

[REDACTED]

From: Official Information
Sent: Thursday, 1 June 2017 4:45 p.m.
To: [REDACTED]
Subject: LGOIMA 17/150 response 2 - NZ Taxpayers' Union - various questions

Dear [REDACTED]

Please find below the response to the final part of your request:

Request 3: Spend on advertising

We request the total amount spent on printing, distribution and placement for the 2016 calendar year of all Council advertising and publications.

Please ensure that this figure includes, but is not limited to, spending on newspaper, online, circular letters and Facebook advertising. You do not need to include any amounts spent on design.

Response:

Total advertising spend for calendar year 2016: \$1,026,094 (figure provided by the Council's media agency Immediate). Christchurch City Council's public notice spend from July 2015 to June 2016 was \$195,400. There has also been additional social media spend to the above figure. Extra spend for Facebook and Instagram was \$19,536.82 in the 2016 calendar year.

Advertising. The Council advertises to promote a range of Council services (including libraries, the Art Gallery, recreation services including Learn to Swim) and also a range of Council events and festivals. We are making increasing use of social media to advertise these services. We also advertise to encourage more people to have their say and participate in Council consultation and engagement.

The \$1,026,094 spend on advertising includes \$112,369 for advertising for the Christchurch Art Gallery, \$119,729 for advertising Christchurch City Council's recreation and sports services, \$98,440 for advertising road safety (road safety/motorcycle safety is part of the funding supplied by NZTA to deliver educational programmes and campaigns), \$77,275 for the election campaign and \$68,032 for earthquake recovery.

Public Notices. The Council is required under the Local Government Act 2002 (LGA) to give public notice in a number of instances, for example advertising formal meetings, the making or amending of bylaws and giving notice of road closures. Specifically, the LGA stipulates that public notice means one or more daily newspaper circulating in the region.

The rebuild has meant an increase in development in the city and the Council has had to notify changes through public notice advertising. It is critically important that the Council communicates actively and frequently with residents, especially about issues that affect people's everyday lives around the city, such as road works, street closures and infrastructure repairs. The increased activity has required the Council to notify citizens of changes such as road closures and also to advise the public of any meetings it hosts, such as consultation meetings with citizens on major projects including major cycle routes. The Council has also been reviewing its District Plan. This has required additional notifications of proposals, decisions and late submissions to the public.

Kind regards,
Anna

From: Official Information
Sent: Tuesday, 30 May 2017 4:41 p.m.

To: [REDACTED]
Subject: HPRM: LGOIMA 17/150 response - NZ Taxpayers' Union - various questions

Dear [REDACTED],

Thank you for your emails, received on 6 April 2017. You requested a range of information under the Local Government Official Information and Meetings Act 1987 (LGOIMA).

Extension of timeframe

On 9 May 2017, we extended the timeframe on our response to you by an additional fifteen working days.

Release of information

We will respond to each of your points in turn. Our responses are in black.

Request 1. Average residential costs

a) the average residential costs of rates and other Council charges for the 2015/16 financial year:

Average residential costs = $(X + Y)/Z$

Where:

X is the total of all rates (general and targeted) charged by the Council to residential properties;

Y is the total amount of user charges or levies applicable to residential properties (for example charges relating to metered water, infrastructure contributions, refuse collection, fire protection etc.); and

Z is the number of residential properties (however defined by the Council) within the Council's district or city. If the Council does not have a classification for residential, please use the closest definition (such as urban).

Please do not include Council charges that are not part of the rates demand (for example retail sales of Council rubbish bags).

Please do not include any amounts collected on behalf of a Regional Council.

(b) A list of the types of rates, user charges and levies used to calculate each of the figures above.

Please use GST inclusive figures for the calculations

Please ensure that the figures used (X,Y and Z) are disclosed in the response.

