



CHRISTCHURCH CITY COUNCIL AGENDA

THURSDAY 8 DECEMBER 2005

AT 9.30AM

IN THE COUNCIL CHAMBER, CIVIC OFFICES

Council: The Mayor, Garry Moore (Chairperson).
Councillors Helen Broughton, Sally Buck, Graham Condon, Barry Corbett, David Cox,
Anna Crighton, Carole Evans, Pat Harrow, Bob Shearing, Gail Sheriff, Sue Wells and Norm Withers.

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3	DEPUTATIONS BY APPOINTMENT
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1. APOLOGIES

2. CONFIRMATION OF MINUTES - COUNCIL MEETING OF 1.12.2005

Attached.

3. DEPUTATIONS BY APPOINTMENT

(a) 13 HAMILTON AVENUE: COVENANT

Submissions regarding a proposed variation to the existing conservation covenant over part of the property at 13 Hamilton Avenue will be made by Mr David Goodman, the owner of the subject property. This topic is separately referred to in clause 1 of the Fendalton/Waimairi Community Board's report to the present Council meeting.

4. PRESENTATION OF PETITIONS

5. CORRESPONDENCE

6. ELECTED MEMBERS' REMUNERATION: BANKS PENINSULA

General Manager responsible:	General Manager Regulation and Democracy Services
Officer responsible:	Secretariat Manager
Author:	Max Robertson, DDI 941-8533

PURPOSE OF REPORT

1. The purpose of this report is to submit for the Council's consideration proposals for remunerating the Banks Peninsula Councillor and 10 members of the Lyttelton/Mt Herbert and Akaroa/Wairewa Community Boards, after those members assume office following the official declaration of the results of the elections to be held on Saturday 25 February 2006.

EXECUTIVE SUMMARY

2. The newly elected members will come into office on the day following the Electoral Officer's declaration of the official result of the election, which is usually released a week after polling day. Therefore it is expected that the new members will come into office on or about Sunday 5 March 2006.
3. Nominations for the new councillor and community board positions will be called on Friday 9 December 2005, with nominations closing at 12 noon on Friday 6 January 2006. To assist prospective candidates, it is desirable that this Council consider, before nominations close, levels of remuneration for the new positions the Council will recommend to the Remuneration Authority on an interim basis before the full review Council-wide in April-June 2006.
4. The Council's proposal must be approved by the Remuneration Authority via an amended Determination before the salaries proposed by the Council can be implemented.

FINANCIAL CONSIDERATIONS

5. There are seven different budget provisions for elected member remuneration in the City Council's budget for the current year (councillors and six community boards) amounting to a total of \$1,852,984, plus an additional provision of \$58,500 for payments to members who sit on resource hearings panels.
6. If the salaries proposed in Appendix A (attached) are adopted, it is estimated that the resulting additional expenditure on elected remuneration for the four months March-June 2006 will amount to just under \$51,000. However, the Banks Peninsula District Council estimates that of its total budget of \$204,668 for this item during the current financial year, approximately \$60,000 will remain unspent at the end of February. Thus, sufficient funds will be available to cover the additional salaries proposed to 30 June 2006.

LEGAL CONSIDERATIONS

7. The Remuneration Authority has a statutory power to amend the provisions of the Local Government Elected Members Determination (No 3) 2005 that cover the remuneration expenses and allowances in respect of the Banks Peninsula District and Christchurch City Councils at any time prior to expiry of that Determination on 30 June 2006. The Authority is able to fix different forms of remuneration and prescribe rules for their application. It may also differentiate between persons occupying equivalent positions in the same local authorities or community boards and make determinations that apply to individuals or groups occupying equivalent positions. The Authority must have regard to the need to achieve and maintain fair relativity with the levels of remuneration received elsewhere, and be fair both to the persons whose remuneration is being determined and to ratepayers.
8. Section 30 of the Remuneration Authority Act 1977 states that any remuneration or allowance which the Remuneration Authority has jurisdiction to determine shall be fixed by the Authority and not otherwise. Therefore, an amended determination is required to be made by the Authority before the newly enlarged Christchurch City Council is able to pay the remuneration of the new Banks Peninsula Councillor and the 10 members of the two new community boards.

