

SPREYDON/HEATHCOTE COMMUNITY BOARD

AGENDA

TUESDAY 14 DECEMBER 2010

AT 5.00PM

**IN THE BOARDROOM, BECKENHAM SERVICE CENTRE
66 COLOMBO STREET, CHRISTCHURCH**

Community Board: Phil Clearwater (Chairperson), Barry Corbett, Paul McMahon, Karolin Potter, Tim Scandrett, Mike Thorley and Sue Wells.

Community Board Adviser

Jenny Hughey

Telephone: 941-5108

Email: jenny.hughey@ccc.govt.nz

- PART A - MATTERS REQUIRING A COUNCIL DECISION**
- PART B - REPORTS FOR INFORMATION**
- PART C - DELEGATED DECISIONS**

INDEX	CLAUSE
PART B	1. APOLOGIES
PART C	2. CONFIRMATION OF MEETING MINUTES – 3 DECEMBER 2010
PART B	3. DEPUTATIONS BY APPOINTMENT
PART B	4. PETITIONS
PART B	5. NOTICE OF MOTION
PART B	6. CORRESPONDENCE
PART B	7. BRIEFINGS
PART C	8. SYDENHAM (COLOMBO STREET) BUS LANE MATTERS
PART C	9. APPLICATION TO THE SPREYDON/HEATHCOTE COMMUNITY BOARD DISCRETIONARY RESPONSE FUND – CRACROFT RESIDENTS ASSOCIATION
PART C	10. NEW ZEALAND LOCAL BOARDS AND COMMUNITY BOARDS CONFERENCE 2011 – BOARD MEMBERS ATTENDANCE
PART C	11. ADOPTION OF DATE OF NEXT ORDINARY MEETING
PART C	12. SPREYDON/HEATHCOTE COMMUNITY BOARD – RECESS COMMITTEE
PART C	13. SPREYDON/HEATHCOTE COMMUNITY BOARD – GOVERNANCE ARRANGEMENTS FOR 2010/13 TERM
PART C	14. BOARD REPRESENTATION ON OUTSIDE ORGANISATIONS AND COMMITTEES

We're on the Web!

www.ccc.govt.nz/Council/Agendas/

14. 12. 2010

- 2 -

- | | | |
|---------------|------------|--------------------------------------------------------|
| PART A | 15. | ELECTED MEMBERS' REMUNERATION 2010/11 |
| PART A | 16. | ELECTED MEMBERS EXPENSES AND ALLOWANCES 2010/11 |
| PART B | 17. | COMMUNITY BOARD ADVISER'S UPDATE |
| PART B | 18. | ELECTED MEMBERS INFORMATION EXCHANGE |
| PART B | 19. | QUESTIONS UNDER STANDING ORDERS |

1. **APOLOGIES**

2. **CONFIRMATION OF MEETING MINUTES – 3 DECEMBER 2010**

The minutes of the Board's ordinary meeting of Friday 3 December 2010 have been **circulated separately**.

CHAIRPERSON'S RECOMMENDATION

That the minutes of the Board's meeting of 3 December 2010 be **confirmed**.

3. **DEPUTATIONS BY APPOINTMENT**

4. **PETITIONS**

5. **NOTICE OF MOTION**

6. **CORRESPONDENCE**

7. **BRIEFINGS**

8. **SYDENHAM (COLOMBO STREET) BUS LANE MATTERS**

The Board will discuss matters related to the bus lanes in Sydenham, between Brougham Street and Moorhouse Avenue.

9. APPLICATION TO SPREYDON HEATHCOTE COMMUNITY BOARD 2010/11 DISCRETIONARY RESPONSE FUND FOR CRACROFT RESIDENTS' ASSOCIATION

General Manager responsible:	General Manager, Community Services Group, DDI 941-8607
Officer responsible:	Unit Manager, Community Support Unit
Author:	Mary O'Reilly, Community Engagement Adviser

PURPOSE OF REPORT

1. The purpose of this report is for the Spreydon/Heathcote Community Board to consider the application for funding from its 2010/11 Discretionary Response Fund from:
 - a) The Cracroft Residents' Association would like to request funding of \$175 for their Annual BBQ, which is to be held in Worsleys Reserve on 26 November 2010 at 5.30pm.

EXECUTIVE SUMMARY

2. In 2010/11, the total pool available for allocation for the Spreydon/Heathcote Discretionary Response Fund is \$51,197. The Discretionary Response Fund opens each year on 1 July and closes on 30 June the following year, or when all funds are expended.
3. The purpose of the Fund 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.
4. At the Council meeting of 22 April 2010, Council resolved to change the criteria and delegations around the local Discretionary Response Fund.
5. The change in criteria limited the items that the local Discretionary Response Fund does not cover to only:
 - (a) Legal challenges or Environment Court challenges against the Council, Council Controlled Organisations or Community Boards decisions;
 - (b) Projects or initiatives that change the scope of a Council project; and
 - (c) Projects or initiatives that will lead to ongoing operational costs to the Council.

