



Christchurch City Council

LYTTELTON/MT HERBERT COMMUNITY BOARD AGENDA

**TUESDAY 16 DECEMBER 2008
AT 9.30AM**

**MEETING ROOM
LYTTELTON RECREATION CENTRE
25 WINCHESTER STREET, LYTTELTON**

Community Board: Paula Smith (Chairperson), Jeremy Agar (Deputy Chairperson), Douglas Couch, Ann Jolliffe, Dawn Kottier and Claudia Reid.

Community Board Adviser

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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 MEETING MINUTES – 18 NOVEMBER 2008**

The Minutes of the Board's ordinary meeting of 18 November are **attached**.

STAFF RECOMMENDATION

That the Minutes of the Board's ordinary meeting held on 18 November 2008 be confirmed.

**LYTTELTON/MT HERBERT COMMUNITY BOARD
18 NOVEMBER 2008**

**A meeting of the Lyttelton-Mt Herbert Community Board
was held on Tuesday 18 November 2008 at 9.30am in the Meeting Room
of the Lyttelton Recreation Centre, 25 Winchester Street, Lyttelton**

PRESENT: Paula Smith, Ann Jolliffe, Dawn Kottier and Claudia Reid

APOLOGIES: Apologies for absence were received and accepted from Jeremy Agar and Douglas Couch

The Board reports that:

PART B - REPORTS FOR INFORMATION

1. DEPUTATIONS BY APPOINTMENT

1.1 JIM FELSTEAD – 81 RESERVE TERRACE

Mr Felstead addressed the Board regarding his concerns about the proposed new wheelie bin system for refuse collection. Mr Felstead felt that, in his opinion, the system would be unworkable for many people due to property terrain, available on-site storage space and the age and disabilities of some residents.

Mr Felstead expressed his frustration at not being able to access staff to discuss his concerns. He was unaware of the availability of options relating to the new system, such as having three small wheelie bins instead of the various sized ones.

Board members undertook to provide additional information on this issue to Mr Felstead.

1.2 CARO ALLISON – 18 NORWICH QUAY

Ms Allison spoke to the Board about its recent decision regarding parking restrictions on Norwich Quay and expressed her thanks for the parking restrictions being installed so quickly.

Ms Allison requested 60 minute parking restrictions be installed outside the area in front of 18 Norwich Quay to assist the adjacent businesses in being able to have parking for customers to park outside, instead of harbour users and workers in the area parking all day.

In reply to a question Ms Allison indicated that on average a customer would spend between 5 and 30 minutes in her shop. She said that ultimately she would like to stop the all day parking in the vicinity of the shops on Norwich Quay.

1.3 SMOKEFREE CANTERBURY

Heather Kimber from the Canterbury District Health Board and Martin Witt from the Cancer Society gave a presentation on Smokefree Playgrounds, on behalf of Smokefree Canterbury.

2. CORRESPONDENCE

Nil.

3. PRESENTATIONS OF PETITIONS

Nil.

4. NOTICES OF MOTION

Nil.

5. BRIEFINGS**5.1 GRAFFITI ART PROJECT**

Ann Campbell along with Miriama McDonald and Nick Tam of Project Legit and Emma Odering the Lyttelton Youth Worker gave an update on the proposed art project for the Lyttelton Skatepark area. They reported that they had spoken to immediate residents and groups in the area regarding what they felt the art project should represent. Themes that were favoured were something with a nautical feel, reflecting the history of the area but that there should not be anything too “scary” for the young children who played in the adjacent playground. The design guidelines had come from the community and Project Legit would work within those parameters.

It was also felt that a plaque dedicated to the memory of a local boy would be the most appropriate way to commemorate the part of the art project that would be dedicated to him.

Miriama McDonald gave an assurance to the Board that any tagging or damage to the artwork in future years would be repaired by Project Legit at no cost to the Council.

5.2 HEAD TO HEAD WALKWAY

Delia Walker updated the Board on progress with this project. She reported that it was a low priority on the LTCCP, as it realistically would cost millions of dollars to link the entire walkway.

It was noted that when land was subdivided there was an opportunity for the Council to procure land to ensure public access. Board members felt that this was a hugely important factor in developing walkways, and they sought assurance that staff had processes in place to identify strategic pieces of land through the subdivision process.

Overall the Head to Head Walkway project was seen as a long term project which had plenty of potential to develop.

6. COMMUNITY BOARD ADVISERS UPDATE

The Community Board Adviser updated the Board on a range of issues including:

- 2009-19 LTCCP
- 2009 National Community Board Conference
- 2009 Meetings
- Christmas function – suggested that this be left until the New Year

7. ELECTED MEMBERS INFORMATION EXCHANGE

Members made specific mention of the following matters:

- Red stone wall on Evans Pass Road is in need of repairs. It was noted that this was not just a Request for Service matter, as the wall appeared structurally unsound and would need more than minor repairs carried out.

7. Cont'd

- Early Childhood Centre at Allandale Reserve – Board members were concerned that the group leading this project may not be liaising with other similar groups in the area (e.g. Diamond Harbour) and that there may be a duplication of effort. Members also noted that the Reserve Management Committee responsible for the reserve did not appear to have been involved. Board members were also concerned at how they had been informed of meetings held with the Allandale group.
- The Board requested that Reserve Management Committee meeting minutes be presented to Board meetings.
- Black Point Soil – members were still hugely concerned at the continuing amount of soil/fill being moved from Black Point and the damage this was causing to local roads. The Board asked how many of the repairs required on the roads were attributable to this activity. The trucks moving the soil were also causing a huge amount of dust on the local roads.

8. QUESTIONS UNDER STANDING ORDERS

The Chairperson, Paula Smith asked the following question:

“If it is intended to erect a child pedestrian warning sign in Ngatea Road, Diamond Harbour as referred to in the 17 June 2008 Community Board minutes, and why staff have taken so long to respond to the Board’s request on this matter?”

The Community Board Adviser relayed the response received from roading staff to this question which was that it is not proposed to erect a child pedestrian warning sign in Ngatea Road, as those signs are only used in areas of high child pedestrian use such as around schools. Traffic sign guidelines indicated that if these signs were used in general, people would stop paying attention to them. It was also noted that there were many roads on Banks Peninsula that did not have footpaths and it would not be feasible to erect these signs on all those roads.

PART C - REPORT ON DELEGATED DECISIONS
TAKEN BY THE BOARD

9. CONFIRMATION OF MEETING MINUTES – 21 OCTOBER 2008

The Board **resolved** that the minutes of the ordinary meeting held on Tuesday 21 October 2008 be confirmed, subject to the following alteration:

Page 5, Clause 10 Remove “unanimously”

The Board resolved ~~unanimously~~ that the resolution, made earlier in the meeting.....

10. DIAMOND HARBOUR DISTRICTS CROQUET CLUB – REQUEST FOR FUNDING

The Board considered a report seeking funding assistance from the Board’s Reserve Discretionary Fund.

The Board **resolved** to allocate \$1,040.00 from the Board’s Reserve Discretionary Fund to the Diamond Harbour Districts Croquet Club for maintenance costs associated with the cutting of their croquet greens within their leased area on Stoddart Reserve for the upcoming season on the basis of it being a one-off grant.

Board members also agreed with a staff suggestion that the two Banks Peninsula Community Boards meet to set guidelines and criteria for funding from the Reserves Discretionary Fund.

11. STRUCTURES ON STREET – 16 RANDOLPH TERRACE

The Board considered a report seeking to approve the application for the structure to be located on legal road outside 16 Randolph Terrace, Lyttelton.

The Board **resolved** to approve the application for a structure to be located on legal road outside 16 Randolph Terrace, Lyttelton, subject to the following conditions:

- i. Any necessary resource and building consents being obtained.
- ii. The property owner being entirely responsible for the stability, safety and future maintenance of the bank, driveway and formation work associated with the structure.
- iii. The site being kept in a tidy condition at all times during the course of construction.
- iv. Council entering into a Deed of Licence for the proposed structure with the owner of 16 Randolph Terrace.

12. COMMUNITY BOARD CODE OF CONDUCT

The Board considered a report on whether it should adopt the revised Community Board Code of Conduct.

The Board **resolved** to adopt the revised Community Board Code of Conduct, with immediate effect.

The meeting concluded at 12.00 noon

CONFIRMED THIS 16TH DAY OF DECEMBER 2008

**PAULA SMITH
CHAIRPERSON**

3. DEPUTATIONS BY APPOINTMENT



3.1 BRETT PARTEL

Mr Partel wishes to address the Board regarding the locking of the Lyttelton Rose Garden at night.

4. CORRESPONDENCE

4.1 LYTTELTON DISTRICT ARTS COUNCIL



A memo (**attached**) has been received from the Lyttelton District Arts Council, together with a letter of support from Lyttelton Harbour Business Association (**attached**), with an update on progress for the proposed sculptural piece in the Lyttelton Town Centre.

STAFF RECOMMENDATION

It is recommended that the Board receive this correspondence.

4.2 CAMP BAY RESIDENTS

A letter (**attached**) has been received from Camp Bay Residents expressing their concerns regarding a new barrier, the carpark and mowing of the beachfront area.

STAFF RECOMMENDATION

It is recommended that the Board receive this correspondence and refer it to staff.

(Note: a Request for Service has been submitted for each of these three issues.)