6 Cont'd

9. The City Council has the opportunity to propose to the Authority remuneration levels that it considers appropriate for the responsibilities of each position within the Council and its community boards. The Authority then determines the remuneration for each member after considering the Council recommendations, any dissenting views and other relevant factors. Remuneration pools are indicative funds notionally attributable to each local authority. They are based on population, operational expenditure, assets controlled and the rate of population change derived from published data. The funds available to the Christchurch City Council from the current City Council pool previously determined by the Remuneration Authority will not be sufficient to meet the additional payments after the new members assume office. The Remuneration Authority recognises this and has advised that it proposes to increase the current City Council pool to accommodate the additional positions in the period March-June 2006.
10. Provided that the Council complies with any determination made by the Authority, it will not be acting illegally in making these payments.
11. Any divergent views of Councillors and Community Board members in respect of the Council's proposed allocation of the pool must accompany the proposal submitted by the Council for approval.
12. This report relates only to salaries for the Banks Peninsula Ward Councillor and the 10 Peninsula Community Board members. It does not affect current City Councillors or current City Community Board members.

STAFF RECOMMENDATIONS

It is recommended that the Council:

- (a) Receives the information.
- (b) Resolve to adopt the salaries proposed in Appendix A to this report as the Council's proposal, to be submitted to the Remuneration Authority for its approval.

6 Cont'd

BACKGROUND ON ELECTED MEMBERS' REMUNERATION: BANKS PENINSULA

13. The Remuneration Authority is responsible for setting the salaries of elected local government representations (clause 6 of Schedule 7 of the Local Government Act 2002 refers).
14. In accordance with the Authority's latest determination, the following salaries currently apply in the case of Christchurch City Councillors and the six existing Christchurch community boards:

Office	Annual Salary
Councillor	\$77,977
Community Board Chairs	\$35,850
Community Board members	\$22,450

15. The Christchurch City Council indicative pool for 2005/06 amounts to:

Total pool	\$1,469,944
less Mayor's gross salary	\$146,110

Net pool available for 12 councillors and 30 community board members	\$1,323,834

16. It should be noted that 50% of the total remuneration paid to community board Chairs and elected community board members is paid outside the pool.
17. The following salaries currently apply in respect of the present members of the Akaroa/Wairewa and Lyttelton/Mt Herbert Community Boards:

Community Board Chairs (2 positions)	\$11,412
Remaining elected Community Board members (6 positions)	\$6,273

18. At present, each of the two Banks Peninsula Community Boards comprises four elected members, including the Chairperson (ie eight elected members in total). However, the membership of each Board will increase to a total of **five** elected members after Banks Peninsula District is dissolved also making it consistent with the composition of Community Boards in Christchurch.

DISCUSSION**Decisions to be made**

19. In preparing its proposal, the Council is required to agree appropriate level/rates for the different positions. (It is assumed that as is the case of present councillors and the six present community boards, the Council would prefer that remuneration be paid on a salary only basis, rather than a mix of salaries and meeting fees.)

Remuneration Authority

20. In informal discussions, the Chairman of the Remuneration Authority has orally advised that the Authority proposes to issue an interim determination increasing the present Christchurch City remuneration pool, to accommodate the new councillor and community board positions for the period March-June inclusive. The Chairman has indicated that the increase in the size of the pool in this interim period will be sufficient to cover the one additional councillor position (at existing Christchurch City rates) and the additional community board positions (at the existing Banks Peninsula District Council rates). This proposal no doubt reflects the fact that the additional councillor will have city-wide responsibilities, whereas the responsibilities of the community board members will be limited to their respective communities.
21. This interim adjustment will only apply for the balance of the current year until 30 June 2006. A new pool will be established for 2006/07, and the Council will therefore be required to reconsider this issue on a city-wide (including Banks Peninsula) basis in May 2006, and submit a fresh proposal to the Authority for the remuneration of **all** elected members for 2006/07.