Council also made a note that: *"Community Boards can recommend to the Council for consideration grants under (b) and (c)."*
6. Based on this criteria, the application from Cracroft Residents' Association for a contribution to their Annual BBQ is eligible for funding.
7. Detailed information on the application and staff comments are included in the attached Decision Matrix. (**Attachment 1**)

FINANCIAL IMPLICATIONS

8. There is currently \$37,147 remaining in the Board's 2010/11 Discretionary Response Fund.

Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

9. Yes, see page 184 of the LTCCP regarding community grants schemes including Board funding.

LEGAL CONSIDERATIONS

10. There are no legal considerations.

9 Cont'd

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

11. Aligns with LTCCP and Activity Management Plans, page 172 and 176.

Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?

12. Yes, see LTCCP pages 176 and 177 regarding community grants schemes, including Board funding.

ALIGNMENT WITH STRATEGIES

13. Refer to the attached Decision Matrix.

CONSULTATION FULFILMENT

14. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Spreydon/Heathcote Community Board approve a grant of \$175 from its 2010/11 Discretionary Response Fund to fund the Cracroft Residents' Association Annual BBQ.

CHAIRPERSONS RECOMMENDATION

For discussion.

10. NEW ZEALAND LOCAL BOARDS AND COMMUNITY BOARDS CONFERENCE 2011 – BOARD MEMBERS ATTENDANCE

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

PURPOSE OF REPORT

1. The purpose of this report is to seek approval for a number of Spreydon/Heathcote Community Board members to attend the 2011 New Zealand Local Boards and Community Boards Conference in Rotorua on 5 to 7 May 2011.

EXECUTIVE SUMMARY

2. The conference is being held in Rotorua from Thursday 5 to Saturday 7 May 2011. The theme for the conference is 'Communities on Board – The Changing Face of Community Governance' and will reflect on Boards' relationships, communications and advocacy with their communities, as well as considering the implications of the establishment of Auckland's 'super city' on communities throughout New Zealand Boards. More information is **attached**.
3. The programme includes key-note speakers and inter-active workshops hosted by experts, and the presentation of the Best Practice Awards in recognition of community board projects and initiatives which have made a difference.

FINANCIAL IMPLICATIONS

4. The conference registration cost for each appointed delegate is \$695 inclusive of GST, noting this is the earlybird rate until close of business on 4 March 2011. The standard registration from 4 March 2011 will be \$795. In addition, accommodation and airfare costs will be in the order of approximately \$350 and \$300 respectively, per person.
5. The Board's 2010/11 remaining operational budget of \$2,500 has the necessary conference and training funding available to fund two Board members to attend.

Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

6. Yes.

LEGAL CONSIDERATIONS

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

7. There are no direct legal implications involved. A Community Board resolution is required for expenditure for attendance of Board members at conferences.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?

8. Not applicable.

ALIGNMENT WITH STRATEGIES

9. Not applicable.

10 Cont'd

Do the recommendations align with the Council's strategies?

10. Not applicable.

CONSULTATION FULFILMENT

11. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Board give consideration to approving the attendance of a number of Board members to the 2011 New Zealand Local Boards and Community Boards Conference in Rotorua from 5 to 7 May 2011.

CHAIRPERSONS RECOMMENDATION

For discussion.

11. ADOPTION OF DATE OF NEXT ORDINARY MEETING

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

1. The Spreydon/Heathcote Community Board will need to adopt a schedule of ordinary meetings for the 2011 year. In the first instance, however, it will need to confirm the date for the next ordinary meeting of the Spreydon/Heathcote Community Board.

STAFF RECOMMENDATION

It is recommended that the next ordinary meeting of the Spreydon/Heathcote Community Board be on Tuesday 1 February 2011 at 5pm.

CHAIRPERSON'S RECOMMENDATION

For discussion.

12. SPREYDON/HEATHCOTE COMMUNITY BOARD - RECESS COMMITTEE

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

PURPOSE OF REPORT

1. The purpose of this report is to seek the Board's approval to put in place delegation arrangements for matters of a routine nature (including applications for funding) normally dealt with by the Board, to cover the period following its last scheduled meeting for 2010 (being 14 December 2010) up until the Board resumes normal meetings proposed to commence in February 2011.

EXECUTIVE SUMMARY

2. In past years, it has been normal practice for the Board to give delegated authority to the Chairperson and Deputy Chairperson to make decisions on its behalf.

STAFF RECOMMENDATION

- (a) That a Recess Committee comprising the Board Chairperson and Deputy Chairperson (or their nominees) be authorised to exercise the delegated powers of the Board for the period following its 14 December 2010 meeting up until the Board resumes normal business in February 2011.
- (b) That the application of any such delegation be reported back to the Board for record purposes.

