



## Christchurch City Council

# HAGLEY/FERRYMEAD COMMUNITY BOARD

## AGENDA

**WEDNESDAY 3 DECEMBER 2008**

**AT 3.00 PM**

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

**Community Board:** Bob Todd (Chairperson), Rod Cameron, Tim Carter, David Cox, John Freeman, Yani Johanson and Brenda Lowe-Johnson.

**Community Board Adviser**

Jo Daly

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**PART A - MATTERS REQUIRING A COUNCIL DECISION**

**PART B - REPORTS FOR INFORMATION**

**PART C - DELEGATED DECISIONS**

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1. **APOLOGIES**

2. **CONFIRMATION OF MEETING MINUTES – 19 NOVEMBER 2008**

The minutes of the Board's ordinary meeting of 19 November 2008 are **attached**.

**STAFF RECOMMENDATION**

That the minutes of the Board's ordinary meeting of 19 November 2008 be confirmed.

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ATTACHMENT TO CLAUSE 2

11. 12. 2008

**HAGLEY/FERRYMEAD COMMUNITY BOARD  
19 NOVEMBER 2008**

**Minutes of a meeting of the Hagley/Ferrymead Community Board  
held on Wednesday 19 November 2008 at 3pm in the Board Room,  
Linwood Service Centre, 180 Smith Street, Linwood.**

**PRESENT:** Bob Todd (Chairperson), Rod Cameron, Tim Carter, David Cox,  
John Freeman, Brenda Lowe-Johnson and Yani Johanson.

**APOLOGIES:** An apology for lateness was received and accepted from Yani  
Johanson.

Yani Johanson arrived at 3.16pm and was absent for part of clause  
8.1.

David Cox retired from the meeting at 4.10pm and was absent for  
part of Clause 8 and from Clauses 9 to 20.

The Board reports that:

**PART A – ITEMS REQUIRING A COUNCIL DECISION**

**1. POPLAR LANE AND ASH STREET - PROPOSED 30 MINUTE PARKING RESTRICTION,  
RESIDENT ONLY PARKING RELOCATION, 5 MINUTE (AT ANY TIME) PARKING RESTRICTION,  
AND NO STOPPING RESTRICTIONS**

|                                     |   |
|-------------------------------------|---|
| <b>General Manager responsible:</b> | General Manager, City Environment, DDI 941 8608 |
| <b>Officer responsible:</b>         | Transport and Greenspace Manager                |
| <b>Authors:</b>                     | Steve Dejong/Jeanette Ward                      |

**PURPOSE OF REPORT**

1. The purpose of this report is to recommend to the Council that it approve:
  - (a) The installation of a 30 minute parking restriction at the southern and northern end of Poplar Lane and the eastern end of Ash Street.
  - (b) The relocation of the existing "Residents Only" park from Poplar Lane to Tuam Street; to be established on the north side of the Tuam Street and east of the Madras Street intersection.
  - (c) The installation of a 5 minute (at any time) parking restriction at the western end of Ash Street.
  - (d) The establishment of No Stopping restrictions.

**EXECUTIVE SUMMARY**

2. At the meeting of the Council, on 3 March 2005, the Council approved the installation of "Residents Only" parking, a P15 and P30, and three loading zones in Poplar and Ash Streets. With the further redevelopment of Poplar Lane over the ensuing three years, this previous parking regime no longer meets the mixed needs of the shops, restaurants and bars with their evolution of free flow outdoor dining arrangements which have evolved.

1. Cont'd

3. The "Residents Only" parking approved in 2005, being controversial at the time, did not conform to the Council's "Residents Only Parking Policy", which is still current. These "Residents Only" parking spaces were installed to service the inner city residential units which had been established above 154 and 146 High Street, 5 Poplar Lane and 138 Lichfield Street. Many of these units have been split up and on sold, nine are now owned by a major stakeholder in Poplar Lane.
4. As the design work for the Poplar Lane upgrade was underway by July 2007, no further "Residents Only" parking permits have been issued. There are no current permits held by any of the tenants of the above mentioned units, as all permits issued before July 2007 expired on 30 June 2008. It is proposed to relocate the "Residents Only" parking (three spaces) approved by the Council on 3 March 2005 from Poplar Lane to the northern side of Tuam Street, 54 metres east of the Madras Street intersection, this area is presently unrestricted all day parking, see **attached** plan.
5. Not having formed footpaths Poplar Lane is a shared traffic/pedestrian environment. To enhance this pedestrian environment and slow traffic speeds through the lane, large metal planter boxes have been installed, thus narrowing the lane and providing some protection to pedestrians exiting doorways that open directly onto the lane. Between some of the planter boxes outdoor dining areas have been created. It is proposed to install a 30 minute parking restriction (four spaces) on the western side of Poplar Lane at the Tuam Street end. This proposed P30 will replace the "Residents Only" parking and provide some short term parking for customers of and deliveries to the shops/facilities located in the lane.
6. Currently located on the northern side of Ash Street outside the "Twisted Hop" is a loading zone (goods vehicles only), however it is being used as all day parking; because the signs are missing and the yellow box was removed with the seal when the area was cobbled. It is proposed to replace this loading zone with a P5 (at any time). This would remove the necessity to paint the yellow box on the cobbles and aligns with the Central City Loading Zone review approved by the Council on 10 August 2006. It would require only the installation of two signs on the side of the "Twisted Hop" building.
7. It is further proposed, to replace the existing P15 located at the northern end of Poplar Lane with a P30 (four spaces). It is understood that the owners of the buildings on both sides of the lane at the intersection of Lichfield Street have major redevelopments planned. These redevelopments are presently at the design stage, and if approved, will necessitate a further review of parking in this location in the future.
8. It is further proposed to replace the existing/missing loading zone at the eastern end of Ash Street with a P30 (three Spaces). The Ash Street location is presently all day parking because the signs and markings of the loading zone approved by the Council in March 2005 are missing. Making this loading zone a P30 will create consistent short term parking at all entrances to the lanes. The owner of Edward Gibbon, the large plumbing supplier at the eastern end of Ash Street, supports the proposed change.
9. Extensive consultation was undertaken by the Capital Projects Team in 2007 prior to the Poplar Lane upgrade. The parking changes were part of that consultation plan and have been further refined through ongoing consultation. This report is merely legitimising that which has already been approved under that project.

**FINANCIAL IMPLICATIONS**

10. The cost of this proposal is estimated to be \$2000.

**Do the Recommendations of this Report Align with 2006-16 LTCCP budgets?**

11. The installation and removal of road markings and signs is within the LTCCP Street and Transport Operational Budgets.

1. Cont'd

**LEGAL CONSIDERATIONS**

12. Part 1, clause 5 of the Christchurch Traffic and Parking Bylaw provides the Council with the authority to install parking restrictions by resolution.
13. The installation of any associated signs and markings must comply with the Land Transport Rule: traffic control devices 2004.

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

14. As above.

**ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

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

**Do the recommendations of this report support a level of service or project in the 2006-16 LTCCP?**

16. This contributes to improve the level of service for parking and safety.

**ALIGNMENT WITH STRATEGIES**

17. The recommendations align with the Council's Parking Strategy 2003.

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

18. As above.

**CONSULTATION FULFILMENT**

19. Extensive consultation was undertaken by the Capital Projects Team in 2007 prior to the Poplar Lane upgrade. The parking changes were part of that consultation plan and have been further tuned through ongoing consultation. This report is merely legitimizing that which has already been approved under that project. The owner of Edward Gibbon, the large plumbing supplier at the eastern end of Ash Street, supports the proposal.

**STAFF RECOMMENDATION**

That the Council approve:

**Revocation of existing/redundant parking restrictions**

- (a) That any parking restriction on the east side of Poplar Lane between Tuam Street and Ash Street be revoked.
- (b) That any parking restriction on the east side of Poplar Lane between Ash Street and Lichfield Street be revoked.
- (c) That any parking restriction on the west side of Poplar Lane between Tuam Street and Lichfield Street be revoked.
- (d) That any parking restriction on the north side of Ash Street between Poplar Lane and Madras Street be revoked.
- (e) That any parking restriction on the south side of Ash Street between Poplar Lane and Madras Street be revoked.

1. Cont'd

**30 Minute Parking Restrictions**

- (f) That the parking of vehicles be restricted to a maximum period of 30 minutes on the west side of Poplar Lane commencing at a point six metres north of its intersection with Tuam Street and extending in a northerly direction for a distance of 24 metres.
- (g) That the parking of vehicles be restricted to a maximum period of 30 minutes on the west side of Poplar lane commencing at a point four metres south of its intersection with Lichfield Street and extending in a southerly direction for a distance of 24 metres.
- (h) That the parking of vehicles be restricted to a maximum period of 30 minutes on the south side of Ash Street commencing at a point 19 metres west of its intersection with Madras Street and extending in a westerly direction for a distance of 18 metres.

