

**FENDALTON/WAIMAIRI COMMUNITY BOARD  
AGENDA**

**TUESDAY 14 APRIL 2009**

**AT 4.00 PM**

**IN THE BOARDROOM  
FENDALTON SERVICE CENTRE  
CORNER JEFFREYS AND CLYDE ROADS**

**Community Board:** Val Carter (Chairperson), Cheryl Colley (Deputy Chairperson), Sally Buck, Faimeh Burke, Jamie Gough, Mike Wall and Andrew Yoon.

**Community Board Adviser**  
Graham Sutherland  
Phone 941 6728 DDI  
Email: [graham.sutherland@ccc.govt.nz](mailto:graham.sutherland@ccc.govt.nz)

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**1. APOLOGIES**

Cheryl Colley.

**2. CONFIRMATION OF MEETING MINUTES – 1 APRIL 2009**

The minutes of the Board's ordinary meeting of Wednesday 1 April 2009 are **attached**.

**CHAIRPERSON'S OR STAFF RECOMMENDATION**

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

**3. DEPUTATIONS BY APPOINTMENT**

**3.1 NEW ZEALAND POLICE**

Area Commander Dave Lawry will be in attendance to discuss with the Board matters relevant to the Fendalton/Waimairi ward.

**3.2 ENVIRONMENT CANTERBURY - DRAFT LONG TERM COUNCIL COMMUNITY PLAN 2009-19**

Environment Canterbury's Christchurch West Constituency Councillors will be in attendance to discuss with the Board ECan's draft LTCCP for 2009-19.

**4. PRESENTATION OF PETITIONS**

Nil.

**5. NOTICES OF MOTION**

Nil.

**6. CORRESPONDENCE**

**6.1 ON-STREET PARKING - ILAM ROAD**

Correspondence has been received from Don Clark expressing concern about the changing nature of on-street parking on Ilam Road, north of the intersection with Maidstone and Creyke Roads. The letter is **attached**.

**6.2 JELLIE PARK POOL SPACE ALLOCATION**

Correspondence has been received from Donald and Catherine Bartlett expressing concerns about the Council's policy for allocation of space at Jellie Park pool. The letter is **attached**.

**7. BRIEFINGS**

Nil.

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ATTACHMENT TO CLAUSE 2

14. 5. 2009

**FENDALTON/WAIMAIRI COMMUNITY BOARD  
1 APRIL 2009**

**A meeting of the Fendalton/Waimairi Community Board  
was held on Wednesday 1 April 2009 at 8.16am  
in the Boardroom, Fendalton Service Centre**

**PRESENT:** Val Carter (Chairperson), Sally Buck, Faimeh Burke, Cheryl Colley,  
Jamie Gough, Mike Wall and Andrew Yoon.

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** an update from the Community Board Adviser on forthcoming Board related activity over the coming weeks.

**7. ELECTED MEMBERS' INFORMATION EXCHANGE**

Nil.

**8. QUESTIONS UNDER STANDING ORDERS**

Nil.

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ATTACHMENT TO CLAUSE 2

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

**9. CONFIRMATION OF MEETING MINUTES – BOARD MEETING OF 17 MARCH 2009**

The Board **resolved** that the minutes of its ordinary meeting of Tuesday 17 March 2009, be confirmed.

The meeting concluded at 8.18am.

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

**VAL CARTER  
CHAIRPERSON**

171 Ilam Road  
Christchurch  
19<sup>th</sup> March 2009

The Secretary  
Fendalton / Waimairi Community Board  
Cnr Clyde & Jeffreys Road  
Christchurch.

I wish to draw the Board's attention to the changing nature of on-street parking in that section of Ilam Road north of the traffic lights at the intersection of Ilam, Maidstone and Creyke Roads.

We have lived at the above address for twenty seven years and have witnessed a significant change in the parking density around the University precinct and in the area detailed above in particular. The matter has been informally discussed by many who live in the area and I'm sure that you are aware of the concerns raised.

About four years ago I approached the City Council suggesting that parking from our property south to the traffic lights be restricted to two hours for the period March to October in any year. This was a safety issue, and after numerous meetings, and some debate the Council agreed to accept our submissions. The fact that these regulations are seldom monitored by the Parking division of the Council have made the requirements ridiculous. They park there most of the day and Parking Enforcement will take action only if we phone and complain. We also have to phone to get any action when they extend over the driveway entrance and over fire plugs.

