

**AKAROA/WAIREWA COMMUNITY BOARD
EXTRAORDINARY AGENDA**

MONDAY 29 AUGUST 2011

AT 9:30 AM

**IN THE AKAROA SPORTS COMPLEX,
28 RUE JOLIE, AKAROA**

Community Board: Pam Richardson (Chairman), Bryan Morgan (Deputy Chairman), Lyndon Graham, Leigh Hickey, Stewart Miller and Claudia Reid

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1. **APOLOGIES**

2. **CONFIRMATION OF MEETING MINUTES – 20 JULY 2011**

The minutes of the Board's ordinary meeting of Wednesday 20 July 2011 are **attached**. (The public excluded section has been **separately circulated** to Board members).

STAFF RECOMMENDATION

That the minutes of the Board's ordinary meeting (both open and public excluded sections) held on Wednesday 20 July 2011 be confirmed.

3. DEPUTATIONS BY APPOINTMENT

3.1 DALE THOMAS – FRIENDS OF THE GAIETY

Dale Thomas will update the Board on the activities of the Friends of the Gaiety. Victoria Andrews also wishes to address the Board regarding The Gaiety.

3.2 ROGER WOODS – FLETCHER EQR

Roger Woods, the Banks Peninsula Hub Manager for Fletcher EQR (Earthquake Recovery) will update the Board on local issues.

3.3 WENDY BRADLEY

Wendy Bradley wishes to present a proposal to the board for a planted seating area on the southwest corner of the Akaroa Recreation Ground.

3.4 AKAROA AND BAYS LIONS CLUB

A representative from the Lions has been invited to talk to the Board regarding some projects the Club wishes to sponsor in Akaroa.

4. PRESENTATION OF PETITIONS

Nil.

5. NOTICES OF MOTION

Nil.

6. CORRESPONDENCE

6.1 TREVOR BEDFORD

Correspondence is **attached** from Trevor Bedford regarding the condition of State Highway 75 from Barrys Bay to Little River, during the July snow storm.

STAFF RECOMMENDATION

It is recommended that the Board receive the correspondence.

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7. RESERVE MANAGEMENT COMMITTEES

The minutes of the following Reserve Management Committee meetings are attached.

7.1 Duvauchelle Reserve Management Committee – 11 July 2011 (**attached**).

STAFF RECOMMENDATION

That the Board receive the minutes of the Duvauchelle Reserve Management Committee meeting held on 11 July 2011, and note the resignation of Jean Turner from the Committee.

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8. AKAROA HARBOUR ISSUES WORKING PARTY MINUTES – 23 JUNE 2011

The minutes of the Akaroa Harbour Issues Working Party meeting held on Thursday 23 June 2011 are **attached**.

STAFF RECOMMENDATION

That the Board receive the minutes of the Akaroa Harbour Issues Working Party meeting held on Thursday 23 June 2011.

9. AKAROA MUSEUM ADVISORY COMMITTEE – 27 JUNE 2011

General Manager responsible:	General Manager, Community Services DDI 941-8607
Officer responsible:	Akaroa Museum Director
Author:	Liz Carter, Community Board Adviser

PURPOSE OF REPORT

The purpose of this report is to submit the outcomes of the Akaroa Museum Advisory Committee meeting held on Monday 27 June 2011.

The meeting was attended by Committee members, Pam Richardson (Chairman), Lyndon Graham, Elizabeth Haylock, Leigh Hickey, Meri Robinson and Jim Sunckell.

Also in attendance was Lynda Wallace (Museum Director).

1. APOLOGIES

An apology for lateness was accepted from Leigh Hickey.

2. APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON

The Community Board Adviser called for nominations for Chairperson.

The Committee **resolved** that it be recommended to the Akaroa/Wairewa Community Board that Pam Richardson be appointed as Chairperson of the Committee.

Committee member Pam Richardson then took the Chair.

No nomination was called for a Deputy Chairperson at this time.

3. TERMS OF REFERENCE

The Committee **decided** that the current Terms of Reference should be reviewed.

Members suggested that the review should include a delegation under Clause 4 – Composition, for the Committee to appoint its Chairperson and Deputy Chairperson.

3. MINUTES OF PREVIOUS MEETING

The committee **received** the minutes of the Akaroa Museum Advisory Committee meeting held on 27 September 2010.

4. PRESENTATION – LYNDA WALLACE, MUSEUM DIRECTOR

The Museum Director gave a power point presentation to the Committee on the activities of the Museum and elaborated on the following for members' information:

- Ownership of heritage buildings under the Museum
- Statistics on the running of the Museum
- Ownership and expansion of the Museum over the years
- Collections and staff reporting lines
- Role of the Advisory Committee.

