



Christchurch City Council

SHIRLEY/PAPANUI COMMUNITY BOARD AGENDA

WEDNESDAY 17 DECEMBER 2008

AT 4.00PM

IN THE BOARDROOM
PAPANUI SERVICE CENTRE
CORNER LANGDONS ROAD AND RESTELL STREET

Community Board: Pauline Cotter (Acting Chairperson), Ngaire Button, Aaron Keown, Matt Morris, Yvonne Palmer and Norm Withers

Community Board Adviser

Peter Croucher

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1. **APOLOGIES**

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



The minutes of the Board's ordinary meeting of 19 November 2008 are **attached**. The minutes of the public excluded session have been circulated separately.

CHAIRPERSON'S OR STAFF RECOMMENDATION

That the minutes of the Board's ordinary meeting of 19 November 2008 (*both open and public excluded sections*) be confirmed.

17. 12. 2008

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ATTACHMENT TO CLAUSE 2

19.12.08

**SHIRLEY/PAPANUI COMMUNITY BOARD
19 NOVEMBER 2008**

**Minutes of a meeting of the Shirley/Papanui Community Board
held on Wednesday 19 November 2008 at 5.30pm
in the Boardroom, Papanui Service Centre**

PRESENT: Yvonne Palmer (Acting Chairperson), Ngaire Button Aaron Keown, Matt Morris, and Norm Withers.

APOLOGIES: An apology for absence was received and accepted from Pauline Cotter

The Board reports that:

PART A - REPORTS REQUIRING A COUNCIL DECISION

1. BRISTOL STREET NEIGHBOURHOOD IMPROVEMENT PROJECT

As shown in clause 15, the Board resolved under delegated authority to approve for that part of the Bristol Street neighbourhood improvement project which is within the Shirley/Papanui ward to proceed to detailed design, tender and construction and to also approve related traffic and parking restrictions

During consideration the Board formed the opinion that the presence in the street of the Royal New Zealand Foundation for the Blind and elderly residents justified a change in the speed limit for the street.

BOARD'S RECOMMENDATION

That the Council request staff to investigate that Bristol Street have a speed limit of 40kph for reasons of the safety of blind, vision impaired, children and elderly pedestrians.

PART B - REPORTS FOR INFORMATION

2. MINUTES OF COMMUNITY SERVICES AND EVENTS COMMITTEE OF 26 SEPTEMBER 2008

The Board **received** for information the confirmed minutes of the Community Services and Events Committee Emergency Subcommittee meeting of 26 September 2008 and noted the following decision had been made under delegated authority:

2.1. SHIRLEY PAPANUI YOUTH DEVELOPMENT FUND

The Subcommittee considered a report presenting applications for funding from the Youth Development fund in the 2008/09 financial year to enable two students to attend the National Basketball Championships.

The Committee **resolved**:

- (a) That Junior Heta Pouwhare be granted \$230 from the Shirley/Papanui Community Board's 2008/09 Youth Development fund to enable him to attend the National Basketball Championships being held in New Plymouth from 1 to 4 October 2008.

2.1 Cont'd

- (a) That Alex Kerr be granted \$230 from the Shirley/Papanui Community Board's 2008/09 Youth Development fund to enable him to attend the National Basketball Championships being held in New Plymouth from 1 to 4 October 2008.

3. GREENSPACE TRAFFIC WORKS COMMITTEE MEETING – MINUTES OF 13 OCTOBER 2008

The Board **received** for information the confirmed minutes of the Greenspace Traffic Works Committee meeting of 13 October 2008 and noted the following decisions had been made under delegated authority:

3.1 CONFIRMATION OF MINUTES – 15 SEPTEMBER 2008

The Committee **resolved** to confirm the minutes of the Greenspace Traffic Works Committee meeting of 15 September 2008, following an amendment to Clause 2(c), as follows:

"It was **agreed** that *City Street/Property Unit* staff be requested to consider additional information on the availability of the property at the northern corner of Sawyers Arms Road and Main North Road."

3.2 NUMBERS 1 – 29 GRASSMERE STREET – KERB AND CHANNEL REPLACEMENT PROJECT

The Committee considered a report seeking approval for the Grassmere Street kerb and dish channel replacement project to proceed to final design, tender and construction, and also to new and replacement parking restrictions.

During discussion, staff undertook to consider ways of preventing illegal car parking on or beside the Grassmere Street traffic island.

The Committee **resolved**:

- (a) To approve the plan as shown on **Attachment 1** on the agenda for final design, tender and construction.
- (b) To approve the following parking restrictions:

No stopping to be revoked

- (i) That the no stopping restriction on the north side of Grassmere Street commencing at its intersection with Main North Road and extending 16 metres in an easterly direction be revoked.
- (ii) That the no stopping restriction on the north side of Grassmere Street commencing at a point 252 metres from its intersection with Main North Road and extending 36 metres in an easterly direction be revoked.
- (iii) That the no stopping restriction on the south side of Grassmere Street commencing at a point 243 metres east of its intersection with Main North Road and extending 43 metres in an easterly direction be revoked.
- (iv) That the no stopping restriction on the south side of Grassmere Street commencing at its intersection with Main North Road and extending 7 metres in an easterly direction be revoked.
- (v) That the no stopping restriction on the south east side of Main North Road commencing at its intersection with Grassmere Street and extending 8 metres in a south westerly direction be revoked.

3.2 Cont'd

- (vi) That the no stopping restriction on the east side of Main North Road commencing at its intersection with Grassmere Street and extending in 21 metres a southerly direction be revoked.

New no stopping

- (vii) That the stopping of vehicles be prohibited at any time on the north side of Grassmere Street commencing at its intersection with Main North Road and extending in an easterly direction for a distance of 21 metres.
- (viii) That the stopping of vehicles be prohibited at any time on the north side of Grassmere Street commencing at a point 244 metres from its intersection with Main North Road and extending in an easterly direction for a distance of 44 metres.
- (ix) That the stopping of vehicles be prohibited at any time on the south side of Grassmere Street commencing at a point 214 metres east of its intersection with Main North Road and extending in an easterly direction for a distance of 72 metres.
- (x) That the stopping of vehicles be prohibited at any time on the south side of Grassmere Street commencing at its intersection with Main North Road and extending in an easterly direction for a distance of 16 metres.
- (xi) That the stopping of vehicles be prohibited at any time on the east side of Main North Road commencing at its intersection with Grassmere Street and extending in a northerly direction for a distance of 21 metres.
- (xii) That the stopping of vehicles be prohibited at any time on the east side of Main North Road commencing at its intersection with Grassmere Street and extending in a northerly direction for a distance of 8 metres.

