

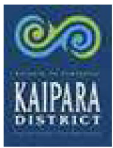
Kylie Flood

From: Administration Requests
Sent: Wednesday, 27 February 2019 11:27 AM
To: [REDACTED]
Cc: Administration Requests
Subject: FW: Information Request: 2019 Ratepayers' Report (Territorial Authorities)
Attachments: Policy staff involvement in political process 02112015 complete.pdf; FW: Request 1: Average Residential Rates

Hi Garrick

Please see below Council's response to your questions and attached information.

Regards Linda



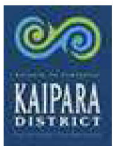
Linda Osborne | Administration Manager
Kaipara District Council, Private Bag 1001, Dargaville 0340
Freephone: 0800 727 059 | 09 439 3123
council@kaipara.govt.nz | www.kaipara.govt.nz

From: Administration Requests
Sent: Monday, 4 February 2019 3:09 p.m.
To: [REDACTED]
Cc: Administration Requests <administrationrequests@kaipara.govt.nz>
Subject: FW: Information Request: 2019 Ratepayers' Report (Territorial Authorities)

Hi Garrick

Thank you for your request for information under the Local Government Official Information and Meetings Act 1987. Pursuant to the Act you will receive a response within 20 working days. Your response is due 5 March 2019.

Regards Linda



Linda Osborne | Administration Manager
Kaipara District Council, Private Bag 1001, Dargaville 0340
Freephone: 0800 727 059 | 09 439 3123
council@kaipara.govt.nz | www.kaipara.govt.nz

From: Council
Sent: Monday, 4 February 2019 9:37 a.m.
To: Administration Requests <administrationrequests@kaipara.govt.nz>
Subject: FW: Information Request: 2019 Ratepayers' Report (Territorial Authorities)

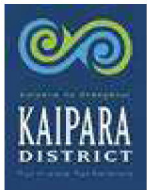
Tēnā koe team,

This correspondence has been received in the Council inbox and forwarded to you for action and reply.

If you require any further assistance please contact the Kaipara District Council email council@kaipara.govt.nz, telephone 0800 727 059 or visit our website www.kaipara.govt.nz.

Kind regards

Customer Services



Angie Hunt | Kaitiaki Kiritaki | Customer Services
Kaipara te Oranganui | Kaipara District Council, Private Bag 1001, Dargaville 0340
Freephone: 0800 727 059 | 09 439 7059
council@kaipara.govt.nz | www.kaipara.govt.nz
Dargaville Office: 42 Hokianga Road, Dargaville 0310
Mangawhai Office: Unit 6, The Hub, 6 Molesworth Drive, Mangawhai 0505
Opening Hours: Monday, Tuesday, Thursday, Friday 8am to 4.30pm and Wednesday 9am to 4.30pm

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

From: Garrick Wright-McNaughton [REDACTED]

Sent: Friday, February 1, 2019 3:02:35 PM

To:

info@adc.govt.nz,info@bdc.govt.nz,info@cdc.govt.nz,info@chbdc.govt.nz,info@codc.govt.nz,info@ccc.govt.nz,helpdesk@cluthadc.govt.nz,dcc@dcc.govt.nz,ask.us@fndc.govt.nz,info@goredc.govt.nz,info@greydc.govt.nz,official.information@hcc.govt.nz,council@hdc.govt.nz,info@hauraki-dc.govt.nz,enquiries@horowhenua.govt.nz,info@hurunui.govt.nz,contact@huttcity.govt.nz,service@icc.govt.nz,kdc@kaiakura.govt.nz,Council,kapiti.council@kapiticoast.govt.nz,kaweraudc@kaweraudc.govt.nz,info@mackenzie.govt.nz,public@mdc.govt.nz,mdc@mstn.govt.nz,info@mpdc.govt.nz,info@napier.govt.nz,enquiries@npdc.govt.nz,info@odc.govt.nz,info@otodc.govt.nz,info@pncc.govt.nz,enquiries@pcc.govt.nz,services@qldc.govt.nz,info@rangitikei.govt.nz,mail@rdc.govt.nz,info@ruapehuc.govt.nz,admin@selwyn.govt.nz,contact@stdc.govt.nz,info@southwaikato.govt.nz,enquiries@swdc.govt.nz,emailsdcsouthlanddc.govt.nz,stratforddc@stratford.govt.nz,info@tararua.govt.nz,general@taupo.govt.nz,info@tauranga.govt.nz,customer.services@tcdc.govt.nz,enquiry@timdc.govt.nz,askus@uhcc.govt.nz,publicenquiries@waidc.govt.nz,office@wmk.govt.nz,council@waimatedc.govt.nz,info@waipadc.govt.nz,administrator@wairoa.govt.nz,csunit@waitaki.govt.nz,waitomodc@waitomo.govt.nz,iro@wellington.govt.nz,customerservice@westernbay.govt.nz,council@westlanddc.govt.nz,information@whakatane.govt.nz,wdc@whanganui.govt.nz,mailroom@wdc.govt.nz