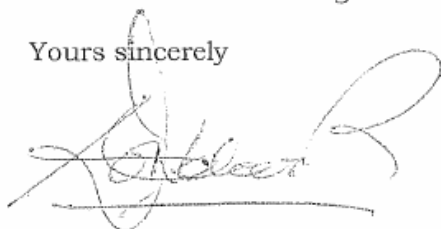
This situation creates an additional problem in that we are now required to so position the new bins in such a way that they can be picked up by the contractor. I understand that on some days we will be required to place up to two bins out for collection with reasonable spaces between them. This presents no problem for me, but I will be interested to see how the contractor manages to negotiate the car parked up to my driveway on occasions plus the lamp post which stands one meter from the drive way entrance.

One solution would be to paint a parking limit l at an appropriate distance from driveways, however I understand that this requires an order in council. Other streets around the University have such a marking so it should not be too difficult to extend the markings. Perhaps the advent of rubbish bins will require a greater distance to be set aside than the present one meter.

You will be aware, I'm sure of the on going problems in the general area with student behavior etc and the time has arrived for less talking and more action.

I look forward to hearing what action will be taken.

Yours sincerely



Don Clark

269 Sawyers Arms Road  
Harewood  
Christchurch

2 April 2009

Christchurch City Council  
P O Box  
CHRISTCHURCH

Attention: Sally Buck  
Mike Wall

We are writing to express our frustration, disappointment and concern over the non renewal of our children's swim training on Monday and Wednesday afternoons. We were informed in a short note on Monday 30<sup>th</sup> March at 4.00pm (a week after bookings were being taken) that there would no longer be a gold squad on Monday and Wednesday, due to lack of pool space, however we could book on a Tuesday and Thursday. These days were not an option for us as we had already committed to other after school activities which were planned around the swimming.

However, this was the last in a series of issues that have caused frustration for loyal and historic users of Jellie Park since the reopening. Issues including overcrowding of classes, rude and indifferent staff and inflexible booking times do not in our opinion underpin that this is an improved facility for North West Christchurch.

We were informed after a phone call to the Council on Monday 30 March at 4.25pm that 25 percent of pool space was required by the public at all times. On Wednesday afternoon 6 of the 16 lanes were being used by the public. This is over the stated 25 percent. In recent visits we have counted the number of people using these lanes and have recorded 6 swimmers over 5 public lanes, while our children swim in a single lane with at least 6 other swimmers. This is an equitable allocation of resource.

We have also been advised that for safety reasons aqua joggers require 2 lanes yet find this difficult to reconcile this safety requirement when 7 to 11 swimmers are using the lanes for swim training/coaching.

It is fully acknowledged that the pool is available for all users; however we do not accept a cut in allocation of lanes for coaching when most of the children who used this facility pay far in excess of the fees contributed by casual users. In addition most of these families have multiple students in coaching and have paid fees to the Council over a number of years. Payments have always been in advance and no refunds are offered for illness or times when children are unable to attend. These same parents travelled at much cost and inconvenience to QE2 for approximately 1 year while we waited for a new and improved facility at Jellie Park. It has not met our expectations.

We respectfully request you acknowledge our concerns and re consider your policy for allocation of space at Jellie Park. Specifically:

Aqua jogging should be limited or excluded between 3.00pm and 6.00pm Monday to Thursday, as it is on Fridays when Water Polo is played. Most aqua joggers are of an age that means they are able to undertake this activity outside the hours immediately following school finishing.

Fee paying students in coaching should have priority in terms of lane allocation from 3.00pm to 6.00pm.

We look forward to your immediate reply.

Thank you

Donald and Catherine Bartlett





## 8. ELECTED MEMBER 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.

**8. 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**

It is recommended that the Community Board:

- (a) Note that on 16 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.

8. Cont'd.

**BACKGROUND**

**General**

14. 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.
15. 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**

16. 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.
17. 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.
18. 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".*
19. 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**

20. 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.

**8. Cont'd.**

21. 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.

#### **Community Board Members**

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



**6.7 Airline Club/Airpoints/Airdollars**

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

Mayor only, given frequent travel.

Yes

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

Yes

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

Summarise the rules on accommodation costs.

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

**6.9 Meals and sustenance, incidental expenses**

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

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

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

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

No

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

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

No

**SECTION 7 - ENTERTAINMENT AND HOSPITALITY**

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

No

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

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

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

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

**For remaining Community Board members:**

- Broadband connection. 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**

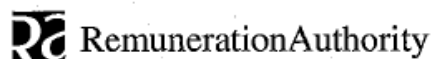
I seek approval from the Remuneration Authority, in relation to the period 1 July 2009 to 30 June 2010, of the expense reimbursement rules and payments of allowances applicable to elected members as set out in this document.

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**

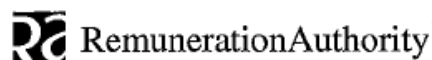
The proposal in the attached paper is that the allowance be abolished following the 2011 Local Body elections.

