



**Christchurch City Council**

**JOINT LYTTELTON/MT HERBERT AND  
AKAROA/WAIREWA COMMUNITY BOARDS  
AGENDA**

**EXTRAORDINARY MEETING**

**MONDAY 28 APRIL 2008**

**AT 9:30 AM**

**LITTLE RIVER SERVICE CENTRE, LITTLE RIVER**

**Lyttelton Mt Herbert  
Community Board:** Paula Smith (Chairperson), Jeremy Agar, Douglas Couch, Ann Jolliffe, Dawn Kottier, Claudia Reid

**Akaroa/Wairewa  
Community Board:** Stewart Miller (Chairman), Jane Chetwynd, Bryan Morgan, Pam Richardson, Eric Ryder, Claudia Reid

**Akaroa-Wairewa and Lyttelton/  
Mt Herbert Community Board Adviser**  
Liz Carter  
Telephone: 941 5682  
Email: [liz.carter@ccc.govt.nz](mailto:liz.carter@ccc.govt.nz)

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

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- PART A 2. SPARC RURAL TRAVEL FUND FOR BANKS PENINSULA WARD**

## 1. APOLOGIES

## 2. SPARC RURAL TRAVEL FUND FOR BANKS PENINSULA WARD

<b>General Manager responsible:</b>	Michael Aitken General Manager Community Services DDI 941-8534
<b>Officer responsible:</b>	John Filsell Recreation & Sport Unit Manager DDI 941- 8303
<b>Author:</b>	Maggie Button Community Activities Officer Lyttelton DDI 941-5656

**PURPOSE OF REPORT**

1. To assess funding applications and recommend to council a division of the funds from the 2007/08 SPARC Rural Travel Fund within the Banks Peninsula area.

To recommend a process for the future allocation of the SPARC rural travel fund.

**EXECUTIVE SUMMARY**

2. SPARC Rural Travel Funds are provided to encourage participation in sport by young people living in rural communities. It is open to rural sports clubs and rural school teams in areas that have less than 10 people/km<sup>2</sup>. The fund is for young people aged between 5-19 years who require subsidies to assist with transport expenses to local sporting competitions. The fund is not available for travelling to regional or national events. A school club team is defined as one participating in regular local sport competitions in weekends, excluding inter-school and intra-school competitions during school time. A sports club is defined as participating in organised, regular sport competition through membership outside of school time. 'Local' for Peninsula young people means travelling to other sub-unions such as Ellesmere, Waihora, Lincoln and further a-field to participate in regular competitions.
3. For the 2007/08 funding round SPARC have allocated \$8,000.00 (ex GST) for the Banks Peninsula area. The allocation is based on a population density formula for areas with less than 10 people per square kilometre and therefore excludes Lyttelton and Governors Bay.
4. 5% of funds may be allocated to advertising. Two advertisements were placed, in the Akaroa Mail and one in the Bay Harbour News, for a total cost of \$326.33. This means with a small surplus from last year there is a total of \$8,319.67 for distribution. All past applicants and the local schools have been mailed the funding application guidelines.
5. For the 2007/08 fund one application has been received from Lyttelton Mount/Herbert Ward & four from Akaroa/Wairewa Ward. Historically funds have been split between the two wards on the basis of areas that qualified for the funding – 64% for Akaroa-Wairewa and 36% for Lyttelton-Mt Herbert. Because there are more active sports clubs in the Akaroa-Wairewa area, previous years have seen surplus funds in the Lyttelton Mount Herbert area and over-budget requests in the Akaroa/Wairewa area. It is suggested that an assessment committee is formed by representatives from the two communities and that, in future, the SPARC rural travel fund comes under the combined jurisdiction of the two community boards. For this to occur the Council would need to delegate the decision making for these grants to the two Community Boards. A review of the delegations to the Community Boards is being carried out by Council staff. It is intended that the Council be asked as part of that process to include this delegation to the two Banks Peninsula Community Boards jointly.

**FINANCIAL IMPLICATIONS**

6. The total amount available to distribute is \$8,319.67. The total amount of funds requested is \$14,500.

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

- 7 The funding has been provided to Christchurch City Council from SPARC and is aligned to the Council's community grants scheme.

**LEGAL CONSIDERATIONS**

8. There are no legal considerations.

**ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

- 9 This funding assists the Council to meet the community outcomes of Recreation Leisure in the 2006 – 2016 LTCCP by “ giving everybody the opportunity to participate in sport and physical activity....”

**ALIGNMENT WITH STRATEGIES**

10. Applications align with the Physical Recreation & Sport Strategy 2002, objective 4.1 “Sports clubs and associations are meeting the needs of the public.”

**CONSULTATION FULFILMENT**

- 11 Not applicable

**STAFF RECOMMENDATION**

It is recommended that the Akaroa-Wairewa Community Board and Lyttelton-Mt Herbert Community Board recommend: -

- (a) That the Council approve the staff recommendations, contained in the attached matrix, for disbursement of the SPARC Rural travel Fund for 2007/08
- (b) That the Council considers, as part of the review of Community Board delegations, to delegate to the two Banks Peninsula Community Boards jointly, the annual allocation of the SPARC rural travel grants.

