



Christchurch City Council

RICCARTON/WIGRAM COMMUNITY BOARD

AGENDA

TUESDAY 2 DECEMBER 2008

AT 5.00PM

AT SOCKBURN SERVICE CENTRE

**IN THE BOARDROOM,
149 MAIN SOUTH ROAD, CHRISTCHURCH**

Community Board: Peter Laloli (Chairperson), Helen Broughton, Jimmy Chen, Beth Dunn, Judy Kirk, Mike Mora and Bob Shearing.

Community Board Adviser

Liz Beaven

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PART A - MATTERS REQUIRING A COUNCIL DECISION

PART B - REPORTS FOR INFORMATION

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1. **APOLOGIES**

2. **CONFIRMATION OF MINUTES – 18 NOVEMBER 2008**

The minutes of the Board's ordinary meeting of Tuesday 18 November 2008 are **attached**.

STAFF RECOMMENDATION

That the minutes of the Board's ordinary meeting of 18 November 2008 be confirmed as a true and correct record.

3. **DEPUTATIONS BY APPOINTMENT**



3.1 **Inspector Malcolm Johnston** – Area Commander Southern Police, will speak to the Board on policing issues within the ward.

4. **PETITIONS**

5. **NOTICE OF MOTION**

6. **CORRESPONDENCE**

7. **BRIEFINGS**

**RICCARTON/WIGRAM COMMUNITY BOARD
18 NOVEMBER 2008**

**A meeting of the Riccarton/Wigram Community Board
was held on Tuesday 18 November 2008 at 4.30pm
in the Board Room, Sockburn Service Centre.**

PRESENT: Peter Laloli (Chairperson), Helen Broughton, Jimmy Chen, Beth Dunn,
Judy Kirk, Mike Mora and Bob Shearing.

APOLOGIES: Nil.

These Board minutes report that:

PART B - REPORTS FOR INFORMATION

1. DEPUTATIONS BY APPOINTMENT

Nil.

2. PETITIONS

Nil.

3. NOTICES OF MOTION

Nil.

4. CORRESPONDENCE

Nil.

5. BRIEFINGS

Nil.

6. ELECTED MEMBERS INFORMATION EXCHANGE

Members raised the following matters:

6.1 Armistice Day Plaque – Upper Riccarton Memorial Library
Acknowledgement was forwarded to the Board for the funding of the plaque.

6.2 Plunkett Building
The Board requested a report from staff advising the ownership of the buildings and land.

7. QUESTIONS UNDER STANDING ORDERS

Nil.

PART C - REPORT ON DELEGATED DECISIONS TAKEN BY THE BOARD

8. CONFIRMATION OF MEETING MINUTES – 7 OCTOBER 2008

The Board **resolved** that the minutes of its meeting held on Tuesday 4 November 2008 be confirmed as true and accurate records with the following amendments:

1. **Item 8, Bullet Point 3** - The Principal of Branston Intermediate had requested that a Community Board member be a part of the school's curriculum consultation group. (*residing in Hornby* to be deleted).
2. **Item 15** - The Board did not agree with the staff recommendation as members believed that the residents from Kintyre Drive would *find* it extremely difficult to exit their street during peak traffic time using a "T-intersection" traffic control.

9. NEATHWEST ROAD – KINTYRE DRIVE INTERSECTION TRAFFIC CONTROL

The Board considered a report seeking the approval of the installation of the traffic controls for the roundabout at the Neathwest Road and Kintyre Drive intersection.

The Board **resolved**:

- (a) That the stopping of vehicles be prohibited at any time, on the Western side of Kintyre Drive (southern leg) commencing at the intersection of Neathwest Avenue and extending in a Southerly direction for a distance of 15 metres.
- (b) That the stopping of vehicles, be prohibited at any time on the southern side of Neathwest Avenue commencing at the intersection of Kintyre Drive (southern leg) and extending in a westerly direction for a distance of 20 metres.
- (c) That the stopping of vehicles be prohibited at any time, on the eastern side of Kintyre Drive (southern leg) commencing at the intersection of Kintyre Drive (eastern leg) and extending in a southerly direction for a distance of 17 metres.
- (d) That the stopping of vehicles be prohibited at any time, on the southern side of Kintyre Drive (eastern leg) commencing at a point 17 metres from the intersection of Masham Road (SH 1) and extending in a westerly direction for a distance of 35 metres.
- (e) That the stopping of vehicles be prohibited at any time on the northern side of Kintyre Drive (eastern leg) commencing at a point 16 metres from the intersection of Masham Road (SH 1) and extending in a westerly direction for a distance of 70 metres.
- (f) That a "Give Way" sign be placed against Kintyre Drive (southern leg) at its intersection with Neathwest Avenue.
- (g) That a "Give Way" sign be placed against Kintyre Drive (eastern leg) at its intersection with Kintyre Drive (southern leg).
- (h) That a "Give Way" sign be placed against Neathwest Avenue at its intersection with Kintyre Drive (southern leg).

The meeting concluded at 4.55pm.

CONSIDERED THIS 16TH DAY OF DECEMBER 2008

**PETER LALOLI
CHAIRPERSON**



8. CLARENCE STREET / DILWORTH STREET INTERSECTION – TRAFFIC SIGNAL INSTALLATION

General Manager responsible:	Jane Parfitt, General Manager City Environment, DDI 941-8608
Officer responsible:	Unit Manager, Asset and Network Planning
Author:	Weng Kei Chen, Policy Asset Engineer and Lorraine Wilmshurst

PURPOSE OF REPORT

1. The purpose of this report is to seek the Board's:
 - (a) Recommendation to the Council for the installation of traffic signals at the intersection of Clarence Street and Dilworth Street as shown in **Attachment 1**.
 - (b) Approval for the installation of the bus stops and associated road markings as shown in **Attachment 1**.

EXECUTIVE SUMMARY

2. The project involves the installation of traffic signals at the intersection of Clarence Street and Dilworth Street as a condition of the resource consent granted to Westfield (NZ) Limited to expand Westfield Mall, Riccarton.
3. The primary objectives for the project were set out as follows:
 - (a) To install traffic signals at the intersection of Clarence Street and Dilworth Street.
 - (b) To improve safety and accessibility for pedestrians.
 - (c) To improve cycle safety.
 - (d) To maintain or improve the current level of service for all road users.
4. A seminar was held with the Riccarton Wigram Community Board on 22 August 2008 prior to public consultation. Details of consultation processes and feedback are included within this report.

FINANCIAL IMPLICATIONS

5. The cost of construction will be met by Westfield (NZ) Limited.

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

6. As this is a condition of the resource consent and the cost being met by the developer it is not included in the 2006 -16 LTCCP budgets.

LEGAL CONSIDERATIONS

7. The Council's approval as owner of infrastructure is required following the granting of resource consent.
8. Traffic management and measures require the Council and/or Board delegated approvals as set out in Council's Traffic Bylaws 2008 and delegations.
9. Special Vehicle Lanes (Cycles) will need to be resolved following the Special Consultative Process, this will be undertaken shortly as part of a group of projects requiring Special Vehicle Lane consultation.

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

10. As above.

8 Cont'd.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

11. Aligns with the streets and transport activities by contributing to the Council's Community Outcomes - Safety.

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

12. The project contributes to improve the level of service for safety.

ALIGNMENT WITH STRATEGIES

13. The recommendations align with the Council's Cycling, Pedestrian, and Road Safety Strategies.

Do the recommendations align with the Council's strategies?

14. As above.

CONSULTATION FULFILMENT

15. The Board was informed at a seminar on 22 August 2008 of the proposed consultation programme and publicity pamphlet (including concept plan) prior to its distribution to the community and stakeholders. The feedback period was from 1-26 September 2008. A total of 200 pamphlets were distributed in Dilworth and Clarence Streets. Thirty four responses were received and the majority of respondents (79 percent) were in general support of the proposal.
16. The key design issues raised related to the high speed left turn slip lane into Dilworth Street east, the left turn slip lane from the Clarence Street south approach, and the cycle lane transition for cyclists travelling south on Clarence Street.
17. A summary of feedback received in the consultation phase and the project team responses are shown in **Attachment 2**.

STAFF RECOMMENDATION

It is recommended that the Committee recommend to the Board to recommend to the Council to approve the installation of traffic signals at the Clarence Street / Dilworth Street intersection.

It is recommended that the Board approves the following traffic and parking restrictions associated with the traffic signal installation at Clarence / Dilworth Street intersection.

Bus stops:

- (a) That the bus stop on the west side of Clarence Street commencing at a point 58 metres south from its intersection with Dilworth Street and extending in a southerly direction for a distance of 13 metres be revoked.
- (b) That a bus stop be installed on the west side of Clarence Street commencing at a point 33 metres north from its intersection with Dilworth Street and extending in a northerly direction for a distance of 12 metres.
- (c) That the bus stop on the east side of Clarence Street commencing at a point six metres south from its intersection with Dilworth Street and extending in a southerly direction for a distance of 15 metres be revoked.
- (d) That the bus stop be installed on the east side of Clarence Street commencing at a point 13 metres south from its intersection with Dilworth Street and extending in a southerly direction for a distance of 14 metres.

8 Cont'd.

Remove Existing No Stopping Restrictions:

- (e) That the existing no stopping restriction on the west side of Clarence Street commencing at the intersection of Dilworth Street and extending in a northerly direction for 47 metres be revoked.
- (f) That the existing no stopping restriction on the east side of Clarence Street commencing on the southern side of the intersection of Dilworth Street and extending in a northerly direction for 14 metres be revoked.
- (g) That the existing no stopping restriction on the north side of Dilworth Street commencing at the intersection of Clarence Street and extending in a westerly direction for 11 metres be revoked.
- (h) That the existing no stopping restriction on the south side of Clarence Street commencing at the intersection of Dilworth Street and extending in a westerly direction for 12 metres be revoked.

New No Stopping Restrictions

- (i) That the stopping of vehicles be prohibited at any time on the west side of Clarence Street commencing at the intersection of Dilworth Street and extending in a northerly direction for 33 metres.
- (j) That the stopping of vehicles be prohibited at any time on the east side of Clarence Street commencing at the intersection of Dilworth Street and extending in a northerly direction for 86 metres.
- (k) That the stopping of vehicles be prohibited at any time on the north side of Dilworth Street commencing at the intersection of Clarence Street and extending in a westerly direction for 91 metres.
- (l) That the stopping of vehicles be prohibited at any time on the south side of Dilworth Street commencing at the intersection of Clarence Street and extending in a westerly direction for 30 metres.
- (m) That the stopping of vehicles be prohibited at any time on the east side of Clarence Street commencing at the intersection of Dilworth Street and extending in a southerly direction for a distance of 13 metres.
- (n) That the stopping of vehicles be prohibited at any time on the east side of Clarence Street commencing at a point 27 metres south of its intersection with Dilworth Street and extending in a southerly direction for a distance of 13 metres.

TRANSPORT AND ROADING COMMITTEE RECOMMENDATION

That the staff recommendation be adopted.