New Parking restriction

- (xiii) That the parking of vehicles be restricted to a maximum period of 120 minutes on the north side of Grassmere Street commencing at a point 47 metres from its intersection with Main North Road and extending in an easterly direction for a distance of 84 metres.
- (xiv) That the parking of vehicles be restricted to a maximum period of 120 minutes on the south side of Grassmere Street commencing at a point 136 metres from its intersection with Main North Road and extending in an easterly direction for a distance of 79 metres.

Move existing bus stop to new location

- (xv) That the existing bus stop be removed from its present location on the north side of Grassmere Street commencing 33 metres east of its intersection with Main North Road and extending 12 metres in an easterly direction.
- (xvi) That a bus stop be installed on the north side of Grassmere Street commencing at a point 22 metres from its intersection with Main North Road and extending 18 metres in an easterly direction.

3. Cont'd

3.3 EAST ELLINGTON DRIVE – PROPOSED “NO STOPPING” RESTRICTION

The Committee considered a report seeking approval for the installation of three sections of broken yellow “no stopping” lines on East Ellington Drive.

The Committee **resolved**:

- (a) That the stopping of vehicles be prohibited at all times on the south side of East Ellington Drive commencing at its intersection with Hills Road and extending in a westerly direction for a distance of 176 metres, to a point 6 metres west of the western kerb line of Holiday Drive.
- (b) That the stopping of vehicles be prohibited at all times on the north side of East Ellington Drive commencing at a point 31 metres east of its intersection with Holiday Drive and extending in an easterly direction around the bend to a point 15 metres west of the common boundary between properties No 6 and No 8.
- (c) That the stopping of vehicles be prohibited at all times on the west side of Hills Road commencing at its intersection with East Ellington Drive and extending in a southerly direction for a distance of 16 metres.
- (d) That the monitoring of speed and any crashes be reported to the Committee in October 2009.

4. DEPUTATIONS BY APPOINTMENT

4.1 BILL DEMETER - ST ALBANS COMMUNITY CENTRE AND RESIDENTS ASSOCIATION

Mr Demeter reported that agreement had been reached with the Council to release grant monies for the St Albans Community Centre staff salaries. He thanked the staff and Councillors involved in the decision.

The Chairperson thanked Mr Demeter for his deputation.

5. PRESENTATION OF PETITIONS

Nil.

6. NOTICE OF MOTION

Nil.

7. CORRESPONDENCE

Nil.

8. BRIEFINGS

Nil.

9. COMMUNITY BOARD ADVISER'S UPDATE

9.1 CURRENT ISSUES

The Board **received** updates from the Community Board Adviser on forthcoming Board related activities and projects over the coming weeks.

It was **agreed** that Board members would accompany the City Arborists on a tour of sites of interest within the ward on 3 December 2008. Staff were requested to confirm this date.

9.2 BOARD FUNDING UPDATE FOR 2007/08

As of 1 October the Board's Discretionary Response Fund had an unallocated balance of \$45,900 and the Youth Development Scheme Fund had an unallocated balance of \$7,140.

10. BOARD MEMBERS' INFORMATION EXCHANGE

10.1 MEMBERS' INFORMATION

Specific mention was made of the following matters:

- It was **agreed** that staff be requested to advise if a bus shelter and rubbish bin could be installed at the Edgeware Road/Trafalgar Street intersection bus stop.
- It was **agreed** that staff be requested to report to the Board seeking approval for the installation of a stop sign in Chapel Street at the Harewood Road T-intersection.
- It was **agreed** that staff be requested to investigate and follow up on the responsibility of maintenance and graffiti removal issues at the Papanui Railway Station in Restell Street, as it is a heritage site which is currently untenanted.

10.2 CHAIRPERSON'S REPORT

Information on the Chairperson's activities over the September/October 2008 period had previously been circulated.

11. QUESTIONS UNDER STANDING ORDERS

Nil.

PART C - DELEGATED DECISIONS TAKEN BY THE BOARD

12. ELECTION OF ACTING CHAIRPERSON

In the absence of the Deputy Chairperson the Board **resolved** that Yvonne Palmer be the Acting Chairperson for the meeting.

13. CONFIRMATION OF MINUTES – BOARD MEETING OF 15 OCTOBER 2008

The Board **resolved** that the minutes of its ordinary meeting held on 15 October 2008, be confirmed.

14. COMMUNITY BOARD CODE OF CONDUCT

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

The Board **resolved** that the item be deferred to the Board meeting of 17 December 2008 and that staff be requested to seek clarification on clause 15, bullet points 2 and 8 and clause 59.

15. BRISTOL STREET NEIGHBOURHOOD IMPROVEMENT PROJECT

The Board considered a report seeking approval for that part of Bristol Street neighbourhood improvement project which is within the Shirley/Papanui ward to proceed to detailed design, tender and construction and to also approve related traffic and parking restrictions.

The Board **resolved**:

- (a) To approve the Bristol Street project to proceed to detailed design, tender and construction as shown on the plans at **attachment 1**.
- (b) To approve the following traffic and parking restrictions:

New “No Stopping”:

- (i) That the stopping of vehicles be prohibited at any time on the south side of St Albans Street commencing at the extension of the Bristol Street kerb line, on the east side, and extending 22 metres in easterly direction.
- (ii) That the stopping of vehicles be prohibited at any time on the east side of Bristol Street commencing at a point 12 metres south from the extension of the Webb Street kerb line, on the south side and extending in a northerly direction for a distance of 34 metres.

“Stop” sign:

- (iii) That a “Stop” priority control be placed against Bristol Street at its intersection with Clare Road.

(Note: Aaron Keown requested that his vote against the resolution clause (a) and (b) on the grounds of the budget amount, be recorded)

The Board **agreed** that staff be requested to consider including consultation feedback information in the agenda for future reports of this nature.