Members congratulated the Museum Director on an interesting presentation and asked that it also be presented to the August meeting of the Akaroa/Wairewa Community Board for members information.

5. MUSEUM DIRECTOR'S UPDATE

The Committee received information from the Museum Director on Museum related activities and projects which were outlined in her update circulated with the agenda. Topics covered included:

- Visitor numbers
- Exhibitions
- Collections
- Projects

- Earthquake Damage

The Museum Director informed members that there was very little damage to the Museum buildings or collection items, however the chimney on Langlois-Eteveneaux House requires repairs. Minor repairs are also required to the interior of the Custom House and Court House.

The Committee expressed its concern that the repair, or making safe of the chimney on Langlois-Eteveneaux House had not been actioned quickly and asked that its concerns be passed to the appropriate staff.

- Acknowledgement

Past members, Jane Chetwynd and Victoria Andrews, were acknowledged for their input and interest as members of the Akaroa Museum Advisory Committee during the previous term.

The Committee **received** the report of the Museum Director.

6. FRIENDS OF AKAROA MUSEUM (FOAM) - PRESIDENT'S UPDATE

The Committee received information on the following matters as outlined in the President's update, circulated with the agenda.

- AGM held on 1 October 2010.
- Garden of Tane - Management Plan still to be finalised.
- Frank Worsley Bust – now in ownership of Christchurch City Council
- "Inside Out Garden Tour" – very successful fund raiser.
- Financial Update
- Antiques Fair – raised \$2,580.

- Jessie Mould – the recent death of the Friends' Patron, Miss Jessie Mould was acknowledged.

- Oral History Project

The Committee **decided** to request that a presentation on the Oral History Project be given at the September meeting of the Committee for the benefit of the new members.

The Committee **received** the report from the President of the Friends of Akaroa Museum.

7. COMMUNITY BOARD ADVISER'S UPDATE

7.1 Meeting Schedule 2011

The Committee **resolved** to adopt the following schedule for its meetings in 2011/12:

Monday 26 September 2011 -	2.30pm	Akaroa Service Centre
Monday 28 November 2011 -	2.30pm	Akaroa Service Centre
Monday 26 March 2012 -	2.30pm	Akaroa Service Centre

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7.2 Terms of Reference

Members were advised that the Terms of Reference needed to be reviewed and updated however staff felt it was worth deferring this until the New Zealand Museum Standards Scheme project, which will result in the development of new policies and procedures, had been completed, as this may be helpful when carrying out the review.

8. COMMITTEE MEMBERS' EXCHANGE OF INFORMATION

Specific mention was made of the following matters:

- Pelton Wheel from Fire Bell Tower – now at Museum in safe keeping.
- Arts Acquisition Committee – This committee is operating and acquisitions will be funded by the Friends.

The Committee **decided** to request that a presentation be given to the next Committee meeting on how this will operate.

THE MEETING CLOSED AT 4PM.

STAFF RECOMMENDATION

That the Board receive the minutes of the Akaroa Museum Advisory Committee meeting held on Monday 27 June 2011.

10. AKAROA/WAIREWA STRENGTHENING COMMUNITIES FUNDING 2011/12 ALLOCATIONS

General Manager responsible:	General Manager Community Services, Ph 941-8607
Officer responsible:	Unit Manager Community Support
Author:	Penelope Goldstone, Funding Adviser

PURPOSE OF REPORT

1. The purpose of this report is for the Akaroa/Wairewa Community Board to allocate the Akaroa/Wairewa Strengthening Communities Fund for 2011/12.

EXECUTIVE SUMMARY

2. This report provides information to Community Board members on the applications received for the Strengthening Communities Fund.
3. The total pool available for allocation in 2011/12, as outlined in the LTCCP, is \$29,865. There are no pre-existing commitments. Applications totalling \$69,669 were received. Current staff recommendations total \$29,865.
4. Attached (**attachment 1**) is a decision matrix, which outlines the projects that funding is being sought for. Following staff collaboration meetings, staff have ranked all projects as either Priority 1, 2, 3 or 4 and have made recommendations as to funding.
5. The Akaroa Wairewa Community Board has put forward one project as a Key Local Project in 2011/12. KLP's are funded from the Metropolitan funding pool.

