



Christchurch City Council

LYTTELTON-MT HERBERT COMMUNITY BOARD AGENDA

TUESDAY, 20 MAY 2008

AT 9:30 AM

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

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

Community Board Adviser

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PART A - MATTERS REQUIRING A COUNCIL DECISION

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1. **APOLOGIES**

2. **CONFIRMATION OF MEETING REPORT – 15 APRIL 2008**

The report of the Board's ordinary meeting of 15 April 2008 is **attached**.

STAFF RECOMMENDATION

That the report of the Board's ordinary meeting held on 15 April 2008 be confirmed.

12.6. 2008

**LYTTELTON-MT.HERBERT COMMUNITY BOARD
15 APRIL 2008****A meeting of the Lyttelton-Mt Herbert Community Board
was held on Tuesday 15 April 2008 at 9.30am**

PRESENT: Paula Smith (Chairperson), Jeremy Agar, Doug Couch, Ann Jolliffe, Dawn Kottier and Claudia Reid.

APOLOGIES: Nil

PART B – REPORTS FOR INFORMATION**1. DEPUTATIONS BY APPOINTMENT****1.1 Governors Bay Foreshore Project – Sally Tripp**

Sally Tripp (Landcare Group) addressed the Board regarding the Governors Bay Foreshore Project. She was accompanied by Eric Hunter (Chairperson Governors Bay Community Association), Olga Weber (Foreshore resident & Landcare Group), Helen Chambers (Foreshore resident & Landcare Group) and Ray Vickers (Governors Bay Community Association & Landcare Group).

Ms Tripp explained the work of the Governors Bay Foreshore Group, which was primarily focused on the elimination of weeds and the planting of the foreshore. The target weed of the group was Old Mans Beard, which it was planned to remove over a 5 year period from 2006. Both Environment Canterbury and the Christchurch City Council had an involvement with the project and had provided funding.

The group had sought to keep the Governors Bay community informed through the Governors Bay Community Association newsletter and now wanted this project officially recognised by the Community Board.

Ms Chambers reported to the Board on a specific area of the foreshore that had been cleared and replanted. She explained the difficulties with erosion and the need to take care in the clearing so as to not exacerbate that problem.

The group tabled photographs and written information on its project and answered Board members questions.

Mr Vickers explained to the Board that he had mapped a great deal of reserve planting information, along with parking plans etc, on a mapping system previously supplied by Banks Peninsula District Council staff. He questioned whether he would be able to get access to a similar system through Christchurch City Council. Staff were asked to investigate.

Board members in later discussion agreed that the minutes of the groups meetings should be informally circulated to the Board and also suggested that the work of the group should be highlighted in *OnBoard*.

1.2 Lyttelton Police – Sergeant Phil Newton

Sergeant Phil Newton attended the meeting and updated the Board on a range of issues including recent crime statistics for the Lyttelton Harbour Basin.

1.3 Lyttelton Gymnastics Club – Anne Carne and Karen Farrell

Ms Carne spoke to the Board about the increase in rental for the Lyttelton Gymnastics Group to use the Lyttelton Recreation Centre, from \$11 to \$30 per session. She said the prices had been raised by the Council without in her opinion any consultation with users and the sharp increase now threatened the viability of the club which had a membership/attendance of 25-27 children.

The Board suggested that the Club put a submission to Council's Annual Plan regarding the proposed fee increase and that it also discuss funding assistance with the Community Development Adviser.

2. LYTTELTON HARBOUR ISSUES GROUP

The Board **received** a letter dated 19 March 2008 and notes from the Lyttelton Harbour Issues Group meeting held on 11 December 2008.

3. BRIEFINGS

3.1 Local Roothing Projects Update – David McNaughton, Asset Engineer

David McNaughton attended the meeting and updated the Board on local roading issues, including deadmans tests at Rapaki, Sumner Road gabions, Dyers Pass culverts and a seal extension for Camp Bay Road.

Mr McNaughton noted that inner harbour footpath improvements would require funding through the LTCCP before they could proceed.

Board members raised the following issues with Mr McNaughton:

- Ticehurst Terrace and Timeball Station – request for comment from staff on the parking suggestions for these locations to encourage walking between the two points.
- Directional Signage – request that staff talk to Transit New Zealand regarding improved signage directing people to Lyttelton, so as to avoid the current confusion.
- Deadmans Testing – questioned whether it could have possibly been carried out on a Urupa site. It was noted that staff should check with the correct authorities.
- Cycle Signs – members asked staff to comment on whether a trial of suitable signs could be arranged.

4. COMMUNITY BOARD ADVISERS UPDATE

The Community Board Adviser updated the Board on a range of issues.

- Godley House – the Facilities Management Team Leader had provided an update to the Board on the questions raised at the March Board meeting regarding maintenance issues at Godley House. Members asked that this update also be forwarded to the Diamond Harbour Community Association.
- Volunteering Canterbury – this organisation was calling for nominations for “Extra Special Volunteers”.

The Board **decided** to nominate John Cleaver and Don Cameron for an award under this scheme.

5. BOARD MEMBERS INFORMATION EXCHANGE

Members made specific mention of a range of issues including :

- Lyttelton Town Centre Zone – members briefly discussed options for providing additional protection for the existing historic character of the Lyttelton Town Centre, including seeking information from staff on heritage orders, Special Amenity Areas, the Urban Design Protocol and design advisory committee's.

Members asked that staff arrange a seminar to focus on Lyttelton urban design. It was suggested that the Boards' views from that seminar be forwarded to Council's Planning & Regulatory Committee.

- Morgans Gully Sewer Improvements/Upgrade – members asked staff to comment on progress with this project.
- Civil Defence Volunteers – it has been identified that there is a desperate need for more volunteers in certain areas. Members were asked to encourage people in the community to volunteer.
- Pest Liaison Committees – it was suggested that all of Banks Peninsula be incorporated into one Pest Liaison District, rather than the current two. Members agreed to consider this as part of the Board's submission to the Environment Canterbury Annual Plan.

PART C – DELEGATED DECISIONS

6. CONFIRMATION OF MEETING REPORT

The Board **resolved** that the report of the ordinary meeting held on Tuesday 18 March 2008 be confirmed, subject to the following amendments:

Clause 2.1 First paragraph
Insert "on behalf"

*Gary Horan, **on behalf** of the Lyttelton Rotary Club.....*

Clause 4.2 First bullet point
Amend "Bridal" to "Bridle"
Amend "Hawkhurst" to Harmans Rd
Add "Tce" after Ticehurst

***Bridle Path Road – intersection of Harmans Rd and Ticehurst Tce
whether.....***

7. LYTTTELTON-MT. HERBERT COMMUNITY BOARD DISCRETIONARY FUNDING

The Board considered a report seeking decisions on funding for Board sponsored events and a recommendation to establish a funding committee.

The Board **resolved** to allocate \$1,920.00 from its 2007/08 Discretionary Fund for ANZAC Day Commemorative Services in Lyttelton and Diamond Harbour.

The Board **resolved to** allocate \$1,000 from the Discretionary Fund for a Small Grants Fund, with a sealing of \$200 per application, and that a funding sub-committee consisting of the Chairman or Deputy Chairman plus any two Board members, be appointed for the balance of the triennial term, with delegated authority to consider and approve urgent applications to the Discretionary Fund that cannot wait until the next Board meeting. Results of those considerations to be reported to the next following Board meeting.

The Board **resolved** to allocate \$281.25 towards the erection of Christmas lights at the Holy Trinity Church.

8. APPLICATIONS FOR BOARDS DISCRETIONARY FUND

The Board considered a report seeking decisions on funding applications to the Boards Discretionary Funding.

The Board **resolved** to approve the following allocations for disbursement of the balance of the Board's 2007/08 discretionary funds, subject to noted conditions:

Recipient	Amount	Project	Conditions
Project Lyttelton	1,000.00	To market a community education programme	Accountability form to detail how many people attend each course as a direct result of this marketing.
Diamond Harbour Under 20 Trust	400.00	To purchase a printer	
Volcano Radio Incorporated	2,000.00	To boost the current transmitter to provide full coverage to harbour basin.	
Volcano Radio Incorporated	2,000.00	To develop a website.	Board to be recognised online as a sponsor of the website
Chalice Productions	2,500.00	To assist in the production of an historical documentary film.	Board to be acknowledged as a sponsor in the film.
Diamond Harbour Community Early Childhood Centre	2,500.00	To carry out a quantity survey to provide estimates for the cost of a childhood centre building.	