**5 Minute parking Restriction**

- (i) That the parking of vehicles be restricted to a maximum period of 5 minutes (At Any Time) on the north side of Ash Street commencing at a point 10 metres east of its intersection with Poplar Lane and extending in a easterly direction for a distance of nine metres.

**Residents Only Parking Relocation**

- (j) That 'Residents Only' parking is installed on the north side of Tuam Street commencing at a point 54 metres east of its intersection with Madras Street and extending in an easterly direction for a distance of 18 metres and to be operative at all times.

**No Stopping Restrictions**

- (k) That the stopping of vehicles be prohibited (at any time) on the west side of Poplar Lane commencing at a point 30 metres north of its intersection with Tuam Street and extending in a northerly direction for a distance of 51 metres.
- (l) That the stopping of vehicles be prohibited (at any time) on the east side of Poplar Lane commencing at its intersection with Tuam Street and extending in a northerly direction for a distance of 52 metres, to its intersection with Ash Street.
- (m) That the stopping of vehicles be prohibited (at any time) on the east side of Poplar Lane commencing at its intersection with Ash Street and extending in a northerly direction for a distance of 49 metres, to its intersection with Lichfield Street.
- (n) That the stopping of vehicles be prohibited (at any time) on the south side of Ash Street commencing at its intersection with Madras Street and extending in a westerly direction for a distance of 19 metres.
- (o) That the stopping of vehicles be prohibited (at any time) on the south side of Ash Street commencing at a point 37 metres west of its intersection with Madras Street and extending in a westerly direction for a distance of 61 metres to its intersection with Poplar Lane.
- (p) That the stopping of vehicles be prohibited (at any time) on the north side of Ash Street commencing at its intersection with Madras Street and extending in a westerly direction for a distance of 79 metres.
- (q) That the stopping of vehicles be prohibited (at any time) on the north side of Ash Street commencing at its intersection with Poplar Lane and extending in a easterly direction for a distance of 10 metres.

**BOARD CONSIDERATION**

The Board was advised by staff that there will be a review of the residents only parking scheme, therefore what was proposed in recommendation (j) above could be deferred until the outcomes of that review was addressed by the Council. The Board supported this approach.

**BOARD RECOMMENDATION**

- (a) That the staff recommendations with the exception of item (j) be approved.
- (b) That the residents only parking relocation proposed in staff recommendation (j) be withdrawn given the information provided that a review of the Council's residents only parking scheme is being undertaken.

**2. MUNICH PLACE - ROAD LEGALISATION**

|                                     |   |
|-------------------------------------|---|
| <b>General Manager responsible:</b> | General Manager, City Environment, DDI 941 8608 |
| <b>Officer responsible:</b>         | Asset and Network Planning Manager              |
| <b>Author:</b>                      | Weng Kei Chen, Asset Policy Engineer            |

**PURPOSE OF REPORT**

1. The purpose of this report is to recommend that the Council authorise the existing road reserve (Lot 51 DP 71871) to be dedicated as a road pursuant to Section 111 of the Reserves Act 1977.

**EXECUTIVE SUMMARY**

2. A subdivision application has been lodged by Fragi Development to subdivide Lot 2 DP 327472 into 10 residential lots, with road access to be served by the extension of Munich Place with a cul de sac as shown on the **attached** subdivision proposal.
3. The road extension will be constructed on a parcel of road reserve being Lot 51 DP 71871. The vesting of land as road reserve is a common tool used by the Council to control the future access to neighbouring properties.
4. Prior to the approval of this residential subdivision, the owner of the property, Cremation Society, is required to create a separate land title for Lot 2 DP 327472, which will not have legal road frontage.
5. The dedication of 'road reserve' as legal road will need to occur to provide Lot 2 DP 327472 with road frontage, thus enabling the Council to consent to the 10 residential lots development proposed by Fragi Development.
6. Fragi Development has contributed to the Council, the sum of \$25,200 as a roading contribution enabling the development to proceed. This amount is equivalent to the land valuation.
7. The road construction serving the development including the area which is road reserve, will be carried out as a condition of subdivision, hence the Council will not incur any financial costs.

**FINANCIAL IMPLICATIONS**

8. The costs associated with the dedication process are approximately \$1,500, and these will be met by the Transport and Greenspace subdivision budget.

**Do the Recommendations of this Report Align with 2006-16 LTCCP budgets?**

9. Yes.



**ATTACHMENT TO CLAUSE 2 Cont'd****LEGAL CONSIDERATIONS**

10. Section 111 of the Reserves Act 1977- Road reserve may be dedicated as a road.

This section states that:

*(1) Where any land is vested in the Crown or in any local authority for the purposes of a road reserve and the land is required for the purposes of a road, the land may be dedicated as a road by notice under the hand of the Minister or, as the case may be, by resolution of the local authority, and lodged with the District Land Registrar.*

11. The Board does not have the Council's delegated authority to resolve in respect of "existing road reserve" to "road" dedication; such decisions need to be made by the full Council. The Board does however have recommendatory powers.

**ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

12. This report is in alignment with the Council's core function to manage the roading network

**STAFF RECOMMENDATION**

That the Council, pursuant to Section 111 of the Reserves Act 1977, resolve to dedicate the existing road reserve more particularly described as Lot 51 DP 71871, as road.

**BOARD RECOMMENDATION**

That the staff recommendation be adopted.

**3. 80 RETREAT ROAD - PROPOSED ROAD STOPPING**

|                                     |   |
|-------------------------------------|---|
| <b>General Manager responsible:</b> | General Manager, City Environment, DDI 941 8608 |
| <b>Officer responsible:</b>         | Asset and Network Planning Manager              |
| <b>Author:</b>                      | Tom Lennon, Property Consultant                 |

**PURPOSE OF REPORT**

1. The purpose of this report is to recommend that the Council consent to stop, pursuant to section 116(1) of the Public Works Act 1981, a portion of unformed road comprising part of Retreat Road, and to amalgamate the land with the adjoining title, pursuant to section 117(3)(b).

**EXECUTIVE SUMMARY**

2. On 10 April 2008, following a recommendation of the Hagley Ferrymead Community Board, the Council resolved to declare Section 1 illustrated in SO 406298 (**attached**) surplus to the Council's requirements, and to dispose of the respective Section to the adjoining landowners.
3. The adjoining owners have entered into an Agreement for Sale and Purchase with the Council. The Agreement is conditional upon the Council resolving to stop the road pursuant to section 116 of the Public Works Act.
4. Given that the Council has previously declared Section 1 as illustrated in SO 406298 surplus to requirements, the statutory road stopping process should now proceed subject to a formal recommendation of the Community Board, and subsequent resolution of the Council.
5. Council recently considered a report relating to a draft policy on road stopping and associated processes. Although such policy was not adopted and further work and investigations are required, the Council decided to allow for the completion of all road stopping applications already under contractual agreement. Such is the case of the road stopping application for the portion of unformed road adjacent to 80 Retreat Road.

3. Cont'd

**FINANCIAL IMPLICATIONS**

6. Simes Limited assessed a current market value for Section 1 of \$30,000 inclusive of GST. The value is reflected in the Agreement for Sale and Purchase with the owners of 80 Retreat Road.
7. The owners have also agreed to meet all costs associated with the road stopping application including, but not limited to, survey and legal fees.

**Do the Recommendations of this Report Align with 2006-16 LTCCP budgets?**

8. Not applicable.

**LEGAL CONSIDERATIONS**

9. The Community Board does not have authority to consent to stopping a road, such decisions can only be made by the full Council. The Board does however have recommendatory powers.
10. Section 116 Public Works Act 1981 – Stopping Roads  
This section says that, subject to the consent in writing of the territorial authority and the owner(s) of the land adjoining the road to the stopping, then the road can be declared formally stopped by notice in the Gazette.
11. Section 117 Public Works Act 1981 – Dealing with stopped roads  
This section enables the Council to deal with the stopped road in the same manner as if the road had been stopped pursuant to the Local Government Act 1974.
12. Section 120 Public Works Act 1981 – Registration  
This section provides for the road to be amalgamated with the adjoining land and transfer of the same in the registered proprietor for the time being of the land in that certificate of title.

