

CHRISTCHURCH CITY COUNCIL

INAUGURAL MEETING OF THE COUNCIL FOR THE INSTALLATION OF THE MAYOR AND COUNCILLORS

THURSDAY 24 OCTOBER 2013

5.30PM

**COUNCIL CHAMBER, 2ND FLOOR, CIVIC OFFICES,
53 HEREFORD STREET**

CHRISTCHURCH CITY COUNCIL**Inaugural Meeting of the Council
for the Installation of the Mayor and Councillors****Thursday 24 October 2013 at 5.30pm
in the Council Chamber, 2ND Floor, Civic Offices, 53 Hereford Street**

Council: The Mayor – Lianne Dalziel, (Chairperson).
Councillors Vicki Buck, Jimmy Chen, Phil Clearwater, Pauline Cotter, David East, Jamie Gough,
Yani Johanson, Ali Jones, Glenn Livingstone, Paul Lonsdale, Raf Manji, Tim Scandrett and
Andrew Turner.

Karakia**Mihi Whakatau**

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COUNCIL 24. 10. 2013

1. **WELCOME AND INTRODUCTION**
2. **DECLARATION BY THE MAYOR**
3. **INSTALLATION OF THE MAYOR**
4. **DECLARATIONS BY COUNCILLORS**

Sample attached (**Attachment 1**).

Sample



DECLARATION BY COUNCILLOR

I, _____, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of the City of Christchurch, the powers, authorities, and duties vested in or imposed upon me as a member of the Christchurch City Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

DATED at Christchurch this 24th day of October 2013.

.....

Signed in the presence of:

.....
Lianne Audrey Dalziel
MAYOR

.....
Jane Ross Parfitt
ACTING CHIEF EXECUTIVE

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5. REPORT OF THE ELECTORAL OFFICER - TRIENNIAL ELECTIONS – 12 OCTOBER 2013

Acting Chief Executive responsible:	Jane Parfitt, DDI 941-8554
Officer responsible:	Electoral Officer
Author:	Clare Sullivan, Electoral Officer

PURPOSE OF REPORT

- The purpose of the report is to report the outcome of the Triennial Elections for the Christchurch City Council of 12 October 2013.

Successful Candidates

- The following candidates were declared elected at the 2013 Christchurch City elections:

MAYOR DALZIEL, Lianne (One City Together)

COUNCILLORS

Banks Peninsula Ward TURNER, Andrew (The People's Choice)

Burwood/Pegasus Ward EAST, David (Independent)
LIVINGSTONE, Glenn (The People's Choice – Labour)

Fendalton/Waimairi Ward GOUGH, Jamie (iCitz - Independent Citizens)
MANJI, Raf (Independent)

Hagley/Ferrymead Ward JOHANSON, Yani (The People's Choice - Labour)
LONSDALE, Paul (Independent)

Riccarton/Wigram Ward BUCK, Vicki (A vote for me is a vote for you)
CHEN, Jimmy (The People's Choice - Labour)

Shirley/Papanui Ward JONES, Ali (Independent)
COTTER, Pauline (The People's choice)

Spreydon/Heathcote Ward CLEARWATER, Phil (The People's Choice – Labour)
SCANDRETT, Tim (Independent)

COMMUNITY BOARDS**Akaroa/Wairewa****(Akaroa Subdivision):**

RICHARDSON, Pam
GRAHAM, Lyndon (Independent)
HAYLEY, Janis

(Wairewa Subdivision):

MORGAN, Bryan (Independent)
BARTLETT, Maria

Burwood/Pegasus

SINTES, Tim (Independent)
BAKER, Tim (The People's Choice - Labour)
CUMMINGS, Andrea (The People's Choice)
STEWART, Linda (Independent)
TAWA, Stan (Independent)

Fendalton/Waimairi

BURKE, Faimeh (Independent)
WILLIAMS, Bridget (iCitz – Independent Citizens)
CARTWRIGHT, David (iCitz - Independent Citizens)
BUCK, Sally (Independent)
CARTER, Val (iCitz Independent Citizens)