The meeting concluded at 12.35pm.

CONFIRMED THIS 20TH DAY OF MAY 2008

Paula Smith
CHAIRPERSON

3. DEPUTATIONS BY APPOINTMENT

3.1 MARGARET JEFFERIES – ACCESS, SUMNER ROAD



Margaret Jefferies wishes to address the Board on behalf of Pat O'Donovan, who is concerned about the access to her home at 39 Sumner Road.

3.2 BILL TROLOVE - CASS BAY PROPOSAL

Bill Trolove wishes to address the Board regarding a commercial proposal he has for making and hiring kayaks, using a Council facility (if possible) at Cass Bay. The proposal also involves an intention to establish a trust designed to encourage young people into using kayaks.

4. CORRESPONDENCE

5. PRESENTATIONS OF PETITIONS

6. NOTICES OF MOTION

7. NORMAN KIRK RESERVE – PINE TREE REMOVAL

General Manager responsible:	General Manager City Environment, Jane Parfitt; DDI 941-8656
Officer responsible:	Transport & Greenspace, Acting Unit Manager, Ross Herrett
Author:	Tony Armstrong, Parks Arborist, Trees & Nurseries

PURPOSE OF REPORT

- 1 The purpose of this report is to obtain a decision from the Lyttelton / Mt Herbert Community Board on a resident request to remove a pine tree in Norman Kirk Reserve, Diamond Harbour.

EXECUTIVE SUMMARY

- 2 Council has received requests from two neighbouring residents adjacent to the (Norman Kirk) reserve to remove a pine tree on the boundary of 7 and 9 Te Ra Crescent.
- 3 The reason given for the requests are; breaking boundary fence, debris from cones and small limbs, roots ruining garden.
- 4 An arboricultural assessment was carried out by an independent consultant arborist to evaluate the health, condition, value and hazard rating of the tree.
- 5 In summary the tree showed no significant defects or significant risks associated with it.
- 6 There is, therefore, no arboricultural reason to remove the tree.

FINANCIAL IMPLICATIONS

7. The cost to remove and replace the tree with a pb95 grade tree is estimated at \$5,000
8. The valuation for the tree using STEM is: \$27,400
9. STEM (A Standard Tree Evaluation Method) is the New Zealand national arboricultural industry standard for evaluating and valuing amenity trees by assessing their condition and contribution to amenity along with other distinguishable attributes such as stature, historic or scientific significance. STEM is used as a valuation tool by other Councils such as Auckland, Tauranga, Lower Hutt and Wellington.

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

10. The recommendations align with the current LTCCP budgets as there is no current funding for the removal of structurally sound and healthy trees in the Banks Peninsula ward.

LEGAL CONSIDERATIONS

11. The Transport and Greenspace Manager has the following delegation with respect to trees:
"In consultation with any other units affected and the relevant Community Board, authorise the planting or removal of trees from any reserve or other property under the Manager's control."
12. While the Transport and Greenspace Manager has the delegation to remove the tree, current practice is that in most cases requests to remove healthy and structurally sound trees are placed before the appropriate Community Board for a decision.
13. Under the Delegations to Community Boards, the Board has the authority to "plant, maintain and remove trees on reserves, parks and roads under the control of the Council within the policy set by the Council".

7. Cont'd

14. A "protected" tree can only be removed by a successful application under the Resource Management Act. This tree is not listed as protected under the provisions of the Banks Peninsula Proposed District Plan.
15. Council has a responsibility under the Health and Safety in Employment Act 1992 to provide a healthy and safe environment. This extends to public spaces under its administration and ownership.
16. City Plan Volume 2 Section 14.3.2 Policy: "Garden City" Image Identity states –
"To acknowledge and promote the "Garden City" identity of the City by protecting, maintaining and extending planting which compliments this image
17. An application to prune or remove the tree may be made to the District Court under The Property Law Amendment Act 1975.

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

18. Council has the legal right to approve or decline the application to remove the tree.
19. The District Court can order the pruning or removal of the tree under The Property Law Amendment Act 1975.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

20. Removing and replacing the tree without obtaining reimbursement from the applicant is inconsistent with the current LTCCP as funding has not been allocated in the Transport & Greenspace Unit tree maintenance budget for the removal of structurally sound and healthy trees in the Banks Peninsula ward.
21. Obtaining reimbursement from the applicant to remove and replace a structurally sound and healthy tree is consistent with the current LTCCP.
22. Retention of the tree is consistent with the Activity Management Plan provided the tree is structurally sound and healthy.
23. Removal and replacement of the tree is consistent with the Activity Management Plan.
24. Removing and not replacing the tree is not consistent with the Activity Management Plan.

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

25. There is no current funding for the removal of structurally sound and healthy trees in the Banks Peninsula ward.

ALIGNMENT WITH STRATEGIES

26. There is currently no overarching city wide strategy for vegetation management.
27. There is currently no policy for the pruning or removing of trees in public spaces. A Draft Tree Policy is being worked on.
28. Removing and replacing the tree would be in keeping with the Garden City Image.
29. Removing and not replacing the tree would not be in keeping with the Garden City image.

7. Cont'd

CONSULTATION FULFILMENT

30. The consultation on this project was carried out in February 2008 and sent to nine residents around the perimeter (of the reserve).
31. Submitters were asked whether they support or do not support the removal of the pine tree.
32. Six submissions were received in reply. Five (55%) responses indicated support, one (11%) indicated do not support and three (33%) did not respond. NB of the submissions received in reply, the support for removal was 83%.
33. In summary the feedback in support of removal, was of the opinion that the tree was either a nuisance or that the planting of some native trees, once removed, was preferred. Not in support was the opinion that there was no reason to remove a healthy tree.

STAFF RECOMMENDATION

That the residents request to remove a pine tree in Norman Kirk Reserve, Diamond Harbour, be declined due to there is being no arboricultural reason to remove a healthy tree.

68 Stapletons Road
Christchurch 8013

The Manager
Parks & Reserves
Christchurch City Council
PO Box 237
CHRISTCHURCH

FILE REF. PR-026-8/03	
DOCUMENT NO.	1106/5075
30 NOV 2008	ACTION
S. Mashan	SIGNED
READY FOR FILING	

90596711
90602690

7/11
CSR
with
PW

Dear Sir

Problem Tree – Norman Kirk Memorial Reserve, Diamond Harbour
Your Reference 90596711

I am the owner and occupier at 9 Te Ra Crescent Diamond Harbour. The property backs onto the Norman Kirk Reserve and in the reserve, but right on our boundary, is a mature pine tree that is creating ongoing problems.

The greatest problem is intrusive tree roots into my vegetable garden but there are also problems with pine needles and shading. Collectively these problems prevent me from having a proper vegetable garden.

Several weeks ago I contacted Council and requested that the tree be removed. I have not had a response as yet, but if Council does not favour removal of the tree, I request that Council remove all the branches that intrude over our boundary (these comprise more than 25% of the tree).

I also wish to poison the tree roots invading my vegetable garden. What is Council's view on this?

Yours sincerely

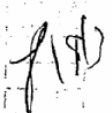
L A Graham

LO-017-002-291

113

15 Geelong Place
Burnside
Christchurch 8053

To Mr.Euan Cochrane
Arborist
Diamond Harbour
C.C.C.

FILE	
REF	LO-017-002-291
DOCUMENT	DN07/1132
DATE	1 MAR 2007
SIGNATURE	S. Mochon 

Re pine tree in Kirk Reserve, DHB, on boundary with 7 & 9 Te Ra Cres

Dear Sir

We are the owners of 7 Te Ra Cres, DHB. We share our back boundary with Kirk Reserve.