CHAIRPERSONS RECOMMENDATION

For discussion.

13. SPREYDON/HEATHCOTE COMMUNITY BOARD - GOVERNANCE ARRANGEMENTS FOR 2010/13 TERM

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

PURPOSE OF REPORT

1. The purpose of the report is to seek the adoption of a governance structure for the Spreydon/Heathcote Community Board for the 2010/13 term.

EXECUTIVE SUMMARY

2. At an informal gathering on 16 November 2010, Board members discussed possible governance structures for the 2010/2013 term.
3. It was noted that during its previous term, the Spreydon/Heathcote Community Board and some of the other community boards, had held two ordinary meetings in each calendar month. This allowed for all items of business to be progressed on a regular basis. The minutes/report of the Board meeting were confirmed at the following fortnightly Board meeting and then referred on to the next appropriate Council meeting. In addition to the decision-making Board meetings, seminar meetings were scheduled at the conclusion of the Board's meetings if necessary, or prior to the commencement of the meeting. Seminars provide an opportunity for Board members and staff to have an in-depth discussion on issues where no decisions at that time, are required.
4. Members agreed that the structure used by the previous Board was effective, and accordingly should be continued for the current term. It was also acknowledged that should a need be identified for ad hoc or standing committees, then this could be considered by the Board, as required.
5. In addition, it is proposed that the Board establish its Small Grants Fund Assessment Committee at this time. The Small Grants Fund provides small grants to eligible 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. The emphasis is on small projects which assist community groups to enhance their capacity and/or increase participation in their activities.
6. Community Boards have delegated authority to determine final funding decisions for their respective Community Board Small Grant Funds; this was determined by the Council on 24 July 2008.
7. In December 2009, the Council adopted the *Grants Working Party Criteria Changes Report*, consequently the Community Boards have the opportunity to decide whether or not to appoint community representatives to the Board's Small Grants Fund Assessment Committee for the next three years of funding rounds.
8. Each Community Board will have a Small Grants Fund Assessment Committee to allocate their Small Grants Fund (SGF). Total \$72,529 for this Board.
9. If the Community Board decides to appoint community representatives to the Board's Small Grants Fund Assessment Committee, staff will begin the nomination process for representatives early in 2011. The following involvement areas/skills will be advertised when calling for community nominations and are seen as a guideline to assist in covering the various sectors within your local community:
 - Disabled, sport and recreation, arts and culture, welfare and social services, Maori, ethnic groups, environment and heritage.
 - Interest and involvement in community issues/groups.

13 Cont'd

- Some experience in committee processes.
 - Knowledge of various committees of interest.
 - The ability to be articulate and assertive.
10. After nominations have been received, staff will report back to the Community Board (Public Excluded Report) with details of nominees in order for the Board to decide upon their chosen representatives.
 11. The membership of the Small Grants Fund Assessment Committee needs to be set by the Board including the number of community representatives if so determined. As a guideline, it is suggested that there be up to five Board members and four to six community representatives.
 12. The term of appointment for community representatives will be for three years, i.e. until 2013/14, and will be on a voluntary basis.

FINANCIAL IMPLICATIONS

Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

13. Provision is made in the 2009–19 LTCCP on page 156 for the elected member representation and governance support.

LEGAL CONSIDERATIONS

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

14. A Council, or Community Board, may appoint committees, subcommittees other subordinate decision making bodies and joint committees (clause 30, Schedule 7). Council's and Community Board's also have the power to appoint or discharge any member of a committee (clause 31(1)). Such committees, etc are "*subject in all things to be control of the local authority [or read community board], and must carry out all general and special directions of the local authority given in relation to the committee or other body or the affairs of the committee or other body*" (clause 30(3)),
15. The minimum number of members for a "committee" is three, with a quorum being two (one of whom must be an elected member), or the quorum can be a greater number, as determined by the Community Board. At least one member of a committee must be an elected member of the Community Board, but an employee of the local authority cannot be a member (if they are acting in the course of their employment). Clause 31 also provides:
16. "(3) The members of a committee or subcommittee may, but need not be, elected members of the local authority [community board], and a local authority or committee may appoint to a committee or subcommittee a person who is not a member of the local authority or committee if, in the opinion of the local authority, that person has the skills, attributes, or knowledge that will assist the work of the committee or subcommittee."
17. Clause 26(3) is also relevant, as it provides that the Council/Community Board may appoint a member of a committee to be the chairperson of the committee, or if a chairperson is not appointed then the power of appointment may be exercised by the committee. A deputy chairperson can also be appointed to act in the absence of a chairperson (clause 26(4)). This person will preside at any meeting if the chairperson is absent from a meeting. However, if a deputy chair has not been appointed or if they are also absent then the members of the committee that are present must elect one of their number to preside at the meeting.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

18. Page 156 of the LTCCP level of service under democracy and governance.

13 Cont'd

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council's strategies?

