

Unconfirmed

MINUTES

CHRISTCHURCH CITY COUNCIL

MINUTES OF A MEETING OF THE LONG TERM PLAN 2013-2022 COMMITTEE
HELD AT 9 AM ON TUESDAY 23 OCTOBER 2012

PRESENT: Mayor Bob Parker (Chairperson)
Councillors Peter Beck, Sally Buck, Ngaire Button, Jimmy Chen, Barry Corbett,
Jamie Gough, Yani Johanson, Aaron Keown, Glenn Livingstone and Sue Wells

1. APOLOGIES

Apologies were received from Councillors Helen Broughton, Tim Carter, and Claudia Reid.

Apologies for early leaving were received from Councillor Beck, who was absent for part of Clause 5 (Activity 2.4)

Councillor Buck was absent for part of Clause 5 (Activities 2.6, 2.0, 2.2, 2.3 and 2.4).

It was **resolved** that the apologies be accepted.

2. DEPUTATIONS

Nil.

3. CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

It was **resolved** that the minutes of the meeting held on 10 October 2012 be confirmed.

4. OVERVIEW OF THE LONG TERM PLAN PROCESS

Staff updated the Committee on the timetable for, and progress in, the overall Long Term Plan (LTP) process and the rates impact of the Committee's proposals to date.

5. DISCUSSION OF NEW ACTIVITY MANAGEMENT PLANS

The Activity Management Plans (AcMPs) were discussed in the order indicated below. Staff responded to questions from the Committee on each plan and the Committee indicated whether it wanted any changes to the plans. Requested changes are noted under the **Committee direction** headings below. (Note: page numbers refer to Attachment A to the agenda).

Community Support

2.5 Civil Defence Emergency Management (pp. 1 - 13)

2.5.12

Committee direction

- It was noted that a new non-LTP level of service around participation in the Canterbury Civil Defence Emergency Management Group processes, such as meeting attendance, might be useful here to ensure proactive involvement by Council staff.

A link to the updated plan is provided below:

<http://resources.ccc.govt.nz/files/ACMP-LTP2013-22CivilDefenceEmergencyManagement.pdf>

5. Cont'd

Councillor Buck left the meeting at 10.10 am.

2.6 Customer Services (pp. 14 - 25)

It was noted that:

- This activity is a combination of two previously separate activities (walk in and internal).
- Only two minor changes to current levels of service (LoS) are proposed, including Saturday morning opening (in 2.6.2) and an increase in staff to answer telephone enquiries (in 2.6.9).

Committee direction

Front page

- The first outcome needs to be more specific; suggest replacing “skills to enable them to participate in society” with “*the ability to access Council services.*”

2.6.2

- The Committee was supportive of the proposed increase in the LoS and associated budget to cover Saturday morning opening.
- Specify the opening hours in the LoS as well as the number of hours.
- Consider how opening hours can be aligned across different service centres.

2.6.4

- Increase the LoS to “Less than 3 minutes **95%** of the time.”
- It would be good to have more than one benchmark included for this LoS, e.g. Wellington and Auckland.

2.6.9 (Non-LTP)

- The Committee was supportive of the proposed increase in staffing and associated budget to achieve this LoS.

2.6.11

- Change the current performance to “1700 until 0800 hours” and include the current actual performance.

A link to the updated plan is provided below:

<http://resources.ccc.govt.nz/files/ACMP-LTP2013-22CustomerServices.pdf>

2.0 Community Facilities (pp. 26 - 34)

Committee direction

Front page

- Add key strategies to box at the bottom of page.

2.0.1

- Clarify that the goal is to have as many community facilities open as possible.

2.0.2

- Increase LoS from 85% to **90%** of customers satisfied.

2.0.5

- In rationale, do **not** have “closed” bold and italicised.

A link to the updated plan is provided below:

<http://resources.ccc.govt.nz/files/ACMP-LTP2013-22CommunityFacilities.pdf>

5. Cont'd

2.2 Build Stronger Communities (pp. 35 - 49)

Further information requested

The Committee requested that existing reports on the Safer Christchurch Strategy be provided to interested Committee members.

Committee direction

2.2.5

- Suggest that the work of community groups is acknowledged and/ or more visible in the wording of this LoS.
- Add mention of engaging with business associations (where appropriate) to reflect work that is already going on.