However, in view of the current economic climate, and the public interest in the remuneration of elected representatives, we draw 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 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

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- (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:
  - (a) In his or her own vehicle;
  - (b) On the Local Authority's business; and
  - (c) 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.

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.

*(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.

- 
- (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.

January 2009



**9. WORKS, TRAFFIC AND ENVIRONMENT COMMITTEE MEETING – REPORT OF 23 MARCH 2009**

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

**PURPOSE OF REPORT**

The purpose of this report is to submit the following outcomes of the Works, Traffic and Environment Committee meeting held on Monday 23 March at 8.00am.

The meeting was attended by Cheryl Colley (Chairperson), Sally Buck, Faimeh Burke, Val Carter and Mike Wall.

Apologies for absence were received and accepted from Jamie Gough and Andrew Yoon.

**1. BISHOPDALE COURT - PROPOSED P10 PARKING RESTRICTION**

The Committee's recommendation was sought for the Board's approval that the existing P5 Parking Restriction at Bishopdale Court, in the south car park outside the crèche, be changed to a P10 Parking Restriction and extended to include two adjacent parking spaces.

**Committee Recommendation:**

That the Board approve:

- (a) That the existing P5 Loading Zone in the north west corner of the southern car park at the Bishopdale Mall complex, along Bishopdale Court outside the crèche, commencing at a point 12.5 metres from the service lane between the public library and the crèche and extending in a westerly direction for a distance of 22 metres, be revoked.
- (b) That the parking of vehicles be restricted to a maximum period of 10 minutes in the north west corner of the southern car park at the Bishopdale Mall complex along Bishopdale Court outside the crèche, commencing at a point 7.5 metres from the service lane between the public library and the crèche and extending in a westerly direction for a distance of 33 metres.

**2. ELMWOOD ROAD/STROWAN ROAD – PROPOSED NO STOPPING RESTRICTIONS**

The Committee's recommendation was sought for the Board's approval that the stopping of vehicles be prohibited at any time on either side of the Elmwood Road/Strowan Road intersection.

**Committee Recommendation:**

That the Board approve:

- (a) That the stopping of vehicles be prohibited at any time on the south side of Elmwood Road commencing at its intersection with Strowan Road and extending in a westerly direction for a distance of 12 metres.
- (b) That the stopping of vehicles be prohibited at any time on the north side of Elmwood Road commencing at its intersection with Strowan Road and extending in a westerly direction for a distance of 12 metres.
- (c) That the stopping of vehicles be prohibited at any time on the west side of Strowan Road commencing at its intersection with Elmwood Road and extending in a southerly direction for a distance of 15 metres.
- (d) That the stopping of vehicles be prohibited at any time on the west side of Strowan Road commencing at its intersection with Elmwood Road and extending in a northerly direction for a distance of 17 metres.

9. Cont'd.

3. **BRADNOR ROAD/IDRIS ROAD INTERSECTION – REQUEST FOR PARKING RESTRICTION ON EAST SIDE OF IDRIS ROAD AT THIS INTERSECTION**

Staff responded to the request by the Board on 16 December 2008, in regard to the correspondence received from the residents of Bradnor Road for a parking restriction to be imposed on the east side of Idris Road at its intersection with Bradnor Road.

The Committee **received** the information, recommended that no parking restrictions be installed at this time and requested that staff investigate other alternatives to improve safety at this intersection and report back to the Board through a memorandum. (See memorandum **attached** to this Committee report.)

4. **CHURCH LANE STREET RENEWAL**

The Committee's recommendation was sought for the Board's approval to proceed to detailed design, tender and construction for the Church Lane street renewal project.

**Committee Recommendation:**

That the Board approve the plan TP 308601, as **attached** to this Committee report, for final design, tender and construction.

5. **STAFF BRIEFINGS**

5.1 **Implementation of Bus Priority – Papanui Road**

Kirsty Mahoney and Tom Howkins, Project Managers, Project Management Unit, were in attendance and updated the Committee on the implementation of the bus priority measures for the Papanui Road route. Items covered were as follows:

- Construction/opening timelines
- Key issues
- Education campaign
- Enforcement procedures
- Signage and markings

Committee members raised the following matters for staff to note:

- Visibility for vehicles exiting McDougall Avenue onto Papanui Road.
- The possible need for a left-turn arrow for south-bound traffic on Papanui Road turning into St Albans Street.
- The possible need for a right-turn arrow for south-bound traffic on Papanui Road turning into Bealey Avenue.

The Chairperson thanked the staff for their presentation.

The meeting concluded at 8.30am.

