

**BURWOOD/PEGASUS COMMUNITY BOARD  
AGENDA**

**TUESDAY 14 APRIL 2009**

**AT 5.00 PM**

**IN THE BOARDROOM,  
CORNER BERESFORD AND UNION STREET,  
NEW BRIGHTON**

**Community Board:** David East (Chairperson), Nigel Dixon, Tina Lomax, Gail Sheriff, Tim Sintes, Linda Stewart and Chrissie Williams.

**Community Board Adviser**  
Peter Dow  
Phone 941 5305 DDI  
Email: peter.dow@ccc.govt.nz

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

**PART B - REPORTS FOR INFORMATION**

**PART C - DELEGATED DECISIONS**

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1. **APOLOGIES**

2. **CONFIRMATION OF MEETING MINUTES – 30 MARCH 2009**

The minutes of the Board's ordinary meeting 30 March 2009 are **attached**.

3. **DEPUTATIONS BY APPOINTMENT**

4. **PRESENTATION OF PETITIONS**

5. **NOTICES OF MOTION**

6. **CORRESPONDENCE**

7. **BRIEFINGS**

Councillors Carole Evans and Jane Demeter from Environment Canterbury (ECan) will be in attendance to brief the Board on the contents of ECan's Draft Long Term Council Community Plan 2009-19.

Copies of the document have been **separately circulated** to members.

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ATTACHMENT TO CLAUSE 2

14. 5. 2009

**BURWOOD/PEGASUS COMMUNITY BOARD  
30 MARCH 2009**

**Minutes of a meeting of the Burwood/Pegasus Community Board  
held on Monday 30 March 2009 at 5pm in the Board Room,  
Corner Beresford and Union Streets, New Brighton**

**PRESENT:** David East (Chairman), Nigel Dixon, Gail Sheriff, Tim Sintes, Linda Stewart and Chrissie Williams.

**APOLOGIES:** An apology for absence was received and accepted from Tina Lomax.

The Board reports that:

**PART B - REPORTS FOR INFORMATION**

**1. DEPUTATIONS BY APPOINTMENT**

Nil.

**2. PRESENTATION OF PETITIONS**

Nil.

**3. NOTICES OF MOTION**

Nil.

**4. CORRESPONDENCE**

Nil.

**5. BRIEFINGS**

Nil.

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

The Board **received** information on forthcoming Board related activity over the coming weeks including circulated details of the draft capital programme for Burwood/Pegasus to be considered at a Board workshop and Extraordinary Board meeting on the Draft LTCCP on Wednesday 1 April 2009.

Information was also noted regarding the Board hosted function on Saturday 4 April to present the Burwood/Pegasus Community Pride Garden Awards for 2009.

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**ATTACHMENT TO CLAUSE 2 Cont'd**

**7. BOARD MEMBER'S QUESTIONS**

Nil.

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

**8. CONFIRMATION OF MEETING MINUTES – 16 MARCH 2009**

The Board **resolved** that the minutes of its meeting held on 16 March 2009, be confirmed.

The meeting concluded at 5.17pm.

**CONFIRMED THIS 14TH DAY OF APRIL 2009**

**DAVID EAST  
CHAIRMAN**

## 8. PORRITT PARK – KERRS REACH ROWING AND CANOE CLUBS - PROPOSED BUILDINGS AND LEASE EXTENSIONS

<b>General Manager responsible:</b>	General Manager City Environment , DDI 941-8608
<b>Officer responsible:</b>	Transport and Greenspace Manager
<b>Author:</b>	John Allen, Policy and Leasing Administrator

### PURPOSE OF REPORT

1. The purpose of this report is to seek the Board's recommendation to the Council that it approve the following proposals as shown on the **attached** plan labelled "Kerrs Reach Regional Rowing Centre – Proposed Development":
  - (a) Approve an application by the Canterbury Rowing Association to extend its secondary schools boat storage shed at Porritt Park on the river side of the existing building by approximately 384 square metres, which will involve an extension to the river side of its lease area of approximately 576 square metres. (See attached elevations labelled ISSUE 1 dated 30/12/08 LP316201 FJG).
  - (b) Approve the construction of a further boat storage shed within the Canterbury Union Rowing Club's present lease area of approximately 367 square metres to be built to the east of their present Leander Club building as shown on "Kerrs Reach Regional Rowing Centre – Proposed Development":
  - (c) Approve the construction of an addition within the Arawa Canoe Club's current lease area of approximately 192 square metres to the park side of the Arawa Canoe Club for further canoe storage as shown on "Kerrs Reach Regional Rowing Centre – Proposed Development":

### EXECUTIVE SUMMARY

2. The Canterbury Rowing Association, Canterbury United Rowing Clubs and the Arawa Canoe Club need to extend their current boat storage facilities at Porritt Park to enable them to adequately store secondary school and club boats at Kerrs Reach, and by so doing, to reduce the risk of damaging boats when moving them in and out of the storage sheds, reduce the risk of personal injury to rowers and canoeists when moving the boats about, and provide space so that their respective sports can continue to grow in a co-ordinated way.
3. The proposals to achieve the requirements are set out in 1 above.
4. The Canterbury Rowing Association has prepared a plan showing all the future proposed developments on Porritt Park alongside Kerrs Reach at the request of Council staff after liaising with the other water based clubs domiciled on the site to ensure that all these proposed developments are properly co-ordinated and integrated into the park.
5. As yet, a formal lease has not been put in place for the first two stages of the Canterbury Rowing Associations storage shed, and therefore staff are recommending that the original resolutions made by the Council be rescinded after the granting of a single lease to cover all the three stages of the development, for up to a maximum of 33 years broken into 3 terms of 11 years each, with the Association having the right to renew the lease during the first two terms subject to a number of conditions.
6. Public consultation has been undertaken on these proposals. Approximately 100 leaflets were delivered to residential properties surrounding the park, to all lessees occupying part of the park, adjacent residents' associations, together with the other usual organisations. The leaflets invited interested parties to comment on the proposal. The invitation was also posted on the Council's "Have You Say Website". Eighteen replies were received, all of which supported the Canterbury Rowing Association boat shed extension, and the additional Canterbury Union Rowing Club's storage building, while 17 supported the Arawa Canoe Club's extension, the other submitter making comment, but not indicating support or otherwise.

**8 Cont'd**

7. Staff are recommending that the Council delegate authority to the Transport and Greenspace Manager to approve the plans and elevations of the proposed new building/addition for the Canterbury Union Rowing and Arawa Canoe Clubs, for which there are no plans and elevations as yet, and that this action be undertaken before they are lodged with the Council for resource/building consent.
8. It will be necessary to remove a medium sized silver birch within the Canterbury United Rowing Club's leased area to enable the proposed building to be erected on the site. Staff are recommending that this tree be removed and that the Canterbury Union Rowing and Arawa Canoe Clubs are to prepare landscape plans for the proposed developments, to better integrate the proposed buildings into the park environment for the approval of the Transport and Greenspace Manager or his designate, before construction commences. Once approved, the clubs are to implement the plan at their own expense.
9. Staff are also recommending that the Council approve the application subject to a number of conditions as elaborated on in the "Staff Recommendation" section of this report.

**FINANCIAL IMPLICATIONS**

10. There are no financial implications to the Council with the proposed developments, it being the responsibility of the Canterbury Rowing Association, Canterbury Union Rowing and Arawa Canoe Clubs, all of which are incorporated societies to develop, build and maintain the buildings at their expense. The only costs will be in staff time spent preparing this report to gain the Council's approval or otherwise of the Club's application, putting the new lease in place, and monitoring the developments as they occur on the site, these costs already being allowed for within existing operational budgets.
11. All Council permissions granted to the rowing clubs located on Porritt Park to build boat storage buildings since the 1989 reforms have been made on the condition that all the storage buildings be of a portal-type construction to enable them to be moved to a specialised flat water rowing site if one is built in close proximity to the city. This is to minimise the relocation costs to another site by the clubs, while also ensuring that the Council is not left with unused buildings on its parks.

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

12. The recommendations will have no impact on the 2006-16 LTCCP budgets

**LEGAL CONSIDERATIONS**

13. Porritt Park is a large recreation reserve made up of two titles as detailed below.
  - (a) Title 405076 a fee simple lot of 7.9676 hectares vested in the Council under the Local Government Act 2002 for a recreation ground being made up of Part Rural Section 185 and Part Lot 3 Deposit Plan 14075 and Section 1-6 Survey Office Plan 302696 and,
  - (b) Title 354035 a fee simple lot of 1.9120 hectares vested in the Council under the Local Government Act 2002 for a recreation ground being made up of Section 6 Survey Office Plan 302696
14. There is a requirement under Section 138 of the Local Government Act 2002 (Act) to consult on the proposal to lease the land to a third party because the lease is for a period of more than six months, and has the effect of excluding or substantially interfering with public access to the park. This requirement is only in relation to the leasing of the park land as set out in 1(a) above, however public consultation has been undertaken on all three developments outlined in 1 (a), (b), and (c) above. The outcome of this public consultation is outlined in the "Consultation Fulfilment" section of this report.
15. The lease terms will be agreed to before the Canterbury Rowing Association makes application for resource and building consent, which will be required before onsite construction commences.

**8 Cont'd**

16. The Board does not have delegated authority from the Council (8 November 2001) to make the decision on behalf of the Council whether to grant the easement extension or not, where the park is considered to be of metropolitan significance. Porritt Park is of metropolitan significance, being the centre for hockey and rowing in Christchurch, if not Canterbury. This report is therefore being placed before the Board to enable a recommendation to be made to the Council.
17. A formal lease has not been put in place for the first two stages of the Canterbury Rowing Associations building as yet. The Association has previously been provided with a lease document to sign for the existing premises but despite a number of past requests made by the Facility Assets Unit this remains unsigned. The Association have no issues of concern with the lease document, and by agreement have agreed to sign one lease document for the total lease area, once Council approval has been obtained.
18. Staff are recommending that the previous resolutions made by the Council (28 July 2005 and the original grant made in the latter half of the 1990's), be rescinded and replaced by a new grant for a lease covering all stages not available for general public use. One of the reasons for granting a new lease is because an unregistered lease can now be offered for a period of up to 35 years because of a change made to the Resource Management Act 1991. Since the time the Council made the initial grant to the Canterbury Rowing Association, unregistered leases could only be offered for a period of one day less than 20 years.
19. Current Council practice has been to grant leases of undeveloped ground for a period of up to 33 years, to clubs on which to build their developments, this period being broken into three periods of 11 years, the Club in question having the right to renew the lease at the end of the first two terms if the Council is satisfied that the terms and conditions of the lease have been complied with and that there is sufficient need for the sports, games, or other recreational activity specified in the lease, and that in the public interest some other sport, game, or recreational activity should not have priority.

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

20. Yes, see above.

**ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

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



8 Cont'd

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

24. Yes, see above.

**ALIGNMENT WITH STRATEGIES**

25. This application is aligned with the Christchurch Active Living Strategy, by supporting members' mental stimulation.
26. This application also supports the Christchurch Visitor Strategy by improving the facilities which are an attraction to visitors to Christchurch who come to partake in and watch the sport of rowing.
27. The approval of this application is in alignment with the Council's Strategic Direction to support Strong Communities. It encourages residents to enjoy living in the city and to have fun, thereby supporting Christchurch as being a good place to live.

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

28. Yes, see above

**CONSULTATION FULFILMENT**

29. Public consultation has been undertaken on this proposal. Approximately 100 leaflets were delivered to residential properties that surround the park to all lessees who occupy part of the park, adjacent residents associations, together with the other usual organisations inviting interested parties to comment on the proposal. The invitation was also posted on the Council's "Have You Say Website". Potential submitters were given over four weeks to make a submission.
30. Eighteen replies were received all of which supported the Canterbury Rowing Association boat shed extension, and the additional Canterbury Union Rowing Club's storage building to be built within the club's leased area east of their present Leander Club building, while 17 supported the Arawa Club extension the other submitter making comment, but not indicating support or otherwise for this particular project.