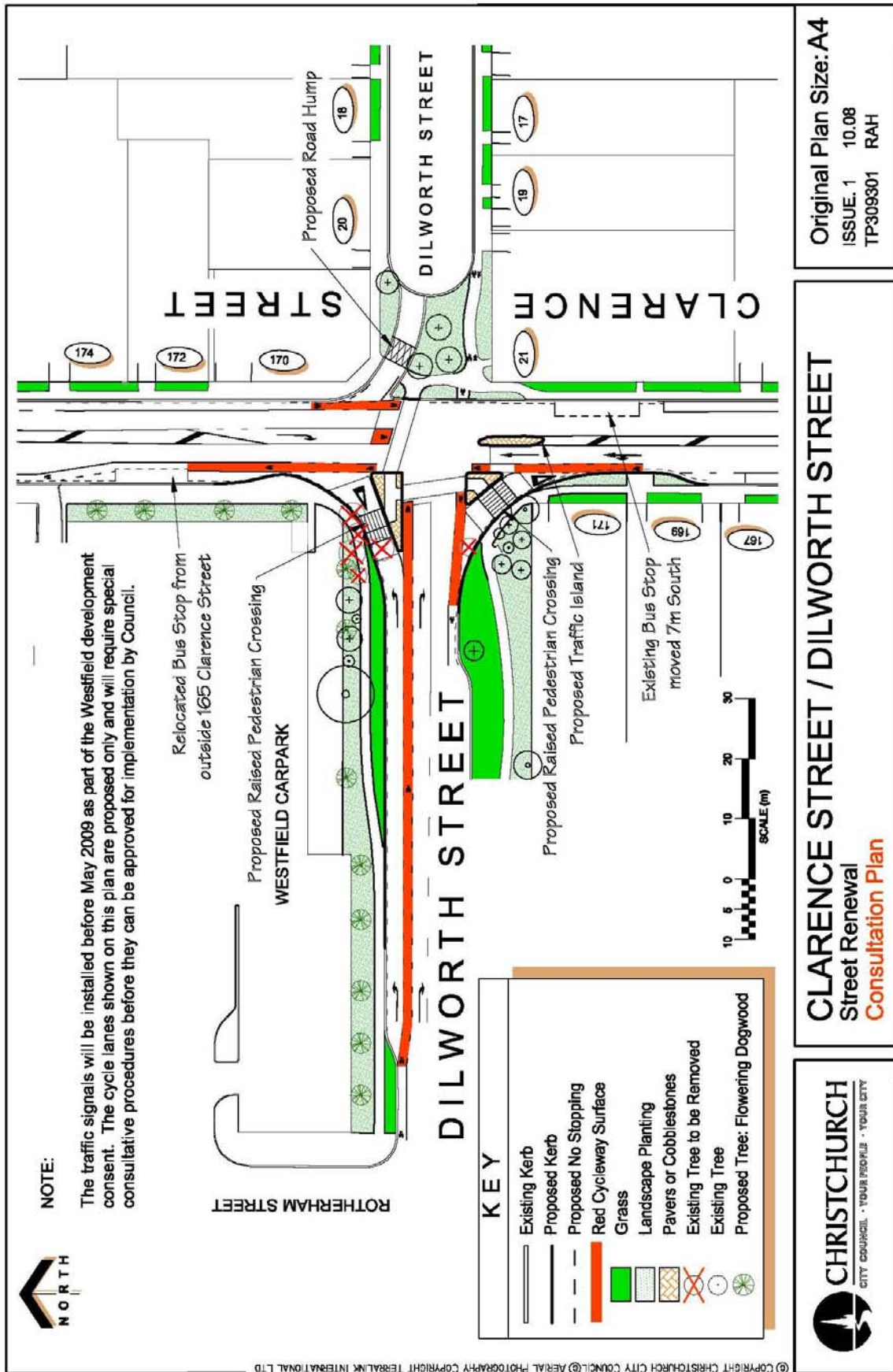
8 Cont'd.

BACKGROUND

18. A report was presented to the Community Board in October 2006 that outlined the proposed alterations to the car parking at Westfield Mall, Riccarton and a proposal for a vehicle air-bridge across Rotherham Street.
19. In December 2006 Westfield (NZ) Limited was granted resource consent for the expansion of Westfield Mall Riccarton.
20. A variation to the resource consent for additional carparks was granted in May 2008.
21. One of the resource consent conditions is the installation of the traffic signals and all associated costs for its construction are met by Westfield (NZ) Limited and that the work be completed prior to the completion of the expansion to Westfield Mall Riccarton.
22. The extensions to Westfield Mall, Riccarton is due for completion in May 2009 and it is proposed to commence work on the proposed traffic signals in February 2009 and have the work completed by the end of April 2009.

CONSULTATION FULFILMENT

23. Consultation was undertaken in September 2008 with the residents and property owners of Dilworth Street and Clarence Street, the Central Riccarton Residents Association, the Riccarton Business Association, and Westfield (NZ) Limited informed the mall businesses in their newsletter. The proposal was also included on the 'CCC Have Your Say' website to reach the wider community. A summary of feedback received in the consultation phase and the project team responses are shown in **Attachment 2**.
24. Thirty four written, email and phone responses were received and of those 27 (79 percent) were generally supportive of the proposal, seven did not state whether they supported the proposal or not, and no replies indicated that they did not support the proposal.
25. Issues raised in the responses mostly related to three areas – the left turn slip lane into Dilworth Street east, the left turn slip lane from the Clarence Street south approach, and the cycle lane transition when travelling south on Clarence Street.
26. Concerns were expressed in regard to the speed that vehicles enter Dilworth Street east and travel along Dilworth Street. A request was received for speed humps to slow traffic. A speed hump in the slip lane has been included in the final scheme.
27. There were several issues raised in regard to the left turn slip lane from Clarence Street south approach into Dilworth Street west. These were in relationship to the speed at which vehicles would approach the raised pedestrian crossing, the length of the no stopping restriction on Clarence Street and the encroachment of turning vehicles into the cycle lane that was likely to occur. The proposal now includes building out the kerb line on the Clarence Street south approach and extending the no stopping restriction along this build out to the driveway of 169 Clarence Street (as suggested by the adjacent residents). This will prevent vehicles using the parking area and cycle lane as a left turn approach lane and therefore will reduce speeds into the slip lane, reduce the likelihood of encroachment by vehicles into the cycle lane, and improve visibility for pedestrians waiting to cross the zebra crossing.
28. Cyclists travelling south on Clarence Street have expressed concerns about the lack of road space when moving from the cycle lane to traffic lane, with a solid median island and a bus stop directly south of the intersection, creating a squeeze point. The solid median island on the Clarence Street south approach will remain as it provides protection for a traffic signal pole but it will be shortened to reduce the squeeze point. To further reduce the squeeze point the existing bus stop on the east side of Clarence Street (southbound) has been moved seven metres south.
29. A cut down / exit point has also been provided for cyclists exiting Dilworth Street east so they can access the cycle lane in Dilworth Street west, they will cross the road at the same time as the right turning traffic from Clarence Street north who have a green arrow.



Clarence Street Dilworth Street Consultation Feedback

Number	Comment	Project Team Response
1	Supports the installation of traffic signals	NA
	Pedestrian will now be a lot safer	NA
	Please include the cycle lanes	NA
	Please extend the broken yellow lines at least down to 169 Clarence Street	Kerb will be built out and no stopping restriction extended to driveway of 169.
	Please consider construction hours that are appropriate for a residential area.	Work will be carried out during daylight hours and residents will be informed when work will commence.
2	Concerned about high speed cars entering Dilworth Street east from Clarence Street south - needs to be something to restrict this	This is not achievable due to the required positioning of the right turn bay
	Cyclists should be diverted to Peverel St	NA
	Clarence St should be four lanes due to congestion	NA
3	Concern about cars queuing back to corner of Clarence and Peverel	NA
	Will new carpark have an exit/entrance on to Dilworth Street	The new park exit /entrance is onto Rotherham Street.
4	Yes support the concept plan - the sooner the better	NA
5	Yes support the concept plan	NA
6	Yes support the concept plan	NA
	Lights at the other end - Maxwell St & Matipo St	This is beyond the scope of the project
7	Yes support the concept plan	NA
8	Supports the installation of traffic signals	NA
9	Supports the installation of traffic signals	NA
	Appreciate everything which makes pedestrian safer	NA
10	Supports the installation of traffic signals	NA
		NA
11	Presume pedestrian crossing will be installed	NA
	Supports the installation of traffic signals	NA
12	Yes support the concept plan	NA
	Yes support the concept plan	NA

Clarence Street Dilworth Street Consultation Feedback

Number	Comment	Project Team Response
13	Lights will be big improvement in controlling traffic in area	NA
14	Supports the installation of traffic signals	NA
15	Supports the installation of traffic signals - the sooner the better	NA
	Pedestrian will now be a lot safer	NA
16	Supports the installation of traffic signals	NA
17	Supports the installation of traffic signals	NA
18	Supports the installation of traffic signals - long overdue	NA
19	Supports the installation of traffic signals	NA
	Safer option for pedestrians	NA
	Presume that raised median opposite the church on Clarence St will go	Pedestrian island opposite church to remain
20	Supports the installation of traffic signals	NA
	Clarence & Dilworth area should be blocked off	NA
	Would like to include couple of speed bumps in Dilworth St east	Speed hump has been added at entrance to Dilworth Street east
21	Yes support the concept plan	NA
	Dilworth St between Picton Ave & Clarence St should be closed to all traffic	This is beyond the scope of the project
	Speed bumps should be installed in Dilworth St east	Speed hump has been added at entrance to Dilworth Street east
22	Yes support the concept plan	NA
23	Yes support the concept plan - great idea	NA
24	Yes support the signalized pedestrian crossing	NA
	Urge Council to acquire the property at 21 Dilworth St and turn it in "green space"	This is beyond the scope of the project
	Bus stop shelter with adequate seating and "bus finders" would be good	Request has been passed into the appropriate section of the CCC
	Supports the installation of traffic signals	NA

Clarence Street Dilworth Street Consultation Feedback

Number	Comment	Project Team Response
25	Please extend the broken yellow lines at least down to 169 Clarence Street	Kerb will be built out and no stopping restriction extended to driveway of 169
26	A pedestrian crossing should be provided on south side of the intersection	Due to the potential for conflict with the right turning traffic from Dilworth Street a crossing will not be provided on the south side of the intersection
	Painted cycle lane should be slightly raised to make drivers more aware of cycle line	The cycle lane will not be raised. The red surfacing indicates to both motorists and cyclists that there is potential for conflict
	It is unclear where cyclists should go that are turning from Dilworth left into Clarence.	Cyclists will need to choose where they merge with the left turning traffic as there is insufficient space to create a left turn cycle lane
	Cyclist going south have insufficient space to safely pass the bus stop.	The solid median island on the south approach will be shortened and the bus stop on the eastern side of Clarence Street has been moved 7 metres south. This will provide more road space for cyclists.
	In Clarence Street there is insufficient space for a left turning vehicle to stop for pedestrians and clear the cycle lane.	The likelihood of this conflict occurring is minimal.
27	Yes support the concept plan	NA
	Suggest to move existing bus stop	This bus stop is being moved 7 metres south to provide more road space for cyclists traveling south on Clarence Street.
28	Yes support the concept plan	NA
29	Yes support the concept plan	NA

Clarence Street Dilworth Street Consultation Feedback

Number	Comment	Project Team Response
30	Left slip lanes are dangerous for blind and deaf/blind pedestrians.	The kerb build out will slow traffic entering the slip lane on the south approach from Clarence Street and provide better inter-visibility for motorists and pedestrians.
	How high will the platforms be? - the one on the north exit at Northlands on Main North Road appears effective	It is intended to replicate the Northlands model on the slip lanes at this intersection.
	Traffic islands should be cut through	Pedestrian facilities in the traffic islands will be at road level - not raised.
	Need to insure layout of signal pole and tactiles are in line with RTS 14.	Detailed design recognises the RTS 14 guidelines.
	Tactile tiles are needed at the crossing points and also at the entrance to the car parks.	Tactile tiles will be installed at crossing points at the signals. Westfield will be requested to place them at the car park entrance/exits.
	Cycle lanes should be included as part of project and installed at the same time.	It is hoped that the Special Consultative Process will be completed by the time of construction.
	Preference for perpendicular crossing lines	Perpendicular crossing lines are not possible because of the slip lane into Dilworth Street east.
31	Moving the bus stop north on Clarence Street will increase the distances between stops to greater than what is recommended	Discussions with CCC and Ecan has resulted in an agreement with the proposed position of the bus stop and CCC will investigate an additional bus stop being installed further south of the intersection.
32	There no cycle facilities on the south departure of Clarence Street and the built up median creates a squeeze point at the bus stop.	The solid median island on the south approach will be shortened and the bus stop on the eastern side of Clarence Street has been moved 7 metres south. This will provide more road space for cyclists.

Clarence Street Dilworth Street Consultation Feedback

Number	Comment	Project Team Response
33	The left turn into Dilworth Street east appears to be a high speed turn.	A speed hump on this approach will slow traffic.
	Please consider tactile pavers - however this approach (Dilworth St east) does not give priority to pedestrians.	Tactile pavers will be included at the pedestrian crossing points
34	Supports the installation of traffic signals	NA
	Improves safety for pedestrians and cyclists	NA
	Will these lights utilise technology which gives priority to buses?	Potentially this can occur and will be considered as part of the future bus priority project
	Also supports relocation of bus stop	NA

9. COMMUNITY BOARD CODE OF CONDUCT

General Manager responsible:	General Manager Regulation and Democracy, DDI 941-8462
Officer responsible:	General Manager, Regulation and Democracy
Author:	Peter Mitchell, General Manager, Regulation and Democracy

PURPOSE OF REPORT

1. At the Community Board Chairs and Staff Forum meeting, held on 5 September 2008, the attached draft Community Board Code of Conduct was discussed. **(Attachment A)**.
2. At that meeting it was agreed that a report would be prepared for each Community Board for consideration, and decision, by each Board regarding adoption of the revised Community Board Code of Conduct.