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5 Cont'd

Hagley/Ferrymead	TEMPLETON, Sara LOWE-JOHNSON, Brenda (The People's Choice – Labour) MCLEOD, Islay (Independent) DAVIDS Alexandra (Independent –City 1 st – No Party Politics) DAVIES, Joe (The People's Choice – Labour)
Lyttelton/Mount Herbert	SMITH, Paula (Independent for Banks Peninsula) TE PATU, Adrian WILSON, Christine (Independent) BROUGHTON, Jane (iCitz – Independent Citizens) JOLLIFFE, Ann
Riccarton/Wigram	MORA, Mike (The People's Choice - Labour) LALOLI, Peter (iCitz - Independent Citizens) BROUGHTON, Helen (iCitz – Independent Citizens) BRYDEN, Natalie (The People's Choice – Labour) MORA, Debbie (The People's Choice – Labour)
Shirley/Papanui	KEOWN, Aaron (Independent – City 1 st – No Party Politics) NORRISH, Emma (Independent) WATSON, Barbara (Independent – City 1 st – No Party Politics) DAVIDSON, Mike (Independent) MASLIN, Gemma (The People's Choice – Labour)
Spreydon/Heathcote	COKER, Melanie (The People's Choice – Labour) MAUTNER, Helen (The People's Choice – Labour) POTTER, Karolin (The People's Choice) MCMAHON, Paul (The People's Choice – Labour) TINDALL, Rik (Independent)

ELECTORAL ROLLS

Residential Electors

- The residential electoral rolls used for local authority elections are drawn from the Parliamentary rolls, utilising data supplied to each local authority by the Electoral Enrolment Centre in Wellington. The Electoral Enrolment Centre undertook a national campaign earlier this year to ensure that the rolls were as up to date as possible for the local body elections, sending individual letters to each elector to ensure that their details were correct, and encouraging the enrolment of other persons not previously enrolled.
- As at 16 August 2013 (when the roll closed) the number of residential electors enrolled in each ward was:

Banks Peninsula Ward	-	6,529
Burwood/Pegasus Ward	-	33,763
Fendalton/Waimairi Ward	-	42,335
Hagley/Ferrymead Ward	-	34,027
Riccarton/Wigram Ward	-	43,609
Shirley/Papanui Ward	-	41,769
Spreydon/Heathcote Ward	-	39,310
		<u>241,342</u>

- This represents a decrease of 14,257 in the number of electors on the residential electors' roll for the 2010 elections. The wards with the largest decrease were Burwood/Pegasus 8,823 and Hagley/Ferrymead 5,077. Riccarton/Wigram had the highest increase of electors of 1,466.

5 Cont'd

Ratepayer Electors

6. The franchise also extends to:
- Persons owning property in the city, but residing elsewhere;
 - Corporate bodies (who are entitled to appoint a “nominal occupier”);
 - Persons living within the city who own other city property in other communities elsewhere to their place of residence (electors in this category being entitled to claim additional Community Board votes only in that other community).
7. Persons and organisations in this category must make application for enrolment. If they are on the ratepayer roll then they are automatically sent voting documents. 561 persons were enrolled as eligible for the non-resident ratepayer electors for this year’s elections.
8. A leaflet was sent to each ratepayer in February/March to provide information about the roll and to encourage people to make application for eligibility. All who were on the ratepayer roll and were sent a letter which they had to respond, to ensure they remained on the roll.

INFORMAL VOTES/BLANK VOTES

9. In some cases, votes cannot be counted because:
- (a) The voter’s intention is unclear (classed as informal votes); or
 - (b) The voter has left the issue completely blank.
10. Separate records were kept of votes which fell into either of the two foregoing categories. There were 645 in formal votes and 12,343 blank voting documents.
11. In all cases, votes were allowed where the voter’s intention was clear, notwithstanding that they had marked the voting document in a way which was different to that prescribed.

