

**HAGLEY/FERRYMEAD COMMUNITY BOARD  
AGENDA**

**WEDNESDAY 15 DECEMBER 2010**

**AT 3PM**

**IN THE BOARDROOM,  
LINWOOD SERVICE CENTRE,  
180 SMITH STREET, LINWOOD**

**Community Board:** Bob Todd (Chairperson), Islay McLeod (Deputy Chairperson), Tim Carter, David Cox, Yani Johanson, Brenda Lowe-Johnson and Nathan Ryan.

**Community Board Adviser:**

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1. **APOLOGIES**

2. **CONFIRMATION OF MEETING MINUTES – 1 DECEMBER 2010**

The minutes of the Board's ordinary meeting of 1 December 2010 are **attached**.

**STAFF RECOMMENDATION**

That the minutes of the Board's ordinary meeting be confirmed.

3. **DEPUTATIONS BY APPOINTMENT**

4. **PRESENTATION OF PETITIONS**

5. **NOTICES OF MOTION**

6. **CORRESPONDENCE**

7. **BRIEFINGS**

**8. ELECTED MEMBERS' REMUNERATION 2010/11**

<b>General Manager responsible:</b>	General Manager Regulation and Democracy Services, DDI 941 8462
<b>Officer responsible:</b>	Democracy Services Manager
<b>Authors:</b>	Lisa Goodman

**PURPOSE OF REPORT**

1. The purpose of this report is to enable the Council to formulate a proposal to be submitted to the Remuneration Authority for the payment of remuneration to elected members for the balance of this financial year; up until 30 June 2011.

**EXECUTIVE SUMMARY**

2. Currently the remuneration pool for the elected members of the Christchurch City Council and its eight community boards has been fixed at \$1,472,123 for the 2010/11 financial year. This excludes the Mayor's gross salary of \$168,700 which has already been fixed by the Remuneration Authority.
3. Based on the rules and principles set by the Remuneration Authority the Council is now required to determine how it proposes to allocate the pool amongst the fifty three elected members (Councillors and Community Board members) for the balance of the 2010/11 financial year and, once decided by the Council, submit its proposal to the Remuneration Authority for approval. That approval must be given before the Council can implement its proposed remuneration structure. The proposal will cover the period between the date on which current elected members took office (Friday 15 October) and 30 June 2011.
4. Given that:
  - (a) the total amount of the remuneration pool is unchanged from the previous financial year, and
  - (b) the Remuneration Authority has previously set out its views on the remuneration ratio between Councillors and Community Board members, including a distinction between metropolitan and rural Community Boards,

it is proposed that the remuneration levels for the Deputy Mayor, Councillors, Community Board Chairs and remaining Community Board members be continued at the same levels as those immediately prior to the election, ie retain the status quo.
5. All Community Boards are being consulted on the contents of this report.

**FINANCIAL IMPLICATIONS****Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?**

6. Sufficient provision has been included in the 2010/11 Annual Plan for all elected member salaries to be continued at or about their present levels, until 30 June 2011.

**LEGAL CONSIDERATIONS****Have you considered the legal implications of the issue under consideration?**

7. The principal statutory provisions which apply in this instance are the Seventh Schedule of the Local Government Act 2002, and the Remuneration Authority Act 1977. Once this Council's 2010/11 remuneration proposal (or any variation thereof) has been approved by the Remuneration Authority, it will be gazetted via the Local Government Elected Members' Determination 2011.

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**ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

**Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?**

8. Page 156 of the LTCCP, level of service under Democracy and Governance refers.

**ALIGNMENT WITH STRATEGIES**

**Do the recommendations align with the Council's strategies?**

9. Not applicable.

**CONSULTATION FULFILMENT**

10. The Council's proposal for remuneration must be received by the Remuneration Authority no later than February 2011 so that the Authority can issue its final Determination for this year. This has meant there has been sufficient time to consult with all Community Boards and seek their views which will be included in this report when it is submitted to the Council.
11. In submitting its proposal to the Remuneration Authority, the Council is required to notify the Authority of:
- (a) details of any dissent at Council;
  - (b) details of any dissent from its community boards.
12. Any person (including individual community boards) also has the ability to express any opposing views they might have on the Council's final proposal direct to the Remuneration Authority. Although there is no set closing date for the lodging of such submissions with the Authority, they should be lodged as soon as possible after the Council has reached a final decision on its preferred remuneration structure, as the Authority intends to deal with each application within a relatively short time frame.

**STAFF RECOMMENDATION**

That the Hagley/Ferrymead Community Board recommended that the Council:

- (a) Adopt the salary only model as its basis of remuneration for elected members of the Christchurch City Council for the remainder of the 2010/11 financial year.

*Note: The remuneration framework requires all community board members to be paid an annual salary (ie there is no provision for the payment of meeting fees to community board members).*

- (b) Recommend to the Remuneration Authority for its approval that the remuneration levels for the Deputy Mayor, Councillors, Community Board Chairs and remaining Community Board members be retained at the same ratios as those for 2008/09, 2009/10 and the three month period leading up to the 9 October local body elections, ie that the status quo be retained.
- (c) Note that the Remuneration Authority must be advised of any dissent expressed by members of the Council or its Community Boards in relation to the Council's final proposal.

**CHAIRPERSON'S RECOMMENDATION**

That the staff recommendation be adopted.