STAFF RECOMMENDATION

It is recommended that the Board adopt the revised Community Board Code of Conduct with immediate effect.

BACKGROUND (THE ISSUES)

3. The Local Government Act 2002 requires that the Council adopt a Code of Conduct. There is no legal requirement for Community Boards to adopt a Code of Conduct.
4. In 2004, subsequent to the Council adopting a Code of Conduct, all six Community Boards in the former Christchurch City, and subsequently the two Peninsula Community Boards upon reorganisation with Banks Peninsula, adopted a Code of Conduct modelled on that adopted by the Council.
5. That the Community Board Code of Conduct has remained in force since that time.

AUDITOR GENERAL REPORT

6. In 2006 the Auditor General carried out a report on Codes of Conduct adopted by Councils.
7. He went on the note:

'Overall, the material including Code meets our expectations. Most Codes contains guidance about the main topics we expect to see covered.

No Council's Code covers all the topics we mentioned in part 3 of this report. We consider that most Council's could benefit from a review of those topics, to see if any other matters that could easily be added to their own Code when they next review it..... we also consider that some Codes can be more thorough in explanations of:

- *The Local Government Official Information and Meetings Act 1987.*
- *Non Financial Conflicts of Interest.'*

9 Cont'd.

REVIEW OF COUNCIL CODE

8. The Council has now reviewed its own Code of Conduct at its meeting on 24 July 2008 and agreed to adopt an updated Code of Conduct.
9. The Council also resolved in part to:
 - *'Note that all Community Boards have voluntarily agreed to adopt a Code of Conduct similar to that of the Council modified to reflect that it is intended to be used by Community Boards.*
 - *Agrees that its Ethics Subcommittee (including the convenor) can be used by Community Boards where a breach of the Code is alleged in respect of two Community Board members.*
 - *Where the Ethics Subcommittee procedure is to be used by a Community Board consideration of the membership of the subcommittee is to be deferred until the Chairpersons consider the matter and staff report back to the Council in September.'*
10. It is considered an appropriate time for the Community Board to review their current Code.
11. The changes in the draft Code attached to this report are primarily editorial and are underlined for ease of reference.
12. Regarding Codes of Conduct Local Government New Zealand has stated:

“Codes of Conduct promote effective working relationships within the local authority and between the local authority and its community. A Code of Conduct should promote free and frank debate, which should in turn promote good decision-making. Codes of Conduct should not be used in a way that stifles debate.

*Provided elected members do not try to present personal views as anything other than that, then they have the right to express their views. Codes of Conduct should provide rules of Conduct that promote debate and make it clear that personal views, and the rights of **all** members to express personal views, must be respected.*

A Code of Conduct sets boundaries on standards of behaviour in expressing and promoting views, and provides means of resolving situations when elected members breach those standards.”
13. While the Local Government Act 2002, obliges the Council to adopt such a Code of Conduct, the Act does not oblige Community Boards to adopt a Code of Conduct. Legally it is a matter of choice for each Board as to whether or not it wishes to adopt a Code of Conduct.

RELATIONSHIP OF CODE TO STANDING ORDERS

14. The Code of Conduct is not the same as a set of standing orders. Standing orders are a set of procedures and other rules for the conduct of meetings. A Code of Conduct covers every aspect of a Community Board member's duties. There are links between the two documents in that standing orders contain provisions for conduct at meetings. The Code is intended primarily for situations outside the formal meeting process.
15. The Code is wider than standing orders and sets out relationships not only between elected members, but also between board members and staff and board members and the public.

9 Cont'd.

CONTENT OF THE CODE

16. The Local Government Act 2002 is not specific on the contents of a Code of Conduct. The only requirement is the general statement that the Code of Conduct must—

“Set out understandings and expectations agreed among members about the manner in which they may conduct themselves or act in their capacities as members, including behaviour towards one another, staff and the public.”

BREACHES OF THE CODE

17. One issue that arose in the consideration of a Code of Conduct is what happens if a Community Board member breaches the Code. The Local Government Act 2002 does not provide any power for the Community Board to impose a sanction on a board member who breaches the Code. The Board's Code provides for a sanctions system where alleged breaches can be dealt with.
18. The Board's system for dealing with breaches is an Ethics Subcommittee and a system which provides for:
- Specific allegations of a breach as to when and where a particular provision of the Code was breached and that information being available to the person complained of;
 - All parties having a right to be heard on reasonable notice;
 - Parties having the right to be represented by a lawyer;
 - An opportunity for a person to make submissions before an adverse finding is made.
19. A feature of the Ethics Subcommittee is that the Convenor would act as a filter for matters to be referred to the Subcommittee in a similar manner as the Speaker in Parliament.
20. It was also agreed that reference of matters to the Subcommittee should only be considered after there had been informal efforts to resolve the particular matter, and that these informal efforts should be assisted by the Convenor of the Subcommittee.
21. Only if informal efforts to resolve the matter have not been successful, is a Board member then able to refer a matter to the Convenor of the Subcommittee. Even then, the Convenor of the Subcommittee has the ability to decide that a particular matter should not be referred to the Subcommittee on the grounds that the matter is technical or trivial, and does not warrant the fuller attention of the Subcommittee.
22. The actions that the Board may take, upon receipt of a report, could be to require an apology to be made, for the Board to censure a Board member, and/or removal from a Board committee or an outside appointment made by the Board. The law does not give any specific power to the Board to take any steps other than these matters.
23. Board's have previously agreed that in a complaint involving Community Boards' members that the Board utilise the Council's Ethics Subcommittee (with its convenor) and that membership of the Subcommittee comprise of members of that Board, other than the complainant and the person alleged to have breached the Code.

REVISED COMMUNITY BOARDS CODE OF CONDUCT

24. **Attachment A** is a recommended revised Community Board Code of Conduct taking into account the matters addressed by the Auditor General in his report. Changes from the existing Community Board Code of Conduct are underlined.

Christchurch City Council

COMMUNITY BOARD CODE OF CONDUCT

PART 1 — INTRODUCTION

1. This Code of conduct had been adopted by:
 - Akaroa / Wairewa Community Board.
 - Burwood / Pegasus Community Board.
 - Fendalton / Waimairi Community Board.
 - Hagley / Ferrymead Community Board.
 - Lyttelton / Mt Herbert Community Board.
 - Riccarton / Wigram Community Board.
 - Shirley / Papanui Community Board.
 - Spreydon / Heathcote Community Board.
2. The Code is intended to apply to elected and appointed Community Board members in their dealings with:
 - each other.
 - council officers.
 - the public.
 - the media.
3. Without good working relationships any democratically elected organisation will have difficulty succeeding. No Community Board will be effective unless mutual respect exists between the public, elected members and staff. This Code seeks to facilitate more effective working relationships. Resolution of alleged breaches of the Code is to be made in the interests of the good governance of the Community Boards, not for the personal interests of Community Board members.
4. The objectives of this Code are to enhance:
 - the effectiveness of the Community Boards.
 - the credibility and accountability of the Community Boards within its community.
 - mutual trust, respect and tolerance between Community Board members as a group and between elected and Council officers.
5. This Code of Conduct seeks to achieve its objectives by agreeing upon:
 - general principles of conduct for Community Board members.
 - general standards of behaviour.
 - specific codes of conduct applying to particular circumstances or matters.
6. This Code shall apply to Community Board members acting in their capacity as a Community Board members, and not as private citizens.
7. This Code is based on the following principles of public life:
 - Public interest**
 - Community Board members should serve only the interests of the district as a whole and should never improperly confer an advantage or disadvantage on any one person.

Clause 9 – Attachment 1

Honesty and integrity

- Community Board members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Objectivity

- Community Board members should make decisions on merit including making appointments, awarding contracts, or recommending individuals for rewards or benefits. Community Board members should also note that, once elected, their primary duty is to the interests of the community.

Accountability

- Community Board members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should cooperate fully and honestly with the scrutiny appropriate to their particular office.

Openness

- Community Board members should be as open as possible about their actions and those of the Community Board, and should be prepared to justify their actions.

Personal judgement

- Community Board members can and will take account of the views of others, but should reach their own conclusions on the issues before them, and act in accordance with those conclusions.

Respect for others

- Community Board members shall not discriminate unlawfully against any person on the grounds of their race, age, religion, gender, sexual orientation, disability or opinions and beliefs. They should treat people with respect and should respect the impartiality and integrity of the Council's staff.

Duty to uphold the law

- Community Board members must uphold the law, and on all occasions, act in accordance with the trust the public places in them.

Stewardship

- Community Board members collectively must ensure that the community uses resources prudently and for lawful purposes.

Leadership

- Community Board members should promote and support these principles by example, and should always endeavour to act collectively in the best interests of the community.

Confidentiality

- Community Board members shall respect the confidentiality of any confidential information they may receive.

8. Attached as **Appendix 1** is a summary of the legislative requirements that have some bearing on the duties and conduct of Community Board members that have not already been referred to in this code.

PART 2 — BEHAVIOUR AND RELATIONSHIPS

Relationships with Other Community Board Members

9. Community Board members will conduct their dealings with each other in ways that:
 - maintain public confidence in the office to which they have been elected.
 - are open and honest.
 - focus on issues rather than personalities.
 - avoid aggressive, offensive or abusive conduct.
10. Community Board members shall maintain the respect and dignity of their office in their dealings with each other, Councillors, Council staff and the public.
11. Community Board members will act in good faith (ie, honestly, for the proper purpose, and without exceeding their powers) in the interests of the Council and the community.
12. Community Board members should remember that they have no personal power to commit the Council, including a Community Board, to any particular policy, course of action, or expenditure and must not represent they have such authority.
13. Community Board members will make no allegations regarding other elected members or Council officers which are improper or derogatory.
14. In the performance of their official duties, Community Board members should refrain from any form of behaviour which may cause any reasonable person unwarranted offence or embarrassment.

Relationships with Staff

15. The effective performance of the Council also requires a high level of cooperation and mutual respect between Community Board members and staff. To ensure that level of cooperation and trust is maintained Community Board members will:
 - recognise that the Chief Executive is the employer (on behalf of the Council) of all Council employees, and as such only the Chief Executive may hire, dismiss, instruct or censure an employee.
 - avoid publicly criticising any employee in any way, but especially in ways that reflect on the competence and integrity of the employee.
 - make themselves aware of the obligations that the Council and the Chief Executive have as employers and observe those requirements at all times.
 - treat all employees with courtesy and respect (including the avoidance of aggressive, offensive or abusive conduct towards employees).
 - observe any guidelines that the Chief Executive puts in place regarding contact with employees.
 - respect the role of Council officers in providing professional advice, including not do anything which compromises, or could be seen as compromising, the impartiality of the professional advice of an officer.
 - raise concerns about employees with the Chief Executive. Concerns about the Chief Executive should be raised in the first instance with the Mayor.
 - raise concerns regarding the quality of a report with the Chief Executive before the meeting at which the report is to be considered takes place.
16. Community Board members should be aware that failure to observe this portion of the Code of Conduct may compromise the Council's obligations to act as a good employer and may expose the Council to civil litigation and audit sanction.
17. A Community Board member may, on behalf of themselves, a member of staff or a member of the public, initiate the procedures set out in Part 3 (Breaches of the Code) of this Code.

Relationships with the Community

18. Effective Community Board decision-making depends on productive relationships between Community Board members and the community at large.
19. Community Board members should ensure that individual citizens are accorded respect in their dealings with the Community Board and Council, have their concerns listened to, and decisions are deliberated on in accordance with the requirements of the Local Government Act 2002 and other relevant statutes. Community Board members should act in a manner that encourages and values community involvement in local democracy.

Gifts and Hospitality/Expenses

20. A person in a position of trust, such as a Community Board member, should not make a profit through his or her office.
21. There is legislation in the Crimes Act 1961 and the Secret Commissions Act 1910 which deals with corruption and the obtaining of gifts as an inducement or reward for acts in relation to the Council's affairs. Gifts can include discounts, commissions, bonus or deductions.
22. Acceptance of gifts, services or hospitality may be considered as a bribe or perceived as undue influence. The offer and/or receipt of gifts, including special occasion goodwill gifts, may be reported to the Council Secretary.
23. Gifts, working lunches and social occasions should be received and undertaken with a recognition of the public perception regarding undue influence on Community Board members.

Use of Council Facilities and Services

24. Transport provided by the Council for the use of a Community Board member must only be used for Community Board purposes.
25. Council resources such as stationery or secretarial services must only be used for Community Board purposes and cannot be used for personal purposes (including election campaigning).