**STAFF RECOMMENDATION**

That the Board recommend to the Council the following actions:

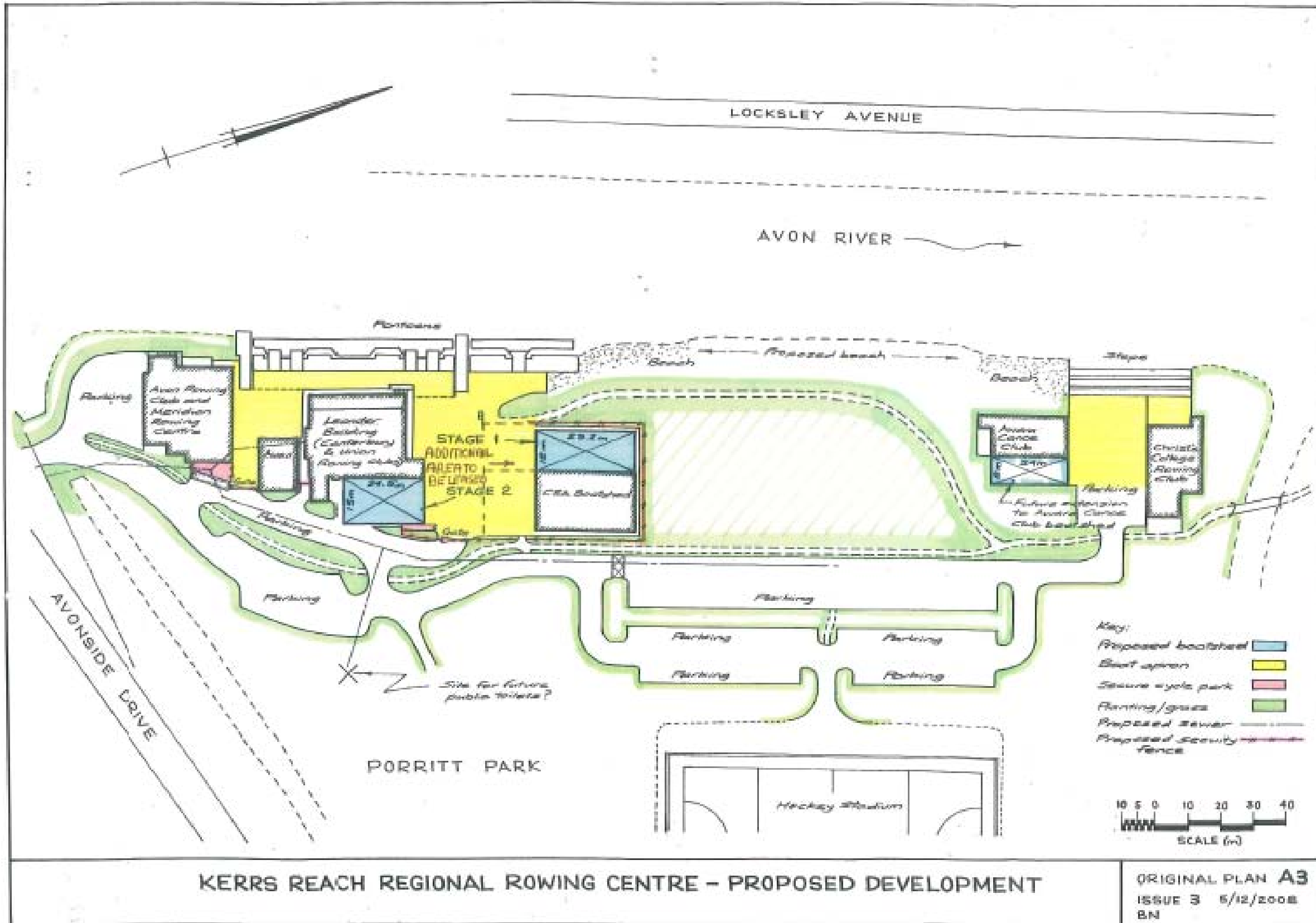
- (a) To grant under Section 12 of the Local Government Act 2002 pursuant to Section 138, a lease of approximately 1,643 square metres over Part Rural Section 185 and Part Lot 3 Deposit Plan 14075 and Section 1-6 Survey Office Plan 302696 a fee simple lot of 7.9676 hectares vested in the Council under the Local Government Act 2002 for a recreation ground being contained in title 405076 (part of Porritt Park) on which to add to the existing boat storage shed as shown on plan number LP316201, for a period of 33 years, broken into three periods of 11 years each subject to the following conditions:
- (i) That the Canterbury Rowing Association having the right to ask for a renewal of its lease for a further term at the end of each of the first two terms, subject to the Council being satisfied that the conditions of the lease have been met, and that there is sufficient need for the facilities and amenities, and that some other use should not have priority in the public interest.
- (ii) That the Canterbury Rowing Association is to obtain all necessary resource and building consents before any development commences on the site.

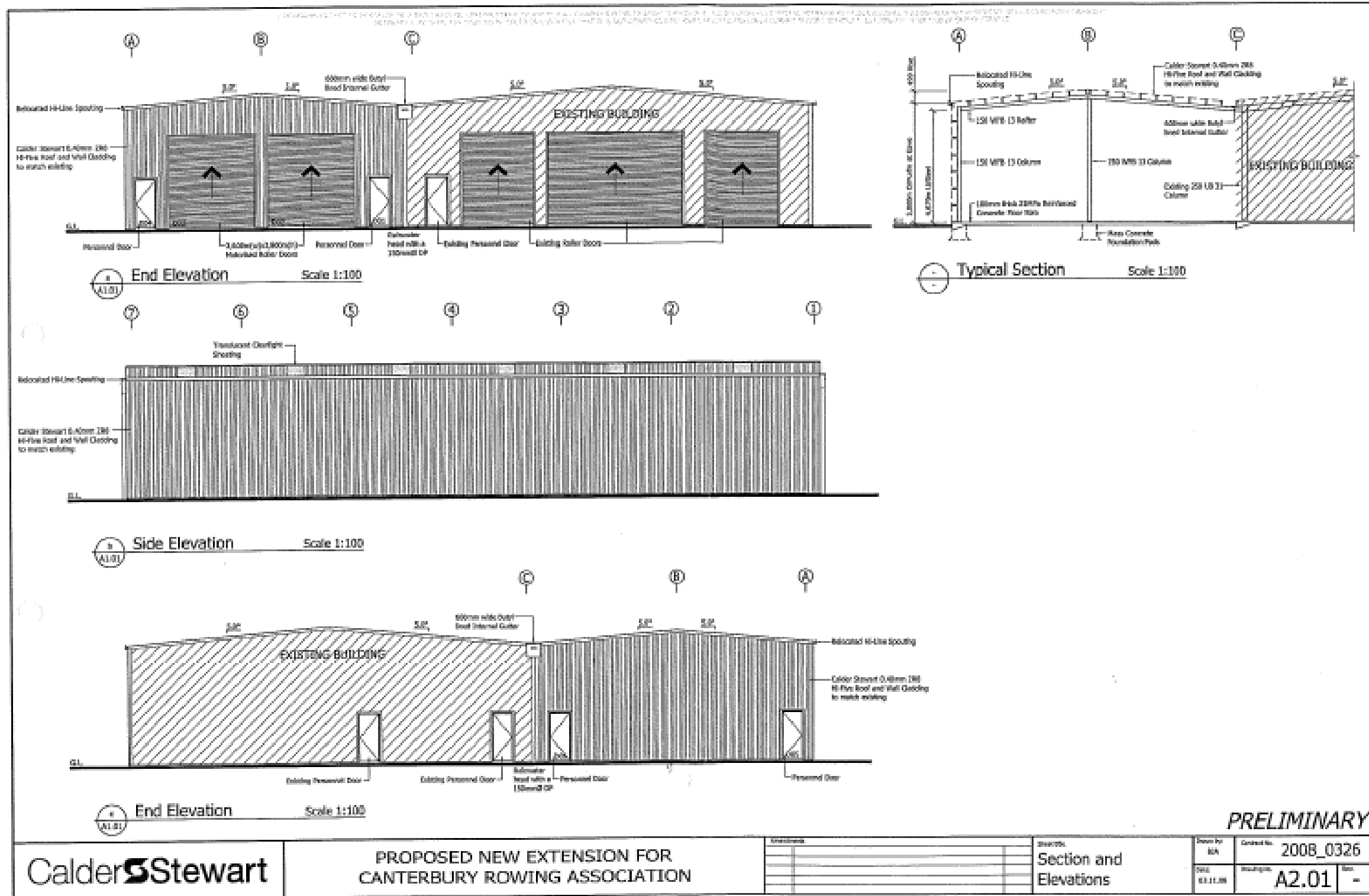
8 Cont'd

- (iii) That the addition to the present building is to be of a portal-type construction to enable it to be moved to a specialist flat water rowing site if one is built in close proximity to the city.
  - (iv) That the Canterbury Rowing Association is to prepare a landscape plan for the proposed development, to better integrate the proposed buildings into the park environment for the approval of the Transport and Greenspace Manager or his designate, before construction commences on the site. Once approved the club is to implement the plan at their own expense.
  - (v) That the colour scheme for the proposed addition to the boat storage addition to be the same as the existing storage shed.
  - (vi) That the lease terms being negotiated by the Corporate Support Manager in consultation with the Policy and Leasing Administrator, City Environment Group.
  - (vii) That the lease area be maintained by the Canterbury Rowing Association in a safe and tidy condition at all times.
  - (viii) That before any tenders are let or work commences on the site, the Canterbury Rowing Association is to hold discussions with the Transport and Greenspace Manager's designate, the Greenspace Area Contracts Manager, Linwood Service Centre, to ascertain the Council's requirements through the development phase of the construction of the facility.
  - (ix) That a bond of \$2,000 is to be paid by the Canterbury Rowing Association to the Christchurch City Council via the Greenspace Area Contract Manager, Linwood Service Centre, and a temporary access licence be signed before work commences on the site. The bond less any expenses incurred by the Council will be refunded to the payee upon the completion of the work.
  - (x) That all costs associated with the issuing of the lease, development and subsequent maintenance of all structures are to be the responsibility of the Canterbury Rowing Association.
  - (xi) That the lease agreement is to include a clause which indemnifies the Council and its servants from all claims or demands of any kind, and all liability in respect to any damage or injury occurring to any person or property as a result of the Canterbury Rowing Associations activities on the site.
- (b) That subject to the new lease being granted to the Canterbury Rowing Association, that the Council rescind the previous resolutions made by the Council (28 July 2005 and the original grant made in the latter half of the 1990's) to grant them a ground lease on which to build the original storage shed and the extension.
- (c) To grant the Canterbury Union Rowing Club and the Arawa Canoe Club permission to build their respective proposed boat storage building or addition to their existing premises, as shown on the Kerrs Reach Regional Rowing Centre – Proposed Plan, issue 3 dated 5/12/2008, subject to the following conditions:
- (i) The Canterbury Union Rowing and Arawa Canoe Clubs are to obtain all necessary resource and building consents before any development commences on their lease areas.
  - (ii) The plans and elevations of the proposed new building/addition are to be submitted to the Transport and Greenspace Manager for approval before they are lodged with the Council for resource/building consent.
  - (iii) The additional Canterbury Union Rowing Club building is to be a portal-type of construction to enable it to be moved to a specialist flat water rowing site if one is built in close proximity to the city.