19. Not applicable.

CONSULTATION FULFILMENT

20. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Spreydon/Heathcote Community Board:

- (a) Give consideration to approving its governance structure for the 2010/13 term as set out in paragraph 3 above.
- (b) Establish the Spreydon/Heathcote Small Grants Fund Assessment Committee with the following Term of Reference:
 - To allocate annually under delegated authority, the Spreydon/Heathcote Community Board's Small Grants Fund – Local, in accordance with Council policy and the LTCCP.
- (c) Decide whether or not to appoint community representatives to the Spreydon/Heathcote Small Grants Fund Assessment Committee.
- (d) Appoint up to five Board members to the Spreydon/Heathcote Small Grants Fund Assessment Committee for the funding rounds 2011/12, 2012/13 and 2013/14.
- (e) Authorise the Spreydon/Heathcote Small Grants Fund Assessment Committee to appoint a Chairperson and Deputy Chairperson at its first meeting.
- (f) Set a quorum of five members for the Spreydon/Heathcote Small Grants Fund Assessment Committee, one of whom must be an elected member.

CHAIRPERSON RECOMMENDATION

For discussion.

14. BOARD REPRESENTATION ON OUTSIDE ORGANISATIONS AND COMMITTEES

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

PURPOSE OF REPORT

1. The purpose of this report is to invite the Board to give consideration to the appointment of Board representatives on local outside organisations.

EXECUTIVE SUMMARY

2. For the 2010/13 term, and in accordance with the practices before then, the Board is invited to consider making appointments to the following local community organisations and committees:

Community Groups

- Keep Christchurch Beautiful Committee – One Member
- Neighbourhood Support Canterbury – One Member from the Board and One Member from the community
- Port Hills Park Trust Board – One Member

FINANCIAL IMPLICATIONS

3. Where Board members are appointed to external organisations, their attendances at meetings will be covered by their elected member's salary. Thus, there are no financial implications apart from mileage allowances for attending such meetings.

Do the recommendations of this report align with 2009-19 LTCCP budgets?

4. Not applicable.

LEGAL CONSIDERATIONS

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

5. There are no direct legal issues involved.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?

6. Not applicable.

ALIGNMENT WITH STRATEGIES/POLICIES/BOARD OBJECTIVES

7. Strengthening Communities Strategy 2007 – yes, alignment with the engagement components of this strategy.

Board's Objectives 2010 – yes, appointments made contribute to meeting objectives for the period.

Do the recommendations align with the Council's strategies/policies?

8. Yes, as per paragraph 7 above.

14 Cont'd

CONSULTATION FULFILMENT

9. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Board consider appointing representatives to outside organisations to the following outside organisations:

- Keep Christchurch Beautiful Committee
- Neighbourhood Support Canterbury
- Port Hills Park Trust Board

CHAIRPERSON'S RECOMMENDATION

For discussion.

15. ELECTED MEMBERS' REMUNERATION 2010/11

General Manager responsible:	General Manager Regulation & Democracy Services, DDI 941 8462
Officer responsible:	Democracy Services Manager
Authors:	Lisa Goodman, Democracy Services Manager

PURPOSE OF REPORT

1. The purpose of this report is to enable the Council to formulate a proposal to be submitted to the Remuneration Authority for the payment of remuneration to elected members for the balance of this financial year; up until 30 June 2011.

EXECUTIVE SUMMARY

2. Currently the remuneration pool for the elected members of the Christchurch City Council and its eight community boards has been fixed at \$1,472,123 for the 2010/11 financial year. This excludes the Mayor's gross salary of \$168,700 which has already been fixed by the Remuneration Authority.
3. Based on the rules and principles set by the Remuneration Authority the Council is now required to determine how it proposes to allocate the pool amongst the fifty three elected members (Councillors and Community Board members) for the balance of the 2010/11 financial year and, once decided by the Council, submit its proposal to the Remuneration Authority for approval. That approval must be given before the Council can implement its proposed remuneration structure. The proposal will cover the period between the date on which current elected members took office (Friday 15 October) and 30 June 2010.
4. Given that:
 - (a) the total amount of the remuneration pool is unchanged from the previous financial year, and
 - (b) the Remuneration Authority has previously set out its views on the remuneration ratio between Councillors and Community Board members, including a distinction between metropolitan and rural Community Boards,

it is proposed that the remuneration levels for the Deputy Mayor, Councillors, Community Board Chairs and remaining Community Board members be continued at the same levels as those immediately prior to the election, i.e. retain the status quo.
5. All Community Boards have been consulted on the contents of this report.

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

6. Sufficient provision has been included in the 2010/11 Annual Plan for all elected member salaries to be continued at or about their present levels, until 30 June 2011.

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

7. The principal statutory provisions which apply in this instance are the Seventh Schedule of the Local Government Act 2002, and the Remuneration Authority Act 1977. Once this Council's 2010/11 remuneration proposal (or any variation thereof) has been approved by the Remuneration Authority, it will be gazetted via the Local Government Elected Members' Determination 2011.