The large pine tree beside 7 & 9 Te Ra has become a great nuisance to us. We have watched it grow for 23 years. About 20 years age, trees which were of a similar age & size & so must have been planted at the same time were removed alongside the boundary with 5 Te Ra. This one was not.

While it has been pleasant to look at, we are very concerned about the problems caused by the roots especially, as they have encroached increasingly into our vegetable garden & beyond. The roots have caused the demise of our prolific grape fruit tree & a Lisborne lemon. Our once very productive garden is now virtually barren. Fertilising only encourages further root growth. Pine needles smothering the ground are also a nuisance.

The roots have also lifted the boundary fence & cracked the rails. Will the Council be liable for replacement?

Our neighbour Mr L. Graham (9 Te Ra Cres), is also very concerned about the affect to his property & he says he has talked to you about the matter.

Our request is for the tree to be removed.

Thank you for your attention



Ross & Margaret Ward
Phone 3584 060 cell 0273032303



KIRK RESERVE – PROPOSED PINE TREE REMOVAL Consultation Summary

The consultation on this project was carried out in February 2008 and sent to 9 residents around the immediate perimeter of Kirk Reserve. 6 submissions were received.

Submitters were asked whether they support or do not support the removal of the pine tree.

Pine Tree Removal	Number of Responses	Percentage
<i>Yes – I support the removal of the pine tree</i>	5	83 %
<i>No – I do not support the removal of the pine tree</i>	1	17 %
<i>Position not indicated</i>	3	

While these figures indicate strong support for the removal of the pine tree, the following issue was also identified:

- That some native trees should be planted in place of the missing tree if it is removed.

8. LYTTELTON/MT HERBERT RESERVES DISCRETIONARY FUNDING 2007/08 – PROPOSALS FOR UNALLOCATED FUNDING

General Manager responsible:	General Manager City Environment, Jane Parfitt, DDI 941-8656
Officer responsible:	Acting Transport and Greenspace Manager, Ross Herrett
Author:	Consultation Leader (Greenspace), Ann Campbell

PURPOSE OF REPORT

1. The purpose of this report is to allocate \$7,121.80 of the Boards remaining 2007/08 Reserves Discretionary funding.

EXECUTIVE SUMMARY

2. The balance of the Reserves Discretionary Fund is currently \$7,121.80.
3. There is no provision to seek “carryovers” into 2008/09 for any funds that have not been committed/expended by 30 June 2008.
4. Reserve Management Committees within the Boards area were sent a letter on 28 March 2008 inviting them to submit projects to be considered for this funding, no proposals were received.

Proposals for 2007/08 Allocation

5. In developing the proposed distribution of funds, staff have been mindful of the desire to achieve distribution across as many committees (areas) as possible, and to select projects that can be undertaken and completed by 30 June 2008.
6. Due to no requests received by any committees, and the financial year time constraints, staff propose to request to use the remaining funds to continue work on an existing project.

Corsair Bay Development

\$7,121.80

7. Work has now been completed on the toilet block/changing rooms at Corsair Bay. As part of this project work was undertaken in front of the building to stabilise the bank alongside the path down to the beach with a stone wall. This has greatly enhanced the area and the entrance to the beach. With this funding the work to create a stone wall and upgraded path back up to the carpark could be achieved and therefore finishing the hard landscape work to enhance the entrance from the carpark right down to the bay. Further funding is available next financial year to continue with associated landscaping and other work from the development plan once signed off by the Community Board.

FINANCIAL IMPLICATIONS

8. All of the above projects total \$7,121.80 which is the outstanding balance of the 2007/08 Reserves Discretionary Fund.

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

9. As above.

LEGAL CONSIDERATIONS

10. The Lyttelton/Mt Herbert Community Board has the delegated authority to allocate these funds.

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

11. Not applicable.

8. Cont'd

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

12. **LTCCP Parks, Open Spaces and Waterways – Page 123**

- a) Community – By providing welcoming areas for communities to gather and interact.
- b) Environment – By offering opportunities for people to contribute to projects that improve our city's environment.

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

- 13. As above.

ALIGNMENT WITH STRATEGIES

- 14. Social Wellbeing Strategy
Recreation and Sports Strategy
Natural Asset Management Strategy
Environmental Policy

Do the recommendations align with the Council's strategies?

- 15. As above.

CONSULTATION FULFILMENT

- 16. The Reserve Management Committees have been given the opportunity to submit projects for consideration, prior to the Board allocating these funds.

STAFF RECOMMENDATION

It is recommended that the Lyttelton/Mt Herbert Community Board allocate the remaining 2007/08 Reserves Discretionary Funds as listed under section 7 of this report.

9. BOARD REPRESENTATION ON OUTSIDE ORGANISATIONS & COMMITTEES

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 this report is to propose that the Board give consideration to making appointments of Board representatives on local outside organisations and committees.

EXECUTIVE SUMMARY

2. The Board at its December 2007 meeting, made appointments to various local community organisations and committees for the 2004/07 triennial term
3. Since the December meeting of the Board it has been identified that there are a number of other organisations, committees or working parties that have previously had a Board representative(s). The bodies involved are both internal and external and have not had Board appointments made to them for this triennial term. This report concerns a local outside organisation and an Environment Canterbury Committee.

ORTON-BRADLEY PARK BOARD

4. At the December 2007 Council meeting it was confirmed, through the Delegations to Community Board's, that the Council has delegated the power to the Lyttelton-Mt Herbert Community Board to appoint two representatives to the Orton Bradley Park Board. These appointments are basically to represent the historical appointments able to be made by the former Lyttelton Borough Council and the former Mt Herbert County Council, both of which are local authorities documented in the R.O. Bradley Estate Act. (The R.O. Bradley Estate Act is a private act of parliament which provides for the establishment and operation of the Orton Bradley Park Board.)
5. A letter has been sent to the Chairman of the Orton-Bradley Park Board, explaining how the Council will now be making the appointment of its four representatives to the Board. A letter has also been sent to the community members who were formerly representing Council on the Board, explaining that under the terms of the R.O. Bradley Estate Act their appointments lapsed as at the date of the triennial election (13 October 2007). Those community members were Dr. John Rentoul, Mr Barry Bowater and Mr Graeme Finlay.
6. The Community Board now needs to make two appointments to the Orton-Bradley Park Board. Under the terms of the delegation from the Council, the appointees may be Board members or "other persons".

SELWYN PEST LIAISON COMMITTEE

7. Environment Canterbury staff have confirmed that part of the Lyttelton-Mt.Herbert area (that part west of Gebbies Pass) is in the Selwyn Pest Liaison Committee district, rather than the Banks Peninsula Pest Liaison district. The boundaries for Pest Liaison Committees are apparently historical and date back to the days of the former rabbit boards.
8. Whilst the Council has delegated the power to the two Banks Peninsula Community Boards jointly to appoint a member of one of those Boards to the Banks Peninsula Pest Liaison Committee, there is no such delegation in respect of the Selwyn Pest Liaison Committee.
9. Appendix 4 of the Memorandum of Understanding between the Banks Peninsula District Council (BPDC) and the Christchurch City Council lists the committees that the BPDC had representatives on, at the time of the merger between the two Council's. The Banks Peninsula Pest Liaison

9. Cont'd

Committee is listed in that appendix. The Selwyn Pest Liaison Committee is not listed. There is also no evidence that either the Lyttelton-Mt Herbert Community Board or the BPDC made an appointment to that committee in the final term of the Banks Peninsula local authority.

10. Environment Canterbury staff have provided a copy of the Terms of Reference for Pest Liaison Committees (**attached**). The membership of these committees, as stipulated in the terms of reference, does not specifically include any appointees from the local authorities in the applicable area. There is provision for the Liaison Committees to co-opt "other appropriate representatives". Under that provision Board Member Jeremy Agar was co-opted on to the Selwyn Pest Liaison Committee at its meeting on April 14 2008, for the balance of the triennial term.
11. The Community Board has now made a submission to the Environment Canterbury Draft Annual Plan requesting that all of Banks Peninsula be included within the Banks Peninsula Pest Liaison Committee district.
12. Given that there is now a Board member on the Selwyn Pest Liaison Committee, and that the Board has now asked for all of its area to be included under the Banks Peninsula Pest Liaison district, staff are recommending that the Board resolve to retain the status quo for the remainder of this triennial term.
13. The issue of a Lyttelton-Mt Herbert Community Board representative on the Selwyn Pest Liaison Committee can be re-addressed at a later date following a decision from Environment Canterbury on the Boards submission regarding the pest liaison districts.