**8 Cont'd**

- (iv) The Canterbury Union Rowing and Arawa Canoe Clubs are to prepare landscape plans for their proposed developments, to better integrate the proposed buildings into the park environment for the approval of the Transport and Greenspace Manager or his designate, before construction commences on the site. Once approved the clubs are to implement the plan at their own expense.
  - (v) The colour scheme for the proposed addition to the Arawa Canoe Club's boat storage addition is to be the same as their existing building.
  - (vi) The Canterbury Union Rowing Club is to submit the proposed colour scheme for the proposed building to the Transport and Greenspace Manager for approval before materials are ordered for the proposed building.
  - (vii) The lease area be maintained by the Canterbury Union Rowing and Arawa Canoe Clubs in a safe and tidy condition at all times.
  - (viii) Before any tenders are let or work commences on the site, the Canterbury Rowing and Arawa Canoe Clubs are to hold discussions with the Transport and Greenspace Manager's designate, the Greenspace Area Contracts Manager Linwood Service Centre, to ascertain the Council's requirements through the development phase of the construction of the facility.
  - (ix) A bond of \$2,000 is to be paid respectively by the Canterbury Union Rowing and Arawa Canoe Clubs to the Christchurch City Council via the Greenspace Area Contract Manager, Linwood Service Centre and a temporary access contract be signed before work commences on the site. The bond less any expenses incurred by the Council will be refunded to the payee upon the completion of the work.
  - (x) All costs associated with the issuing of the lease, development and subsequent maintenance of all structures are to be the responsibility of the Canterbury Union Rowing and Arawa Canoe Clubs.
- (d) That the Council approve the removal of the medium sized silver birch tree within the Canterbury Union Rowing Club's lease area to enable to proposed building to be built.





Calder Stewart

PROPOSED NEW EXTENSION FOR  
CANTERBURY ROWING ASSOCIATION

Revisions	Drawn by	Checked by

Section and  
Elevations

Drawn by BA	Checked by 2008_0326
Date 03.11.08	Revision A2.01

PRELIMINARY

## 9. QUEENSPARK BUS PRIORITY PROJECT – BUS STOP RATIONALISATION AMENDMENTS

<b>General Manager responsible:</b>	General Manager, City Environment, DDI 941-8608
<b>Officer responsible:</b>	Transport and Greenspace Unit Manager
<b>Authors:</b>	Kirsten Mahoney, Project Manager and Greg Barnard, Public Transport Infrastructure Co-ordinator

## PURPOSE OF REPORT

1. The purpose of this report is to request that the Board recommend that the Council amend some of the previous bus stop resolutions associated with the bus stop rationalisation aspect of the Queenspark Bus Priority project .

## EXECUTIVE SUMMARY

2. The basis of this requested change arises from a review of bus stop infrastructure along this corridor during the detailed design phase.
3. At its meeting held on 12 June 2008, the Council resolved *“that further consultation occur with St Stephen’s Church regarding the removal of the bus shelter close to their premises”*.
4. In carrying out this resolution during the detailed design phase, Council staff have reviewed the bus stop rationalisation programme for the Queenspark route in its entirety. This report outlines the recommended changes to the bus stop rationalisation approved by the Council at its meeting held on 12 June 2008 in line with the Council’s Bus Stop Location Policy 1999 and the recently adopted Bus Stop Infrastructure Design Guidelines.
5. As a result of this review, the St Stephen’s Church bus stop and bus shelter is recommended to remain in its existing location, and this has been reported to the Shirley/Papanui Community Board with recommendations for amendment to the relevant resolutions.
6. The other bus stop rationalisation amendments recommended as a result of the review for the Board’s area are summarised below in the table. Note that the (f)(#) references relate to the Council resolutions in the report dated 12 June 2008.

Existing Bus Stop	Proposed Bus Stop	Recommendation	Reason for Amendment
(f)(1) That the existing bus stop on the north side of New Brighton Road commencing at a point 56 metres east of its intersection with Lake Terrace Road and extending in an easterly direction for a distance of 15 metres be revoked.	(f)(26) That a bus stop be installed on the north side of New Brighton Road commencing at a point 54.5 metres east of its intersection with Lake Terrace Road and extending in an easterly direction for a distance of 15 metres.	That the existing bus stop be retained and the proposed bus stop be revoked.	The cost of moving a bus stop 1.5 metres to the south along New Brighton Road is unwarranted.
(f)(3) That the existing bus stop on the south side of New Brighton Road commencing at a point 187.5 metres west of its intersection with Cresswell Avenue and extending in a westerly direction for a distance of 13.5 metres be revoked.	(f)(28) That a bus stop be installed on the south side of New Brighton Road commencing at a point 145 metres west of its intersection with Cresswell Avenue and extending in a westerly direction for a distance of 15 metres.	That the existing bus stop be retained, but lengthened to meet the new bus stop infrastructure design guidelines, and the proposed bus stop be revoked.	There are issues with the safety / sight lines around the area of the proposed bus stop, whereas the existing bus stop location is indented and safe.
(f)(8) That the existing bus stop on the north side of New Brighton Road commencing at a point 49 metres east of its intersection with Bower Avenue and extending in an easterly direction for a distance of 17 metres be revoked.	N/A	That the existing bus stop be retained.	With the adjustment of other bus stops as part of the bus stop rationalisation plan and amendments outlined in this report, it is considered that this bus stop should remain to ensure compliance with the Council’s Bus Stop Location Policy 1999.
N/A	(f)(31) That a bus stop be installed on the north side of New Brighton Road commencing at a point 39.5 metres west of its intersection with Bower Avenue and extending in a westerly direction for a distance of 24.5 metres.	That the proposed bus stop be revoked.	There is an existing bus stop to the west of the proposed bus stop. The proposed bus stop location is also outside a pub, which is not considered an ideal location for a bus stop.

## 9 Cont'd

(f)(19) That the existing bus stop on the east side of Queenspark Drive at a point (bus stop sign only) 135 metres south of its intersection with Radiata Avenue be revoked.	(f)(38) That a bus stop be installed on the east side of Queenspark Drive commencing at a point 22 metres south of its intersection with Radiata Avenue and extending in a southerly direction for a distance of 16 metres.	That the existing bus stop remain and the proposed bus stop be revoked.	In conjunction with the resolution below, it is not considered necessary to incur cost removing this bus stop, and putting in a new bus stop.
(f)(20) That the existing bus stop on the east side of Queenspark Drive at a point (bus stop sign only) 138.5 metres north of its intersection with Radiata Avenue be revoked.	(f)(38) That a bus stop be installed on the east side of Queenspark Drive commencing at a point 22 metres south of its intersection with Radiata Avenue and extending in a southerly direction for a distance of 16 metres.	That the existing bus stop remain and the proposed bus stop be revoked.	In conjunction with the above resolution, it is not considered necessary to incur cost removing this bus stop, and putting in a new bus stop.
(f)(21) That the existing bus stop on the north side of Broadhaven Avenue at a point (bus stop sign only) 124.5 metres east of its intersection with Queenspark Drive be revoked.	(f)(39) That a bus stop be installed on the north side of Broadhaven Avenue commencing at a point 37 metres east of its intersection with Queenspark Drive and extending in an easterly direction for a distance of 21 metres.	That the existing bus stop remain and the proposed bus stop be revoked.	As with the previous two resolutions, it is not considered necessary to incur the cost of removing this bus stop and putting in a new bus stop.
(f)(22) That the existing bus stop on the south side of Broadhaven Avenue at a point (bus stop sign only) 112 metres east of its intersection with Bottle Lake Drive be revoked	N/A	That the existing bus stop remain.	It is considered that there is no need for this bus stop to be moved.
(f)(40) That a bus stop be installed on the north side of Broadhaven Avenue commencing at a point 58 metres east of its intersection with Forest Drive and extending in an easterly direction for a distance of 35.5 metres.	N/A	That the proposed bus stop be moved an additional 100 metres to the east.	By moving this stop 100m to the east, it will minimise the effect of the bus stop on existing parking requirements at the park and on residential properties at the terminus of the route.

7. The staff recommendations outlined below are consistent with the bus stop rationalisation plans shown in **Appendix 1**.

**FINANCIAL IMPLICATIONS**

8. There are no financial implications with the retention of the existing bus stops.
9. The bus stop rationalisation is included within the estimated costs for the Queenspark Bus Priority Project, which is included in the Transport and Greenspace Unit's capital programme for implementation in the 2008/2009 and 2009/2010 financial years. Removal of an existing bus stop including signage and markings typically costs \$300, and the installation of a new bus stop including signage and markings typically costs \$300.

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

10. As above.

**LEGAL CONSIDERATIONS**

11. The installation of any bus stop signage and/or markings must comply with the Land Transport Rule - Traffic Control Devices 2004 – Rule 54002.
12. The retention of the existing bus stops will require resolution by the Council, as these were revoked by the Council at its meeting on 12 June 2008.
13. The revocation of the proposed bus stops will require resolution by the Council, as these were passed by the Council at its meeting on 12 June 2008.

9 Cont'd

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

14. Not applicable.

**ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

15. The Queenspark Bus Priority Project aligns with the Transport and Greenspace Unit's Asset Management Plan, and the Bus Priority Routes Project of the Capital Works Programme, page 85, Our Community Plan 2006-2016.

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

16. As above

**ALIGNMENT WITH STRATEGIES**

17. The Queenspark Bus Priority Project is consistent with the New Zealand Transport Strategy, as well as key regional and local council strategies, including the Regional Land Transport Strategy, Metropolitan Christchurch Transport Statement, Public Passenger Transport Strategy, Pedestrian Strategy, Parking Strategy, Cycling Strategy, Road Safety Strategy, Citywide Public Transport Priority Plan, Metro Strategy 2006-2012 and the Greater Christchurch Urban Development Strategy.
18. The bus stop rationalisation aspect of the bus priority project has been developed in line with the Council's Bus Stop Location Policy 1999.

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

19. As above.

**CONSULTATION FULFILMENT**

20. Public consultation for the Queenspark Bus Priority project was undertaken from 15 October to 17 December 2007. The Queenspark Route specific consultation brochure was distributed to approximately 3,770 households along the route and side streets (residents and absentee landowners), as well as stakeholders and other interested groups. A total of 17,000 route specific brochures were printed and distributed.
21. As a result of consultation phase, a total of 163 responses were received on the Queenspark route, through a variety of media including emails, feedback forms (included with the brochure), Have Your Say on the Council's website, letters and phone calls. In addition, there were four route specific seminars held.
22. The consultation process was reported to all community board members and Councillors in a report dated 18 January 2008 "*Bus Priority Record of Consultation, Communication and Marketing*". The issues raised during the consultation phase were reported to the three Community Boards at their meetings held on 19 May 2008 (Burwood/Pegasus), 21 May 2008 (Shirley/Papanui) and 21 May 2008 (Hagley/Ferrymead) and to the Council at its meeting on 12 June 2008.
23. There were no specific submissions or feedback on the bus stops referred to in these amendments as part of the consultation phase undertaken for the Queenspark Bus Priority project.



