

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

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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
Training and Conference Fees

\$9,131.03
\$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