



Christchurch City Council

**SHIRLEY/PAPANUI COMMUNITY BOARD
COMMUNITY SERVICES AND EVENTS COMMITTEE
AGENDA**

TUESDAY 12 AUGUST 2008

AT 5.30 PM

**(Members to be present at 4pm for
Youth Development Fund recipient report back)**

**IN THE BOARDROOM
PAPANUI SERVICE CENTRE
CORNER LANGDONS ROAD AND RESTELL STREET**

Committee: Pauline Cotter (Chairperson), Ngaire Button, Megan Evans Aaron Keown, Matt Morris, Yvonne Palmer and Norm Withers.

Community Board Adviser
Peter Croucher
Phone 941 5414
Email: peter.croucher@ccc.govt.nz

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

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1. **APOLOGIES**

2. **CONFIRMATION OF MINUTES - 8 JULY 2008**

The report of the Committee's ordinary meeting of 8 July 2008 is **attached**.

STAFF RECOMMENDATION

That the report of the Committee's ordinary meeting of 8 July 2008, be confirmed.

CHAIRPERSON'S RECOMMENDATION

That the staff recommendation be adopted.

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ATTACHMENT TO CLAUSE 2

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**SHIRLEY/PAPANUI COMMUNITY BOARD
COMMUNITY SERVICES AND EVENTS COMMITTEE**

**A meeting of the Community Services and Events Committee
was held on Tuesday 8 July 2008 at 4pm
in the Boardroom, Papanui Service Centre**

PRESENT: Pauline Cotter (Chairperson), Megan Evans, Matt Morris, Yvonne Palmer and Norm Withers.

APOLOGIES: An apology for absence was received and accepted from Ngaire Button.
An apology for lateness was received and accepted from Yvonne Palmer who joined the meeting at 4.05pm and was absent for the beginning of clause 3.

The Committee reports that:

PART B - REPORTS FOR INFORMATION

1. STAFF BRIEFINGS

1.1 GROWING SPORT FUND

Karena Van Dyk Sports Promotion and Events Adviser briefed the Committee on the Growing Sport fund which has been established to assist National or South Island sporting events and activities that met certain criteria.

All applications must be received by May 31st in the year (calendar year July 1st to June 30th). The event must be scheduled to take place in Christchurch and consideration is given in that month.

It was clarified that the maximum grant was \$2,500 and that funding was not available to individuals or to international events. The annual budget was \$40,000.

Members suggested that Summer sports were penalised by the application timeline and were assured that \$5,000 was held back to meet urgent or late events. The application timelines would be looked at to ensure that no sporting code was disadvantaged.

2. MEMBERS' INFORMATION EXCHANGE

2.1 KEEP NEW ZEALAND BEAUTIFUL CONFERENCE

On 18 June 2008, the Committee approved attendance of a member of the community to attend the Keep New Zealand Beautiful conference and allocated \$650 of the Board's 2007/08 discretionary funding for that purpose. As a suitable member of the community had not been identified in sufficient time to purchase air travel and have it charged in the 2007/08 financial year, it was likely that the money was forfeited unless it could be accrued or carried over to the new financial year.

The Committee **decided** that the Board Chairperson would discuss this with Council staff with the aim of having the \$650 accrued or carried over into the current financial year.

2.2 ST ALBANS TRANSITIONAL COMMUNITIES LAUNCH

A launch for this group is being held on 17 July 2008.

2.3 FORMER EDGEWARE POOL SITE

It was **decided** that staff would inform the Committee of the current situation following the Council resolution on 26 June 2008 about the future of this site.

2.4 SMALL PROJECTS FUNDS

Board members may approach groups who have applied for Small Projects Funding for clarification, provided the financial status of these groups was not discussed.

2.5 2009 COMMUNITY BOARDS' CONFERENCE

The Board is currently not represented on the 2009 Community Board Conference Organising Committee. As the members present had not expressed an interest in filling that vacancy, it was **decided** that staff ask Aaron Keown if he was prepared to be the Board's representative.

Sponsorship assistance from all Community Boards was sought to support the conference. Information on the sponsorship received and planned to date will be tabled when the Board meets on Wednesday 16 July 2008.

PART C - REPORT ON DELEGATED DECISIONS TAKEN BY THE COMMITTEE

3. CONFIRMATION OF MEETING REPORTS - 10 JUNE 2008 AND 30 JUNE 2008

It was **resolved** that the report of the Committee's ordinary meeting (both open and public excluded sections) of 10 June 2008, and the extraordinary meeting of 30 June 2008 be confirmed.