16. NEW ZEALAND COMMUNITY BOARDS’ CONFERENCE 2009 – BOARD MEMBERS ATTENDANCE

The Board considered a report seeking approval for Board members to attend the 2009 New Zealand Community Boards’ Conference.

The Board **resolved** to approve the attendance at the New Zealand Community Boards’ Conference 2009 of Matt Morris, Pauline Cotter, Aaron Keown and the new board member elect, following the by-election, should that member elect wish to attend.

The Board noted that attendance at the Conference for Yvonne Palmer had been arranged by the New Zealand Community Board Executive Committee.

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ATTACHMENT TO CLAUSE 2

17. RESOLUTION TO EXCLUDE THE PUBLIC

It was **resolved** that the resolution to exclude the public as set out on page 56 of the agenda be adopted.

The meeting concluded at 7.22pm.

CONFIRMED THIS 17TH DAY OF DECEMBER 2008

**YVONNE PALMER
ACTING CHAIRPERSON**

3. COMMUNITY SERVICES AND EVENTS COMMITTEE MEETING – REPORT OF 11 NOVEMBER 2008



General Manager responsible:	General Manager Regulation and Democracy Services, DDI 941 8462
Officer responsible:	Democracy Services Manager
Author:	Peter Croucher, Community Board Adviser

PURPOSE OF REPORT

The purpose of this report is to submit the following outcomes of the Community Services and Events Committee meeting held on Tuesday 11 November 2008 at 4pm.

The meeting was attended by Pauline Cotter (Chairperson), Matt Morris and Yvonne Palmer.

Apologies for absence was received and accepted from Ngaire Button, Aaron Keown and Norm Withers.

PART B - REPORTS FOR INFORMATION

1. NOTICE OF MOTION

The Committee **agreed** that the Notice of Motion concerning the Westminster Street ex-Council yard be withdrawn from this meeting and referred to the Greenspace and Traffic Works Committee meeting of 15 November 2008.

2. MEMBERS INFORMATION EXCHANGE

- **Congratulatory Letters**
The Committee agreed that staff be requested to send letters of congratulations to Brendon Burns, Gerry Brownlee, Lianne Dalziel and Clayton Cosgrove following their success in the general elections.
- **Letter Of Thanks And Certificate**
The Committee agreed that staff be requested to send a letter to Superintendent Andy McGregor of the Police who would shortly be leaving the district on promotion, thanking him for his regular updates to the Board. It was further agreed that a certificate be presented to Superintendent McGregor by the Board members attending his farewell function.

PART C – REPORT ON DELEGATED DECISIONS TAKEN BY THE COMMITTEE

3. CONFIRMATION OF MINUTES – 9, 23 AND 26 SEPTEMBER 2008

The Committee **resolved** that the minutes of the Committee's ordinary meetings held on 9, 23 and 26 September 2008 (both open and public excluded sections), be confirmed, subject to it being noted that paragraph 1 (ii) of the 23 September 2008 minutes be deleted.

4. SHIRLEY/PAPANUI YOUTH DEVELOPMENT FUND– FUNDING APPLICATIONS

The Committee considered a report presenting applications for funding from the 2008/2009 Youth Development fund.

The Committee **resolved**:

- (i) To allocate \$750 to Daryl Linton from the 2008/09 Youth Development Scheme funds to assist with his attendance at the Australian Dance Sport Competition in Melbourne from 9 to 14 December 2008.

3.4 Cont'd

- (ii) To allocate \$500 to Shane William Anderson from the 2008/09 Youth Development Scheme funds to assist with his attendance at the Pacific School Athletics Games to be held in Canberra Australia from 29 November to 7 December 2008.
- (iii) To allocate \$1,000 to Darnell James Shadrock from the 2008/09 Youth Development Scheme funds to assist him to participate in the 2009 Koru Tour from 7 – 18 January 2009 as a member of the New Zealand Under 14 boy's basketball squad.
- (iv) To allocate \$300 to Claudia Rose Copeland from the 2008/09 Youth Development Scheme funds to assist her with travel to the Jump Jam 2008 Idol National Competition in Auckland on 21 November 2008.
- (v) To allocate \$300 to Amber Jane Kirkwood from the 2008/09 Youth Development Scheme funds to travel to assist her with travel to the Jump Jam 2008 Idol National Competition in Auckland on 21 November 2008.

5. WESTMINSTER SPORTS – REQUEST FOR FUNDING

The Committee considered a report presenting a funding application from Westminster Sports Incorporated (WSI) for \$2,081 to assist with the costs of staging a public Open Day – Have a Go event in February 2008.

The Committee **resolved** to allocate a grant of \$1,700 from the Board's 2008/09 Discretionary Response fund for the Westminster Sports Incorporated Open Day – Have a Go Day to be held in February 2009.

The meeting concluded at 5.30pm.

STAFF RECOMMENDATION

That the report be received and the recommendations therein be adopted.

DEPUTY CHAIRPERSON'S RECOMMENDATION

That the staff recommendation be adopted.

4. GREENSPACE TRAFFIC WORKS COMMITTEE MEETING – REPORT OF 17 NOVEMBER 2008



General Manager responsible:	General Manager Regulation and Democracy Services, DDI 941 8462
Officer responsible:	Democracy Services Manager
Author:	Peter Croucher, Community Board Adviser

PURPOSE OF REPORT

The purpose of this report is to submit the following outcomes of the Greenspace Traffic Works Committee meeting held on Monday 17 November 2008 at 4pm.

Matt Morris (Chairperson), Ngaire Button, Pauline Cotter, Aaron Keown and Norm Withers.

An apology for absence was received and accepted from Yvonne Palmer.

PART B - REPORTS FOR INFORMATION**1. DEPUTATIONS BY APPOINTMENT**

Nil.

2. TRANSPORT AND GREENSPACE - UPDATES

Peter McDonald was not available to update the Committee on current traffic related issues in the ward.

3. NOTICE OF MOTION

Pursuant to Standing Order 3.10, the following notice of motion, moved Pauline Cotter, seconded Aaron Keown, had been received:

“That the Shirley/Papanui Community Board investigate the viability of making the Westminster site, (ex Council yard), available for free casual public parking on a temporary basis.”

