

**From:** Official Information  
**Sent:** Monday, 12 February 2018 4:57 p.m.  
**To:**  
**Subject:** LGOIMA 18/002 Response - Requests 2-7: Staffing and Remuneration  
**Attachments:** Code of Conduct.docx; Council Election Guidelines for Staff (2016).docx

Dear

Thank you for your email, received on 9 January. You requested information on Council staffing and remuneration, under the Local Government Official Information and Meetings Act 1987 (LGOIMA).

## Release of information

### Request 2 – Ratepayer Numbers

1. the total number of ratepayers served by the Council; and
2. the number of residential ratepayers served by the Council.

The Council does not have any specific rates for 'residential' properties. We do charge differentially for Business properties and Remote Rural farms, but everyone else pays the Standard rate. Standard ratepayers are overwhelmingly residential, but not exclusively so.

It is difficult to categorically state the 'number of ratepayers' as this can be defined in a number of ways. For example, where a home is jointly owned, calculating the number of ratepayers is not straightforward. Similarly, if a single company with 10,000 shareholders owns a single shopping mall with rates paid by 100 shop tenants, how many properties and ratepayers should be counted? In this example, the Council would count and charge for 100 'Separately Used or Inhabited Parts' (SUIPs) of the property, even though there is only one legal ratepayer.

With this in mind, the total SUIPs for 2015/16 and 2016/17 are broken down by Standard/Business/Remote Rural as follows:

	2015/16	2016/17
Standard	148,582	152,167
Business	18,335	18,774
Remote Rural	3,099	3,171
<b>Total SUIPs</b>	<b>170,016</b>	<b>174,112</b>

### Request 3 – Staff Numbers

1. The **FTE** number of core council staff employed at the Council
  - 2,106 FTE were employed by Council at 1 January 2018.
2. The **FTE** number of "group" staff (i.e. including those employed by council controlled organisations) employed at the Council
  - The Council has decided to refuse this information under section 17(g) of the LGOIMA – the information requested is not held by the local authority.
3. The total number of staff dismissed due to poor performance during the last 12 months
  - No staff have been dismissed due to poor performance in the last 12 months.
4. The total number of staff (including those employed by CCO's) receiving remuneration in excess of \$100,000
  - 502 staff earned \$100,000 or more at 1 January 2018.
5. The total number of staff (including those employed by CCO's) receiving remuneration in excess of \$200,000
  - 17 staff earned \$200,000 or more at 1 January 2018.

### Request 4 – Code of Conduct

1. Confirmation of whether there is an election year protocol which requires staff to act in a politically neutral manner
  - Yes, there are guidelines provided to staff prior to the elections.
2. If so, the specific wording of the protocol(s)
  - Please find a copy of the guidelines attached.
3. Confirmation of whether there is a year-round code of conduct which requires Council staff to act in a politically neutral manner
  - Yes, the Employee Code of Conduct outlines these expectations.
4. If so, the specific wording of the provision(s)
  - Please find a copy of the Employee Code of Conduct attached.

### Request 5 – Mayoral Staff

1. Number of staff employed in the Mayor's Office
  - Throughout 2016/17 the Mayor's Office carried several vacancies; some of these were filled in May and June 2017. On average it employed about 7 people. By June 2017 the team was 10 in total.
2. Total personnel expenses of the Mayor's Office
  - For the 2016/17 financial year, salaries and wages for the Mayor's Office totalled \$773,803, and vacancy cover (temp staff) totalled \$131,541.
3. Titles of positions in the Mayor's Office (note a number of these titles have changed recently, as below):
  - Chief of Staff - filled
  - Principal Advisor - filled (was Senior Advisor)

Senior Advisor - filled (was Community Advisor)

Senior Advisor - filled (was Media Advisor)

Graduate Advisor x1 - filled (was Information Coordinator)

Councillor Support Officer x 2 - filled (from early 2014 until May 2017 only one of these positions was ever filled; the second position was employed in May 2017 to accommodate the increased number of Councillors after the 2016 local body elections)

Executive Assistant to Mayor - filled

Executive Assistant to Chief of Staff and Deputy Mayor - filled

Visits & Ceremonial Coordinator - filled

#### **Request 6 – CEO Remuneration**

This information is publicly available in the Council's [Annual Report](#). You will find the information you are seeking on page 211. This figure includes the Kiwi Saver 3% employer contribution, which amounts to \$13,017 of the \$446,909. In the 2016/17 financial year \$242 was paid for mileage.

#### **Request 7 – Elected Official Remuneration**

This information is publicly available in the Council's [Annual Report](#). You will find the information you are seeking on page 211. Please note that the salary information for some Councillors differs from the rest for the 2016/17 financial year, as these Councillors only assumed their roles after the 2016 local body elections. No Councillors received mileage payments in 2016/17.

You have the right to ask the Ombudsman to investigate and review our decision. Complaints can be sent by email to [info@ombudsman.parliament.nz](mailto:info@ombudsman.parliament.nz), by fax to (04) 471 2254, or by post to The Ombudsman, PO Box 10152, Wellington 6143.

Yours sincerely,

### **Katie McFadden**

**Information Advisor**

Office of the Chief Executive

#### **Christchurch City Council**

Civic Offices, 53 Hereford Street, Christchurch

PO Box 73016, Christchurch, 8154

Please consider the environment before printing this email

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**From:** Official Information

**Sent:** Wednesday, 10 January 2018 11:47 a.m.

**To:**

**Subject:** LGOIMA 18/002 acknowledgement - Requests 2-7: Staffing and Remuneration

Dear

Thank you for your email.