9 Cont'd

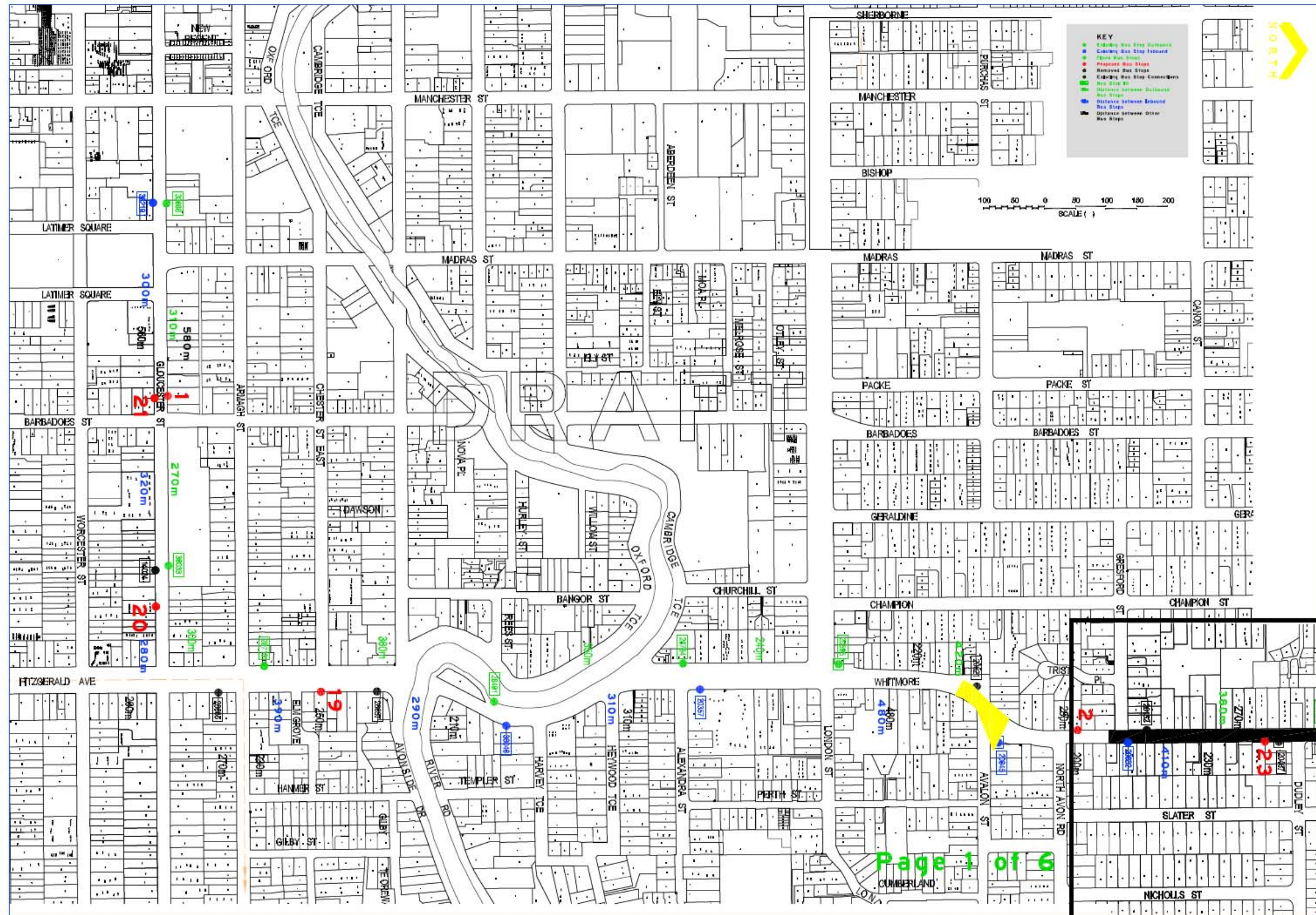
**STAFF RECOMMENDATION**

It is recommended that the Burwood/Pegasus Community Board recommend that the Council:

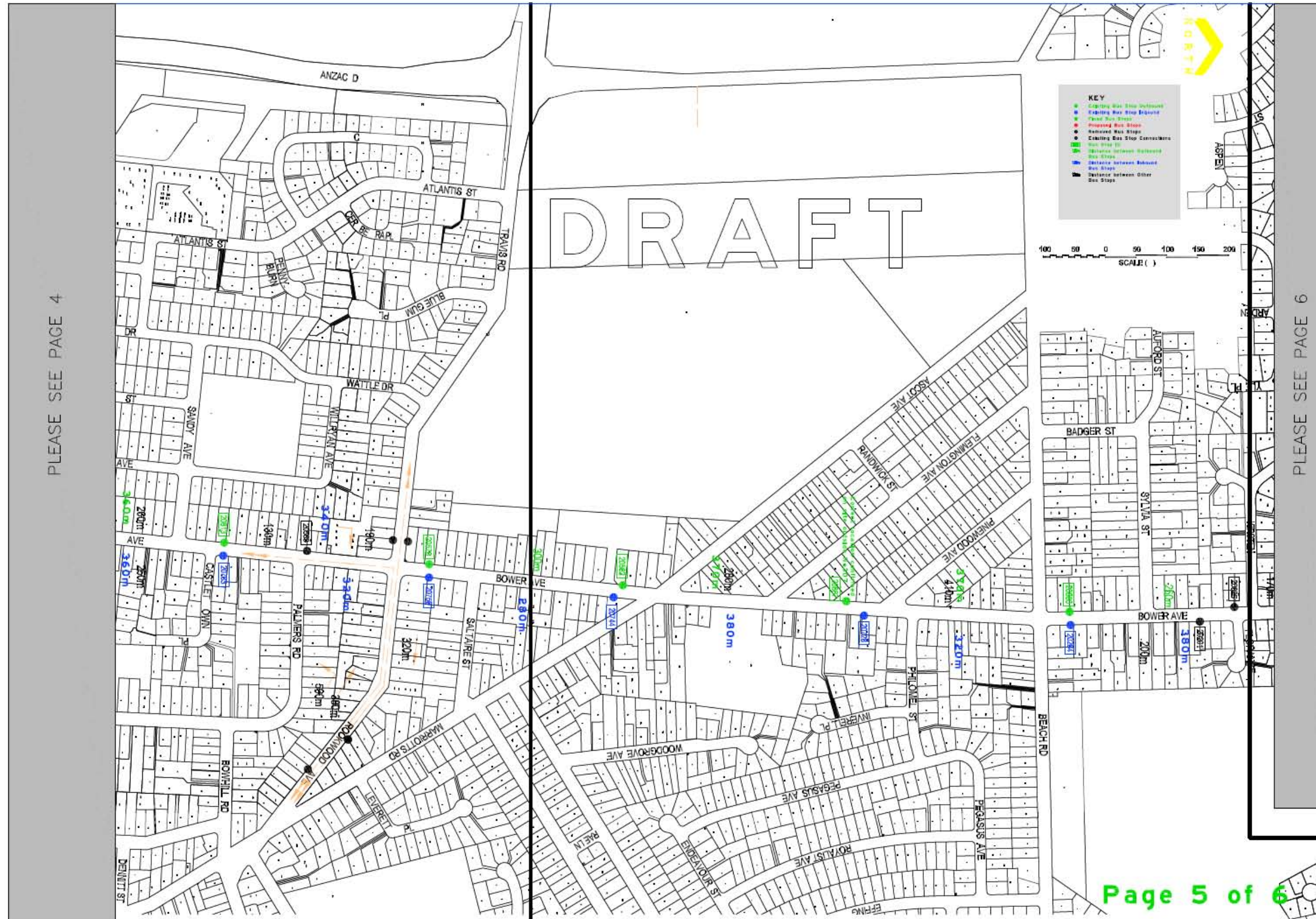
- (a) Reinststate the following resolutions revoked by the Council at its meeting held on 12 June 2008, which read:
  - (f)(1) That the existing bus stop on the north side of New Brighton Road commencing at a point 56 metres east of its intersection with Lake Terrace Road and extending in an easterly direction for a distance of 15 metres, be revoked.
  - (f)(3) That the existing bus stop on the south side of New Brighton Road commencing at a point 187.5 metres west of its intersection with Creswell Avenue and extending in a westerly direction for a distance of 13.5 metres, be revoked.
  - (f)(8) That the existing bus stop on the north side of New Brighton Road commencing at a point 49 metres east of its intersection with Bower Avenue and extending in an easterly direction for a distance of 17 metres, be revoked.
  - (f)(19) That the existing bus stop on the east side of Queenspark Drive at a point (bus stop sign only) 135 metres south of its intersection with Radiata Avenue, be revoked.
  - (f)(20) That the existing bus stop on the east side of Queenspark Drive at a point (bus stop sign only) 138.5 metres north of its intersection with Radiata Avenue, be revoked.
  - (f)(21) That the existing bus stop on the north side of Broadhaven Avenue at a point (bus stop sign only) 124.5 metres east of its intersection with Queenspark Drive, be revoked.
  - (f)(22) That the existing bus stop on the south side of Broadhaven Avenue at a point (bus stop sign only) 112 metres east of its intersection with Bottle Lake Drive, be revoked.
- (b) The resolutions in (a) above, be amended to read:
  - (f)(1) That the existing bus stop on the north side of New Brighton Road commencing at a point 56 metres east of its intersection with Lake Terrace Road and extending in an easterly direction for a distance of 15 metres remain.
  - (f)(3) That the existing bus stop on the south side of New Brighton Road commencing at a point 187.5 metres west of its intersection with Cresswell Avenue be extended in a westerly direction for a total distance of 15 metres.
  - (f)(8) That the existing bus stop on the north side of New Brighton Road commencing at a point 49 metres east of its intersection with Bower Avenue and extending in an easterly direction for a distance of 17 metres remain.
  - (f)(19) That the existing bus stop on the east side of Queenspark Drive at a point (bus stop sign only) 135 metres south of its intersection with Radiata Avenue remain.
  - (f)(20) That the existing bus stop on the east side of Queenspark Drive at a point (bus stop sign only) 138.5 metres north of its intersection with Radiata Avenue remain.
  - (f)(21) That the existing bus stop on the north side of Broadhaven Avenue at a point (bus stop sign only) 124.5 metres east of its intersection with Queenspark Drive remain.
  - (f)(22) That the existing bus stop on the south side of Broadhaven Avenue at a point (bus stop sign only) 112 metres east of its intersection with Bottle Lake Drive remain.

**9 Cont'd**

- (c) Revoke the following resolutions passed by the Council at its meeting held on 12 June 2008, which read:
- (f)(26) That a bus stop be installed on the north side of New Brighton Road commencing at a point 54.5 metres east of its intersection with Lake Terrace Road and extending in an easterly direction for a distance of 15 metres.
  - (f)(28) That a bus stop be installed on the south side of New Brighton Road commencing at a point 145 metres west of its intersection with Cresswell Avenue and extending in a westerly direction for a distance of 15 metres.
  - (f)(31) That a bus stop be installed on the north side of New Brighton Road commencing at a point 39.5 metres west of its intersection with Bower Avenue and extending in a westerly direction for a distance of 24.5 metres.
  - (f)(38) That a bus stop be installed on the east side of Queenspark Drive commencing at a point 22 metres south of its intersection with Radiata Avenue and extending in a southerly direction for a distance of 16 metres.
  - (f)(39) That a bus stop be installed on the north side of Broadhaven Avenue commencing at a point 37 metres east of its intersection with Queenspark Drive and extending in an easterly direction for a distance of 21 metres.
  - (f)(40) That a bus stop be installed on the north side of Broadhaven Avenue commencing at a point 58 metres east of its intersection with Forest Drive and extending in an easterly direction for a distance of 35.5 metres.
- (d) The resolutions in (c) above, be amended to read:
- (f)(26) That a bus stop proposed to be installed on the north side of New Brighton Road commencing at a point 54.5 metres east of its intersection with Lake Terrace Road and extending in an easterly direction for a distance of 15 metres be revoked.
  - (f)(28) That a bus stop proposed to be installed on the south side of New Brighton Road commencing at a point 145 metres west of its intersection with Cresswell Avenue and extending in a westerly direction for a distance of 15 metres be revoked.
  - (f)(31) That a bus stop proposed to be installed on the north side of New Brighton Road commencing at a point 39.5 metres west of its intersection with Bower Avenue and extending in a westerly direction for a distance of 24.5 metres be revoked.
  - (f)(38) That a bus stop proposed to be installed on the east side of Queenspark Drive commencing at a point 22 metres south of its intersection with Radiata Avenue and extending in a southerly direction for a distance of 16 metres be revoked.
  - (f)(39) That a bus stop proposed to be installed on the north side of Broadhaven Avenue commencing at a point 37 metres east of its intersection with Queenspark Drive and extending in an easterly direction for a distance of 21 metres be revoked.
  - (f)(40) That a bus stop be installed on the north side of Broadhaven Avenue commencing at a point 158 metres east of its intersection with Forest Drive and extending in an easterly direction for a distance of 35.5 metres.







**10. BURWOOD/PEGASUS COMMUNITY BOARD'S 2008/09 DISCRETIONARY RESPONSE FUND – APPLICATION - MANAAKI SOUNDS TRUST**

<b>General Manager responsible:</b>	General Manager Community Services, DDI 941-8607
<b>Officer responsible:</b>	Unit Manager, Recreation and Sports
<b>Author:</b>	Sarah Benton, Community Recreation Adviser

**PURPOSE OF REPORT**

1. The purpose of this report is to submit for the Board's consideration a funding request from the Manaaki Sounds Trust for the 'Matariki at the Marae' event in June 2009.