Update Report to Community Board 27.11.08 Sculptural Piece in Lyttelton Town Centre

Brief on Previous Information:

The Lyttelton District Arts Council has been working on an initiative to incorporate a sculptural piece of art in the garden area next to the library as part of the Lyttelton town centre upgrade. Jack Wormald – the co-ordinator for the town centre upgrade has agreed to prepare the site ready for the sculptural piece as part of the upgrade.

We approached a prominent local sculptor Mark Whyte, who has vast experience in public art works, with our vision and are fortunate that he is keen and enthusiastic. Mark has presented his concept to the arts council which was unanimously embraced.

The Lyttelton Harbour Arts Council is a non-profit community group which no longer receives funding from Creative New Zealand or any other entity. Our role has become one of bringing arts and art related opportunities to the local community, primarily through workshops, an arts trail, arts directory and commissioning public art works. We have a very limited monetary resource, which we use to subsidise our initiatives should they need it.

The Lyttelton Harbour Arts Council is in a position to put \$2000 towards this sculpture initiative. We sought financial assistance for the balance required to commission the art work including an official unveiling.

Update:

Both Project Lyttelton and the Lyttelton Harbour Business Association have provided a letter of support.

Both local groups have embraced the initiative enthusiastically and encourage us to move forward to take our vision through to a reality. It is seen as something that will be beneficial to Lyttelton, and one that reflects our community personality. Copies of these letters are enclosed.

We have discussed the proposal with the Council planning department.

The Arts Council are keen to get the community involved. An article has been published in the Akaroa Mail, and the Bay Harbour News has interviewed Helen Hobson (Arts Council) and Mark Whyte (Sculptor). Helen Hobson hopes to speak to the Lyttelton Residents Association at their next meeting.

To Do:

- Ask Community Board/Council for permission to use road reserve for the sculpture
- Continue to consult community
- Confirm a breakdown of costs for the proposal
- Apply for financial assistance
- Report back to Community Board in February



25 November, 2008

Lyttelton Harbour Arts Council

To the Chairperson:

The Lyttelton Harbour Business Association would like to express our support for the Lyttelton Harbour Arts Council's project to commission a sculpture as part of the London Street upgrade.

The Association recognizes the value of such a commemorative work with pride of place on London Street. We believe the artist's concept embraces Lyttelton's designation as a heritage site. The sculpture will serve as a unique memorial to the spirit of place and time this community so highly values. .

We acknowledge that the initiative was borne from local volunteers with a passion for the arts. We congratulate the Lyttelton Harbour Arts Council for their vision in making this proposal. The Business Association supports their actions in discussing the project with community groups and organisations, and putting the idea out to the general public.

We wish the Lyttelton Harbour Arts Council all the best with their endeavor. And we encourage the Lyttelton Mt Herbert Community Board, the CCC Arts in Public Places staff and the local planning staff at CCC to work with the Arts Council to make this project a reality. With their assistance we are confident the work can realized at a reasonable cost for the benefit gained.

Regards,

A handwritten signature in black ink that reads "Bill Skelton". The signature is written in a cursive, flowing style.

Bill Skelton
Chairperson

Camp Bay
Diamond Harbour
14 November 2008

To the Community Board advisor, Liz Carter, and members of the Lyttelton/Mt Herbert Community Board;
with copies to Councillor Claudia Reed
and Board chairperson Paula Smith

This letter comes from the farmers and residents of Camp Bay, who have some concerns following the recent and necessary repairs to the road here (for which we are grateful). However, we feel Board members should be made aware of the problems that have ensued for us and for others since those repairs were done, in the hope that some solutions can be found for them. We urge members to take a look for themselves before the holiday season begins, when sometimes hundreds of vehicles per day come into Camp Bay.

The first is the wooden wall which has been erected on the inner side of the Camp Bay road, where the road begins to approach Camp Bay itself. This barrier has been constructed around the mouth of a newly installed wide and deep culvert just near the bend in the road which Camp Bay residents have, over the years, learned to call 'Crash Corner' as there have been a number of collisions there.

This new obstruction forces traffic going out of Camp Bay right into the path of incoming traffic, and on a blind corner which is now essentially only one vehicle-width wide. This is really dangerous, especially for people who do not know the road or who take the corner too fast. If nothing is done about this new obstruction, Crash Corner is bound to claim yet more victims, particularly when heavy trucks use the road.

To remedy the existing problem we can only suggest to Council either to a) replace the barrier with a strong ground-level metal grille (like the one on the roadside at Ohinetahi in Governors Bay) or b) to excavate into the inner bank and lengthen the culvert so that the culvert opening is not in the roadway itself.

For the undersigned, this is their major concern, though there are two more.

The second problem is the condition of the Camp Bay carpark, which had been badly churned up by the trucks and vehicles that have been using it during the recent repairs to the road and the bridge. Now, every time it rains, trucks and visitors' cars face a quagmire, while walkers sink in mud to the tops of their shoes. Several vehicles have already got stuck and have required a tow to get free. The roadway and carpark clearly require several truckloads of shingle to solve the problem: we were led to believe that this would happen before the roadworks began.

The third difficulty is with the Camp Bay beachfront area, behind the beach, where people walk and picnic. We ask that the Council keep this area mown as it is impossible to graze it as we did in the past. If it is not mown it will present a great fire risk to residents in the dry summer months. It is also looks increasingly untidy and unkempt, as does the carpark area

We trust that Board members will give these matters their urgent consideration.

Mary Stapylton- Smith	<i>Mary Stapylton-Smith</i>
Martin Stapylton- Smith	<i>Martin Stapylton-Smith</i>
Philip Banfield	<i>Philip Banfield</i>
Arnold Witteveen	<i>Arnold Witteveen</i>
Ruby Witteveen	<i>Ruby Witteveen</i>
Thomas McGill	<i>Thomas McGill</i>
Richard Barnett	<i>Richard Barnett</i>

5. PRESENTATIONS OF PETITIONS

Nil.

6. NOTICES OF MOTION

Nil.

7. **MINUTES OF LYTTELTON RESERVES MANAGEMENT COMMITTEE**

The Minutes of the Lyttelton Reserves Management Committee Meeting held on 3 November 2008 are **attached** for Members' information.



**Meeting of the Lyttelton Reserves Committee
Held at Royal Hotel, Lyttelton Monday 3 November 2008 at 7.40 p.m.**

Present:

Gary Broker, Ian Hankin, John King, Dugall Wilson, Robert Tobias, Ann Jolliffe, Josh Harris, Jodi Rees and John Skilton.

Minutes of meeting held 9 September 2008**Motion:**

That the minutes be confirmed as a true and correct record of the meeting.

Moved: Robert **Seconded:** Jodi

Matters Arising

- 1 Dugall reported on progress regarding access to Lyttelton Port Company land for the marking out of proposed tracks. LPC have yet to respond to the Reserves Committee's proposal. Gary to follow up with LPC; Dugall to co-ordinate a date for track marking with the Port Hills Rangers.
- 2 Dugall reported that Chris Twemlow from Project Lyttelton has offered to assist with building a dedicated page for the Lyttelton reserves as part of the Project Lyttelton website. This would be for minimal cost – significantly less than any other proposals to date. Chris indicated that development could begin as early as this year. Dugall will start drafting ideas for Chris to build into the website. If any committee members have ideas, please forward them to Dugall or Gary.

Correspondence**Inward**

CCC Discretionary Funding: Advice that the Lyttelton-Mount Herbert Community Board has \$20,000 available for reserve development. Applications are due by 31 March 2009. Gary suggested that an application could be made for funding for some of the low flammable plants proposed for planting behind the houses on Foster Terrace. The neighbourhood meeting is scheduled for this Saturday. Ann advised that applications should definitely be made as the funding would be lost if not allocated.

CCC Botanical Survey Whaka Raupo, Carol Jensen, Alice Shanks: An inventory of plants including suggestions for management options.

Treasurer's report

An additional payment of \$100 has been provided by Project Lyttelton as part of the carbon off-set scheme.

Convener's Report**1 Whaka Raupo Visit**

On 13 September Di Carter, another Port Hills ranger, and I visited Whaka Raupo through the Corsair Bay property of Mr Flint. We were looking for possible old man's beard in the two south gullies. No old mans beard was found but Mr Flint appeared amenable to a possible track across his land linking Corsair Bay and the reserve.

2 Induction Seminar

On 30 September Ann and I attended a meeting at Little River where guidelines for reserves committees on Banks Peninsula were presented.

One of the most significant changes will be to our quorum, which is now set at half of total membership, or half plus one if the number is uneven. In our case this will be four committee members. It will be important that all members attend or meetings may not be able to proceed.

General Business

1 Brief for Management Plan, Whaka Raupo

The Botanical Survey of Whaka Raupo was discussed. Recommendations in the survey included that there should be little or no grazing, and that there should be some weed control of broom above Steadfast. The committee determined that priorities for immediate attention included the fixing of fencelines where stock are grazing, and weed control on the boundaries. Gary will circulate the Botanical Survey to the committee. Committee members volunteered to help with a working party on the formulation of the brief and subsequent Management Plan.

Motion:

That John Skilton, Gary, Ian and Brian form a working party for the development of the management plan.

Moved: Dugall **Seconded:** Jodi;

2 2010 Plant Order

The plant order for 2010 was discussed

Motion:

That the Planting Manager Jodi, with assistance from Gary, place the order for plants for 2010 to be similar to this year's order in number and species. Plants will be from the Department of Conservation nursery or from other nurseries if appropriate.