**SPARC Rural Travel Funding Applications 2007/2008 BANKS PENINSULA WARD of the CHRISTCHURCH CITY COUNCIL**

Name, of group applying	Amount requested	Amount allocated last funding round(\$)	Distance travelled for competitions (km)	Purpose of travel grant	Number of members in organisation	Number of members Aged 5-19 yrs	Staff Recommendation	Second Staff Recommendation
Akaroa Area School	\$3,500	\$4000	Up to 150 km (return each trip)	To assist with after school-travel costs or weekend team competitions the local area, plus travel to competitions in Christchurch and the Canterbury area.	123	<del>123</del>  26	\$1,750  This is 50% of requested amount based on the rationale that a % of the sports travel is part of the school curriculum, and that the majority of the children who attend sports clubs in the Akaroa/Wairewa area would also attend Akaroa Area School	<b>\$1092.26</b>  ( 26 X \$42.01)
Diamond Harbour Rugby Football Club	\$2000	\$1000	Up to 100 kms (return)	To assist with the cost of transport for junior club teams to attend away games in Ellesmere area and to transport players from outside Diamond Harbour for practices.	100	63	\$2,000  As requested Figure based on a per capita basis for the balance of funds between the four sports clubs less the Akaroa school grant. \$31.89 per head x 63 children - (less \$9.00 in excess of their application	<b>\$2,000.00</b>  As requested

## SPARC Rural Travel Funding Applications 2007/2008 (continued)

Name, of group applying	Amount requested	Amount allocated last funding round(\$)	Distance travelled for competitions (km)	Purpose of travel grant	Number of members in organisation	Number of members Aged 5-19 yrs	Staff Recommendation	Second Staff Recommendation
Banks Peninsula Netball Club	\$4,000	Did not apply	100km return	To assist with travel expenses to compete in the Selwyn Netball competition.	43	33	\$1055 Based on per capita \$31.89 x 33 children plus \$3.00	<b>\$1,386.33</b> ( 33 X \$42.01)
Banks Peninsula Rugby Football Club	\$3,000	\$2,000	Up to 150 km (return) each trip	To assist with providing buses and for U18 & U16 teams. To assist with travel expenses of car pooling to training & competitions for all junior grades.	130	90	\$2873 Based on per capita \$31.89 x 90 children plus \$3.00	<b>\$3,000.00</b> As requested
Britomart Scout Group	\$2000	\$1714	100-200 kms (return)	To assist with travel costs to Lyttelton and other local regattas in Christchurch	20	20	\$641 Based on per capita basis \$31.89 x 20 children plus \$3.00	<b>\$840.20</b> (20 x \$42.01)

**TOTAL CHILDREN      232**

**Staff recommendation Number Two - On the basis of further information about the school teams. This information was not available at the time the report went for approval. New information shows that the grant applies to only 26 students from Akaroa Area school.**

*New Total      = 232 children      Per capita grant = \$35.86 (\$8319.67/232 )*

*This would give Diamond Harbour and Banks Peninsula Rugby Clubs more than requested.*

*Therefore:      Recommend \$2,000 to Diamond Harbour Rugby Club – as requested*

*Recommend \$3,000 to Banks Peninsula Rugby Club – as requested.*

*The balance of funds - \$3,319.67 divided amongst the remaining applicants on a per capita basis of \$3,319.67/79 = \$42.01*

## Report 2006/2007 for BANKS PENINSULA WARD of the CHRISTCHURCH CITY COUNCIL

- Please do not include GST in any of these amounts. Please ensure all columns are filled in.
- Please use this format and email the completed form to [fiona.ramsay@sparc.org.nz](mailto:fiona.ramsay@sparc.org.nz)

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
Name, address and purpose of group applying in alphabetical order	Amount requested by group(\$)	Amount allocated to group(\$)	Distance travelled (km)	Purpose of travel grant	Total number of members in team/organisation	Number of participants aged 5-19 yrs
Akaroa Area School	4,000.00	4,000.00	Up to 150 km (return each trip)	To assist with after school-travel costs to training and local competitions on Wednesdays and Saturdays. Sports teams involved include hockey, soccer, basketball, sailing, netball and touch rugby.	125 (pupils) 24 (staff)	125
Banks Peninsula Rugby Football Club	2,000.00	2,000.00	150 km (return) Over the season	To assist with travel expenses for training and local competitions for the 01 April – 30 September season. 2007 grade teams include 7, 8 <sup>1/2</sup> , 10, 11 <sup>1/2</sup> , U13, U14, U16 and U18 teams which compete in the Ellesmere District Competitions.	120	100
Britomart Scout Group	2,000.00	1714.00	120 kms (return)	To assist with travel costs to local training sessions with Lyttelton and Mt. Pleasant groups.	25	25
Diamond Harbour Rugby Football Club	1,000.00	1,000.00	150 kms (return)	To assist cost of transport for junior club teams to away games in Ellesmere area and to transport players from outside Diamond Harbour for practices once a week.	100	70

**Active  
Communities**

# *Rural Travel Fund*

Guidelines and Application Forms  
for Administrators

[www.sparc.org.nz](http://www.sparc.org.nz)



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## Introduction

### 1) Background

The Rural Travel Fund was developed in response to concerns raised by territorial authorities about the lack of participation in sport by young people living in rural communities. Geographical isolation, urban drift, lack of employment opportunities and access to mainstream funding were identified as barriers to sport participation.