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

13. Yes. The report recommendations will enable the statutory process as outlined in this section of the report.

**ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

14. The LTCCP page 152 “Streets and Transport Objectives” – to provide a sustainable network of streets.

**Do the recommendations of this report support a level of service or project in the 2006-16 LTCCP?**

15. Yes.

**ALIGNMENT WITH STRATEGIES**

16. This action is consistent with the traffic objectives stated in the City Plan.

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

17. Yes.

**3. Cont'd**

**CONSULTATION FULFILMENT**

18. The owner of 80 Retreat Road adjoining Section 1 illustrated in SO 406298 is considered to be the only affected party to this application. Section 116 of the Public Works Act requires that the owner of land adjoining the portion of road to be stopped must consent, in writing, to the proposed stopping. This consent has been given.

**STAFF RECOMMENDATION**

That the Council:

- (a) That pursuant to section 116(2)(d) of the Public Works Act 1981, that the Council gives consent to declare the area of legal road, shown as Section 1, stopped pursuant to section 116 (1) of the Public Works Act 1981.
- (b) That pursuant to section 117(3)(b) of the Public Works Act 1981, the Council dispose of Section 1, illustrated in SO 406298, to the owners of the adjoining property at 80 Retreat Road, and the Council further directs that pursuant to section 120(3) of the Public Works Act 1981, Section 1 shall be amalgamated with the property at 80 Retreat Road held in Certificate of Title CB 452/174.

**BOARD RECOMMENDATION**

That the staff recommendation be adopted.

**BACKGROUND (THE ISSUES)**

19. The owners of the property at 80 Retreat Road made an application to the Council to acquire the part of the berm area that adjoins their respective property. The section forms part of the legal road known as Retreat Road, and a statutory process to stop the section of road is required in order to dispose of this section to the owners.
20. A report was presented to the Hagley/Ferrymead Community Board on 5 March 2008 seeking the Board's recommendation to Council:
- (a) *To declare the parcel of land indicated as Sect 1 on the attached plan (542/137/1/3) as surplus to the Council's requirements.*
- (b) *Grant approval for the commencement of the road stopping procedures pursuant to section 116 of the Public Works Act 1981.*

The Council adopted the Board's recommendation on 10 April 2008.

21. The Council now has an Agreement for Sale and Purchase in place with the owners of 80 Retreat Road. The Agreement requires the Council to formally declare to stop Section 1, which is the purpose of this report.

**PART B - REPORTS FOR INFORMATION**

**4. DEPUTATIONS BY APPOINTMENT**

**4.1 ALEX DRYSDALE AND LINDA RUTLAND – AVON HEATHCOTE IHUTAI TRUST**

Mr Alex Drysdale and Ms Linda Rutland presented to the Board on the Avon Heathcote Ihutai Trust, application for the Avon Heathcote Estuary to be accepted for Ramsar status, as a wetland of international importance.

**ATTACHMENT TO CLAUSE 2 Cont'd**

The Trust requested support by way of a letter of support from the Community Board.

The Chairperson thanked Mr Drysdale and Ms Rutland for their presentation, and advised that further information on this matter will be sought from Council staff.

**5. PETITIONS**

Nil.

**6. NOTICES OF MOTION**

Nil.

**7. CORRESPONDENCE**

Nil.

**8. BRIEFINGS**

**8.1 CRIME PREVENTION AND INITIATIVES**

Acting Senior Sergeant Philip Dean and Senior Sergeant Gordon Spite from the Christchurch Central Police attended to update the Board on the crime prevention and targeting initiatives reported to the Board on 22 May 2008, and to inform the Board of the community consultation that the Police intend to undertake in 2009.

Details on progress with previous initiatives and new programmes to be undertaken were given, and members were advised that five community police officers have been appointed to target two key areas in the ward; burglaries and violence.

Information was given on the community consultation meetings that the Police intend to hold in 2009, and the Board invited to support and attend. Discussion was held on the format and structure of these meetings.

The Chairperson thanked Acting Senior Sergeant Philip Dean and Senior Sergeant Gordon Spite for their briefing to the Board.

**8.2 SOUTH CITY DEVELOPMENT**

Kim McCracken and Steve Mark, the consultant and architect for the South City Development, briefed the Board on the proposal for construction of an upper story carparking facility and an extension to the ground floor shopping area. Members viewed plans of the development and asked questions of the presenters.

The development includes Alcester Street, and the developer will request the formal stopping of the road in due course. The road has no network function and only provides access from Durham Street to the South City Carpark. Staff from the Urban design team will continue discussion with the developer's consultants.

The Chairperson thanked the presenters for the briefing provided.

**(Note:** David Cox withdrew from the meeting for the duration of this briefing.)

**9. 104 MAJOR HORN BROOK ROAD - ALTERATION TO LANDSCAPED PLOT OUTSIDE**

The Board considered a report seeking approval for the alteration of an existing landscaped plot outside 104 Major Hornbrook Road. Concern was expressed at consultation associated with the proposal.

The Board **decided** that the consideration of this report be deferred for two weeks to enable the Council staff to undertake consultation.

**10. HAGLEY/FERRYMEAD COMMUNITY BOARD - FUNDING ACCOUNTABILITY REPORT 2007/2008**

The Board **received** the accountability details for the end of year outcomes regarding the funding allocations of \$390,000 made by the Hagley/Ferrymead Community Board in 2007/08.

Members clarified that discretionary funding of \$943 was given to the Inner City *East* Neighbourhood Group and requested that records be amended to reflect this.

Staff were thanked for the work they had done in providing the Report.

**11. COMMUNITY BOARD ADVISER'S UPDATE**

The Board **received** information from the Community Board Adviser on forthcoming Board related activity over the coming weeks including:

- Combined Community Boards Seminars – Thursday 20 November, Monday 24 November and Monday 8 December 2008.
- Hagley/Ferrymead Community Board Objectives – Members were advised that the updated objectives will be distributed to the Board in the coming weeks.
- New Zealand Community Boards' Conference 2009 – Members were reminded to registration forms are due before 16 December 2008.
- Members were supplied with a copy of a memorandum regarding the final Bridle Path Road Area Plan and the outcome from the Regulatory and Planning Committee.

**12. MEMBERS QUESTIONS**

Nil.

**13. BOARD MEMBER'S INFORMATION EXCHANGE**

- Excellence Award – Graffiti in Phillipstown – Members were asked to consider entering the Graffiti in Phillipstown for the Combined Community Board Conference Excellence Award. Nominations close on 15 December 2008.
- Keep Christchurch Beautiful – Members were advised that the Keep Christchurch Beautiful presentation of Awards to schools was being held on 20 November 2008 at 3.30pm in the Boardroom at Linwood Service Centre.
- Harper Avenue - Boy Racers – Members were advised that a deputation was presented to the Fendalton/Waimari Community Board concerning boy racers along Fendalton Road and Harper Avenue.

- Wheelie Bins – Mention was made of the new wheelie bins currently being delivered to households around the city and concerns in regard to the hill suburbs in the Hagley/Ferrymead ward.

**PART C - REPORT ON DELEGATED DECISIONS TAKEN BY THE BOARD**

**14. CONFIRMATION OF MINUTES – 5 NOVEMBER 2008**

The Board **resolved** that the minutes of its ordinary meeting held on 5 November 2008, be confirmed.

**15. APPLICATION TO THE HAGLEY/FERRYMead COMMUNITY BOARD'S YOUTH DEVELOPMENT SCHEME – BROOKE RICHARD FENDALL**

The Board considered a report regarding an application for funding from the Hagley/Ferrymead Community Board's 2008/09 Youth Development Scheme.

The Board **resolved** to allocate \$600 from the 2008/09 Youth Development Scheme to Brooke Richard Fendall to represent the South Island region at the Pacific Coast Slam in Port Macquarie in Australia, January 2009.

**16. APPLICATION TO THE HAGLEY/FERRYMead COMMUNITY BOARD'S YOUTH DEVELOPMENT SCHEME – WAVERLEY GEE**

The Board considered a report regarding an application for funding from the Hagley/Ferrymead Community Board's 2008/09 Youth Development Scheme.

The Board **resolved** to allocate \$400 from the 2008/09 Youth Development Scheme to Waverley Gee to compete at the Australian National Clubs Championships in November 2008.

**17. APPLICATION TO THE HAGLEY/FERRYMead COMMUNITY BOARD'S YOUTH DEVELOPMENT SCHEME – HARRISON DALLOW KING**

The Board considered a report regarding an application for funding from the Hagley/Ferrymead Community Board's 2008/09 Youth Development Scheme.