Pursuant to Standing Order 3.10.4, the Committee agreed on a request from Pauline Cotter and Aaron Keown that the above motion be adopted with the following amendment:

“That the Shirley/Papanui Community Board request staff to investigate the viability of making the Westminster site, (ex Council yard), available for free casual public parking on a temporary basis, for events on the adjacent grounds.”

In adopting the notice of motion, the Committee **agreed** that staff be requested to consider the proposal.

4. CORRESPONDENCE

An item of correspondence was received from Peggy Kelly regarding the Council's new kerbside collection service in relation to her property and the Packe Street Park. The Committee was informed of staff advice on the matter.

The Committee **agreed** the staff be requested to investigate ways of assisting Peggy Kelly and to respond to her accordingly.

5. BRIEFINGS

5.1 St Albans Cluster

Andrew Watt (Project Manager), and Anne Cosson (Consultation Leader, Transport) presented the pre-consultation briefing on the St Albans Cluster proposal.

The following points were clarified:

- The width of Mays Road and Rutland Street would allow consideration of a cycleway in the future, separate from the current project.
- The Committee to be informed of the drop-in consultation events.

5.2 Graham Condon Recreation And Sports Centre

Simon Battrick (Western Area Recreation Manager) was not available to update the Committee on the Graham Condon Recreation and Sport Centre project and had apologised.

The Committee agreed that the briefing report on the St Albans Cluster and the apology from the Western Area Recreation Manager be accepted.

6. MEMBERS' INFORMATION EXCHANGE

Specific mention was made of the following matters:

- (a) The Committee had been supplied with a 12 November 2008 memorandum from the Network Operations and Traffic Systems Team leader on the Edgware/Colombo Intersection and Edgware Village.

The Committee **agreed** to receive the report and accepted the report findings that pedestrian and traffic safety at the Edgware/Colombo Street intersection was not a matter of concern.

- (b) It was **agreed** that a request to install a new footpath on the west side Cranford Street be included in a Board submission to the LTCCP in January 2009 and that the item be included on the list of capital works requested by the General Manager City Environment Group.

- (c) It was **agreed** that MacFarlane Park Urban Renewal be added to the Committee's list of capital works priorities requested by the General Manager City Environment Group and that staff be requested to copy and circulate to the Committee a tabled 2001 report on the Park.

PART C – REPORT ON DELEGATED DECISIONS TAKEN BY THE COMMITTEE

7. CONFIRMATION OF MINUTES – 13 OCTOBER 2008

The Committee **resolved** to confirm the minutes of the Greenspace Traffic Works Committee meeting of 13 October 2008, following amendments to Clause 3.5 and Clause 5(b), as follows:

Clause 3.5

"A joint meeting with the Burwood/Pegasus Board was held on 26 September 2007 to consider installing bus stops and associated road markings outside the "Bunnings" development in Marshland Road. Although not recorded in the minutes of that meeting, it was understood by Yvonne Palmer that staff had undertaken to report back within six months of the installation on the effectiveness of the measures *and any further work required including better access from Briggs Road to Marshland Road by way of possible property purchase and/or any other work required to improve the traffic management, particularly at that corner.*"

4.7 Cont'd

Clause 5(b)

"It was **agreed** that staff be requested to investigate and report on the possibility of installing wildlife crossing signs on the Innes Road approach to *and including* Queen Elizabeth II Drive."

8. NORTH PARADE – PROPOSED BUS STOP EXTENSION

The Committee considered a report seeking approval for the extension of an existing bus stop on North Parade and the placement of adjacent no stopping restrictions.

The Committee **resolved**:

- (a) That the existing bus stop located on the east side of North Parade commencing at a point 6.5 metres south of the intersection with Poulton Avenue and extending in an southerly direction for a distance of 14 metres be revoked.
- (b) That a bus stop be installed on the east side of North Parade commencing at a point 6.5 metres from its intersection with Poulton Avenue and extending in an easterly direction for 21 metres.
- (c) That the stopping of vehicles be prohibited at any time on the east side of North Parade commencing at its intersection with Poulton Avenue and extending in a southerly direction for a distance of 6.5 metres.

The meeting concluded at 6.08pm.

STAFF RECOMMENDATION

That the report be received and the recommendations therein be adopted.

DEPUTY CHAIRPERSON'S RECOMMENDATION

That the staff recommendation be adopted.

5. DEPUTATIONS BY APPOINTMENT

Nil

6. PRESENTATION OF PETITIONS

Nil.

7. NOTICES OF MOTION

Nil.

8. BRIEFINGS

Nil.

9. COMMUNITY BOARD CODE OF CONDUCT

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

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.
3. **The Board considered this report at its meeting on 19 November 2008 and resolved that the item be deferred to the Board meeting of 17 December 2008 and that staff be requested to seek clarification on clause 15, bullet points 2 and 8 and clause 59.**

STAFF RECOMMENDATION

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

DEPUTY CHAIRPERSON'S RECOMMENDATION

That the staff recommendation be adopted.

9. Cont'd

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 6 Community Boards in the former Christchurch City, and subsequently the 2 Peninsula Community Boards upon reorganisation with Banks Peninsula, adopted a Code of Conduct modelled on that adopted by the Council.
5. That 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.'*

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 2 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.

9. Cont'd

*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.

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.

9. Cont'd

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 of Community Boards that the Board utilise the Council's Ethics Subcommittee (with its convenor) and that membership of the Subcommittee comprise that Boards, 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.
 - Shirely/ 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.
 - 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.

ATTACHMENT TO CLAUSE 9

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.
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.

ATTACHMENT TO CLAUSE 9

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.
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.

ATTACHMENT TO CLAUSE 9

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.

This 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.