It has been agreed by SPARC that the Rural Travel fund shall once again be made available in 2007/2008 and is targeted at young people aged between 5 and 19 years. This is an interim measure until a rural participation strategy is fully developed and implemented.

The rural travel fund is designed to help subsidise travel for junior teams participating in local sport competition. The allocation of the fund is based on a population density formula for territorial authorities whom have less than 10 people per square kilometre based on 35c per capita with a baseline/minimum entitlement of \$9,000 (Source: Census Statistics 2006).

### 2) Rural Travel Fund Eligibility

Application for the rural travel fund is open to rural sports clubs and rural school teams with young people aged between 5 and 19 years who require subsidies to assist with transport expenses to local sporting competitions.

**Please note:** The rural travel fund is to be managed by the territorial authority and funding **should not** be provided for the purpose of travel to **regional** or **national** events.

### 3) Assessment Criteria

The following criteria shall be applied when considering applications for funding. School club teams and sport club teams are defined as:

*“a school club team participating in regular local sport competition in weekends, that excludes inter school and intra school competitions played during school time”*

and/or;

*“a sports club team participating in organised, regular sport competition through club membership outside of school time”*

#### 4) **Assessment process**

Each territorial authority can decide on their own assessment process based on their own resources. It is up to each territorial authority to communicate the process to all applicants. Territorial authorities may wish to use an assessment committee process if there is an established funding committee.

#### 5) **Fund administration**

Territorial authorities should satisfy themselves that the public money distributed for the fund has been used for the purpose for which it was intended. SPARC has produced these guidelines to provide authorities with information to assist with local decisions.

SPARC requires organisations that receive funding to return an accountability form to the appropriate territorial authority showing proof of purchases made within that period and attach any receipts.

**Please note:** If applicant organisations whom have received assistance do not return their accountability forms, it can jeopardise any future funding. Applicants **must** be able to account for the total amount allocated.

#### 6) **Goods and Services Tax (GST)**

##### *GST registered organisations*

When a territorial authority makes a grant to a GST registered organisation the territorial authority must pay the grant plus GST. The grant recipient must then account for the GST to the Inland Revenue (IRD).

##### *Non-registered GST organisations*

If the grant recipient is not GST registered, the territorial authority will not add GST to the grant and therefore cannot claim back GST from the IRD.

## 7) **Accountability to SPARC**

The territorial authority shall return to SPARC the summary report and a completed reconciliation form to the report. The report should include a brief description about the benefits achieved through assistance provided from the rural travel fund. This report should be generated electronically and returned to SPARC by 30 June 2008. These templates have been emailed to you as word documents with these guidelines. *Please use these templates.*

## 8) **Partial expenditure of funds**

SPARC requires any unexpended funds be returned to the territorial authority for the reallocation of funding by that body. If the territorial authority still has unexpended funds as of 31 July 2008 the outstanding amount can be used in the following year.

## 9) **Fund promotion**

Territorial authorities may deduct up to 5% from the total allocation from SPARC to publicise the fund. It is important that the fund is well publicised locally and made available to school teams and sports clubs. All advertising, application forms and promotion shall refer to the fund as the SPARC Rural Travel Fund.

SPARC recommends that territorial authorities hold seminars for clubs and schools to clarify eligibility and community priorities. Regional sports trusts should be able to assist in promoting the fund and may have expertise to assist with running seminars.

## 10) **Customer support**

If there are any questions regarding the rural travel fund we have a FAQs section on the SPARC website at [www.sparc.org.nz](http://www.sparc.org.nz) that should be able to provide a response to questions. If you would like to speak to someone in person, please contact Fiona Ramsay at SPARC on 04 4965012 or email [fiona.ramsay@sparc.org.nz](mailto:fiona.ramsay@sparc.org.nz).

## **APPENDICES SECTION**

Application No.

(office use only)

APPENDIX 1

**SPARC RURAL TRAVEL FUND APPLICATION FORM 2007/2008****A. Details**

Name of organisation: \_\_\_\_\_

Contact person: \_\_\_\_\_

Postal address: \_\_\_\_\_

PO Box address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**B. Contact Names**

Please provide

1. Name \_\_\_\_\_ Phone \_\_\_\_\_

2. Name \_\_\_\_\_ Phone \_\_\_\_\_

**C. Organisation Details**

1. How many members belong to your club/organisation?

2. Will the travel subsidy benefit participants aged between 5 &amp; 19.

YES/ NO (If so how many participants) \_\_\_\_\_

3. Does your application involve a partnership with a local school  
YES/ NO

4. What is this funding going to be used for? (Briefly explain)

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5. What percentage of your members live in the vicinity of the local authority you are applying to for the rural travel fund?

\_\_\_\_\_ %

**D. Financial Details**

1. Are you registered for GST? YES / NO

(If yes please write your GST Number in the space provided below)  
GST NO.

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2. How much money are you applying for?
- \$ \_\_\_\_\_ (SPARC funding)
- \$ \_\_\_\_\_ (Other funders)
- \$ \_\_\_\_\_ (Your contribution)
- \$ \_\_\_\_\_ (TOTAL)

3. Have you applied to any other organisation for funding and if so what was the result (briefly explain)? Refer to Table 1 below.