The Board **resolved** to allocate \$200 from the 2008/09 Youth Development Scheme to Harrison Dallow King to enable him to compete in the New Zealand Student Leadership Jump Jam Finals to be held in Auckland from 20 to 21 November 2008.

**18. APPLICATION TO THE HAGLEY/FERRYMead COMMUNITY BOARD'S DISCRETIONARY RESPONSE FUND – SUMNER COMMUNITY POOL INC**

The Board considered a report regarding an application for funding from the Hagley/Ferrymead Community Board's 2008/09 Discretionary Response Fund.

The Board **resolved** to allocate \$5,000 from the 2008/09 Discretionary Response Fund to the Sumner Community Pool Inc for water testing over the 2008/09 summer.

(**Note:** Rod Cameron requested that his vote be recorded against the adoption of the above decision.)

3. 12. 2008

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ATTACHMENT TO CLAUSE 2 Cont'd

**19. COMMUNITY BOARD - CODE OF CONDUCT**

The Board considered a report regarding the adoption of the draft revised Community Board Code of Conduct.

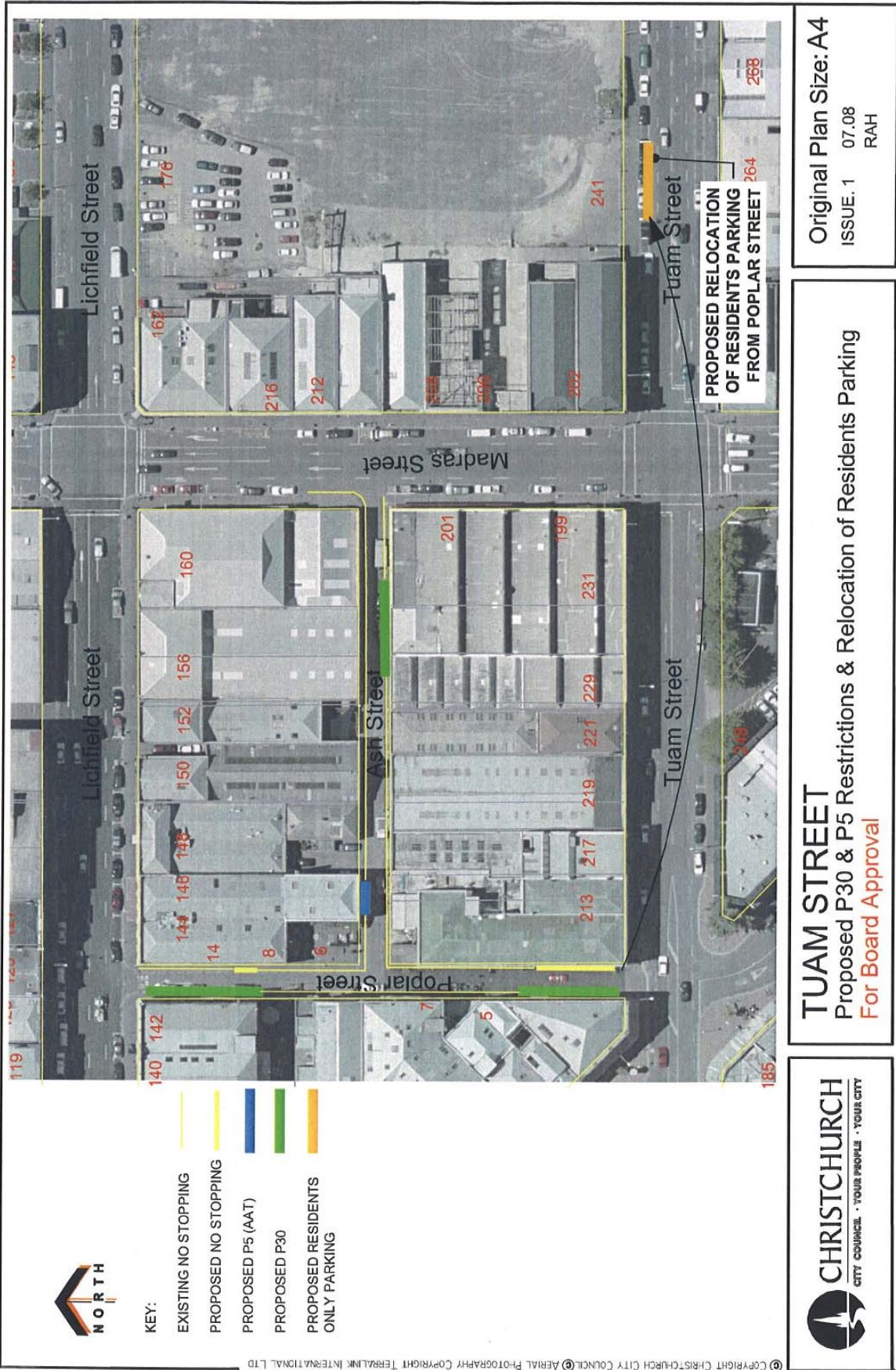
The Board **resolved to** adopt the revised Community Board Code of Conduct, with immediate effect.

(**Note:** Yani Johanson requested that his vote be recorded against the adoption of the above decision.)

The meeting concluded at 5.17pm.

**CONFIRMED THIS 19TH DAY OF NOVEMBER 2008**

**BOB TODD  
CHAIRPERSON**



**TUAM STREET**  
 Proposed P30 & P5 Restrictions & Relocation of Residents Parking  
 For Board Approval

Original Plan Size: A4  
 ISSUE: 1 07.08  
 RAH

**CHRISTCHURCH**  
 CITY COUNCIL · YOUR PEOPLE · YOUR CITY

MapStadia file location - W:\PROJECTS\DOT TO 200\DOT TO 025\01 CSR CONTRACTED WARD\TUAM STREET - RESIDENTS PARKING\TUAM STREET.DWG



ATTACHMENT 2 TO CLAUSE 2

ATTACHMENT 2 - Munich Pl



Stage 1

- Lot 1 will be disposed of by the Cremation Society Ltd and developed by Fraglen Developments (Stage 2).
- Lots 2 and 3 will be amalgamated and retained by the Cremation Society.
- Lot 1 will have no access to a public road, however there is provision for future access off the end of Munich Place as Road reserve will be vested as road in the CCC during stage 2.

| Existing Easements                       | Servient   |              | Dominant   |            |
|--|------------|--------------|------------|------------|
|  | Terminated | Lot No Shown | Terminated | Terminated |
| Right to drain water and sewage in gross | Lot 2      | A            |            | CCC        |