Response: The average residential costs of rates and other Council charges for the 2015/16 year were \$2,190. This figure is GST inclusive, and is comprised of standard rates, the uniform annual general charge (UAGC), waste minimisation rate, active travel rate, sewer rate, land drainage rate and water connected rate.

Please note:

- We don't normally think of "user charges" as separate to "rates" if they're all collected through the rates system – the only volume-related rate we charge is for excess water consumption, which is only charged to high-user business and rural properties (ie. not residential).
- We charge our fixed rates on the number of Separately Used or Inhabited Parts of a property (SUIP), not on the property itself (e.g. a house with granny flat is recorded as 2 SUIPs, not 1 Rating Unit) – a simple average therefore slightly understates the rates paid by the average property, so we use an "average property" for each sector as a better illustration in our published Annual Plans.

So, for the 2015/16 year:

- $X + Y = \text{Total rates charges to Residential} = \$319,992,059$ (all X; Y is zero)

- Includes GST, but excludes ECan's charges which we collect on their behalf
- This was 72.4% of our total rates, compared with Residential's 74.1% share of the District's total Capital Value
- Z = Total residential SUIPs = 148,582 (out of a total 170,016 rateable SUIPs in the District)
- Average rates per Residential SUIP = \$2,153.64
- HOWEVER, for the TYPICAL residential rating unit:
 - Average 2013 CV = \$441,655
 - Average rates = \$2,189.77

INDIVIDUAL RATES CHARGES & REVENUES (residential only, for 2015/16):

Type of Rate	Rating Base (CV & SUIPs)	Decimal / Fixed Charge	Rates Revenue
General	64,691,517,385	0.298232	192,930,806
UAGC	148,582	117.56	17,467,300
Water (connected)	62,846,032,962	0.042342	26,610,267
Water (not connected)	2,528,196,006	0.021171	535,244
Water (restricted)	669	175.00	117,075
Water (fire service)	172	109.56	18,844
Drainage	64,223,374,432	0.025499	16,376,318
Sewage	64,577,769,608	0.066666	43,051,416
Waste Min (full)	140,445	141.00	19,802,745
Waste Min (part)	1,044	105.75	110,403
Active Travel	148,582	20.00	2,971,640
			319,992,059

Most rates are decimals – i.e. a number of cents per dollar of Capital Value. Blue figures are fixed charges (i.e. dollar charge per SUIP).

Request 2: Audit and Risk Committee

We request the following information as of 31 March 2017:

(a) the number of members on the Council's Audit and Risk Committee (or equivalent);

10

(b) the number of independent members on the Committee;

3

(c) the number of lawyers (with a current practising certificate) on the Committee;

1

(d) the number of chartered accountants on the Committee; and

2

(e) whether the chair of the Council's Audit and Risk Committee is an independent member.

yes

Request 3: Spend on advertising

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Please ensure that this figure includes, but is not limited to, spending on newspaper, online, circular letters and Facebook advertising. You do not need to include any amounts spent on design.

Response:

The Council has decided to release this information to you. Staff are currently pulling this together and we will send this through shortly.

Request 4: Code of conduct

We request the following information:

(a) confirmation of whether there is a code of conduct which requires Council staff to act in a politically neutral manner; and

(b) if so, the specific wording of the provision(s).

Response:

The specific wording of the provision related to political neutrality is as follows:

Employees and representatives of the organisation are expected to conduct themselves following these principles:

Political neutrality

This includes:

- Acting with political impartiality when carrying out duties.
- Immediately advising management if personal views on an issue conflict with those of Council, and may have an actual or perceived adverse effect on you or your work.
- Ensuring the performance of your position is not influenced by personal beliefs or anything that might benefit you.
- Ensuring the nature and extent of involvement in any political activity in a personal capacity is consistent with maintaining political neutrality in your role. Please refer to Council Election Guidelines for Staff for more information.

A copy of the Employee Code of Conduct is attached.

Request 5: Staff performance

We request the following information:

(a) the number of Council employees dismissed due to poor performance in the last 12 months; and
In the last 12 months, there were no employees dismissed due to poor performance.