Table 1

Organisation (including other councils)	Amount requested (\$)	Results date (if known)

4. Do you have endorsement of your local affiliated club/school for this application for funding? (this is only relevant if the group applying is the regional body).

YES/ NO (briefly explain and attach evidence of this)

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**E. Declaration**

**We hereby declare that the information supplied here on behalf of our organisation is correct?**

We consent to \_\_\_\_\_ authority collecting the personal contact details and information provided in this application, retaining and using these details and disclosing them to SPARC for the purpose of review of the rural travel fund. This consent is given in accordance with the Privacy Act 1993.

1. Name: \_\_\_\_\_  
Position in organisation/title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. Name: \_\_\_\_\_  
Position in organisation/title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please attach:**

- 1. A balance sheet from your organisation (ie. financial statement)
- 2. A deposit slip (in case your application is approved)
- 3. Evidence of your endorsement from your local affiliated club/school (if required)

**Checklist:**

- 1. Have you answered every question?
- 2. Have you attached the relevant documents with your application?
- 3. Send your application form with the relevant documents to your local authority by date \_\_\_\_\_.

## Rural Travel Fund Report Template

## APPENDIX 2

**Sample Rural Travel Fund Summary Report 2007/2008**

The information outlined on the sample form is required on all summary reports. Please do not include GST in any of these amounts

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Name and address of organisation applying	Club or school?	Amount requested (\$)	Amount allocated (\$)	Distance travelled (km)	Purpose of travel grant	Total members in team/ organisation	No. of participants aged 5-19
Eastcoast Athletics <i>Te Araroa</i>	Sports club team	500	Nil	800km (*2 trips)	Travel to national athletics competition.	20	10
Far North Rugby Club <i>Whangarei</i>	Sports club team	250	250	100km (*10 trips)	Travel to Kamo to attend rugby games	50	38
Paeroa Squash Club <i>Paeroa</i>	Sports club team	500	500	80km (*30 trips)	To attend squash competitions in Paeroa.	54	45
Westcoast School Netball <i>West Coast</i>	School sports team	250	250	200km (*12 trips)	Travel for junior teams to compete in local netball competition.	50	30



**Rural Travel Fund Summary Report Notes 2007/2008**

**Column 1 & 2: Name and purpose of group:**

1. Please provide a clear identification of the organisation's purpose if not identified in the name (i.e. sport team, school team)
2. If your summary report is not in alphabetical order and an organisation has applied more than once indicate this in the summary report.

**Column 6: Purpose of travel subsidy:**

1. Please identify what the travel grant was for by providing a brief description of the reason for the grant (ie. petrol, bus hire, car expenses) to attend the competition.

**Column 8: Number of participants aged between 5 and 19 years of age**

1. Please indicate the number of participants aged between 5 and 19 years of age that the grant will benefit.

**SPARC Rural Travel Fund 2007/2008 Accountability Form for RTF allocations**

***Please attach:***

- *Receipts of RTF allocations*
- *RTF bank account statements*
- *Any other supporting documentation*

***(return to your territorial authority by 31 May 2008)***

Name of organisation: \_\_\_\_\_

Amount of travel subsidy: \_\_\_\_\_

Estimated cost of travel per year for club/organisation:  
\_\_\_\_\_

Please give details of how money was spent by providing a detailed breakdown of what the money was spent on (ie. cost of petrol, cars and/or bus hire)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Distance travelled to local sport competition:  
\_\_\_\_\_  
\_\_\_\_\_

A brief description of the benefits that have been achieved with these funds?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In your opinion did the rural travel fund assist your team/ organisation in order to increase participation in your local sport competition in rural areas?

Comment

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**Name and signature of two people:**

First contact \_\_\_\_\_ Second contact \_\_\_\_\_  
Signature \_\_\_\_\_ Signature \_\_\_\_\_  
Position \_\_\_\_\_ Position \_\_\_\_\_  
Date \_\_\_\_\_ Date \_\_\_\_\_

*Return by 31 May 2008:  
Administrator  
Territorial authority  
Address  
City*

Reconciliation Form

APPENDIX 4

**Sample Rural Travel Fund Reconciliation 2007/2008***(this format must be used)*

Territorial authority name: \_\_\_\_\_

**Income**

<b>2007/2008 received from SPARC</b>	Funds carried forward (from previous year)	(1)	\$0000.00
	Total received for the rural travel fund	(2)	\$0000.00
	Other income (if applicable)	(3)	\$0000.00
	<b>Sub Total</b>	<b>(A)</b>	<b>\$0000.00</b>

**Expenditure**

<b>Committee approvals 2007/2008</b>	Subsidies approved	(1)	\$0000.00
	Promotion/ advertising	(2)	\$0000.00
	Funds carried over (unspent)	(3)	\$0000.00
	<b>Sub Total</b>	<b>(B)</b>	<b>\$0000.00</b>
	<b>TOTAL (A) - (B)</b>		<b>\$0000.00</b>

**Note:** Please attach a copy of this reconciliation form to your 2007/2008 rural travel fund summary report template.

*\*Totals A & B should be the same*

*\*Reconciliation should balance with your summary report allocations*

### Administration

**Q. What is the SPARC rural travel fund?**

A. The SPARC rural travel fund is a partnership between SPARC and territorial authorities to assist the development of junior sport in rural communities by providing a travel subsidy.