**STAFF RECOMMENDATION**

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

**CHRISTCHURCH CITY COUNCIL**  
**Network Operations and Traffic Systems**

**Memorandum**

**Date:** 1<sup>st</sup> April 2009

**From:** George Kuek - Network Operations and Traffic Systems Traffic Engineer- Community  
(Michael Thomson – Senior Traffic Engineer)

**TO:** FENDALTON/WAIMAIRI COMMUNITY BOARD

**IDRIS ROAD CENTRELINE AT BRADNOR ROAD INTERSECTION**

This memorandum is in response to the Fendalton/Waimairi Community Board Works, Traffic and Environment Committee request, at its meeting on Monday 23 March 2009, to investigate the possibility of re-marking the Idris Road centreline at the Bradnor Road intersection, to discourage northbound traffic straying into the southbound lane at the bend.

Idris Road is a minor arterial with a roadway width of 14 m between kerb faces. The carriageway width is 10 m between edge lines (parking lane lines), while a 2 m wide shoulder on each side of the carriageway (for parking) takes up the remaining width of the roadway.

For an urban minor arterial road, the *minimum* required roadway width is 14 m, made up of a 3 m wide vehicle lane and a 4 m wide strip for cycles and parked cars, on each side of the road centreline. Idris Road just meets all these minimum requirements for an urban minor arterial road.

The following alternative centreline markings have been considered:

**(1) Flush median**

A flush median is required to have a minimum width of 1 m, with a desirable width of 2 m in urban situations.

Idris Road is already at its minimum width. The only way to fit in a flush median is to remove on-street parking from one or both sides of Idris Road. If a flush median is put in, it will need to extend from south of Snowdon Road to north of Bradnor Street. Allowing for end tapers, it is likely that on-street parking will need to be removed for approximately 120-130 metres, affecting 7 to 8 properties on the east side of Idris Road and 4 on the west.

It is not recommended that on-street parking along this stretch of Idris Road be removed, for reasons already explained in the report to the Committee at its meeting on 23 March 2009. Flush median is therefore not an option in this situation.

**(2) Double yellow no overtaking lines**

Part 2 Section 2.05 of the New Zealand Transport Agency's *Manual of Traffic Signs and Markings* prescribes the application criteria for the use of double yellow no overtaking lines.

This site does not meet any of the application criteria for double yellow no overtaking lines.

**Visibility**

The bend in the road is not sharp, and there is good visibility from the north for southbound traffic. The only reason someone may crash into the rear of a vehicle waiting to turn right into Bradnor Road would be excessive speed or inattention.

**Accident records**

Accident records from the last twenty nine years show that the three single-vehicle accidents that occurred at this site were all northbound and all involved vehicles losing control, veering left (away from the centreline), and crashing into the post on the west side of Idris Road.

**Driver behaviour**

Both the northbound and southbound vehicle lanes are 5 m wide, and there is sufficient space for northbound vehicles to traverse round the right curve without having to stray into the southbound lane. The only reason northbound vehicles may stray into the southbound lane would be bad driving behaviour. Such driving behaviour is a Police enforcement issue.