A link to the updated plan is provided below:

<http://resources.ccc.govt.nz/files/ACMP-LTP2013-22BuildStrongerCommunities.pdf>

2.3 Community Grants (pp. 50 - 56)

The Committee requested that staff send an email to its members clarifying protocols around timeframes for the approval and distribution of discretionary funds.

It was noted that it would be useful if the total amount of funding that the Council provides through community grants was more visible to the public, either through the LTP, which will be a public document, or through another mechanism.

No changes to this AcMP were proposed.

A link to the plan is provided below:

<http://resources.ccc.govt.nz/files/ACMP-LTP2013-22CommunityGrants.pdf>

2.4 Social Housing (pp. 57 - 68)

For 2.4.5 (p.62) confirmation that the current performance stated for 2010/11, is correct as "*below 80%*". A more accurate figure is not available for this post-earthquake period.

No other changes to this AcMP were proposed.

A link to the plan is provided below:

<http://resources.ccc.govt.nz/files/ACMP-LTP2013-22SocialHousing.pdf>

The meeting closed at 12.40 pm.

4. CONFIRMATION OF UPDATED ACTIVITY MANAGEMENT PLANS FROM PREVIOUS MEETING

It is recommended that the Committee:

- (a) Agree to accept the Activity Management Plans discussed at its meeting of 23 October 2012.

The plans have been updated based on direction from the Committee as shown in **Attachment A** (separately circulated) or at the links below.

Community Services

2.5 Civil Defence Emergency Management (pp. 2 - 15)

<http://resources.ccc.govt.nz/files/ACMP-LTP2013-22CivilDefenceEmergencyManagement.pdf>

2.6 Customer Services (pp. 16 - 27)

<http://resources.ccc.govt.nz/files/ACMP-LTP2013-22CustomerServices.pdf>

2.0 Community Facilities (pp. 28 - 36)

<http://resources.ccc.govt.nz/files/ACMP-LTP2013-22CommunityFacilities.pdf>

2.2 Build Stronger Communities (pp. 37 - 51)

<http://resources.ccc.govt.nz/files/ACMP-LTP2013-22BuildStrongerCommunities.pdf>

2.3 Community Grants (pp. 52 - 58)

<http://resources.ccc.govt.nz/files/ACMP-LTP2013-22CommunityGrants.pdf>

2.4 Social Housing (pp. 59 - 69)

<http://resources.ccc.govt.nz/files/ACMP-LTP2013-22SocialHousing.pdf>

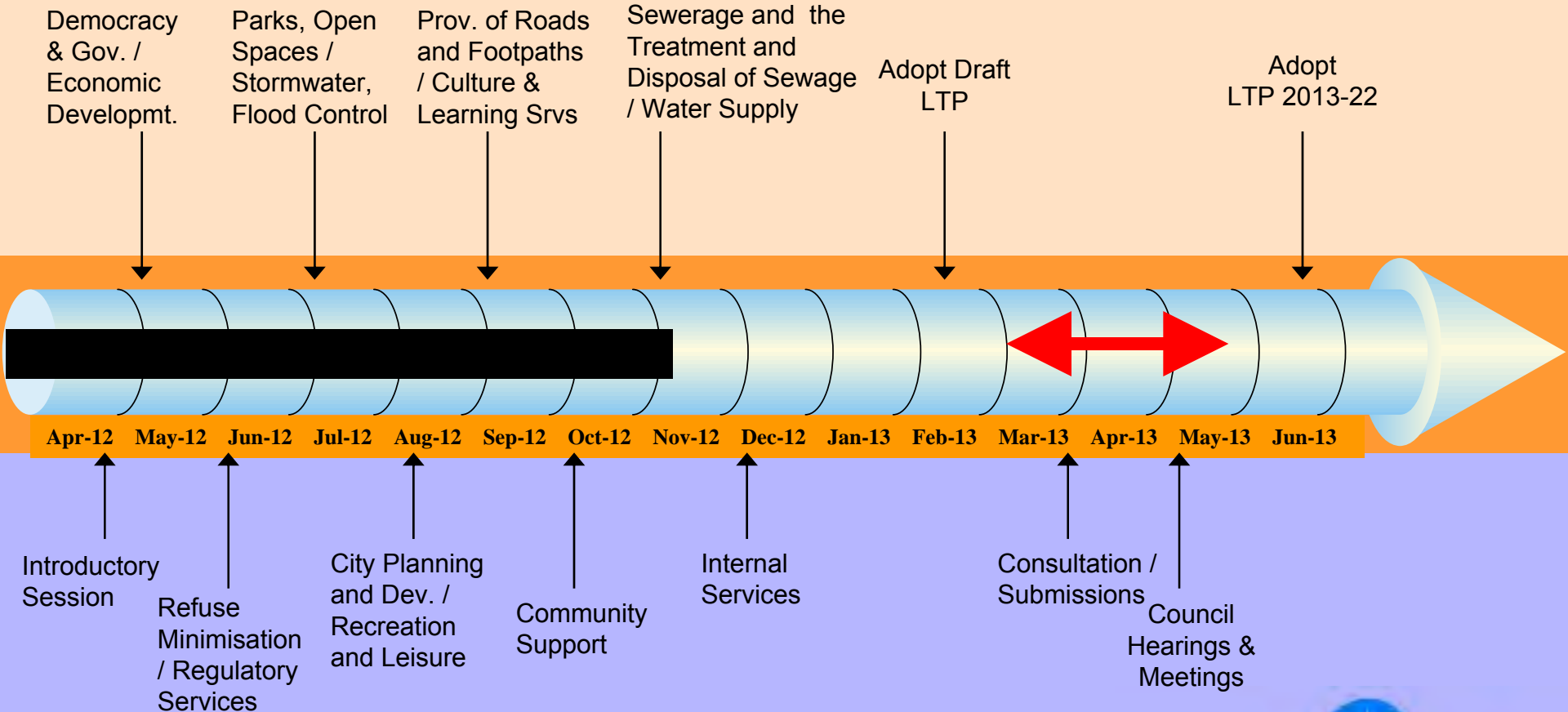
5. OVERVIEW OF THE LONG TERM PLAN PROCESS