LOCAL AUTHORITIES (MEMBERS' INTERESTS) ACT 1968

1. ~~This Act regulates situations where a member's personal interests impinge, or could be seen as impinging on their duties as an elected member.~~
2. ~~The Act provides that an elected member is disqualified from office if that member is "concerned or interested" (as that phrase is defined in s.3(1) of the Local Authority (Members' Interests) Act 1968) in contracts under which payments made by or on behalf of the Council exceed \$25,000 in any financial year.~~
3. ~~Additionally, elected members are prohibited from participating in any Council discussion or voting on any matter in which they have a pecuniary interest, other than an interest in common with the general public. The same rules also apply where the member's spouse contracts with the authority or has a pecuniary interest.~~
4. ~~Members may also contact the Audit Office for guidance as to whether that member has a pecuniary interest, and if so, may seek an exemption to allow that member to participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote. The chief executive must also seek approval from the Audit Office for contractual payments to members, their spouses or their companies that exceed the \$25,000 annual limit.~~
5. ~~Failure to observe these requirements could also leave the elected member open to prosecution under the Local Authority (Members; Interests) Act 1968. In the event of a conviction elected members can be ousted from office.~~

LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987 ("LGOIMA") **Official Information**

6. LGOIMA contains rules relating to the disclosure of information held by a local authority to the public on request. The underlying principle of the Act is that information should be made available unless there is good reason to withhold disclosure. There are a number of grounds for withholding disclosure, principally contained in s.7 of the Act. The Act provides for a Council decision to withhold information to be reviewed by an Ombudsman who makes a recommendation back to the Council.
7. ~~The obligations of LGOIMA are binding on Community Board members and apply to the disclosure of information by a Councillor in respect of any information held by that Councillor (in his or her capacity as a Councillor) to a member of the public.~~

Meetings

8. LGOIMA also regulates and sets out the procedural requirements for meetings of local authorities (including territorial authorities), the publication of agenda, procedures for discussion with the public excluded and access by the public to the minutes of meetings. The Act provides that generally meetings of the Community Boards are open to the public unless the meeting has resolved to exclude the public from a part of the meeting. There are limited grounds on which the public can be excluded from a meeting.
9. These grounds to exclude the public are similar to the grounds to withhold information. These include privacy, carrying out commercial activities or commercial negotiations, and taking legal advice.

SECRET COMMISSIONS ACT 1910

10. It is unlawful for Community Board members to advise anyone to enter into a contract with a third person and receive a gift or reward from that third person as a result, or to present false receipts to the Council.

ATTACHMENT TO CLAUSE 9

11. If convicted of any offence under this Act a person can be imprisoned for up to 2 years, or fined up to \$1000, or both. A conviction triggers the disqualification provisions in the Local Government Act 2002 and result in automatic disqualification of the Community Board members from office.

CRIMES ACT 1961

12. It is unlawful for Community Board members (or officer) to:

- Accept or solicit for themselves (or anyone else) any gift or reward for acting or not acting in relation to the business of the Council
- Use information gained in the course of the Community Board members' duties for monetary gain or advantage by the Community Board members, or any other person
- These offences are punishable by a term of imprisonment of 7 years or more. Community Board members convicted of these offences will also be automatically disqualified from office.

SECURITIES ACT 1978

13. The Securities Act places Community Board members in the same position as company directors whenever the Council offers shares in a company to the public. Community Board members may be personally liable if investment documents, such as a prospectus, contain untrue statements and may be liable for criminal prosecution if the requirements of the Act are not met.

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 member x8	5.49% of Pool	(70.02% of Peninsula Board Chair)

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

(d) Note that the Remuneration Authority must be advised of any dissent expressed by members of the Council or its community boards in relation to the Council's proposal.

DEPUTY CHAIRPERSON'S RECOMMENDATION

For discussion.

10. Cont'd

BACKGROUND

10. The Remuneration Authority is responsible for setting the salaries of elected local government representatives (clause 6 of Schedule 7 of the Local Government Act 2002 refers).
11. The Remuneration Authority revises remuneration pools annually, and each Council is thus required to review its levels of remuneration prior to the start of each financial year, based on the new pool.
12. The current pool is \$1,583,335. The current formula based on the allocation of the current pool is as follows:

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

13. Fifty per cent of the total remuneration paid to community board members (excluding members appointed by the Council) is paid outside the pool.
14. Only one salary is payable to elected members. Thus, a Councillor who serves as an appointed member of a Community Board is paid a Councillor's salary only, and receives no additional payment to serving on the Community Board.
15. Directors' fees paid to Councillors who serve as directors of Council-controlled organisations cannot be taken into account when considering Councillors' remuneration. The directors' fees paid to such Councillors reflect their service as directors of the companies concerned, rather than their role as Councillors.
16. Although the Mayor's salary is set independently by the Remuneration Authority, it is included within the pool.
17. Although it is possible for the Council to recommend the payment of a mixture of salary and meeting fees to Councillors, community board members must be paid on a salary only basis without meeting fees. Because of the administrative difficulties associated with the payment of meeting fees and in ensuring that the total remuneration paid does not exceed the pool in any one year, it is recommended that the Council retain the salary only model for Councillors, rather than reverting to a mixture of salary and meeting allowances.

DISTRIBUTION OPTIONS

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

10. Cont'd

Elected Member Allowances and Expenses

20. As part of its remuneration proposal, the Council is also required to seek the Remuneration Authority's approval for the allowances and expenses proposed to be paid to elected members. The current rules for expenses and allowances are **attached as Appendix B**.
21. The Remuneration Authority recently approved, as part of the expenses and allowances for the 2008/09 year, a flat communications allowance of \$100 per month for the Deputy Mayor, Councillors and all Community Board members. 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.

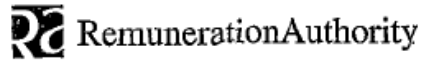
Unanimity of the Council's Decision

22. 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.
23. 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.
24. 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

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

APPENDIX A



^{01/10}
COPY

28 JAN 2008

24 January 2008

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

Dear Mr Parker

Local Government Elected Members Determination 2008

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

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

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

Councillors

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

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

Appendix B

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.

APPENDIX A

3

- **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.


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

Appendix B

CHRISTCHURCH CITY COUNCILPROPOSED 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)

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- 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.

Appendix B

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

Appendix B

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.)

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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

Appendix B

- 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.

Appendix B

- (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.

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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

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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.

Appendix B

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

Date

Designation

11. NORTHWATER DRIVE –ROAD LEGISLATION



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

PURPOSE OF REPORT

1. The purpose of this report is to seek Board's recommendation to the Council to authorise the existing road reserve Lot 15 DP 340443 in Northwater Drive to be dedicated as road pursuant to Section 111 of the Reserve Act 1977.