We are handling your request under the Local Government Official Information and Meetings Act 1987 (LGOIMA). Your request has been forwarded to the appropriate Christchurch City Council staff, and we will provide a response or update within 20 working days of the date we received your request.

Yours sincerely,

### **Katie McFadden**

**Information Advisor**

Office of the Chief Executive

#### **Christchurch City Council**

Civic Offices, 53 Hereford Street, Christchurch

PO Box 73016, Christchurch, 8154

Please consider the environment before printing this email

-----Original Message-----

**From:**

**Sent:** Tuesday, 9 January 2018 3:04:07 p.m.

**To:**

**Subject:** Requests 2-7: Staffing and Remuneration

Good afternoon,

As per my previous email, the *Taxpayers' Union* are beginning to collate the data for the latest iteration of Ratepayers' Report.

Below are information requests 2-7, relating to staffing and remuneration.

This is a request for official information under the Local Government Official Information and Meetings Act 1987.

#### **Request 2 – Ratepayer Numbers**

We request the following information for the 2015/16 and 2016/17 financial years:

1. the total number of ratepayers served by the Council; and
2. the number of residential ratepayers served by the Council.

If the Council does not have a classification for residential, please use the closest definition (such as urban).

### **Request 3 – Staff Numbers**

We request the following information as of 1 January 2018:

1. the **FTE** number of core council staff employed at the Council;
2. the **FTE** number of “group” staff (i.e. including those employed by council controlled organisations) employed at the Council;
3. the total number of staff dismissed due to poor performance during the last 12 months;
4. the total number of staff (including those employed by CCO’s) receiving remuneration in excess of \$100,000; and
5. the total number of staff (including those employed by CCO’s) receiving remuneration in excess of \$200,000.

### **Request 4 – Code of Conduct**

We request the following information as of 1 January 2018:

1. confirmation of whether there is an election year protocol which requires staff to act in a politically neutral manner;
2. if so, the specific wording of the protocol(s);
3. confirmation of whether there is a year-round code of conduct which requires Council staff to act in a politically neutral manner; and
4. if so, the specific wording of the provision(s).

### **Request 5 – Mayoral Staff**

We request the following information for the 2016/17 financial year:

1. the number of staff employed by the Mayor’s Office;
2. total personnel expenses of the Mayor’s Office; and
3. a list of job titles for each position (declaring which positions are vacant and which are currently filled) in the Mayor’s Office, including the number of staff in each position.

Please note that in regard to (b), we are not requesting individual salary information as to avoid privacy concerns. Rather, we are seeking the total amount spent on wages and salaries and any other benefits of staff in the Mayor’s Office in the 2016/17 financial year. Please disclose the requested information as an annualised figure (i.e. based on the amounts paid since the election of the new Council), as we appreciate that there may have been a change in staffing following the 2016 local government elections.

### **Request 6 – CEO Remuneration**

We request the total remuneration paid to the Council’s Chief Executive during the 2016/17 financial year.

Please ensure that the total remuneration figure includes any KiwiSaver contributions, mileage payments, and any other benefits. Please also break down the total remuneration figure into each of these components (base salary, mileage payments, KiwiSaver contributions, and any other benefits).

### **Request 7 – Elected Official Remuneration**

We request the following information:

1. the total remuneration paid to the Council’s Mayor during the 2016/17 financial year;
2. the average annual remuneration of the Councillors in the 2016/17 financial year; and
3. the total number of elected officials at the Council.

Please calculate the average annual remuneration of the Councillors by calculating the total remuneration of the Councillors, including the Deputy Mayor, and dividing this figure by the number of councillors.

Please ensure that these figures include any KiwiSaver contributions, mileage payments, and any other benefits.

We appreciate that elected officials may not have been in office for a full year. As such, we request that the information above be disclosed as annualised figures (i.e. based on the amounts paid since the election of the new Council).

We do not wish to cause unnecessary expense or burden on your agency. If clarification of any of our requests is needed, please call or email. Likewise, if a request proves unnecessarily burdensome in form and we are likely to be able to adjust it to be more specific or better suited to your information systems without losing the benefit of what is sought, please also get in touch. If there is likely to be a delay in being able to assemble or provide some of the information requested, please provide the rest of the information as it becomes available.

To avoid unnecessary printing and postage costs, we ask that you send a **confirmation of receipt**, the response and any other correspondence related to this request to [info@cityofwairarapa.govt.nz](mailto:info@cityofwairarapa.govt.nz). Please include the following reference in the subject line: Requests 2-7: Staffing and Remuneration.

Regards

New Zealand Taxpayers' Union Inc. | Main +64 4 282 0300 | Level 4, 117 Lambton Quay, Wellington | PO Box 10518, The Terrace, Wellington | [www.taxpayers.org.nz](http://www.taxpayers.org.nz)  
Auckland Ratepayers' Alliance Ltd. | Main +64 9 281 5172 | PO Box 133099, Eastridge, Auckland | [www.ratepayers.nz](http://www.ratepayers.nz)

We are 100% funded by people like you. If you like what we do, join the [Taxpayers' Union](#) or the [Auckland Ratepayers' Alliance](#).