FINANCIAL IMPLICATIONS

14. Where Board members are appointed to external organisations, their attendances at meetings will be covered by their elected member's salary. Thus there are no financial implications apart from mileage allowances for attending such meetings.

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

15. Not applicable

LEGAL CONSIDERATIONS

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

16. There are no direct legal issues involved.

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?

17. Not applicable

ALIGNMENT WITH STRATEGIES/POLICIES/BOARD OBJECTIVES

18. Contributes to the Council's 2006/16 Strategic Directions (Strong Communities) and Community Outcomes (Governance and Community).

Strengthening Communities Strategy 2007 – yes, alignment with the engagement components of this strategy.

Board's Objectives 2006/09 – yes, appointments made contribute to meeting various objectives for the period.

9. Cont'd

Do the recommendations align with the Council's strategies/policies?

19. Yes, as per paragraph 18, above

CONSULTATION FULFILMENT

20. Not applicable

STAFF RECOMMENDATION

It is recommended that the Board resolve to:

- (a) Appoint two representatives to the Orton Bradley Park Board.
- (b) Endorse the co-option of Board Member Jeremy Agar to the Selwyn Pest Liaison Committee for the remainder of the triennial term.
- (c) Reconsider the issue of Board representation on the Selwyn Pest Liaison Committee at a later date, once a decision has been made on the boundaries for Pest Liaison Committees on Banks Peninsula.

PEST MANAGEMENT LIAISON COMMITTEES

TERMS OF REFERENCE

1. MEMBERSHIP

Membership of the committee shall consist of:

8 (maximum) Rural Ratepayer Representatives; and

Where appropriate one nominee from the Canterbury Regional Animal Health Committee; and

Constituency Environment Canterbury Members (ex officio); and

Other Appropriate Representatives following co-option by the Liaison Committee.

Liaison Committee members are to be elected at a public meeting of ratepayers for a three year term. Prior to election ratepayers attending the public meeting will be encouraged to consider the following criteria for choosing members:

- (a) a geographic spread of representation;
- (b) members with interests that reflect the pest issues for the area;
- (c) members that have experience in pest management matters.

Prior to the public meeting the Regional Council will call for registrations of interest by way of public notice. Additional nominations will be accepted from the floor of the public meeting.

Extraordinary vacancies may be filled by resolution of the liaison committees.

2. QUORUM

5 members

3. CHAIRPERSON

The position of Chairperson will be elected by the liaison committees members.

4. PURPOSE OF LIAISON COMMITTEES

These are liaison Committees under Pest Management Strategies including the Council's Regional Pest Management Strategy and probably the Animal Health Board's National Strategy for Bovine Tb. The committees will provide advice on the extent of Regional Council pest management activity and its costs in each pest district. They have a consultative and advisory role and will have recommendatory powers to the Council's Standing Committees on pest management activities including vectors of Bovine Tb within their area.

5. REMUNERATION/COSTS/SERVICES

Membership is voluntary and liaison committee members will bear their own costs. If requested, an annual sum will be made available for travel or phone expenses. This amount will be set by resolution of the Council.

Relevant Council staff will attend all meetings of the Liaison committees. A secretary to take minutes will be provided by the Council if required by the committee.

Incidental costs such as photocopying, circulation of agenda material to members, advertising minute taking and meeting room hire will be met by the Council.

Notice of meetings, minutes and agenda papers will be circulated to reach members at least 7 days prior to meetings.

6. OBJECTIVES

- (a) To ensure ratepayer input into effective and efficient pest management such as inspections, monitoring, advice, education, enforcement and, where appropriate, service delivery requirements for their area;
- (b) To liaise with land occupiers and the Council pest management activities in their area.
- (c) To advise on, and participate in, promotional and educational programmes designed to improve land occupiers awareness of pest management activities.
- (d) To encourage and facilitate good communication between all parties

7. MEETING FREQUENCY

The Liaison Committees will meet (either in person or by telephone conference) to consider the draft budget at an annual planning meeting and as required to address other relevant matters.

8. TREATMENT OF INFORMATION

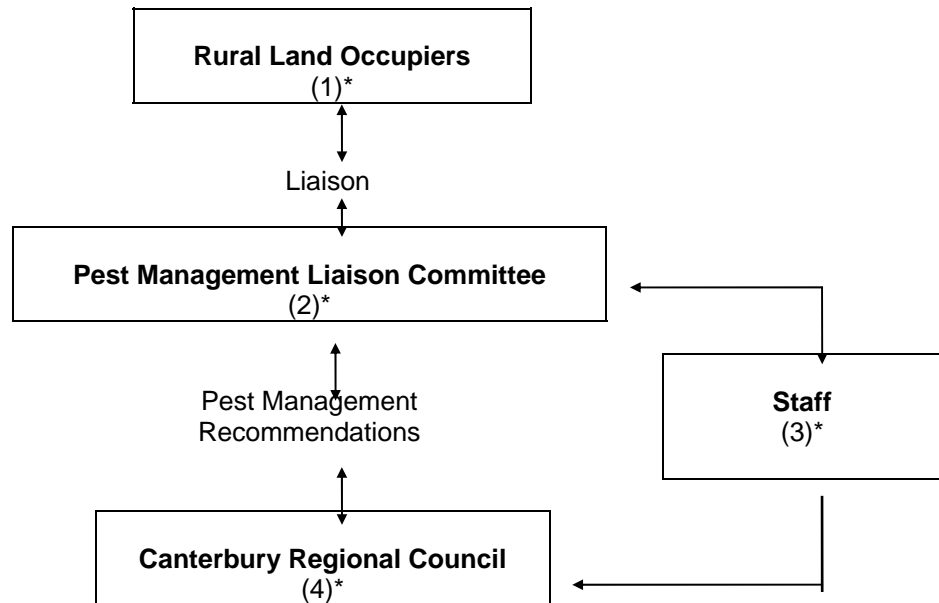
Meetings and members will uphold the confidentiality and privacy of information in accordance with the Local Government Act, the Privacy Act and the Local Government Official Information and Meetings Act

9. KEY TASKS

Pest Management Liaison Committees will:

- (a) consider draft budgets associated with pest inspections, monitoring, advice, education and enforcement (and where applicable service delivery) appropriate to the implementation of the Strategy.
- (b) Provide recommendations to the Regional Council on the draft district budgets that reflect the district requirements;
- (c) Provide feedback to the Council on the implementation of the Pest Management Strategies.
- (d) Advise on, and participate in, field days and discussion groups.
- (e) Provide a forum for the consideration of pest matters of concern in the area.

10. RELATIONSHIPS BETWEEN PARTIES

**Note:**

- 1*: Rural Land Occupiers retain the individual right of access to the Council and its elected members.
- 2*: Pest Management Liaison Committees will:
- carry out the key tasks associated with pest management matters relevant to their districts; and
 - Liaise with rural land occupiers on relevant pest management matters (This may include liaison with rural occupiers of adjoining committee areas in matters of mutual interest).
- 3*: Regional Council Staff will provide:
- information and advice on pest management matters to the Council and to the Pest Management Liaison Committee; and
 - administration support to the Liaison Committee by way of arranging meeting venues, minute taking and agenda distribution.
- 4*: The Regional Council will consider pest management recommendations from the Pest Management Liaison Committees through its Standing Committees. If adopted, the recommendations will be incorporated into the Annual Plan process or, if necessary, by amending the Regional Pest Management Strategy or the Operational Plan.

10. BOARD REPRESENTATION ON COUNCIL WORKING PARTIES

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 this report is to propose that the Board give consideration to making a recommendation to the Council to make appointments of Board members on two Council Working Parties.