**Conclusion**

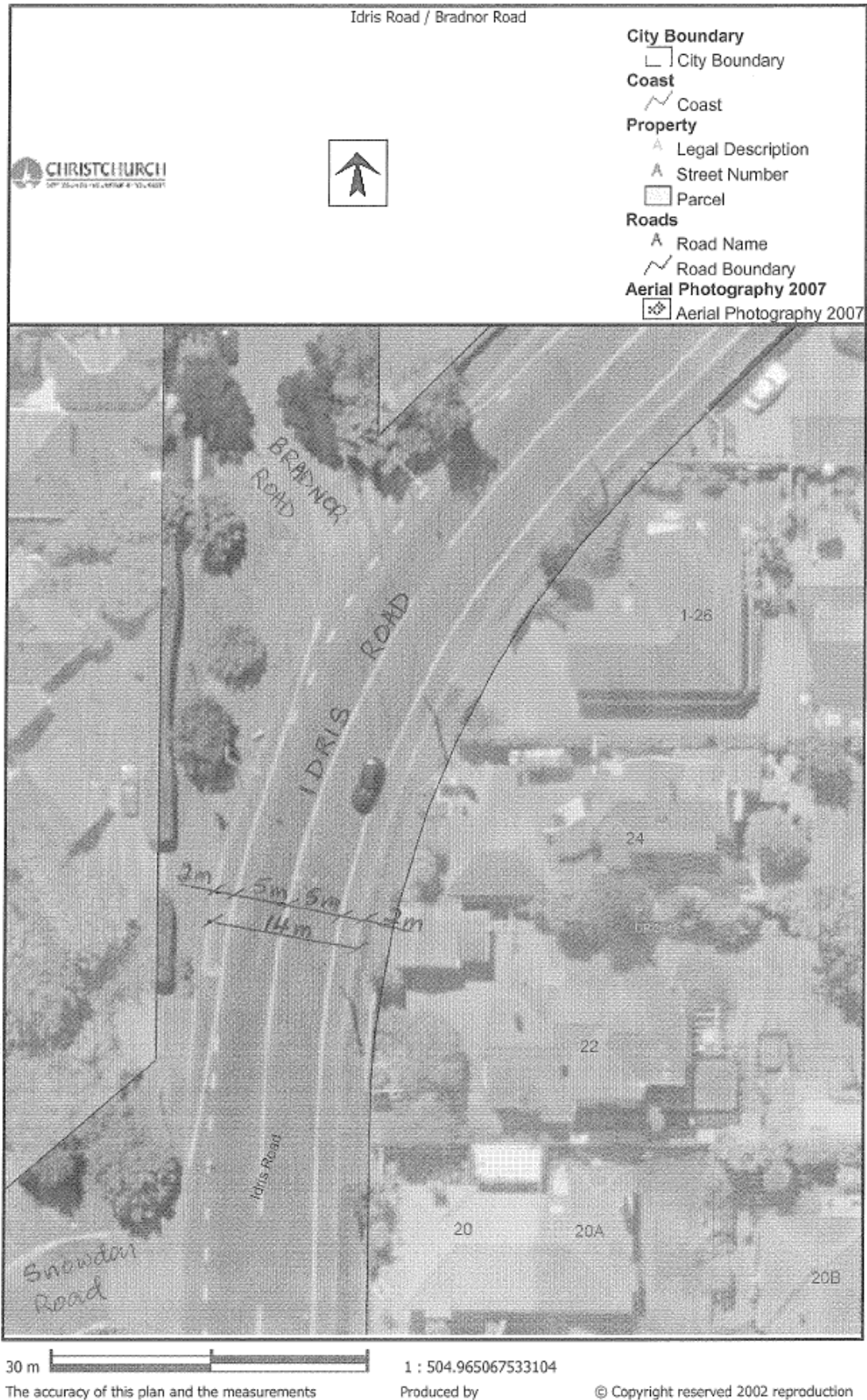
There is no room for installing a flush median without sacrificing on-street parking from one or both sides of Idris Road. As already explained at the Committee meeting on 23 March 2009, the removal of on-street parking can result in an increased risk, to southbound cyclists and to southbound vehicles turning left into their driveway. A flush median at this location is therefore not recommended.

Double yellow no overtaking lines are not appropriate at this location, as the site conditions do not meet any of the application criteria for such markings.

Visibility is not an issue at this site, and accident records over almost three decades do not suggest that head-on collisions due to northbound vehicles straying into the southbound lane is an issue.

**Recommendation**

No action is recommended at this intersection.



**10. COMMUNITY SERVICES COMMITTEE MEETING – REPORT OF 1 APRIL 2009**

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

**PURPOSE OF REPORT**

The purpose of this report is to submit the following outcomes of the Community Services Committee meeting held on Wednesday 1 April 2009 at 8.00am.

The meeting was attended by Faimeh Burke (Chairperson), Sally Buck, Val Carter, Cheryl Colley, Jamie Gough, Mike Wall and Andrew Yoon.

**1. APPLICATION TO THE BOARD'S YOUTH DEVELOPMENT SCHEME - ANNABELLE BROWN**

The Committee's recommendation to the Board was sought for a funding request from its 2008/09 Youth Development Scheme from Annabelle Brown.

**Committee Recommendation:**

That the Board agree to grant \$500 from its 2008/09 Youth Development Scheme to Annabelle Brown towards the costs involved with participating in the AFS Exchange Programme to Italy.

**2. APPLICATION TO THE BOARD'S YOUTH DEVELOPMENT SCHEME - DANIEL COATS, BRENDAN CHIN AND CHUN-TANG PAI**

The Committee's recommendation to the Board was sought for funding requests from its 2008/09 Youth Development Scheme for three Cobham Intermediate students to attend the International Future Problem Solving Conference.

**Committee Recommendation:**

That the Board agree to grant from its 2008/09 Youth Development Scheme \$200 each to Daniel Coats, Brendan Chin, and Chun-Tang Pai towards the costs involved with participating in the International Future Problem Solving Conference in Michigan.

**3. APPLICATION TO THE BOARD'S YOUTH DEVELOPMENT SCHEME – HAYLEY LEE AND KELSEY THOMPSON**

The Committee's recommendation to the Board was sought for funding requests from the Board's 2008/09 Youth Development Scheme from Hayley Lee and Kelsey Thompson.

**Committee Recommendation:**

That the Board approve the application and allocate from its 2008/09 Youth Development Scheme \$150 each to Hayley Lee and Kelsey Thompson to compete in the Aotearoa Maori Netball Oranga Healthy Lifestyle Tournament being held in Hamilton in April 2009.