Subject: Information Request: 2019 Ratepayers' Report (Territorial Authorities)

Good afternoon,

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

Please use **GST inclusive** figures where applicable. Please also interpret any reference to "Council" to include the parent council and any council-controlled organisations (unless otherwise specified).

I request the following information for the **2016/17 and 17/18 Financial Years**:

Council answered this question for the 2016/17 year on 13 February 2018, please see attached.

For the 2017/18 year this information is available in Council's 2017/18 Annual Plan on our website.

<https://www.kaipara.govt.nz/site/kaiparadistrictcouncil/files/pdf/A-Z%20Documents/Annual%20Plans/Annual%20Plan%202017-2018%20FINAL.pdf>

The information can be found from page 33

1. Average residential costs:

a. **The average residential costs of rates and other Council charges:**

$$\text{Average residential costs} = (X + Y)/Z$$

Please ensure that the figures used (X, Y, and Z) are disclosed in the response.

Where:

X is the total of all rates (general and targeted) charged by the Council to residential rating units;

Y is the total amount of user charges or levies applicable to residential rating units (for example charges relating to metered water, infrastructure contributions, refuse collection, fire protection etc.); and

Z is the number of residential rating units (however defined by the Council) within the Council's district or city. If the Council does not have a classification for residential, please use the closest definition (such as urban).

Please do not include Council charges that are not part of the rates demand (for example retail sales of Council rubbish bags).

Please exclude any amounts that are collected on behalf of a Regional Council.

b. **A list of the types of rates, user charges and levies used to calculate each of the figures above.**

For the 2017/18 year this information is available in Council's 2015/25 Long Term Plan on our website. The information can be found from page 33.

2. **Average residential costs (Regional Councils):**

The average residential costs of rates and other Council charges collected by the Council on behalf of a Regional Council:

Council collects rates on behalf of the Northland Regional Council. Details of their rates and charges can be found within their 2017/18 Annual Plan, on their website.

Average residential costs = (X + Y)/Z

Please interpret X, Y, and Z as per (a). Please only include sums collected by the Council on behalf of a Regional Council.

If the Council collects rates on behalf of more than one Regional Council, please disclose the average residential costs collected on behalf of each Regional Council separately.

3. Rating units

This information can found within Part two of Council's 2018/28 Long Term Plan.

<https://www.kaipara.govt.nz/site/kaiparadistrictcouncil/files/pdf/A-Z%20Documents/Annual%20Plans/LTP%202018-2028%20Pt%202%20Final.pdf>

Beside each question I have added the relevant page number

- a. The total number of rating units within the Council's district or city. **Page 37**
- b. The total number of residential rating units (however defined by the council) within the Council's district or city. If the Council does not have a definition for residential, please use the closest definition (such as urban, lifestyle, or similar). **Page 37**
- c. For each Regional Council that your authority falls under, please separately disclose the number of rating units and residential rating units in each region. **As above**

Please disclose the number of rating units and residential rating units as the number of separately used or inhabited parts (SUIP).

I request the following information for the **2017/18 Financial Year**:

This information can found within Council's 2017/18 Annual Report.

<https://www.kaipara.govt.nz/site/kaiparadistrictcouncil/files/pdf/Annual%20Report/Annual%20Report%202017-2018%20FINAL%201.pdf>

Beside each question I have added the relevant page number.