4. REQUEST FOR FUNDING TO ESTABLISH THE YOUTH DEVELOPMENT SCHEME

The Committee considered a report seeking authorisation to set aside \$10,000 from the Board's 2008/09 discretionary fund for the purpose of establishing a Youth Development Scheme. The report also requested that a Subcommittee of the Committee be set up to deal with emergency applications to this scheme.

It was **resolved** that the matter lay on the table until a meeting has been held with the Chief Executive Officer to discuss Board discretionary spending and that the matter be considered at the August 2008 meeting of the Committee.

It was **agreed** that Megan Evans would arrange the meeting with the Chief Executive Officer which would be attended by herself, Pauline Cotter and Yvonne Palmer.

5. YOUTH IN LOCAL GOVERNMENT CONFERENCE 2008

The Committee considered a report asked them to decide whether to approve funding for a Board member or members to attend the Youth in Local Government Conference in Christchurch from 6 to 8 October 2008.

5. Cont'd

It was **decided** to ask staff to supply details of the 2008/09 budget available to the Board to fund conference attendance.

It was **resolved**:

That the Committee:

- a) Approve funding for Matt Morris to attend the Youth in Local Government Conference in Christchurch from 6 to 8 October 2008 with funding sourced from the Board's operating expense.
- b) Fund from the discretionary fund 2008/09 one youth member of the community to attend this conference.

It was **decided** that the Papanui Youth Development Trust Incorporated management be asked to supply the name of a suitable youth nominee. That name will be submitted to members by email for approval.

6. SAFE COMMUNITIES CONFERENCE SELECTION CRITERIA

The Committee considered a request to determine the criteria for selecting the community representatives to attend the Safe Communities conference. The Committee has already approved the funding from the 2007/08 discretionary fund and a pro forma booking made for three community representatives.

The Committee **resolved**:

That the following selection criteria be used in considering a community representative to attend the Safe Communities conference.

That the person must be:

- a) Working in the field of safety
- b) Working and/or living in the Shirley/Papanui Ward

The Committee further **resolved**:

That the Safe Communities conference attendees be:

- (i) Belinda Barrett-Walker (Junior Neighbourhood Support)
- (ii) Lynda Goodrick (Belfast Community Network)
- (iii) One person from Community Watch for the one day event (Community Watch to nominate who that person will be)

7. ELLERSLIE FLOWER SHOW TICKETS – CRITERIA FOR DISTRIBUTION

The Committee considered a request to determine the criteria for distributing the already ordered ten tickets to the Ellerslie Flower Show.

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ATTACHMENT TO CLAUSE 2

7. Cont'd

The Committee **resolved**:

That the following criteria be used:

- a) Priority to be given to people who have a voluntary role in environmental sustainability and beautification in the ward.
- b) Board members to be asked to supply a list of appropriate nominees to be confirmed at a September meeting of the Board.

The meeting concluded at 6.13 pm.

CONFIRMED THIS 12TH DAY OF AUGUST 2008

**PAULINE COTTER
CHAIRPERSON**

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3. STAFF BRIEFINGS

3.1 HERITAGE AWARDS

Roger Cave, Community Engagement Adviser will be in attendance to discuss the processes for the event and the judging panel.

4. ACHESON AVENUE ONE-STOP-SHOP

General Manager responsible:	General Manager, Community Services Group, DDI 941-8986
Officer responsible:	Unit Manager, Community Support Unit
Author:	Bruce Meder, Community Development Adviser

PURPOSE OF REPORT

1. The purpose of this report is to recommend to the Committee that the lease on the One-Stop-Shop at 25 Acheson Avenue not be renewed.

EXECUTIVE SUMMARY

2. At the Board's Community Service and Events Committee meeting on 13 May 2008 a report on the One-Stop-Shop was considered. That meeting resolved the following:

*"The Committee **resolved** that it await the outcome of the Youth Worker funding application and subsequent employment of Youth Workers before taking action on the lease of the Acheson Avenue One-Stop-Shop. When this is known, the Committee will be presented with the option of either entering into a further two year lease to enable the facility to be used as offices for the Youth Workers, or allowing the lease to lapse and vacate the premises."*

3. Verbal confirmation from the Area Manager of the Ministry of Youth Development has now been obtained that funding for a Youth Worker has **not** been granted.
4. The Council's Property Consultancy Team are in contact with the landowner of 25 Acheson Avenue and wish to advise him as soon as possible whether the lease is to be renewed or allowed to lapse.