(b) the total number of staff employed in the same period (gross, not full-time equivalent).

The total number of staff employed as at 28 February 2017 was 3616.

Request 6: Remuneration of elected officials

We request the:

(a) annual remuneration of the Mayor; and

(b) average annual remuneration for the councillors

We appreciate that elected officials may not have been in office for a full year. As such, we request that the information above be disclosed as annualised figures (i.e. based on the amounts paid since the election of the new Council).

Response:

This information is publicly available, at the following link:

http://www.legislation.govt.nz/regulation/public/2016/0158/latest/DLM6880643.html?search=ad_regulation_certain+local+authorities_2016_25_an%40bn%40rc%40dn%40apub%40aloc%40apri%40apro%40aimp%40bgov%40bl oc%40bpri%40bmem%40rpub%40rimp_rc%40ainf%40anif%40bcur%40rinf%40rnif%40raif%40rasm%40rrev_a_aw_s e&p=1#DLM6880643

Accordingly, we have decided to refuse this part of your request under section 17(d) of the LGOIMA – the information requested is or will soon be publicly available.

Request 7: Spending on tourism and economic promotion

We request the following information:

- (a) the total spending on Regional Tourism Organisations and Economic Development Agencies in the 2016 calendar year; and
\$7.427 million.

2016 Calendar Year - spending on Regional Tourism Organisations and Economic Development Agencies

	2015/16 (half)	2016/17 (half)	Total
Base Funding			
Grant	2,622,715	2,622,800	5,245,515
Project grants	1,101,129	1,080,600	<u>2,181,729</u>
			<u><u>7,427,244</u></u>

- (b) the total spending on additional initiatives of which the primary objective was economic or tourism promotion in the 2016 calendar year – with a description of these activities.

In addition to (b) please exclude any capital expenditure (such as new tourism facilities) as we are only interested in the quality of operational expenditure for the purposes of this request.

The other initiatives that have economic development include the Council's funding for Regenerate Christchurch; this was \$4 million for the 2016/17 financial year, so \$2 million for the 2016 calendar year.

Christchurch City Council contracts with its economic and tourism agencies to deliver economic and tourism development functions. The performance of these entities in delivering these and functions is measured based on the achievement of agreed levels of service in our Long Term and Annual Plans.

Publication of responses to LGOIMA requests

Please note: our LGOIMA responses may be published on the Christchurch City Council website a month after they have been responded to, with requesters' personal details withheld. If you have any concerns about this please contact the Official Information team on officialinformation@ccc.govt.nz.

Yours sincerely,

Anna Sinclair
Public Information Adviser
Office of the Chief Executive

EMPLOYEE CODE OF CONDUCT

Employee Code of Conduct	
Approved by:	Emma Davis, Head of Human Resources
Date approved:	December 2016

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SECTION 1 - INTRODUCTION

<p>Context</p>	<p>Christchurch City Council is a territorial local authority and provides a variety of services to Christchurch residents and visitors. The Local Government Act provides the over-riding framework for New Zealand local government. It states that the function of local authorities is:</p> <ol style="list-style-type: none"> 1. to enable democratic local decision-making and action by, and on behalf of, communities; and 2. to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses. <p>Elected members represent the interests of the Christchurch people, and are accountable to them. The elected members rely on the Chief Executive and the staff employed to take pride in maintaining a high level of quality throughout all aspects of the organisation and in the services it provides.</p>
<p>Purpose</p>	<p>The purpose of this Code is to give guidance to all employees on the standards of conduct required by the Christchurch City Council (the Council) and describe the consequences which may result if those standards are breached.</p>
<p>Scope</p>	<p>This policy is applicable to all Council employees. The Code applies inside work hours and outside work hours where actions could adversely bring the image or reputation of the Council into disrepute or otherwise impact on the employee's employment or the Council.</p> <p>The standards also apply to persons engaged by the Council, including contractors/consultants, and will form part of the contractual arrangements between such individuals and the Council. However, the consequences of a breach set out in this Code are not applicable to contractors/consultants engaged pursuant to a contract for service.</p>