EXECUTIVE SUMMARY

2. The Board at its December 2007 meeting, made appointments to various local community organisations and committees for the 2004/07 triennial term
3. Since the December meeting of the Board it has been identified that there are a number of other organisations, committees or working parties that have previously had a Board representative(s). The bodies involved are both internal and external and have not had Board appointments made to them for this triennial term. This report concerns two Council Working Parties, for which there has been no Community Board member appointed.

LYTTELTON MARINA WORKING PARTY

4. The Lyttelton Marina Working Party was established by the Council at its meeting on 10 May 2007, to “take appropriate steps to progress the matter of a marina and related projects at Lyttelton”. At that time the Council appointed Councillors Corbett, Parker and Sherriff and Community Board member Claudia Reid to the Working Party.
5. At its meeting on 13 December 2007 the Council appointed Councillors Corbett, Reid and Sherriff to the Lyttelton Marina Working Party for the current triennial term. The Council did not appoint a member of the Lyttelton-Mt Herbert Community Board to the Working Party.
6. The Community Board does not have the delegated authority to appoint a member to this Working Party, however the Board could recommend to the Council that it do so.

LYTTELTON HARBOUR BASIN WASTEWATER JOINT WORKING PARTY

7. The Lyttelton Harbour Basin Wastewater Joint Working Party was established in 2004 as a condition of the Environment Canterbury coastal permit consent for the Council to discharge treated wastewater from the Diamond Harbour sewage treatment plant. (See conditions 19 – 26 on **attached** copy of the consent)
8. The Terms of Reference (**attached**) for the Joint Working Party stipulate the membership, including three representatives of the former Banks Peninsula District Council. Those representatives are now appointed by the Council. There is no delegation to the Lyttelton-Mt Herbert Community Board to appoint any representatives, and there is no Board member(s) included in the membership listed in the Terms of Reference.
9. At its meeting on 18 May 2006 (following the merger with Banks Peninsula District Council) the Council appointed Councillor Bob Parker and Lyttelton-Mt Herbert Community Board members Claudia Reid and Stuart Bould to the Working Party.
10. At its meeting on 13 December 2007, the Council appointed Councillors Reid and Williams to the Working Party for the current triennial term. The Council did not appoint a Community Board member to the Working Party.

10. Cont'd

11. The Community Board does not have the delegated authority to appoint a member to this Working Party, however the Board could recommend to the Council that it do so.

FINANCIAL IMPLICATIONS

12. Where Board members are appointed to external organisations, their attendances at meetings will be covered by their elected member's salary. Thus there are no financial implications apart from mileage allowances for attending such meetings.

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

13. Not applicable

LEGAL CONSIDERATIONS

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

14. There are no direct legal issues involved.

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?

15. Not applicable

ALIGNMENT WITH STRATEGIES/POLICIES/BOARD OBJECTIVES

16. Contributes to the Council's 2006/16 Strategic Directions (Strong Communities) and Community Outcomes (Governance and Community).

Strengthening Communities Strategy 2007 – yes, alignment with the engagement components of this strategy.

Board's Objectives 2006/09 – yes, appointments made contribute to meeting various objectives for the period.

Do the recommendations align with the Council's strategies/policies?

17. Yes, as per paragraph 16, above

CONSULTATION FULFILMENT

18. Not applicable

STAFF RECOMMENDATION

It is recommended that the Board recommend to the Council that it:

- (a) Appoint a member of the Lyttelton-Mt Herbert Community Board to the Lyttelton Marina Working Party.
- (b) Appoint a member of the Lyttelton-Mt Herbert Community Board to the Lyttelton Harbour Basin Wastewater Joint Working Party.

27 April 2004

LYTTELTON HARBOUR BASIN WASTEWATER JOINT WORKING PARTY

TERMS OF REFERENCE

1. Investigation of Options

- (a) Banks Peninsula District Council (BPDC) shall undertake an investigation of all reasonably practicable options for the treatment and disposal of wastewater that is presently treated and discharged at the Diamond Harbour WWTP, the Governors Bay WWTP, and the Lyttelton WWTP.
- (b) The investigation shall be undertaken in consultation with the local community, interest groups and iwi, through a Joint Working Party (JWP), the composition of which shall be in accordance with clause 3 of these Terms of Reference (ToR).
- (c) The investigation shall be undertaken in accordance with a Scope and Programme that is consistent with clause 6 of these ToR. The Scope and Programme of the investigation will be developed and agreed by the JWP following its formation.

2. Purpose of Joint Working Party

- (a) The purpose of the JWP is to ensure a robust, objective and appropriate investigation of options that takes account of community concerns, is undertaken.
- (b) The JWP will do this by –
 - recommending a short-list of options to be investigated;
 - providing regular input to the investigation;
 - reviewing the investigation report(s); and
 - recommending a preferred option to the BPDC upon completion of the investigation.

3. Joint Working Party Membership

- (a) Membership of the JWP shall be as follows:
 - 3 representatives of BPDC
 - 3 representatives of tangata whenua
 - 3 representatives of the Lyttelton Harbour basin residential community
 - 1 representative of the Department of Conservation (DoC)
 - 1 representative of the Lyttelton Environment Group (LEG)
 - 1 representative of the Lyttelton Harbour issues Group
 - 1 representative of the Lyttelton Harbour recreational user groups
 - 1 representative of the Lyttelton Harbour commercial user groups
 - 1 representative of Community & Public Health (CPH) {advisory role only}
 - 1 representative of Christchurch City Council (CCC) {advisory role only}
- (b) Aside from those groups identified as having an advisory role only, all members of the JWP shall be entitled to voting rights.
- (c) The process for determining representation of the JWP is set out in Schedule 1 of these ToR.

4. Servicing of Meetings

- (a) An independent facilitator who has previous experience with community consultation will be appointed by BPDC in consultation with all submitters to consent application CRC031546, to arrange and facilitate the meetings of the JWP. BPDC will make all reasonable efforts to obtain the agreement of those submitters as to who that person shall be. This position will be funded by the BPDC.

- (b) Meetings of the JWP shall be held at a neutral venue to be agreed by the JWP upon its formation.

5. Frequency of Meetings

- (a) Meetings will be held every two months for the first year, reducing to every 3 – 4 months in subsequent years.
- (b) The frequency of meetings may be reviewed by the JWP and altered by mutual agreement if necessary.

6. Timeframe

- (a) The JWP shall be established within 3 months of the granting of resource consent CRC031546.
- (b) Years 1-5: Investigatory Period

The investigation of options shall be undertaken over a period of 5 years, and shall be undertaken in accordance with a Scope and Programme to be developed and agreed by the JWP upon its formation. The investigatory period shall conclude with a recommendation by the JWP to BPDC of a recommended option, and a final report on the investigation, inclusive of an Implementation Plan.

- (c) Year 6 →: Implementation Period

The Implementation Plan shall apply from Year 6 onwards for a period as specified in the Implementation Plan.

BPDC shall provide an annual report, beginning at the end of year 6, to the Canterbury Regional Council, outlining progress on the implementation process. A copy of this annual report shall also be forwarded to all organisations/groups represented on the JWP.

7. Changes to Joint Working Party Terms of Reference

- (a) The provisions of these ToR may be changed with consensus agreement of all members of the JWP.

SCHEDULE 1

PROCESS OF DETERMINING REPRESENTATION ON THE JOINT WORKING PARTY

Representation on the JWP shall be determined by the following process:

- (i) Representatives of BPDC shall be appointed by BPDC.
- (ii) Representatives of Tangata whenua shall be appointed by Ngati Wheke and Te Runanga o Ngai Tahu.
- (iii) Representatives of DoC, LEG, Lyttelton Harbour Issues Group, CPH and CCC shall be appointed by their respective organisation/membership.
- (iv) The representative of Lyttelton Harbour recreational users shall be collectively appointed by all recognised recreational user groups.

BPDC shall contact all recognised recreational user groups in the Lyttelton Harbour basin, advising them of the formation of the JWP, and inviting them to collectively appoint a representative.

- (v) The representative of the Lyttelton Harbour commercial users shall be collectively appointed by commercial users of the harbour.