6 Cont'd**Distribution Options**

22. The approximate current population (based on the 2001 Census night counts) of each present/proposed community is:

Burwood/Pegasus	56,900	
Riccarton/Wigram	60,000	
Hagley/Ferrymead	55,400	
Shirley/Papanui	57,800	
Spreydon/Heathcote	54,700	
Fendalton/Waimairi	54,000	
Lyttelton/Mount Herbert	5,397	
Akaroa/Wairewa	3,027	(Akaroa Subdivision 2,061, Wairewa Subdivision 966)

23. The Chairman of the Remuneration Authority has informally indicated that in the case of the community board positions, the increase in the City Council's remuneration pool will reflect the salaries which currently apply in respect of the present community board members. It is therefore recommended that the Council recommend to the Remuneration Authority that the salaries set in Schedule A of this report be paid to the Banks Peninsula Councillor and the elected members of the two Banks Peninsula Community Boards after those members assume office in March 2006, such salaries to apply for the remainder of the 2005/06 financial year.

Unanimity of the Council's Decision

24. Any divergent views of Councillors and Community Board members in respect of the Council's proposed allocation of the pool must accompany the proposal submitted by the Council for approval.
25. If the Council's recommendations are unanimous and reasonable it is unlikely that the Authority will withhold its approval. It does, however, have the power to amend any proposal if it is considered unreasonable.

CONCLUSION

26. The Council is required to submit its recommended remuneration proposal to the Remuneration Authority in respect of the additional elected member positions created as a result of the dissolution of the Banks Peninsula District Council.
27. The new remuneration rates cannot be implemented until that approval by the Remuneration Authority is received.

7. 'CHARACTER' HOUSING MAINTENANCE GRANTS POLICY

General Manager responsible:	General Manager Strategic Development
Officer responsible:	Programme Manager Liveable City
Author:	Neil Carrie, DDI 941-8643

PURPOSE OF REPORT

1. The purpose of this report is to consider options and make recommendations on a policy and guidelines for the application of a 'Character' Housing Maintenance Grant Programme.

EXECUTIVE SUMMARY

2. The Council resolved in March 2004 to provide grants funding towards the external maintenance of older character houses to assist in their retention and continuing contribution to the residential amenity and identity of their local areas. There was concern that these houses, particularly the larger, timber homes with expressive architectural styles, were being lost and replaced by new, higher density residential units with a consequential loss of the quality of local streetscapes, neighbourhoods, open spaces, settings and trees. The grants programme proposed recognised that there was a financial burden associated with the retention of these older, larger character houses which was contributing to their continuing loss throughout the city.
3. The Council resolved to develop a policy and grant conditions for the assessment and application of the proposed grants programme.

FINANCIAL AND LEGAL CONSIDERATIONS

4. Budget provision has been made of \$75,000 per annum from the 2005/06 financial year for five years, with a maximum grant of \$5,000 per house. The resolution provided for an agreement not to demolish for a period of at least five years, the agreement to continue with the property title. This could be provided within the form of an encumbrance registered against the property title. However, the use of a conservation covenant under s77 of the Reserves Act has a significant administrative and legal overhead which could be inconsistent and onerous with regard to the grant limits proposed by the Council resolution.
5. The policy and grant provisions are to be reviewed after a period of five years from the date of the adoption of the policy.