SECTION 2 – PRINCIPLES

<p>Employees and representatives of the organisation are expected to conduct themselves following these principles:</p>	
<p>Professional, impartial, ethical and honest</p>	<p>This includes:</p> <ul style="list-style-type: none"> • Following Council policies and procedures. • Acting lawfully and ethically in the best interests of Council and the community. • Being honest, open and transparent in all of your dealings with Council and the community. • Delivering the highest possible standard of service to all customers. • Disclosing personal interests that could conflict with those of Council. Please refer to the Conflict of Interest policy for more information. • Ensuring personal hygiene, habits and dress meet the standard required for the job being performed and do not

Respectful and courteous

This includes:

- Valuing and accepting diversity and treating all people with equity and fairness.
- Ensuring that language and behaviour are not threatening, offensive, abusive, harassing or bullying. Please refer to the Harassment and Bullying Prevention policy for more information.
- Ensuring that workplace relationships do not adversely affect the performance of your position.
- Protecting the privacy of individuals and maintaining confidentiality.
- Behaving in a professional, responsive, respectful and courteous manner.

Political neutrality

This includes:

- Acting with political impartiality when carrying out duties.
- Immediately advising management if personal views on an issue conflict with those of Council, and may have an actual or perceived adverse effect on you or your work.
- Ensuring the performance of your position is not influenced by personal beliefs or anything that might benefit you.
- Ensuring the nature and extent of involvement in any political activity in a personal capacity is consistent with maintaining political neutrality in your role. Please refer to Council Election Guidelines for Staff for more information.

Accountable, trustworthy and responsible custodians of Christchurch's assets and funds

This includes:

- Taking good care of property and funds and using them only for intended purposes.
- Valuing time as a resource and ensuring work is performed safely, efficiently and effectively.
- Never misusing or misappropriating Council property or funds.
- Considering the health and safety of others and the safety and security of Council property/resources.
- Treating all information with care and using it only for authorised and appropriate purposes.
- Declining any offers of cash, goods or services that are or could be seen as inducements or bribes. Please refer to the Gifts and Hospitality policy for more information.

SECTION 3 – BREACHES

3.1	Overview
	<p>Any alleged breaches of the Code of Conduct may be investigated and could result in disciplinary action, up to and including summary dismissal, as set out in the Disciplinary Policy.</p> <p>Employees who believe the expected standard of conduct is being contravened by another employee should bring it to the attention of their manager or their Human Resources Business Partner. If the matter potentially constitutes serious wrong doing, employees should refer to the Protected Disclosures Policy.</p>
3.2	Misconduct
	<p>Misconduct may include, but is not limited to the following examples:</p> <ul style="list-style-type: none"> • Careless, indifferent or negligent (other than gross negligence) performance of duties. • Being discourteous, disrespectful or unprofessional to other employees, customers, clients or suppliers. • Disorderly or argumentative behaviour. • Failing to be at an assigned workplace during working hours, leaving an assigned workplace without good reason or permission or being late for work. • Failing to advise (without good reason) as soon as practicable of any lateness or absence for which prior permission has not been obtained. • Failing to record hours of work accurately. • Smoking in a designated non-smoking area. • Failing to report any minor accident or personal injury at work or during work time. • Failing to report minor damage to Council property or damage caused while on Council business. • Dress that is inappropriate to the employee's working environment. • Failing to maintain reasonable standards of grooming and hygiene. • Excessive use of work email or internet for non-work personal reasons, particularly where the amount of time involved may be impacting on the time spent in the performance of normal work duties.
3.3	Serious Misconduct
	<p>Serious misconduct is behaviour which undermines the trust and confidence in the employment relationship between the employee and employer. Serious Misconduct may include, but is not limited to the following examples:</p> <ul style="list-style-type: none"> • Refusal to perform a reasonable and lawful request to work or to follow lawful instructions. • Any act or omission that causes injury or damage or adversely affects quality or productivity. • Dishonesty including theft, falsification, or being party to falsification of any Council, client or customer document or record. • Failing to comply with Council's health and safety policies and procedures including notification of hazards, reporting of injuries, wearing and use of safety protection equipment or protective clothing, and failing to follow lawful instructions regarding health and safety. • Failing to disclose a work-related accident or near miss incident that had potential to cause serious harm to any person. • Failing to stop work if a belief is held that doing the work would expose self or others to a serious health and safety risk or immediate or imminent exposure to a hazard. • Leaving an assigned work place without authority or due cause where safety or security is then put at risk. • Taking, selling, distributing, transferring or being in possession of illegal drugs while at work, at a work-related activity, on Council premises, and/or when the employee can otherwise be identified as a Council employee.