BPDC shall contact commercial users of Lyttelton Harbour, advising them of the formation of the JWP, and inviting them to collectively appoint a representative.

- (vi) The three representatives of the Lyttelton Harbour basin residential community shall comprise one representative from each of the following zones:

- Zone 1: Purau to Teddington inclusive
- Zone 2: Allandale to Corsair Bay inclusive
- Zone 3: Lyttelton

BPDC shall contact all recognised residents/ratepayers groups in the Lyttelton Harbour basin, advising them of the formation of the JWP, and inviting the residents/ratepayers groups within each of the above-mentioned zones to collectively appoint a representative.

PROTOCOL FOR PARTICIPANTS IN THE LYTTELTON HARBOUR WASTEWATER WORKING PARTY

DRAFT

To ensure we all are working in the same way Working Party guidelines are necessary. These guidelines were confirmed on

1. Groups who are represented on the Working Party will ensure that as far as possible, the same representative will attend each meeting. If her/his absence is unavoidable a 'back-up' person will attend. Members will keep their 'back-up' people informed of meeting discussions.
2. Representatives of groups have responsibility for reporting back to their organisations and for accurately reflecting their groups' views at the Working Party meetings.
3. If anyone feels excluded from discussions and wishes to participate, he/she can be included in Working Party discussions and community meetings. Contact the facilitator to organise this. The principle is to maintain the balance of interests in the core group.
4. If possible, Working Party members are to receive information two weeks in advance of meetings.
5. The Council will provide a special note-taker at meetings. The facilitator will check that summaries reflect the group's discussions. To ensure 'back-up' people have meeting information the council will send a copy of meeting information directly to the nominated 'back-up' person.
6. The Working Party will make decisions by consensus. This means seeking decisions everyone can live with.
7. Whilst discussions can be forthright and frank, no personal abuse is acceptable. The right to hold different opinions is respected.
8. Members agree not to interrupt each other. The facilitator has the right to interrupt if she thinks it is required.
9. Additional people may be invited to present information to the Working Party. If others wish to present information to the Working Party they will arrange this with the facilitator.
10. The Working Party discussions are public and everyone has the right to access this information. This includes both core group and community discussions. Anyone on the core group of the Working Party can attend any specialist group meetings.
11. Media releases will be made as appropriate, through the facilitator and by agreement of the Council and Working Party. Groups and individuals who are talking to the media will be speaking from their own perspective and not representing the Working Party views.
12. Observers are encouraged at meetings.
13. Any media contact on behalf of the Working Party, and the content of media statements, will be with the Working Party's prior approval.
14. The facilitator may talk confidentially with any Working Party member or group, if this will help the discussions. The facilitator will not be available as a witness in any court, tribunal or arbitral proceedings other than to provide information on how the discussions were conducted.
15. Encouraging open, frank and safe discussions is essential. Therefore:
 - The Working Party meeting discussions are 'without prejudice'.
 - Individuals and groups retain their right to use the legal processes that will follow the Working Party recommendations.
16. Meetings will start on time, finish on time and aim for a maximum duration of two hours unless otherwise agreed.

RecordNo CRC031546

Consent Summary

Type Consent
Source Applic /New

PermitType Coastal Permit

FileNo CO6C/14460



ClientID 145

ClientName Banks Peninsula District Council

To to discharge treated wastewater from the Diamond Harbour sewage treatment plant into coastal waters.

Location Pauaohinekotou Head, DIAMOND HARBOUR

Status Current

Events 07/Oct/2004 Consent Commenced
06/Oct/2005 Consent Given Effect To
07/Oct/2009 Lapse Date if not Given Effect To
01/Oct/2014 Consent Expires

Subject to the following conditions:

- 1) The discharge shall be only treated sewage from the Diamond Harbour Sewage Treatment Plant, located at the based of Pauaohinekotou Head, Diamond Harbour. The Diamond Harbour Sewage Treatment Plant shall only service municipal waste from settlements at Church Bay and Diamond Harbour and Charteris Bay.
- 2) Treated sewage effluent shall only be discharged to Lyttelton Harbour via an existing outfall approximately 60 metres seaward from Pauaohinekotou Head, at or about map reference NZMS 260 M36: 8729-3141.
- 3) The volume of effluent discharged shall not exceed 2500 cubic metres per day at a maximum rate of 34 litres per second.
- 4) The consent holder shall measure inflows to the Diamond Harbour Sewage Treatment Plant, on a continuous basis, and shall maintain a record of total daily inflows.
- 5) The median concentration of the five-day biological oxygen demand in the effluent discharged shall not exceed 30 grams per cubic metre from the date of commencement of this consent.
- 6) The median concentration of the suspended solids in the effluent discharged shall not exceed 30 grams per cubic metre from the date of commencement of this consent.
- 7) The median concentration of faecal coliforms shall not exceed 1000 colony forming units (CFU) per 100 millilitres of effluent.
- 8) For the purposes of determining whether the consent holder is complying with conditions (5), (6) and (7):
 - (i) The effluent shall be sampled at any point after treatment and prior to discharge and analysed for the concentration of the five-day biological oxygen demand, suspended solids and faecal coliforms.
 - (ii) The effluent shall be sampled at the following frequency:
 - (a) at least monthly samples shall be taken from 1 March to 30 November; and
 - (b) at least weekly samples, on separate days selected at random, shall be taken during December, January and February.
 - (iii) For the purposes of conditions (5), (6) and (7) whenever a new sample result is available for each determinand it shall be grouped with the previous four results obtained under conditions (8)(i) and (ii) or condition (9), and the median result recorded.
 - (iv) The time of day samples are taken shall be recorded.

RecordNo CRC031546**Consent Summary**

- 9) If any sample measured has a faecal coliform count greater than 1000 faecal coliforms per 100 millilitres of effluent, the consent holder shall take a further sample of treated effluent within two days of obtaining that result and shall test for faecal coliform concentration.
- 10) If the median concentration of faecal coliforms, as calculated in accordance with condition 8(iii), exceeds 1000 faecal coliforms per 100 millilitres, the consent holder shall outline in writing to the Canterbury Regional Council measures that it proposes to undertake to address the faecal coliform concentration exceedances, and the timeframe within which this will occur.
- 11) Prior to discharge, the effluent shall be sampled and analysed not less than once per month for the following:
- Dissolved Reactive Phosphorous (grams per cubic metre)
 - Ammoniacal-Nitrogen (grams per cubic metre)
 - Total Nitrogen (grams per cubic metre)
 - Enterococcus (colony forming units per 100 millilitres)
- 12) Prior to discharge, the effluent shall be sampled at least annually during January and analysed for the following:
- Arsenic milligrams per cubic metre
 - Cadmium milligrams per cubic metre
 - Chromium milligrams per cubic metre
 - Copper milligrams per cubic metre
 - Lead milligrams per cubic metre
 - Nickel milligrams per cubic metre
 - Zinc milligrams per cubic metre
- 13) (i) At each of the following locations the water of the receiving environment shall be sampled at least five times over a 30 day period commencing on 1 January each year:
- (a) 50 metres due north of the outfall;
 - (b) 50 metres due south of the outfall;
 - (c) 50 metres due east of the outfall; and
 - (d) 50 metres due west of the outfall.
- (ii) Each sample shall be analysed for the concentration of faecal coliforms and enterococci, and the time samples are taken shall be recorded.
- (iii) Samples shall be taken at approximately 0.5 metres below the surface of the water.
- (iv) Samples shall not be taken on consecutive days.
- 14) The monitoring required under condition (13) shall be undertaken on the same days as the monitoring required under condition (8) during the month of January. In the event that the monitoring required under conditions (13) and (8) cannot be undertaken on the same days, the reason shall be recorded and submitted to the Canterbury Regional Council with the results required to be submitted in accordance with condition (16).
- 15) The laboratory carrying out the analyses for the purposes of conditions (5), (6), (7), (9), (11), (12) and (13) of this consent shall be accredited for the analyses to ISO guide 25, either by International Accreditation New Zealand (IANZ), or by an organisation with a mutual agreement with IANZ.
- 16) (i) The consent holder shall submit to the Canterbury Regional Council by the 10th working day of the following month any of the results that it is required to obtain during each month under conditions (4), (5), (6), (7), (9), (11), (12) and (13) of this consent.
- (ii) The consent holder shall submit to the Canterbury Regional Council within three working days of receipt of any results that it is required to obtain under condition (9) that have a faecal coliform count greater than 1000 faecal coliforms per 100 millilitres of effluent.