Financial and Non Pecuniary Interests

Conflicts of interest and the law about bias

26. A conflict of interest exists where two different interests intersect; in other words, where your responsibilities as a Community Board member could be affected by some other separate interest or duty that you may have in relation to a particular matter. That other interest or duty might exist because of:
 - your own financial affairs.
 - a relationship or role that you have.
 - something you have said or done.
27. The common law requires that public decision-making be procedurally fair. In particular, conflicts of interest are usually dealt with under the rule about bias. The law about bias exists to ensure that people with the power to make decisions affecting the rights and obligations of others carry out their duties fairly and free from bias. It is summed up in the saying "no one may be judge in their own cause".
28. Another way of expressing the issue is:
 - Would a reasonable, informed observer think that your impartiality might have been affected?
29. The law about bias originally applied to judicial proceedings, but over the years has been extended to a wide range of decision-makers who exercise public functions that can affect the rights or interests of others. The law applies to members of Community Boards.

Clause 9 – Attachment 1

30. The law applies differently to pecuniary (that is, financial) and non-pecuniary conflicts of interest. When you are considering whether to participate in a Board's decision-making processes about a particular matter, you need to consider the potential for both types of conflict of interest. Different rules apply to each type.

Pecuniary interests: The Local Authorities (Members' Interests) Act 1968

31. The Act deals with that part of the rule against bias as it applies to the pecuniary interests of members of Community Boards. The Act:
- controls the making of contracts worth more than \$25,000 in a financial year between Board members and the Council; and
 - prevents Board members from participating in matters before a Board in which they have a pecuniary interest, other than an interest in common with the public.
32. The Act applies to members of city councils, district councils, regional councils, Community Boards, tertiary institutions, and a range of other public bodies.
33. The Act regulates the actions of individual members of Community Boards, not the actions of the Boards.
34. Board members, not Boards, may be prosecuted for breaches of the Act. The Act also applies to members of committees of Community Boards.

Non-Pecuniary Conflicts of Interest: The rule against bias

35. If a person challenges a Community Board's decision by way of judicial review proceedings, the courts could invalidate the Board's decision because of bias on the part of a member of the decision-making body. The question a Community Board members needs to consider, drawn from case law, is:
- Is there a real danger of bias on the part of a member of the Community Board in the sense that he or she might unfairly regard with favour (or disfavour) the case of a party to the issue under consideration? It is the appearance of bias, not proof of actual bias, that is important.
36. The law about bias does not put a Board member at risk of personal liability. Instead, the validity of the Board's decision could be at risk.

Contact with the Media regarding Council and Committee Decisions

37. The media plays an important part in local democracy. In order to fulfil this role the media needs access to accurate, timely information about the affairs of the Community Board. From time to time, individual Community Board members will be approached to comment on a particular issue either on behalf of the Community Board, or as a Community Board member in his or her own right. This part of the Code deals with the rights and duties of Community Board members when speaking to the media on behalf of the Community Board, or in their own right.
38. Generally:
- Media comments must observe the requirements of the Code of Conduct.
 - Community Board Chairs are authorised to make statements accurately reporting matters and decisions coming within the terms of reference of their Community Boards.
 - The Chief Executive is authorised to make statements relating to any of the areas for which the Chief Executive has statutory or management responsibility.
39. Public statements representing Community Boards or reporting decisions of the Community Board will be made with the specific or general authority of the Community Board, and will clearly state the person's authority for making the statement on behalf of the Community Board.

Clause 9 – Attachment 1

40. Otherwise, a Community Board member, Chief Executive or officer may make specific statements on behalf of the Community Board only with the specific authority of the relevant Community Board.
41. Community Board members are entitled to make public statements expressing their opinion on matters before the Community Board. All such statements should clearly state that they represent the personal opinion of the Community Board member and are not made on behalf of the Community Board.
42. Public statements by Community Board Chairpersons on an item before the Community Board should reflect the majority view of the Board. The Chairperson may make clearly identified personal statements if the Chairperson disagrees with the majority view of the Board.
43. Within the limits imposed by Standing Orders, at any meeting of the Community Board (or at any committee), every Community Board member (who has the right to speak at the meeting) has the right to express his or her opinion on any matter lawfully before the meeting. Once a matter has been decided at a meeting of the Community Board, that decision establishes the Community Board's position on that matter until it is lawfully changed by a subsequent decision of the Board.

Disclosure of Information

44. In the course of their duties Community Board members will occasionally receive information that may need to be treated as confidential. This will generally be information that is either commercially sensitive or is personal to a particular individual or organisation.
45. Community Board members must not use or disclose confidential information for any purpose other than the purpose of debate at meetings for which the information was supplied to the Community Board members. Such confidential information includes all information in the Public Excluded section of an agenda for any meeting.
46. Community Board members should be aware that failure to observe these provisions will impede the performance of the Council by inhibiting information flows and undermining public confidence in the Council. Failure to observe these provisions may also expose the Council to sanction under the Privacy Act 1993 and/or civil litigation.

Bankruptcy

47. Under the Local Government Act 2002 the Council must consider whether Board members should be required to declare whether a Community Board member or a newly elected Community Board member is an undischarged bankrupt.
48. The Council believes that bankruptcy does raise questions about the soundness of a person's financial management skills and their judgement in general.
49. The Council requires Community Board members who are declared bankrupt, and a newly elected Community Board member who is an undischarged bankrupt, to notify the Chief Executive as soon as practicable after being declared bankrupt or being elected to the Community Board, as the case may be. The Chief Executive shall advise the Council at its next ordinary meeting.

Role of Community Board Members

50. Attached as **Appendix 2** are the roles and responsibilities for the Community Board.

Alleged breaches of this Code during meetings

51. It is expected that compliance with the provisions of this Code during a meeting shall be dealt with by the Chairperson of that meeting within Standing Orders at the time the breach arises. Community Board members should raise alleged breaches of the Code with the Chairperson at the time. If a Board member believes that an alleged breach of the Code has not been dealt with adequately by the Chairperson at a meeting, that Board member may initiate the procedures set out in Part 3 of this Code.

PART 3 —BREACHES OF THE CODE AND ETHICS SUBCOMMITTEE

Process for an alleged breach

52. If a Community Board member believes that this Code has been breached, that Board member must first endeavour to resolve the matter informally by discussion with the Board member alleged to have breached the Code.
53. If that informal resolution is unsuccessful, the Board member alleging the breach may raise an alleged breach of the Code with the Convenor of the Council's Ethics Subcommittee in writing at the earliest opportunity (and not later than one month after the date of the incident giving rise to the allegation). An allegation of breach of the Code must set out the particular provisions of the Code alleged to have been breached and the facts supporting the alleged breach so as to give the person against whom it is made a full opportunity to respond to it.
54. Any Board member raising a matter of breach of the Code which involves another Board member must also, as soon as reasonably practicable after raising the alleged breach with the Convenor, forward to that other Board member a copy of the matter that has been raised with the Convenor.
55. A Board member who made an allegation of an alleged breach of the Code can withdraw that allegation at any time and no further steps shall be taken by the Convenor or the Ethics Subcommittee in respect of that complaint.
56. The Convenor of the Subcommittee shall consider a matter of breach of the Code referred to that person and shall determine if a question of breach of the Code is involved. In considering if a question of breach is involved, the Convenor shall take account of the degree of importance of the matter which has been raised. The Convenor may consult with such persons as that person considers appropriate. No question of breach is involved if, in the opinion of the Convenor, the matter is technical or trivial and does not warrant the fuller attention of the Subcommittee. A decision not to refer a matter to the Subcommittee shall not be reported to the Council.
57. Community Board members should not publicly release a copy of the information provided to the Convenor of the Subcommittee before a decision has been made by the Convenor as to whether the allegation is to proceed to the Subcommittee.
58. If the Convenor considers that a matter involves a question of breach of the Code which warrants referral to the Subcommittee, and if the Convenor is satisfied that informal efforts to resolve the matter have not succeeded, then the matter shall be reported to the Subcommittee. Before reference to the Subcommittee the Convenor will first inform the Board member alleging the breach and the Board member against whom the allegation is made, that it is intended to refer the matter to the Subcommittee.

Ethics Sub Committee

59. This Subcommittee will be constituted at the first meeting of the Council following a triennial election. With respect to complaints involving Community Board members it will consist of Community Board members drawn from the Community Board involved in the complaint.

Clause 9 – Attachment 1

60. One member (who shall be the Convenor of the Subcommittee) shall be a person with dispute resolution skills and who is not a Councillor. All members of the Committee (including the Convenor) shall have one vote. The Convenor of the Subcommittee will not have a casting vote. A quorum for meetings of the Subcommittee shall be three.

Procedure for the Ethics Sub Committee

61. The Council expects that any hearing by the Subcommittee is to be conducted without the public being present.
62. Any Board member who makes an allegation of breach of the Code, or who is the subject of such an allegation, may not serve on the Subcommittee considering that allegation.
63. The Subcommittee shall consider and report to the Board on any matters referred to it by the Convenor. The Subcommittee shall regulate its own procedure regarding the conduct of its inquiry into such a matter.

Responses and Breaches

64. The exact nature of the action a Community Board may take for a breach of the Code depends on the nature of the breach and whether there are statutory provisions for dealing with the breach.
65. If there are statutory provisions the breach will be addressed in accordance with those statutory provisions. The Board may refer the matter to the relevant body.
66. Where there are no statutory provisions, the Board may take the following action:
- require a public or private apology to be made
 - censure
 - removal from a Board committee or outside appointment
67. A decision to apply one or more of these actions requires a Board resolution.

Appendix 2

The Role of the Community Board

Background

- 4.1 Community Boards are established by the Local Government Act to perform such functions and duties, and exercise such powers as delegated by the territorial authority.
- 4.2 A community board---
- (a) is an unincorporated body; and
 - (b) is not a local authority; and
 - (c) is not a committee of the relevant territorial authority.
- 4.3 The role of a community board is to---
- (a) represent, and act as an advocate for, the interests of its community; and
 - (b) consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board; and
 - (c) maintain an overview of services provided by the territorial authority within the community; and
 - (d) prepare an annual submission to the territorial authority for expenditure within the community; and
 - (e) communicate with community organisations and special interest groups within the community; and
 - (f) undertake any other responsibilities that are delegated to it by the territorial authority.

Generic Role Responsibility Template – Community Board Chair

PURPOSE OF ROLE

To co-ordinate, lead and direct the business of the Community Board in a manner consistent with the powers delegated by Council.

SPECIFIC ACCOUNTABILITIES INCLUDE:

1. To oversee, co-ordinate and direct all activities of the Community Board within its specific terms of reference and delegated authorities, providing guidance and direction to Board members, calling meetings, and liaising with Board members and Council officials / management in setting the content and priorities of meeting agendas.
2. To speak on behalf of the Community Board and act as an advocate for it, including managing relationship with the media and representing the Community Board on Council Committees, Community organisations and at meetings with external parties and the public.
3. To establish community consultation processes by scheduling, planning and chairing public meetings to seek input into Community issues and Council's planning and strategy development processes.
4. To report to Council, or its Committees, on local community issues, the recommendations and work the being undertaken by the Community Board.
5. To preside over Board meetings, ensuring that the members carry out business in an orderly manner, and enforcing standing orders as required.
6. To participate in Council Standing Committees / sub-committees (as required) by being fully prepared and up to date on issues under consideration.
7. To represent Council and local community interests as an appointed member of external committees, agencies or boards as required.
8. To ensure effective and efficient communications and co-ordination between Council, Council Committees / Officials and Community Board Members, and between members of the public and Council.

The Role of the Community Board Member

The role of the Community Board member is similar to that of a Councillor. A key element of the Community Board member role is the function it performs as a conduit between the community and Council.

Generic Role Responsibility Template – Community Board Member

PURPOSE OF ROLE

To represent local community interests, contributing to its ongoing community and economic development, the effective stewardship of existing assets, sustainable management of the environment, and the prudent management of the communities' financial resources.

SPECIFIC ACCOUNTABILITIES INCLUDE:

1. To consult with members of the public, local police, education providers and other community stakeholders to develop a sound understanding of the diverse issues facing the Community and to obtain their perspectives on the development and of Council strategies and plans.
2. To co-ordinate and assist in the running of public meetings in order that the local community is able to have provide feedback and input into the strategies and plans of Council.
3. To represent Council as an appointed member of external committees / agencies / boards as required.
4. To support the Council, the Community Board Chair and fellow Board members in the promotion of the total community.
5. To develop positive working relationships with fellow Board members and Council Officials / Managers to ensure effective community representation.
6. To develop positive working relationships with counterparts in neighbouring local authorities and/or Community Boards, identifying opportunities for community / economic development and joint benefit.
7. To be accessible to the community, assisting them to resolve problems by directing them to the appropriate Council official and following up as appropriate.