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**BACKGROUND (THE ISSUES)****Remuneration Framework**

13. The Remuneration Authority is responsible for setting the salaries of elected local government representatives (clause 6 of Schedule 7 of the Local Government Act 2002 refers).
14. A brief summary of the remuneration framework and the rules and principles under which the Remuneration Authority works is attached as **Attachment 1**.
15. The indicative pool for Christchurch City Council elected member remuneration in the remainder of 2010/11 is \$1,472,123. This is for the total remuneration for the Deputy Mayor and Councillors, and 50 per cent of the total remuneration paid to **elected** Community Board members (excluding Councillors as they have been appointed by the Council to community boards). Fifty per cent of the total remuneration paid to elected community board members is paid outside the pool.
16. Only one salary is payable to elected members. Thus, a Councillor who serves as an appointed member of a Community Board is paid a Councillor's salary only, and receives no additional payment for serving on the Community Board.
17. Directors' fees paid to Councillors who serve as directors of Council-controlled organisations cannot be taken into account when considering Councillors' remuneration. The directors' fees paid to such Councillors reflect their service as directors of the companies concerned, rather than their role as Councillors.
18. The Mayor's salary is set independently by the Remuneration Authority, and is not included within the pool. Where a Mayor has partial or full private use of a car provided by the Council (as is the case in Christchurch), the Mayor's gross salary is reduced by an amount which reflects both the extent of private use and the value of the car supplied.

**Prior to Election: Determination**

19. The salaries that applied to Christchurch City Council elected members for the 2009/10 (excluding the Mayor), carried over to the period up to Friday 15 October (the date current elected members came into office), were:

	<b>Total Positions</b>	<b>Individual Salary</b>	<b>Totals</b>
Deputy Mayor	1	\$99,571	\$99,571
Councillors	12	\$86,249	\$1,034,988
<i>Total Councillors salaries</i>	13		<i>\$1,134,559</i>
City CB Chairs	6	\$24,270	\$145,620
BP CB Chairs	2	\$16,018	\$32,036
City CB members	24	\$16,989	\$407,736
BP CB members	8	\$11,216	\$89,728
<i>Total CB salaries</i>	40		<i>\$675,120</i>
<i>less 50% outside pool</i>			<i>\$337,560</i>
<b>Total paid from pool</b>			<b>\$1,472,119</b>

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20. Factors underlying the rationale given previously by the Remuneration Authority in 2007 for approving the above ratio between Councillors and Community Boards, and Deputy Mayor and Councillors, are as follows:
- (a) The size, complexity and in particular the accountability of the Councillors' role, especially compared to that of the members of Community Boards
  - (b) Maintaining a margin between the remuneration of the Deputy Mayor and that of a Councillor
  - (c) City Community Board Chairs – maintaining relativity with other urban Community Board Chairs
  - (d) Maintaining a 70 per cent relationship between the remuneration of Community Board members and that of the Board Chairs
  - (e) The remuneration for Chairs of the Peninsula Community Boards is well above the norm for chairs of rural community boards, but as part of Christchurch City there is a wider role for both the chairs and members, and a corresponding extra time commitment, which may not be faced by members of other rural community boards.

**Post Elections: Interim Determination**

21. The Remuneration Authority has already made an interim determination called the Local Government Elected Members (2010/11) (Except Auckland) Determination 2010 (SR2010/245). This interim determination is for the period from 15 October 2010 (when Councillors and elected Community Board members came into office) which provides for the payment of the following salaries to elected members of the Christchurch City Council in the immediate post election period:

<b>Position</b>	<b>Annual Salary</b>
Mayor	\$158, 527(less adjustment for value of car supplied)
Councillors	\$69,000 (80% of previous levels)
Community Board members (metro)	\$15,300 (90% of previous levels)
Community Board members (Banks Peninsula)	\$10,000

22. These interim salaries will apply up until the date on which the Council has reached a decision on the preferred allocation of the indicative remuneration pool and the Council's agreed proposal has been submitted to and approved by the Remuneration Authority. Any increases applicable (including those relating to the positions of Deputy Mayor and Community Board Chairs) can then be backdated. The likely timing of the Authority's decision, which will be set out in its Determination, is February or March 2011.

**Basis of Remuneration**

23. Although it is possible for the Council to recommend the payment of a mixture of salary and meeting fees to Councillors, community board members must be paid on a salary only basis, without meeting fees.
24. Christchurch City Council has had a salary only basis for remuneration of all its elected members since 2004.

**REMUNERATION STRUCTURE FOR REMAINDER OF 2010/2011**

25. Given that:
- (a) the total amount of the remuneration pool is unchanged from the previous financial year, and

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- (b) the Remuneration Authority has previously set out its views on the remuneration ratio between Councillors and Community Board members, including a distinction between metropolitan and rural Community Boards,

it is proposed that the remuneration levels for the Deputy Mayor, Councillors, Community Board Chairs and remaining Community Board members be continued at the same levels as those immediately prior to the election, ie retain the status quo.

- 26. While there are many possible options that can be provided on this topic (such as a mix of salary and meeting fees and other differences between elected members), given the Remuneration Authority's previous determinations staff are recommending that the 2009/10 relativities between elected members set out in paragraph 19 continue and be adopted by the Council as set out in the staff recommendation.



## 9. ELECTED MEMBERS' EXPENSES AND ALLOWANCES 2010/11

<b>General Manager responsible:</b>	General Manager, Regulation and Democracy Services DDI 941 8462
<b>Officer responsible:</b>	Democracy Services Manager
<b>Author:</b>	Lisa Goodman

### PURPOSE OF REPORT

1. The purpose of this report is to enable the Council to formulate a proposal to be submitted to the Remuneration Authority for its approval for the payment of expenses and allowances by the Council to elected members for the balance of this financial year, up until 30 June 2011.