STAFF RECOMMENDATIONS

It is recommended that the Council:

- (a) Adopt the guidelines, conditions and application and administration procedures relating to the proposed character housing grants operational policy as set out in Appendix A.
- (b) That a conservation covenant under s66 of the Reserves Act be a condition of a grant subject to the grantee's agreement. Otherwise, that a written confirmation be provided by the grantee to the Council that the grantee will not apply for a consent for demolition for a period of 10 years (NB Council resolution was 'not less than 5 years') from the time of the grant payment.
- (c) That unexpended grant monies for 2005/06 be carried forward to the 06/07 financial year

7 Cont'd

BACKGROUND ON CHARACTER HOUSING MAINTENANCE GRANTS POLICY

6. The Arts, Culture and Heritage Committee at its budget meeting on 9 February 2004 expressed concern at the loss of the character and identity of many Christchurch suburbs, through the demolition of older houses of particular distinction and the quality of settings which made a distinctive contribution to the streetscape of local areas. Funding of \$75,000 per annum was requested. This request was reported and agreed by the Annual Plan Subcommittee of 23 February 2004. The grants programme was approved by Council resolution at the LTCCP meeting of 18 March 2004.
7. The following recommendations were approved:
 - “1. That a policy be prepared for the assessment and application of grants for external maintenance to non-listed ‘character’ houses in residential Christchurch.
 2. That individual grants be provided at 10% of the actual maintenance cost or a maximum of \$5,000.
 3. That where a grant is provided and the property is regarded as being worthy of a heritage listing, that the agreement of the owner to listing be given as a condition of the grant.
 4. That where a grant is provided the owner to enter into an agreement not to demolish for a period of at least five years, the agreement to continue with the property title.
 5. That provision of \$75,000 per annum for five years be made for the purpose of implementing the ‘character’ house maintenance policy starting in 2005/06.
 6. That the policy and grant conditions be reassessed after a period of five years from the date of the adoption of the policy.”
8. There was no definition of what constituted a ‘character’ house, the scope of external maintenance or the means of implementing the grants programme in the Council resolutions. These have been addressed in the proposed operational policy (attached) which includes the preferred options addressed in the latter sections of this report, as well as the previous resolutions of the Council.

OPTIONS

9. Two general issues need to be addressed in preparing a policy for the assessment and application of grants.
 - (a) The guidelines and assessment process
 - (b) The management of the grant process

A) The selection guidelines and assessment process

The guidelines should provide the basis for the identification of character houses which make a particular contribution to the visual character and quality of the streetscape and local area. The assessment process would apply criteria to individual houses perceived by the local community to be of particular merit in their neighbourhood.

The selection guidelines of particular significance are likely to be age, intactness and distinctive architectural design, landmark prominence and belonging to a group of houses of similar appearance and street presence. The recognition of significant character houses is very much to do with local community understanding of their own sense of their ‘place’. The alternatives are that the heritage criteria should be applied in the same manner as for listed heritage items, or that only houses in areas already designated as Special Amenity Areas (SAMs) be considered. While there will be similarities generally with heritage criteria, guidelines for character houses would be applied for their community and streetscape contribution to local identity, rather than just for their heritage or geographical significance.

7 Cont'd

B) The management of the grant process

If it is agreed that the identification of character houses is predominately from a community perspective, then the management and recommendations for grants should also be a community focussed responsibility. It would be reasonable in these circumstances for each area to be identified with a Community Board area.

An advisory group for each Community Board area could be constituted involving Board members, residents, Community Board staff and Strategy and Planning Group staff as appropriate. Applications could be sought from property owners, and a selection made by each advisory group with grant recommendations to the Strategy and Planning Group for review and final recommendations to each of the respective Boards. Heritage, urban design and neighbourhood planning staff would be provided by the Strategy and Planning Group to advise and assist the community advisory group and to administer the grant payments.

Details of the process could be advised to all Community Boards by the Strategy and Planning Group, such as information required with an application, the selection process and advice and final selections. This process should be reviewed after one or two years once the community advisory groups became more familiar with the selection process.