FINANCIAL IMPLICATIONS

5. The Shirley/Papanui Community Board has been allocating \$6,000 per annum towards the lease of 25 Acheson Avenue.

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

6. Yes.

LEGAL CONSIDERATIONS

7. The current lease on 25 Acheson Avenue expires on 30 September 2008. The Council does have the option to renew this lease for a further two years.

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

8. Yes.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

9. Aligns with LTCCP and Activity Management Plans.

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

10. Yes.

ALIGNMENT WITH STRATEGIES

11. This aligns with the following Strengthening Communities Strategies:
 - Promoting collaboration (#2).
 - Helping build and sustain a sense of local community (#4).
 - Enhancing the safety of communities and neighbourhoods (#7).

4. Cont'd

Do the recommendations align with the Council's strategies?

12. Yes.

CONSULTATION FULFILMENT

Not applicable.

STAFF RECOMMENDATION

It is recommended that the Community Services and Events Committee request the Corporate Support Unit Manager exercises under his delegation that the lease on the property at 25 Acheson Avenue not be renewed.

CHAIRPERSON'S RECOMMENDATION

That the staff recommendation be adopted.

5. REQUEST FOR FUNDING- YOUTH DEVELOPMENT SCHEME

General Manager responsible:	General Manager Community Services, DDI 941-8534
Officer responsible:	Unit Manager Recreation and Sport Unit
Author:	Helen Miles, Community Recreation Adviser

PURPOSE OF REPORT

1. The purpose of this report is to seek authorisation from the Community Services and Events Committee to set aside \$10,000 from its 2008/09 Discretionary Fund for the purposes of establishing a Youth Development Scheme, review the fund criteria and eligibility and consider establishing a Subcommittee with delegated authority to approve Youth Development Scheme applications.

EXECUTIVE SUMMARY

2. The 2007/08 Youth Development Scheme provided small grants to eligible individuals and not-for-profit groups. The purpose of the scheme was to celebrate and support young people living positively in the local community by providing financial assistance for their development. Applications to the fund were considered in the following categories:
 - Educational Studies – This can include personal development opportunities such as leadership skills, career development and skills training, or community based educational studies.
 - Cultural Studies – This can include courses or seminars such as Te Reo lessons, musical training, arts colloquiums etc. It could be for attendance at cultural events taking place locally, nationally or internationally.
 - Representation at Events – It will provide support or assistance if you have been selected to represent your school, team or community at a local, national or international event. This includes sporting, cultural and community events.
 - Recreational Development – Assistance to attend of take part in one off or ongoing recreational events or participation at recreation or sporting development. For example – advance ballet classes in Wellington, representing Canterbury at rugby.
 - Capacity Building – Providing support for personal development or growth. For example – leadership training.
3. Applicants to be eligible needed to meet the following criteria.
 - Age groups 12-25 years.
 - Projects must have obvious benefits for the young person and if possible the wider community.
 - Applications can be made at any time.
4. Applicants were also required to complete the application form (**attached**) and provide the additional material noted on this.
5. It is recommended that the Committee discuss and review the above fund criteria and eligibility.
6. It is recommended that the Committee establish a Subcommittee of the Community Services and Events Committee with delegated authority to approve applications, with all of that Committee's decisions to be reported back to the Board for record purposes. The Subcommittee could comprise at least two of the following three members; the Chair of the Community Services and Events Committee, the Board Chair and one other committee member. Thus being able to respond in a timely manner minimising the amount of time between successful applications and payment.

5. Cont'd

7. It is recommended that individuals only be allowed to apply once per financial year and twice in total.
8. In making recommendations to the Board staff will make comment on the following matters:
 - The extent of additional funds that the individual/group has sourced from other funders, and the amount of fundraising undertaken.
 - The level of excellence at which the group or individual is performing in their chosen field.
 - The socio-economic status of the group or individual and their capacity to meet the costs they are seeking from their or their families own resources.

FINANCIAL IMPLICATIONS

9. This proposal transfers funds from the Board's Discretionary fund into a separate Youth Development Scheme fund. This does not impact however on the total amount available to the Board to allocate in 2008/09.

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

10. Yes see page 172, regarding Board funding.

LEGAL CONSIDERATIONS

11. Clause 30 of Schedule 7 of the Local Government Act 2002 provides that community boards may appoint committees that it considers appropriate and clause 32 (3) of the same schedule provides for community boards to delegate powers to a committee.

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

12. Yes.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

13. Yes.

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

14. Yes see page 172, regarding Board funding.

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council's strategies?

15. Yes in alignment with the Strengthening Community Strategy goals
 - Increase participation in community recreation and sports programmes and events.
 - Improve basic life skills so that all residents can participate fully in society.