4. Staff Numbers

- a. The FTE number of staff employed by the Council (excluding any staff employed by council-controlled organisations) as at 30 June 2018. **Page 61**
- b. The FTE number of staff employed by the Council (including any staff employed by council-controlled organisations) as at 30 June 2018. **Council does not have any council-controlled organisations.**
- c. The total number of any severance payments made to staff (including payments to staff employed by council-controlled organisations). Please only include payments that are made above and beyond any payment that is required to be made under an employment agreement. **Page 60**
- d. The total dollar value of any severance payments made to staff (including payments to staff employed by council-controlled organisations). Please only include payments that are made above and beyond any payment that is required to be made under an employment agreement. **Page 60**

- e. The total number of staff dismissed due to poor performance. **2 FTE's**
- f. The total number of staff (including those employed by council-controlled organisations) receiving remuneration in excess of \$100,000. **Page 61**
- g. The total number of staff (including those employed by council-controlled organisations) receiving remuneration in excess of \$200,000. **Page 61**

5. Contractor Numbers

- a. The total value of payments made by the Council (or any council-controlled organisations) to any company or individual contracted by the Council to provide a service.

Payments to contractors can be found within Council's Chief Executive Reports that are on the Council meeting agenda each month.

<https://www.kaipara.govt.nz/site/kaiparadistrictcouncil/files/pdf/2018agenda/Council/Cagenda%2026%20July%202018%20PUB%20complete%20sml.pdf>

A year to date figure is available on page 340 under the whole of Council overview.

- b. The total number of contractors (i.e. individual positions) receiving payments totalling in excess of \$100,000.

Council does not hold information relating to the individual positions and payments of contractors.

The total number of contractors (i.e. individual positions) receiving payments totalling in excess of \$200,000.

Council does not hold information relating to the individual positions and payments of contractors.

6. CEO Remuneration

This information can found within Council's 2017/18 Annual Report.

<https://www.kaipara.govt.nz/site/kaiparadistrictcouncil/files/pdf/Annual%20Report/Annual%20Report%202017-2018%20FINAL%201.pdf>

Beside each question I have added the relevant page number.

- a. The total remuneration paid to the Council's Chief Executive. **Page 60**
- b. The total remuneration paid to the CEO of each council-controlled organisation. Please disclose the name of the CEO, the name of the relevant council-controlled organisation, and the annual remuneration the CEO received. **Council does not have any council-controlled organisations.**

Please ensure that each 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, communications allowances, and any other benefits).

If the Council (or any CCO) had a change of CEO during the financial year, please disclose the CEO remuneration as an *annualised figure*, i.e. the amount the incoming (or interim) CEO would have received should they have remained in the role for the full year. Please disclose any severance payments made to the outgoing CEO separately. **Page 60**

7. Elected Official Remuneration

This information can found within Council's 2017/18 Annual Report.

<https://www.kaipara.govt.nz/site/kaiparadistrictcouncil/files/pdf/Annual%20Report/Annual%20Report%202017-2018%20FINAL%201.pdf>

Beside each question I have added the relevant page number.

- a. The total remuneration paid to the Council's Mayor during the 2017/18 Financial Year. **Page 61**
- b. The total remuneration paid to the Council's Deputy Mayor during the 2017/18 Financial Year. **Page 61**
- c. The sum of annual remuneration paid the Councillors (excluding the Mayor and Deputy Mayor) in the 2017/18 Financial Year. **Page 61**
- d. The total number of Councillors (excluding the Mayor and Deputy Mayor). **Page 61**

Please ensure that each remuneration figure includes any non-salary benefits, i.e. please disclose the total of each position's base salary, hearing fees, mileage payments, communications allowances and any other non-salary benefits.

Please include any remuneration paid to elected officials who hold specific portfolios, and any remuneration paid to elected officials for sitting on various committees or subcommittees, or for attending hearings.

The remuneration paid to elected officials for sitting on various committees is included. It does not include hearing fees, mileage payments, communications allowances and any other non-salary benefits. A copy of the elected members expenses is available on Council's website, link below.

<https://www.kaipara.govt.nz/Our+Council/Mayor+and+Councillors/Elected+Members+Expenses.html>

If the Council had a change of an elected official during the financial year, please disclose the remuneration as an *annualised figure*, i.e. the amount the elected official would have received should they have remained in the role for the full year. Please disclose any severance payments made to the outgoing elected official separately.

8. Audit and Risk Oversight

This information can found within Council's 2017/18 Annual Report.

<https://www.kaipara.govt.nz/site/kaiparadistrictcouncil/files/pdf/Annual%20Report/Annual%20Report%202017-2018%20FINAL%201.pdf>

Beside each question I have added the relevant page number.