Moved: Dugall **Seconded:** John King

3 Changes to the quorum

The requirements for a quorum have been changed. A quorum shall now be half of the total committee membership, or half plus one if the number is uneven. As a result, the Lyttelton Reserves quorum has now increased to four committee members.

Hence, attendance at committee meetings, or the submission of apologies for non-attendance, is now more important than ever before.

Committee members are reminded of the personal responsibility of having volunteered to be on the committee, and of the standing orders regarding attendance and apologies. If committee members feel that they are unable to fulfil the requirements of the standing orders please contact Gary or Dugall.

Motion:

That committee members be reminded that missing meetings, without submitting apologies, will have significant negative effect on the committee's ability to fulfil the quorum requirements.

Moved: John King **Seconded:** Josh;

4 Weed Plan

The committee discussed options for preparation of a Weed Plan for Urumau. It was determined that the botanists who have prepared the Botanical Survey for Whaka Raupo should be engaged to complete the weed plan for Urumau.

In addition to the weed survey it was agreed that a plant list would be a worthwhile addition to the scope of work. Also it was agreed that the work should include a discussion with Di Carter regarding other weeds/pests, and potential pests/future problems.

Motion:

That Jodi, Ian, Josh and Gary brief the botanists regarding the proposed weed plan for Urumau.

Moved: Dugall **Seconded:** John Skilton

Gary noted Dugall's work in securing the sponsorship from MWH for the weed control work on Urumau.

Motion:

That the committee thank Dugall for his work in securing the sponsorship from MWH.

Moved: Gary **Seconded:** Jodi;

5 Authorisation

Motion:

That the Convener and Secretary be authorised to act in the event of urgent business on behalf of the Committee over the holiday period, after taking soundings by email.

Moved: Ian **Seconded:** Robert;

Next Meeting Date

The next ordinary meeting of the Committee will be held on Monday 2 February 2009 commencing at 7.30 pm at the Lyttelton Club, Dublin Street.

The meeting finished at 9.25 pm.

8. MINUTES OF LYTTELTON HARBOUR ISSUES GROUP

The Minutes of the Lyttelton Harbour Issues Group Meeting held on 21 October 2008 are **attached** for Members' information.



LYTTELTON HARBOUR ISSUES GROUP

“To improve the harbour environment and habitat and achieve a fair balance between all interests”

MEETING AT GOVERNORS FIRE STATION
ON TUESDAY 21 October 2008

MEETING OPEN

6:45 pm

ATTENDED

Claire Findlay	Corsair Bay, LHIG Chairperson
Shelley Washington	Environment Canterbury
Paula Smith	Diamond Harbour, Chairperson Lyttelton-Mt Herbert Community Board
Helen Chambers	Governors Bay, SWIM sampler
Anne Joliffe	Lyttelton-Mt Herbert Community Board
Paul Pritchett	Church Bay, SWIM Coordinator
Kate Bould	Governors Bay
Ray Adams	Corsair Bay, SWIM sampler
Ross Sneddon	Cawthron Institute
Gary Tea	Consultant to LPC
Mike Day	Lyttelton Port Company
Cr Eugenie Sage	Environment Canterbury
Andrew Purves	Consultant to LPC
Evan Walker	Environment Canterbury
Julie McCloy	Lyttelton Port Company
Neil McLellan	Lyttelton Port Company
John Sherriff	Governors Bay
Derek Goring	Consultant to LPC

APOLOGIES

Debbie Sheriff	Sandy Bay, SWIM sampler
Angela Sheat	Community & Public Health
Stan Smith	
Donald Couch	Rapaki
Bill Woods	

TOPIC	ACTIONS
1. WELCOME and introductions	
2. ATTENDANCE AND APOLOGIES – as above	
<p>3. Presentation - Lyttelton Port Company LPC reported back on further investigations for the proposed deepening of shipping lane in Lyttelton Harbour. Presentation specialists included Gary Teear (OCEL) on sea currents and sedimentation and Ross Sneddon (Cawthron Institute) and Derek Goring on biological effects.</p> <p>A handout was made available that summarises the facts of the project and research.</p> <p>Key points Shelley noted:</p> <ul style="list-style-type: none"> • There is no tidal current path that could take either freshly dumped or re-suspended sediment into any of the bays of Banks Peninsula • Research is being done into the acoustic effect on dolphins by Cawthron • Sediment in Port Levy is from rainfall events, won't be from dredging. This is useful data for LHIG as it demonstrates the effect of rainfall on sedimentation of the harbour. • Sediment doesn't pose a risk of toxicity to ecology • Group raised the issue of effect on birds. The consultants agreed to discuss this the following day with DOC staff. 	
<p>4. MATTERS ARISING FROM 2 September 2008 MINUTES Minutes accepted as a true and accurate copy.</p>	
<p>5. HARBOUR SEDIMENTATION – deferred to next meeting. The working group is meeting in early November and will bring their findings to the next meeting.</p>	

TOPIC	ACTIONS
<p>6. SWIM (SAFE WATER INFORMATION MONITORING) SAMPLING update</p> <p>Shelley passed on information from Lesley Bolton-Ritchie that there is an ECan navigation bylaw that states no swimming at the Diamond Harbour jetty. [This was not known until quite recently]. Because swimming from this wharf cannot be condoned there will no longer be summer RWQ sampling at the jetty.</p> <p>Shelley noted that the next meeting needs to coincide with SWIM training/equipment meeting, and will need to be on Tuesday 25 November.</p>	
<p>7. GENERAL BUSINESS</p>	
<p>7 a) Update mailing list The mailing list was passed around those present to make changes to and to add their email addresses. Shelley will update the list. Claire is going to look at an electronic version and provide Shelley with changes to make.</p>	<p>Claire, Shelley.</p>
<p>7 b) Update from CCC No update.</p>	
<p>7(c) Update from ECan David Gregory noted that ECAN staff are meeting with LPC to discuss the channel deepening the next day. The NZ Coastal Policy Statement is due to be reported and gazetted early in 2009.</p> <p>Cr Sage noted the LTCCP 10 year plan. If there are projects in the coastal area or funding needed, now is the time for the group to tell ECAN what it wants. The work the working group is doing will be useful for this. This information should be provided to ECAN by February. Eugenie and Shelley will see if LHIG is a stakeholder that will be consulted.</p> <p>Evan Walker noted that the Coast Guard Unit in Lyttelton is going to spend time at ramp and improve buoys. There is an issue at Purau Bay. There are complaints about dredging in recent months – Golans Bay dumping. There are complaints about the smoke coming from the old Lyttelton tug boat.</p>	<p>Eugenie and Shelley will see if LHIG is a stakeholder that will be consulted. Working Group to address LTCCPs</p>
<p>7(d) Update from the Lyttelton Harbour Waste Water Working Party Three options are currently being priced by CCC.</p>	
<p>7 (e) Update from the Lyttelton/Mt Herbert Community Board Minutes from LHIG are being circulated, media pick up stories. Paula Smith has developed a proposal about roading issues.</p>	
<p>7 (f) Other items</p> <p>Helen Chambers noted that the Foreshore Committee has met a fortnight ago and that it has asked Ian Jackman at CCC to find out where Fulton Hogan dumps scraped material. It has been dumped on small areas of Council land where it is in danger of washing into the harbour.</p> <p>Canterbury Water Management Strategy. Debbie Sherriff has agreed to attend consultation meeting. Group may re-input their NRRP submission on streams.</p> <p>Steadfast Reserve – CCC have put cattle in a reserve without separate drinking water. Stock are now accessing and impacting stream. Kate Bould will write a letter to CCC about this.</p> <p>Paul noted he is concerned about the wetlands at Teddington. City Care has dug out the tidal waterways on a RAP. Did they have consent? Stream now lower than sea so water goes in wrong direction and they dumped crabs in a heap. Cr Sage is going to make enquiries about whether they had consent to do this.</p>	<p>HelenC to report back</p> <p>Kate B to draft letter</p> <p>Cr Sage is going to make enquiries about whether they had consent to do this.</p>
<p>NEXT MEETING: Tuesday 25 November (with SWIM samplers meeting before hand to give out equipment and re-cap methods)</p>	
<p>MEETING CLOSED 9:10pm</p>	

9. APPLICATION FOR FUNDING FROM THE BOARD'S DISCRETIONARY RESPONSE FUND

General Manager responsible:	Community Support Unit, DDI 941-8534
Officer responsible:	Community Development Manager and Secretariat Manager
Author:	Philipa Hay, Community Development Adviser

PURPOSE OF REPORT

1. To provide the Board with the information required to assess a funding application received from the Lyttelton Anglican Parish for a grant from the Board's Discretionary Response Fund. The grant request is for the installation of the Christmas Light display for the 2008/2009 festive season.