PROCESSING OF VOTING DOCUMENTS ON RECEIPT

12. I would like to thank the Council for allowing me to utilise the provisions of the Local Electoral Act 2001 permitting the processing of the voting documents throughout the voting period. It provided considerable logistical advantages in terms of getting an early result out. A change to the Local Electoral Act (LEA) now provides for the Executive Officer to use his or her discretion to process votes early.

ROLL SCRUTINY, PRELIMINARY COUNT AND OFFICIAL COUNT

13. This year, I engaged the same independent election services provider (electionz.com) as in previous local elections, to undertake the following processes:

Ratepayer roll – refer to paragraphs 6 and 7

Roll Scrutiny

- 13.1 This process involves marking electors’ names off the roll as the voting documents are returned, to ensure that no elector votes more than once (this could occur through, for instance, an elector exercising an ordinary vote and then also exercising a special vote). This part of the election process is carried out electronically, by “reading” the bar code shown on the returned voting document. This is done through the window of the return envelope, and the envelopes are not opened nor the voting documents extracted until after the roll scrutiny has been completed.

Preliminary and Official Counts

- 13.2. After the return envelopes had been put through the roll scrutiny process, they were then opened and the voting documents extracted. The votes cast were then recorded electronically.

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5 Cont'd

13.3. A progress result (which included approximately 98 per cent of the votes cast) was released at 1.15pm on Election Day, with the final preliminary result being released at 8pm on Election Day. The declaration of the results of the official count was made on Thursday 19 October 2013 with the date of publication being Saturday.

13.4. All the candidates who were successful in the preliminary count were declared elected as a result of the official count.

SPECIAL VOTES

14. Special voting documents and accompanying special voting declarations were issued to 1,444 persons. This was a decrease of 238 votes on 2010. Of these, 1082 were completed and returned prior to the close of the voting period, with 880 being subsequently allowed and included in the official count. Special voting was available at 53 Hereford Street, the Shirley Service Centre and on Saturday 9 October at the Akaroa Service Centre.

I was notified by the Electoral Commission that there were 1971 people registered on the unpublished roll. Due to provisions in the Electoral Act 1993 and the LEA 2001 these electors do not receive an ordinary vote. Instead they have to make an application for a special vote. Of the 1444 special votes issued only 282 were for people on the unpublished roll. As Electoral Officer I am making a submission on the Electoral Amendment Bill to have the Electoral Act 1993 amended to provide for these people to be able to cast an ordinary vote but for their details to remain unpublished so protecting their anonymity. The Bill is currently being considered by the Justice and Electoral Committee.

CHRISTCHURCH CITY VOTING STATISTICS

	1989	1992	1995	1998	2001	2004	2007	2010	2013
Electors on Rolls	200,915	208,533	215,621	223,832	227,793	235,930	252,050	256,634	241,607
Voters	121,680	105,982	107,450	116,511	110,068	91,027	102,495	133,280	103,218
Percentage Voted	60.56%	50.82%	49.83%	52.05%	48.32%	38.6%	42.02%	52.58%	42.72%

15. The percentage of electors returning voting documents again varied between wards, with a low of 39.28 per cent being recorded in the Hagley/Ferrymead Ward, compared with a high of 58.89 per cent in the Banks Peninsula Ward. The highest metropolitan ward was Fendalton/Waimairi with 44.82 per cent.
16. While early comparison with other cities is on a par: Christchurch 42.72, Auckland 34.33, Wellington 41.33, Hamilton 38.33 and Dunedin 43.10 voter turnout was still lower than it should be.
17. Extensive national and local advertising was arranged through a variety of media, encouraging people to enrol and to vote for this year's elections.
18. A campaign encouraging citizens to participate and illustrating the importance of voting was put in place for this year's Christchurch elections, funded from the election budget. LGNZ were impressed by the campaign in Christchurch and asked for the material we produced.
19. A campaign including posters, newspaper articles, radio advertisements and advertisements on buses were incorporated. Posters were also displayed at CCC service centres and libraries and a number of medical centres and at doctor's surgeries at over 70 locations throughout the city. Advertisements were also placed at 5 ITM rugby games which were televised. An *Our Christchurch* supplement provided information to Christchurch residents and ratepayers about enrolment, nominations and voting.