**EXECUTIVE SUMMARY**

2. Manaaki Sounds Trust is applying for funding of \$10,000 each from both the Hagley/Ferrymead and Burwood/Pegasus Community Boards to contribute to the costs of staging a 'Matariki at the Marae' festival at Nga Hau E Wha National Marae on Pages Road from 15 to 26 June 2009. This will allow the festival to meet community needs and for both Boards to be part of a significant collaborative initiative for the eastern suburbs. The festival is accessible with free daytime and evening events, a weekend Wananga and finishing with a gala ball.
3. In June 2008, the first 'Matariki at the Marae' was held at the Nga Hau E Wha National Marae. The idea for the event was initiated from a Burwood/Pegasus Community Board Working Party who were asked to investigate options to meet the objective of fostering a sense of New Zealand pride and/or celebrating the cultural diversity of the ward area. The Burwood/Pegasus Community Board provided core funding of \$9,689 from its 2007/08 project funding (Waitangi Day/Cultural Events funding allocation). The Hagley/Ferrymead Community Board also supported the event with \$3,000 from its 2007/08 project funding (Community Events and Special Days). The aims of the festival were:
  - To celebrate Matariki, stimulating awareness and knowledge of children and families living in the eastern suburbs.
  - To encourage the use of Nga Hau E Wha National Marae by the local community
  - To develop a strong working relationship between key stakeholders.
4. The week long festival was a resounding success with over 1200 children attending the day sessions and 900 attending the two evening sessions. The range of activities, presentations, performances and displays were designed to suit the learning needs of pre-school and primary school aged children during the day time sessions and the general community in the evening sessions. The event was free to the community and registrations of interest by local schools within the area had to be closed off within two weeks of opening due to receiving over 4000 registrations. Collaboration was a key factor for the success of this project with a dedicated steering committee made up of event partners Te Puni Kokiri, Christchurch City Council Recreation and Sports Unit, Art Gallery Unit, Libraries and Information Unit, Hauora Maturaka, He Waka Tapu and Canterbury University. Participant feedback exceeded expectations with a clear need expressed for this festival to be repeated and expanded to meet demand.
5. Based on the growing significance of Matariki nationally and the clearly expressed community demand for this event at a local level, a two week festival is now being planned for June 2009. The proposed schedule of events for the festival will include eight daytime sessions catering for pre-school aged children in the mornings and primary school aged children in the afternoon and four community evening events. Age appropriate activities will include a welcome to the Marae, finding out about Matariki, Matariki Storytime, Matariki art and craft, Matariki music and dance, Takirua Productions Matariki Play, star lore and star gazing, navigation and planting by the stars and performances. Also included in this year's festival will be weekend craft workshops and a gala ball. Increasing the duration of the festival will allow many more children and general community to participate. Specialised weekend workshops will enable traditional crafts to be practised and the gala evening will be a glittering finale to the festival enabling corporate sponsors and supporters to be catered for. The total cost of the project is estimated at \$85,100.

**10 Cont'd**

**FINANCIAL IMPLICATIONS**

6. The applicant, Manaaki Sounds Trust is an Incorporated Society that has been operating for five years and is based at Nga Hau E Wha National Marae in Pages Road. This organisation is responsible for the financial administration and co-ordination of the project and has robust management and accountability systems in place. All accountability requirements were met for Board funding received in 2008 including a presentation to both Hagley/Ferrymead and Burwood/Pegasus Community Boards.
7. Nga Hau E Wha National Marae is situated on the boundary of the Burwood/Pegasus and Hagley/Ferrymead wards and the majority of people attending the festival come from the eastern suburbs making it eligible for support from both the Hagley/Ferrymead and Burwood/Pegasus Community Boards. Due to the timing of the event, the application aligns with the 2008/09 Discretionary Response Funding Scheme. The Burwood/Pegasus Community Board 2008/09 Discretionary Response Fund has a current balance of \$33,989 available for allocation.
8. The total estimated cost of the Matariki event at the Marae 2009 is \$85,100. Funding of \$10,000 each from the Hagley/Ferrymead and Burwood/Pegasus Boards, if approved, will be used to support the cost of staging the festival including subsidised venue expenses, security, promotion and community evening activities.

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

9. This application seeks funding from the Board's 2008/09 Discretionary Response Fund.

**LEGAL CONSIDERATIONS**

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

10. There are no legal implications in regard to this application.

**ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

11. Aligns with LTCCP, regarding Community Board Discretionary Response Funding.

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

12. As above.

**ALIGNMENT WITH STRATEGIES**

13. Application aligns with the Strengthening Communities Strategy, Events Strategy and local Community Board objectives.

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

14. As above.

**CONSULTATION FULFILMENT**

15. Not applicable.

**STAFF RECOMMENDATION**

It is recommended that the Burwood/ Pegasus Community Board consider allocating \$10,000 from the 2008/09 Discretionary Response Fund to Manaaki Sounds Trust for the festival 'Matariki at the Marae' in June 2009.

**11. BURWOOD/PEGASUS COMMUNITY BOARD'S 2008/09 DISCRETIONARY RESPONSE FUND – APPLICATION - NEW BRIGHTON RETURNED SERVICES ASSOCIATION RE ANZAC DAY**

<b>General Manager responsible:</b>	General Manager Community Services, DDI 941-8607
<b>Officer responsible:</b>	Recreation and Sports Unit Manager
<b>Author:</b>	Sarah Benton, Community Recreation Adviser

**PURPOSE OF REPORT**

1. The purpose of this report is to request funding from the Burwood/Pegasus 2008/09 Discretionary Response Fund for the New Brighton Returned Services Association's ANZAC Day 2009 commemoration.

**EXECUTIVE SUMMARY**

2. The purpose of the Discretionary Response Fund is to assist community groups where the project and funding request falls outside other Council funding criteria and/or closing dates. Applicants need to be not-for-profit groups whose activities provide opportunities in the areas of community, social, recreation, sports, arts, environment or heritage to the wider community or to specifically defined communities of interest.
3. The New Brighton Returned Services Association (RSA) is an organisation that provides recreational facilities and welfare assistance to Returned and Service personnel. There are numerous recreational activities conducted in the clubrooms, such as housie, indoor bowls, snooker and library facilities. The Association, through its Welfare Trust, makes available welfare grants to assist members with expenses for health and other medical requirements/specialists/consultations. Funeral grants are also available to the families of deceased servicemen and women.
4. Funding is requested to assist with the conducting of the annual ANZAC Day commemoration on 25 April 2009, which attracts around 700 people mostly from the Burwood/ Pegasus area. Funding is sought particularly for the provision of a sound system and seating.
5. The New Brighton RSA has submitted an application for funding for the ANZAC Day 2010 event through the Small Grants Fund due on 31 May 2009.
6. The ANZAC Day 2009 commemoration involves a parade and service and is a free community event in the New Brighton area that is part of many ANZAC commemorations around Christchurch. It is one of the more popular such events and is staged so as not to clash with other ceremonies in the city.
7. Many of their elderly members (and elderly members of the public) have difficulty standing throughout the ANZAC service. Seating is required to cater for the needs of these people to make the service both comfortable and enjoyable. It starts with the parade at 9.30am and usually takes about one hour. Consequently, it is desirable to have seating provided for the elderly and for disabled persons.
8. With respect to the sound system, the ANZAC service is staged at the War Memorial/ amphitheatre in New Brighton on the top of the amphitheatre steps in front of the memorial. Those with good hearing still have difficulty in hearing the content of the service therefore it is essential that a quality sound system be used such that all people can hear the proceedings. Many of the elderly attendees experience some hearing difficulties so this further highlights the need for an effective sound system.
9. The Burwood/ Pegasus Community Board supported the event in 2008 by granting \$730 toward the sound system and seating. The New Brighton RSA reports that the seating and sound system previously supplied made the event a notable function.



## 11 Cont'd

## 10. Budget for ANZAC day parade and service

Expenditure	Total cost	Amount sought
Sound system	513	449
Seating hire x 100 chairs	345	281
<b>Total</b>	<b>\$858</b>	<b>\$730</b>
<b>Amount raised</b>	<b>\$128</b>	

**FINANCIAL IMPLICATIONS**

11. Subject to other funding decisions made by the Board at this present meeting, the Burwood/Pegasus 2008/09 Discretionary Response Fund has a current balance of \$11,989 available for allocation.

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

12. Yes see page 175, regarding Board funding.

**LEGAL CONSIDERATIONS**

13. There are no legal issues to be considered.

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

14. Yes

**ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

15. Yes

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

16. Yes see page 175, regarding Board funding.

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

17. Yes, is in alignment with the Strengthening Communities Strategy and with the Burwood/Pegasus Community Board's Objectives 2. *'The Board plays an active role in its community by acknowledging diverse communities and facilitate a vibrant, inclusive and strong community'* and 12. *'Encourage residents to participate in recreation, leisure and cultural activities.'*

**CONSULTATION FULFILMENT**

18. Not Applicable.

**STAFF RECOMMENDATION**

That the Board consider allocating \$730 from the Burwood/Pegasus 2008/09 Discretionary Response Fund towards the New Brighton Returned Services Association's ANZAC Day 2009 commemoration.

## 12. BURWOOD/PEGASUS YOUTH DEVELOPMENT FUNDING SCHEME – APPLICATIONS - DYNIKA RAYNER AND DANIELLE JELLEY

<b>General Manager responsible:</b>	General Manager Community Services, DDI 941-8607
<b>Officer responsible:</b>	Recreation and Sports Unit Manager
<b>Author:</b>	Sarah Benton, Community Recreation Adviser

### PURPOSE OF REPORT

- The purpose of this report is to present to the Board two applications for funding assistance from the 2008/09 Youth Development Funding Scheme.
- Subject to another related decision at this Board meeting, there is currently a balance of \$2,500 in the Board's 2008/09 Youth Development Funding Scheme.

### EXECUTIVE SUMMARY

- Funding is being sought by:
  - Dynika Rayner, 15 year old of Parklands to represent New Zealand at the Rainbow Connection World Championships (dance) in Long Beach, California, USA from 17 July to 2 August 2009.
  - Danielle Jelley, 16 year old of Burwood to represent the New Zealand Highland Dancers at the Virginia Tattoo in Norfolk, Virginia, USA from 24 April to 3 May 2009.
- Dynika Rayner received \$500 in 2005 from the Board to represent New Zealand in Australia for dance. This is the first time Danielle Jelley has approached the Board for funding support.

### FINANCIAL IMPLICATIONS

- The following tables detail event expenses and funding requested for the applicants:

<b>Expenses for Dynika Rayner</b>	<b>Cost (NZ \$)</b>
Flights	\$2,699
Accommodation (3 Nights)	\$3,000
Registration Fee	\$1,300
<b>Total Cost – includes above expenses</b>	<b>\$6,999</b>
Amount raised by applicant to date	<b>\$1,500</b>
Amount requested from Community Board for Dynika Rayner	<b>\$500</b>

<b>Expenses for Danielle Jelley</b>	<b>Cost (NZ \$)</b>
Flights	\$3,796
Insurance	\$112
Uniform	\$100
Dance Shoes	\$145
<b>Total Cost – includes above expenses</b>	<b>\$4,153</b>
Amount raised by applicant to date	<b>\$3,000</b>
Amount requested from Community Board	<b>\$500</b>

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

- Yes

### LEGAL CONSIDERATIONS

- There are no legal issues to be considered.

**12 Cont'd**

**HAVE YOU CONSIDERED THE LEGAL IMPLICATIONS OF THE ISSUE UNDER CONSIDERATION?**

8. Not applicable.

**ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

9. Yes, relates to 2008-09 Community Board Funding Allocations.

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

10. Yes, as mentioned above.

**ALIGNMENT WITH STRATEGIES**

11. Physical Recreation and Sport Strategy.

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

12. Yes.

**CONSULTATION FULFILMENT**

13. Not applicable.

**STAFF RECOMMENDATION**

It is recommended that the Board consider allocating from the Burwood/Pegasus 2008/09 Youth Development Funding Scheme the following:

- (a) Dynika Rayner, \$200 to represent New Zealand at the Rainbow Connection World Championships (dance) in Long Beach, California, USA from 17 July to 2 August 2009.
- (b) Danielle Jelley, \$200 to represent the New Zealand Highland Dancers at the Virginia Tattoo in Norfolk, Virginia, USA from 24 April to 3 May 2009.