- a. The number of members on the Council's Audit and Risk Committee (or equivalent). **Page 142**
- b. The number of elected officials on the Committee. **Page 142**
- c. The number of independent members on the Committee. **Page 142**
- d. The number of lawyers (with a current practising certificate) on the Committee. **None**
- e. The number of chartered accountants (with a current practising certificate) on the Committee. **There is one chartered accountant. She is a qualified Commerce graduate with Chartered accountant qualifications.**
- f. whether the chair of the Council's Audit and Risk Committee is an independent member. **Yes**

Whether the Council has an election year protocol requiring Council staff to act in a politically neutral or impartial manner. If so, please provide the wording of the provision(s).

Attached is a copy of the Policy, which is currently under review as part of the 2019 Local Body Elections.

g. Audit and Risk Oversight

- h. Whether the Council has a code of conduct (above and beyond an election year protocol) requiring Council staff to act in a political neutral or impartial manner. If so, please provide the wording of the provision(s).

This Policy can found on Council's website <https://www.kaipara.govt.nz/OurServices/A-Z+Service+Forms++Documents/A-Z+Documents.html#P>

9. Payments to third parties

- a. The total payments made by the Council (or any council-controlled organisation) to any Chamber of Commerce. **None**
- b. The total payments made by the Council (or any council-controlled organisation) to Local Government New Zealand (LGNZ). **\$43,539.00**
- c. The total payments made by the Council (or any council-controlled organisation) to the New Zealand Society of Local Government Managers (SOLGM). **\$29,240.55**

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 [REDACTED]

Regards

Garrick Wright-McNaughton


Economic Advisor | New Zealand Taxpayers' Union | Auckland Ratepayers' Alliance

[REDACTED]

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

Auckland Ratepayers' Alliance Ltd. | Main +64 9 281 5172 | PO Box 133099, Eastridge, Auckland | 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](#).

 KAIPARA DISTRICT <small>THE COAST THE HARBOUR</small>	Title of Policy	Staff Involvement in Political Process Policy		
	Sponsor	GM Corporate Services	Authorised/adopted by	Acting Chief Executive
	Author	Seán Mahoney	Date authorised/adopted	21 January 2016
	Type of Policy	Governance	Last Review Date	
	File Reference	1301.01/2016 Election	Next Review Date	November 2016

Document Control			
Version	Date	Author(s)	Comments
1 st commenced	02 Nov 2015	SM	
2 nd	17 Nov 2015	SM	Feedback from Review by Executive Team
3 rd	07 Jan 2016	SM	Feedback from Acting CEO/ Corporate Services Manager

1 Background

The next local body Election Day for Kaipara District Council will be Saturday 08 October 2016.

Council employees have the same political rights and freedoms as other New Zealanders however they must maintain the political neutrality required to work with the current or any future Council.

It is important that all officers remain politically neutral during Election time in their dealings with both candidates and the public in general. It is not appropriate and is not acceptable conduct for officers to align themselves with, support or be openly critical of particular candidates.

Any action that leaves an officer open to an allegation of bias could potentially cause serious problems for both themselves, personally, and for Kaipara District Council as an organisation.

2 Objective

Local authority officers have the same rights as other members of the public to engage in political activities. They are entitled to their own political views, can be a member of a political party and may stand for election to a local authority. However there are some particular requirements they need to be aware of given their position as local authority officers. Council recognises that all staff need to be politically sensitive to the environment they work in and maintain political neutrality at all times at work. Council officers, like other employees, should not act in a way that would bring their employers into disrepute. Staff are reminded at all times to refer to the Code of Conduct and Conflict of Interest policies if they are in doubt.

3 Political neutrality

People working in Council are required to act in the course of their duties in a politically neutral manner. This includes the requirement to implement Council's policies. Employees must be apolitical when carrying out their duties, functions and powers.

4 Policy Statement

4.1 Provision of information to candidates

Where information is requested by and supplied to a candidate, it should be assumed that the information may be used for campaign purposes. The information should, therefore, be available to other candidates on request. It should also be publicly available on the Election 2016 page of the website.

4.2 Use of resources for campaign purposes

No resources (including computers, email, mobile telephones, faxes, stationery, copiers, printers, venues) should be used for campaign purposes.

Officers must not send or forward emails either internally or externally which seek support for a particular candidate or candidates, or use a staff meeting as a platform for encouraging such support.

Letters, media releases or speeches that could be linked to a candidate's campaign, shall not be written.

4.3 Political involvement.

All Council employees should discuss with their manager any active political involvement, including activities with a political party.

Membership of a political party is acceptable, however staff should check before engaging in any public activity (including fundraising, leaflet delivery etcetera) that their manager does not see this as an act that might create an allegation of bias. Employees whose role would involve engagement with elected officials should not actively campaign for candidates.

