contracts review and port project	29084.31
15022833 HARBOUR AUTHORITY : Legal Fees		26261.7	500	5252.34	1	Infrastructure Services	106949.3
21012833 CORPORATE SERVICES : Legal Expenses		375			1	Enviromental Protection	3229.43
21152833 HUMAN RESOURCES : Legal Expenses			1		1	Building and Regulatory matters	16239.43
24022833 CHIEF EXECUTIVE : Legal Fees		6420			1	Resource Consent and Planning legal expenses	50477.9
24032833 MANAGER ASSETS & INFRASTUCTIONE : Legal Expenses		88498.44	8,328	1062.66	1		
24062833 MANAGER ENVIRONMENT : Legal Expenses		3229.43			1		
26002833 AIRPORT : Legal Fees		1250	996	125.5	1		
32042833 BUILDING : Legal Expenses		16239.43	5,472	296.77	1		
33072833 DOG CONTROL : Legal Expenses		52.17	552	9.45	1		
61062833 ASSET MANAGEMENT B.U. O/HEADS : Legal Fees		13618.32			1		
64012833 ASSET MANAGEMENT PROPERTY : Legal Expenses			1		1		
64022833 OTHER PROPERTY : Legal Fees		1818.87			1		
64132833 OTHER LAND : Legal Fees		1876.52			1		
73512833 WAIMANGAROA WATER : Legal Fees		4832.56			1		
81042833 RESOURCE MANAGEMENT - PLANNING : Legal Expenses		50477.9	52,020	97.04	1		
90002833 AIRPORT : Legal Fees							