Staff will provide an update on the Long Term Plan (LTP) 2013-22 process, timeline and budget.

See slides **attached**.

LTP Timeline

LTP 2013-22 Activity Management Plans



Financial Policies

Overview and Review

Draft Capital Programme



Timetable

City Planning and Development		Community Support	
Activity	LTP Committee date	Activity	LTP Committee date
City and Community Long Term Policy and Planning	08-Aug-12	Civil Defence Emergency Management	23-Oct-12
District Plan	08-Aug-12	Social Housing	23-Oct-12
Heritage Protection	08-Aug-12	Community Facilities	23-Oct-12
Cultural and Learning Services		Build Stronger Communities	23-Oct-12
Activity	LTP Committee date	Community Grants	23-Oct-12
Art Gallery and Museums	12-Sep-12	Customer Services	23-Oct-12
Libraries	12-Sep-12		
Transport and Environmental Education	12-Sep-12	Democracy and Governance	
Economic Development		Activity	LTP Committee date
Activity	LTP Committee date	City Governance and Decision-making	08-May-12
Christchurch Economic Development Leadership and Coordination	08-May-12	Public Participation in Democratic Processes	08-May-12
City Promotions	08-May-12	Parks and Open Spaces	
Civic and International Relations	08-May-12	Activity	LTP Committee date
Stormwater Drainage and Flood Protection and Control Works		Neighbourhood Parks	11-Jul-12
Activity	LTP Committee date	Sports Parks	11-Jul-12
Stormwater Drainage	11-Jul-12	Garden and Heritage Parks	11-Jul-12
Flood Protection and Control Works	11-Jul-12	Regional Parks	11-Jul-12
Recreation and Leisure		Cemeteries	11-Jul-12
Activity	LTP Committee date	Harbours and Marine Structures	11-Jul-12
Events and Festivals	08-Aug-12	Rural Fire Management	11-Jul-12
Recreation and Sports Services	08-Aug-12	Refuse Minimisation and Disposal	
Regulatory Services		Activity	LTP Committee date
Activity	LTP Committee date	Recyclable Materials Collection and Processing	13-Jun-12
Licencing and Enforcement	13-Jun-12	Organic Material Collection and Composting	13-Jun-12
Building Consenting and Inspections	13-Jun-12	Residual Waste Collection and Disposal	13-Jun-12
Resource Consenting	13-Jun-12	Commercial and Industrial Waste Minimisation	13-Jun-12
Building Policy	13-Jun-12	Provision of Roads and Footpaths	
Land and Information Property Services	13-Jun-12	Activity	LTP Committee date
Internal Services		Road Network	12-Sep-12
Activity	LTP Committee date	Active Travel	12-Sep-12
Human Resources	05-Dec-12	Parking	05-Dec-12
Performance Management and Reporting	05-Dec-12	Public Transport Infrastructure	12-Sep-12
Information Management & Communications Technology	05-Dec-12	Sewerage and the Treatment and Disposal of Sewage	
Corporate Support, incl Corporate Energy Management	05-Dec-12	Activity	LTP Committee date
Legal Services	05-Dec-12	Wastewater Collection	07-Nov-12
Public Affairs Internal Service	05-Dec-12	Wastewater Treatment and Disposal	07-Nov-12
Manage Capital Programme	05-Dec-12	Water Supply	
Asset and Network Planning (City Environment)	05-Dec-12	Activity	LTP Committee date
City Environment Business Support	05-Dec-12	Water Conservation	07-Nov-12
RDS Customer and Business Support	05-Dec-12	Water Supply	07-Nov-12
Venue Management (Vbase)	08-Aug-12		