EXECUTIVE SUMMARY

2. The Lyttelton Anglican Parish was established in 1850 and is a family Church accommodating the spiritual lives and activities of local Anglicans, and serving the wider needs of Lyttelton also, through personal sharing and mutual support.
3. The Church has one paid employee engaged for eight hours per week, over twenty volunteers who contribute six to twelve hours per week, and works with between fifty and sixty people in a typical week.
4. The Church is a registered charitable trust and is affiliated with the Anglican Diocese of Christchurch.
5. This application for funding is to contribute towards the cost of providing a Christmas lights display on the Norfolk Pine in the Holy Trinity Church grounds from 10 December 2008 until 4 January 2009.
6. There has been an annual Christmas lights display for many years in Lyttelton, previously funded by rates through the Lyttelton Mt Herbert Community Board's operational budget. The Church has provided this community service with funding from the Community Board since the costs for decorative street lighting became prohibitive a few years ago. This is a service to the community and neighbourhood of Lyttelton and is enjoyed by all. It is regarded as being a highlight to the festive season by the Lyttelton community.
7. The Parish is committed to this project this year, but if funding is not forthcoming would have to review this for the coming and subsequent years due to finances. This service is not provided by any other organisation.
8. This application was ineligible for the Small Projects Fund as the request was made after the closing date of the fund, and so therefore must be considered under the Discretionary Response Fund. This application has been considered a Priority 1 as it meets all eligibility and criteria for the Discretionary Response Fund and contributes to Funding Outcomes and Priorities, and so is recommended for funding.
9. The delivery risk for this project is low. A professional arborist has erected the lights for a number of years, and has the necessary skill, apparatus and insurances to do this safely.

FINANCIAL IMPLICATIONS

10. There are no ongoing financial implications. The Board has a discretionary budget and all disbursements made will be covered by this.
11. The Discretionary Response Scheme fund has a balance of \$12,841.95.

9. Cont'd

12. This light display has been a joint project in the past: The Community Board has funded the professional and safe erection and dismantling of the Christmas lights in previous years, providing \$281.25 towards this component of the project last year; the Parish provides the coloured lights - replacing them as required (\$46 - average cost per annum), and pays for the electricity over the period of the display (\$150).
13. The financial risk for this project is low.

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

14. The recommendation contained within this report aligns with 2006-2012 budgets and the Board's discretionary funding budget.

LEGAL CONSIDERATIONS

15. Under the Community Board delegations, the Board has *"absolute discretion over the implementation of the discretionary funding allocation of \$15,000, (subject to being consistent with any policies or standards adopted by the Council)."*

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

16. Yes.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

17. The application received aligns with the LTCCP and Activity management plans.

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

18. The recommendation contained in this report aligns with the LTCCP.

ALIGNMENT WITH STRATEGIES

19. The application aligns with the Strengthening Communities and Safe City Strategies.

Do the recommendations align with the Council's strategies?

20. The recommendations align with Council Strategies.

CONSULTATION FULFILMENT

21. Not Applicable.

STAFF RECOMMENDATION

That the Lyttelton Mt Herbert Community Board approves a grant of \$200 from its Discretionary Response Fund to the Lyttelton Anglican Parish as a contribution to fund the installation of the Christmas Light display for the 2008/2009 festive season.

10. FORMULA FOR ELECTED MEMBERS' REMUNERATION 2009/10

General Manager responsible:	General Manager Regulation and Democracy Services, DDI: 941-8462
Officer responsible:	Democracy Services Manager
Author:	Clare Sullivan, Council Secretary

PURPOSE OF REPORT

1. The purpose of this report is to seek the Community Board's views on:
 - (a) The formulation of a proposal to be submitted to the Remuneration Authority for the payment of salaries to elected members of the Christchurch City Council for the 2009/10 year; and
 - (b) The associated schedule of expenses and allowances for 2009/10 to be submitted to the Remuneration Authority with the Council's proposal on the payment of salaries.

EXECUTIVE SUMMARY

2. The Remuneration Authority has recently written to the Council noting that "For some Councils with Community Boards there still appears to be an issue over the time of discussions between Councils and Community Boards over the formula/process for considering recommendations on remuneration levels. It seems to the Authority that the basic timetable for dealing with indicative pools is now well established. It would therefore seem appropriate for all Councils and Community Boards to debate and decide in advance, a formula for allocation of the pool as between the Council and Community Boards. Then, when the indicative pool levels are available, the application of the formula should in most cases be a "mechanical" process that can be readily accommodated within the normal scheduled meetings of Councils and Community Boards".
3. The indicative pool for the 2009/10 year will not be known until the end of November 2008, but the Council is required to advise the Remuneration Authority by 16 March 2009 of its proposal for the payment of salaries to elected members for the 2009/10 year. This is earlier than in previous years. Therefore, community boards are being given the opportunity now to make a recommendation on the proposed formula for the 2009/10 year. Comments will be incorporated into a report to the Council in February 2009.
4. No significant increase in the pool is anticipated. Although a variety of distribution options was considered by the Council and Community Boards both prior to and following the election, it is considered that little would be gained by attempting to revisit the margins prescribed by the Remuneration Authority in its post-election determination. That document is **attached as Appendix A**. Therefore this report recommends the status quo.

FINANCIAL IMPLICATIONS

5. Sufficient provision will be included in the 2009-19 LTCCP for all elected member salaries to be continued at or about their present levels until 30 June 2010.

LEGAL CONSIDERATIONS

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

6. The principal statutory provisions which apply in this instance are the Seventh Schedule of the Local Government Act 2002, and the Remuneration Authority Act 1977. Once this Council's 2009/10 remuneration proposal (or any variation thereof) has been approved by the Remuneration Authority, it will be gazetted via the Local Government Elected Members' Determination 2009.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

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

7. Yes. Page 113 of the LTCCP, level of service under Democracy and Governance refers.

10. Cont'd

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council's strategies?

8. Not applicable.

CONSULTATION FULFILMENT

9. This report is being presented at each Community Board for a formal recommendation to the Council. In addition all Board members have been made aware of their ability to make submissions direct to the Remuneration Authority.

STAFF RECOMMENDATION

It is recommended that the Board recommend that the Council:

(a) Adopt the salary only model as its basis of remuneration for elected members of the Christchurch City Council for the 2009/10 financial year.

Note: The remuneration framework requires all Community Board members to be paid an annual salary (ie there is no provision for the payment of meeting fees to Community Board members).

(b) Apply the following formula for the allocation of the 2009/10 remuneration pool amongst the elected members of the Christchurch City Council and the eight Christchurch Community Boards (with the exception of the Mayor):

Deputy Mayor	6.09% of Pool	
Councillors x 12	63.28% of Pool	
City Community Board Chair x 6	8.91% of Pool	(28.14% of Councillors)
City Community Board members x 24	24.93% of Pool	(70.00% of City Board Chair)
Peninsula Community Board Chair x2	1.96% of Pool	(66.00% of City Board Chair)
Peninsula Community Board member x8	5.49% of Pool	(70.02% of Peninsula Board Chair)

(c) Resolve to submit to the Remuneration Authority for its approval the proposed rules and policies for the reimbursement of elected member expenses and allowances for the year ending 30 June 2010.

(d) Note that the Remuneration Authority must be advised of any dissent expressed by members of the Council or its Community Boards in relation to the Council's proposal.

10. Cont'd

BACKGROUND

10. The Remuneration Authority is responsible for setting the salaries of elected local government representatives (clause 6 of Schedule 7 of the Local Government Act 2002 refers).
11. The Remuneration Authority revises remuneration pools annually, and each Council is thus required to review its levels of remuneration prior to the start of each financial year, based on the new pool.
12. The current pool is \$1,583,335. The current formula based on the allocation of the current pool is as follows:

Deputy Mayor	6.09% of Pool		\$96,400
Councillors x 12	63.28% of Pool		\$1,002,000 (= 83,500 x 13)
City Community Board Chair x 6	8.91% of Pool	<i>(28.14% of Councillors)</i>	\$141,000 (= 23,500 x 6)
City Community Board members x 24	24.93% of Pool	<i>(70.00% of City Board Chair)</i>	\$394,800 (= 16,450 x 24)
Peninsula Community Board Chair x2	1.96% of Pool	<i>(66.00% of City Board Chair)</i>	\$31,020 (= 15,510 x 2)
Peninsula Community Board member x8	5.49% of Pool	<i>(70.02% of Peninsula Board Chair)</i>	\$86,880 (= 10,860 x 8)

13. Fifty per cent of the total remuneration paid to Community Board members (excluding members appointed by the Council) is paid outside the pool.
14. Only one salary is payable to elected members. Thus, a Councillor who serves as an appointed member of a Community Board is paid a Councillor's salary only, and receives no additional payment to serving on the Community Board.
15. Directors' fees paid to Councillors who serve as directors of Council-controlled organisations cannot be taken into account when considering Councillors' remuneration. The directors' fees paid to such Councillors reflect their service as directors of the companies concerned, rather than their role as Councillors.
16. Although the Mayor's salary is set independently by the Remuneration Authority, it is included within the pool.
17. Although it is possible for the Council to recommend the payment of a mixture of salary and meeting fees to Councillors, Community Board members must be paid on a salary only basis without meeting fees. Because of the administrative difficulties associated with the payment of meeting fees and in ensuring that the total remuneration paid does not exceed the pool in any one year, it is recommended that the Council retain the salary only model for Councillors, rather than reverting to a mixture of salary and meeting allowances.

DISTRIBUTION OPTIONS

18. Although a variety of distribution options were considered by the Council and Community Boards both prior to and following the election, it is considered that little would be gained by attempting to revisit the margins prescribed by the Remuneration Authority in its post-election determination. That document is **attached as Appendix A**.
19. It is therefore recommended that the present salary margins that currently apply be continued following the release of the indicative pool for 2009/10.