- Being impaired, or potentially impaired, by alcohol and/or drugs while at work, at a work-related activity, on Council premises, while operating Council work vehicles or equipment, and/or when the employee can otherwise be identified as a Council employee.
- Victimisation, intimidation, publishing defamatory statements via public forums, fighting and/or physical assault, harassment (including sexual and racial harassment), bullying or inappropriate or aggressive or threatening language or behaviour towards another person while at work and/or on Council, or customer property or at any Council social or public occasion and/or when the employee can otherwise be identified as a Council employee.
- Accessing confidential information for personal gain or pertaining to own personal interest and/or coercing any other Council employee to progress any issue outside of normal Council process.
- Unauthorised possession of firearms/dangerous weapons/ instruments or any other illegal item on Council/client/ customer premise/property or Council vehicles.
- Disclosure, destruction, copying or unauthorised use of confidential information or work processes, designs or other material produced or published by Council.
- Conduct (including outside of normal working hours) that brings (or has the potential to bring) the image or reputation of Council into disrepute.
- Misrepresenting Council or Council's interests.
- Misuse of, or creating the perception of misuse of, your position for personal gain or benefit.
- Accepting bribes or incentives, or creating a perception that bribes or incentives may be accepted.
- Failing to follow standard cash handling or finance policies and procedures or unauthorised use or handling of funds or Council resources.
- Conduct that puts the operation or security of the Council's computer networks at risk.
- Viewing, accessing, streaming, downloading, saving, printing and/or forwarding of email/internet material that is inappropriate for work including pornography and any other content which is inappropriate for a professional, inclusive and respectful environment.
- Failing to comply with Council's information technology and communication policies, including unauthorised or inappropriate use of e-mail, internet and mobile phones or excessive personal photocopying or printing.
- Unauthorised possession of, use, lending, removal or deliberate damage to the property of Council, other employees, or customers.
- Failing to notify possible conflicts of interest, secondary employment, personal or third party relationships, which may have an impact, or the perception of an impact, on your impartiality, collusion or breaches of confidentiality or any other breach of the Council's Conflict of Interest policy.
- Failing to immediately advise the Council of any pending or actual criminal charges or convictions against them which the employee becomes aware of.
- Criminal charges or convictions which detrimentally impact on the performance of your position.
- Instances of misconduct which the Council considers are sufficiently serious to amount to serious misconduct in the circumstances.
- Any other conduct which destroys or damages the trust and confidence in the employment relationship.

SECTION 5 – REFERENCES AND SUPPORTING INFORMATION

Internal references

Links to supporting documentation
Conflict of Interest policy
Council Election Guidelines
Bullying and Harassment Prevention policy
Gifts and Hospitality policy
Protected Disclosures policy
Mobile Phone policy
Acceptable use of electronic mail and internet services policy
Disciplinary policy

External references

Name
Local Government Act
Employment Relations Act