10. FORMULA FOR ELECTED MEMBERS' REMUNERATION 2009/10

General Manager responsible:	General Manager Regulation and Democracy Services, DDI 941-8462
Officer responsible:	Democracy Services Manager
Author:	Clare Sullivan, Council Secretary

PURPOSE OF REPORT

1. The purpose of this report is to seek the 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 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 members 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.

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 x 2	1.96% of Pool	<i>(66.00% of City Board Chair)</i>	\$31,020 (= 15,510 x 2)
Peninsula Community Board members x 8	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 several other Councils, staff 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

2:8 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

Remuneration Authority
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Telephone 04 499 3068 Facsimile 04 499 3065 Email info@remauthority.govt.nz

08/376291

APPENDIX A

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.

- **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.

2. 12. 2008

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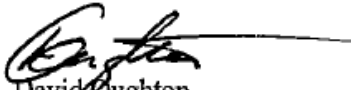
APPENDIX A

4

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.

Document name	Reference no. (if any)	Date
Schedule of elected member allowances and expenses		2009/10 Schedule prepared _____ 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

11. HALSWELL DOMAIN – CANTERBURY SOCIETY OF MODEL AND EXPERIMENTAL ENGINEERS – LEASE/LICENCE EXTENSION

General Manager responsible:	General Manager:City Environment Group, Jane Parfitt, DDI 941-8608
Officer responsible:	Transport & Greenspace Manager
Author:	John Allen, Policy and Leasing Administrator

PURPOSE OF REPORT

1. The purpose of this report is to seek the Community Board's approval under delegated authority from the Council to consider an application from the Canterbury Society of Model and Experimental Engineers, (CSMEE), for an extension to their leased area at Halswell Domain to enable them to build clubrooms, and extend their present train storage shed in which to store rolling stock. This is to accommodate the second and final stage of moving their facilities from Andrews Crescent Reserve to Halswell Domain.
2. There is also a need to extend their leased area of the park to encompass the fenced off train yard situated in front of their storage shed, and to put in place a licence between the Council and the CSMEE to formalise their rights over the boating pond which they have developed in the bottom of the retention basin that is situated within the park. The proposed licensed area will be increased to enable a tunnel to be placed over the 7.5/5.25 inch track where it goes through the cutting and over the stream. Please see **Attachment 1**, which is an aerial photograph on which all the areas to be leased and licensed are shown.

EXECUTIVE SUMMARY

3. The CSMEE have completed the first stage of their move from St Andrews Crescent Reserve to Halswell Domain, the reason for the move being that the former site had become too small for their activities, partly because of the need to accommodate a 7.5 inch gauge railway for bigger model trains. This wider gauged railway could not be accommodated on their former site.
4. The CSMEE have also commenced the second and final stage of their move to Halswell Domain.
5. There is a requirement to legalise the CSMEE's extended occupation of Halswell Domain to fulfil the requirements of the Reserves Act 1977. Permission to proceed with stage 1 of CSMEE's shift to Halswell Domain was granted by Council in September 2002. At that time unregistered leases could only be granted up to a period of 1 day less than 20 years. Since this time a change has been made the Resource Management Act 1991 allowing unregistered leases to be granted up to 35 years.
6. A formal lease has not been put in place for the stage 1 area as yet, and therefore officers are recommending that the original resolution made by the Board be rescinded and replaced by a lease/licence; lease for those areas not available for general public use, licence for those areas available outside the times that they are used by the CSMEE for their activities, for the enlarged area, thereby allowing it to be granted for the maximum period allowed for on a recreation reserve, 32 years.
7. At the time the original resolution to grant a lease was made the CSMEE indicated that about 2,375 square metres of land would be required, however this subsequent final application requires less land to be leased to the Club, but an increase in the area licensed as set out in 8 below. Officers are comfortable with this change, because in effect this reduces the area of the park exclusively leased to the Club.
8. Officers are recommending that a lease be granted under section 54(1)(c) of the Reserves Act 1977, over approximately 1,129 square metres, and a licence over approximately 4880 square metres of Halswell Domain. The lease being granted over areas that the public will be excluded from, the licence over the areas the public have continual access to except when the trains or boats are operating.

11 Cont'd.

FINANCIAL IMPLICATIONS

9. There are no financial implications to the Council with the proposed developments, it being the responsibility of the CSMEE to develop, build and maintain the infrastructure at their expense. The only costs will be in staff time spent preparing this report to gain approval or otherwise of the Club's application, putting the lease, licence in place, and monitoring the developments as they occur on the site, these costs already being allowed for in existing staff budgets.

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

10. The recommendations will have no impact upon the 2006-16 LTCCP budgets.

LEGAL CONSIDERATIONS

11. Halswell Domain is a large recreation reserve of 25.2369 hectares situated in the suburb of Halswell in the southeast corner of the city. The reserve is made up of a number of parcels of land, some of which are classified as recreation reserve, which are all vested as fee simple land in the Council pursuant to the Reserves Act 1977, (Act). The two parcels that the proposed lease/licence will be partly over are Rural Section 40337, which is 8.4139 hectares in area, and Pt Lot 1 DP 7532 which is 6.2240 hectares in area, both of which are classified as recreation reserve.
12. There is a requirement under section 54 (1) (c) of the Act to put a lease and a licence in place over the area of park occupied by the CSMEE's infrastructure, the lease being over the areas that the public are precluded from having access to, (clubrooms, storage buildings and setup yards), while the other areas that the CSMME has infrastructure on, but where the public are not precluded from having access to will be licensed to them, (boating lake, station, turntable area, pedestrian bridge, a further length of narrow gauge track, and proposed tunnel).
13. Under the requirements of section 54 of the Act, it will be necessary if Council approval for the application is obtained for the proposal to be publicly advertised, (section 54(2) in accordance with section 119 of the Act), full consideration given to any submissions or objections received, (section 120 of the Act), and obtain the prior consent of the Minister of Conservation, (delegated to Canterbury Office staff), prior to putting a lease/licence in place. The existing leased area already publicly advertised will need to be advertised again because of the longer lease term being proposed.
14. The lease/licence terms will be agreed to before the CSMEE makes application for resource and building consent, which will be required before onsite construction commences.
15. The Community Board has delegated authority from Council, (April 2008), to consider this application and to decide whether or not to grant it, the Board are therefore acting as the Council.
16. A formal lease agreement has not been put in place since the Council originally granted the CSMEE permission to obtain a lease.
17. An unregistered lease can now be offered for a period of up to 35 years because of a change made to the Resource Management Act 1991, since the time the Council granted the initial lease to the CSMEE, in 2004. At the time of the former Council resolution on this subject, unregistered leases could only be offered for a period of one day less than 20 years.
18. An unregistered lease can be offered under the Act for a period of up to 33 years before the Council must be satisfied that the conditions of the lease have been met, and that there is sufficient need for the facilities and amenities, and that some other use should not have priority in the public interest.

11 Cont'd.

19. Current Council practice has been to grant leases for a period of up to 33 years, broken into three periods of 11 years, the Club in question having the right to renew the lease at the end of the first two terms if the tests as set out in 17 above are satisfied.
20. Officers are proposing therefore to request the Board to rescind the resolution that it made on 4 September 2004 and replace it with a new resolution for the larger area, for a longer period, the reasoning being set out above.

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

21. Yes – see above

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

22. The LTCCP's Strong Communities Strategic Directions section prioritises: providing accessible and welcoming public buildings, spaces and facilities; providing parks, public buildings, and other facilities that are accessible, safe, welcoming and enjoyable to use; working with partners to reduce crime, help people avoid injury and help people feel safer; providing and supporting a range of arts, festivals and events; and protecting and promoting the heritage character and history of the city. The fulfilment of the Club's ambitions by approving this application will add to the enjoyment and experience, both club members, and the general public can obtain at the park.
23. The LTCCP's healthy environment strategic directions section prioritises: providing a variety of safe, accessible and welcoming local parks, open spaces and waterways; providing street landscapes and open spaces that enhance the character of the city; and protecting and enhancing significant areas of open spaces within the metropolitan area. The approval of this application and the resulting development will enhance the character of the park/open space for people's enjoyment.
24. The LTCCP's liveable city strategic directions section prioritises: improving the way in which public and private spaces work together. The approval of this application will add to the private infrastructure on the park thereby improving the way it interrelates with the public park it is situated upon, which in turn will add to the value of the experiences both club members and the public can have at the park.

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

25. Yes – see above.

ALIGNMENT WITH STRATEGIES

26. This application is aligned with the Christchurch Active Living Strategy, both by supporting members mental stimulation, (building and operation model trains and boats, and by allowing the general public to gain another experience in life by riding on the trains.
27. This application also supports the Christchurch Visitor Strategy by adding another attraction that visitors both to Christchurch and the park can experience on a Sunday. The CSMEE facility is capable of staging both national and international conventions and is already attracting many visitors. The additions will enhance this potential.
28. The approval of this application is in alignment with the Council's Strategic Direction to support Strong Communities. It encourages residents to enjoy living in the city and to have fun, thereby supporting Christchurch as being a good place to live.

Do the recommendations align with the Council's strategies?

29. Yes –see above.

11 Cont'd.

CONSULTATION FULFILMENT

30. Public Consultation will be required in accordance with the requirements of the Act as set out in 12 above under the section entitled 'Legal Considerations'.
31. Limited consultation has been undertaken with the Halswell Residents Association Committee, who indicated (Ron Fenson, Chairperson) that they support the stage 2 development proposals of the CSMEE at Halswell Domain.
32. A meeting of Halswell Domain Sports Association and Users was held on Thursday 23 October 2008, at which the Association passed the following resolution.

'That the Halswell Domain and Sports Association and Users support in principle the application from Model Engineers to extend the terms of their lease to 33 years, and to increase the building platform on their existing leased land in order to build Clubrooms.'
Moved: John Beauchamp. Seconded: Steve Arnesen. Carried. It is to be recorded, by way of proviso to the Motion, that there must be careful consideration given to the future needs of additional buildings in the Domain.'

STAFF RECOMMENDATION

That the Board:

- (a) Subject to the new lease being granted, rescind the resolution made by the Community Board acting under delegated authority of Council at its meeting held on 4 September 2004, to grant CSMEE a lease/licence over part of Halswell Domain.
- (b) Grant under section 54(1)(c) of the Reserves Act 1977, a lease of approximately 1,129 square metres, and a licence of approximately 4,880 square metres over parts of Halswell Domain, the parts being classified recreation reserve contained in Rural Section 40337, of 8.4139 hectares, and Pt Lot 7532 of 6.2240 hectares, to the Canterbury Society of Model and Experimental Engineers, for a period of 33 years, broken into three periods of 11 years each. The lease will be over the areas occupied by the extended train shed, dangerous good store marshalling yards, and the proposed club rooms. The licence will be over the areas occupied by the existing boating pond, covered station and platform, pedestrian bridge, turntable, elevated narrow gauge railway, 7.25 inch track, rail bridge, and the proposed tunnel. The grant of any lease being conditional the following conditions.
 - (i) that public notification be given of the extended lease/licence area.
 - (ii) that approval be given by the Minister of Conservation of the extended areas.
 - (iii) that there is a satisfactory outcome of the public consultation process.
 - (iv) that CSMEE having the right to ask for a renewal of their lease for a further term at the end of each of the first 2 terms, subject to the Council being satisfied that the conditions of the lease have been met, and that there is sufficient need for the facilities and amenities, and that some other use should not have priority in the public interest.
 - (v) that the area covered by the licence agreement being available for public use at all times.
 - (vi) that CSMEE is to obtain all necessary Resource and Building Consents before any development commences upon the site.
 - (vii) that CSMEE is to undertake the implementation of the landscape plan, if required by the Transport and Greenspace Manager, to better integrate the proposed structures into the park environment at the CSMEE's expense. This may include the construction of a footpath between the proposed clubrooms, and the present storage shed and marshalling area.