EXECUTIVE SUMMARY

2. The newly constructed Northwater Drive that serves the development by Johns Road Trust and Robox Development Limited has now been completed. The new road is as shown in the **attachment**.
3. This road is constructed on a parcel of land vested in Council as 'road reserve' (Lot 15 DP340443).
4. The installation of all essential infrastructures and the road serving the 36 residential lots have now been completed and a the Council's resolution is required to dedicate the 'road reserve' as legal road.
5. The dedication of "Road Reserve" as legal road will need to occur prior to the subdivision plan being deposited enabling individual land titles to be issued.

FINANCIAL IMPLICATIONS

6. The costs associated with the dedication process are approximately \$1,500, and these will be met by the developer.

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

7. Not applicable.

LEGAL CONSIDERATIONS

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

This section states that :

- (1) Where any land is vested in the Crown or in any local authority for the purposes of a road reserve and the land is required for the purposes of a road, the land may be dedicated as a road by notice under the hand of the Minister or, as the case may be, by resolution of the local authority, and lodged with the District Land Registrar.
9. The Board does not have the Councils delegated authority to resolve in respect of "existing road reserve" to "road" dedication; such decisions need to be made by the full Council. The Board does however have recommendatory powers.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

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

STAFF RECOMMENDATION

That the Board recommend to the Council that pursuant to Section 111 of the Reserves Act 1977, the Christchurch City Council hereby resolves to dedicate as road the existing road reserve in Northwater Drive more particularly described as Lot 15 DP 340443.

17. 12. 2008

- 52 -

DEPUTY CHAIRPERSON'S RECOMMENDATION

That the staff recommendation be adopted.



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The accuracy of this plan and the measurements shown are not guaranteed but should be verified by inspection.

Produced by 153.111.135.135 09:37 19/11/2008

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LOCATION PLAN

http://maps.ccc.govt.nz/webmap/commands/printadvanced/print_preview_landscape.asp

19/11/2008

12. SHIRLEY/PAPANUI YOUTH DEVELOPMENT FUNDING REQUESTS

General Manager responsible:	General Manager, Community Services, DDI 941-8986
Officer responsible:	Unit Manager, Youth Development fund
Author:	Helen Miles Community Recreation Adviser

PURPOSE OF REPORT

1. The purpose of this report is to present two Youth Development Scheme fund applications for funding from the 2008/09 Youth Development fund to the Shirley/Papanui Community Board. The **attached** table also includes the recommendations for allocation made by the Community Recreation Adviser.

EXECUTIVE SUMMARY

2. **Attached** is a table summarising the application for funding via the Youth Development Scheme fund. The total cost of projects is \$2,352 with \$1,750 of this being requested from the scheme by the following:
 - Belinda Campbell \$1,000
 - Matthew Teale \$750
3. The Board has \$3,830 available for distribution for youth development purposes. The Community Recreation Adviser has made recommendations totalling \$400. However; the final decision relating to funding belongs with the Board.

FINANCIAL IMPLICATIONS

4. The Shirley/Papanui Community Board has available \$3,830 from the Youth Development Scheme fund for allocation.

LEGAL CONSIDERATIONS

5. There are no legal considerations.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

6. This fund aligns with the 2006-16 LTCCP.

ALIGNMENT WITH STRATEGIES

7. This fund aligns with the Strengthening Communities Strategy.

STAFF RECOMMENDATION

It is recommended that the Shirley/Papanui Community Board approves the following allocations from the 2008/09 Youth Development Scheme fund to each applicant as follows

- (a) Belinda Campbell
\$100 from 2008/09 Youth Development Scheme funds to 5th Annual Sydney Salsa Congress being held in January 2009.
- (b) Matthew Teale
\$300 from 2008/09 Youth Development Scheme funds to attend the Canterbury Kiwis Cricket Tour of New South Wales in January 2009

DEPUTY CHAIRPERSON'S RECOMMENDATION

That the staff recommendation be adopted.

Name of Individual and address	Project Description	Benefits	Fundraising	Project Cost		Amount Requested	Comments	Recommended Funding
Belinda Campbell 21 years Geraldine Street	To attend the 5 th Annual Sydney Salsa Congress	<ul style="list-style-type: none"> To increase her knowledge experience To learn from the world top teachers 	\$400 - Belinda is currently looking for work opportunities	EXPENSES	Cost (\$)	\$1,000	<ul style="list-style-type: none"> Belinda is her 3rd year of study towards a Bachelor of Performing Art at CPIT. This is a three year degree which combines drama dance and singing disciplines. Belinda started Latin dance this year with local group called Latin Fire. She has become very passionate about this type of dance and is now a member of their performance troupe. The congress would offer Belinda an excellent opportunity to learn new moves and meet top dancers from around the globe. The financial resources of Belinda are limit as she full time student; does not have a part time job and lives in a different city from her family. This is the first time Belinda has applied to the Community Board. 	Recommend \$100
				Entry fees	360			
				Flights	500			
				Accommodation	292			
				Total Cost	\$1,152			
				FUNDRAISING	400			
				Remaining amount to raise	752			
Matthew Teale 19 years Matsons Ave	Matthew has been selected to represent Canterbury Kiwis on a tour of NSW Australia. The tour is a development tour for prospective Canterbury A and Wizards squads for the future.	<ul style="list-style-type: none"> Increase and develop experience, knowledge and new skills Develop competition skills To be recognised by top selectors and coaches 	Matthew is currently seeking work and hopes to secure a job soon that does not effect his cricket commitments	EXPENSES	Cost (\$)	\$750	<ul style="list-style-type: none"> Matthew has just finished the Lincoln Foundations/ Sports Scholarship course Matthew was diagnosed with dyslexia this year. He looking forward to returning to Lincoln University in July to start a Recreation Management course. Matthew has represented Canterbury in Cricket since the age of 11 years Both Mathew's parents both work, and have been, and are supportive of his involvement in cricket. Matthew is involved with coaching for both his club and old school. The financial resources of the Matthew are limited and any assistance from the board would be much appreciated This is the second time Matthew has applied to the Community Board. Matthew received \$250 form the board in 2000-2001 	Recommend \$300
				Airfare & transport				
				Transport				
				Accommodation and competition Levy				
				Total Cost	\$1,200			
				Canterbury Contribution	Not included in above price uniforms coaches and training costs			
				Fundraising	.00			
Remaining amount to raise	.00							

13. APPLICATION TO THE BOARD'S 2008/09 DISCRETIONARY RESPONSE FUND – PURCHASE OF ELLERSLIE INTERNATIONAL FLOWER SHOW TICKETS

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

PURPOSE OF REPORT

1. The purpose of this report is for the Board to give consideration to the purchase of additional 2009 Ellerslie International Flower Show tickets to the value of \$220 to distribute to nominated residents of the Shirley/Papanui Ward.