12 Cont'd

**BACKGROUND OF APPLICANTS**

**Dynika Rayner**

14. Dynika attends Marian College and has been dancing in various forms since she was 3 years old including, tap, ballet and hip hop. She qualified for the World Dance Championships after competing in the Showcase National Dance Championship in Australia in January 2009.
15. The World Dance Championships is an international event held every 2 years when dancers can compete in the solo, duo/trio and small group categories. The event promotes an exchange of cultures and producing Goodwill Ambassadors.
16. Dynika currently passes on her skills to younger children by volunteering as a tutor for a five year old girl and working with under privileged youth. She is grateful for the use of the Parklands Community Hall where she has practised for the last 3 years.
17. Dynika has been fundraising and working at every opportunity so she can compete at this event. She has been busking in the square, running sausage sizzles, participating in a cabaret at the New Brighton Community Centre and working at a hospital. She also plans to work at a fashion show at a local mall to put funds toward the trip.

**Danielle Jelley**

18. Danielle attends Marian College and has been highland dancing for 12 years. Danielle and the New Zealand representative team were formally invited to the 13<sup>th</sup> Annual Virginia International Tattoo in June 2008.
19. The Virginia International Tattoo is an annual event where more than 800 performing artists from many countries present marching bands, precision drill teams, massed pipes and drums, gymnasts, Scottish dancers and choral groups in one venue. The event is in its 13th year and involves rehearsals, five performances and educational programs.
20. For the last two years Danielle has taught the first year Highland Fling Class at the Canterbury Caledonian Society. She is passionate about Highland Dancing and sees this trip as a great opportunity to dance and learn from others so she can take this back to her pupils.
21. Danielle has been fundraising for the last two years, doing sausage sizzles and selling chocolate, and she has raised a total of \$1,000. She has also been working part-time at McDonalds where she has put aside \$2,000. Due to the recent rise in exchange rates her projected costs have increased and she is short of funds.

### 13. BURWOOD/PEGASUS YOUTH DEVELOPMENT FUNDING SCHEME – APPLICATION - RAVEN GOODING

<b>General Manager responsible:</b>	General Manager Community Services, DDI 941-8607
<b>Officer responsible:</b>	Manager Community Support Unit
<b>Author:</b>	Natalie Dally Community Development Adviser

#### PURPOSE OF REPORT

1. The purpose of this report is to present an application for funding from Raven Gooding to the Burwood/Pegasus Community Board from its 2008/09 Youth Development Funding Scheme.
2. The request for \$300 is towards the cost of attending the 2009 Community Currencies Conference to be held in Wanganui from 17 to 19 April 2009.
3. There is currently a balance of \$2,500 remaining in the Burwood/Pegasus Community Board's 2008/09 Youth Development Funding Scheme.

#### EXECUTIVE SUMMARY

4. Raven Gooding is an 18 year old from Aranui currently studying Geography at Canterbury University and Organic Horticulture through Telford Polytechnic.
5. The theme of the 2009 Community Currencies Conference is "Trading Through Troubled Waters." "Exploring the how and why to building viable working systems of currency, trade and barter for community wellbeing in hard times." Raven was approached by one of the conference speakers to attend as she was known to her as a young person who is actively involved in the community through the Christchurch Youth Council, Canterbury Youth Environment Forum and Enviroschools training workshops.
6. Raven is fundraising through a cleaning job and doing research for Enviroschools and putting away what she can towards the costs of the conference.
7. This is the first time Raven has approached the Board for funding support.

#### FINANCIAL IMPLICATIONS

8. The following table provides an estimated breakdown of the costs and fundraising for the conference. There is an approximate shortfall of \$300. The budget Raven has prepared is the basic costs and does not include personal expenditure or additional food costs outside of the conference so the actual cost of the trip is more than stated in the expenses and will be covered by Raven.

<b>EXPENSES</b>	<b>Cost (\$)</b>
Travel	\$ 204
Conference costs	\$ 140
Accommodation	\$ 120
<b>Total Cost</b>	<b>\$ 464</b>

<b>FUNDRAISING</b>	<b>AMOUNT (\$)</b>
Part time savings	\$ 164
Other food costs/expenditure etc will be paid for by Raven and are not included in the budget.	
<b>Total funds raised</b>	<b>\$164</b>

**13 Cont'd**

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

9. Yes

**LEGAL CONSIDERATIONS**

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

10 Yes

**ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

11. Aligns with LTCCP and Activity Management Plans.

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

12. Yes.

**ALIGNMENT WITH STRATEGIES**

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

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

14. As above.

**CONSULTATION FULFILMENT**

20. Not applicable.

**STAFF RECOMMENDATION**

It is recommended that the Board allocate \$150 to Raven Gooding from the Burwood/Pegasus 2008/09 Youth Development Funding Scheme towards conference costs.

**14. BURWOOD/PEGASUS COMMUNITY BOARD'S 2008/09 DISCRETIONARY RESPONSE FUND – APPLICATION - BURWOOD/PEGASUS COMMUNITY WATCH**

<b>General Manager responsible:</b>	General Manager, Community Services DDI 941-8607
<b>Officer responsible:</b>	Unit Manager Community Support
<b>Author:</b>	Natalie Dally Community Development Adviser

**PURPOSE OF REPORT**

1. The purpose of this report is to submit for the Board's consideration a funding request from the Burwood/Pegasus Community Watch from the Board's 2008/09 Discretionary Response Fund.
2. The requested amount is \$18,506 towards the cost of a replacement watch car, volunteer uniforms and the purchase of a second watch car.
3. Subject to the outcome of another related decision by the Board at this meeting, there is currently a balance of \$23,989 remaining in the Board's 2008/09 Discretionary Response Fund.

**EXECUTIVE SUMMARY**

4. The Burwood/Pegasus Community Watch aims to support the police in maintaining a safer community by providing Community Watch patrols. The car patrols 6 to 7 nights per week with two volunteers per shift for 3 to 6 hour shifts. The Watch acts as an extra set of eyes and ears for the police and provides security for the community. Their visual presence at events and in the community is often enough to deter criminal or unacceptable behaviour. They also deliver burglary advice notices to affected neighbourhoods. The Watch is the only provider of this type of service in the Burwood/Pegasus area.
5. The current Watch car is overdue for replacement and the condition of it has caused a few volunteers to be unable to drive it who have back problems. To be able to continue patrolling the Burwood/Pegasus area a replacement car is needed. Uniforms are given to volunteers once training has been completed and are a requirement before they can drive the cars. The current supply of uniforms has been exhausted and a new run is required. The Burwood/Pegasus Community Watch are also wanting to purchase a new patrol vehicle. When volunteer numbers reach 80 they will have sufficient numbers to run and need a second patrol car (currently they have 77 volunteers with three in training). The Watch is supported by volunteers and historically by the Burwood/Pegasus Community Board through funding, the Police with regards to training and petrol, some administration costs by a local realtor and warrants/registration/insurance by a motor vehicle dealer.
6. Demand in the community from individuals, for events and support from the police indicate that there is a need in the community for the service and could easily cover a second watch car. More people from the community are getting involved in protecting their community through the Community Watch patrol and the increased volunteer numbers now makes a second patrol car viable (subject to funding).
7. This is one of the few projects historically funded by the Community Board that is of benefit to the entire community. It is also one of the only projects that has a safety focus that meets the Board's objectives and Council's funding outcomes.

## 14 Cont'd

**FINANCIAL IMPLICATIONS**

8.

<b>Project Costs</b>	<b>Total Cost</b>	<b>Applicant contribution</b>	<b>Amount sought in this application</b>
New Car (including outfitting)	\$ 21,000	\$14,494	\$ 6,506
Replacement Car	\$ 10,000		\$ 10,000
Uniforms	\$ 2,000		\$ 2,000
Registration/Maintenance etc	\$ 2,100	\$2,100	
Overheads	\$ 1,391	\$1,391	
<b>Total</b>	<b>\$36,491</b>	<b>\$17,985</b>	<b>\$18,506</b>

9. The nature of the expenses incurred by the Watch are not readily funded by other funding organisations and applications to other sources have been declined in the past. Expenses and support from donations and sponsorship are generally such that only one smaller application is necessary to maintain the service and this has been previously funded by the Burwood/Pegasus Community Board's project funding. Owing to a change in funding schemes the Watch was unable to apply for the new Strengthening Communities Fund and Small Grants Fund as criteria restricts vehicles and associated costs from being funded.

10. History of previous funding received from the Council for the past three years is:

<b>Year and Fund</b>	<b>Amount</b>	<b>Purpose</b>
2008/09	N/A	N/A
2007/08 Project Funding	\$ 4,000	Operational expenses
2006/07 Project Funding	\$ 5,000	Operational expenses
2006/07 Community Development Scheme	\$ 1,590	Communication radio

11. The annual expenses of the Watch are minimal and the organisation has just enough funding with regards to operational expenses to the end of their current financial year (30 June 2009) due in part to the support of the police and other donations. Quotes for a replacement vehicle (with trade in) range from \$8,000 to \$12,000 and are around \$16,000 for a new second vehicle. The quote they wish to go with for the replacement vehicle is \$9,999 and \$15,790 for the new vehicle with approximately \$6,000 worth of costs to fit it out as a Watch car. The Watch have been planning and saving for a replacement car for many years now putting away what they could and now have \$14,494 to contribute. However, they have not been able to put enough funding away to cover two vehicles plus the fit-out costs of the new one (lights, radio, emergency equipment etc).

12. Without funding from the Board, the service will be able to continue but in a reduced capacity.

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

13. Yes

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

14. Yes

**ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

15. Aligns with LTCCP and Activity Management Plans.



**14 Cont'd**

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

16. Yes, page 170.

**ALIGNMENT WITH STRATEGIES**

17. This application meets the following Council Community Grants Funding Outcomes:

- Enhance community and neighbourhood safety.
- Support, develop and promote the capacity and sustainability of community, recreation, sports, arts, heritage and environment groups.

This application primarily aligns with the Burwood/Pegasus Community Board 2006-16 objective:

- To work towards/advocate for the Burwood/Pegasus Ward being a safer place for all residents.

**DO THE RECOMMENDATIONS ALIGN WITH COUNCIL?**

18. Strengthening Communities Strategy

**CONSULTATION FULFILMENT**

19. Not applicable.

**STAFF RECOMMENDATION**

It is recommended that the Board consider making a grant of \$12,000 from its 2008/09 Discretionary Response Fund to the Burwood/Pegasus Community Car Watch towards the purchase of a replacement watch vehicle and uniforms for volunteers.

## 15. ELECTED MEMBERS' EXPENSES AND ALLOWANCES 2009/10

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

**PURPOSE OF REPORT**

1. The purpose of this report is to enable the Council to:
  - (a) formulate a proposal to be submitted to the Remuneration Authority for the payment of expenses and allowances in the 2009/10 year to elected members of the Christchurch City Council, and
  - (b) as part of that proposal, give specific consideration to a proposal of the Remuneration Authority to abolish the mileage allowance for elected members as currently provided for in the Local Government Elected Members (2008/09) Determination, and to replace it with reimbursement of travelling time and actual travel costs, in limited circumstances.