### EXECUTIVE SUMMARY

2. The Remuneration Authority has issued the Local Government Elected Members (2010/11) (Except Auckland) Determination 2010. As well as dealing with salaries (the subject of a separate report) the Determination also provides for the payment to elected members of reimbursement of expenses and the payment of allowances. These expenses and allowances are the subject of this report.
3. The Council is required to seek the Remuneration Authority's approval for any amendments to the allowances and expenses previously approved by the Authority. In doing so, the Council must take into account the Determination for 2010/11. For the first time, the Remuneration Authority has incorporated the issues of communications and travel time allowances in its Determination.
4. Overall, staff are recommending that the previous allowances and expenses for 2009/10 (refer **Attachment 1**) be continued, with exceptions to the following three areas: Communications, Vehicle Mileage, and Travel Time. It is also proposed to amend slightly the wording around elected member travel, training and courses, to provide greater clarification of circumstances when Council approval is needed or not. The proposed schedule for 2010/11 to be submitted to the Remuneration Authority for approval is set out in **Attachment 2**. The differences between the previous wording and proposed wording is shown in blue text in **Attachment 2**.

### FINANCIAL IMPLICATIONS

#### Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

5. Sufficient provision has been included in the 2010/11 Annual Plan for all elected member expenses and allowances to be paid as proposed.

### LEGAL CONSIDERATIONS

#### Have you considered the legal implications of the issue under consideration?

6. The principal statutory provisions which apply in this instance are the Seventh Schedule of the Local Government Act 2002, and the Remuneration Authority Act 1977.

### ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

#### Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?

7. Page 156 of the LTCCP, level of service under Democracy and Governance refers

9 Cont'd

**ALIGNMENT WITH STRATEGIES**

**Do the recommendations align with the Council's strategies?**

8. Not applicable.

**CONSULTATION FULFILMENT**

9. All Community Boards are being consulted on the recommendations of this report.

**STAFF RECOMMENDATION**

It is recommended that the Hagley/Ferrymead Community Board recommend that the Council resolve to submit to the Remuneration Authority for its approval the proposed rules and policies for the reimbursement of elected member expenses and allowances described in **Attachment 2** of this report (**attached**).

**CHAIRPERSON'S RECOMMENDATION**

For discussion.

**BACKGROUND (THE ISSUES)**

10. The 2010 Determination provides that the Council may:
- (a) reimburse expenses in accordance with the expenses rules, and
  - (b) pay allowances in accordance with rules approved by the Remuneration Authority.
11. A copy of the previous expenses approved by the Remuneration Authority that applied for the 2009/10 year is attached as **Attachment 1**. The Council is required to seek the Remuneration Authority's approval for any amendments to the allowances and expenses previously approved by the Authority. In doing so, the Council must take into account the Determination for 2010/11. This Determination, which sets out the remuneration for elected members, is a legal ruling with the same effect as a statutory regulation, which all Councils (except Auckland which has its own Determination) are required to follow. It is to apply for the period from immediately after elected members come into office (Friday 15 October 2010) up to 30 June 2011. For the first time, the Remuneration Authority has incorporated the issues of communications and travel time allowances in its Determination.
12. Overall it is proposed that the previous allowances and expenses be continued, with exceptions to the following three areas: Communications, Vehicle Mileage, and Travel Time. It is also proposed to amend slightly the wording around Councillors' discretionary allocation of \$4,000 for training and courses, to provide greater clarification of circumstances around when Council approval is needed or not. More detail and the rationale underlying each of these issues is set out below.

**Communications Allowance**

13. Unlike previous years, the Remuneration Authority has explicitly addressed the issue of communications allowances in its Determination for 2010/11, which states:
- (1) *"A local authority may, in accordance with this clause, pay a communications allowance to its members, and, in the case of a district council or a city council, the members of community boards situated within its district, towards the expenses of all or any of the following:*
    - a) *a mobile telephone*
    - b) *a computer or ancillary equipment*
    - c) *an Internet connection.*
  - (2) *The maximum amount of the allowance is \$500 for the period beginning with the commencement of this determination and ending on the close of 30 June 2011.*

9 Cont'd

(3) *A communications allowance is not payable to the extent that the local authority provides the member with any of the following:*

- a) *the use of a mobile telephone*
- b) *the use of a computer or ancillary equipment*
- c) *an Internet connection."*

14. In terms of the level of the communications allowance, the amount of \$500 for the remainder of 2010/11 equates to \$750 per annum. The Authority has indicated in correspondence to local authorities that:

*"Most people have a home computer with internet connection, a home telephone and a mobile phone and would have these even if they were not elected members. The allowance is intended to meet any extra costs, over and above normal ownership, that may be incurred because of their duties as elected members. This could cover such things as increased mobile phone usage, increased internet usage, or extra costs of printing inks. The Authority considers the amount of \$500 would more than cover the cost of those additional usages".*

15. After examining the Authority's Determination and seeking further clarification from Authority members, and taking into account past practice at the Christchurch City Council in terms of both provision of equipment and ratios between Councillors and Community Board members, staff have provided advice to incoming elected members on options available. These recommended options are set out on page 7 of **Attachment 2** – the proposed schedule of expenses and allowances to apply for the remainder of 2010/11.

**Vehicle Mileage Allowance and Travel Time Allowance**

16. During the past 12 months the Remuneration Authority has reviewed its previous decisions around the payment of a Vehicle Mileage allowance. The provisions of the 2010/11 Determination are unchanged in this regard; that an allowance may be paid to a maximum amount of \$0.70 per kilometre to elected members, provided that:

- a) the member travels in his or her own vehicle, and by the most direct route reasonable in the circumstances: and
- b) is on the local authority's business.

17. In addition to the above conditions, however, the Authority has advised in subsequent correspondence to local authorities that the rules for expenses and allowances relating to Vehicle Mileage should cover:

- a) **A threshold of distance travelled for any one event** (a threshold of 30 kilometres or more with only distance in excess of the threshold qualifying for payment will have automatic approval), and
- b) **The maximum payment to any one elected member in a year** (a maximum of 5,000 kilometres claimed in any one year will have automatic approval), and
- c) The allowance per kilometre (must be less than or equal to \$0.70 per kilometre).