EXECUTIVE SUMMARY

2. On 10 June 2008 the Community Services and Events Committee approved the purchase of 10 tickets at \$28 each (\$280) – the “early bird” price. On 8 July 2008 the Community Services and Events Committee decided that the criteria for the distribution of the purchased tickets to residents in the ward was that the recipients would be people who have a voluntary role in environmental sustainability and beautification in the ward.

Those tickets were distributed to:

- Peggy Kelly
- Bill Sykes
- Myra Barry
- Pam and Bruce Hobbs
- Geoff Cooper
- Peter Van der Zee
- Graham Stanley
- Mr and Mrs McCormick

3. The Board has the opportunity to purchase more tickets at a discounted price for distribution to residents in its ward; the cost of bulk purchase tickets for the Ellerslie International Flower Show is \$22, compared to \$28 for a ticket that is not part of a bulk purchase. The sum of \$220 would purchase 10 additional tickets that the Board could distribute to nominated residents of the Shirley/Papanui Ward. The criteria adopted for the distribution of the previously purchased tickets could apply.

FINANCIAL IMPLICATIONS

4. The Board has \$38,769 available in its 2008/09 Discretionary Response Fund.

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

5. From page 170 of the LTCCP under Community Board Funding the Shirley/Papanui Community Board has discretionary funds for allocation.

LEGAL CONSIDERATIONS

6. Nil.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

7. Page 170 of the LTCCP under Community Board Funding.

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

8. As above.

13. Cont'd

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council's strategies?

9. Funding for this project aligns with the Council's 'A City for Recreation, Fun and Creativity' Community outcomes and also with the Events Strategy.

CONSULTATION FULFILMENT

10. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Board gives consideration to the purchase of additional tickets to the 2009 Ellerslie International Flower Show for distribution to residents in the Shirley/Papanui Ward, to the value of \$220 (10 tickets) from its 2008/09 Discretionary Response Fund.

DEPUTY CHAIRPERSON'S RECOMMENDATION

For discussion.

14. ADOPTION OF SCHEDULE OF MEETINGS

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

PURPOSE OF REPORT

1. The purpose of the report is to seek the adoption by the Board of the 2009 schedule of meetings setting out the proposed times and dates of ordinary Board and Committee meetings.

EXECUTIVE SUMMARY

2. In order that the business of the Board can be conducted in an orderly manner, and to allow public notification of meetings to be given in compliance with the Local Government Official Information and Meetings Act 1987, it is necessary for the Board to adopt a schedule of meetings. All meetings (at this point) will be held in the Papanui Library Service Centre Board room, Restell Street.
3. The schedule proposes that when possible the ordinary meetings of the Shirley/Papanui Community Board will be held on a Wednesday in the third week of the month commencing at 4pm and that the two Standing Committee meetings will be held on a Wednesday in the first week of the month, with the first commencing at 4pm and the other to follow at the conclusion of the first.
4. For March it is proposed that the Board meets on the Tuesday of week three to avoid a conflict with the Ellerslie Flower Show Mayoral reception.
5. The schedule includes the allocation of the Board's Strengthening Communities Funding at a dedicated ordinary meeting on Wednesday 29 July 2009 at 4.00pm. It also includes a meeting of the Small Grants Fund (formerly Small Projects Fund) Allocation Committee on Wednesday 12 August 2009 at 4.00pm.

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

6. Provision is made in the 2006-16 LTCCP on page 115 for elected member representation and governance.

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

7. Clause 30 of Schedule 7 of the Local Government Act 2002 provides that Community Boards may set the date and time for meetings and may appoint committees that it considers appropriate.

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?**

8. Page 111 of the LTCCP level of service under democracy and governance.

ALIGNMENT WITH STRATEGIES**Do the recommendations align with the Council's strategies?**

9. Not applicable.

14. Cont'd

CONSULTATION FULFILMENT

10. Not applicable

STAFF RECOMMENDATION

It is recommended that the Board adopt the schedule of meetings for 2009, as follows:

Board Meetings:

Wednesday 18 February 2009	4pm	Papanui Library Service Centre
Tuesday 17 March 2009	4pm	Papanui Library Service Centre
Wednesday 15 April 2009	4pm	Papanui Library Service Centre
Wednesday 20 May 2009	4pm	Papanui Library Service Centre
Wednesday 17 June 2009	4pm	Papanui Library Service Centre
Wednesday 15 July 2009	4pm	Papanui Library Service Centre
<i>Wednesday 29 July 2009</i>	<i>4pm</i>	<i>Papanui Library Service Centre</i>
<i>Wednesday 12 August 2009</i>	<i>4pm</i>	<i>Papanui Library Service Centre</i>
Wednesday 19 August 2009	4pm	Papanui Library Service Centre
Wednesday 16 September 2009	4pm	Papanui Library Service Centre
Wednesday 21 October 2009	4pm	Papanui Library Service Centre
Wednesday 18 November 2009	4pm	Papanui Library Service Centre
Wednesday 16 December 2009	4pm	Papanui Library Service Centre

Community Services and Events Committee Meetings

Wednesday 4 February 2009	4pm	Papanui Library Service Centre
Wednesday 4 March 2009	4pm	Papanui Library Service Centre
Wednesday 1 April 2009	4pm	Papanui Library Service Centre
Wednesday 6 May 2009	4pm	Papanui Library Service Centre
Wednesday 3 June 2009	4pm	Papanui Library Service Centre
Wednesday 1 July 2009	4pm	Papanui Library Service Centre
Wednesday 5 August 2009	4pm	Papanui Library Service Centre
Wednesday 2 September 2009	4pm	Papanui Library Service Centre
Wednesday 7 October 2009	4pm	Papanui Library Service Centre
Wednesday 4 November 2009	4pm	Papanui Library Service Centre
Wednesday 2 December 2009	4pm	Papanui Library Service Centre

Greenspace Traffic Works Committee

To follow the Community Services and Events Committee meetings on the above dates listed for that Committee.