The alternative is for the Strategy and Planning Group to be solely responsible for the management of the programme, to provide a consistent standard for the assessment and selection process across the city.

ASSESSMENT OF OPTIONS**A) The Guidelines and Assessment Process****Preferred Option: The Guidelines reflect the external Character of the House**

The guidelines for identifying character houses reflect the contribution that individual residential homes make to the identity of their local streetscape through their distinctive architectural, craftsmanship, landmark, group and historic qualities as individual houses or within consistent groups of representative houses as determined by the local community.

	Benefits (current and future)	Costs (current and future)
Social	Strengthens sense of community well-being by improving the identity of the local streetscape	
Cultural	Continuity of sense of place and community through reduction in loss of older housing	
Environmental	Improved amenity and character for local streetscapes through exterior housing improvements	
Economic	Sustainable maintenance of a broader city housing stock	Limitations on possible sites for new development
<p>Extent to which community outcomes are achieved: Primary alignment with community outcome for Inclusive Communities which have a sense of belonging and identity and have opportunities to contribute to the city's well-being. Also contributes to a Liveable City and a Cultural and Fun City.</p> <p>Impact on Council's capacity and responsibilities: Improves the Council's contribution to the community and neighbourhood identity and the amenity of local residential streetscapes as determined by the local community.</p> <p>Effects on Maori: N/A</p>		

7 Cont'd

Consistency with existing Council policies:

Extends the scope of grants for residential amenity and identity while being consistent in general approach with current heritage grant policies

Views and preferences of persons affected or likely to have an interest:**Other relevant matters:**

The focus is on the retention of older character houses which make a contribution to the local streetscape and the identity of the residential area through their street presence as perceived by the local community

A) The Guidelines and Assessment Process**ALTERNATIVE OPTION - The guidelines utilise the City Plan criteria of heritage significance**

The criteria for identifying character houses includes all heritage categories (historical, cultural, social, spiritual, architectural, landmark, group, technological, craftsmanship and archaeological qualities) where they are associated with the house as a whole rather than its street presence.

	Benefits (current and future)	Costs (current and future)
Social	Recognition of character house significance set at a high standard	Reduced scope for community participation
Cultural	Reinforces 'special' character houses which contribute across all criteria	Inclusion of criteria with intangible values reduces importance of the physical contribution to local community character and identity
Environmental		Limits numbers and locations of qualifying houses
Economic		Reduces potential for residential improvements across the whole city

Extent to which community outcomes are achieved:

Primary alignment with community outcome for Inclusive Communities. However, this approach is likely to restrict the inclusiveness by limiting the scope of the housing and the communities which might qualify for grant assistance

Also contributes to a Cultural City with the limitations addressed above

Impact on Council's capacity and responsibilities:

Lesser commitment to a community perception of their residential identity and amenity if potential scope of community participation is restricted by the alignment with heritage standards.

Effects on Maori:

N/A

Consistency with existing Council policies:

Identification and assessment covering all heritage criteria creates a sub-set of the City Plan heritage inventory but without the emphasis on the retention of and contribution that a character house makes on the visual identity of the local streetscape and neighbourhood in relation to amenity, urban design and neighbourhood planning.

Views and preferences of persons affected or likely to have an interest:**Other relevant matters:**

The resolution of Council included a requirement that it applied only to non-listed 'character' houses

7 Cont'd

(A) The Guidelines and Assessment Process**ALTERNATIVE OPTION – The Guidelines apply only to special areas of the city**

Character houses are identified by their inclusion in identified geographical areas of the city such as with Special Amenity Areas where a design and appearance rule applies.