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20. As Electoral Officer I took part in a number of interviews including local television, newspaper and radio which included an interview on Plains FM Samoan weekly programme Penina O Samoa. Information was also translated into other languages. All 14 media releases were well picked up by local media. Information was shared with staff when engaging with community groups. There were regular updates on the Council's web pages.
21. There has been considerable discussion across the country since 12 October about the issue of voter turnout. I will review our campaign and look at what can be improved upon for 2016. There were more than 13,000 fewer electors registered in 2013 than 2010. This was for a variety of reasons. As the rebuild continues it will be interesting to compare this figure in 2016.
22. As Electoral Officer I welcome the opportunity to work with other Electoral Officers, the Electoral Working Party, Department of Internal Affairs, Local Government New Zealand and the Council to consider what affected voter turnout in 2013 and how it might be encouraged in the next Triennial Elections.
23. When the Government announces the review into the 2013 Local Elections I encourage the Council to make representations to the Justice and Electoral Select Committee to support any initiatives that might encourage greater participation.

COSTS

24. As many charges are not yet to hand, it will be some time yet before the final cost of the elections is known.

AMENDMENTS TO LOCAL ELECTORAL ACT

25. On 28 June a number of amendments to the Local Electoral Act were enacted. These included an extra week between nominations closing and the voting documents being sent out, changes to information to be included on the candidate profile statement and significant changes to the sections on electoral donations and expenses.

CONCLUSION

26. This year's elections will be closely scrutinised by a variety of agencies, including the Local Government Commission, the Department of Internal Affairs and Local Government New Zealand. There may be some resulting changes in the relevant legislative provisions and administrative arrangements for future elections.

RECOMMENDATION

That the Council receive the report for information and establish a working party to discuss what response the Council would like to make to the review of the 2013 local elections.

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6. EXPLANATION OF STATUTORY REQUIREMENTS

Unit Managers responsible:	Chris Gilbert and Darryl Griffin
Author:	Ian Thomson, Solicitor, DDI 941-6343

PURPOSE OF REPORT

1. The purpose of this report is to provide the general explanation of various statutes as required by the Local Government Act.

EXECUTIVE SUMMARY

2. The Local Government Act 2002 requires that at the first meeting of the Council following the triennial general election a general explanation must be given of the Local Government Official Information and Meetings Act 1987 and appropriate provisions of:
 - (a) the Local Authorities (Members' Interests) Act 1968;
 - (b) sections 99, 105 and 105A of the Crimes Act 1961;
 - (c) the Secret Commissions Act 1910; and
 - (d) the Securities Act 1978.

FINANCIAL IMPLICATIONS

3. Not applicable

LEGAL CONSIDERATIONS**Local Government Official Information and Meetings Act 1987**

4. As follows:

(a) General Principle

The stated purpose of this Act is to make official information held by local authorities more freely available, to provide for access to that information, to provide for admission to meetings of local authorities and to protect official information held by local authorities consistent with the public interest and preservation of personal privacy.

The Act is very broad. It does not define the word "information". It sees official information as any item of information held by a local authority. So official information is not limited to documents, letters, reports, memoranda or files but includes electronic/digital data, sound tapes, video tapes, computer tapes and discs, maps, films, photographs and plans.

The heart of the Act is contained in the "principle of availability" set out in Section 5 of the Act: "The question whether any official information is to be made available, where that question arises under this Act, shall be determined, except where this Act otherwise expressly requires, in accordance with the purposes of this Act **and the principle that the information shall be made available unless there is good reason for withholding it.**"

The fundamental principle of the Act is that information must be made available unless there is "good reason" under the Act to withhold it.