15 Cont'd

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

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

8. Page 156 of the LTCCP, level of service under Democracy and Governance refers.

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council's strategies?

9. Not applicable.

CONSULTATION FULFILMENT

10. The Council's proposal for remuneration must be received by the Remuneration Authority no later than February 2011 so that the Authority can issue its final Determination for this year. This has meant there has been sufficient time to consult with all Community Boards and seek their views which will be included in this report when it is submitted to the Council.
11. In submitting its proposal to the Remuneration Authority, the Council is required to notify the Authority of:
- (a) details of any dissent at Council;
 - (b) details of any dissent from its community boards.
12. Any person (including individual community boards) also has the ability to express any opposing views they might have on the Council's final proposal direct to the Remuneration Authority. Although there is no set closing date for the lodging of such submissions with the Authority, they should be lodged as soon as possible after the Council has reached a final decision on its preferred remuneration structure, as the Authority intends to deal with each application within a relatively short time-frame.

STAFF RECOMMENDATION

13. It is recommended that the Spreydon/Heathcote Community Board recommend to the Council:
- (a) Adopt the salary only model as its basis of remuneration for elected members of the Christchurch City Council for the remainder of the 2010/11 financial year.

Note: The remuneration framework requires all community board members to be paid an annual salary (i.e. there is no provision for the payment of meeting fees to community board members).
 - (b) Recommend to the Remuneration Authority for its approval that the remuneration levels for the Deputy Mayor, Councillors, Community Board Chairs and remaining Community Board members be retained at the same ratios as those for 2008/09, 2009/10 and the three month period leading up to the 9 October local body elections, i.e. that the status quo be retained.
 - (c) Note that the Remuneration Authority must be advised of any dissent expressed by members of the Council or its Community Boards in relation to the Council's final proposal.

CHAIRPERSONS RECOMMENDATION

For discussion.

15 Cont'd

BACKGROUND (THE ISSUES)**Remuneration Framework**

14. The Remuneration Authority is responsible for setting the salaries of elected local government representatives (clause 6 of Schedule 7 of the Local Government Act 2002 refers).
15. A brief summary of the remuneration framework and the rules and principles under which the Remuneration Authority works is attached as **Attachment One**.
16. The indicative pool for Christchurch City Council elected member remuneration in the remainder of 2010/11 is \$1,472,123. This is for the total remuneration for the Deputy Mayor and Councillors, and 50 per cent of the total remuneration paid to **elected** Community Board members (excluding Councillors as they have been appointed by the Council to community boards). Fifty per cent of the total remuneration paid to elected community board members is paid outside the pool.
17. Only one salary is payable to elected members. Thus, a Councillor who serves as an appointed member of a Community Board is paid a Councillor's salary only, and receives no additional payment for serving on the Community Board.
18. Directors' fees paid to Councillors who serve as directors of Council-controlled organisations cannot be taken into account when considering Councillors' remuneration. The directors' fees paid to such Councillors reflect their service as directors of the companies concerned, rather than their role as Councillors.
19. The Mayor's salary is set independently by the Remuneration Authority, and is not included within the pool. Where a Mayor has partial or full private use of a car provided by the Council (as is the case in Christchurch), the Mayor's gross salary is reduced by an amount which reflects both the extent of private use and the value of the car supplied.

Prior to Election: Determination

20. The salaries that applied to Christchurch City Council elected members for the 2009/10 (excluding the Mayor), carried over to the period up to Friday 15 October (the date current elected members came into office), were:

	Total Positions	Individual Salary	Totals
Deputy Mayor	1	\$99,571	\$99,571
Councillors	12	\$86,249	\$1,034,988
<i>Total Councillors salaries</i>	13		<i>\$1,134,559</i>
City CB Chairs	6	\$24,270	\$145,620
BP CB Chairs	2	\$16,018	\$32,036
City CB members	24	\$16,989	\$407,736
BP CB members	8	\$11,216	\$89,728
<i>Total CB salaries</i>	<i>40</i>		<i>\$675,120</i>
<i>less 50% outside pool</i>			<i>\$337,560</i>
Total paid from pool			\$1,472,119

15 Cont'd

21. Factors underlying the rationale given previously by the Remuneration Authority in 2007 for approving the above ratio between Councillors and Community Boards, and Deputy Mayor and Councillors, are as follows:
- (a) The size, complexity and in particular the accountability of the Councillors' role, especially compared to that of the members of Community Boards
 - (b) Maintaining a margin between the remuneration of the Deputy Mayor and that of a Councillor
 - (c) City Community Board Chairs – maintaining relativity with other urban Community Board Chairs
 - (d) Maintaining a 70 per cent relationship between the remuneration of Community Board members and that of the Board Chairs
 - (e) The remuneration for Chairs of the Peninsula Community Boards is well above the norm for chairs of rural community boards, but as part of Christchurch City there is a wider role for both the chairs and members, and a corresponding extra time commitment, which may not be faced by members of other rural community boards.