10. Cont'd

Elected Member Allowances and Expenses

20. As part of its remuneration proposal, the Council is also required to seek the Remuneration Authority's approval for the allowances and expenses proposed to be paid to elected members. The current rules for expenses and allowances are **attached as Appendix B**.
21. The Remuneration Authority recently approved, as part of the expenses and allowances for the 2008/09 year, a flat communications allowance of \$100 per month for the Deputy Mayor, Councillors and all Community Board members. On that basis this report therefore recommends the status quo for communications expenses. Should the Council wish to consider an increase in the provision of equipment or resources to its elected members, it should be noted that there is no provision for such an increase in the current LTCCP, or yet planned for the future LTCCP.


Unanimity of the Council's Decision

22. In submitting its proposal the Council is required to notify the Remuneration Authority of:
 - (i) details of any dissent at Council; and
 - (ii) details of any dissent from its Community Boards.
23. Community Boards and individual Community Board members (or any other person) also have the ability to express any opposing views they might have on the Council's final proposal direct to the Remuneration Authority.
24. If the Council's recommendations are unanimous and reasonable it is unlikely that the Commission will withhold its approval. It does, however, have the power to amend any proposal if the level of dissatisfaction is high or if the proposal is considered unreasonable.

CONCLUSION

25. The salaries approved by the Remuneration Authority will apply from 1 July 2009 until 30 June 2010.

APPENDIX A

 Remuneration Authority

^{d/105}
COPY

28 JAN 2008

24 January 2008

~~Mr Bob Parker
Mayor
Christchurch City
P O Box 237
CHRISTCHURCH 8140~~

Dear Mr Parker

Local Government Elected Members Determination 2008

I refer to the Christchurch City Council's post-election remuneration proposal which was sent to the Remuneration Authority, by email, on 14 November 2007.

The Authority has considered the proposal in the light of the background information supplied with the proposal (including the staff report to the 7 November Council Meeting and the Hay presentation), submissions from community boards and individual elected representatives, and earlier discussions and correspondence between the Council and the Authority on this matter. Attached to this letter is an extract from the Determination we intend to issue in mid-February, which sets out our decision.

As you can see, we have not accepted the proposals put forward by the Council. The major differences between our decisions and the proposals put forward by the Council, and the reasons for our decisions, are set out below.

Councillors

Councillors' remuneration has been set at \$83,500, compared with \$79,995 proposed by the Council.

This is consistent with the position we set out in our letter of 1 August 2007 to the Council's Chief Executive. In that letter we made the point that Christchurch City

Remuneration Authority
PO Box 10084, Morrison Kent House, 105 The Terrace, Wellington 6143, New Zealand
Telephone 04 499 3068 Facsimile 04 499 3065 Email info@remauthority.govt.nz

08/376291

Councillors' remuneration had been "frozen" since July 2005 and that, had they received the average general movement in local authority remuneration since then, they would have been on about \$83,450 at that time i.e. August 2007.

As the governance pool available to fund the remuneration of the Council's elected representatives will not change for the 2008/2009 Determination, the forthcoming mid-February Determination will more than likely set the remuneration for Christchurch City Council's elected representatives *until July 2009*. Given the size, complexity and, in particular, the accountability of the Councillors' role, especially compared to that of the members of Community Boards, the Authority was not prepared to see ongoing erosion of their remuneration levels.

Deputy Mayor

The remuneration of the Deputy Mayor has been set at \$96,400, compared with \$92,958 proposed by the Council.

This maintains the margin of around \$13,000 between the remuneration of the Deputy Mayor and that of a Councillor.

These decisions have, of course, resulted in a reduction in the amount of the governance pool available for the remuneration of Community Board members.

Community Boards

(a) City Community Boards

The remuneration of the **Chairs of the City Community Boards** is set at \$23,500 compared with \$33,604 proposed by the Council.

This is a substantial difference, and an even greater reduction from the \$35,850 established for these positions in our first Determination in 2007. There are two main reasons for our decision:

- **Relativity with other urban Community Board Chairs.** At \$23,500, the remuneration is comparable to the remuneration of the Chairs of Community Boards in large (and sometimes operationally challenging) urban centres such as Auckland, North Shore, Waitakere, Manukau and Wellington.

- **Relativity with Councillors.** Irrespective of the demands on Community Board Chairs, or the financial delegations which they may be given from time to time, the responsibility and accountability for “taxing and spending” remains with Councillors. We have found it increasingly difficult to justify the remuneration of Christchurch City Community Board Chairs being 50%, or more, higher than that of the Councillors in, for example, the neighbouring authorities of Selwyn and Waimakariri. (In these cases the Councillors’ remuneration is around \$25,000.)

Our considered view is that, with the election of the first new Council following the Christchurch City/Banks Peninsula amalgamation, now is the time to address what has increasingly been an anomaly in elected representatives’ remuneration.

The remuneration of the **Members of the City Community Boards** is set at \$16,450 compared with \$16,096 proposed by the Council. This sets the members’ remuneration at around 70% of the remuneration of the chair.

In most Local Authorities with Community Boards, the remuneration of the members is around half that of the chair (as would have been the case with the \$33,604/\$16,096 relationship proposed by the Council.) In one or two Local Authorities the relationship is closer to 70%. In this case we have accepted a 70% relationship, based in part on the survey of the respective time commitments of chairs and members carried out by Hay.

(b) Peninsula Community Boards

The remuneration of the **Chairs of the Peninsula Community Boards** is set at \$15,510 compared to the \$26,884 proposed by the Council.

Two matters in particular have informed our decision. We have assumed that, although the requirements of the roles are substantially the same as for the City Community Board Chairs, the time commitment is less. We have taken into account the survey work carried out by Hay on the time commitment of the Peninsula Chairs and have arrived a figure of around two thirds of that of the Chairs of the City Boards.

This places the remuneration of the Chairs of the Peninsula Community Boards well above the norm for the chairs of rural community boards. However, we have accepted the argument that, as part of Christchurch City, there is a wider role for both the chairs and members, and a corresponding extra time commitment, which may not be faced by members of other rural community boards.

The remuneration of **Members of the Peninsula Community Boards** is set at \$10,860 compared to the \$12,877 proposed by the Council. This maintains the 70% relationship between the remuneration of the chair and members, consistent with the approach we have taken for the City Community Boards.

APPENDIX A

4

Next Steps

There have been a number of submissions made to the Authority by Community Boards and individual elected representatives. We are in the process of acknowledging these, and informing the authors that we have come to a decision which has been conveyed to you and the Chief Executive. I suggest that, in advance of the publication of the Determination in the Gazette, you send all elected representatives a copy of this letter.

Yours sincerely



David Doughton
Chairman

cc Mr Tony Marryatt
Chief Executive
Christchurch City Council

CHRISTCHURCH CITY COUNCIL

PROPOSED ELECTED MEMBER ALLOWANCES AND EXPENSES
RULES 2009/10

SECTION 1 - NAME OF LOCAL AUTHORITY: CHRISTCHURCH CITY COUNCIL
(Schedule prepared _____ 2009)

Contact person for enquiries:

Name: Clare Sullivan Designation: Council Secretary

Email: clare.sullivan@ccc.govt.nz Telephone: (03) 941-8533
(Direct Line)

SECTION 2 - DOCUMENTATION OF POLICIES

List the local authority's policy documents which set out the policies, rules and procedures relating to the expenses and allowances payable to elected members.

Document name	Reference no. (if any)	Date
Schedule of elected member allowances and expenses		2009/10 Schedule prepared _____ 2009
Policy Register		30 September 2004

SECTION 3 - AUTHENTICATION OF EXPENSE REIMBURSEMENTS AND ALLOWANCES

Summarise the principles and processes under which the local authority ensures that expense reimbursements and allowances payable in lieu of expense reimbursements, -

- are in line with council policies
 - have a justified business purpose
 - are payable under clear rules communicated to all claimants
 - have senior management oversight
 - are approved by a person able to exercise independent judgement
 - are adequately documented
 - are reasonable and conservative in line with public sector norms
 - are, in respect of allowances, a reasonable approximation of expenses incurred on behalf of the local authority by the elected member
 - are subject to internal audit oversight.
1. Comprehensive schedule approved by the Council. Basis is "actual and reasonable" expenses only.
 2. Expenditure must relate to the items listed in the schedule.
 3. Expense claims are approved by the Council Secretary. Full receipts are required.
 4. The policies set by the Council reflect public sector norms of reasonableness and conservatism.
 5. The allowances listed in the schedule have been calculated to approximate the expenditure to which the allowances relate.
 6. Internal audit work programme includes sampling expense claims and allowances paid to elected members and staff.

SECTION 4 - VEHICLE PROVIDED

Are any elected members provided with use of a vehicle, other than a vehicle provided to the Mayor or Chair and disclosed in the remuneration information provided to the Remuneration Authority? No

SECTION 5 - MILEAGE ALLOWANCES

1. **Rate of allowance paid per kilometre**

Reimbursement at the rate per kilometre approved by the Remuneration Authority for Council-related car running associated with attendance at the following meetings or events:

- Council meetings
- Council seminars and workshops
- Committee meetings
- Community Board meetings
- Subcommittee meetings
- Hearings
- Local conferences, seminars and training courses
- Residents' association and neighbourhood group meetings
- Meetings of outside bodies, where the member is attending as a formally appointed Council representative
- Council tours and site inspections
- Meetings with Chief Executive, General Managers or Unit Managers
- Briefings

SECTION 6 - TRAVEL AND ACCOMMODATION

6.1 **Taxis and other transport**

Are the costs of taxis or other transport reimbursed or an allowance paid? Yes

The following members are entitled to the reimbursement of Council or Community Board related taxi and bus fares and parking charges:

- Mayor
- Deputy Mayor
- Councillors
- Community Board chairman
- Community Board members

Members wishing to use taxis for such purposes are required to first obtain taxi chits for use with the Council's approved taxi service provider.