(b) Requests

Anyone can make a request for official information. If the information sought is not held by the Council or a Council officer believes the request to be more closely connected with another organisation then the officer must, within **10** working days transfer the request to the other organisation. Where the Council holds the information a decision on whether to release the information must be made within 20 working days of receipt of a request.

6 Cont'd

- (i) Charges may be made for supplying information. Where the information sought is large or consultations necessary for a proper response are needed then the Chief Executive or an authorised officer may extend the time limit for a "reasonable period". The requester must be told the period of extension, the reasons for the extension and the fact that the extension can be referred to the Ombudsman.

Every request must be dealt with on its merits and a decision whether to refuse is made on the circumstances of each case. Generally, where the information is released then it must be released in the manner requested.

(c) Refusals

In considering a refusal of a request for official information the Act places the responsibility on the Chief Executive or an officer authorised by him. While the statutory responsibility is placed on the Chief Executive that officer is not prevented from consulting the Council or any other person in relation to a decision to refuse. The Chief Executive may delegate the responsibility to release or refusal to an officer. At present that delegation is held by the Legal Services Manager.

The Act sets out approximately 25 "good reasons" why official information can be refused. If the grounds for refusal do not fall within one of these "good reasons" the information **must** be released. "Good reasons" include:

- (i) protecting the privacy of natural persons;
- (ii) maintaining the effective conduct of public affairs through free and frank expressions of opinions by or between elected members and officers;
- (iii) enabling a local authority to carry out, without prejudice or disadvantage, commercial activities;
- (iv) enabling a local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); and
- (v) to maintain legal professional privilege.

All of the reasons outlined above are subject to a "public interest" test, ie even if the information sought falls within one of the refusal categories it must be released where the withholding of the information is outweighed by other considerations rendering it desirable in the public interest that the information be released.

The Act also contains a number of administrative grounds as to why a request can be refused. These include the fact:

- (i) the information is or will soon be publicly available;
- (ii) the information requested cannot be made available without substantial collation and research.

If a request is refused the Council must give the requester:

- (i) the reason for its refusal;
- (ii) the grounds in support of that refusal; and
- (iii) advice as to the right to apply to the Ombudsman to seek a review of the refusal.

6 Cont'd

(d) Ombudsman's Investigation

Under the Act the Ombudsman can investigate any refusal by the Council to provide information and can investigate the charges made by the Council.

If the matter cannot be resolved during the investigation the Ombudsman may make a recommendation to the Council. The Council is under a public duty to observe that recommendation unless, within 21 working days of receiving the recommendation, it resolves not to accept it.

A decision not to accept an Ombudsman's recommendation must be notified to the applicant and the Ombudsman and published in the New Zealand Gazette together with the Council's reasons for its decision. The applicant may apply to the High Court for a review of the Council's decision. Whatever the result of the High Court hearing, the applicant's legal costs must be paid by the Council unless the Court is satisfied the application was not reasonably or properly brought.

(e) Other Rights of Access

The Act also gives every person a right of access to any document, including manuals which the Council holds containing policies, rules, or guidelines by which decisions or recommendations are made. There are limited rights of refusal available to the Council. Section 22 of the Act provides that where the Council makes a decision or recommendation in respect of any person in that person's personal capacity, that person has the right on request to have within a reasonable time a written statement from the Council of:

- (i) the findings on material issues of fact;
- (ii) a reference to the information on which the findings were based; and
- (iii) the reasons for the decision or recommendation.

(f) Access to Meetings

The Act provides that the public and media have a right of access to all meetings of the Council, committees, sub-committees (with power to act) and community boards unless the meeting resolves to exclude the public. Copies of meeting agendas must be available for the public and the media.

The grounds for excluding the public and the media from a meeting can only be those provided in the Act and essentially are the same grounds as for withholding official information. A motion to exclude must state the subject matter of the "non-public" matter and the specific reason provided in the Act.