FINANCIAL IMPLICATIONS

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

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

LEGAL CONSIDERATIONS

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

7. Yes. Community Board funding decisions are made under delegated authority from the Council.

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. Yes Strengthening Communities Funding and Community Board Funding, see LTCCP pages 176 and 177 regarding community grants schemes, including Board funding.

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council's strategies?

9. The funding allocation process carried out by Christchurch community boards is covered in the Council's Strengthening Communities Strategy.

CONSULTATION FULFILMENT

10. Not applicable.

STAFF RECOMMENDATION

11. It is recommended that the Board give consideration to the projects detailed in the attached decision matrix and approve allocations from the Akaroa/Wairewa Community Board Strengthening Communities Funding for 2011/12.

BACKGROUND

Strengthening Communities Strategy

12. The Council adopted the Strengthening Communities Strategy on 12 July 2007. The Strengthening Communities Grants Funding Programme comprises four funding schemes:
 - (a) Strengthening Communities Fund
 - (b) Small Grants Fund
 - (c) Discretionary Response Fund
 - (d) Community Organisations Loan Scheme
13. For detailed information on the Strengthening Communities Strategy's Outcomes and Priorities, please see **attachment 2**. The specific criteria for the Strengthening Communities Fund is also attached, as **attachment 3**.

The Decision Matrix

14. Information on the projects is presented in the Decision Matrix attached (Attachment 1). To ensure consistency, the same Decision Matrix format and presentation has been provided to the Metropolitan Funding Committee and all Community Boards.
15. Applications are project-based; information is provided that relates specifically to the project for which funding is being sought, not the wider organisation.
16. All applications appearing on the Decision Matrix have been assigned a Priority Rating. The Priority Ratings are:
 - Priority 1** Meets all eligibility criteria and contributes significantly to Funding Outcomes and Priorities. Highly recommended for funding.
 - Priority 2** Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
 - Priority 3** Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority two applications. Not recommended for funding.
 - Priority 4** Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities; or insufficient information provided by applicant (in application and after request from Advisor); or other funding sources more appropriate. Not recommended for funding.
17. Staff have used the following criteria to determine whether an application is a Priority One:
 - Impact the project has on the city
 - Reach of the project
 - Depth of the project
 - Value for Money
 - Best Practice
 - Innovation
 - Strong alignment to Council Outcomes and Priorities
 - Noteworthy leverage or partnership/match funding from other organisations or government departments.

Key Local Projects

18. Each Board may nominate Key Local Projects (KLPs) in its area that are put forward to the Metropolitan Funding Committee for consideration for metropolitan funding.
19. The Akaroa/Wairewa Community Board has put forward one project as a Key Local Project in 2011/12. Council makes KLP decisions on Friday 29 July 2011.

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20. This is:

Name of Group	Name of Project	Amount Funded
Akaroa Resource Collective Trust	Akaroa Community Building Resilience Project	\$30,800

Timeline and Process

21. Community Boards have delegated authority from the Council to make final decisions on the Strengthening Communities Funding for their respective wards. The Board's decisions will be actioned immediately following the decision meeting. All groups will then be informed of the decisions and funding agreements will be negotiated where relevant. All funding approved is for the period of September to August each year, therefore grants will be paid out in early September 2011.

11. LOCAL GOVERNMENT “KNOW HOW” TRAINING WORKSHOPS – MEDIA, DECISION MAKING AND PUBLIC CONSULTATION

General Manager responsible:	General Manager Regulation & Democracy Services, DDI 941-8462
Officer responsible:	Democracy Services Manager
Author:	Liz Carter, Community Board Adviser

PURPOSE OF REPORT

1. The purpose of this report is to seek the Akaroa/Wairewa Community Board's approval for interested members to attend Local Government New Zealand “Know How” Training Workshops – How to Present the Right Image to the Media, Decision Making and a Practical Guide to Public Consultation, to be held at the Selwyn District Council on Tuesday 30 August, Tuesday 20 September and Tuesday 18 October 2011 respectively.

EXECUTIVE SUMMARY

2. These workshops are all one day events. The How to Present the Right Image to the Media course is designed for elected members to develop a strong relationship with the media. The Decision Making – How it Really Works course provides an interactive workshop which references the Local Government Act, the Council's Long Term Plan and other relevant legislation to give a complete framework for decision making. The Practical Guide to Public Consultation workshop focuses on how consultation works in the local government context.

Further information on each workshop is **attached**.