6.2 **Carparks**

Are carparks provided? Yes

Mayor, Deputy Mayor and Councillors are provided with carparks for use whilst on Council business.

6.3 **Use of Rental cars**

Are rental cars ever provided? Yes

The Mayor, Deputy Mayor and Councillors are occasionally provided with rental cars when attending conferences in other centres, where this is the most cost effective travel option (although rental cars are not provided for travel to and from Christchurch when attending such events).

6.4 Air Travel Domestic

Summarise the rules for domestic air travel.

- All elected members are entitled to utilise domestic air travel for Council related travel, where travel by air is the most cost effective travel option.
- All such travel must be booked through the Democracy Services Unit.

(See also clause 6.6.)

6.5 Air Travel International

Summarise the rules for international air travel (including economy class, business class, stopovers).

1. (i) That as a general policy all elected member and staff international air travel be by way of economy class, where the costs of the fares are met by the Council.
(ii) That no unnecessary expenses be incurred in the course of such travel.
(iii) That all travel be planned in advance.
2. That, in the case of elected members, exceptions to this policy require the approval of the Council where business class air travel is desirable for health or other compelling reasons.
3. The Council to authorise the attendance of only one or two elected members unless there are special circumstances.
4. All travel and accommodation arrangements to be made by appropriate staff with the Council's preferred travel agents at the most economic cost available at the time of booking unless travel costs are being met by an outside party.
5. As staff would normally be expected to accompany elected members, approval for sole elected member travel to be given only in special circumstances.
6. The travel expenses to be reported to include travel, accommodation, incidental expenses and conference registration.
7. A report to be submitted to the Council on the Council-funded component of the travel and the findings and benefits to the Council.
8. That the Council authorise the payment of the associated travel, accommodation and incidental costs for the Mayoress to enable her to accompany the Mayor on overseas trips, where appropriate.

6.6 Attendance at conferences, courses, seminars and training programmes etc.

Payment of actual and reasonable registration, travel, accommodation, meal and related incidental expenses (including travel insurance) incurred in attendance at conferences, courses, seminars and training programmes etc, held both within New Zealand and overseas, subject to the rules and criteria relating to international air travel set out in clause 6.5, and subject also to the following conditions:

- The related expenditure can be accommodated within existing budgets
- The major subject of the event (conference, course, seminar or training programme etc) is of significant relevance to the Council, and includes a significant policy/governance content
- Attendance at the event is relevant for obtaining an understanding of policies and initiatives taken by other local authorities relevant to the Council's activities

In the case of Councillors, attendance at such events is covered by the following policy:

Discretionary Allocation of \$4,000 per member:

1. All Councillors are provided with a discretionary allocation of \$4,000 per annum from the relevant travel and conference budgets, to be used for conferences, courses, seminars and training that they choose to attend. This amount is non-transferable and is to cover course fees, travel, accommodation and meals.
2. The conference, course, seminar or training event selected must contribute to the Councillor's ability to carry out Council business.
3. Councillors wishing to utilise this discretionary funding for attendance at such events are required to obtain the prior written confirmation from both the Mayor (or the Deputy Mayor) and the Chief Executive that the conditions set out above have been met. .

Council Representatives on External Organisations:

Where the Council has formally appointed elected members to external organisations (eg Zone 5 of Local Government New Zealand) such members may attend conferences or seminars held by the relevant external organisations of their own volition, provided the expenditure involved can be met within the relevant budget provision. (Such expenditure does not fall within the discretionary allocation of \$4,000).

Prior Council Approval Required in Other Cases

1. The prior approval of the Council is required for:
 - (a) Any fact finding travel by Councillors outside Christchurch for the purpose of inspecting or evaluating initiatives, facilities or operations which may be of benefit to Christchurch City.
 - (b) Any travel as part of a Sister City Delegation, where the cost of such travel is not wholly covered by the host city (Such expenditure does not fall within the discretionary allocation of \$4,000).
2. Prior Council approval is not required for the attendance of elected members at the certification courses run by Auckland University for Resource Management Act decision-makers, as members are required to obtain such certification before they can sit on RMA Hearings Panels.

Mayor

In the case of the Mayor, the following rules apply:

1. The Mayor may of his own volition arrange day-return or short-term travel on official Council business within New Zealand, provided the cost of such travel, accommodation and related incidental expenses can be met within the relevant budget provision.
2. Other travel for attendance at conferences, courses, training events and seminars, or for other purposes associated with his position as Mayor which falls outside (1) above requires the prior approval of the Chief Executive.
3. The prior approval of the Council is required for:
 - (a) Any fact-finding travel by the Mayor outside New Zealand for the purpose of inspecting or evaluating initiative, facilities or operations which may be of benefit to Christchurch City.
 - (b) Any travel as part of a Sister City Delegation, where the cost of such travel is not wholly covered by the host city.

Community Board Members

In the case of Community Board Chairpersons and Community Board members, attendance at conferences, courses, seminars and training programmes etc, requires the prior approval of the relevant community board in all cases, and is required to fall within budget parameters.

6.7 Airline Club/Airpoints/Airdollars

Are subscriptions to airline clubs (such as the Koru Club) paid or reimbursed?

Mayor only, given frequent travel. Yes

Are airpoints or airdollars earned on travel, accommodation etc paid for by the local authority, available for the private use of members? Yes

6.8 Accommodation costs whilst away at conferences, seminars, etc

Summarise the rules on accommodation costs.

1. Actual and reasonable costs reimbursed.
2. All accommodation must be booked through the Democracy Services Unit.

6.9 Meals and sustenance, incidental expenses

Summarise the rules on meals, sustenance and incidental expenses incurred when travelling. (If allowances are payable instead of actual and reasonable reimbursements, state amounts and basis of calculation.)

1. Actual and reasonable meal costs are paid for by the Council.
2. No reimbursement of meals provided by others.

6.10 Private accommodation paid for by local authority

Is private accommodation (for example an apartment) provided to any member by the local authority?

No

6.11 Private accommodation provided by friends/relatives

Are allowances payable in respect of accommodation provided by friends/relatives when travelling on local authority business?

No

SECTION 7 - ENTERTAINMENT AND HOSPITALITY

Are any hospitality or entertainment allowances payable or any expenses reimbursed?

No

SECTION 8 - COMMUNICATIONS AND TECHNOLOGY

8.1 Equipment and technology provided to elected members

Is equipment and technology provided to elected members for use at home on council business?

For Mayor, Deputy Mayor, Councillors and Community Board Chairs:

- PC or Laptop Yes
- Fax No
- Printer Yes
- Broadband connection Yes
- Second landline to house No
- Consumables and stationery Yes
- Mobile Phone No
- Other equipment or technology No

For remaining Community Board members:

- Broadband connection.
- Consumables and stationery

Are any restrictions placed on private use of any of the above? No

8.2 Home telephone rental costs and telephone calls (including mobiles)

Are telephone rental costs reimbursed in whole or part? Yes
Are telephone call expenses reimbursed in whole or part? Yes

In the case of the Mayor, the Council pays in full his:

- Home telephone line rental, and associated toll charges
- Monthly cellphone based rental, and all associated call charges

8.3 Allowances paid in relation to communication and/or technology provided by elected members

Are any allowances paid in relation to communications and/or technology provided by the member relating to council business? Yes

The Deputy Mayor, Councillors and all Community Board members are entitled to a flat communications allowance of \$100 per month as a contribution towards:

- **The standard cost of a residential phone connection**
- **Council or Community Board related toll calls made from their home telephone line**
- **Call charges for Council or Community Board related calls made from their cellphones**
- **Broadband charges related to Council or Community Board business.**

SECTION 9 - PROFESSIONAL DEVELOPMENT, CLUBS AND ASSOCIATIONS

Are any expenses reimbursed or allowances paid in respect of members' attendance at professional development courses, conferences and seminars? Yes
(See section 6 for full details).

Are any expenses reimbursed or allowances paid in respect of subscriptions to clubs or associations? No

SECTION 10 - OTHER EXPENSE REIMBURSEMENTS AND ALLOWANCES

Are any other expense reimbursements made or allowances paid? No

SECTION 11 - TAXATION OF ALLOWANCES

Are any allowances (as distinct from reimbursements of actual business expenses) paid without deduction of withholding tax? No

SECTION 12 - SIGNATURE

I seek approval from the Remuneration Authority, in relation to the period 1 July 2009 to 30 June 2010, of the expense reimbursement rules and payments of allowances applicable to elected members as set out in this document.

The approved document and any attachments will be available for public inspection in accordance with the Remuneration Authority's determination.