Even where a meeting has resolved to exclude the public a person can request a copy of the minutes of the meeting and that request must be treated in the same way as a request for official information and subject to review by an Ombudsman.

(g) Order Papers

Order papers for meetings must be publicly available at least two working days before the meeting. Generally, supplementary reports cannot be dealt with unless agreed to by the meeting and unless the chairperson explains why the report was not in the order paper and why the subject cannot wait until the next meeting.

6 Cont'd

(h) Order at Meetings

Section 50 of the Act provides that the chairperson of a meeting may require a member of the public to leave the meeting if the chairperson believes on reasonable grounds that person's behaviour is "likely to prejudice or continue to prejudice" the orderly conduct of the meeting.

The chairperson may call on a police constable or Council officer to remove a person from the meeting.

(i) Qualified Privilege

Sections 52 and 53 of the Act provide **that written or oral** statements on any matter before a meeting of the Council, committee or community board are privileged unless the statement is proved to be motivated by ill will. This type of privilege is known as qualified privilege.

Qualified privilege is a protection afforded by the law on certain occasions to a person acting in good faith and without any improper motive who makes a statement defamatory about another person. It is established law that meetings of local authorities are privileged occasions. This includes community boards. The reason given by the Courts is that those who represent local government electors should be able to speak freely on any matter they believe affects the interests of their residents. The situation regarding statements made outside a formal meeting is not so clear. Certainly the statutory protection of sections 52 and 53 would not necessarily extend outside a meeting. What is required for qualified privilege to apply is a positive belief in the truth of what is said, and that there is no suggestion of personal spite or ill-will by the maker.

Local Authorities (Members' Interests) Act 1968

5. This Act contains provisions relating to contracts between elected members and the Council and provisions relating to elected members voting on matters where they have a pecuniary interest.

(a) Contracts

The Act provides that no person can be an elected member if the total of all contract payments made or to be made by the Council in which that person is "concerned or interested" exceeds \$25,000 in any financial year. Contracts include sub-contracts.

There are provisions regarding contracts between the Council and a company in which an elected member or spouse has an interest. Generally, a person will be concerned or interested in a contract where that person or spouse holds 10% of the issued capital of the company or a controlling company, or the member or spouse is a shareholder and is either a managing director or general manager.

Certain exclusions are provided for such as where the member and spouse are living apart, or the member did not know and had no reasonable opportunity of knowing the spouse was a shareholder and managing director or general manager. The limit of \$25,000 may be extended by the Audit Office in special cases. Such approval can be given retrospectively.

Provision is made for contracts entered into by the Council before an election and for continuing contracts. If a person breaches the \$25,000 limit that person is disqualified from holding office and an extraordinary vacancy arises. The disqualification remains until the next triennial election. Where a disqualified person acts as a member an offence is committed with a maximum fine of \$200.

(b) Pecuniary Interest

The Act provides that no elected member shall vote on or take part in the discussion of any matter in which that person has, directly or indirectly, any "pecuniary interest" other than an interest in common with the public.

The prohibition applies where the member's spouse has a pecuniary interest and where the member or spouse holds 10% or more of the shares in a company or a controlling company which has a pecuniary interest, or either person is a shareholder and is managing director or general manager of the company. Members who are prohibited under the Act from voting on or discussing a matter are under a duty to declare to the meeting their pecuniary interest and their abstention from discussion or voting must be recorded in the minutes.

The prohibition against discussing or voting on a matter does not apply in certain situations, such as:

- (i) members' remuneration where the maximum rate has already been fixed;
- (ii) election or appointment of any member to a Council, or community board, office notwithstanding that remuneration is payable; and
- (iii) the preparation, approval, or review of a district scheme or district plan, unless the matter relates to any variation or change or departure from a district scheme or district plan or to the conditional use of land.