	Benefits (current and future)	Costs (current and future)
Social	Reinforcing of the identity of individual communities which already have a high sense of community	Does not provide an opportunity for every community to participate in housing amenity improvements
Cultural	Greatest emphasis on areas with high degrees of intactness of character houses	Does not recognise the individual contribution that a house may make to the local neighbourhood outside SAMs
Environmental	Focus of grants programme to limited residential areas of Christchurch for most effect	
Economic		
<p>Extent to which community outcomes are achieved: Primary alignment with community outcome for a Liveable City. Also contributes to a Cultural City</p> <p>Impact on Council's capacity and responsibilities: Loss of commitment to enhanced residential identity and amenity for a wide section of the community</p> <p>Effects on Maori:</p> <p>Consistency with existing Council policies: Recognises the importance associated with the Special Amenity Areas of the City Plan</p> <p>Views and preferences of persons affected or likely to have an interest:</p> <p>Other relevant matters: Restricted application of funds to limited areas of the city which may already have an intact and recognisable character</p>		

7 Cont'd

B) The Management of the Grant process**Preferred Option: The process is managed by Community Boards**

The implementation of the grant assessment process to be the responsibility of individual Community Boards with the assistance and guidance of the Strategy and Planning Group. Community Boards will receive an equal share of the \$75,000 fund for distribution which can be increased from the Board's discretionary funds to provide individual grants of not more than \$9,950, with no limits on the number of grants in any Community Board area.

	Benefits (current and future)	Costs (current and future)
Social	Community and Board's ownership of and contribution to the character housing grant programme	
Cultural	Contribute to an increased recognition within the community of the importance of a sense of place and local identity through the grants programme	
Environmental	Potential for improved streetscapes, and individual houses in all local areas	
Economic	Greater flexibility and leverage with the potential for additional funding from Community Boards to achieve community outcomes	Potential use of Community Board discretionary funds
<p>Extent to which community outcomes are achieved: Primary alignment with community outcome for a Well Governed City where people participate in decision making in their own community area. Also contributes to an Inclusive City and a Liveable City</p> <p>Impact on Council's capacity and responsibilities: Increased opportunity for community participation and local input through the involvement of the Community Boards and members of the local community in the assessment and decisions on the grants programme.</p> <p>Effects on Maori: N/A</p> <p>Consistency with existing Council policies: Delegation of community outcomes and responsibilities to Community Boards and local communities. Advisory and grant management role in the process from the Planning and Strategy Group</p> <p>Views and preferences of persons affected or likely to have an interest: The Community Engagement Team Leader is very supportive of the community focus and Community Board involvement in the programme</p> <p>Other relevant matters: The outcome anticipated of the retention and enhancement of character houses would be limited by a restriction of individual grants to a maximum of \$5,000. This option provides an opportunity for an increase in grant levels where these are supported by Community Boards from their own discretionary funds.</p>		

7 Cont'd

B) The Management of the Grant process**Alternative Option: The process is managed by the Strategy and Planning Unit**

The management of the Character Housing grant process to be the responsibility of the Strategy and Group.

	Benefits (current and future)	Costs (current and future)
Social	Application of policy and grants seen as being equitable across all Christchurch communities	Loss of community self determination in process
Cultural	Consistency in selection of character housing grants city-wide	Loss of local input and perception of the special qualities of a community's neighbourhood
Environmental	Character house selection for grants can be linked to other neighbourhood strategies	
Economic		Less opportunity for leveraging with Community Board funds
<p>Extent to which community outcomes are achieved: Primary alignment with community outcome: Liveable City Also contributes to a Cultural City.</p> <p>Impact on Council's capacity and responsibilities: Loss of community determination and ownership of the character grants programme and neighbourhood outcomes</p> <p>Effects on Maori: N/A</p> <p>Consistency with existing Council policies: Grant management aligned with the responsibilities of the Planning and Strategy Group.</p> <p>Views and preferences of persons affected or likely to have an interest:</p> <p>Other relevant matters: The Planning and Strategy Group would be required to initiate applications, assess submissions, provide grant approvals, grant payments and provide monitoring of a programme for character houses which are not listed heritage buildings.</p>		

8. APPLICATION FOR CONFERENCE LOAN FUNDING

General Manager responsible:	General Manager Community Services
Officer responsible:	Community and Recreation Manager
Author:	Kevin Collier, Sport and Funding Adviser, DDI 941-8977

PURPOSE OF REPORT

1. The purpose of this report is to consider an application for funding from the Council's Conference and Similar Events Bridging Loan Fund.