**EXECUTIVE SUMMARY**

2. At a meeting on 10 March 2009 the Council adopted its proposal for submission to the Remuneration Authority on the remuneration structure for elected members of the Council for the year commencing 1 July 2009.
3. As part of its remuneration proposal for 2009/10, the Council is also required to seek the Authority's approval for the allowances and expenses to be paid to elected members. Attached as **Attachment A** is a proposed schedule of allowances and expenses for 2009/10, which is identical to the schedule previously approved by the Authority for 2008/09. Staff are not proposing any changes for the next financial year (with the exception of the outcome of the Council's discussion on the mileage allowance issue). In December 2008 the views of the eight Community Boards had been sought on Attachment A, which was considered and supported by all of the Boards.
4. This issue of allowances and expenses was not incorporated in the staff report on remuneration for the Council meeting of 10 March 2009, as there had been insufficient time to go back and consult with the eight Community Boards on a letter dated 28 January 2009 from the Remuneration Authority (**Attachment B**) outlining a proposal relating to the mileage allowance for elected members.
5. The Authority is seeking a response by 1 July 2009 to its proposal on the mileage allowance, which would apply from the 2010 local body elections. In addition, the Authority's letter notes: *"The proposal in the attached paper is that the allowance be abolished following the 2010 local body elections. However, in view of the current economic climate, and the public interest in the remuneration of elected representatives, we draw to your attention that the provisions of the determination concerning the mileage allowance are permissive rather than mandatory. There is an opportunity for Councils to make a change along these lines with effect from 1 July 2009, through an amendment to their expense rules, approved by the Remuneration Authority."*
6. Therefore two issues require consideration in relation to the mileage allowance:
  - (a) the Council's view on the Authority's proposal to abolish the mileage allowance as currently provided for (and replacing it with reimbursement of travelling time and actual travel costs in limited circumstances), commencing from the 2010 local body elections, and
  - (b) the Council's view on whether the current mileage allowance should apply for the 2009/10 year for elected members of the Christchurch City Council, as currently set out in Attachment A, page 2 (section 5), or whether any changes should be made in line with the Authority's proposal.

**15 Cont'd**

7. Currently 22 elected members of the Christchurch City Council are claiming the mileage allowance.

**FINANCIAL IMPLICATIONS**

8. There are no financial implications associated with the recommendations of this report. There is sufficient provision in the draft 2009-2019 LTCCP for the current expenses and allowances to be applied at their present levels from 1 July 2009.

**LEGAL CONSIDERATIONS**

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

9. 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. The mileage allowance is currently provided for in clause 14 of the Local Government Elected Members (2008/09) Determination.

**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?**

10. 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?**

11. Not applicable.

**CONSULTATION FULFILMENT**

12. In December 2008 all Community Boards received a report seeking their views on the remuneration structure and the issue of allowances and expenses. All Boards supported the recommendation for the Council to adopt Attachment A as the proposal for allowances and expenses to be submitted to the Remuneration Authority.
13. This report is being submitted to all Community Boards for consideration so that their views and recommendations on the mileage allowance issue can be reported back to the Council prior to a proposal being submitted to the Remuneration Authority.

**STAFF RECOMMENDATION**

14. It is recommended that the Board:
  - (a) Note that on 15 December 2008 the Board supported the staff recommendation to submit Attachment A (the proposed rules and policies for the reimbursement of elected member expenses and allowances for the year ending 30 June 2010) to the Remuneration Authority for approval.
  - (b) Give consideration to the Remuneration Authority's proposal (set out in Attachment B) to abolish the mileage allowance for elected members as it currently stands, with a view to forming a recommendation(s) to the Council on the following matters:
    - (i) whether the Remuneration Authority's proposal should be supported, and if so, whether it should apply from the 2010 local body elections or earlier; and
    - (ii) depending on the Board's views in relation to (b) (i) above, whether Attachment A should be amended accordingly.

15 Cont'd

**BACKGROUND**

**General**

15. A local authority may pay allowances to its elected members or reimburse for their expenses in accordance with rules approved by the Remuneration Authority. The costs of these allowances/expenses are not included in the remuneration pool set by the Remuneration Authority, i.e. the costs are in addition to the salaries paid from the pool.
16. In recent years the Remuneration Authority has indicated that its main interest in the expenses and reimbursement rules of local authorities is to ensure that their provisions do not provide elected members with private financial benefits, more in the nature of income, than reimbursement of actual costs incurred for legitimate business reasons

**Mileage Allowance**

17. The Mileage Allowance is currently provided for in clause 14 of the Local Government Elected Members (2008/09) Determination. The allowance is \$0.70 per kilometre.
18. The Authority is proposing that it be replaced with reimbursement of travelling time and actual travel costs in limited circumstances. The rationale is outlined in Attachment B, but in summary the Authority's view is that the allowance and its application are becoming increasingly anomalous, inconsistent with the tax status of elected members and unfair in its application. The Authority's letter discusses the following issues:
  - (a) Should a mileage allowance be paid at all to elected representatives?
  - (b) If a mileage allowance is paid, should it be paid for journeys from home to the Council?
  - (c) Fairness; should councillors who drive their private cars to Council meetings be paid additional remuneration?
  - (d) Sustainability; that the allowance encourages the use of motor vehicles rather than more sustainable practices.
19. The Authority summarises its proposal for discussion as follows:
  - (a) *"Remove the mileage allowance as it currently stands, leaving elected members to claim the costs of vehicle use as part of their taxation arrangements.*
  - (b) *In Councils' expenses policies, provide for explicit recognition of travelling time from home to council meetings (or to other explicitly recognised council business activities) where this exceeds, say, around 30km or 30 minutes. The "travel allowance" could be set at a rate per kilometre or, preferably, an hourly rate.*

*The Remuneration Authority's preference is that the hourly rate for travel time should be a flat rate which applies uniformly across the country rather than struck on the actual annual remuneration of each elected member.*
  - (c) *In Council's expenses policies make explicit reference to the conditions under which the actual costs of travel on public transport by an elected member may be met by the Council".*
20. The Authority states while the proposal would apply from the 2010 local body elections, there is an opportunity for Councils to make a change along these lines with effect from 1 July 2009, through an amendment to their expenses rules.

**Application of Allowance by Christchurch City Council**

21. Section 5 (page 2) of the proposed expenses and allowances for 2009/10 provides for a mileage allowance for Council-related car running associated with attendance at a range of meetings or events. This is the exact wording taken from the approved schedule for 2008/09; it reflects the current situation. The total cost for mileage allowance claims in the 2007/08 year was \$41,000.

**15 Cont'd**

22. Not all elected members claim for this allowance. Currently six Councillors and 16 Community Board members submit claims for the allowance. Eight of these elected members live on the Banks Peninsula. There can be considerable variation in the number and type of meetings for which the allowance is claimed.

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

Contact person for enquiries:

Name: Clare Sullivan	Designation: Council Secretary
Email: clare.sullivan@ccc.govt.nz	Telephone: (03) 941-8533 (Direct Line)

**SECTION 2 - DOCUMENTATION OF POLICIES**

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

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

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

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

- are in line with council policies
  - have a justified business purpose
  - are payable under clear rules communicated to all claimants
  - have senior management oversight
  - are approved by a person able to exercise independent judgement
  - are adequately documented
  - are reasonable and conservative in line with public sector norms
  - are, in respect of allowances, a reasonable approximation of expenses incurred on behalf of the local authority by the elected member
  - are subject to internal audit oversight.
1. Comprehensive schedule approved by the Council. Basis is "actual and reasonable" expenses only.
  2. Expenditure must relate to the items listed in the schedule.
  3. Expense claims are approved by the Council Secretary. Full receipts are required.
  4. The policies set by the Council reflect public sector norms of reasonableness and conservatism.
  5. The allowances listed in the schedule have been calculated to approximate the expenditure to which the allowances relate.
  6. Internal audit work programme includes sampling expense claims and allowances paid to elected members and staff.

## SECTION 4 - VEHICLE PROVIDED

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

## SECTION 5 - MILEAGE ALLOWANCES

### 1. Rate of allowance paid per kilometre

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

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

## SECTION 6 - TRAVEL AND ACCOMMODATION

### 6.1 Taxis and other transport

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

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

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

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

### 6.2 Carparks

Are carparks provided? Yes

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

### 6.3 Use of Rental cars

Are rental cars ever provided? Yes

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

**6.4 Air Travel Domestic**

Summarise the rules for domestic air travel.

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

(See also clause 6.6.)

**6.5 Air Travel International**

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

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

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

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

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

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



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

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

**Council Representatives on External Organisations:**

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

**Prior Council Approval Required in Other Cases**

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

**Mayor**

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

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

## ATTACHMENT TO CLAUSE 15 Cont'd

**Community Board Members**

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

**6.7 Airline Club/Airpoints/Airdollars**

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

Mayor only, given frequent travel. Yes

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

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

Summarise the rules on accommodation costs.

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

**6.9 Meals and sustenance, incidental expenses**

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

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

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

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

No

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

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

No

**SECTION 7 - ENTERTAINMENT AND HOSPITALITY**

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

No

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

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

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

- PC or Laptop Yes
- Fax No
- Printer Yes
- Broadband connection Yes
- Second landline to house No
- Consumables and stationery Yes
- Mobile Phone No

ATTACHMENT TO CLAUSE 15 Cont'd

- Other equipment or technology No

**For remaining Community Board members:**

- Broadband connection. Yes
- Consumables and stationery Yes

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

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

Are telephone rental costs reimbursed in whole or part? Yes

Are telephone call expenses reimbursed in whole or part? Yes

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

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

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

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

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

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

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

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

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

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

Are any other expense reimbursements made or allowances paid? No

**SECTION 11 - TAXATION OF ALLOWANCES**

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

**SECTION 12 - SIGNATURE**

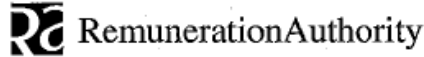
I seek approval from the Remuneration Authority, in relation to the period 1 July 2009 to 30 June 2010, of the expense reimbursement rules and payments of allowances applicable to elected members as set out in this document.

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

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

Council Secretary \_\_\_\_\_  
**Designation**

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



28 January 2009

To All Mayors and Chief Executives of All Local Authorities.

**MOTOR VEHICLE MILEAGE ALLOWANCE FOR ELECTED MEMBERS**

**Proposal**

The attached discussion paper sets out a proposal that the Mileage Allowance for elected members, currently provided for in clause 14 of the Local Government Elected Members (2008/09) Determination, be abolished. The paper proposes that it be replaced with reimbursement of travelling time and actual travel costs, in limited circumstances.

**Background**

The Mileage Allowance and its application are becoming increasingly anomalous. The attached paper describes its inconsistency with the tax status of elected members; the unfairness of its application; and the perverse incentives which it can create.


**Submissions**

Your council's submissions or comments on the proposal, should you wish to make any, are required by 1 July 2009.

**Implementation**

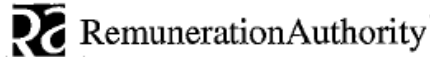
The proposal in the attached paper is that the allowance be abolished following the 2011 Local Body elections.

However, in view of the current economic climate, and the public interest in the remuneration of elected representatives, we draw your attention that the provisions of the determination concerning the mileage allowance are permissive rather than mandatory. There is an opportunity for Councils to make a change along these lines with effect from 1 July 2009, through an amendment to their expenses rules, approved by the Remuneration authority.

  
David Oughton  
Chairman

Remuneration Authority

PO Box 10084, Morrison Kent House, 105 The Terrace, Wellington 6143, New Zealand  
Telephone 04 499 3068 Facsimile 04 499 3065 Email [info@remauthority.govt.nz](mailto:info@remauthority.govt.nz)



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## DISCUSSION PAPER

### Local Government Elected Members - Mileage Allowance

#### Introduction

1. This discussion paper sets out a proposal for changing the current arrangements under which Local Government elected representatives are eligible for an allowance (the "mileage allowance") for the use of their private vehicle on Council business.

#### Background

2. The mileage allowance was introduced in the first Local Government Elected Members Determination issued by the Authority in 2003. The amount of the allowance (\$0.70 per kilometre), and the eligibility criteria, have remained largely unchanged since that time.
3. For a number of reasons the mileage allowance has been a source of contention. This memorandum:
  - (a) Sets out the current situation;
  - (b) Identifies a number of anomalies or problems with the application of the allowance; and
  - (c) Recommends an approach to addressing these.