**4. APPLICATION TO THE BOARD'S YOUTH DEVELOPMENT SCHEME – MICHAEL MCAULEY, KEELAN KILPATRICK AND REGAN KILPATRICK**

The Committee's recommendation to the Board was sought for funding requests from the Board's 2008/09 Youth Development Scheme from Michael Mcauley, Keelan and Regan Kilpatrick.

**Committee Recommendation:**

That the Board allocate \$200 from its 2008/09 Youth Development Scheme to be shared equally between the applicants to compete in the World Schools Golf Challenge in Adelaide from 13 to 17 April 2009.

**10. Cont'd.**

The Committee noted that although this application did not strictly meet the Fendalton/Waimairi criteria regarding selection process, the Committee acknowledges the outstanding achievements of the applicants and recognises the positive personal development aspect of the funding request.

**5. APPLICATION TO THE BOARD'S YOUTH DEVELOPMENT SCHEME – TAYLOR CATLOW**

The Committee's recommendation to the Board was sought for a funding request from the Board's 2008/09 Youth Development Scheme from Taylor Catlow.

**Committee Recommendation:**

That the Board approve the application and allocate \$150 from its 2008/09 Youth Development Scheme to Taylor Catlow to attend the National Federation Football Tournament.

**6. APPLICATION TO THE BOARD'S YOUTH DEVELOPMENT SCHEME – LYU ISHIZUKA**

The Committee's recommendation to the Board was sought for a funding request from the Board's 2008/09 Youth Development Scheme from Lyu Ishizuka.

**Committee Recommendation:**

That the Board approve the application and allocate \$450 from its 2008/09 Youth Development Scheme to Lyu Ishizuka to compete in the Blackpool Junior Dance Festival in Blackpool, England, in April 2009.

**7. APPLICATION TO THE BOARD'S YOUTH DEVELOPMENT SCHEME – JOSHUA GUILLEMOT-RODGERSON**

The Committee's recommendation to the Board was sought for a funding request from the Board's 2008/09 Youth Development Scheme from Joshua Guillemot-Rodgerson.

**Committee Recommendation:**

That the Board approve the application and allocate \$350 from its 2008/09 Youth Development Scheme to Joshua Guillemot-Rodgerson to compete in the International Theatrical Dance Championships being held in Sydney in April 2009.

**8. BURNSIDE PRIMARY SCHOOL BOARD OF TRUSTEES - APPLICATION FOR FUNDING FROM THE BOARD'S 2008/09 DISCRETIONARY RESPONSE FUND**

The Committee's recommendation to the Board was sought for funding from its 2008/09 Discretionary Response Fund from the Burnside Primary School Board of Trustees to establish an international garden.

**Committee Recommendation:**

That the Board agree to grant \$2,500 from its 2008/09 Discretionary Response Fund to the Burnside Primary School Board of Trustees towards costs associated with the establishment of an International Garden.

The meeting concluded at 8.15am.

**STAFF RECOMMENDATION**

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

## 11. ISLEWORTH SCHOOL APPLICATION FOR FUNDING FROM THE BOARD'S 2008/09 DISCRETIONARY RESPONSE FUND

<b>General Manager responsible:</b>	General Manager, Community Services Group DDI 941 8607
<b>Officer responsible:</b>	Unit Manager, Recreation and Sport Unit
<b>Author:</b>	Ken Howat, Community Recreation Adviser

### PURPOSE OF REPORT

1. The purpose of this report is to present a request for funding from Isleworth School to the Fendalton/Waimairi Community Board from its 2008/09 Discretionary Response Fund.
2. The request is for \$15,000 as a contribution towards the cost of Safe-fall surfacing of their adventure playground areas used by the local community.
3. There is currently a balance of \$18,534 remaining in the Board's Discretionary Response Fund.