EXECUTIVE SUMMARY**Conference and Similar Events Bridging Loan Fund**

2. The Council has set up the Conference and Similar Events Bridging Loan Fund to assist organisations with funding for pre-event costs incurred when hosting significant conferences, symposiums and similar events. The loans are interest free for the period up to the end of the conference and are repaid upon receipt of income from registrations and other income as this comes in.
3. The purpose of the Loan Fund is to give support to organisers of such events by providing cash-flow to secure venues, brochure and website development and other "up-front" costs. It is focussed on significant national and international events which involve some economic benefit to the city by way of visitors staying in city accommodation and spending money in the city.

International Seed Federation Congress 2007 Loan Request \$95,000Background

4. The International Seed Federation (ISF) is a non-governmental, non-profit organisation representing the seed industry. With members spread over 70 developed and developing countries on all continents, the ISF represents the mainstream of the world seed trade and plant breeders' community, and serves as an international forum where issues of interest to the world seed industry are discussed. The event is the annual Congress for all ISF members.
5. The New Zealand Grain and Seed Trade Association (NZGSTA) has been charged with responsibility for organising the International Seed Federation (ISF) Congress in May 2007. The NZGSTA is a registered incorporated society representing growers and seed-related industry interests in New Zealand.
6. The society is requesting a loan of \$95,000.

The Congress

7. The Congress will be held over five days from 19 to 23 May 2007 at the Christchurch Convention Centre and it is expected that up to 1000+ delegates and partners will attend, with 95% expected to come from outside New Zealand. It is expected that these visitors will not only stay for the Congress but will spend time before and/or after visiting the region and other parts of New Zealand. The organisers are actively promoting partner programmes to local attractions and pre/post-conference tours to areas of interest in the region.
8. The loan is to cover the pre-event costs such as promotion and marketing, securing the venues and general planning associated with the Congress.
9. A preference is given for events which bring tourism into the city during the off-season. The timing of this event is favourable in this respect in that it is in May, which is not the peak time for tourism in the city. Therefore it will assist in filling hotels and restaurants during this off-peak time.

8 Cont'd

Financial Analysis

10. The loan is provided interest free and is repaid by way of first call on income from registrations. The level and timing of repayment will be by negotiation with the organisers and in such a fashion that minimises the risk to the Council, yet still enables the organisers to maintain adequate cash flow.
11. The Conference and Similar Events Bridging Loan Fund Account has a current balance of \$450,000. There is currently one other loan out under this scheme for \$60,000 which is for the International Symposium on Cool Climate Viticulture and Oenology in the city early next year.
12. A detailed budget has been submitted for the Congress which shows a \$157,000 surplus based on an analysis estimating attendance by 800 registrants. This is not an unrealistic expectation based on previous Congress and other international conferences of this type. The organisers are expecting approximately 1000 delegates and partners in total. There is, however, always a risk that the expected number of registrations will not be realised and income will not be sufficient to reach this breakeven point. It is unlikely this will happen given the established nature of the Congress. However should this be the case, the Council will have already received some repayment of the loan from the registrations received at that time and the International Association has a fund which it has built up from previous conferences which it will use to underwrite the New Zealand event if needed.
13. Of lower possibility yet potentially more significant risk is the scenario of the event not going ahead at all. In this case the Council loan will still need to be repaid in full following the decision to cancel the Congress. However, the Congress Organising Committee will already have outgoings up to the point where such a decision would be made and in this case there will be little or no income from registrations as these will all have to be refunded. To cover this risk, the committee has taken out insurance with a specialist company based in London, which is also insuring the 2006 Conference in Denmark.
14. The New Zealand Grain and Seed Trade Association has also already made a grant of \$20,000 to the Congress Organising Committee to enable it to cover some of the expenses to date, so the committee has some funds available.