FINANCIAL IMPLICATIONS

3. The cost of these Local Government workshops are:

How to Present the Right Image to the Media	\$795 per person plus GST
Decision Making – How it Really Works	\$495 per person plus GST
Practical Guide to Public Consultation	\$795 per person plus GST

The Board's 2011/12 training and travel budgets currently have an unallocated budget of \$4,550.

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

4. Yes, provision for elected member training is made in the LTCCP, specifically under the Elected Member Representation activity.

LEGAL CONSIDERATIONS

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

5. Yes, there are no legal implications.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

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

6. Not applicable.

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council's strategies?

7. Not applicable.

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CONSULTATION FULFILMENT

8. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Akaroa/Wairewa Community Board give consideration to approving the attendance by interested members at the Local Government New Zealand "Know How" Training Workshops – How to Present the Right Image to the Media, Decision Making and a Practical Guide to Public Consultation, to be held at the Selwyn District Council on Tuesday 30 August, Tuesday 20 September and Tuesday 18 October 2011 respectively.

12. LOCAL GOVERNMENT “KNOW HOW” TRAINING WORKSHOP – COMMUNITY BOARDS

General Manager responsible:	General Manager Regulation & Democracy Services, DDI 941-8462
Officer responsible:	Democracy Services Manager
Author:	Liz Carter, Community Board Adviser

PURPOSE OF REPORT

1. The purpose of this report is to seek the Akaroa/Wairewa Community Board’s approval for interested members to attend Local Government New Zealand “Know How” Training Workshop – Community Boards, to be held at the Waimakariri District Council on Friday 16 September 2011.

EXECUTIVE SUMMARY

2. This workshop is a one day event and is aimed at helping Board members understand and value the role of the Board. It will cover in detail the role of the community board and how to build strong trust-based relationships. As well as working through relevant legislation, the workshop will review various success stories from across New Zealand.

Discussions include:

- The decision making processes
- Identifying personal action points
- Statutory roles and responsibilities
- Proactive and reactive roles
- How to advocate for the interests of your community

Further information is **attached**.

FINANCIAL IMPLICATIONS

3. The cost of this Local Government workshop is \$350 plus GST per person.

The Board’s 2011/12 training, conference and travel budgets currently have an unallocated budget of \$4,550, subject to recent decisions made by the Board on training.

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

4. Yes, provision for elected member training is made in the LTCCP, specifically under the Elected Member Representation activity.

LEGAL CONSIDERATIONS

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

5. Yes, there are no legal implications.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

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

6. Not applicable.

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council’s strategies?

7. Not applicable.

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CONSULTATION FULFILMENT

8. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Akaroa/Wairewa Community Board give consideration to approving the attendance by interested members at the Local Government New Zealand "Know How" Training Workshop – – Community Boards, to be held at the Waimakariri District Council on Friday 16 September 2011.

13. BRIEFINGS

13.1 LYNDA WALLACE – MUSEUM DIRECTOR

The Museum Director will give a short presentation to the Committee on the activities of the Museum, for members' information.

13.2 STANLEY PARK RESERVE MANAGEMENT COMMITTEE

Kit and Robyn Grigg on behalf of the Reserve Management Committee will update the Board on some relevant issues concerning Stanley Park.

14. COMMUNITY BOARD ADVISERS UPDATE

14.1 BOARD FUNDING BALANCES – 2011/12

A copy of the Board's funding balances for the 2011/12 financial year is **attached** for members' information.

14.2 AKAROA AND BAYS LIONS CLUB

Eric Ryder, Immediate Past president of the Akaroa and Bays Lions Club has verbally advised that the Club wishes to fund some developments around Akaroa. He has asked if the Community Board can communicate this offer to Council and staff, with a request for assistance concerning specifications, pricing, permissions etc.

The developments the Club wishes to advance are:

- (a) Installation of a shower at the Akaroa main beach.
- (b) Illumination of the Akaroa Lighthouse (uplighting).
- (c) Installation of an electric barbeque at the Akaroa Recreation Ground.

The Club has also offered to tidy up, and make safe, the Akaroa Anglican Cemetery following the damage caused by the earthquakes. Again, they seek advice on how this project could be advanced, and whether there are any special issues that need to be taken into consideration.

The Club has been invited to send a deputation to the meeting to discuss the proposals.

14.3 LAKE ELLESMERE – TE WAIHORA

A memorandum regarding Lake Ellesmere-Te Waihora from Dr. Tim Davie (Manager Surface Water Resources and Ecosystems for Environment Canterbury) is **attached** for members' information and consideration.

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15. ELECTED MEMBERS INFORMATION EXCHANGE

16. QUESTIONS UNDER STANDING ORDERS