### EXECUTIVE SUMMARY

4. Isleworth School in Bishopdale has approximately 250 students ranging from Years 1-6. It is adjacent to Grant Armstrong Park where the Council have recently piloted the installation of exercise equipment.
5. Isleworth School has two adventure playgrounds which are used by the local community. Grant Armstrong Park does not have any children's playground equipment and the school allows their playgrounds to be used by the community outside school hours. The School advise that as a result of the Council's exercise equipment in Grant Armstrong Park, there has been a significant increase in the usage of the school playground. The School believe that this is due to more children coming to the park with their parents and using the playground whilst their parents use the exercise equipment.
6. The increased usage has compacted the bark surfacing at a more rapid rate than usual and the school now wish to dig out the existing compressed bark and top up to a level as per New Zealand Safety Standard. The school want to top up the safety surface using a material called Safe-fall which will not compress as rapidly as the normal bark and will therefore not require to be topped up again for several years. There is an option to use standard safety surface bark.
7. Council units sometimes enter into arrangements to collaborate with schools over the provision or maintenance of facilities where there is distinct community benefit, such as the use of the facilities by the community. Generally the larger the Council contribution the greater degree of community access and the more formal the arrangements. In this case there is no agreement between the school and a Council unit.
8. The purpose of Board Discretionary Funding is to assist community groups where the project and funding request falls outside other Council funding criteria and/or closing dates. This fund is also for emergency funding for unforeseen situations. The Discretionary Response Fund cannot be used when the project is primarily the responsibility of Central Government, the responsibility of another funding body or a unit of Council.
9. Isleworth School have advised that it is beyond the school's means to meet all of the \$32,200 needed to complete the project.



## 11. Cont'd.

**FINANCIAL IMPLICATIONS**

10. The following table provides a breakdown of the funds being requested:

<b>Expenses</b>	<b>Total Cost</b>
Dig out, remove and dispose of current playground fill in Senior Playground	\$ 8,800
Dig out, remove and dispose of current playground fill in Junior Playground	\$ 9,600
Safe-fall for Senior Playground	\$ 6,600
Safe-fall for Junior Playground	\$ 7,200
<b>Total (ext GST)</b>	<b>\$32,200</b>

11. The school are requesting \$15,000 as a contribution towards this project.
12. This school has not received any Council funding in the past three years.

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

13. No. This is not an appropriate use of the Discretionary Response Fund as it is the responsibility of the Ministry of Education to provide safety surfacing for playgrounds as there is no agreement with a Council Unit to the contrary.

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

14. There are no legal implications.

**ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

15. No. The project is primarily the responsibility of the Ministry of Education.

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

16. No. The Community Board Discretionary Fund cannot be used when the project is primarily the responsibility of Central Government, the responsibility of another funding body or a unit of Council.

**ALIGNMENT WITH STRATEGIES**

17. This application does not align with the Strengthening Communities Strategy 2007 as the Community Board Discretionary Fund cannot be used when the project is primarily the responsibility of Central Government, the responsibility of another funding body or a unit of Council.

**CONSULTATION FULFILMENT**

18. Not applicable.

**STAFF RECOMMENDATION**

It is recommended that the Fendalton/Waimairi Community Board decline to grant \$15,000 from its 2008/09 Discretionary Response Fund to Isleworth School as a contribution towards the Safe-fall upgrading to their playground areas because the project falls outside the scope of the Discretionary Response Fund.

**12. LOCAL GOVERNMENT “KNOW HOW” TRAINING COURSES – FINANCIAL GOVERNANCE 101**

<b>General Manager responsible:</b>	General Manager Regulation & Democracy Services, DDI 941-8462
<b>Officer responsible:</b>	Democracy Services Manager
<b>Author:</b>	Graham Sutherland, 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” Course – Finance Governance 101, to be held in Christchurch on 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 course 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 government issues, know the key questions to ask, and how to influence and make decisions in Government hearings and budgeting processes. LGNZ advises that this course has received favourable feedback from new and highly experienced Councillors who have said they found the course 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 Local Government workshop is \$300 plus GST per person, for elected members from member Councils. The Board’s 2008/09 conference attendance, training and travel budgets currently have an unallocated budget of \$613.

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

5. Yes, provision for elected member 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.

**CONSULTATION FULFILMENT**

10. Not applicable.

**12. Cont'd.**

**STAFF RECOMMENDATION**

It is recommended that the Fendalton/Waimairi Community Board give consideration to approving the attendance by interested members at the one day Local Government workshop, Financial Governance 101 to be held on 7 August 2009 in Christchurch.



14. 4. 2009

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

**13.1 CURRENT ISSUES**

**13.2 BOARD SUBMISSION ON CHRISTCHURCH CITY COUNCIL DRAFT LONG TERM COUNCIL COMMUNITY PLAN (LTCCP) 2009-19**

The Christchurch City Council's consultation on its draft LTCCP 2009-19 is underway and closes on 16 April 2009. As this is the last Board meeting before that date, the Board is asked to consider formally approving its submission. The draft submission has been developed through a Board seminar on 7 April 2009 and further discussed informally with Board members. The draft submission will be circulated prior to the meeting.