18. Also for the first time the Remuneration Authority has advised that an allowance for time travelling on Council business is payable. The Authority's Determination states:

*"1) A local authority may, in accordance with this clause, pay a travel time allowance to the following persons:*

- a) *its members; and*
- b) *in the case of a district to council or a city council, the members of community boards situated within its district.*

9 Cont'd

- 2) *The local authority may pay a travel time allowance for travel by the member, including travel to and from the member's residence, if the travel is –*
    - a) *on the local authority's business; and*
    - b) *by the quickest form of transport reasonable in the circumstances.*
  - 3) *The maximum amount of the allowance is \$15.00 per hour."*
  - 4) *However, a member who can properly be regarded as being a full-time member is not entitled to be paid a travel time allowance.*
19. In addition to the conditions in paragraph 18 above, the Authority has advised that the rules for Travel Time Allowance should cover:
- a) A **threshold of travel time for any one event** (a threshold of two hours or more with only time in excess of the threshold qualifying for payment will have automatic approval), and
  - b) The **maximum payment to any one elected member in a year** (a maximum of 100 hours claimed in any one year will have automatic approval) and
  - c) The allowance per hours of travel time (must be less than or equal to \$15.00).
20. In correspondence to local authorities providing further guidance on its Determination, the Remuneration Authority advises that in relation to travel time and vehicle mileage:
- a) It is generally accepted that a person in a full time job does not get paid for travelling to and from work or for extra time that may be needed for travel on employment business. The Authority does not intend giving a definition of "full time" for the purposes of the Travel Time Allowance, as it expects each local authority to decide whether a position can properly be regarded as full time or not. It does invite local authorities to consider things such as:
    - i) would a person in the position, if carrying out their duties to a high standard, have any time for other paid employment?
    - ii) would ratepayers expect the person to be full time in their role?
  - b) A Council can set a Vehicle Mileage threshold which best reflects its unique geography. The Authority would be unlikely to agree to a threshold less than 30 kilometres.
  - c) A maximum distance of more than 5,000 kilometres in any one year for one member could be paid provided the geographical nature of the region warrants it; a case would need to be made to justify it.
  - d) "One event" means one council meeting or one event which the member is expected to travel to and attend as part of their duties. The travel to and from the event would be a single trip, or if the round trip was in excess of the threshold then a payment could be made.
21. Before considering this Council's proposal to the Remuneration Authority on the issue of Vehicle Mileage Allowance, it is worth considering the number and level of allowances claimed by elected members for vehicle mileage in the past. Section 5 of Attachment One outlines the previous rules for mileage allowance claimed; the type of Council meetings or events for which mileage allowance could be claimed.

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22. For the 2009/10 year:
- a) A total of nine Councillors claimed the allowance. The total kilometres claimed by any one Councillor ranged from 130 kilometres to 13,831. The highest amounts claimed were by the Councillor for Banks Peninsula, reflecting the mileage travelled to attend meetings around the Peninsula, followed by the Deputy Mayor.
  - b) A total of 13 Community Board members claimed the allowance, seven of which were on Banks Peninsula Community Boards. The total kilometres claimed by any one Board member ranged from 400 (a city Community Board member) to 7,000 (a Banks Peninsula Community Board Chair). The kilometres claimed for any one event ranged from three kilometres (city Community Board members) to 188 kilometres (Banks Peninsula Community Board members).
23. Taking into account the Remuneration Authority's comments regarding thresholds in paragraphs 16 to 20 above, the full time nature of a position in paragraph 20, and the information in paragraph 22 on previous patterns of travel and claims for mileage allowance, the following is proposed for inclusion in the rules to be proposed to the Remuneration Authority under the heading "Travel Time and Mileage allowances":
- 1) For all elected members, reimbursement at \$0.70 per kilometre for car running associated with attendance at Council related meetings or events, with:
    - a) a minimum threshold of distance travelled being 30 kilometres for any one round trip, with only distance in excess of this threshold qualifying for payment, and
    - b) a maximum threshold of 5,000 kilometres that can be claimed by any one elected member in any one year, with the exception of the Councillor for Banks Peninsula, who is able to claim a maximum of 8,000 kilometres.
  - 2) For Community Board members only, reimbursement at \$15 per hour for travel time for any one Council related meeting or event, with:
    - a) a minimum threshold of two hours of time travelled for any one round trip, with only time in excess of this threshold qualifying for payment, and
    - b) a maximum of 100 hours that can be claimed in any one year.
24. The above proposal is based on the following assumptions:
- a) Councillors would be viewed as having a full time position, and
  - b) a case can be made to the Remuneration Authority that given the geography of the Banks Peninsula and the distances to travel around the ward and between the ward and Civic Offices in the city, the Councillor for the Banks Peninsula ward will incur greater distances and longer period of time for travelling, as evidenced by claims made in 2009/10.

**Clarification of Travel and Attendance at Conferences and Courses**

25. In the previous term, questions of clarification were raised with regard to the provisions of section 6.4 of the schedule of allowances and expenses, that relates to Travel and Attendance at Conferences/Courses/Seminars (pages 3 - 5 of **Attachment 1**). Specifically the questions related to when Council approval is required for travel undertaken by individual Councillors, and for costs of Community Board travel/conference attendance when representing the Council. The intent of the previous provisions remains the same; section 6.4 of **Attachment 2** has been redrafted to ensure greater clarity around the different scenarios when travel and attendance at conferences is undertaken by any elected member.