Signature

Council Secretary

Date

Designation

11. SIMEON QUAY – PROPOSED NO STOPPING RESTRICTION

General Manager responsible:	General Manager City Environment, DDI 941-8608
Officer responsible:	Transport and Greenspace Manager
Author:	Steve Dejong (for Network Operations – Barry Cook)

PURPOSE OF REPORT

1. The purpose of this report is to seek the Lyttelton Mt Herbert Community Board's approval that the stopping of vehicles be prohibited at any time on a portion of the north side of upper Simeon Quay.

EXECUTIVE SUMMARY

2. Earlier this year the Council received a request from the Lyttelton Volunteer Fire Brigade, advising they are concerned they can not manoeuvre their fire tender along the upper portion of Simeon Quay, when a vehicle is parked outside numbers 24 and 26, due to insufficient carriageway width.
3. Staff met with the Chief Fire Officer Lyttelton, discussed his concerns and made an inspection of the site. This confirmed that the usable carriageway width outside number 24 and 26 Simeon Quay, between the retaining wall and the power pole was only 4.2 metres wide.
4. When a vehicle is parked outside either number 24 or 26 Simeon Quay the usable carriageway width is reduced to between 2.3 to 2.5 metres wide, which is insufficient for the egress of a fire tender.
5. Staff are loath to remove any on-street parking within the Lyttelton area, knowing that parking is a premium in this historic hills settlement. However in this case it is felt that the benefit and peace of mind to the residents in the area outweighs the loss of these two parking spaces.
6. The proposed No Stopping Restriction, although removing two on-street parking spaces, will provide unimpeded access along this portion of Simeon Quay for essential emergency vehicles.
7. Consultation documents were delivered to the three affected properties, all have failed to respond. The Lyttelton Community Association is supportive of this proposal.

FINANCIAL IMPLICATIONS

8. The estimated cost of this proposal is approximately \$100.00.

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

9. The installation of road markings and signs is within the LTCCP Streets and Transport Operational Budgets.

LEGAL CONSIDERATIONS

10. Part 1, Clause 5 of the Christchurch City Council Traffic and Parking Bylaw 2008 provides Council with the authority to install parking restrictions by resolution.
11. The Community Boards have delegated authority from the Council to exercise the delegations as set out in the Register of Delegations dated April 2008. The list of delegations for the Community Boards includes the resolution of parking restrictions.
12. The installation of any parking restriction signs and/ or markings must comply with the Land Transport Rule: Traffic Control Devices 2004.

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

13. As above.

11. Cont'd

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

14. Aligns with the Streets and Transport activities by contributing to the Council's Community Outcomes- Safety and Community.

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

15. As above.

ALIGNMENT WITH STRATEGIES

16. The recommendations align with Council Strategies including the Parking Strategy 2003, Pedestrian Strategy 2001, Road Safety Strategy 2004 and the Safer Christchurch Strategy 2005.

Do the recommendations align with the Council's Strategies?

17. As above.

CONSULTATION FULFILMENT

18. On 28 July 2008 the residents at numbers 22, 24 and 26 Simeon Quay were sent a letter with a copy of the proposed plan; asking them to indicate if they support or oppose the proposed No Stopping restriction. All have failed to respond.
19. The Lyttelton Community Association were consulted and have indicated their support for the proposal.

STAFF RECOMMENDATION

It is recommended that the Lyttelton Mount Herbert Community Board approve:

- (a) That the stopping of vehicles be prohibited at any time on the north side of upper Simeon Quay commencing at a point 36 metres east of its intersection with Cunningham Terrace and extending in a easterly direction for a distance of 12 metres.



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SIMEON QUAY
Proposed No Stopping
For Board Approval

Original Plan Size: A4
ISSUE. 1 11.08
RAH

\\sdrive\file location - \\s\PROJECTS\001 TO 200\026 TO 050\46 CSR NON CONTRACTED WARDS\SIMEON QUAY - 46-92800667\SIMEON QUAY.DWG

12. EASEMENT OVER RESERVE 4450, CHARTERIS BAY

General Manager responsible:	General Manager City Environment, DDI 941-8656
Officer responsible:	Planning & Investigations Team Manager, Network Planning Team
Author:	Kathy Jarden, Property & Leasing Advisor

PURPOSE OF REPORT

1. The purpose of this report is to seek the approval of the Lyttelton Mt Herbert Community Board to the granting of a right-of-way easement over Reserve 4450, Charteris Bay for the benefit of the adjoining land owners of Lot 40 DP 12000 and Lot 1 DP 12335.

EXECUTIVE SUMMARY

2. An application has been received from the neighbouring property owners to gain the Board's consent to an easement over Reserve 4450. The easement is to provide vehicular and pedestrian access to the dwellings situated on Lot 40 DP 12000 and Lot 1 DP 12335.
3. The easements are shown on the **attached** Digital Title Plan 500928-03 (draft) as area A and D.
4. This reserve is held as a forestry reserve in terms of the Reserves Act 1977 and the decision has been made to retain it. The process of granting easements over the land is to legally tidy-up an existing physical situation and prior commitment.

FINANCIAL IMPLICATIONS

5. Council has a policy that provides for the charging of compensation when granting a right-of-way or other easements over park or reserve land that is owned by the Council at the time a request for an easement is made. In this case, however, no compensation will be sought as there is a longstanding agreement, dating prior to the vesting of the land as reserve, that the owners of the property can have access over this reserve.

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

6. N/A

LEGAL CONSIDERATIONS

7. Provision exists under Section 48 of the Reserves Act 1977 to grant such easements where the Reserve will not be materially altered or permanently damaged. This application falls into this category and as such, approval has been recommended subject to appropriate conditions. Public notification is not required. The easement documents will be prepared by Council's Legal Services Unit.

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

8. Yes.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

9. N/A.

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

10. N/A.

ALIGNMENT WITH STRATEGIES

11. N/A.

Do the recommendations align with the Council's strategies?

12. N/A.

12. Cont'd

CONSULTATION FULFILMENT

13. It is considered that as the Reserve will not be materially altered or permanently damaged and the rights of the public in respect of the reserve are not likely to be permanently affected, public notice is not required to be undertaken. There is no consultative requirement associated with the granting of this easement.

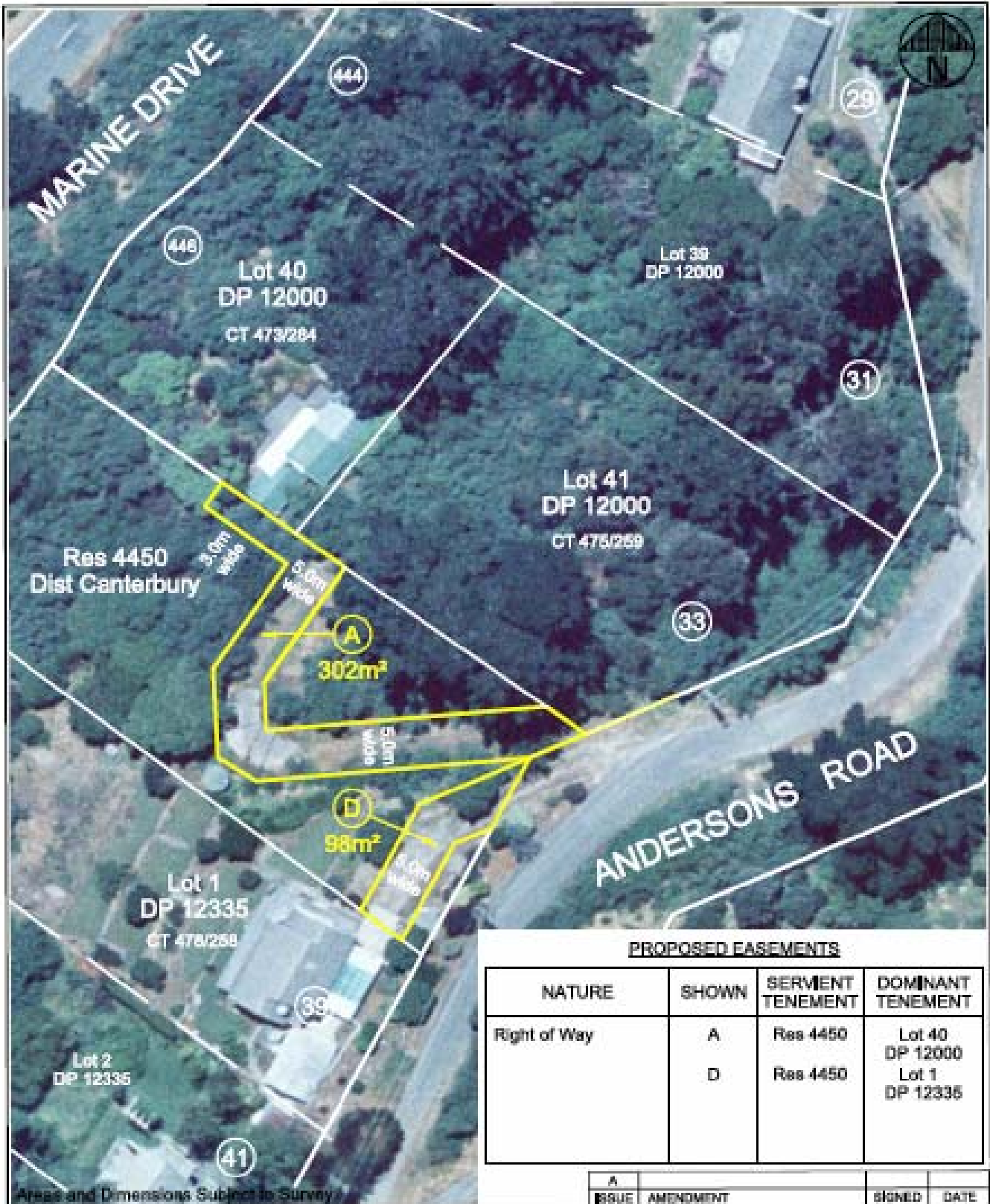
STAFF RECOMMENDATION

It is recommended that the Lyttelton Mt Herbert Community Board approve a right-of-way easement over Reserve 4450, subject to the following conditions:

- (a) The applicants each being responsible for all costs associated with the easement (processing, valuation, survey, legal and registration) including all Council related costs.
- (b) The consent of the Department of Conservation being sought.