RecordNo CRC031546

Consent Summary

- 17) The consent holder shall submit to the Canterbury Regional Council within 3 months of the commencement of this consent, a Management Plan. This shall include:
- (i) An Operation and Maintenance Manual, which contains the key operation and maintenance tasks of the operator, normal operations, emergency operations and safety precautions. The emergency operations and safety precautions shall set out:
 - (a) the contingency measures to be taken at the pumping stations in the Diamond Harbour Sewage Treatment Plant catchment and at the Treatment Plant in order to avoid the release of effluent to the environment during periods of any mechanical or electrical failure or power cut;
 - (b) the measures to be taken at the pumping stations in the Diamond Harbour catchment and at the Treatment Plant in the event of an emergency discharge or overflow.
 - (ii) The Management Practices to ensure compliance with conditions of the Resource consent.
 - (iii) The Maintenance Contractor's monitoring programme and reporting provisions, including a specific requirement that monitoring is undertaken in accordance with conditions (8), (9), (10), (11), (12), (13) and (14) of this consent.
- 18) The consent holder shall submit a report to the Canterbury Regional Council in July of each year summarising the monitoring data collected and providing an interpretation of the results of monitoring.
- 19) The consent holder shall undertake an investigation of all practicable options for the treatment and disposal of wastewater that is presently treated and discharged at the Diamond Harbour wastewater treatment plan, the Governors Bay wastewater treatment plan, and the Lyttelton wastewater treatment plan.
- 20) This investigation shall be undertaken in consultation with the local community, interest groups and iwi, through a working party including representatives of the consent holder, local community, interest groups and iwi.
- 21) The consent holder shall appoint, in consultation with all submitters to this consent application, an independent facilitator who has previous experience with community consultation to arrange and facilitate the meetings of the working party.
- 22) The working party shall be established within three months of the commencement of this consent.
- 23) The consent holder shall provide to the Canterbury Regional Council on the first four anniversaries of the commencement of this consent, an annual progress report by the working party on the investigation required by condition (19).
- 24) The consent holder shall provide to the Canterbury Regional Council, on or before the fifth anniversary of the commencement of this consent, a final report on the preferred option(s) resulting from the investigation required by condition (19), together with an Implementation Plan.
- 25) The consent holder shall provide an annual report, beginning at the end of the sixth year from the commencement of this consent, to the Canterbury Regional Council, outlining progress on the implementation process. A copy of this annual report will also be forwarded to all organisations/groups represented on the Working Party.
- 26) The Canterbury Regional Council may, once per year, on any of the last five working days of June or November each year, serve notice of its intention to review the conditions of this consent for the purposes of:
- (i) Dealing with any adverse effects which may arise from the exercise of this consent and which it is appropriate to deal with later; or
 - (ii) Requiring the adoption of the best practicable option to remove or reduce any adverse effect on the environment; or
 - (iii) Complying with the requirements of a relevant rule in an operative regional plan; or
 - (iv) Amending the frequency of monitoring and the parameters monitored.

11. BRIEFINGS



11.1 LOCAL ROADING PROJECTS UPDATE

David McNaughton, Asset Engineer will update the Board on roading issues.

11.2 LYTTTELTON TOWN CENTRE UPGRADE (STAGE TWO)

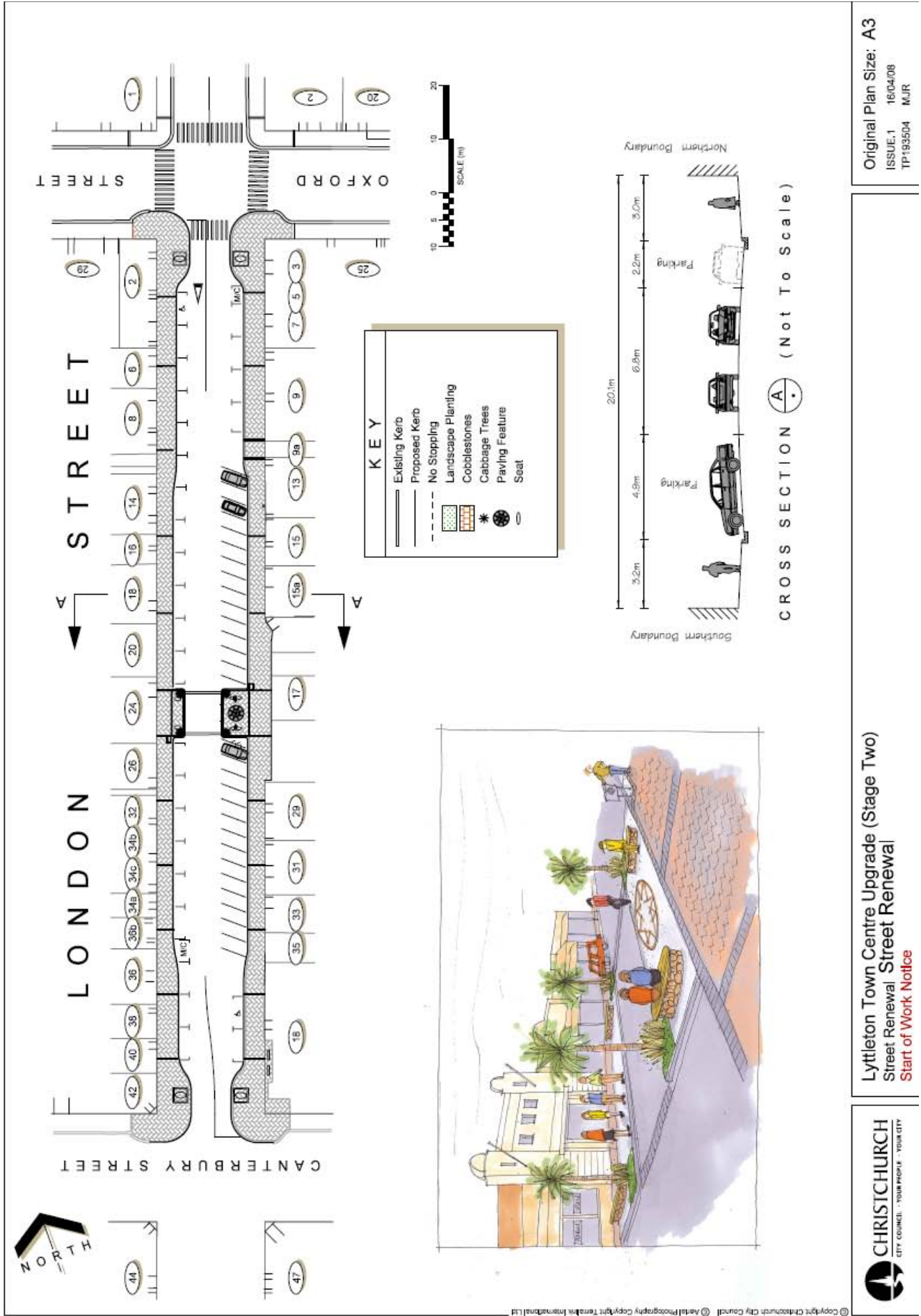
Jack Wormald, Project Manager, Capital Project Team wishes to brief the Board on the timetable for the Lyttelton Town Centre upgrade. He will report on the latest plans (see **attached**) and the publicity diagram to go to the public.

11.3 LYTTTELTON MEMORIAL WALL

Ann Campbell, Consultation Leader, and Maria Adamski, Parks & Waterways Contract Manager, will update the Board on initial investigations regarding the proposed memorial wall.


11.4 LYTTTELTON FERRY ACCESS UPDATE

Andrea Wild, Community Engagement Advisor, will update the Lyttelton Ferry access.