Amalgamation Condition

Lots 2 and 3 herein be held in one certificate of title

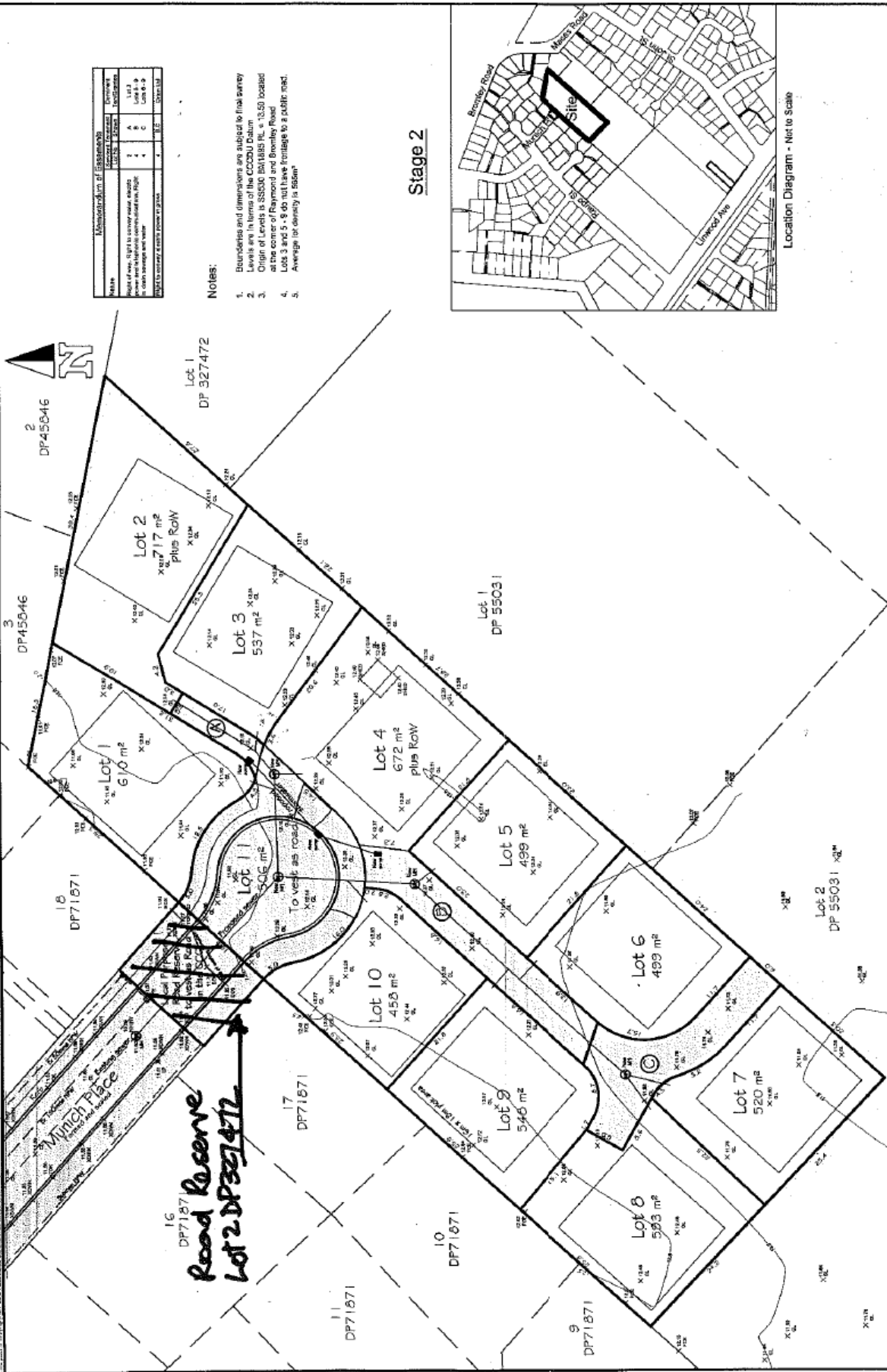
**Proposed Subdivision of CB111560 into 2 Titles**  
 Fraglen Developments Limited - Munich Place, Bromley

Scale(A1) 1:1000

|          |    |        |
|----------|----|--------|
| Reduced  | A3 | 1:500  |
| Original |    | 1:1000 |
| Drawn    |    | 1:1000 |
| Checked  |    | 1:1000 |

|                      |       |
|----------------------|-------|
| Level: 1A Price      | 12295 |
| Water/Easements etc. |       |
| P.O. Box 13484       |       |
| CHERRYBURN           |       |
| FR 10 000 004        |       |

**Attachment - Munich Pl.**



| Municipality of Wellington |                | District |         |
|----------------------------|----------------|----------|---------|
| NAME                       | ADDRESS        | LOT      | SECTION |
| Lot 1                      | 17 m² plus ROW | 1        | A       |
| Lot 2                      | 17 m² plus ROW | 2        | B       |
| Lot 3                      | 17 m² plus ROW | 3        | C       |
| Lot 4                      | 17 m² plus ROW | 4        | D       |
| Lot 5                      | 17 m² plus ROW | 5        | E       |
| Lot 6                      | 17 m² plus ROW | 6        | F       |
| Lot 7                      | 17 m² plus ROW | 7        | G       |
| Lot 8                      | 17 m² plus ROW | 8        | H       |
| Lot 9                      | 17 m² plus ROW | 9        | I       |
| Lot 10                     | 17 m² plus ROW | 10       | J       |

**Notes:**

1. Boundaries and dimensions are subject to final survey.
2. Levels are in terms of the CCOD datum.
3. Origin of Levels is 38300 (MARS) RL + 10.50 located at the corner of Raymond and Brooker Road.
4. Lots 3 and 5 x 60 m have a frontage to a public road.
5. Average lot covering is 1850m².

**Stage 2**

Location Diagram - Not to Scale

**Proposed Subdivision of Lot 2 DP 327472**  
 Fraglen Developments Limited - Munich Place, Bromley

|            |               |
|------------|---------------|
| Scale (A1) | 1:250         |
| Author     | AS            |
| Designer   | WWS           |
| Checker    | CAF           |
| Date       | 13 March 2008 |

|                       |       |
|-----------------------|-------|
| Level 15, Price       | 19295 |
| Waterloo Council Reg. |       |
| Plan No.              |       |
| Sheet No.             |       |
| of                    |       |
| CHARTERED             |       |
| Professional Engineer |       |



**3. DEPUTATIONS BY APPOINTMENT**

**3.1 CHRISTCHURCH YACHT CLUB**

Representatives from the Christchurch Yacht Club will attend to advise the Community Board that the Club intends to rebuild some of its structures at the 'Rowing shed' in Moncks Bay. The Club will make the Board aware of how this may detrimentally impact on the City's intention to build a walk/cycleway between the tram shelter and Sumner, and include an offer to relocate the structures to the City's benefit with support from the Community Board through the planning, funding and consent processes.

**4. PRESENTATION OF PETITIONS**

**5. NOTICES OF MOTION**

The following notices of motions are submitted by David Cox pursuant to Standing Order 3.10.1:

- 5.1 That the Hagley/Ferrymead Community Board request urgent and positive action by staff to upgrade the floodlight fixtures to comply with the new Lighting Standards on the two floodlights either side of the Redcliffs Shopping Centre pedestrian crossing. The cost to be borne by the Hagley/Ferrymead Community Board Discretionary Fund.
- 5.2 That the Hagley/Ferrymead Community Board request urgent and positive action by staff to install at grade a similar system of warning lights as trialled at the pedestrian crossing on Tuam Street outside the Council Offices at the Redcliffs Shopping Centre. The cost to be borne by the Hagley/Ferrymead Community Board Discretionary Fund.
- 5.3 That the Hagley/Ferrymead Community Board request urgent and positive action by staff to install via screening/stencilling the word "**PAUSE**" in white lettering at each pavement edge where it co-exists with a pedestrian crossing, with the first installation being at the Redcliffs Shopping Centre pedestrian crossing. The costs to be borne by the Hagley/Ferrymead Community Board Discretionary Fund.

**6. CORRESPONDENCE**

**7. BRIEFINGS**

8. 104 MAJOR HORN BROOK ROAD - ALTERATION TO LANDSCAPED PLOT OUTSIDE



|                                     |  |
|-------------------------------------|--|
| <b>General Manager responsible:</b> | City Environment, General Manger, DDi 941 8656 |
| <b>Officer responsible:</b>         | Asset and Network Planning, Terry Howes        |
| <b>Author:</b>                      | Weng-Kei Chen                                  |

**PURPOSE OF REPORT**

An updated report incorporating the results of consultation will be separately circulated prior to the meeting.

**CHAIRPERSON'S RECOMMENDATION**

For Discussion.



9. 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 2008 (being 17 December 2008) up until the Board resumes normal meetings in February 2009.

**EXECUTIVE SUMMARY**

2. In past years it has been normal practice for the Board to give delegated authority to a Recess Committee to make decisions on its behalf.
3. During the similar period late December 2007 to February 2008 the Hagley/Ferrymead Community Board delegated its authority to a Recess Committee comprising the Board Chairperson, Deputy Chairperson, and one other Board member available (or the Chairperson's nominee).

**STAFF RECOMMENDATIONS**

- (a) That a Recess Committee comprising the Board Chairperson, Deputy Chairperson and one other Board member available (or the Chairperson's nominee) be authorised to exercise the delegated powers of the Board for the period following its 17 December 2008 meeting up until the Board resumes normal business in February 2009.
- (b) That the application of any such delegation be reported back to the Board for record purposes.

**CHAIRPERSON'S RECOMMENDATIONS**

- (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 17 December 2008 meeting up until the Board resumes normal business in February 2009.
- (b) That the application of any such delegation be reported back to the Board for record purposes.

## 10. FORMULA FOR ELECTED MEMBERS' REMUNERATION 2009/10



|                                     |  |
|-------------------------------------|--|
| <b>General Manager responsible:</b> | General Manager Regulation and Democracy Services, DDI: 941 8462 |
| <b>Officer responsible:</b>         | Democracy Services Manager                                       |
| <b>Author:</b>                      | Clare Sullivan, Council Secretary                                |

**PURPOSE OF REPORT**

1. The purpose of this report is to seek the Hagley/Ferrymead Community Board's views on:
  - (a) The formulation of a proposal to be submitted to the Remuneration Authority for the payment of salaries to elected members of the Christchurch City Council for the 2009/10 year; and
  - (b) The associated schedule of expenses and allowances for 2009/10 to be submitted to the Remuneration Authority with the Council's proposal on the payment of salaries.