It is not acceptable for any staff member to have their photograph or comment included in political advertising or give media comment on any aspect of Council business or function unless authorised by the Chief Executive.

Employees must ensure that they do not confuse their political rights with their employment responsibilities. Staff should keep their jobs out of their politics and their politics out of their jobs.

4.4 Standing for election

Nothing in the legislation prevents an employee from standing for election for this or another authority. There is however a significant possibility that a conflict of interest could develop, either during or after the campaign. Staff should approach their manager prior to being nominated to discuss the implications of this. Council reserves the right to place staff on leave of absence for the duration of the campaign if it is considered appropriate.

The Local Government Act 2002 (Section 41(5)) provides that "An employee of a local authority who is elected to be a member of the local authority's governing body must resign from his or her position as an employee of the local authority before taking up his or her position as a member of the local authority."

Related Policies

- Conflict of Interest Policy; and
- Code of Conduct Policy.

Kylie Flood

From: Administration Requests
Sent: Tuesday, 13 February 2018 4:14 PM
To: [REDACTED]
Cc: Administration Requests
Subject: FW: Request 1: Average Residential Rates

Hi Garrick

While we do not have the average residential costs held in our records we have calculated an average based on the figures we have available. The average being \$2,444.63.

For the 2016-2017 financial year the total number of properties classified as "residential", charged rates (general and targeted), including water rates was \$16,740.846 (GST Inclusive).

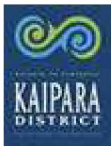
For the 2016-2017 financial year the number of properties classified as "residential", within Kaipara District was 6,848.

This data has been extracted from Council's rating information database as it stands.

The types of rates, user charges and levies used to calculate each of the figures above can be found in Council's Funding Impact Statement page 36 of the 2016/17 Annual Plan, link here:

<https://www.kaipara.govt.nz/site/kaiparadistrictcouncil/files/pdf/A-Z%20Documents/Annual%20Plans/Annual%20Plan%202016-2017%20Final.pdf>

Regards Linda



Linda Osborne | Administration Manager
Kaipara District Council, Private Bag 1001, Dargaville 0340
Freephone: 0800 727 059 | 09 439 3123
council@kaipara.govt.nz | www.kaipara.govt.nz

2018 3:04 p.m.

Subject: Request 1: Average Residential Rates

Good afternoon,

In 2017 the *Taxpayers' Union* released the second iteration of Ratepayers' Report, our interactive local government league tables.

After receiving much feedback on the 2017 Ratepayers' Report we have begun collating the data for this year's update.

We are always open to suggestions on ways by which we can improve our work. As such, we are intending to place a greater emphasis on comparing "like" councils (i.e. rural councils with rural councils, unitary authorities with unitary authorities).

Furthermore, we intend to use either total population, or total ratepayers, as the denominator for any financial figures.

Please see below the first LGOIMA request, concerning the average residential costs charged by the Council in the 2016/17 financial year.

If you have any queries about the data requested I am happy to provide clarification.

I can be contacted on [REDACTED] or by email, at [REDACTED]

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

Request 1 - Average residential costs

We request the following information:

(a) the average residential costs of rates and other Council charges for the 2016/17 financial year:

Average residential costs = (X + Y)/Z

Please ensure that the figures used (X, Y, and Z) are disclosed in the response.

Where:

X is the total of all rates (general and targeted) charged by the Council to residential properties;

Y is the total amount of user charges or levies applicable to residential properties (for example charges relating to metered water, infrastructure contributions, refuse collection, fire protection etc.); and

Z is the number of residential properties (however defined by the Council) within the Council's district or city. If the Council does not have a classification for residential, please use the closest definition (such as urban).

Please do not include Council charges that are not part of the rates demand (for example retail sales of Council rubbish bags).

Please do not include any amounts collected on behalf of a Regional Council.

(b) A list of the types of rates, user charges and levies used to calculate each of the figures above.

Please use GST inclusive figures for the calculations.

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 [REDACTED] Please include the following reference in the subject line: Request 1: Average Residential Rates.

Regards

Garrick Wright-McNaughton

Researcher | New Zealand Taxpayers' Union | Auckland Ratepayers' Alliance

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

Auckland Ratepayers' Alliance Ltd. | Main +64 9 281 5172 | PO Box 133099, Eastridge, Auckland | www.ratepayers.nz

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