12. COMMUNITY BOARD ADVISER'S UPDATE

12.1 MATTERS ARISING UPDATES

- 
- **Port Levy Gum Trees** – the City Arborist has responded to the Board's request for an urgent report on the removal of the Port Levy gum trees. He has pointed out that the report is not a priority for staff who have a number of other such reports to write for projects, which in some cases have been waiting over 12 months. It is unlikely that the report will be forthcoming in the near future.
 - **Banks Peninsula Rod Donald Trust** – the sub-committee appointed to progress this issue (Garry Moore, Bob Parker & Sue Wells) is to meet later this month. It is intended that an update will be given to the two Banks Peninsula Community Board following that meeting.

12.2 SUBMISSIONS

To date submissions have been made on the Boards' behalf to:

- Draft Annual Plan 2008/09
- Environment Canterbury Draft Annual Plan 2008/09
- Dog Control Policy & Bylaw 2008
- Traffic & Parking Bylaw

Once the balance of the submissions have been finalised and submitted, a formal report will be put to the June meeting of the Board so that all of the submissions can be ratified.

12.3 BOARD FUNDING

A verbal update will be given.

12.4 RESERVE MANAGEMENT COMMITTEES

Progress to date on issues to be worked through with Reserve Management Committees (RMC's):

- Letter and questionnaire sent to RMC's (copy of letter attached)
- One out of three questionnaires returned for Lyttelton-Mt. Herbert area
- Staff have met to plan induction forum – tentative date Monday 30 June 2008 at Little River
- Need to set date for Board members and RMC representatives to meet and formulate guidelines and delegations – tentative date Friday 6 June 2008 at Little River.

Date

The Chairman,
Address

Dear

As you are aware Council staff have been working through a process to identify how the Banks Peninsula Reserve Management Committees (RMC's) would be incorporated within the Christchurch City Council structure. Staff from a number of Council units worked through the issues involved and consultation was carried out with the twelve Reserve Management Committees, the Akaroa-Wairewa and Lyttelton-Mt Herbert Community Boards, and the Council.

The culmination of this process was that at the December 2007 meetings of the two Community Boards it was resolved that the Reserve Management Committees would become sub-committee's of the relevant Board. We therefore have the current situation:

- | | | |
|---------------------------------|---|-----------------------|
| Awa-iti RMC | (| |
| Ataahua RMC | (| |
| Duvauchelle RMC | (| |
| Le Bons Bay RMC | (| Sub-committees of the |
| Little Akaloa RMC | (| Akaroa-Wairewa |
| Okains Bay RMC | (| Community Board |
| Pigeon Bay RMC | (| |
| Robinsons Bay RMC | (| |
| Stanley Park RMC | (| |
| | | |
| Allandale RMC | (| Sub-committees of the |
| Lyttelton Recreation Ground RMC | (| Lyttelton-Mt Herbert |
| Lyttelton RMC | (| Community Board |

Staff have now identified a number of issues which need to be worked through with the Committees. Throughout this whole process the key factor that has been agreed by all parties is that the Reserve Management Committees should remain in place. The Council, Community Boards and staff recognise and appreciate the huge amount of volunteer work carried out by the Committees, and their importance in the local communities. It is not intended to change the fundamental operation of any of the Committees, however there are a number of issues that need to be addressed so that the Committees can operate in a secure, legal and safe environment.

Attached to this letter is a questionnaire to gather information about your Committee and its work. Staff are aware that some Committees have already completed a similar questionnaire, and where that is the case your previous answers have been inserted. We would appreciate you completing the remaining questions (or for some Committees all of the questions) and forwarding the questionnaire back in the enclosed envelope as soon as possible, but no later than 27 April 2008.

Staff are trying to build up a comprehensive picture of the current situation with Reserve Management Committees, so your assistance in this would be greatly appreciated.

Staff Contacts

Any day-to-day contact should be through:

Community Board Adviser: Liz Carter
 Telephone: 941-5682 or 0800 800 169 or 027 281 4835
 Email: liz.carter@ccc.govt.nz

Liz will not be able to answer all your queries, but she will be able to advise you who in the Council organisation you should contact.

If you are already dealing with another staff member(s) for a specific project, please continue to do so.

Community Board Contacts

In the first instance you should contact staff regarding operational issues relating to the Reserve Management Committees, however there may be occasions when you feel it is more appropriate to contact a Community Board member.

The Lyttelton-Mt Herbert Community Board has appointed a liaison person for each of its Reserve Management Committees:

Allandale Reserve Management Committee:	Doug Couch – Telephone 328-8984
Lyttelton Recreation Ground RMC:	Doug Couch – Telephone 328-8984
Lyttelton Reserve Management Committee	Ann Jolliffe – Telephone 328-8917

The Akaroa-Wairewa Community Board has not appointed specific liaison people, but any member can be contacted if necessary:

Stewart Miller (Wairewa)	Telephone 329-7812
Bryan Morgan (Wairewa)	Telephone 325-1277
Jane Chetwynd (Akaroa)	Telephone 304-8010
Pam Richardson (Akaroa)	Telephone 304-6825
Eric Ryder (Akaroa)	Telephone 304-7011

Committee Membership

All of the Committees should by now have had their triennial elections. The Community Boards are required to ratify the membership of each Committee. The attached questionnaire contains a section to complete relating to your current membership.

Committee Minutes

If your Committee keeps minutes or notes of its meeting, you will need to forward these to the Council. Please send a copy of your minutes to Liz Carter at the Akaroa Service Centre.

These minutes will be circulated to Community Board members on a regular basis.

Liaison Person

During the next few months there are a number of issues that the Community Boards want to work through with the Reserve Management Committees. It would be advantageous to be dealing with one main contact from your Committee throughout this time. In many cases this will be your Chairman or secretary, however you may wish to appoint a particular member to fulfil this role. If so, please indicate that persons details separately on the questionnaire, under "Liaison Person".

Guidelines

One of the first issues that needs to be worked through with your Committees is that of the guidelines, including the decision making abilities to be given to you by the Community Boards. It is intended to have a meeting(s) to establish what those should be. The guidelines and delegations will be different from those under the former Banks Peninsula District Council so it is important that your Committee is represented at this meeting.

Your Liaison Person will be invited to attend these meetings, along with Council staff and two representatives from each Community Board. Details will be forwarded to you once all the Committees have returned their questionnaires.

Induction Forum

As there are a number of areas that staff wish to update the Committees on, it is intended to hold an Induction Forum. This forum would cover a number of issues including:

- **Administration & Meetings**
 - Triennial Elections
 - Council Policies & Strategies
 - Guidelines & Delegations
 - Relevant legislation
- **Human Resources**
 - Employment of staff
 - Health & Safety
- **Financial Issues**
 - End of Year accounts
 - Insurance
 - Reserves Project Funding
 - Administrative Funding
 - Liabilities
- **Recreational & Community Facilities**
 - User Charges
 - Camping Grounds
 - Council policies
 - Maintenance
- **Reserve Maintenance & Development**
 - Maintenance
 - Capital Development
- **Reserve Management Plans**
 - Status
 - Development Plans

Again, details of this forum will be forwarded to Committees once staff have gathered all the required information.

Finally, elected representatives and staff are conscious that you are being supplied with a large amount of information, which may be somewhat daunting, particularly for the smaller Committees.

We do appreciate your co-operation in working through all of the issues over the next few months so that we can ensure the continued smooth running of the Reserve Management Committees for the benefit of your wider communities.

If you have any questions or concerns regarding any of the enclosed information or what you are being asked to supply, please do not hesitate to contact Liz Carter or one of your local Community Board members.

Regards

Paula Smith
Chairperson
Lyttelton-Mt Herbert Community Board

RESERVES FUNDING

There is a limited amount of Reserves Funding left for the 2007/08 year.

Committees may apply for some funding for any Capital Projects that will be completed by 30 June 2008.

Applications for funding will close on 20 April 2008

Please contact Ann Campbell for further details – Telephone 941-5111

13. BOARD MEMBERS INFORMATION EXCHANGE

14. BOARD MEMBERS QUESTIONS