**EXECUTIVE SUMMARY**

2. The Remuneration Authority has recently written to the Council noting that "For some Councils with Community Boards there still appears to be an issue over the time of discussions between Councils and Community Boards over the formula/process for considering recommendations on remuneration levels. It seems to the Authority that the basic timetable for dealing with indicative pools is now well established ... It would therefore seem appropriate for all Councils and Community Boards to debate and decide in advance, a formula for allocation of the pool as between the Council and Community Boards. Then, when the indicative pool levels are available, the application of the formula should in most cases be a "mechanical" process that can be readily accommodated within the normal scheduled meetings of Councils and Community Boards".
3. The indicative pool for the 2009/10 year will not be known until the end of November 2008, but the Council is required to advise the Remuneration Authority by 16 March 2009 of its proposal for the payment of salaries to elected members for the 2009/10 year. This is earlier than in previous years. Therefore, community boards are being given the opportunity now to make a recommendation on the proposed formula for the 2009/10 year. Comments will be incorporated into a report to the Council in February 2009.
4. No significant increase in the pool is anticipated. Although a variety of distribution options was considered by the Council and community boards both prior to and following the election, it is considered that little would be gained by attempting to revisit the margins prescribed by the Remuneration Authority in its post-election determination. That document is **attached as Appendix A**. Therefore this report recommends the status quo.

**FINANCIAL IMPLICATIONS**

5. Sufficient provision will be included in the 2009-19 LTCCP for all elected member salaries to be continued at or about their present levels until 30 June 2010.

**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. Once this Council's 2009/10 remuneration proposal (or any variation thereof) has been approved by the Remuneration Authority, it will be gazetted via the Local Government Elected Members' Determination 2009.

10. Cont'd

**ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

**Do the recommendations of this report support a level of service or project in the 2006-16 LTCCP?**

7. Yes. Page 113 of the LTCCP, level of service under Democracy and Governance refers.

**ALIGNMENT WITH STRATEGIES**

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

8. Not applicable.

**CONSULTATION FULFILMENT**

9. This report is being presented at each Community Board for a formal recommendation to the Council. In addition all Board members have been made aware of their ability to make submissions direct to the Remuneration Authority.

**STAFF RECOMMENDATION**

It is recommended that the Hagley/Ferrymead Community Board recommend that the Council:

- (a) Adopt the salary only model as its basis of remuneration for elected members of the Christchurch City Council for the 2009/10 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) Apply the following formula for the allocation of the 2009/10 remuneration pool amongst the elected members of the Christchurch City Council and the eight Christchurch community boards (with the exception of the Mayor):

|                                     |                |                                   |
|-------------------------------------|----------------|-----------------------------------|
| Deputy Mayor                        | 6.09% of Pool  |                                   |
| Councillors x 12                    | 63.28% of Pool |                                   |
| City Community Board Chair x 6      | 8.91% of Pool  | (28.14% of Councillors)           |
| City Community Board members x 24   | 24.93% of Pool | (70.00% of City Board Chair)      |
| Peninsula Community Board Chair x2  | 1.96% of Pool  | (66.00% of City Board Chair)      |
| Peninsula Community Board member x8 | 5.49% of Pool  | (70.02% of Peninsula Board Chair) |

- (c) Resolve to submit to the Remuneration Authority for its approval the proposed rules and policies for the reimbursement of elected member expenses and allowances for the year ending 30 June 2010.
- (d) 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 proposal.

**CHAIRPERSON'S RECOMMENDATIONS**

For discussion.



## 10. Cont'd

## BACKGROUND

10. 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).
11. The Remuneration Authority revises remuneration pools annually, and each Council is thus required to review its levels of remuneration prior to the start of each financial year, based on the new pool.
12. The current pool is \$1,583,335. The current formula based on the allocation of the current pool is as follows:

|                                     |                |  |                             |
|-------------------------------------|----------------|--|-----------------------------|
| Deputy Mayor                        | 6.09% of Pool  |  | \$96,400                    |
| Councillors x 12                    | 63.28% of Pool |  | \$1,002,000 (= 83,500 x 13) |
| City Community Board Chair x 6      | 8.91% of Pool  | <i>(28.14% of Councillors)</i>           | \$141,000 (= 23,500 x 6)    |
| City Community Board members x 24   | 24.93% of Pool | <i>(70.00% of City Board Chair)</i>      | \$394,800 (= 16,450 x 24)   |
| Peninsula Community Board Chair x2  | 1.96% of Pool  | <i>(66.00% of City Board Chair)</i>      | \$31,020 (= 15,510 x 2)     |
| Peninsula Community Board member x8 | 5.49% of Pool  | <i>(70.02% of Peninsula Board Chair)</i> | \$86,880 (= 10,860 x 8)     |

13. Fifty per cent of the total remuneration paid to community board members (excluding members appointed by the Council) is paid outside the pool.
14. 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 to serving on the Community Board.
15. 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.
16. Although the Mayor's salary is set independently by the Remuneration Authority, it is included within the pool.
17. 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. Because of the administrative difficulties associated with the payment of meeting fees and in ensuring that the total remuneration paid does not exceed the pool in any one year, it is recommended that the Council retain the salary only model for Councillors, rather than reverting to a mixture of salary and meeting allowances.

## DISTRIBUTION OPTIONS

18. Although a variety of distribution options were considered by the Council and community boards both prior to and following the election, it is considered that little would be gained by attempting to revisit the margins prescribed by the Remuneration Authority in its post-election determination. That document is **attached as Appendix A**.
19. It is therefore recommended that the present salary margins that currently apply be continued following the release of the indicative pool for 2009/10.

10. Cont'd

**Elected Member Allowances and Expenses**

20. As part of its remuneration proposal, the Council is also required to seek the Remuneration Authority's approval for the allowances and expenses proposed to be paid to elected members. The current rules for expenses and allowances are **attached as Appendix B**.
21. Currently the Deputy Mayor, Councillors and all Community Board members can claim a maximum reimbursement of \$100 per month for the following costs, subject to the production of receipted accounts, with the relevant Council or Community Board related charges clearly identified:
  - Council or Community Board related toll calls made from members' home telephone lines
  - Call charged for Council or Community Board related calls made from members' cellphones
  - Broadband
22. The issue of a flat communications allowance for members as opposed to reimbursement of expenses has previously raised some discussion among elected members. In previous correspondence, the Remuneration Authority has indicated a strong preference for reimbursement of actual costs incurred, rather than the payment of an allowance. While the Authority has approved a communications allowance for at least several other Councils, we understand that the Authority takes all elements of an allowances and expenses package into account. On balance, those Councils that have had a communications allowance approved do not provide the same level of equipment or allowances to their elected members as this Council does.
23. On that basis this report therefore recommends the status quo for communications expenses. Should the Council wish to consider an increase in the provision of equipment or resources to its elected members, it should be noted that there is no provision for such an increase in the current LTCCP, or yet planned for the future LTCCP.


**Unanimity of the Council's Decision**

25. In submitting its proposal the Council is required to notify the Remuneration Authority of:
  - (i) details of any dissent at Council; and
  - (ii) details of any dissent from its community boards.
26. Community Boards and individual Community Board members (or any other person) also have the ability to express any opposing views they might have on the Council's final proposal direct to the Remuneration Authority.
27. If the Council's recommendations are unanimous and reasonable it is unlikely that the Commission will withhold its approval. It does, however, have the power to amend any proposal if the level of dissatisfaction is high or if the proposal is considered unreasonable.

**CONCLUSION**

28. The salaries approved by the Remuneration Authority will apply from 1 July 2009 until 30 June 2010.

APPENDIX A

 Remuneration Authority

2735  
COPY

28 JAN 2008

24 January 2008

~~Mr Bob Parker  
Mayor  
Christchurch City  
P O Box 237  
CHRISTCHURCH 8140~~

Dear Mr Parker

#### Local Government Elected Members Determination 2008

I refer to the Christchurch City Council's post-election remuneration proposal which was sent to the Remuneration Authority, by email, on 14 November 2007.

The Authority has considered the proposal in the light of the background information supplied with the proposal (including the staff report to the 7 November Council Meeting and the Hay presentation), submissions from community boards and individual elected representatives, and earlier discussions and correspondence between the Council and the Authority on this matter. Attached to this letter is an extract from the Determination we intend to issue in mid-February, which sets out our decision.

As you can see, we have not accepted the proposals put forward by the Council. The major differences between our decisions and the proposals put forward by the Council, and the reasons for our decisions, are set out below.