**Q. Who administers this funding?**

A. Administration is provided through territorial authorities.

### General

**Q. Can individuals apply for funding?**

A. No, all applications must come from sports club teams, and school based teams. Funding should not be distributed to individual players, coaches or officials for the purpose of travel.

**Q. How are territorial authorities selected to participate in the rural travel fund?**

A. SPARC has selected territorial authorities based on a formula that takes into account population and population density. Eligible councils have a population density of less than 10 people per square kilometre.

**Q. Where can I get an application form?**

A. Application forms can be obtained from territorial authorities.

**Q. Who can apply to this fund?**

A. Organisations and schools with participants aged between 5 and 19 years playing sport for a club or school club team who meet the rural travel fund criteria.

**Q. A team has applied for funding to help pay for travel expenses to get to National Champs. Are they eligible?**

A. No they aren't. The fund is for travel to regular, local competition for eg. Saturday morning or week night games.

**Q. Can we fund a school team for a one off or annual inter school competition?**

A. No, the fund is for travel to regular, local competition.

**Q. How can I find out about the criteria for the rural travel fund?**

A. Contact your territorial authority for more information.

**Q. Who should I contact at SPARC for more information?**

A. Please contact Fiona Ramsay at SPARC on 04 496 5012 or email [fiona.ramsay@sparc.org.nz](mailto:fiona.ramsay@sparc.org.nz).

## **What else can SPARC do for you?**

### ***Active Communities Investment***

Territorial (city and district councils) and regional authorities can gain both financial and service support from SPARC for programmes that will contribute to SPARC's aims of:

- Making New Zealand the world's most active nation,
- Having the most effective sport and physical recreation systems

### ***Activity Friendly Environment Investment & Advisory service***

SPARC provides a platform for planning to create activity friendly environments (AFEs) which make activity like walking or cycling to work or school, or taking the stairs, the easy choice.

### ***Push Play resources***

Push Play is a nationwide SPARC campaign to get more New Zealanders more active more often. Push Play is based on the fact that even small amounts of activity are good for your health and all it takes is 30 minutes a day. There is a great range of Push Play merchandise and printed resources available to order and many of them are free.

### ***SPARC research***

SPARC leads strategic research in the sport and recreation sector to create a strong evidence base for policy and programme development.

### ***Active Workplaces planning***

An Active Workplace can result in reduced absenteeism, improvements in job performance and increased morale and motivation. We can assist employers, human resource managers and anybody wanting to promote health and fitness programmes in the work environment.

For more information about the above investments and services, please contact Fiona Ramsay at SPARC on 04 496 5012 or [fiona.ramsay@sparc.org.nz](mailto:fiona.ramsay@sparc.org.nz).

You can also visit [www.sparc.org.nz](http://www.sparc.org.nz).



**Christchurch City Council**

**JOINT LYTTELTON/MT HERBERT AND  
AKAROA-WAIREWA COMMUNITY BOARDS  
AGENDA**

**EXTRAORDINARY MEETING**

**SUPPLEMENTARY ITEM**

**MONDAY 28 APRIL 2008**

**AT 9:30 AM**

**MEETING ROOM  
LITTLE RIVER SERVICE CENTRE  
STATE HIGHWAY 75, LITTLE RIVER**

**Lyttelton Mt Herbert  
Community Board:** Paula Smith (Chairperson), Jeremy Agar, Douglas Couch, Ann Jolliffe, Dawn Kottier,  
Claudia Reid

**Akaroa/Wairewa  
Community Board:** Stewart Miller (Chairman), Jane Chetwynd, Bryan Morgan, Pam Richardson, Eric Ryder,  
Claudia Reid

**Akaroa-Wairewa and Lyttelton/Mt  
Herbert Community Board Adviser**  
Liz Carter  
Telephone: 941 5682  
Email: [liz.carter@ccc.govt.nz](mailto:liz.carter@ccc.govt.nz)

**PART A - MATTERS REQUIRING A COUNCIL DECISION  
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**PART C 3. CONSIDERATION OF SUPPLEMENTARY ITEM  
PART C 4. BANKS PENINSULA COMMUNITY BOARDS JOINT OBJECTIVES**

### **3. CONSIDERATION OF SUPPLEMENTARY ITEM**

Approval is sought to submit the following report to the joint meeting of the Lyttelton-Mt. Herbert and Akaroa-Wairewa Community Boards on Monday 28 April 2008:

- Banks Peninsula Community Boards Joint Objectives –

The reason, in terms of section 46a(vii) of the Local Government Official Information and Meetings Act 1987, why the report was not included on the main agenda is that it was not available at the time the agenda was prepared.

#### **STAFF RECOMMENDATION**

That the Boards resolve to consider the supplementary report, as detailed above.



#### 4. BANKS PENINSULA COMMUNITY BOARDS JOINT OBJECTIVES

<b>General Manager responsible:</b>	General Manager Regulation & Democracy Services DDI 941-8462
<b>Officer responsible:</b>	Democracy Services Manager
<b>Author:</b>	Community Board Adviser – Liz Carter

##### PURPOSE OF REPORT

1. The purpose of this report is to present to the Akaroa-Wairewa Community Board and the Lyttelton-Mt Herbert Community Board the amended version of their joint objectives, for consideration and adoption.