**13.3 2008/09 BOARD FUNDING UPDATE**

**13.4 CSR REPORT FOR FEBRUARY 2009**

**Attached**

**14. ELECTED MEMBERS' INFORMATION EXCHANGE**

**15. QUESTIONS UNDER STANDING ORDERS**

Processed by AMA to Accounts	Project/Service/Description/Group	Allocation 2008/2009
As at 26 Mar	<b>Fendalton/Waimairi Discretionary Response Fund</b>	
	<b>Budget</b>	<b>60,000</b>
	<i>Allocations made</i>	
	<b>Youth Development Fund - Opening Balance allocation</b>	<b>10,000</b>
	<i>Allocations made</i>	
21-Aug	<i>Ashleigh Smith (NZ Secondary High Schools Hockey Tournament)</i>	250
21-Aug	<i>Michaela Smith (NZ Secondary High Schools Hockey Tournament)</i>	250
21-Aug	<i>Tara Moore (Oceania Karate Championships)</i>	300
21-Aug	<i>Hannah Bayard (Commonwealth World Youth Games India)</i>	400
21-Aug	<i>Zarif Turkmani (NZ Secondary Schools Premier Football Tournament)</i>	300
22-Sep	<i>Hannah Goslin (Spirit of Adventure Voyage)</i>	200
22-Sep	<i>Selena Metherell (Orienteering Championships Australia)</i>	400
4-Sep	<i>Paul Winter (Futsal Championships Australia)</i>	300
26-Sep	<i>Annalise Fletcher (World Forum Lillie conference France)</i>	300
29-Sep	<i>Benjamin Lyttle ( 2008 Indo Pacific Trampoline &amp; Tumbling Championships)</i>	300
29-Sep	<i>Nicholas Rennie (ITU World Duathlon Championships)</i>	200
24-Nov	<i>Rosy Hogben (NZ Rep Junior Pan Pacific Games)</i>	350
24-Nov	<i>Amaka Gessler (NZ Rep Junior Pan Pacific Games)</i>	450
24-Nov	<i>Margot Gibson (NZ Rep Junior Pan Pacific Games)</i>	350
24-Nov	<i>Thomas Martin (NZ Rep Junior Pan Pacific Games)</i>	350
24-Nov	<i>Ezra Christensen (CIVS Camp - Guatemala)</i>	450
24-Nov	<i>Molly Probert(Pacific School Games)</i>	350
17-Dec	<i>Olivia Ddisington (Victoria Age Group Swimming Melbourne)</i>	250
17-Dec	<i>Grayson Moffat (NZ Diving Championships)</i>	150
17-Dec	<i>Phoebe Shilling (NZ Diving Championships)</i>	150
	<i>Andrew Kelly (2009 Welsh International Bowls Open)</i>	500
	<i>Nicki McFadzien(World Cross Country Championships in Jordan)</i>	450
	<i>Matt Hall (International Trampoline Championships in Germany)</i>	450
	<b>Youth Development Fund Balance - Available for allocation</b>	<b>2,550</b>
17-Nov	<b>Burnside Transformation Trust (Community Carols event)</b>	2,000
19-Nov	<b>Fendalton Bowling Club (Greens Spraying Unit)</b>	1,966
19-Nov	<b>Yaldhurst Tennis Club (Tennis Court Fencing)</b>	4,000
24-Nov	<b>Royal NZ Plunket Nth West Branch (Building Upgrade Fendalton Rooms)</b>	15,000
22-Dec	<b>Rahman I Trust</b>	500
	<b>Ilam Stream (Crosbie Park)</b>	8,000
	<b>TOTAL: Fendalton/Waimairi Discretionary Response Fund Unallocated</b>	<b>18,534</b>



**Streets Maintenance CSR - By Community Board**  
**from 1 December 2008 - 31 January 2009**

As at 2 February 2009

Call Types	Month	Nov	Dec	Jan
GRA	Graffiti	126	95	138
PAG	Parks General	3	1	0
PAM	Parks Maintenance	87	72	139
PKE	Parking Enforcement	19	17	10
SER	Sewer Reactive Maintenance	3	7	4
SET	Treatment Plant	0	0	0
STA	Road Markings	1	6	15
STB	City Street Bus Stops	10	6	3
STE	Street Cleaning / Sweeping	45	59	59
STF	Footpaths	20	22	29
STL	Street Lights	12	9	7
STM	Street Maintenance	40	32	36
STQ	Traffic Engineer Community Enq	13	9	7
STS	Street Signs	28	52	40
STW	Pavement Weed Control	1	1	0
STX	Street Grass Maintenance	27	19	7
STY	Street Shrubs Maintenance	11	12	17
TSA	Park Trees	18	10	18
TSS	Street Trees	48	58	111
WAQ	Water Quality	1	3	4
WAR	Water Reactive Maintenance	96	94	111
WWE	Waterways Environmental Asset	8	8	13
WWG	Waterways General	1	0	0
WWU	Waterways Utilities	4	3	6
	<b>Totals:</b>	<b>621</b>	<b>595</b>	<b>774</b>