DEPUTY CHAIRPERSON'S RECOMMENDATION

That the staff recommendation be adopted.

15. RECESS COMMITTEE

General Manager responsible:	General Manager Regulation and Democracy Services, DDI: 941-8462
Officer responsible:	Democracy Services Manager
Author:	Peter Croucher, 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 17 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 Shirley/Papanui Community Board delegated its authority to a Recess Committee comprising the Board Chairperson and Deputy Chairperson (or Yvonne Palmer or Matt Morris as required).

STAFF RECOMMENDATIONS

- (a) That a Recess Committee comprising the Deputy Chairperson and two Board Members be authorised to exercise the delegated powers of the Board for the period following its 17 December 2008 meeting up until the Board resumes normal business proposed to commence in February 2009.
- (b) That the application of any such delegation be reported back to the Board for record purposes.

DEPUTY CHAIRPERSON'S RECOMMENDATION

That the staff recommendation be adopted.

16. CORRESPONDENCE

Nil.

17. COMMUNITY BOARD ADVISER'S UPDATE

17.1 CURRENT ISSUES

17.2 BOARD FUNDING UPDATE FOR 2007/08

Attached.

17.3 CUSTOMER SERVICES REQUESTS FOR NOVEMBER 2008

Attached.

18. ELECTED MEMBERS' INFORMATION EXCHANGE

The purpose of this exchange is to provide a short brief to other members on activities that have been attended or to provide information in general that is beneficial to all members.

18.1 DEPUTY CHAIRPERSON'S REPORT

The Deputy Chairperson's report and the minutes of the Staff Chair Forum held on 17 October 2008 have already been circulated.

19. MEMBERS QUESTION

Processed by AMA to Accounts	Project/Service/Description/Group	Allocation 2008/2009
Shirley/Papanui Discretionary Response Fund		
	Budget	60,000
	Allocations made	
	Youth Development Fund - Opening Balance allocation	11,600
	<i>Allocations made</i>	
26-Aug	<i>Nicholas House (Attendance at National tournament Napier)</i>	150
26-Aug	<i>Nicholas Robertson (Belfast U15 Gold Coast Tour)</i>	300
15-Sep	<i>Briden, Britten, Cayless, Gilling, Bowden (Rock Solid Camp) Paid to Papanui Youth Developme</i>	100
1-Sep	<i>Luke Dennison (National Tournament Napier)</i>	150
2-Oct	<i>Stephanie Gates (Spirit of Adventure)</i>	300
3-Oct	<i>Jessie Bryant (Pacific School Games - Canberra)</i>	500
3-Oct	<i>Christopher Wiremu (Pacific School Games - Canberra)</i>	500
3-Oct	<i>Michael Gudgeon ((World Forum Lillie conference France)</i>	500
3-Oct	<i>Mairehau High School - Alex Kerr (National Secondary Schools Basketball)</i>	230
3-Oct	<i>Mairehau High School - Junior Pouwhare (National Secondary Schools Basketball)</i>	230
15-Oct	<i>T'Neale Joie Worsley (Ban Bang Eche Tour New York)</i>	750
15-Oct	<i>Josh Paul Burgess (Ban Bang Eche Tour New York)</i>	750
19-Nov	<i>Daryl Linton (Australian Dance Sport Competition)</i>	750
19-Nov	<i>Shane William Anderson (Pacific School Athletics Games, Canberra)</i>	500
19-Nov	<i>Darnell James Shadrock (2009 Koru Tour NZ Under 14 boy's basketball)</i>	1,000
19-Nov	<i>Claudia Rose Copeland (Jump Jam 2008 Idol National Competition in Auckland)</i>	300
19-Nov	<i>Amber Jane Kirkwood (Jump Jam 2008 Idol National Competition in Auckland)</i>	300
	<i>Junior Heta Pouwhare (National Basketball Championships)</i>	230
	<i>Alex Kerr (National Basketball Championships)</i>	230
	Youth Development Fund Balance - Available for allocation	3,830
15-Sep	Canterbury Cook Island Sports Assn (Cultural activities and sports weekend)	2,500
26-Nov	Westminster Sports Inc (Have a Go Day)	1,700
TOTAL: Shirley/Papanui Discretionary Response Fund Unallocated		44,200

NOTE: Funding decisions made by the Community Services and Events Committee on 10 December 2008 have reduced the Discretionary Response Fund balance to **\$38,769**



**Streets Maintenance CSR Received By Community Board
from 1 - 30 November 2008**

As at 4 December 2008

Call Types	CSR Type	Sep	Oct	Nov
GRA	Graffiti	112	118	103
PAG	Parks General	0	4	3
PAM	Parks Maintenance	111	140	106
PKE	Parking Enforcement	26	19	12
SER	Sewer Reactive Maintenance	23	13	15
STA	Road Markings	3	7	2
STB	City Street Bus Stops	2	11	4
STE	Street Cleaning / Sweeping	71	68	48
STF	Footpaths	44	38	30
STL	Street Lights	22	10	6
STM	Street Maintenance	84	63	42
STQ	Traffic Engineer Community Enq	7	16	7
STS	Street Signs	35	38	30
STW	Pavement Weed Control	1	1	0
STX	Street Grass Maintenance	18	21	25
STY	Street Shrubs Maintenance	16	22	36
TSA	Park Trees	10	20	15
TSS	Street Trees	30	35	45
WAQ	Water Quality	2	4	1
WAR	Water Reactive Maintenance	84	97	105
WWE	Waterways Environmental Asset	14	8	21
WWG	Waterways General	4	2	4
WWU	Waterways Utilities	14	5	4
Totals:		734	762	665