CONSULTATION FULFILMENT

16. Not applicable.

5. Cont'd

STAFF RECOMMENDATION

It is recommended that:

- (a) 2008/09 Youth Development Scheme be established and that \$10,000 be transferred from the Shirley/Papanui Community Boards 2008/09 Discretionary Fund to Recreation and Sport Unit for this purpose.
- (b) The fund criteria and eligibility be reviewed.
- (c) The Committee establish a Subcommittee of the Community Services and Events Committee with delegated authority to approve applications.
- (d) The membership of the Subcommittee to be determined.

CHAIRPERSON'S RECOMMENDATION

That the staff recommendation be adopted.

6. NEW ZEALAND COMMUNITY BOARDS' 2009 BEST PRACTICE AWARDS

The purpose of this memorandum is to seek the Board's consideration of nominations for the 2009 Community Board Conference Best Practice Awards.

**Christchurch City Council
Democracy Services Unit**

Memorandum

Date: 12 August 2008

From: COMMUNITY BOARD ADVISER - (Peter Croucher)

To: SHIRLEY/PAPANUI COMMUNITY BOARD

NEW ZEALAND COMMUNITY BOARDS' 2009 BEST PRACTICE AWARDS

BACKGROUND

1. A key feature of the Conference Dinner will be the presentation of the Community Boards Best Practice Awards. The Awards recognise excellence in the implementation of projects in local government. Prizes will be presented to the winners of each category and the best overall project.

The Board is invited to consider entering a programme or project it has been involved in that it believes displays a high degree of excellence, under one of the following categories:

- Consultation
- Facilitation
- Heritage
- Working with Children and Youth
- Safety
- Significant Project
- Partnership
- Working with Maori
- Harmonious Relations (previously this was called Race Relations)

2. It should be noted that the Young People and Harmonious Relations categories are sponsored, respectively, by UNICEF and the Human Rights Commission. Separate criteria may apply. These will be distributed once finalised and approved. In addition, from each of these categories an overall winner will be selected.
3. This Board has a proud history of success with Community Board Best practice Awards. The Board won two awards in 2003, claiming a 'Supreme Award' in the Significant Project category for the *40 Year Vision of Styx River* and obtaining a 'Highly Commended Award' in the Facilitation category for *Neighbourhood Week*.
4. Other awards have been:
 - 2003 – Highly Commended award in the facilitation category for work on Neighbourhood Week

6. Cont'd

- 2005 - The UNICEF award for Child and Youth-Friendly Communities for its annual Children's Day at the Groynes outing; The Facilitation best-practice award for the way the board worked on the development and extension of Northlands Mall; The Working with Maori best-practice award for its annual heritage awards in partnership with Rehua Marae.
 - 2006 – Highly Commended award for a Major project, being the Styx River project.
 - 2007 – Long Term Council Community Plan, Casebrook Edible Garden (Working with Children) and the Papanui Youth Facility. The Supreme award was also granted.
5. The attached application form and supporting information outlines the format entries should take. All entries will be reviewed by the Conference Organising Committee's Judging Panel and must be submitted by 16 December 2008.

FINANCIAL IMPLICATIONS

6. There will be a financial cost if the Board decides to engage a consultant in the preparation of the application. The funding of this would need to come from the Board's Discretionary Response Fund. If that is the Board's decision, then a formal report will need to be prepared for you seeking approval to commit that funding.

STAFF RECOMMENDATION

I recommend that the Board considers nominations for the 2009 Community Board Conference Best Practice Awards and determines:

1. The Category(ies) to enter;
2. The topic(s) to enter on;
3. Who will be preparing the entry.

Peter Croucher
COMMUNITY BOARD ADVISER
SHIRLEY/PAPANUI BOARD SUPPORT TEAM

2009 COMMUNITY BOARD BEST PRACTICE AWARDS

entry form for non-electronic submissions



Celebrating 20 years of Community Boards
REFLECT • REFRESH • REVITALISE

Name of Community Board:		
Name of Submitter:		
Contact details of Submitter:		
Phone ()	mob	
Fax ()		
Address	Email	
Name of category being entered:		
Name of entry (if relevant):		
Nature of entry: (please list all the parts making up this entry, eg DVD, book, slides, report, etc)		
Will you be submitting a separate (electronic) PowerPoint presentation or Word document to support your entry?	Yes / No (please send to BestPracticeAwards2009@ccc.govt.nz)	
Please ensure your entry includes the following: (either include this information in your electronic information, or attach as a looseleaf to this entry form)	A brief description of the project's implementation and achievement	✓
	A list of those involved in the project, and how they became involved	✓
	An estimate of the project's cost and how this was covered	✓
	A description of lessons learned and challenges overcome	✓
	An indication of how the project might be useful to other communities	✓
Name of Parent Council:		
Contact person at Parent Council:		
Phone ()	Email	
Do you wish to present this entry to the Judging Panel?	Yes / No (Please bear in mind the Panel will meet in Christchurch; you will need to fund and arrange your own presentation.)	