Post Elections: Interim Determination

22. The Remuneration Authority has already made an interim determination called the Local Government Elected Members (2010/11) (Except Auckland) Determination 2010 (SR2010/245). This interim determination is for the period from 15 October 2010 (when Councillors and elected Community Board members came into office) which provides for the payment of the following salaries to elected members of the Christchurch City Council in the immediate post election period:

Position	Annual Salary
Mayor	\$158, 527(less adjustment for value of car supplied)
Councillors	\$69,000 (80% of previous levels)
Community Board members (metro)	\$15,300 (90% of previous levels)
Community Board members (Banks Peninsula)	\$10,000

23. These interim salaries will apply up until the date on which the Council has reached a decision on the preferred allocation of the indicative remuneration pool and the Council's agreed proposal has been submitted to and approved by the Remuneration Authority. Any increases applicable (including those relating to the positions of Deputy Mayor and Community Board Chairs) can then be backdated. The likely timing of the Authority's decision, which will be set out in its Determination, is February or March 2011.

Basis of Remuneration

24. Although it is possible for the Council to recommend the payment of a mixture of salary and meeting fees to Councillors, community board members must be paid on a salary only basis, without meeting fees.
25. Christchurch City Council has had a salary only basis for remuneration of all its elected members since 2004.

REMUNERATION STRUCTURE FOR REMAINDER OF 2010/2011

26. Given that:
- (a) the total amount of the remuneration pool is unchanged from the previous financial year, and

15 Cont'd

- (b) the Remuneration Authority has previously set out its views on the remuneration ratio between Councillors and Community Board members, including a distinction between metropolitan and rural Community Boards,

It is proposed that the remuneration levels for the Deputy Mayor, Councillors, Community Board Chairs and remaining Community Board members be continued at the same levels as those immediately prior to the election, ie. retain the status quo.

- 27. While there are many possible options that can be provided on this topic (such as a mix of salary and meeting fees and other differences between elected members), given the Remuneration Authority's previous determinations staff are recommending that the 2009/10 relativities between elected members set out in paragraph 20 continue and be adopted by the Council as set out in the staff recommendation.

16. ELECTED MEMBERS EXPENSES AND ALLOWANCES 2010/11

General Manager responsible:	General Manager Regulation & Democracy Services Tel 941 8462
Officer responsible:	Democracy Services Manager
Author:	Lisa Goodman, Democracy Services Manager

PURPOSE OF REPORT

1. The purpose of this report is to enable the Council to formulate a proposal to be submitted to the Remuneration Authority for its approval for the payment of expenses and allowances by the Council to elected members for the balance of this financial year, up until 30 June 2011.

EXECUTIVE SUMMARY

2. The Remuneration Authority has issued the Local Government Elected Members (2010/11) (Except Auckland) Determination 2010. As well as dealing with salaries (the subject of a separate report) the Determination also provides for the payment to elected members of reimbursement of expenses and the payment of allowances. These expenses and allowances are the subject of this report.
3. The Council is required to seek the Remuneration Authority's approval for any amendments to the allowances and expenses previously approved by the Authority. In doing so, the Council must take into account the Determination for 2010/11. For the first time, the Remuneration Authority has incorporated the issues of communications and travel time allowances in its Determination.
4. Overall, staff are recommending that the previous allowances and expenses for 2009/10 (**refer Attachment One**) be continued, with exceptions to the following three areas: Communications, Vehicle Mileage, and Travel Time. It is also proposed to amend slightly the wording around elected member travel, training and courses, to provide greater clarification of circumstances when Council approval is needed or not. The proposed schedule for 2010/11 to be submitted to the Remuneration Authority for approval is set out in **Attachment Two**. The differences between the previous wording and proposed wording is shown in blue text in Attachment Two.

FINANCIAL IMPLICATIONS**Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?**

5. Sufficient provision has been included in the 2010/11 Annual Plan for all elected member expenses and allowances to be paid as proposed.

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

6. The principal statutory provisions which apply in this instance are the Seventh Schedule of the Local Government Act 2002, and the Remuneration Authority Act 1977.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?**

7. Page 156 of the LTCCP, level of service under Democracy and Governance refers

16 Cont'd

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council's strategies?

8. Not applicable.

CONSULTATION FULFILMENT

9. All Community Boards are being consulted on the recommendations of this report.

STAFF RECOMMENDATION

It is recommended that the Spreydon/Heathcote Community Board recommend to the Council to resolve to submit to the Remuneration Authority for its approval the proposed rules and policies for the reimbursement of elected member expenses and allowances described in **Attachment Two** of this report (attached).

CHAIRPERSONS RECOMMENDATION

For discussion. The Board Chair is concerned about the reduced level of communication allowance for Community Board members.