#### Councillors

Councillors' remuneration has been set at \$83,500, compared with \$79,995 proposed by the Council.

This is consistent with the position we set out in our letter of 1 August 2007 to the Council's Chief Executive. In that letter we made the point that Christchurch City

## APPENDIX A

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Councillors' remuneration had been "frozen" since July 2005 and that, had they received the average general movement in local authority remuneration since then, they would have been on about \$83,450 at that time i.e. August 2007.

As the governance pool available to fund the remuneration of the Council's elected representatives will not change for the 2008/2009 Determination, the forthcoming mid-February Determination will more than likely set the remuneration for Christchurch City Council's elected representatives *until July 2009*. Given the size, complexity and, in particular, the accountability of the Councillors' role, especially compared to that of the members of Community Boards, the Authority was not prepared to see ongoing erosion of their remuneration levels.

### Deputy Mayor

The remuneration of the Deputy Mayor has been set at \$96,400, compared with \$92,958 proposed by the Council.

This maintains the margin of around \$13,000 between the remuneration of the Deputy Mayor and that of a Councillor.

These decisions have, of course, resulted in a reduction in the amount of the governance pool available for the remuneration of Community Board members.

### Community Boards

#### *(a) City Community Boards*

The remuneration of the **Chairs of the City Community Boards** is set at \$23,500 compared with \$33,604 proposed by the Council.

This is a substantial difference, and an even greater reduction from the \$35,850 established for these positions in our first Determination in 2007. There are two main reasons for our decision:

- **Relativity with other urban Community Board Chairs.** At \$23,500, the remuneration is comparable to the remuneration of the Chairs of Community Boards in large (and sometimes operationally challenging) urban centres such as Auckland, North Shore, Waitakere, Manukau and Wellington.

APPENDIX A

- **Relativity with Councillors.** Irrespective of the demands on Community Board Chairs, or the financial delegations which they may be given from time to time, the responsibility and accountability for “taxing and spending” remains with Councillors. We have found it increasingly difficult to justify the remuneration of Christchurch City Community Board Chairs being 50%, or more, higher than that of the Councillors in, for example, the neighbouring authorities of Selwyn and Waimakariri. (In these cases the Councillors’ remuneration is around \$25,000.)

Our considered view is that, with the election of the first new Council following the Christchurch City/Banks Peninsula amalgamation, now is the time to address what has increasingly been an anomaly in elected representatives’ remuneration.

The remuneration of the **Members of the City Community Boards** is set at \$16,450 compared with \$16,096 proposed by the Council. This sets the members’ remuneration at around 70% of the remuneration of the chair.

In most Local Authorities with Community Boards, the remuneration of the members is around half that of the chair (as would have been the case with the \$33,604/\$16,096 relationship proposed by the Council.) In one or two Local Authorities the relationship is closer to 70%. In this case we have accepted a 70% relationship, based in part on the survey of the respective time commitments of chairs and members carried out by Hay.

*(b) Peninsula Community Boards*

The remuneration of the **Chairs of the Peninsula Community Boards** is set at \$15,510 compared to the \$26,884 proposed by the Council.

Two matters in particular have informed our decision. We have assumed that, although the requirements of the roles are substantially the same as for the City Community Board Chairs, the time commitment is less. We have taken into account the survey work carried out by Hay on the time commitment of the Peninsula Chairs and have arrived a figure of around two thirds of that of the Chairs of the City Boards.

This places the remuneration of the Chairs of the Peninsula Community Boards well above the norm for the chairs of rural community boards. However, we have accepted the argument that, 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.

The remuneration of **Members of the Peninsula Community Boards** is set at \$10,860 compared to the \$12,877 proposed by the Council. This maintains the 70% relationship between the remuneration of the chair and members, consistent with the approach we have taken for the City Community Boards.

3. 12. 2008

- 30 -

ATTACHMENT TO CLAUSE 10

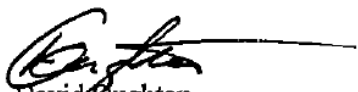
APPENDIX A

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### Next Steps

There have been a number of submissions made to the Authority by Community Boards and individual elected representatives. We are in the process of acknowledging these, and informing the authors that we have come to a decision which has been conveyed to you and the Chief Executive. I suggest that, in advance of the publication of the Determination in the Gazette, you send all elected representatives a copy of this letter.

Yours sincerely



David Doughton  
Chairman

cc Mr Tony Marryatt  
Chief Executive  
Christchurch City Council

**CHRISTCHURCH CITY COUNCIL****PROPOSED ELECTED MEMBER ALLOWANCES AND EXPENSES**  
**RULES 2009/10****SECTION 1 - NAME OF LOCAL AUTHORITY:** CHRISTCHURCH CITY COUNCIL  
(Schedule prepared \_\_\_\_\_ 2009)

Contact person for enquiries:

Name: Clare Sullivan

Designation: Council Secretary

Email: clare.sullivan@ccc.govt.nz

Telephone: (03) 941-8533  
(Direct Line)**SECTION 2 - DOCUMENTATION OF POLICIES**

List the local authority's policy documents which set out the policies, rules and procedures relating to the expenses and allowances payable to elected members.

| <b>Document name</b>                               | <b>Reference no. (if any)</b> | <b>Date</b>                             |
|--|-------------------------------|---|
| Schedule of elected member allowances and expenses |                               | 2009/10 Schedule prepared<br>_____ 2009 |
| Policy Register                                    |                               | 30 September 2004                       |

**SECTION 3 - AUTHENTICATION OF EXPENSE REIMBURSEMENTS AND ALLOWANCES**

Summarise the principles and processes under which the local authority ensures that expense reimbursements and allowances payable in lieu of expense reimbursements, -

- are in line with council policies
- have a justified business purpose
- are payable under clear rules communicated to all claimants
- have senior management oversight
- are approved by a person able to exercise independent judgement
- are adequately documented
- are reasonable and conservative in line with public sector norms
- are, in respect of allowances, a reasonable approximation of expenses incurred on behalf of the local authority by the elected member
- are subject to internal audit oversight.

1. Comprehensive schedule approved by the Council. Basis is "actual and reasonable" expenses only.
2. Expenditure must relate to the items listed in the schedule.
3. Expense claims are approved by the Council Secretary. Full receipts are required.
4. The policies set by the Council reflect public sector norms of reasonableness and conservatism.
5. The allowances listed in the schedule have been calculated to approximate the expenditure to which the allowances relate.
6. Internal audit work programme includes sampling expense claims and allowances paid to elected members and staff.

**SECTION 4 - VEHICLE PROVIDED**

Are any elected members provided with use of a vehicle, other than a vehicle provided to the Mayor or Chair and disclosed in the remuneration information provided to the Remuneration Authority? No

**SECTION 5 - MILEAGE ALLOWANCES****1. Rate of allowance paid per kilometre**

Reimbursement at the rate per kilometre approved by the Remuneration Authority for Council-related car running associated with attendance at the following meetings or events:

- Council meetings
- Council seminars and workshops
- Committee meetings
- Community Board meetings
- Subcommittee meetings
- Hearings
- Local conferences, seminars and training courses
- Residents' association and neighbourhood group meetings
- Meetings of outside bodies, where the member is attending as a formally appointed Council representative
- Council tours, and site inspections
- Meetings with Chief Executive, General Managers or Unit Managers
- Briefings

**SECTION 6 - TRAVEL AND ACCOMMODATION****6.1 Taxis and other transport**

Are the costs of taxis or other transport reimbursed or an allowance paid? Yes

The following members are entitled to the reimbursement of Council or Community Board related taxi and bus fares and parking charges:

- Mayor
- Deputy Mayor
- Councillors
- Community Board chairman
- Community Board members

Members wishing to use taxis for such purposes are required to first obtain taxi chits for use with the Council's approved taxi service provider.

**6.2 Carparks**

Are carparks provided? Yes

Mayor, Deputy Mayor and Councillors are provided with carparks for use whilst on Council business.

**6.3 Use of Rental cars**

Are rental cars ever provided? Yes

The Mayor, Deputy Mayor and Councillors are occasionally provided with rental cars when attending conferences in other centres, where this is the most cost effective travel option (although rental cars are not provided for travel to and from Christchurch when attending such events).



**6.4 Air Travel Domestic**

Summarise the rules for domestic air travel.

- All elected members are entitled to utilise domestic air travel for Council related travel, where travel by air is the most cost effective travel option.
- All such travel must be booked through the Democracy Services Unit.