11 Cont'd.

- (viii) that the colour scheme for the proposed Clubrooms, and additions to the existing storage shed are to be the same as the existing storage shed.
- (ix) that the lease/licence terms being negotiated by the Corporate Support Manager in consultation with the Policy & Leasing Administrator – City Environment Unit.
- (x) that the lease/licence area being maintained by the CSMEE in a safe and tidy condition at all times.
- (xi) that sealed car parks that will be required to service the building, which will be a condition of the granting of resource consent for the building are to be paid for by the CSMEE, being situated as an extension to the proposed council car which is to be built behind the proposed children's playground, access to which will be off William Brittan Avenue.
- (xii) that before any tenders are let or work commences upon the site, the CSMEE is to hold discussions with the Transport & Greenspace Manager's designate, the Greenspace Area Contracts Manager – Sockburn Service Centre to ascertain the Council's requirement through the development phase of the construction of the facility.
- (xiii) that a bond of \$2,000 is to be paid by the CSMEE to the Christchurch City Council via the Greenspace Area Contract Manager, Sockburn Service Centre and a temporary access contract signed before work commences upon the site. The bond less any expenses incurred by the Council will be refunded to the payee upon the completion of the work.
- (xiv) that CSMEE is not to erect tracks or any other structures on the site without prior consultation and approval of the Transport and Greenspace Manager, and if necessary the Council.
- (xv) that CSMEE is to maintain a 600mm mown strip on both sides of the track and to mow the grass in any other areas around the licensed structures which the Parks Maintenance Contractor is unable to access with a ride on mower. These areas of grass are to be maintained to the same standard as the other immediately adjacent grass areas as specified in the Parks Maintenance Contract.
- (xvi) that CSMEE is to obtain the approval of the Transport and Greenspace Manager to the design of the proposed tunnel before applying for the necessary resource and building consents and building the tunnel.
- (xvii) that the Council reserves the right to alter the ground area allocated by way of the licence to the CSMEE from time to time to recognise changes in recreational needs, and use of the area.
- (xviii) that all costs associated with the issuing of the lease, development and subsequent maintenance of all structures, including the cleaning of the pond are to be the responsibility of CSMEE.
- (xix) that the licence agreement is to include a clause which indemnifies the Council and its servants from all claims or demands of any kind, and all liability in respect to any damage or injury occurring to any person or property as a result of the CSMEE's activities on the site.
- (xx) that the CSMEE is to show proof to the Policy & Leasing Administrator that the minimum \$1,000,000 public liability insurance policy does cover it for the use of the public ground licensed area. This policy must be maintained for the duration of the lease licence period.
- (xxi) that the licence will be automatically revoked upon the surrender, or withdrawal of the lease associated with this application.

11 Cont'd.

BACKGROUND (THE ISSUES)

33. At the Riccarton Wigram Community Board meeting held on 4 September 2004 the Board under delegated authority from Council resolve to grant a lease of approximately 2,375 square metres of Halswell Domain to the CSMEE on which to establish a model railway, and build a rolling stock storage shed under section 54 (1)(b) of the Act.
34. The reason for granting the lease was because CSMEE had outgrown their original site at Andrews Crescent Reserve in Addington, a site they have occupied for over 50 years, the specific reasons being:
 - (a). the size of models being built require a 7.25 inch rail track, the Andrews Crescent site being too small to accommodate such a track,
 - (b). the inability to accommodate the numbers of the members of the public visiting the complex during the weekends,
 - (c). the large membership of the Club, 170 members in 2004, is the largest club of its type in New Zealand.
35. At the time the Club indicated that the lease would allow them to undertake stage 1 of their relocation from Andrews Crescent to Halswell Domain, that being the building of approximately 1 kilometre of track, station, marshalling yards, and a locomotive shed, this being the minimum required to meet a commitment to host an international convention of model engineers 4 years later in January 2006, which was successfully held.
36. CSMEE advised at the time that at some later date, clubrooms, a boating pond and track extensions would be applied for in order to complete the move from Andrews Crescent to Halswell Domain, as a separate stage or stages as finance allowed.
37. Officers at the time of reporting to Council on 4 September 2004 indicated in the report that "Future developments will be addressed through specific reports outlining the specific proposal details at the time of the proposed additions."
38. Unfortunately, through a misunderstanding by the Club, the boating pond was built on the site by CSMEE without the knowledge of Council officers responsible for the lease/licensing functions of the Greenspace section of the City Environment Groups functions. CSMEE did however get the required resource consent from Environment Canterbury. Council Officers are comfortable with the ponds location in the bottom of the retention basin.
39. At the time of writing the report in 2004 it was thought on information supplied by CSMEE that the total area of Halswell Domain that the Club would lease/licence for their activities at the park would be approximately 2375 square metres. However taking into account what is already built, and what is proposed to complete the shift from Andrews Crescent approximately 6009 square metres will be leased or licensed to CSMEE. The main difference is in the size of the boating pond, it being envisaged at the time of the earlier report being approximately 500 square metres in area, were as the built pond is nearly 5 times the size at approximately 2425 square metres.
40. The areas that are to be leased to the CSMEE, are mainly those areas not available for general public use, but do include verandas to buildings that are included in the lease as follows:

• existing train shed	112 square metres
• planned additions to train shed (trolley and additional storage area)	100 square metres
• existing dangerous goods shed	8.5 square metres
• existing marshalling yards	690 square metres
• proposed clubrooms (including verandas)	218 square metres
Total	1,129 square metres

11 Cont'd.

41. The areas that will be licensed to the CSMEE are the areas that are available for general public use at all times except when the model trains or boats are operating, these areas being as follows:

• existing boating pond	2,425 square metres
• existing covered station and platform	125 square metres
• existing pedestrian bridge	25 square metres
• existing turntable	280 square metres
• existing elevated narrow gauge railway (including 600mm mowing strip either side of line)	364 square metres
• existing 7.25 inch railway (including 600mm mowing strip either side of line)	1,584 square metres
• existing rail bridge	27 square metres
• proposed tunnel	50 square metres
Total	4,880 square metres

Total area to be leased or licensed 6009 square metres

42. Officers are comfortable with the increased area that the Club wishes to have a lease/licence over, the majority of the increase being in the licensed area to which the public have full rights of access. Many other types of clubs, e.g. bowls, tennis, croquet have considerably greater areas leased to them, from which the public are excluded.

THE OBJECTIVES

43. The objective is to grant a lease/licence over an addition area of Halswell Domain to enable CSMEE to complete their move from St Andrews Crescent Reserve to Halswell Domain. This in turn will free up St Andrews Crescent Reserve, enabling the Council to consider how it wishes to use/develop this reserve in the future to best benefit the surrounding community taking into account the changing demographics of the surrounding area.

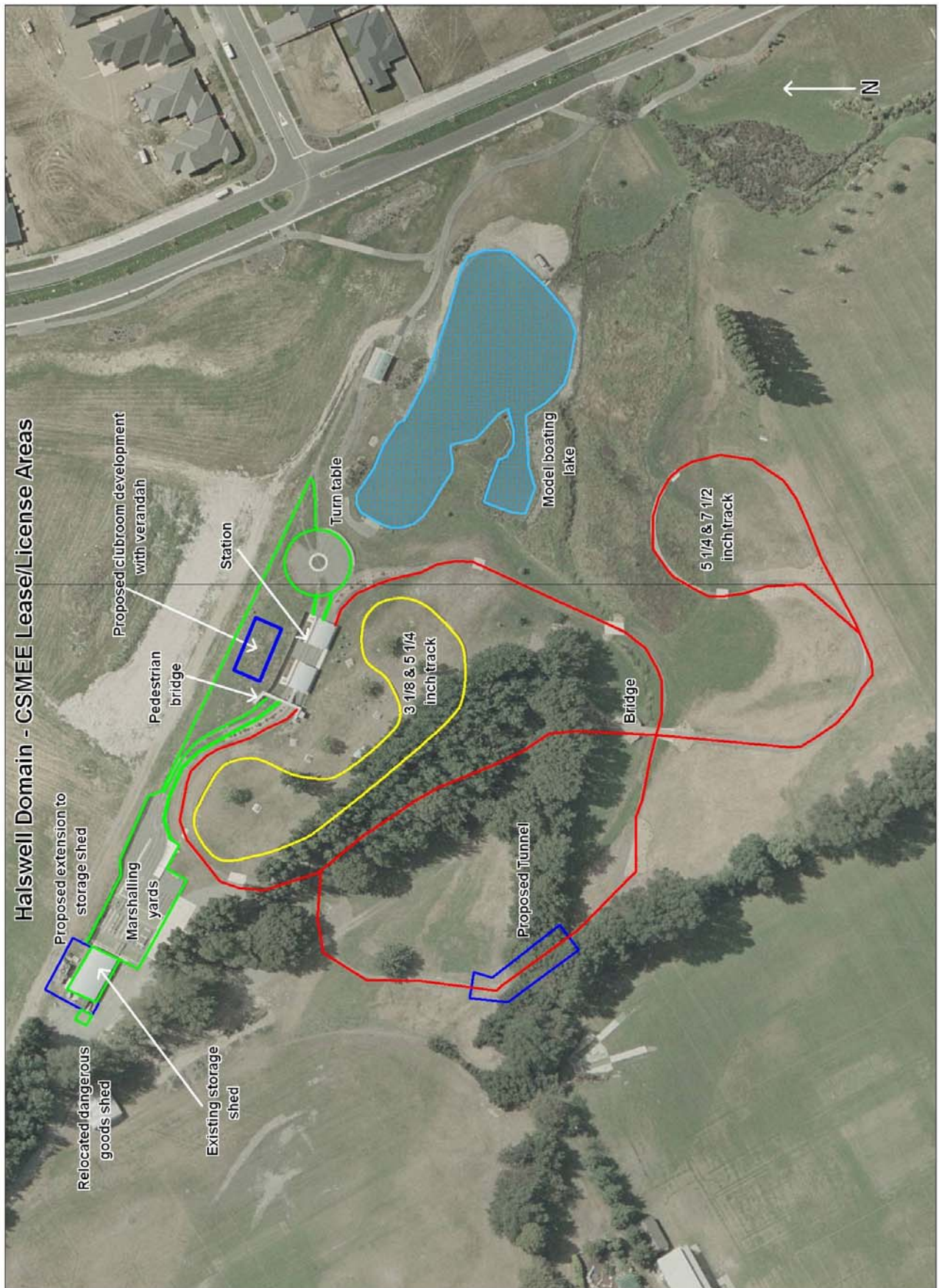
THE OPTIONS

44. To approve the application, thereby allowing CSMEE to complete their move to Halswell Domain, enabling the Council to consider for the first time in over 50 years how it wishes to use/develop Andrews Crescent Reserve in the future to best benefit the surrounding community taking into account the changing demographics of the surrounding area.

45. Not approve the application, which will mean that CSMEE's operations will be spread between two sites which will incur extra expense for the Club. The Council will be seen to be not supporting a legitimate recreational pastime, and a long time tenant in it's activities, which add value both to the park, and to visitors to the park and the city. The opportunity to reassess the future use of St Andrews Crescent Reserve for the first time in over 50 years for the benefit of the community will be missed.

PREFERRED OPTION

46. To approve the application, thereby allowing CSMEE to complete their move to Halswell Domain, enabling the Council to consider for the first time in over 50 years how it wishes to use/develop Andrews Crescent Reserve in the future to best benefit the surrounding community taking into account the changing demographics of the surrounding area.



12. APPLICATION TO THE RICCARTON/WIGRAM 2008/09 YOUTH DEVELOPMENT SCHEME – WHARENUI SWIM CLUB

General Manager responsible:	General Manager, Community Services, DDI 941-8607
Officer responsible:	Unit Manager, Recreation and Sports
Author:	Lisa Gregory, Community Recreation Adviser

PURPOSE OF REPORT

1. The purpose of this report is to seek approval for an application for funding from the Board's 2008/09 Youth Development Scheme.

EXECUTIVE SUMMARY

2. The Wharenui Swim Club have three swimmers in the Riccarton/Wigram area that are applying for funding assistance to compete in the Victorian Age Group Championships in Australia. The Championships are being held from 2 – 9 January 2009.
3. The three applicants, Mitchell Easter aged 14, Callum Scully aged 14, and Daniel Bromley aged 16 have been dedicated members of the Wharenui Swim Club for several years and have spent the last 12 months training and competing in order to gain selection for this team. All swimmers had to meet stringent qualifying times and the meet gives them the opportunity to compete against the best of their Australian Age Group counterparts.
4. All three swimmers have future goals of further representing their club and country and endeavour to pass on their knowledge and skills through 'Learn to Swim' programmes and squad coaching. They also hope to encourage other younger swimmers to either become further involved in swimming or strive to attain goals similar to them.
5. Wharenui Swim Club have been actively fundraising through sausage sizzles, a car wash, and a garage sale and have currently fundraised approximately \$350 for each person travelling.