**10. AVONSIDE DRIVE - ST. PAUL'S SCHOOL BUS STOPS**

<b>General Manager responsible:</b>	General Manager, City Environment, DDI 941 8608
<b>Officer responsible:</b>	Transport and Greenspace Unit Manager
<b>Author:</b>	Steve Dejong, Transport Engineer – Transport

**PURPOSE OF REPORT**

1. The purpose of this report is to retrospectively seek the Hagley/Ferrymead Community Board's approval for a school bus stop that has been installed on Avonside Drive following the Christchurch earthquake.

**BACKGROUND**

2. As a result of the recent Christchurch earthquake on the 4 September 2010, St.Paul's Primary School, which has a roll of 300 students and was previously located at number 37 Gayhurst Road, Dallington, was badly damaged and could no longer operate from this facility.
3. St.Paul's Primary School has been relocated to the south east corner of the Cathedral College site at the corner of Barbadoes Street and Moorhouse Avenue. St Paul's Primary School commenced operation from this new site, at the beginning of the fourth term on the 11 October 2010. The school will remain on this site for approximately two years until another permanent location for the school can be established.
4. St Paul's Primary School is providing buses to transport those children unable to make their own way to the new site. These buses collect the children from two locations in Dallington, (the collection point bus stops are the subject of this report) and transport them to the new school site and return them back again at the end of the school day
5. Under emergency powers, (Earthquake Response and Recovery Act 2010) on 30 September 2010 the Council approved, school bus stops, a P3 school drop off/pick up zone and a P120 parking restriction along the new school frontages of Barbadoes Street and Moorhouse Avenue to facilitate the operation of St.Paul's Primary School from the Cathedral College site. The collection point bus stops within the Dallington area (St.Paul's Primary School zone) were not included in the report to the Council on 30 September 2010 because at that time these locations had not yet been identified.

**EXECUTIVE SUMMARY**

6. During the ensuing period of 30 September 2010 to the commencement of the school's fourth term on 11 October 2010, while the Council was in recession, five possible bus stop locations in the Dallington area were recommended by consultants working for St.Paul's Primary School. The Council Staff identified the two best locations from the five. The first being Creswell Avenue, located beside the Burwood Park Tennis Club which is within the Burwood/Pegasus Ward area and is north of the old St.Paul's Primary School site. The second location falls just over the ward boundary within the Hagley/Ferrymead Community Board area, situated outside Rodem House at 690 Avonside Drive, and is south of the old St.Paul's Primary School location.
7. With the commencement of the fourth school term on the 11 October 2010 buses started operating from both the Creswell Avenue and Avonside Drive school bus stop sites. Soon after this date safety concerns were raised regarding the operation of these school bus stop locations. Because the school bus stops were not signed or marked, parents waiting to deliver their children to, or retrieve their children from the buses would park where the school bus was to stop forcing the school bus to stop within the live traffic lane causing safety and congestion issues. Sometimes the school buses would use the scheduled bus stops and the scheduled buses would stop in the live lane to allow their passengers to alight.

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8. Staff wanting to remedy these identified safety issues as soon as possible were faced with the Council now being in recession for the 2010 local body elections. It was now not possible to get a report through the Community Boards until December 2010. Discussions were therefore undertaken between staff and it was decided to mark and sign the two school bus stops identified within the Dallington area to remedy the identified safety concerns and then put a retrospective report to the new Community Boards as soon as practical.
9. Marking the location of the school bus stop on the ground with a yellow painted bus stop box will identify exactly where the school buses will stop so there is no confusion where parents or other motorists should park. Signing the school bus stops will indicate to motorists the operation times of the school stop. It is proposed that the school bus stop will operate one hour prior to the commencement of the school day 7.30am – 8.30am, and for one hour after the completion of the school day being 3pm – 4pm. Outside of these two stated one hour periods the marked school bus stops will be available for motorists to park on.
10. The Avonside Drive School bus stop is located outside Rodem House at 690 Avonside Drive. In this location the Stop is less likely to affect adjoining neighbours. There is a vehicle entrance way east of the Stop which allows ease of access to the buses and another vehicle entrance way to the west of the stop which provides easy exit to the school buses.
11. The owner and the operator of Rodem House were contacted and are supportive of the school bus stop. When spoken to by Council Staff the operator of Rodem House requested that the school bus stop outside be signed so his friends would know when they were permitted to park on the stop. Residential properties in the vicinity of the school bus stop have been advised of the stop and the reason for installation.

**FINANCIAL IMPLICATIONS**

12. The estimated cost of this proposal is approximately \$800.

**Do the Recommendations of this Report Align with 2009-19 LTP budgets?**

13. The installation of road markings and signs is within the LTP Streets and Transport Operational Budgets. In this situation the costs will be charged to the appropriate Earthquake Recovery cost code.

**LEGAL CONSIDERATIONS**

14. Clause 5 of the Traffic and Parking Bylaw 2008 states that the Council may set aside part of any road as a restricted parking area. A restricted parking area may be subject to such conditions as the Council determines by resolution.
15. The installation of any signs and/or markings associated with the parking restrictions must comply with the Land Transport Rule: Traffic Control Devices 2004.

**Have you considered the legal implications of the issue under consideration?**

16. As above.

**ALIGNMENT WITH LTP AND ACTIVITY MANAGEMENT PLANS**

17. Aligns with the Streets and Transport activities by contributing to the Council's Community Outcomes-Safety and Community.

**Do the recommendations of this report support a level of service or project in the 2009-19 LTP?**

18. As above.

**10 Cont'd**

**ALIGNMENT WITH STRATEGIES**

19. The recommendations align with the Council Strategies including the Parking Strategy 2003, Road Safety Strategy 2004.