BACKGROUND (THE ISSUES)

10. The 2010 Determination provides that the Council may:
- (a) reimburse expenses in accordance with the expenses rules, and
 - (b) pay allowances in accordance with rules approved by the Remuneration Authority.
11. A copy of the previous expenses approved by the Remuneration Authority that applied for the 2009/10 year is attached as **Attachment One**. The Council is required to seek the Remuneration Authority's approval for any amendments to the allowances and expenses previously approved by the Authority. In doing so, the Council must take into account the Determination for 2010/11. This Determination, which sets out the remuneration for elected members, is a legal ruling with the same effect as a statutory regulation, which all Councils (except Auckland which has its own Determination) are required to follow. It is to apply for the period from immediately after elected members come into office (Friday 15 October 2010) up to 30 June 2011. For the first time, the Remuneration Authority has incorporated the issues of communications and travel time allowances in its Determination.
12. Overall it is proposed that the previous allowances and expenses be continued, with exceptions to the following three areas: Communications, Vehicle Mileage, and Travel Time. It is also proposed to amend slightly the wording around Councillors' discretionary allocation of \$4,000 for training and courses, to provide greater clarification of circumstances around when Council approval is needed or not. More detail and the rationale underlying each of these issues is set out below.

16 Cont'd

Communications Allowance

13. Unlike previous years, the Remuneration Authority has explicitly addressed the issue of communications allowances in its Determination for 2010/11, which states:

(1) *"A local authority may, in accordance with this clause, pay a communications allowance to its members, and, in the case of a district council or a city council, the members of community boards situated within its district, towards the expenses of all or any of the following:*

- a) *a mobile telephone*
- b) *a computer or ancillary equipment*
- c) *an Internet connection.*

(2) *The maximum amount of the allowance is \$500 for the period beginning with the commencement of this determination and ending on the close of 30 June 2011.*

(3) *A communications allowance is not payable to the extent that the local authority provides the member with any of the following:*

- a) *the use of a mobile telephone*
- b) *the use of a computer or ancillary equipment*
- c) *an Internet connection."*

14. In terms of the level of the communications allowance, the amount of \$500 for the remainder of 2010/11 equates to \$750 per annum. The Authority has indicated in correspondence to local authorities that:

"Most people have a home computer with internet connection, a home telephone and a mobile phone and would have these even if they were not elected members. The allowance is intended to meet any extra costs, over and above normal ownership, that may be incurred because of their duties as elected members. This could cover such things as increased mobile phone usage, increased internet usage, or extra costs of printing inks. The Authority considers the amount of \$500 would more than cover the cost of those additional usages".

15. After examining the Authority's Determination and seeking further clarification from Authority members, and taking into account past practice at the Christchurch City Council in terms of both provision of equipment and ratios between Councillors and Community Board members, staff have provided advice to incoming elected members on options available. These recommended options are set out on page 7 of **Attachment Two** – the proposed schedule of expenses and allowances to apply for the remainder of 2010/11.

Vehicle Mileage Allowance and Travel Time Allowance

16. During the past 12 months the Remuneration Authority has reviewed its previous decisions around the payment of a Vehicle Mileage allowance. The provisions of the 2010/11 Determination are unchanged in this regard; that an allowance may be paid to a maximum amount of \$0.70 per kilometre to elected members, provided that:

- a) the member travels in his or her own vehicle, and by the most direct route reasonable in the circumstances: and
- b) is on the local authority's business.

16 Cont'd

17. In addition to the above conditions, however, the Authority has advised in subsequent correspondence to local authorities that the rules for expenses and allowances relating to Vehicle Mileage should cover:
- a) A **threshold of distance travelled for any one event** (a threshold of 30 kilometres or more with only distance in excess of the threshold qualifying for payment will have automatic approval), and
 - b) The **maximum payment to any one elected member in a year** (a maximum of 5,000 kilometres claimed in any one year will have automatic approval), and
 - c) The allowance per kilometre (must be less than or equal to \$0.70 per kilometre).
18. Also for the first time the Remuneration Authority has advised that an allowance for time travelling on Council business is payable. The Authority's Determination states:
- "1) *A local authority may, in accordance with this clause, pay a travel time allowance to the following persons:*
- a) its members; and*
 - b) in the case of a district to council or a city council, the members of community boards situated within its district.*
- 2) *The local authority may pay a travel time allowance for travel by the member, including travel to and from the member's residence, if the travel is –*
- a) on the local authority's business; and*
 - b) by the quickest form of transport reasonable in the circumstances.*
- 3) *The maximum amount of the allowance is \$15.00 per hour."*
- 4) *However, a member who can properly be regarded as being a full-time member is not entitled to be paid a travel time allowance.*
19. In addition to the conditions in paragraph 19 above, the Authority has advised that the rules for Travel Time Allowance should cover:
- a) A **threshold of travel time for any one event** (a threshold of 2 hours or more with only time in excess of the threshold qualifying for payment will have automatic approval), and
 - b) The **maximum payment to any one elected member in a year** (a maximum of 100 hours claimed in any one year will have automatic approval) and
 - c) The allowance per hours of travel time (must be less than or equal to \$15.00).
20. In correspondence to local authorities providing further guidance on its Determination, the Remuneration Authority advises that in relation to travel time and vehicle mileage:
- a) It is generally accepted that a person in a full time job does not get paid for travelling to and from work or for extra time that may be needed for travel on employment business. The Authority does not intend giving a definition of "full time" for the purposes of the Travel Time Allowance, as it expects each local authority to decide whether a position can properly be regarded as full time or not. It does invite local authorities to consider things such as:
 - i) would a person in the position, if carrying out their duties to a high standard, have any time for other paid employment?
 - ii) would ratepayers expect the person to be full time in their role?