FINANCIAL IMPLICATIONS

6. The following table provides a breakdown of the costs per person for this trip.

WHARENUI SWIM CLUB	
EXPENSES PER SWIMMER	Cost (\$)
Return airfares	\$ 600.00
Food	\$ 448.72
Swim fees	\$ 44.87
Accommodation	\$ 269.23
Total Cost per person	\$ 1362.82
Fundraising to date	\$ 350.00
Total Requested from Community Board	\$ 500.00

7. This is the first time that the applicants have applied to the Riccarton/Wigram Community Board for financial support.

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

8. This application is seeking funding from the Community Board's 2008/09 Youth Development Scheme which was established as part of the Board's 2008/09 Discretionary Funding.

12 Cont'd.

LEGAL CONSIDERATIONS

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

9. There are no legal implications in regards to this application.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

10. Aligns with page 170 LTCCP, regarding Community Board Project funding.

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

11. As above.

ALIGNMENT WITH STRATEGIES

12. Application aligns with the Council's Youth Strategy and local Community Board objectives.

Do the recommendations align with the Council's strategies?

13. As above.

CONSULTATION FULFILMENT

14. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Board approve the funding application of the Wharenui Swim Club and allocate \$250 to each swimmer, (totalling \$750) as a contribution towards the costs to attend the 2009 Victorian Age Group Championships from the 2008/09 Riccarton/Wigram Youth Development Scheme.

13. APPLICATION TO THE RICCARTON WIGRAM 2008/09 YOUTH DEVELOPMENT SCHEME – HEATHER DENISE GRAHAM

General Manager responsible:	General Manager, Community Services, DDI 941-8607
Officer responsible:	Unit Manager, Recreation and Sports Unit
Author:	Lisa Gregory, Community Recreation Adviser

PURPOSE OF REPORT

1. The purpose of this report is to seek approval for an application for funding from the Community Board's 2008/09 Youth Development Scheme.

EXECUTIVE SUMMARY

2. The applicant, Heather Denise Graham, is an 18 year old student who lives in Halswell and is seeking Community Board support to travel to the 2008 Tattersall's World Latin Championships in Melbourne, Australia. This trip will take place from 7 – 15 December 2008.
3. Heather has been dancing for eight years and trains in numerous styles of dancing with the Dancesport Canterbury Association. Heather formed a new dance partnership 18 months ago that has shown steady improvement in rankings. At the 2008 adult nationals they made the A grade ballroom final, which was vast improvement from the previous year. The partnership are also ranked B grade for adult ballroom and New Vogue styles and C grade for adult Latin.
4. Heather has just completed year 13 at school and is about to sit her NCEA level 3 and will be attending university next year. Where possible, Heather tries to give back to the community by performing at local demonstrations and now that she has gained a higher grading, hopes to do more of this. This is an aspect of the sport that Heather and her dance partner enjoy.
5. Heather's fund raising efforts to date have included sausage sizzles, where she has raised \$300 and she will continue to fundraise until her trip. Heather's mother will also be travelling with her to the Championships. Heather would appreciate any financial assistance from the Community Board.

FINANCIAL IMPLICATIONS

6. The following table provides a breakdown of funding requested:

HEATHER DENISE GRAHAM	
EXPENSES	Cost (\$)
Flights & Insurance	\$460.79
Competition Fees	\$266.25
Total Cost	\$727.04
Athlete fundraising to date	\$300.00
Amount Requested from Community Board	\$500.00

7. This is the first time the applicant has applied to the Riccarton Wigram Community Board for financial assistance.

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

8. Yes, see page 172, Youth Development Scheme and Discretionary Fund.

13 Cont'd.

LEGAL CONSIDERATIONS

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

9. There are no legal issues to be considered.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

10. Aligns with page 170 LTCCP, regarding Community Board Project funding.

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

11. Yes, see page 172, Youth Development Scheme and Discretionary Fund.

ALIGNMENT WITH STRATEGIES

12. Application aligns with the Council's Youth Strategy and local Community Board objectives.

Do the recommendations align with the Council's strategies?

13. As above.

CONSULTATION FULFILMENT

14. All appropriate consultation has been undertaken.

STAFF RECOMMENDATION

It is recommended that the Board support the funding application and allocate \$300 to Heather Denise Graham as a contribution towards her travel expenses from the 2008/09 Riccarton/Wigram Youth Development Scheme.

14. APPLICATION TO THE RICCARTON WIGRAM 2008/09 YOUTH DEVELOPMENT SCHEME – REBECCA EVELYN WARRINGTON

General Manager responsible:	General Manager, Community Services, DDI 941-8607
Officer responsible:	Unit Manager, Recreation and Sports Unit
Author:	Lisa Gregory, Community Recreation Adviser

PURPOSE OF REPORT

1. The purpose of this report is to seek approval for an application for funding from the Community Board's 2008/09 Youth Development Scheme.

EXECUTIVE SUMMARY

2. The applicant, Rebecca Evelyn Warrington is a 19 year old student who lives in Halswell and is seeking Community Board support to travel to the 2009 World Irish Dancing Championships in Philadelphia, USA. The trip will take place from 29 March – 23 April 2009.
3. Rebecca has been dancing for 11 years and she has been studying Irish dance for most of that time at the Kay-Hallissey Dance School. Rebecca competed at the 2008 World Irish Dance Championships in Belfast, Ireland where she placed in the top 50 percent in the world and is working hard to improve on her placing next year.
4. Rebecca is currently studying towards a Bachelor of Fine Arts at the University of Canterbury and prior to this, she performed well academically at Lincoln High School. Rebecca often took part in both curricular and extra curricular dance programmes on a regular basis. Since 2003 Rebecca was been recognised by Lincoln High School on several occasions and awarded for her achievements and contributions to Irish dance. Rebecca contributes back to the sport by assisting others in her class and performing at community events, displays and school shows.
5. Rebecca's fund raising efforts will include raffles, busking and working part time. To date Rebecca has raised \$800 towards her costs and she will continue to fundraise until her trip. Rebecca would appreciate any financial assistance from the Community Board.

FINANCIAL IMPLICATIONS

6. The following table provides a breakdown of funding requested:

REBECCA EVELYN WARRINGTON	
EXPENSES	Cost (\$)
Flights & Insurance	\$2,682.60
Accommodation	\$1,858.20
Total Cost	\$4,540.80
Athlete fundraising to date	\$800.00
Amount Requested from Community Board	\$500.00

7. The applicant received \$500 from the Riccarton Wigram Community Board from the 2007/08 Youth Development Scheme for her trip to Belfast, Ireland for the 2008 World Irish Dance Championships. A summary report was received back from the applicant following her trip.

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

8. Yes, see page 172, Youth Development Scheme and Discretionary Fund.

14 Cont'd.

LEGAL CONSIDERATIONS

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

9. There are no legal issues to be considered.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

10. Aligns with page 170 LTCCP, regarding Community Board Project funding.

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

11. Yes, see page 172, Youth Development Scheme and Discretionary Fund.

ALIGNMENT WITH STRATEGIES

12. Application aligns with the Council's Youth Strategy and local Community Board objectives.

Do the recommendations align with the Council's strategies?

13. As above.

CONSULTATION FULFILMENT

14. All appropriate consultation has been undertaken.

STAFF RECOMMENDATION

It is recommended that the Board support the funding application and allocate \$500 to Rebecca Evelyn Warrington as a contribution towards her travel expenses from the 2008/09 Riccarton Wigram Youth Development Scheme.

15. RICCARTON/WIGRAM COMMUNITY BOARD RECESS COMMITTEE ESTABLISHMENT

General Manager responsible:	General Manager Regulation and Democracy Services, DDI: 941-8462
Officer responsible:	Democracy Services Manager
Author:	Liz Beaven, Community Board Adviser

PURPOSE OF REPORT

- 1 The purpose of this report is to seek the 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 16 December 2008) up until the Board resumes normal meetings proposed to commence 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 period late December 2007 to February 2008 the Riccarton/Wigram Community Board delegated its authority to a Recess Committee comprising of the Board Chairperson or Deputy Chairperson, and two Board members.

STAFF RECOMMENDATIONS

- (a) That a Recess Committee comprising the Board Chairperson **or** Deputy Chairperson and two Board Members be authorised to exercise the delegated powers of the Board for the period following its 16 December 2008 meeting up until the Board resumes normal business proposed to commence in February 2009.
- (b) That the application of any such delegation be reported back to the Board for record purposes.

16. **RICCARTON/WIGRAM ENVIRONMENT COMMITTEE REPORT - 6 NOVEMBER 2008 MEETING**

General Manager responsible:	General Manager, Regulation and Democracy Services
Officer responsible:	Liz Beaven, Community Board Adviser
Author:	Liz Beaven, Community Board Adviser

PURPOSE OF REPORT

The purpose of this report is to submit the outcomes of the Environment Committee meeting held on Thursday 6 November 2008.

The meeting was attended by Beth Dunn (Chairperson), Jimmy Chen, Judy Kirk, Peter Laloli, Mike Mora and Bob Shearing.

Apologies for absence were received and accepted from Helen Broughton.

Apology for early departure was received from Bob Shearing.
Bob Shearing retired from the meeting at 5.40pm and was absent for clauses 6 and 7.

1. DEPUTATIONS BY APPOINTMENT

- 1.1 **Mrs L Smalley, resident of Ludecke Place** – Mr Arthur Pash addressed the Committee on behalf of Mrs Smalley and raised concerns surrounding the proximity of a large Pine Oak street tree to her home.

The Committee **decided** that staff investigate and forward a report covering the health and safety, canvassing of the residents and a management plan for the trees in Ludecke Place.

- 1.2 **Mr David Hawke, Skateboard area in Halswell** – Mr Hawke outlined his views and sought support from the Committee for the installation of a skateboard area in Halswell.

The Committee **decided** that staff should forward a report on suitable sites and that the Community Board be advised to prioritise this installation.

2. CORRESPONDENCE

The Committee **received** the following correspondence:

- 2.1 **Gordon and Heather Scandrett** – A letter in relation to street trees outside of 6 Jamell Place. The Board referred the letter to the Committee (4 November 2008). The Committee agreed to seek advice from the Council’s legal services if the matter can be discussed by the Committee/Board under Standing Orders.

3. BRIEFINGS

Nil.

4. REQUEST FOR STREET TREE REMOVAL BRIGHAM DRIVE

The Committee considered a report seeking approval on the removal or retention of two Betula Pendula (Silver Birch) street trees from outside number 1-70 Brigham Drive.

The Committee’s recommendation on this matter is recorded under clause 7.1 of this report.

16 Cont'd.

5. INVESTIGATION OF NEED FOR SKATEBOARD AREA IN HALSWELL

The Committee received a report for a skateboard area in Halswell, advising the Board that Council officers have been investigating the request and need in the area through research, demographic analysis and meetings with the group that had put forward this request.

The Committee's recommendation on this matter is recorded under clause 7.2 of this report.

6. ELECTED MEMBERS INFORMATION EXCHANGE

Nil.

7. COMMITTEE RECOMMENDATIONS

7.1 REQUEST FOR STREET TREE REMOVAL BRIGHAM DRIVE

That the Board:

- (a) Approve the removal of two trees and replacement with another species
- (b) Charge the applicant the cost of removal and replacement.

7.2 INVESTIGATION OF NEED FOR SKATEBOARD AREA IN HALSWELL

That the Board request a report from staff on suitable sites and that this matter be prioritised.

17. **REPORT OF COMMUNITY SERVICES COMMITTEE MEETING – 18 NOVEMBER 2008**

General Manager responsible:	General Manager, Regulation and Democracy Services
Officer responsible:	Liz Beaven, Community Board Adviser
Author:	Liz Beaven, Community Board Adviser

PURPOSE OF THE REPORT

The purpose of this report is to submit the outcomes of the Community Services Committee meeting held on Tuesday 18 November 2008.

The meeting was attended by Judy Kirk (Chairperson), Helen Broughton, Jimmy Chen, Beth Dunn, Peter Laloli, Mike Mora and Bob Shearing.

1. DEPUTATIONS BY APPOINTMENT**1.1 Gill Thomson– Halswell Toy Library Building Project**

Gill Thomson addressed the Committee on behalf of the Halwell Toy Library and sought support for funding from the Board's Discretionary Fund to assist with building an extension to the current buildings.

The Chairperson thanked the representatives for their deputation and the Committee's recommendation on this matter is detailed under clause 11 below.

1.2 Paul Cossey – Riccarton Baptist Chinese Elders' Club

Paul Cossey and Xang Xiang addressed the Committee on behalf of the Riccarton Baptist Chinese Elders' Club and sought support for funding from the Board's Discretionary Fund to assist with equipment and outing costs for the club.