BACKGROUND

14. The land described as Reserve 4450 was set apart for plantation purposes as a result of subdivision and was vested in the Chairman, Councillors and Inhabitants of the County of Mount Herbert, in trust, for plantation purposes on the 26 January 1944.
15. Plantation Reserve 4450 was on the Banks Peninsula District Council's Reserve Disposal Schedule and held over from the disposal process for two years pending amalgamation with Christchurch City Council. Council's Asset and Network Planning Team have since indicated that they do not wish to dispose of the reserve.
16. The adjoining neighbours were written to in February 2004 advising of the disposal process and asking for any comments on the possible disposal.
17. Mrs Jillian Gillespie who is one of the adjoining property owners has a bach situated on her property, being Lot 40 DP 12000. This property is the lower of two sections, with the top section bordering Andersons Road. Access to her bach can only be through the Plantation Reserve. Telephone and power lines run down the reserve to Mrs Gillespie's house.
18. Mrs Gillespie's property was originally purchased in 1941 from the Mt Herbert County Council by a Mr Coxhead. At the time of the purchase he received a letter of approval from Mt Herbert County Council for access through the Plantation Reserve to site his proposed house. He received a formal letter from that Council allowing him right of access through the reserve on a permanent basis. Unfortunately the copy of the letter to Mr Coxhead has been misplaced over the years.
19. The other adjoining property owner (Lot 1 DP 12335) is now Mr Graeme Falla. Mr Graeme Falla acquired the property from his father Mr H.T. Falla who also obtained written confirmation from the Mt Herbert County Council on 7 September 1943 that he could have access through the reserve; a copy of his letter is **attached**.
20. Mr G Falla made submissions to the Banks Peninsula District Council regarding the possible disposal of this reserve in 2004. Mr Falla's nephew, Craig McIntyre, wrote to Council on his uncle's behalf and indicated he was interested in purchasing the reserve with a view to legalising his and Mrs Gillespie's access over the reserve and also proposing a subdivision of the reserve and his title to a more manageable size for Mr Falla and making a new allotment available for future building.
21. Mrs Gillespie and Mr Falla have each agreed to pay the costs associated in processing the documents.




PROPOSED EASEMENTS

NATURE	SHOWN	SERMENT TENEMENT	DOMINANT TENEMENT
Right of Way	A	Res 4450	Lot 40 DP 12000
	D	Res 4450	Lot 1 DP 12335

A	ISSUE	AMENDMENT	SIGNED	DATE
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PROPOSED RIGHT OF WAY

 <p>CHRISTCHURCH CITY COUNCIL · YOUR PEOPLE · YOUR CITY</p>	SURVEYED DRAWN J. Anderson DATE 03/2008	DRAWING NUMBER 500928-03 FILE REFERENCE WBS 561/223/3	ORIGINAL SHEET size A4	SCALES 1:500
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TELEPHONE 35-275
P.O. BOX 704

MOUNT HERBERT COUNTY COUNCIL

All correspondence to be addressed to

The County Clerk

Office:

90 HEREFORD STREET
CHRISTCHURCH C.I

7th September 1943.

Mr. H. T. Falls,
59 Westerra Street,
Linwood,
CHRISTCHURCH.

Dear Sir,

Your application for permission to make use of a small portion of the Council's reserve for the purpose of access to your residence proposed to be erected on your land at Charteris Bay adjoining the Reserve, as indicated in the sketch plan accompanying your letter of 31st August 1943, has been considered by my Council and it has been decided to grant your request subject to the conditions:-

1. That you erect a gate at your own expense at the road boundary where access commences and a similar gate at the boundary between the Reserve and your property (as indicated on plan).
2. The road-way to be formed through the Reserve (at your own expense) to be so constructed that no storm water drainage therefrom is to be discharged on to the Council's Reserve.
3. The portion of the roadway through the Reserve not to be fenced off from the balance of the reserve.

Yours faithfully,



County Clerk.

P.S. I have not yet received your formal application for a Building Permit for your residence, but have authority from District Building Controller to issue same when application is made.

59 Westera Street,
Linwood,
CHRISTCHURCH.

31st. August 1948.

COUNTY CLERK,
MOUNT HERBERT COUNCIL,
c/o Messrs. G.G. McKellar & Co.,
90 Hereford Street,
CHRISTCHURCH.

Dear Sir,

Please find herewith the locality plan for my proposed residence at Charteris Bay, and my formal application for permission to use a portion of the Reserve for an entrance. As this has already been approved at a recent meeting of the Council, I would like to use this opportunity of expressing my thanks.

Yours faithfully,

H. T. Fells
.....

13. RECESS COMMITTEE

General Manager responsible:	General Manager Regulation and Democracy Services, DDI: 941-8549
Officer responsible:	Democracy Services Manager
Author:	Liz Carter, Community Board Adviser

PURPOSE OF REPORT

1. The purpose of this report is to seek the Board's approval to put in place delegation arrangements for matters of a routine nature (including applications for funding) normally dealt with by the Board, to cover the period following its last scheduled meeting for 2008 (being 16 December 2008) up until the Board resumes normal meetings proposed to commence in February 2009.

EXECUTIVE SUMMARY

2. In past years it has been normal practice for the Board to give delegated authority to a Recess Committee to make decisions on its behalf.
3. During the period late December 2007 to February 2008 the Lyttelton Mt Herbert Community Board delegated its authority to a Recess Committee comprising the Board Chairperson or Deputy Chairperson, and two Board members.

STAFF RECOMMENDATIONS

- (a) That a Recess Committee comprising the Board Chairperson **or** Deputy Chairperson and two Board Members be authorised to exercise the delegated powers of the Board for the period following its 16 December 2008 meeting up until the Board resumes normal business proposed to commence in February 2009.
- (b) That the application of any such delegation be reported back to the Board for record purposes.

14. ADOPTION OF SCHEDULE OF MEETINGS 2009

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

PURPOSE OF REPORT

1. The purpose of the report is to seek the adoption by the Board of the schedule of meetings setting out the proposed times and dates of ordinary Board meetings.

EXECUTIVE SUMMARY

2. In order that the business of the Board can be conducted in an orderly manner, and to allow public notification of meetings to be given in compliance with the Local Government Official Information and Meetings Act 1987, it is necessary for the Board to adopt a schedule of meetings. All meetings (at this point) will be held in the Lyttelton Recreation Centre, 25 Winchester Street, Lyttelton.
3. The schedule assumes that Board meetings will be held on a Tuesday commencing at 9.30am.

FINANCIAL IMPLICATIONS

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

4. Provision is made in the 2006-16 LTCCP on page 115 for elected member representation and governance.

LEGAL CONSIDERATIONS

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

5. Clause 30 of Schedule 7 of the Local Government Act 2002 provides that Community Boards may set the date and time for meetings and may appoint committees that it considers appropriate.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

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

6. Page 111 of the LTCCP level of service under democracy and governance.

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council's strategies?

7. Not applicable.

CONSULTATION FULFILMENT

8. Not applicable

14. Cont'd

STAFF RECOMMENDATION

It is recommended that the Board adopt the schedule of meetings for 2009, as follows:

Tuesday 17 February 2009	9.30am	Lyttelton Recreation Centre
Tuesday 17 March 2009	9.30am	Lyttelton Recreation Centre
Tuesday 14 April 2009	9.30am	Lyttelton Recreation Centre
Tuesday 19 May 2009	9.30am	Lyttelton Recreation Centre
Tuesday 16 June 2009	9.30am	Lyttelton Recreation Centre
Tuesday 14 July 2009	9.30am	Lyttelton Recreation Centre
Tuesday 18 August 2009	9.30am	Lyttelton Recreation Centre
Tuesday 15 September 2009	9.30am	Lyttelton Recreation Centre
Tuesday 13 October 2009	9.30am	Lyttelton Recreation Centre
Tuesday 17 November 2009	9.30am	Lyttelton Recreation Centre
Tuesday 15 December 2009	9.30am	Lyttelton Recreation Centre

15. BRIEFINGS



15.1 LYTTELTON HERITAGE GARDEN

Ann Campbell and Maria Adamski will show the Board a concept plan for the Lyttelton Heritage Garden prior to going out for consultation.

15.2 CORSAIR BAY JETTY

Ian Jackson will update the Board on the removal of the steps from the Corsair Bay Jetty and plans for its future.

16. COMMUNITY BOARD ADVISERS UPDATE

16.1 REPRESENTATION REVIEW SUBMISSION



16.2 ALLANDALE RESERVE ISSUES

17. ELECTED MEMBERS INFORMATION EXCHANGE

18. QUESTIONS UNDER STANDING ORDERS