##### EXECUTIVE SUMMARY

2. In December 2006, following a series of seminars, the Banks Peninsula Community Boards adopted a set of joint objectives for the ward for the 2006-2009 period.
3. A “mini” review of those objectives has been carried out by the Boards, with the intention that a more substantial review will be carried out to align with the 2009-2019 Long Term Council Community Plan (LTCCP).
4. The amended joint objectives for the Banks Peninsula Ward are attached to this report as Appendix A, with the proposed amendments highlighted.

##### FINANCIAL IMPLICATIONS

5. There are no financial implications.

##### Do the Recommendations of this Report Align with 2006-16 LTCCP budgets?

6. Not applicable.

##### LEGAL CONSIDERATIONS

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

7. There are no legal implications in adopting these objectives.

##### ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

8. The objectives are specifically linked to Community Outcomes from the Christchurch City Council LTCCP and also those developed in the 2004-14 Banks Peninsula District Council LTCCP.

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

9. As above.

##### ALIGNMENT WITH STRATEGIES

10. A link to the Council's Strategic Directions has been identified for each objective.

##### Do the recommendations align with the Council's strategies?

11. Yes.

## **28.04.08**

### **CONSULTATION FULFILMENT**

12. Specific consultation is not required on this issue, as the objectives already align with the Long Term Council Community Plan, which includes the communities' desired outcomes for the future.

### **STAFF RECOMMENDATION**

It is recommended that the Boards consider the amended joint objectives for the Banks Peninsula Ward, as attached, for adoption.

**JOINT OBJECTIVES OF THE AKAROA/WAIREWA AND LYTTTELTON/MT HERBERT  
COMMUNITY BOARDS FOR BANKS PENINSULA 2006/2009**

**Banks Peninsula's two community boards have agreed to a shared responsibility to enhance, nurture and protect the region's unique natural geography and community values, by:**

- 1) Increasing community awareness of the Boards' role, responsibilities and activities.**
- 2) Enhancing and sustaining the Banks Peninsula environment.**
- 3) Enhancing the culture, heritage and identity of Banks Peninsula communities through its built, natural and working environments.**
- 4) Encouraging greater awareness by planners and decision-makers of safe and appropriate movement networks.**
- 5) Ensuring Banks Peninsula's visitor and event growth is managed in a sustainable way.**
- 6) Improving the range and quality of recreational experiences on Banks Peninsula.**
- 7) Promoting the participation of Banks Peninsula residents in recreation and cultural events/programmes.**
- 8) Increasing community awareness of civil defence emergency management issues.**
- 9) Recognising the need to retain and enhance core community services to Banks Peninsula communities.**

**December 2006**

**As reviewed and amended April 2008**

## JOINT BOARD OBJECTIVES - IMPLEMENTATION

Board Objectives <i>(what the Boards want to achieve for their ward)</i>	Board Activity <i>(how the Boards will achieve their joint objectives)</i>	✓	Milestones <i>(how the Boards will know they are making progress)</i>	✓	Linkages to Community Outcomes <i>(what the community wants)</i>	Linkages to Strategic Directions <i>(Council's contribution to Outcomes)</i>
<b>1. Increasing community awareness of the Boards' role, responsibilities and activities</b>	<p>a) Enhance existing and establish new relationships with communities including:</p> <ul style="list-style-type: none"> <li>i) tangata whenua</li> <li>ii) hold community forums to bring together residents, organisations and issues</li> <li>iii) maintain relationships with reserve management committees</li> <li>iv) recognise and support the spirit of volunteering</li> </ul> <p>b) Actively represent the Council's policies and processes to our respective communities</p> <p>c) Advocate for community interests</p> <p>d) Promote Board activities and knowledge (including information on key Council projects) through various communication mechanisms</p> <p>e) Assign Board members to residents and community groups</p> <p>f) Establish and maintain relationships with Members of Parliament to discuss local and community issues</p> <p>g) Seek a review the Council of the October 2005 BPDC/CCC Memorandum of Understanding</p>		<p>Continue to be represented at residents association meetings and other community interest groups</p> <p>Invite each of the reserve management committees to Board meetings; once a year</p> <p>Utilise all opportunities to submit on issues relevant to Banks Peninsula communities</p> <p>Establish "OnBoard" as a regular monthly communication</p> <p>Hold separate meetings with local Members of Parliament, at least once a year</p> <p>Award Banks Peninsula Community Service Awards during year two of each triennium</p> <p>Distribute published Community Board Directory to all Peninsula households by April 2007</p> <p>MOU reviewed by the Council by May 2007</p> <p><b>Seek a further review of the MOU by March 2009</b></p>		<p><i>Christchurch:</i> A Well-Governed City</p> <p>A City of Inclusive and Diverse Communities</p> <p><i>Banks Peninsula:</i> Leadership and governance that stimulates and encourages participation and informed involvement in decision-making through communication and consultation</p>	<p><b>Strong Communities:</b></p> <ul style="list-style-type: none"> <li>- promote participation in democratic processes</li> <li>- help communities to meet their needs</li> <li>- celebrate and promote Chch's identity, cultures and diversity</li> </ul>