The Chairperson thanked the representatives for their deputation and the Committee's recommendation on this matter is detailed under clause 11 below.

1.3 Reverend Jacqui Stevenson – St Columba's Anglican Church

Gina Bolton spoke on behalf of Reverend Stevenson as the Reverend was away. Gina Bolton on behalf of the St Columba's Anglican Church sought support for funding from the Board's Discretionary Fund for van repair and running costs.

The Chairperson thanked the representatives for their deputation and the Committee's recommendation on this matter is detailed under clause 11 below.

2. PETITIONS

Nil.

3. NOTICES OF MOTION

Nil.

4. BRIEFINGS

Nil.

17 Cont'd.

5. APPLICATION FOR FUNDING TO THE RICCARTON/WIGRAM 2008/09 YOUTH DEVELOPMENT SCHEME – CAMERON HORE

The Committee considered a report seeking approval for funding from the Board's 2008/09 Youth Development Fund for Cameron Hore to attend the National Deaf Leadership Camp in January 2009.

The Committee's decision on this matter is recorded under clauses 11.1 of this report.

6. APPLICATION FOR FUNDING TO THE RICCARTON/WIGRAM 2008/09 YOUTH DEVELOPMENT SCHEME – SAMANTHA NICHOLSON

The Committee considered a report seeking approval for funding from the Board's 2008/09 Youth Development Fund for Samantha Hore to attend the International Ballroom/Latin dance competitions in Melbourne on 9 December 2008.

The Committee's decision on this matter is recorded under clauses 11.2 of this report.

7. APPLICATION FOR FUNDING TO THE RICCARTON/WIGRAM 2008/09 YOUTH DEVELOPMENT SCHEME – JORDAN RUSSELL

The Committee considered a report seeking funding from the Board's 2008/09 Youth Development Fund for Jordan Russell to attend the Australian Gymnastics Club Championships 2008 to be held in December 2008.

The Committee's decision on this matter is recorded under clauses 11.3 of this report.

8. APPLICATION FOR FUNDING TO THE RICCARTON/WIGRAM 2008/09 DISCRETIONARY FUND – HALSWELL TOY LIBRARY BUILDING PROJECT

The Committee considered a report presenting an application for funding from the Board's 2008/09 Discretionary Fund for the Halswell Toy Library Incorporated Building Project.

The Committee's recommendation on this matter is recorded under clauses 11.4 of this report.

9. APPLICATION FOR FUNDING TO THE RICCARTON/WIGRAM 2008/09 DISCRETIONARY FUND – RICCARTON BAPTIST CHINESE ELDERS' CLUB

The Committee considered a report seeking funding from the Board's 2008/09 Discretionary Fund for a contribution towards equipment and outing costs for the Riccarton Baptist Chinese Elders' Club.

The Committee's recommendation on this matter is recorded under clauses 11.5 of this report.

10. APPLICATION TO THE RICCARTON/WIGRAM 2008/09 DISCRETIONARY FUND – ST COLOMBA'S ANGLICAN CHURCH

The Committee considered a report seeking approval for funding from the Board's 2008/09 Discretionary Fund for a contribution towards the costs of a van for St Colomba's Anglican Church Hornby.

The Committee's recommendation on this matter is recorded under clauses 11.6 of this report.

17 Cont'd.

11. COMMITTEE RECOMMENDATIONS/DECISIONS

11.1 Application For Funding To The Riccarton/Wigram 2008/09 Youth Development Scheme – Cameron Hore

That the Riccarton/Wigram Community Services Committee approve \$350 from the Board's 2008/09 Youth Development Scheme as a contribution towards the costs for Cameron Hore to attend the 2009 Deafeadership Camp in Auckland.

11.2 Application For Funding To The Riccarton/Wigram 2008/09 Youth Development Scheme – Samantha Nicholson

That the Riccarton/Wigram Community Services Committee approve \$500 from the Board's 2008/09 Youth Development Scheme as a contribution towards the costs for Samantha Nicholson to attend the 2008 International Ballroom/Latin Dance Competition in Melbourne.

11.3 Application For Funding To The Riccarton/Wigram 2008/09 Youth Development Scheme – Jordan Russell

That the Riccarton/Wigram Community Services Committee approve \$500 from the Board's 2008/09 Youth Development Scheme as a contribution towards the costs for Jordan Russell to attend the 2008 Australian Gymnastics Club Competition.

11.4 Application For Funding To The Riccarton/Wigram 2008/09 Discretionary Fund – Halswell Toy Library Building Project

That the Board approve \$5,000 be allocated from the Board's 2008/09 Discretionary Fund to the Halswell Toy Library as a contribution towards the Halswell Toy Library Incorporated Building Project.

11.5 Application For Funding To The Riccarton/Wigram 2008/09 Discretionary Fund – Riccarton Baptist Chinese Elders' Club

That the Board approve \$1,800 be allocated from the Board's 2008/09 Discretionary Fund as a contribution towards the costs of equipment and outing costs for the Riccarton Baptist Chinese Elders' Club.

11.6 Application To The Riccarton/Wigram 2008/09 Discretionary Fund – St Columba's Anglican Church

That the Board approve \$3,000 from be allocated from the Board's 2008/09 Discretionary Fund as a contribution towards the cost of a van for St Columba's Anglican Church, Hornby.

The meeting concluded at 6.15pm.

18. RICCARTON/WIGRAM TRANSPORT AND ROADING COMMITTEE REPORT - 21 NOVEMBER 2008 MEETING

General Manager responsible:	General Manager Regulation and Democracy Services
Officer responsible:	Liz Beaven, Community Board Adviser
Author:	Liz Beaven, Community Board Adviser

PURPOSE OF REPORT

The purpose of this report is to submit the outcomes of the Transport and Roding Committee meeting held on Friday 21 November 2008.

The meeting was attended by Mike Mora (Chairperson), Jimmy Chen, Beth Dunn, Judy Kirk, Helen Broughton, and Bob Shearing.

An apology for absence was received and accepted from Peter Laloli.

An apology for early departure was received from Beth Dunn who retired from the meeting at 9.25am and was absent for part of clause 12, and the whole of clause 13. An apology for early departure was received from Bob Shearing who retired from the meeting at 9.29am and was absent for part of clause 12, and the whole of clause 13.

Bob Shearing left the table at 8.27am and returned at 8.40am, during clauses 5, 6, and 7. Helen Broughton left the table at 9.30am and 9.48am returning at 9.32am and 9.52am respectively during part of clause 12 and all of clause 13.

1. DEPUTATIONS BY APPOINTMENT

- 1.1 Keith Derbyshire, representing the Wharenui School Board of Trustees, and Bruce Ward (New Zealand Police) addressed the Board concerned at traffic behaviour in Matipo Street near the school patrol. Constable Ward presented photographs highlighting issues including visibility to drivers leading up to the school patrol, awareness and visibility of signage both on the road and road side.

The Committee Chair thanked the deputation for raising their concerns and requested staff to report back to the Committee on options available to improve the safety in the vicinity of the school patrol.

- 1.2 Keith Derbyshire and Tony Milne, Chair of the Central Riccarton Residents' Association, discussed parking issues in the vicinity of Westfield Riccarton Mall, particularly with the mall extensions and changes to staff parking arrangements. The Residents group had met with mall management and would continue to discuss solutions, however they tabled proposed parking restrictions that they would like considered.

The Committee Chair thanked the deputation for their proposals and requested staff to report back, with urgency, to the Committee on identified issues in relation to parking in the vicinity of Westfields Riccarton.

2. CORRESPONDENCE

Nil.

3. BRIEFINGS

Nil.

18 Cont'd.

4. CLARENCE STREET / DILWORTH STREET INTERSECTION – TRAFFIC SIGNAL INSTALLATION

The Committee considered a report to install traffic signals at the intersection of Clarence Street and Dilworth Street and the installation of bus stops and associated road markings.

The Committee's recommendation on this matter is recorded under clause 11.1 of this report.

5. KYLE STREET – PROPOSED PARKING RESTRICTIONS

The Committee considered a report to install parking restrictions in Kyle Street, Riccarton.

The Committee's recommendation on this matter is recorded under clause 11.2 of this report.

6. KAURI STREET – PROPOSED EXTENSION TO P60 PARKING RESTRICTIONS

The Committee considered a report to install a 60 minute parking restriction on the west side of Kauri Street.

The Committee's recommendation on this matter is recorded under clause 11.3 of this report.

7. CASHMERE ROAD – PROPOSED "GIVE WAY" CONTROL

The Committee considered a report to install a "Give Way" control against Cashmere Road at Kennedys Bush Road, Halswell.

The Committee's recommendation on this matter is recorded under clause 11.4 of this report.

8. DETROIT PLACE – PROPOSED NO STOPPING RESTRICTION

The Committee considered a report for the installation of a no stopping restriction on the north and south side of Detroit Place.

The Committee's recommendation on this matter is recorded under clause 11.5 of this report.

9. ALTERATIONS TO BUST STOP CORNER OF DOVEDALE AVENUE/WAIMAIRI ROAD

The Committee considered a report to change the existing bus stop situated at the southern end of Dovedale Avenue near the intersection with Waimairi Road, to provide safe use of the stop by buses and passengers.

The Committee's recommendation on this matter is recorded under clause 11.6 of this report.

10. BUS SHELTER INSTALLATION AT 128 DUNBARS ROAD

The Committee considered a report to install a new bus shelter at the existing bus stop outside 128 Dunbars Road.

The Committee's recommendation on this matter is recorded under clause 11.7 of this report.

18 Cont'd.

11. COMMITTEE RECOMMENDATIONS

11.1 CLARENCE STREET / DILWORTH STREET INTERSECTION – TRAFFIC SIGNAL INSTALLATION

The Committee's recommendation on this matter is recorded under clause 8 of this agenda.

11.2 KYLE STREET – PROPOSED PARKING RESTRICTIONS

That the Board approve that the stopping of vehicles be prohibited at any time on the north side of Kyle Street commencing at a distance of 39 metres east of its intersection with Seton Street and extending in an easterly direction for a distance of 12 metres.

11.3 KAURI STREET – PROPOSED EXTENSION TO P60 PARKING RESTRICTIONS

That the Board approve subject to consultation with the Riccarton Bush / Kilmarnock Residents' Association:

- (a) That the parking of vehicles currently restricted to a maximum period of 60 minutes on the west side of Kauri Street commencing at a point 22 metres north of its intersection with Riccarton Road and extending in a northerly direction for a distance of seven metres be revoked.
- (b) That the parking of vehicles be restricted to a maximum period of 60 minutes on the west side of Kauri Street commencing at a point 16 metres north of from its intersection with Riccarton Road and extending in a northerly direction for a distance of 13 metres.

11.4 CASHMERE ROAD – PROPOSED “GIVE WAY” CONTROL

That the Board approve that a “Give Way” control be placed against Cashmere Road at its intersection with Kennedys Bush Road.

11.5 DETROIT PLACE – PROPOSED NO STOPPING RESTRICTION

That the Board approve:

- (a) That all the existing no stopping restrictions in Detroit Place be revoked.
- (b) That the stopping of vehicles be prohibited at any time on the north and western sides of Detroit Place commencing at its intersection with Moorhouse Avenue and extending in a southerly direction for a distance of 69 metres.
- (c) That the stopping of vehicles be prohibited at any time around the head of the cul-de-sac of Detroit Place commencing at a point on the north side, 207 metres from its intersection with Moorhouse Avenue and extending for a distance of 78 metres.
- (d) That the stopping of vehicles be prohibited at any time on the south and east side of Detroit Place commencing at its intersection with Moorhouse Avenue and extending generally in a southerly direction for a distance of 223 metres.

18 Cont'd.

11.6 ALTERATIONS TO BUST STOP CORNER OF DOVEDALE AVENUE / WAIMAIRI ROAD

That the report to lay on the table and staff be asked to investigate other alternatives to minimise the reduction of car parks.

11.7 BUS SHELTER INSTALLATION AT 128 DUNBARS ROAD

That the Board approve the installation of a bus shelter at the bus stop outside 128 Dunbars Road.

12. UPDATE ON CURRENT TRANSPORT ISSUES

The Committee and staff worked through the Board's list of Current Transport Issues.

13. ELECTED MEMBERS INFORMATION

Nil.

The meeting concluded at 9.53am.

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- 19. COMMUNITY BOARD ADVISER'S REPORT**
- 20. ELECTED MEMBERS' INFORMATION EXCHANGE**
- 21. MEMBERS' QUESTIONS UNDER STANDING ORDERS**