Rates Impact of Proposals to Date

LTP 2013-22 LTP Committee decisions resulting in financial changes											
Activity Management Plan	Activity	Description	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Customer Services	2.6.2	Total Walk in hours increased by 6 per week	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500
Customer Services	2.6.9	Additional Call Centre staff - 4 FTE	216,000	216,000	216,000						
Art Gallery and Museums	3.0.16	Akaroa Museum collection insurance	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Civic and International Relations	5.0.8	Feb 22 annual commemoration	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Events and Festivals	7.2.3	Cost increase for free events	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Licencing and Enforcement	9.0.17	Temporary accomodation permits - 2 FTE's	150,000	150,000	150,000	150,000	150,000				
Licencing and Enforcement	9.0.18	Liquor licencing - 2 FTE's	137,500	137,500	137,500	137,500	137,500	137,500	137,500	137,500	137,500
Licencing and Enforcement	9.0.18	Liquor licencing - cost recovery from fees				-137,500	-137,500	-137,500	-137,500	-137,500	-137,500
Licencing and Enforcement	9.0.5	Health licencing - 2 FTE's	162,500	162,500	162,500	162,500	162,500	162,500	162,500	162,500	162,500
Licencing and Enforcement	9.0.5	Health licencing - further fee increases would be required if policy stays at 100% user pays	-162,500	-162,500	-162,500	-162,500	-162,500	-162,500	-162,500	-162,500	-162,500
Building Inspections and Consenting	9.1.9	Bldg compliance schedule audits - 1 FTE			62,500	62,500	62,500	62,500	62,500	62,500	62,500
Building Inspections and Consenting	9.1.9	Building WOF - cost recovery from fees			-62,500	-62,500	-62,500	-62,500	-62,500	-62,500	-62,500
		Net cost to Rates	631,000	631,000	631,000	277,500	277,500	127,500	127,500	127,500	127,500
309200000		Rates impact	0.20%	0.00%	0.00%	-0.11%	0.00%	-0.05%	0.00%	0.00%	0.00%



6. DISCUSSION OF NEW ACTIVITY MANAGEMENT PLANS

Staff will present the next set of draft Activity Management Plans (AcMPs), which provide an overview of what will be delivered over the next nine years.

Once each AcMP is presented, the Committee will give direction on the levels of service to be provided. The proposed changes will be brought back to the Committee for agreement at its next meeting on 5 December 2012.

The order that the AcMPs will be presented and web links to each plan are provided below or see **Attachment B** (separately circulated, page numbers indicated below).

Group of Activity	Activity Management Plans
<p><i>Sewerage Treatment and Disposal</i></p>	<p>11.0 Wastewater collection (pp. 2 - 13) http://resources.ccc.govt.nz/files/ACMP-LTP2013-22WastewaterCollection.pdf</p> <p>11.1 Wastewater treatment and disposal (pp. 14 - 23) http://resources.ccc.govt.nz/files/ACMP-LTP2013-22WastewaterTreatmentAndDisposal.pdf</p>
<p><i>Water supply</i></p>	<p>12.0 Water supply (pp. 24 - 39) http://resources.ccc.govt.nz/files/ACMP-LTP2013-22WaterSupply.pdf</p> <p>12.1 Water conservation (pp. 40 - 45) http://resources.ccc.govt.nz/files/ACMP-LTP2013-22WaterConservation.pdf</p>