Please note the following:

1. Your entry will be logged upon receipt and an acknowledgment will be sent to you.
2. Entries will not be returned unless requested in writing; entries will be stored at *Local Government New Zealand's* premises in Wellington.
3. Entries in the categories Working with Children and Youth; Harmonious Relations; and Safety will be judged against criteria provided by each category's sponsor.
4. The winning entries in each category will be eligible for the Supreme Award.
5. The Judges' decision is final.
6. Winners will be announced and prizes presented at the 20th Anniversary Celebratory Dinner to be held on Tuesday 19 March 2009.

Please mark your entry/s: **CB Best Practice Awards**, and forward it to: **Christchurch City Council, PO Box 237, Christchurch 8140**. Entries must be **received** by **5pm on Tuesday 16 December 2008**.

Good luck.

Best Practice Awards

A key feature of the Conference Dinner will be the presentation of the Community Boards Best Practice Awards. The Awards recognise excellence in the implementation of projects in local government. Prizes will be presented to the winners of each category and the best overall project.

The objectives of the Awards are to:

- recognise significant contributions made by Community Boards to the process of achieving excellence in local government;
- build a tool box as a base for improving the effectiveness and function of Community Boards;
- foster the exchange of best practice and innovative ideas.

CATEGORIES

• Consultation

(eg how your Board has actively consulted with your community)

• Facilitation

(eg identification of a situation/s in which your Board has facilitated a positive outcome)

• Heritage

(eg outline of a heritage project/s in your community in which your Board has been involved)

• Working with Children and Youth *

(eg outline of a project/s in your community in which your Board and children have been involved)

• Safety (sponsored by the NZ Police)

(eg examples of a project/s in which your Board and the NZ Police have achieved safety for your community)

• Significant Project

(eg a major project in which your Board has been actively involved in achieving a desired outcome)

• Partnership

(eg with parent Council / other Boards / community organisation/s)

• Working with Maori

(eg examples of a project/s in which your Board has been in partnership with local Maori)

• Harmonious Relations *

(eg examples of projects in which your Board has promoted diversity and harmonious relations in your community)

* The Young People and Harmonious Relations categories are sponsored, respectively, by UNICEF and the Human Rights Commission. Separate criteria may apply. These will be distributed once finalised and approved. In addition, from each of these categories an overall winner will be selected.

HOW TO FORWARD YOUR ENTRY

You can submit as many entries as you wish, however, each entry should only relate to a single category.

Award applications can be in the format of your choice (such as a PowerPoint presentation/ video/ photos, etc) and should include all relevant information relating to your application. Submissions as electronic files, eg Word documents, will make it easier to share your project information after the Conference. The following information should be included:

[Please click here to download an entry form](#)

1. The name of the project; the Community Board and parent Council and a contact person's name, address, telephone number/s, fax number and email address (use the Entry Form link above to help you with this information);
2. A brief description of how the project was implemented and what was achieved;
3. A list of who was involved in the project, including local government/s, community organisation/s, businesses, individuals, etc and how you got them involved;
4. An estimate of the total project cost, how the finance was achieved (eg rates, grants, etc) and any cost savings;
5. A brief explanation of improvements in service quality;

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ATTACHMENT TO CLAUSE 6

6. Information on lessons learned; challenges met; and what you would do differently next time; and
7. How the project might be useful to other communities.

CLOSING DATE

Send your entries, marked '2009 CB Best Practice Awards' to:
Christchurch City Council, PO Box 237, Christchurch 8140,
or email to BestPracticeAwards2009@ccc.govt.nz by 5 pm Tuesday 16 December 2008. Late entries cannot be accepted.

REVIEW PROCESS

All applications will be reviewed by the Awards Judging Panel. The Judges' decision is final. The winners will be announced and the Awards presented at the Celebratory Dinner on Thursday 19 March 2009.

Please note: Entries will not be returned, unless requested in writing at the time of submission: they will remain at Local Government New Zealand in Wellington and will be used for sharing good practice with other Boards.

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7. COMMITTEE MEMBER'S INFORMATION EXCHANGE

The purpose of this exchange is to brief other members on activities that have been attended or to provide information in general that is beneficial to all members.