16 Cont'd

- b) A Council can set a Vehicle Mileage threshold which best reflects its unique geography. The Authority would be unlikely to agree to a threshold less than 30 kilometres.
 - c) A maximum distance of more than 5,000 kilometres in any one year for one member could be paid provided the geographical nature of the region warrants it; a case would need to be made to justify it.
 - d) "One event" means one council meeting or one event which the member is expected to travel to and attend as part of their duties. The travel to and from the event would be a single trip, or if the round trip was in excess of the threshold then a payment could be made.
21. Before considering this Council's proposal to the Remuneration Authority on the issue of Vehicle Mileage Allowance, it is worth considering the number and level of allowances claimed by elected members for vehicle mileage in the past. Section 5 of Attachment One outlines the previous rules for mileage allowance claimed; the type of Council meetings or events for which mileage allowance could be claimed.
22. For the 2009/10 year:
- a) A total of nine Councillors claimed the allowance. The total kilometres claimed by any one Councillor ranged from 130 kilometres to 13,831. The highest amounts claimed were by the Councillor for Banks Peninsula, reflecting the mileage travelled to attend meetings around the Peninsula, followed by the Deputy Mayor.
 - b) A total of 13 Community Board members claimed the allowance, seven of which were on Banks Peninsula Community Boards. The total kilometres claimed by any one Board member ranged from 400 (a city Community Board member) to 7,000 (a Banks Peninsula Community Board Chair). The kilometres claimed for any one event ranged from three kilometres (city Community Board members) to 188 kilometres (Banks Peninsula Community Board members).
23. Taking into account the Remuneration Authority's comments regarding thresholds in paragraphs 17 to 21 above, the full time nature of a position in paragraph 21, and the information in paragraph 23 on previous patterns of travel and claims for mileage allowance, the following is proposed for inclusion in the rules to be proposed to the Remuneration Authority under the heading "Travel Time and Mileage allowances":
- 1) For all elected members, reimbursement at \$0.70 per kilometre for car running associated with attendance at Council related meetings or events, with:
 - a) a minimum threshold of distance travelled being 30 kilometres for any one round trip, with only distance in excess of this threshold qualifying for payment, and
 - b) a maximum threshold of \$5,000 kilometres that can be claimed by any one elected member in any one year, with the exception of the Councillor for Banks Peninsula, who is able to claim a maximum of \$8,000 kilometres.
 - 2) For Community Board members only, reimbursement at \$15 per hour for travel time for any one Council related meeting or event, with:
 - a) a minimum threshold of 2 hours of time travelled for any one round trip, with only time in excess of this threshold qualifying for payment, and
 - b) a maximum of 100 hours that can be claimed in any one year.

16 Cont'd

24. The above proposal is based on the following assumptions:
- a) Councillors would be viewed as having a full time position, and
 - b) a case can be made to the Remuneration Authority that given the geography of the Banks Peninsula and the distances to travel around the ward and between the ward and Civic Offices in the city, the Councillor for the Banks Peninsula ward will incur greater distances and longer period of time for travelling, as evidenced by claims made in 2009/10.

Clarification of Travel and Attendance at Conferences and Courses

25. In the previous term, questions of clarification were raised with regard to the provisions of section 6.4 of the schedule of allowances and expenses, that relates to Travel and Attendance at Conferences/Courses/Seminars (pages 3-5 of **Attachment One**). Specifically the questions related to when Council approval is required for travel undertaken by individual Councillors, and for costs of Community Board travel/conference attendance when representing the Council. The intent of the previous provisions remains the same; section 6.4 of Attachment Two has been redrafted to ensure greater clarity around the different scenarios when travel and attendance at conferences is undertaken by any elected member.

17. COMMUNITY BOARD ADVISER'S UPDATE

- 17.1 Current Issues
- 17.2 Board funding update for 2010/11

18. ELECTED MEMBERS' INFORMATION EXCHANGE

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

19. QUESTIONS UNDER STANDING ORDERS