**Do the recommendations align with the Council's Strategies?**

20. As above.

**CONSULTATION FULFILMENT**

21. The owner and the operator of Rodem House were contacted and are supportive of the school bus stop. When spoken to by Council Staff the operator of Rodem House requested that the school bus stop outside be signed so his friends would know when they were permitted to park on the stop. Residential properties in the vicinity of the school bus stop have been advised of the stop and the reason for installation.

**STAFF RECOMMENDATION**

It is recommended that the Hagley/Ferrymead Community Board approve that a School Bus Stop 7.30am to 8.30am and 3pm to 4pm, School Days Only, be installed on the southeast side of Avonside Drive commencing at a point 70 metres northeast of its intersection with Ngarimu Street and extending in a north easterly direction for a distance of 23 metres.

**CHAIRPERSON'S RECOMMENDATION**

That the staff recommendation be adopted.



## 11. HAGLEY/FERRYMEAD COMMUNITY BOARD - GOVERNANCE ARRANGEMENTS FOR 2010/13 TERM

<b>General Manager responsible:</b>	General Manager Regulation and Democracy Services, DDI 941 8462
<b>Officer responsible:</b>	Democracy Services Manager
<b>Author:</b>	Jo Daly, Community Board Adviser

### PURPOSE OF REPORT

1. The purpose of the report is to seek the adoption of a governance structure for the Hagley/Ferrymead Community Board for the 2010/13 term.

### EXECUTIVE SUMMARY

2. Since the inaugural meeting of the Board, there have been informal conversations with the Board Chairperson, Deputy Chairperson and Board members regarding the governance structure of the Board for the 2010/13 term.
3. It is noted that during its previous term, the Hagley/Ferrymead Community Board and some of the other community boards, have held two ordinary meetings in each calendar month. This allowed for all items of business to be progressed on a regular basis. The minutes of the Board meeting were confirmed at the following fortnightly Board meeting and then referred on to the next appropriate Council meeting. In addition to the decision-making Board meetings, seminar meetings were scheduled prior to the commencement of Board meetings. Seminars provide an opportunity for Board members and staff to have an in-depth discussion on issues where no decisions at that time, are required.
4. There has been informal agreement that the structure used by the previous Board was effective, and accordingly should be continued for the current term. It is acknowledged that should a need be identified for an ad hoc or standing committee, other than those detailed below, then this could be considered by the Board, as required.

### Small Grants Fund Assessment Committee

5. It is proposed that the Board establish its Small Grants Fund Assessment Committee at this time. The Small Grants Fund provides small grants to eligible not-for-profit groups whose activities provide opportunities in the areas of community, social, recreation, sports, arts, environment or heritage to the wider community or to specifically defined communities of interest. The emphasis is on small projects which assist community groups to enhance their capacity and/or increase participation in their activities.
6. Community Boards have delegated authority to determine final funding decisions for their respective Community Board Small Grant Funds; this was determined by the Council on 24 July 2008.
7. In December 2009, the Council adopted the *Grants Working Party Criteria Changes Report*, consequently the Community Boards have the opportunity to decide whether or not to appoint community representatives to the Board's Small Grants Fund Assessment Committee for the next three years of funding rounds.
8. Each Community Board will have a Small Grants Fund Assessment Committee to allocate their Small Grants Fund (SGF). Total \$72,529 for this Board.

**11 Cont'd**

9. If the Community Board decides to appoint community representatives to the Board's Small Grants Fund Assessment Committee, staff will begin the nomination process for representatives early in 2011. The following involvement areas/skills will be advertised when calling for community nominations and are seen as a guideline to assist in covering the various sectors within your local community:
  - Disabled, sport and recreation, arts and culture, welfare and social services, Maori, ethnic groups, environment and heritage.
  - Interest and involvement in community issues/groups.
  - Some experience in committee processes.
  - Knowledge of various committees of interest.
  - The ability to be articulate and assertive.
10. After nominations have been received, staff will report back to the Community Board (Public Excluded Report) with details of nominees in order for the Board to decide upon their chosen representatives.
11. The membership of the Small Grants Fund Assessment Committee needs to be set by the Board including the number of community representatives if so determined. As a guideline, it is suggested that there be up to five Board members and four to six community representatives.
12. The term of appointment for community representatives will be for three years, ie until 2013/14, and will be on a voluntary basis.

**Washington Way Reserve Skate Park Working Committee**

13. In the previous term of the Board, the Washington Way Reserve Skate Park Working Party was established to monitor incidents that occur at Washington Way Reserve Skate Park over a 12 month period and to report these findings back to the Community Board and the Council. The membership of the Working Party comprised the Board Chairperson (Bob Todd), Deputy Chairperson (Tim Carter), Yani Johanson, and external representatives from Sport Canterbury, Christchurch Central Police, the skate community and businesses neighbouring the Park. The Board is asked to consider appointing three representatives to the Working Party. The Working Party will be disestablished at the end of the monitoring period.