#### Current Situation

4. The mileage allowance is \$0.70 per kilometre. This rate was struck when the Remuneration Authority first issued a remuneration determination for Local Government Elected Members in early 2003.
5. Although the Authority file is not complete, the record is sufficient to confirm that:
  - (a) The rate was intended to incorporate an amount for travel time. Therefore it provides those eligible to receive it both remuneration and reimbursement of some costs;
  - (b) The initial travel time/running cost split was about 50/50 i.e. \$0.35/\$0.35; and

#### Remuneration Authority

PO Box 10084, Morrison Kent House, 105 The Terrace, Wellington 6143, New Zealand  
Telephone 04 499 3068 Facsimile 04 499 3065 Email [info@remauthority.govt.nz](mailto:info@remauthority.govt.nz)

- (c) In 2001/02, probably the year of the data on which the rate was struck, \$0.35 per kilometre more than covered the running costs of a 1300 – 2000cc vehicle (15 – 18 cents per km) and approached the full cost (running cost plus ownership cost) of a similar-sized vehicle which travelled 20,000km each year (\$0.40 – \$0.51 per km).
6. The \$0.70 per km rate has remained unchanged since the 2003 determination. However, the value of the mileage allowance has not eroded to the extent often claimed when fuel prices exceeded \$1<sup>2</sup> per litre. The 2008 AA figures show running costs and full costs, on the same basis as (c) above, as \$0.17 to \$0.20 and \$0.39 to \$0.47. (Note that the total cost has in fact come down over the last five or six years although, in fairness, striking a rate is very difficult given the wide variation of vehicle sizes and cost, and the mileage actually run by individuals – the latter in particular having a significant impact on the numbers.)
7. The Remuneration Authority's current determination provides for a "vehicle mileage allowance" to be paid to an elected member, for travel by the member, (including travel to and from the member's residence), if the travel is:
- In his or her own vehicle;
  - On the Local Authority's business; and
  - By the most direct route reasonable in the circumstances.
8. Note that this is permissive, not mandatory, and sets maxima for both the amount of, and eligibility for, the allowance. Local Authorities can (and in some cases do) set restrictions on mileage allowances which are tailored to the nature of the Authority and its financial position.

#### **Tax Status of Elected Members**

9. Any consideration of the mileage allowance should be seen in the context of the tax status of elected members. Elected members are self employed for tax purposes. This means that all income, including allowances (but not the reimbursement of actual costs such as taxi fares for example) is subject to withholding tax deductions. The member can also claim as business expenses costs incurred in generating income.
10. Mileage allowance payments to elected representatives are subject to withholding tax deductions. The cost of using a private motor vehicle on council business can be claimed as a business expense by the elected member, subject to the eligibility rules determined by the IRD from time to time. This provides an additional financial benefit to the elected member, relevant in the context of the "fairness" issue discussed below.

**Current Issues with the Mileage Allowance**

11. Set out below are four, sometimes related, matters which have emerged in the five years the mileage allowance provision has been incorporated in the Remuneration Authority's determinations.

(a) *Should a mileage allowance be paid at all to elected representatives?*

12. Mileage allowances (and similar allowances) are typically part of the conditions which govern *employment* relationships. They are a means of reimbursing costs which are incurred by a salaried employee who does not have the ability, because of his or her tax status, to claim these as employment expenses.

13. The payment of a mileage allowance to a self-employed person, who can separately claim the costs of using his or her vehicle as a business expense, can be seen as anomalous, or even perhaps as "double dipping".

(b) *If a mileage allowance is paid, should it be paid for journeys from home to the Council?*

14. It is not usual practice for *employees* to have this cost met by the employer.

15. For the self-employed person, the cost of travel from his or her "place of business" to a client is usually accepted as a business expense by the Inland Revenue Department, (but may not necessarily be charged to a client). Also, it is by no means certain that for many elected representatives, their home is their "place of business". Some will no doubt maintain an office at their home, others will have business premises or offices elsewhere.

16. It seems to the Remuneration Authority that there is a reasonable argument for not accepting travel to and from home and the Council Offices as qualifying for the payment of a mileage allowance, but leaving each elected representative to decide whether this travel is a business expense, and whether to claim it for tax purposes.

17. There are two important exceptions to this view:

- For some elected representatives in large, rural local authorities, or in regional councils, travel to and from council meetings takes significant time, and in fairness needs to be recognised.
- As with employees, where safety and security are involved, such as returning home from late meetings, there may be a case for meeting some transport costs, such as a taxi fare, even if other public transport is available.



*(c) Fairness*

18. There is another aspect to the payment of the vehicle mileage allowance for home to work travel. Should councillors who drive their private cars to Council meetings be paid additional remuneration? This is the effect of the time component in the mileage allowance, and it places the owners of motor vehicles who drive to council meetings at an advantage. Two examples illustrate the point.

- (1) On the assumption that the cost of travel to and from Council meetings is to be reimbursed, a councillor who travels, say, 15 km to a council meeting by car could claim up to \$21.00 for the round trip, and may claim a further deduction of around \$18.00 for tax purposes. Even before the tax benefit, the \$21.00 is likely to be more than the actual vehicle running cost, hence there is reimbursement for travel time.

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A councillor who chooses to use public transport might be reimbursed the cost of the fare, but will receive no financial recognition of the time spent travelling. Nor will he or she be able to claim the expense for tax purposes if it has been reimbursed.

Additional income is being generated by the mode of transport rather than by the actual time spent by the elected representative on what is currently treated by some councils as council-related travel.

- (2) In the second example, two regional councillors make a 200km round trip to a council meeting. The travel takes about 2.5 hours. One councillor drives his own car, the other is his passenger. For the 200 km trip the owner/driver may claim \$140, of which about half is running cost (as opposed to total ownership cost). \$70 or about \$28 per hour is therefore payment for time. In addition, the owner/driver may claim around \$120 as a business expense.

The passenger, who spent the same amount of time travelling, receives nothing.

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*(d) Sustainability*

19. A fourth concern with the mileage allowance, particularly in metropolitan areas where public transport is available, or walking and cycling options may be feasible, is that it encourages the use of motor vehicles rather than more sustainable or "environment-friendly" practices.

**Comment**

20. It is difficult to establish a regime for travel and related allowances which is sensible for all local authorities given the differences between compact urban authorities at one end of the scale and regional authorities covering hundreds of square kilometres at the other; the differences in accessibility of public transport across local authorities; and the differences in lifestyle choices which councillors make as individuals, and which are often reflected in their modes of transport.
21. It is clear also that it is difficult to reduce entitlements which have come to be regarded as part of the total income of elected representatives.
22. However, in the view of the Authority, the issues and examples touched on above raise legitimate concerns which need to be addressed.

**Proposal**

23. The following is a proposal for discussion.
- (a) Remove the mileage allowance as it currently stands, leaving elected representatives to claim the costs of vehicle use as part of their taxation arrangements.
- (b) In Councils' expenses policies, provide for explicit recognition of travelling time from home to council meetings (or to other explicitly recognised council business activities) where this exceeds, say, around 30km or 30 minutes. The "travel allowance" could be set at a rate per kilometre or, preferably, an hourly rate.
- The Remuneration Authority's preference is that the hourly rate for travel time should be a flat rate which applies uniformly across the country rather than struck on the actual annual remuneration of each elected representative.
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- (c) In councils' expenses policies make explicit reference to the conditions under which the actual costs of travel on public transport by an elected representative may be met by the Council. (Paragraph 17 above.)

**Implementation**

24. Given the significance of this change, our proposal is that comments be sought with the intention of introducing any change following the 2011 Local Body elections.

**16. LOCAL GOVERNMENT NEW ZEALAND “KNOW HOW” TRAINING WORKSHOP– FINANCIAL GOVERNANCE 101 – MEMBERS ATTENDANCE**

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

**PURPOSE OF REPORT**

1. The purpose of this report is to seek the Board's approval for interested members to attend a Local Government New Zealand “Know How” Training Workshop – Financial Governance 101, to be held in Christchurch on Friday 7 August 2009.

**EXECUTIVE SUMMARY**

2. The one day Local Government New Zealand (LGNZ) workshop is designed to provide skills in relation to financial decision making.
3. The workshop focuses on enhancing members' financial planning skills for the long term benefit of the community. It aims to assist elected members to improve their knowledge of financial governance issues, know the key questions to ask, and how to influence and make decisions in governance forums and budgeting processes. LGNZ advises that this course has received favourable feedback from both new and experienced elected members who have said they found the workshop most useful and would recommend it to others. The workshop will deal with the relationship between planning and LTCCP process and financial information, important accounting and asset management concepts, balance sheet management and financial choice and using the lessons learnt in identifying options, considering information and decision making.

**FINANCIAL IMPLICATIONS**

4. The cost of the workshop is \$300 (plus GST) per person, for elected members from member councils. The Board's 2008/09 conference and training budget has a current unallocated balance of \$2,607.

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

5. Yes, provision for elected members training is made in the LTCCP, specifically under the Elected Member Representation activity.

**LEGAL CONSIDERATIONS**

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

6. Yes, there are no legal implications.

**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. Not applicable.

**ALIGNMENT WITH STRATEGIES**

8. Not applicable.

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

9. Not applicable.

**16 Cont'd**

**CONSULTATION FULFILMENT**

10. Not applicable.

**STAFF RECOMMENDATION**

It is recommended that the Board give consideration to approving the attendance of interested members to the Local Government New Zealand Workshop, Financial Governance 101 being held in Christchurch on Friday 7 August 2009.

**17. BURWOOD/PEGASUS COMMUNITY BOARD'S 2008/09 DISCRETIONARY RESPONSE FUND – APPLICATION – 2009 ANZAC DAY WREATHS**

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

**PURPOSE OF REPORT**

1. The purpose of this report is to seek the Board's approval for a funding application to the Board's 2008/09 Discretionary Response Fund for the purchase of wreaths to commemorate ANZAC Day for 2009.

**EXECUTIVE SUMMARY**

2. In recent years the Board has provided three wreaths to be laid at ANZAC Day commemorations throughout the Burwood/Pegasus ward. The cost of each wreath for the 2009 events is \$120 therefore totalling \$360.
3. Staff propose that for 2009, the funding for ANZAC Day wreaths be provided from the Board's 2008/09 Discretionary Response Fund which has a current unallocated balance of \$11,259.

**FINANCIAL IMPLICATIONS**

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

4. Yes. There are no financial implications outside existing budgets.

**LEGAL CONSIDERATIONS**

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

5. Under the Board delegations, the Board has "*absolute discretion over the implementation of the discretionary funding allocation of \$60,000, (subject to being consistent with any policies or standards adopted by the Council).*"

**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?**

6. Yes. The Board's discretionary funding is part of the Community Grants services on page 103 of the 2006-16 LTCCP.

**ALIGNMENT WITH STRATEGIES**

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

7. The recommendations in this report align with:
  - the Strengthening Communities Strategy
8. The recommendations also align with the following Board objectives:
  - The Board plays an active role in its community by acknowledging diverse communities and facilitates a vibrant, inclusive and strong community.
  - The Board will promote a local sense of community/ies within the ward.

**17 Cont'd**

**CONSULTATION FULFILMENT**

9. Not required.

**STAFF RECOMMENDATION**

It is recommended that the Board consider approving an allocation of \$360 from its 2008/09 Discretionary Response Fund to purchase 2009 ANZAC Day wreaths.

18. **COMMUNITY BOARD ADVISER'S UPDATE**
19. **BOARD MEMBERS' QUESTIONS**
20. **RESOLUTION TO EXCLUDE THE PUBLIC (ATTACHED)**

**BURWOOD/PEGASUS COMMUNITY BOARD**

**RESOLUTION TO EXCLUDE THE PUBLIC**

*Section 48, Local Government Official Information and Meetings Act 1987.*

I move that the public be excluded from the following parts of the proceedings of this meeting, namely item 21.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

	<b>GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED</b>	<b>REASON FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER</b>	<b>GROUND(S) UNDER SECTION 48(1) FOR THE PASSING OF THIS RESOLUTION</b>
<b>PART A 21.</b>	<b>PURCHASE OF PROPERTY SUBJECT TO FLOODING – BEXLEY ROAD</b>	<b>GOOD REASON TO WITHHOLD EXISTS UNDER SECTION 7</b>	<b>SECTION 48(1)(a)</b>

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

**Item 21 Conduct of Negotiations (Section 7(2)(i))**

**Chairman’s Recommendation:** That the foregoing motion be adopted.

**Note**

Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

- “(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof):
  - (a) Shall be available to any member of the public who is present; and
  - (b) Shall form part of the minutes of the local authority.”