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<b>2) Enhancing and sustaining the Banks Peninsula environment.</b>	<p>a) Promote and encourage awareness and appreciation of the Banks Peninsula landscapes</p> <p>b) Support removal of sewerage discharge from local harbours and bays</p> <p>c) Advocate for the improved management of water borne contaminants</p> <p>d) Support conservation efforts that are aligned to Council strategies</p> <p>e) Support strategic land purchases as opportunities arise</p> <p>f) Advocate to the Council for an updated policy on "paper roads"</p> <p>g) Promote the creation, maintenance and strategic linkage of walkway networks</p> <p>h) Advocate for the formation of a trust to administer funds from the sale of Ashburton endowment farms</p>		<p>Make submissions to Council's Open Space and Biodiversity Strategies</p> <p>Make submissions on Greater Christchurch Urban Development Strategy</p> <p>Advocate to the Council on environmental issues through formal recommendations from Board meetings, and through submissions on 2007 Annual Plan and 2009 LTCCP</p> <p>Participate in community Wastewater Working Parties and harbour issues groups</p> <p>Ensure reserve contribution funding schedule reflects present and future needs</p> <p>Endowment Trust is formed for the purpose of supporting Banks Peninsula environmental initiatives</p>		<p><i>Christchurch:</i> A City of People who Value and Protect the Natural Environment</p> <p>A City for Recreation, Fun and Creativity</p> <p>An Attractive and Well-designed City</p> <p><i>Banks Peninsula:</i> A clean, healthy and beautiful natural environment</p> <p>Sustainable land use and economic development that supports and promotes the character of the Peninsula</p> <p>Affordable access to community resources that include arts, cultural and recreational facilities</p>	<p><u>Healthy Environment:</u></p> <ul style="list-style-type: none"> <li>- provide reliable and efficient water supply, waste, and waste water services that support the health of the community and protect the environment</li> <li>- contribute actively to improve air quality and energy efficiency</li> <li>- manage water and land drainage systems efficiently and in a manner that contributes to landscape, ecology, recreation, heritage and cultural values</li> </ul>

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<p><b>Continued....</b></p> <p><b>2) Enhancing and sustaining the Banks Peninsula environment.</b></p>	<p>i) Advocate for the recognition of lake and coastal environments as a vital element of the Banks Peninsula landscape</p> <p>j) Seek greater integration of effort, planning and knowledge on environmental issues</p> <p>k) Explore ways to foster linkages and share information with community groups on environmental issues</p> <p>l) Develop a more enhanced relationship with Environment Canterbury</p>		<p>Make submissions, representations and advocate to Environment Canterbury as required</p> <p>Jointly meet with Harbourmasters on an annual basis</p> <p>Use communication mechanisms (e.g. "Onboard") to connect with the community on environmental issues</p> <p>Meet with Environment Canterbury representatives at least <del>twice</del> <b>once</b> a year</p> <p>Make submissions on Council Biodiversity Strategy</p>		<p><i>Christchurch</i> A City of People who Value and Protect the Natural Environment</p> <p><i>Banks Peninsula</i> A clean, healthy and beautiful natural environment</p> <p>Sustainable land use and economic development that supports and promotes the character of the Peninsula</p>	<p><u>Healthy Environment:</u> - identify, protect and enhance the city's native and exotic ecosystems</p> <p><u>Strong Communities</u> - help communities to meet their needs</p>

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<b>3)Enhancing the culture, heritage and identity of Banks Peninsula communities through its built, natural and working environments</b>	<p>a) Advocate for the recognition of heritage values when new initiatives are considered/implemented</p> <p>b) Request a “stocktake” of existing Council and privately-owned buildings/sites that have heritage value</p> <p>c) Support heritage signing of buildings/environmental features unique to Banks Peninsula communities</p> <p>d) Advocate for a Heritage Trail across the Peninsula</p> <p>e) Continue to support Banks Peninsula museums</p>		<p>Make submissions on Greater Christchurch Urban Development Strategy</p> <p>Board representation on museum committees</p>		<p><i>Christchurch:</i> An Attractive and Well-designed City</p> <p><i>Banks Peninsula:</i> A clean, healthy and beautiful natural environment</p> <p>A built and working environment that enhances the individual character of each “special place” on Banks Peninsula</p>	<p><u>Liveable City:</u> - lead the urban development of Christchurch to ensure it balances the needs of people and environment - maintain and enhance quality of development and renewal of city's built environment</p> <p><u>Strong Communities:</u> - celebrate and promote Christchurch's identity, cultures and diversity</p> <p><u>Healthy Environment:</u> - strengthen the Garden City image</p>