**FINANCIAL IMPLICATIONS**

**Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?**

14. Provision is made in the 2009-19 LTCCP on page 156 for the elected member representation and governance support.

**LEGAL CONSIDERATIONS**

**Have you considered the legal implications of the issue under consideration?**

15. A Council, or Community Board, may appoint committees, subcommittees other subordinate decision making bodies and joint committees (clause 30, Schedule 7). Council's and Community Board's also have the power to appoint or discharge any member of a committee (clause 31(1)). Such committees, etc are "*subject in all things to be control of the local authority [or read community board], and must carry out all general and special directions of the local authority given in relation to the committee or other body or the affairs of the committee or other body*" (clause 30(3)),

**11 Cont'd**

16. The minimum number of members for a “committee” is three, with a quorum being two (one of whom must be an elected member), or the quorum can be a greater number, as determined by the Community Board. At least one member of a committee must be an elected member of the Community Board, but an employee of the local authority cannot be a member (if they are acting in the course of their employment). Clause 31 also provides:
17. “(3) The members of a committee or subcommittee may, but need not be, elected members of the local authority [community board], and a local authority or committee may appoint to a committee or subcommittee a person who is not a member of the local authority or committee if, in the opinion of the local authority, that person has the skills, attributes, or knowledge that will assist the work of the committee or subcommittee.”
18. Clause 26(3) is also relevant, as it provides that the Council/Community Board may appoint a member of a committee to be the chairperson of the committee, or if a chairperson is not appointed then the power of appointment may be exercised by the committee. A deputy chairperson can also be appointed to act in the absence of a chairperson (clause 26(4)). This person will preside at any meeting if the chairperson is absent from a meeting. However, if a deputy chair has not been appointed or if they are also absent then the members of the committee that are present must elect one of their number to preside at the meeting.

**ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

19. Page 156 of the LTCCP level of service under democracy and governance.

**ALIGNMENT WITH STRATEGIES**

**Do the recommendations align with the Council’s strategies?**

20. Not applicable.

**CONSULTATION FULFILMENT**

21. Not applicable.

**STAFF RECOMMENDATION**

It is recommended that the Hagley/Ferrymead Community Board:

- (a) Give consideration to approving its governance structure for the 2010/13 term as set out in paragraph 3 above.
- (b) Establish the Hagley/Ferrymead Small Grants Fund Assessment Committee with the following Term of Reference:
  - To allocate annually under delegated authority, the Hagley/Ferrymead Community Board’s Small Grants Fund – Local, in accordance with Council policy and the LTCCP
- (c) Decide whether or not to appoint community representatives to the Hagley/Ferrymead Small Grants Fund Assessment Committee.
- (d) Appoint up to five Board members to the Hagley/Ferrymead Small Grants Fund Assessment Committee for the funding rounds 2011/12, 2012/13 and 2013/14.
- (e) Authorise the Hagley/Ferrymead Small Grants Fund Assessment Committee to appoint a Chairperson and Deputy Chairperson at its first meeting.

**11 Cont'd**

- (f) Set a quorum of five members for the Hagley/Ferrymead Small Grants Fund Assessment Committee, one of whom must be an elected member.
- (g) Appoint three Board Members to the Washington Way Reserve Skate Park Working Party.

**CHAIRPERSON'S RECOMMENDATION**

That the Hagley/Ferrymead Community Board:

- (a) Approve its governance structure for the 2010/13 term as set out in paragraph 3 above.
- (b) Establish the Hagley/Ferrymead Small Grants Fund Assessment Committee with the following Term of Reference:
  - To allocate annually under delegated authority, the Hagley/Ferrymead Community Board's Small Grants Fund – Local, in accordance with Council policy and the LTCCP
- (c) Decide whether or not to appoint community representatives to the Hagley/Ferrymead Small Grants Fund Assessment Committee.
- (d) Appoint up to four Board members to the Hagley/Ferrymead Small Grants Fund Assessment Committee for the funding rounds 2011/12, 2012/13 and 2013/14.
- (e) Authorise the Hagley/Ferrymead Small Grants Fund Assessment Committee to appoint a Chairperson and Deputy Chairperson at its first meeting.
- (f) Set a quorum of five members for the Hagley/Ferrymead Small Grants Fund Assessment Committee, one of whom must be an elected member.
- (g) Appoint the Board Chairperson, Tim Carter and Yani Johanson to the Washington Way Reserve Skate Park Working Party.

## 12. NEW ZEALAND LOCAL BOARDS AND COMMUNITY BOARDS CONFERENCE 2011 – BOARD MEMBERS ATTENDANCE

<b>General Manager responsible:</b>	General Manager, Regulation and Democracy Services, DDI 941 8462
<b>Officer responsible:</b>	Democracy Services Manager
<b>Author:</b>	Jo Daly, Community Board Adviser

### PURPOSE OF REPORT

1. The purpose of this report is to seek approval for a number of the Hagley/Ferrymead Community Board members to attend the 2011 New Zealand Local Boards and Community Boards Conference in Rotorua on 5 to 7 May 2011.

### EXECUTIVE SUMMARY

2. The conference is being held in Rotorua from Thursday 5 to Saturday 7 May 2011. The theme for the conference is 'Communities on Board – The Changing Face of Community Governance' and will reflect on Boards' relationships, communications and advocacy with their communities, as well as considering the implications of the establishment of Auckland's 'super city' on communities throughout New Zealand Boards. More information is **attached**.
3. The programme includes key-note speakers and inter-active workshops hosted by experts, and the presentation of the Best Practice Awards in recognition of community board projects and initiatives which have made a difference.
4. On 22 September 2010, the Board decided that the Matariki at the Marae event be approved as a Burwood/Pegasus and Hagley/Ferrymead Community Boards' Best Practice Awards joint entry at the 2011 New Zealand Community Boards' Conference. This entry is currently under preparation for consideration at the conference.

### FINANCIAL IMPLICATIONS

5. The conference registration cost for each appointed delegate is \$591 exclusive of GST, noting this is the earlybird rate until close of business on 4 March 2011. The standard registration from 4 March 2011 will be \$676 excluding of GST. In addition, accommodation and airfare costs will be in the order of approximately \$350 and \$300 respectively, per person.
6. The Board's 2010/11 remaining operational budget of \$3,567 has conference and training funding available.

### Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

7. Yes.

### LEGAL CONSIDERATIONS

#### Have you considered the legal implications of the issue under consideration?

8. There are no direct legal implications involved. A Community Board resolution is required for expenditure for attendance of Board members at conferences.

### ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

#### Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?

9. Not applicable.

### ALIGNMENT WITH STRATEGIES

10. Not applicable.

**12 Cont'd**

**Do the recommendations align with the Council's strategies?**

11. Not applicable.

**CONSULTATION FULFILMENT**

12. Not applicable.

**STAFF RECOMMENDATION**

It is recommended that the Hagley/Ferrymead Community Board give consideration to approving the attendance of a number of Board members to the 2011 New Zealand Local Boards and Community Boards Conference in Rotorua from 5 to 7 May 2011.

**CHAIRPERSON'S RECOMMENDATION**

That the Board consider approving up to two Board members to attend the 2011 New Zealand Local Boards and Community Boards Conference in Rotorua from 5 to 7 May 2011.

**13. APPLICATION TO HAGLEY/FERRYMEAD COMMUNITY BOARD 2010/11 DISCRETIONARY RESPONSE FUND – ANZAC WREATHS**

<b>General Manager responsible:</b>	General Manager, Regulatory and Democracy Services Group, DDI 941 8462
<b>Officer responsible:</b>	Democracy Services Unit Manager
<b>Author:</b>	Jo Daly, Community Board Adviser

**PURPOSE OF REPORT**

1. The purpose of this report is for the Hagley/Ferrymead Community Board to consider an application for funding from its 2010/11 Discretionary Response Fund for ANZAC Wreaths.

**EXECUTIVE SUMMARY**

2. In 2010/11, the total pool available for allocation for the Hagley/Ferrymead Community Board Discretionary Response Fund is \$51,197. The Discretionary Response Fund opens each year on 1 July and closes on 30 June the following year, or when all funds are expended.
3. The purpose of the fund is to assist community groups where the project and funding request falls outside other council funding criteria and/or closing dates. This fund is also for emergency funding for unforeseen situations.
4. At the Council meeting of 22 April 2010, the Council resolved to change the criteria and delegations around the local Discretionary Response Fund.
5. The change in criteria limited the items that the local Discretionary Response Fund does not cover to only:
  - (a) Legal challenges or Environment Court challenges against the Council, Council Controlled Organisations or Community Boards decisions;
  - (b) Projects or initiatives that change the scope of a Council project; and
  - (c) Projects or initiatives that will lead to ongoing operational costs to the Council.

Council also made a note that: *"Community Boards can recommend to the Council for consideration grants under (b) and (c)."*
6. Based on this criteria, the application for ANZAC Wreaths is eligible for funding.
7. Detailed information on the application and staff comments are included in the attached Decision Matrix (refer **Attachment 1**).

**FINANCIAL IMPLICATIONS**

8. There is currently \$11,073 remaining in the Board's 2010/11 Discretionary Response Fund.

**Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?**

9. Yes, see page 184 of the LTCCP regarding community grants schemes including Board funding.

**LEGAL CONSIDERATIONS**

10. There are no legal considerations.

**ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

11. Aligns with LTCCP and Activity Management Plans, page 172 and 176.

**13 Cont'd**

**Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?**

12. Yes, see LTCCP pages 176 and 177 regarding community grants schemes, including Board funding.

**ALIGNMENT WITH STRATEGIES**

13. Refer to the **attached** Decision Matrix.

**CONSULTATION FULFILMENT**

14. Not applicable.

**STAFF RECOMMENDATION**

That the Hagley/Ferrymead Community Board makes a grant of \$200 from the 2010/11 Discretionary Response Fund for the purchase of two ANZAC wreaths.

**CHAIRPERSON'S RECOMMENDATION**

That the staff recommendation be adopted.



**14. HAGLEY/FERRYMEAD COMMUNITY BOARD - RECESS COMMITTEE**

<b>General Manager responsible:</b>	General Manager, Regulation and Democracy Services, DDI 941 8462
<b>Officer responsible:</b>	Democracy Services Manager
<b>Author:</b>	Jo Daly, Community Board Adviser

**PURPOSE OF REPORT**

1. The purpose of this report is to seek the Hagley/Ferrymead Community Board's approval to put in place delegation arrangements for matters of a routine nature (including applications for funding) normally dealt with by the Board, to cover the period following its last scheduled meeting for 2010 (being 15 December 2010) up until the Board resumes normal meetings, proposed to commence in February 2011.

**EXECUTIVE SUMMARY**

2. It is normal practice for the Board to give delegated authority to a Recess Committee to make decisions on its behalf over the Christmas/New Year period.
3. In past years the Recess Committee has comprised the Board Chairperson (or his nominee) and three other Board members.

**STAFF RECOMMENDATION**

- (a) That a Recess Committee, comprising the Board Chairperson (or his nominee) and three other Board members, be authorised to exercise the delegated powers of the Board for the period following its 15 December 2010 meeting up until the Board resumes normal business in February 2011.
- (b) That the application of any such delegation be reported back to the Board for record purposes.

**CHAIRPERSON'S RECOMMENDATION**

That the staff recommendation be adopted.

**15. NEXT ORDINARY MEETING OF THE BOARD**

It is proposed that the Board next meet on Wednesday 2 February 2011 at 3pm in the Boardroom, Linwood Service Centre, Smith Street.

**STAFF RECOMMENDATION**

That the next meeting of the Hagley/Ferrymead Community Board be held on Wednesday 2 February 2011 at 3pm in the Boardroom, Linwood Service Centre, Smith Street.

**CHAIRPERSON'S RECOMMENDATION**

That the staff recommendation be adopted.

16. COMMUNITY BOARD ADVISER'S UPDATE
17. BOARD MEMBERS' QUESTIONS
18. BOARD MEMBERS' INFORMATION EXCHANGE
19. RESOLUTION TO EXCLUDE THE PUBLIC

Attached.