The Audit Office has the power to declare that the prohibition shall not apply in respect of any particular matter if the Office is satisfied the prohibition would impede the business of the Council or that it is in the interest of the electors that the prohibition not apply. Any member who contravenes the prohibition commits an offence liable to a fine of \$100. Upon conviction the member vacates office and an extraordinary vacancy is created.

Sections 99, 105 and 105a Crimes Act 1961

6. As follows:

(a) Section 99

Section 99 defines, for the purposes of the Crimes Act 1961, an "official" as any member or employee of any local authority. Member here would include a community board member.

(b) Section 105

Section 105 provides that it is an offence punishable by seven years' imprisonment for an "official" to corruptly accept or obtain, or to attempt to obtain, any bribe in respect of anything done or omitted to be done by the official in an official capacity. A person making or attempting to make the bribe is liable to three years' imprisonment.

(c) Section 105A

Section 105A provides that every official is liable to seven years' imprisonment who corruptly uses any information acquired in an official capacity, to obtain, directly or indirectly, an advantage or a pecuniary gain for the official or any other person.

Secret Commissions Act 1910

7. This Act puts in legislation the principle that a person holding a position of trust, such as elected members, should not make a profit through their office. The Act provides that elected members and officers are "agents" of the Council and that every agent commits an offence who corruptly accepts or obtains or solicits, for themselves or any other person, any gift or other consideration as an inducement or reward for doing or not doing any act in relation to the Council's affairs, or for having shown favour or disfavour to any person in relation to the Council's affairs.

6 Cont'd

8. Any agent who diverts, obstructs or interferes with the proper course of the Council's business, or fails to use due diligence in the prosecution of such business with intent to obtain for themselves or any other person any gift or other consideration shall be deemed to have corruptly solicited a consideration. While "gift" is not defined, "consideration" is. It includes discounts, commissions, rebates, bonuses, deductions, percentages, employment and money (including loans). Generally, trade practices or customary gifts do not constitute a defence to a charge under the Act.
9. Section 5 of the Act provides that the agent, who makes a contract on behalf of the Council must disclose to the Council any pecuniary interest in the contract. This provision is similar to that contained in the Local Authorities (Members' Interests) Act 1968. Also, it is an offence to advise the Council with intent to induce it to enter into a contract with a third person, and receive any gift or consideration from the third person, without disclosing to the Council the fact of payment. Upon conviction for any offence under the Act an agent is liable to a maximum fine of \$2,000 or two years' imprisonment and would vacate their office.

Securities Act 1978

10. The Securities Act 1978 imposes on entities (including local authorities) which solicit funds from the public an obligation to prepare, register and distribute a prospectus and an accompanying investment statement. However, this is only required where there is "an offer of securities to the public".
11. Offers of securities to financial institutions on a wholesale basis, or to "habitual investors", are expressly excluded from the ambit of the term "offer of securities to the public". Therefore, there are no Securities Act implications where the Council borrows from institutions on a wholesale basis. This is generally the case even if the institutions on-sell the stock to members of the public. If the Council ever decides to venture into the area of retail fund-raising, it will have to comply with the requirements of the Securities Act.

STAFF RECOMMENDATION

It is recommended that this report be received.

7. APPOINTMENT OF THE DEPUTY MAYOR

The Mayor has the power to appoint the Deputy Mayor and is required to do so at the first meeting of the local authority under Clause 21(5) (d) of Schedule 7 of the Local Government Act 2002.

COUNCIL 24. 10. 2013

8. APPOINTMENT OF COUNCILLORS TO COMMUNITY BOARDS

Unit Managers responsible:	Chris Gilbert and Darryl Griffin
Author:	Ian Thomson, Solicitor, DDI 941-6343

PURPOSE OF REPORT

1. The purpose of this report is to provide the general explanation of various statutes as required by the Local Government Act. For the Appointment of Councillors to Community Boards, following the 2013 Local Body Elections.