STAFF RECOMMENDATION

It is recommended that the Council grant a loan of \$95,000 to the New Zealand Grain and Seed Trade Association for the hosting of the International Seed Federation Congress 2007.

9. ADOPTION OF SCHEDULE OF ORDINARY COUNCIL MEETINGS AND SEMINARS

General Manager responsible:	General Manager Regulation and Democracy Services
Officer responsible:	Secretariat Manager
Author:	Warren Brixton, DDI 941-8439

PURPOSE OF REPORT

1. The purpose of this report is to seek the adoption by the Council of the attached schedule setting out the times and dates of ordinary Council meetings and seminars for 2006.

EXECUTIVE SUMMARY

2. In order that the business of the Council can be conducted in an orderly manner, and that public notification of Council meetings can be given in compliance with the Local Government Official Information and Meetings Act 1987, it is necessary for the Council to adopt a schedule of Council meetings for 2006.
3. The attached schedule (Schedule A) assumes the continuation of the existing arrangements for weekly Council meetings commencing at 9.30am each Thursday, and with seminars being held each Tuesday at both 9.30am and 1pm.
4. The dates shown for LTCCP seminars and Council meetings are tentative only at this stage, pending finalisation of next year's LTCCP hearings/meetings programme. The finally agreed dates for these will be the subject of a separate report to the Council.
5. Some preliminary consideration has also been given to the possibility of holding fortnightly (rather than weekly) Council meetings. Schedule B (attached) therefore gives two alternatives for such meetings, beginning on either the first or the second Thursday of each month.
6. In recent months, there have been some weeks when it has proved necessary to also hold seminars on a Wednesday, as well as on the Tuesday. Depending on the Council's future workload, it will probably prove necessary to continue holding some seminars on a Wednesday in 2006, as and when required.

FINANCIAL AND LEGAL CONSIDERATIONS

7. There are no direct financial considerations. Clause 19 of Schedule 7 of the Local Government Act 2002 provides that:

If a local authority adopts a schedule of ordinary meetings,-

(a) the schedule-

- (a) may cover any future period that the local authority considers appropriate; and*
- (b) may be amended.*

(b) notification of the schedule or any amendment to that schedule constitutes a notification of every meeting on the schedule or amendment.

8. The Local Government Official Information and Meetings Act 1987 (LGOIMA) requires the advance public notification of local authority meetings. In order to permit such notification to be given pursuant to section 46(1) of LGOIMA, it is necessary for the Council to formally adopt a schedule of Council meetings.

STAFF RECOMMENDATION

It is recommended that the Council:

- (a) Decide whether it wishes to hold weekly or fortnightly Council meetings in 2006.
- (b) Then adopt either Schedule A or Schedule B attached to this report (and, in the case of Schedule B, decide whether fortnightly Council meetings are to be held beginning on the first or the second Thursday of each month).
- (c) Note that the dates of the 2006 LTCCP meetings/seminars will be the subject of a separate report to the Council.

8. 12. 2005

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**10. REPORT OF THE FENDALTON/WAIMAIRI COMMUNITY BOARD -
MEETING OF 14 NOVEMBER 2005**

Attached.

**11. REPORT OF THE HAGLEY/FERRYMEAD COMMUNITY BOARD -
MEETING OF 9 NOVEMBER 2005**

Attached.

12. REPORT BY THE CHAIRPERSON OF THE HAGLEY/FERRYMEAD COMMUNITY BOARD

Attached.

13. NOTICES OF MOTION

14. QUESTIONS

15. RESOLUTION TO EXCLUDE THE PUBLIC

Attached.