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<b>4) Encouraging greater awareness by planners and decision-makers of safe and appropriate movement networks</b>	<p>a) Advocate for funding for pedestrian and road safety projects</p> <p>b) Promote options for safe cycling</p>		<p><b>Investigate and implement ways in which the Boards can submit proposals to the Road Safety Committee and seek project funding for road safety initiatives.</b></p> <p><b>Hold a seminar with staff on capital roading works, road maintenance and road safety projects to highlight areas of concern.</b></p> <p>Make submissions on Council's Cycling Strategy</p> <p>Have discussions with Council's Cycling Advocate in early 2007</p> <p>Seek implementation/integration of the Banks Peninsula Walking and Cycling Strategy.</p>		<p><i>Christchurch:</i> An Attractive and Well-designed City</p> <p><i>Banks Peninsula:</i> An educated and healthy community</p> <p>Unique, welcoming and safe communities that sustain people of diverse income and age</p>	<p><u>Liveable City:</u></p> <ul style="list-style-type: none"> <li>- provide safe, efficient and affordable transport systems</li> </ul>
<b>5) Ensuring Banks Peninsula's visitor and event growth is managed in a sustainable way.</b>	<p>a) Advocate for opportunities for events to be held at Banks Peninsula</p> <p>b) Assist communities with holding smaller events, by providing opportunities to "upskill" and share knowledge, and advice on how to access Council funding</p> <p>c) Monitor negative impacts on communities and identify ways in which these can be minimised</p>		<p>Facilitate workshops for the community where Council staff can advise on events-related issues</p> <p>Submissions made on Council's Events and Visitor Strategies. by due date</p>		<p><i>Christchurch</i> A City for Recreation, Fun and Creativity</p> <p><i>Banks Peninsula</i> Affordable access to community resources that include arts, cultural and recreational facilities</p>	<p><u>Strong Communities:</u></p> <ul style="list-style-type: none"> <li>- help communities to meet their needs)</li> <li>- encourage healthy and active lifestyles</li> <li>- celebrate and promote Christchurch's identity, cultures and diversity</li> <li>- encourage residents to enjoy living in the city and to have fun</li> </ul>



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<b>6) Improving the range and quality of recreational experiences on Banks Peninsula</b>	<p>a) Advocate for a Council recreation strategy for Banks Peninsula to include walking, cycling, public camping facilities and water based activities</p> <p>b) Advocate for strategic land purchases to enhance Peninsula recreational opportunities</p>		<p>Council undertaking received to develop a Recreation Strategy for Banks Peninsula</p> <p>Walkway linkages progressed</p> <p>Slipways, jetties and wharves are maintained to a safe standard</p>		<p><i>Christchurch:</i> A City of People who value and protect the natural environment</p> <p>A City for Recreation, Fun and Creativity</p> <p><i>Banks Peninsula:</i> A clean, healthy and beautiful natural environment</p> <p>Affordable access to community reserves that include art, cultural and recreational facilities</p> <p>Sustainable land use and economic development that supports and promotes the character of the Peninsula</p>	<p><u>Strong Communities</u></p> <ul style="list-style-type: none"> <li>- <u>reduce injury and crime and increase perceptions of safety</u></li> <li>- <u>increase involvement in lifelong learning</u></li> <li>- <u>help communities to meet their needs</u></li> </ul>

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<b>7) Promoting the participation of Banks Peninsula residents in recreation and cultural events/programmes</b>	a) Encourage residents to participate in city events b) Promote Banks Peninsula as a location for city events c) Advocate to other agencies for financial assistance to support community recreation programmes d) Advocate for extension of recreation programmes to outlying areas, including school holiday programmes e) Encourage and promote initiatives for each bay area to enhance recreational use of water and open space		Invite community groups and Reserve Committees to identify possible opportunities for recreational use of water and open space, including how reserves funding can be allocated  SPARC rural travel fund is disbursed  Make submissions to Council's Events Strategy		<i>Christchurch</i> A City for Recreation, Fun and Creativity A City of Inclusive and Diverse Communities  A Healthy City  <i>Banks Peninsula</i> Affordable access to community resources that include arts, cultural and recreational facilities  Unique, welcoming and safe communities that sustain people of diverse income and age  An educated and healthy community.	<u>Strong Communities:</u> - help communities to meet their needs - encourage healthy and active lifestyles - celebrate and promote Christchurch's identity, cultures and diversity - encourage residents to enjoy living in the city and to have fun
<b>8) Increasing community awareness of civil defence and emergency management issues, including Rural Fire Party's</b>	a) Ensure civil defence planners are aware of issues unique to Banks Peninsula; such as water and petroleum supplies, road access, etc b) Assist civil defence planners to work through intermediaries to "spread the word" among communities on the Peninsula as to what actions should be taken in an emergency		Boards to meet separately with Council CDEM staff by end of 2006 to discuss key issues.  Ongoing promotion to communities of key CDEM messages, through facilitation of a CDEM component at Residents Meetings.		<i>Christchurch</i> A Safe City  <i>Banks Peninsula</i> An educated and healthy community	<u>Strong Communities:</u> - reduce injury and crime and increase perceptions of safety  <u>Liveable City:</u> - play an active role in preparing the city for hazards and emergencies

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<b>9) Recognising the need to retain and enhance core community services to Banks Peninsula communities</b>	a) Advocate for ongoing police presence in communities b) Continue to support the retention of rural health services c) Support education initiatives where possible; encourage school/community partnerships d) Advocate for telecommunication services to be brought up to city standards e) Raise community awareness of the availability and range of Council services		Have regular briefings with Police representatives at Board meetings  Use newsletters/other communication means to raise the profile of Council services  Raise telecommunication issues at meetings with Members of Parliament and service providers  Increased uptake of community grants/funding and services		<i>Christchurch:</i> A Safe City  A Healthy City  A City of Inclusive and Diverse Communities  A City of Lifelong Learning  <i>Banks Peninsula:</i> An educated and healthy community  Unique, welcoming and safe communities that sustain people of diverse income/age	<b>Strong Communities</b> - reduce injury and crime and increase perceptions of safety - increase involvement in lifelong learning - help communities to meet their needs

December 2006

April 2008