FINANCIAL IMPLICATIONS

2. Not applicable.

LEGAL CONSIDERATIONS

3. A Community Board may include members appointed by the Council. Those members must also be Councillors representing the ward in which the Community Board is situated. The number of Councillors must be fewer than half the total number of Community Board members.
4. If the Council wishes to appoint Councillors to be members of the Community Boards it is necessary for the Council to resolve to appoint each of the ward Councillors to each of the following Community Boards:

Fendalton/Waimairi Community Board
 Burwood/Pegasus Community Board
 Hagley/Ferrymead Community Board
 Shirley/Papanui Community Board
 Riccarton/Wigram Community Board
 Spreydon/Heathcote Community Board

5. The two Banks Peninsula Community Boards, Akaroa/Wairewa Community Board and the Lyttelton/Mt Herbert Community Board each have a total of six members, comprising five elected board members and one appointed member being the Councillor representing the Banks Peninsula Ward.
6. It should be noted that Community Boards elect their own chairperson. If the Council wishes to appoint Councillors as members of the Community Boards then an appropriate resolution would be:

"That the Council appoint to the respective Community Boards the two Councillors from the wards which are situated in each of the Burwood/Pegasus, Hagley/Ferrymead, Fendalton/Waimairi, Riccarton/Wigram, Shirley/Papanui, Spreydon/Heathcote communities and the Councillor from the Banks Peninsula Ward to the Akaroa/Waiwera and Lyttelton/Mt Herbert Community Boards."

STAFF RECOMMENDATION

It is recommended that the Council appoint to the respective Community Boards the two Councillors from the wards which are situated in each of the Burwood/Pegasus, Hagley/Ferrymead, Fendalton/Waimairi, Riccarton/Wigram, Shirley/Papanui, Spreydon/Heathcote communities and the Councillor from the Banks Peninsula Ward to the Akaroa/Wairewa and Lyttelton/Mt Herbert Community Boards.

COUNCIL 24. 10. 2013

9. ESTABLISHMENT OF CHIEF EXECUTIVE AND EMPLOYMENT MATTERS COMMITTEE

Unit Managers responsible:	Darryl Griffin
Author:	Darryl Griffin, Democracy Services Manager, DDI 941-6436

PURPOSE OF REPORT

1. The purpose of this report is to establish a committee of the Council to recruit, establish the remuneration and manage the performance of the Chief Executive and to consider the role of the Council with respect to clause 36A of Schedule 7 of the Local Government Act 2002. The Committee is charged with presenting to the next meeting of the Council proposed terms of reference and an indicative plan for the recruitment of a new Chief Executive.

FINANCIAL IMPLICATIONS

2. Not applicable.

LEGAL CONSIDERATIONS

- 3 Clause 36A of Schedule 7 of the Local Government Act 2002 provides for the Council to consider adopting a policy that sets out the policies of the local authority in relation to—
 - (a) employee staffing levels; and
 - (b) the remuneration of employees.

STAFF RECOMMENDATION

It is recommended that the Council establish a Chief Executive and Employment Matters Committee comprising the Mayor and Councillors (to be named) and that a report back to the next Council meeting propose the terms of reference for this Committee and an indicative plan for the recruitment of a new Chief Executive.

10. DATE OF NEXT COUNCIL MEETING.....%

General Manager responsible:	Acting Chief Executive
Officer responsible:	Manager Democracy Services
Author:	Darryl Griffin, Manager Democracy Services

ADOPTION OF DATE OF FIRST ORDINARY MEETING

1. The Local Government Act 2002 requires that at the first meeting following the triennial general election the Council must fix the date and time of the first ordinary meeting of the authority or adopt a schedule of ordinary meetings.
2. The Council will need to adopt a schedule of ordinary meetings for the 2013-2016 term of the Council. In the first instance, however, it will need to confirm the date for the first ordinary meeting of the Council.

STAFF RECOMMENDATION

It is the recommend that pursuant to clause 21(5)(d) of Schedule 7 of the Local Government Act 2002 the Council determine that Thursday 7 November at 9.30am be the date and time of its first ordinary meeting of the 2013/16 term.