(See also clause 6.6.)

**6.5 Air Travel International**

Summarise the rules for international air travel (including economy class, business class, stopovers).

1. (i) That as a general policy all elected member and staff international air travel be by way of economy class, where the costs of the fares are met by the Council.  
(ii) That no unnecessary expenses be incurred in the course of such travel.  
(iii) That all travel be planned in advance.
2. That, in the case of elected members, exceptions to this policy require the approval of the Council where business class air travel is desirable for health or other compelling reasons.
3. The Council to authorise the attendance of only one or two elected members unless there are special circumstances.
4. All travel and accommodation arrangements to be made by appropriate staff with the Council's preferred travel agents at the most economic cost available at the time of booking unless travel costs are being met by an outside party.
5. As staff would normally be expected to accompany elected members, approval for sole elected member travel to be given only in special circumstances.
6. The travel expenses to be reported to include travel, accommodation, incidental expenses and conference registration.
7. A report to be submitted to the Council on the Council-funded component of the travel and the findings and benefits to the Council.
8. That the Council authorise the payment of the associated travel, accommodation and incidental costs for the Mayoress to enable her to accompany the Mayor on overseas trips, where appropriate.

**6.6 Attendance at conferences, courses, seminars and training programmes etc.**

Payment of actual and reasonable registration, travel, accommodation, meal and related incidental expenses (including travel insurance) incurred in attendance at conferences, courses, seminars and training programmes etc, held both within New Zealand and overseas, subject to the rules and criteria relating to international air travel set out in clause 6.5, and subject also to the following conditions:

- The related expenditure can be accommodated within existing budgets
- The major subject of the event (conference, course, seminar or training programme etc) is of significant relevance to the Council, and includes a significant policy/governance content
- Attendance at the event is relevant for obtaining an understanding of policies and initiatives taken by other local authorities relevant to the Council's activities

In the case of Councillors, attendance at such events is covered by the following policy:

**Discretionary Allocation of \$4,000 per member:**

1. All Councillors are provided with a discretionary allocation of \$4,000 per annum from the relevant travel and conference budgets, to be used for conferences, courses, seminars and training that they choose to attend. This amount is non-transferable and is to cover course fees, travel, accommodation and meals.
2. The conference, course, seminar or training event selected must contribute to the Councillor's ability to carry out Council business.
3. Councillors wishing to utilise this discretionary funding for attendance at such events are required to obtain the prior written confirmation from both the Mayor (or the Deputy Mayor) and the Chief Executive that the conditions set out above have been met. .

**Council Representatives on External Organisations:**

Where the Council has formally appointed elected members to external organisations (eg Zone 5 of Local Government New Zealand) such members may attend conferences or seminars held by the relevant external organisations of their own volition, provided the expenditure involved can be met within the relevant budget provision. (Such expenditure does not fall within the discretionary allocation of \$4,000).

**Prior Council Approval Required in Other Cases**

1. The prior approval of the Council is required for:
  - (a) Any fact finding travel by Councillors outside Christchurch for the purpose of inspecting or evaluating initiatives, facilities or operations which may be of benefit to Christchurch City.
  - (b) Any travel as part of a Sister City Delegation, where the cost of such travel is not wholly covered by the host city (Such expenditure does not fall within the discretionary allocation of \$4,000).
2. Prior Council approval is not required for the attendance of elected members at the certification courses run by Auckland University for Resource Management Act decision-makers, as members are required to obtain such certification before they can sit on RMA Hearings Panels.

**Mayor**

In the case of the Mayor, the following rules apply:

1. The Mayor may of his own volition arrange day-return or short-term travel on official Council business within New Zealand, provided the cost of such travel, accommodation and related incidental expenses can be met within the relevant budget provision.
2. Other travel for attendance at conferences, courses, training events and seminars, or for other purposes associated with his position as Mayor which falls outside (1) above requires the prior approval of the Chief Executive.
3. The prior approval of the Council is required for:
  - (a) Any fact-finding travel by the Mayor outside New Zealand for the purpose of inspecting or evaluating initiative, facilities or operations which may be of benefit to Christchurch City.
  - (b) Any travel as part of a Sister City Delegation, where the cost of such travel is not wholly covered by the host city.

**Community Board Members**

In the case of Community Board Chairpersons and Community Board members, attendance at conferences, courses, seminars and training programmes etc, requires the prior approval of the relevant community board in all cases, and is required to fall within budget parameters.

**6.7 Airline Club/Airpoints/Airdollars**

Are subscriptions to airline clubs (such as the Koru Club) paid or reimbursed?

Mayor only, given frequent travel.

Yes

Are airpoints or airdollars earned on travel, accommodation etc paid for by the local authority, available for the private use of members?

Yes

**6.8 Accommodation costs whilst away at conferences, seminars, etc**

Summarise the rules on accommodation costs.

1. Actual and reasonable costs reimbursed.
2. All accommodation must be booked through the Democracy Services Unit.

**6.9 Meals and sustenance, incidental expenses**

Summarise the rules on meals, sustenance and incidental expenses incurred when travelling. (If allowances are payable instead of actual and reasonable reimbursements, state amounts and basis of calculation.)

1. Actual and reasonable meal costs are paid for by the Council.
2. No reimbursement of meals provided by others.

**6.10 Private accommodation paid for by local authority**

Is private accommodation (for example an apartment) provided to any member by the local authority?

No

**6.11 Private accommodation provided by friends/relatives**

Are allowances payable in respect of accommodation provided by friends/relatives when travelling on local authority business?

No

**SECTION 7 - ENTERTAINMENT AND HOSPITALITY**

Are any hospitality or entertainment allowances payable or any expenses reimbursed?

No

**SECTION 8 - COMMUNICATIONS AND TECHNOLOGY****8.1 Equipment and technology provided to elected members**

Is equipment and technology provided to elected members for use at home on council business?

**For Mayor, Deputy Mayor, Councillors and Community Board Chairs:**

- |                                 |     |
|---------------------------------|-----|
| • PC or Laptop                  | Yes |
| • Fax                           | No  |
| • Printer                       | Yes |
| • Broadband connection          | Yes |
| • Second landline to house      | No  |
| • Consumables and stationery    | Yes |
| • Mobile Phone                  | No  |
| • Other equipment or technology | No  |

**For remaining Community Board members:**

- Broadband connection.
- Consumables and stationery

Are any restrictions placed on private use of any of the above? No

**8.2 Home telephone rental costs and telephone calls (including mobiles)**

Are telephone rental costs reimbursed in whole or part? Yes

Are telephone call expenses reimbursed in whole or part? Yes

In the case of the Mayor, the Council pays in full his:

- Home telephone line rental, and associated toll charges
- Monthly cellphone based rental, and all associated call charges

**8.3 Allowances paid in relation to communication and/or technology provided by elected members**

Are any allowances paid in relation to communications and/or technology provided by the member relating to council business? Yes

**The Deputy Mayor, Councillors and all Community Board members are entitled to a flat communications allowance of \$100 per month as a contribution towards:**

- The standard cost of a residential phone connection
- Council or Community Board related toll calls made from their home telephone line
- Call charges for Council or Community Board related calls made from their cellphones
- Broadband charges related to Council or Community Board business.

**SECTION 9 - PROFESSIONAL DEVELOPMENT, CLUBS AND ASSOCIATIONS**

Are any expenses reimbursed or allowances paid in respect of members' attendance at professional development courses, conferences and seminars? Yes  
(See section 6 for full details).

Are any expenses reimbursed or allowances paid in respect of subscriptions to clubs or associations? No

**SECTION 10 - OTHER EXPENSE REIMBURSEMENTS AND ALLOWANCES**

Are any other expense reimbursements made or allowances paid? No

**SECTION 11 - TAXATION OF ALLOWANCES**

Are any allowances (as distinct from reimbursements of actual business expenses) paid without deduction of withholding tax? No

**SECTION 12 - SIGNATURE**

I seek approval from the Remuneration Authority, in relation to the period 1 July 2009 to 30 June 2010, of the expense reimbursement rules and payments of allowances applicable to elected members as set out in this document.

The approved document and any attachments will be available for public inspection in accordance with the Remuneration Authority's determination.

\_\_\_\_\_  
**Signature**

Council Secretary  
**Designation**

\_\_\_\_\_  
**Date**

**3. 12. 2008**

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**11. COMMUNITY BOARD ADVISER'S UPDATE**

The Community Board Adviser will update the Board on current issues.

**12. MEMBERS' QUESTIONS**

**13. BOARD MEMBER'S INFORMATION EXCHANGE**