

**AKAROA-WAIREWA COMMUNITY BOARD  
AGENDA**

**WEDNESDAY 8 APRIL 2009**

**AT 9:30 AM**

**IN THE BOARD ROOM OF THE  
LITTLE RIVER SERVICE CENTRE  
STATE HIGHWAY 75, LITTLE RIVER**

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

**Community Board Adviser**

Liz Carter

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**PART A - MATTERS REQUIRING A COUNCIL DECISION**

**PART B - REPORTS FOR INFORMATION**

**PART C - DELEGATED DECISIONS**

<b>INDEX</b>		<b>PAGE NO.</b>
<b>PART C</b>	<b>1. APOLOGIES</b>	<b>3</b>
<b>PART C</b>	<b>2. CONFIRMATION OF MEETING MINUTES – 11 MARCH 2009</b>	<b>3 - 8</b>
<b>PART B</b>	<b>3. DEPUTATIONS BY APPOINTMENT</b>	
	3.1 Steve Lowndes	<b>9</b>
<b>PART B</b>	<b>4. PRESENTATION OF PETITIONS</b>	<b>9</b>
<b>PART B</b>	<b>5. NOTICES OF MOTION</b>	<b>9</b>
<b>PART B</b>	<b>6. CORRESPONDENCE</b>	<b>9</b>
<b>PART A</b>	<b>7. DRAFT GARDEN OF TANE MANAGEMENT PLAN</b>	<b>10 - 11</b>
<b>PART A</b>	<b>8. EXPENSES AND ALLOWANCES FOR ELECTED MEMBERS</b>	<b>12 - 29</b>
<b>PART C</b>	<b>9. APPLICATION TO THE DISCRETIONARY RESPONSE FUND - AKAROA TRINITY COMMUNITY GARDEN</b>	<b>30 - 31</b>
<b>PART C</b>	<b>10. APPLICATION TO THE DISCRETIONARY RESPONSE FUND - DUVAUCHELLE SCHOOL SUPPORT GROUP</b>	<b>32 - 34</b>
<b>PART C</b>	<b>11. APPLICATION TO THE AKAROA/WAIREWA COMMUNITY BOARD'S YOUTH DEVELOPMENT SCHEME - GEORGINA POWER</b>	<b>35 - 36</b>
<b>PART C</b>	<b>12. LOCAL GOVERNMENT "KNOW HOW" TRAINING COURSES - FINANCIAL GOVERNANCE 101</b>	<b>37 - 38</b>
<b>PART C</b>	<b>13. AKAROA/WAIREWA RESERVES DISCRETIONARY FUNDING 2008/09 - FUNDING PROPOSALS</b>	<b>39 - 41</b>

**8. 4. 2009**

<b>PART C</b>	<b>14.</b>	<b>AKAROA DESIGN AND APPEARANCE ADVISORY COMMITTEE - 2 MARCH 2009</b>	<b>42 - 44</b>
<b>PART B</b>	<b>15.</b>	<b>BRIEFINGS</b>	<b>45</b>
	15.1	Little Akaloa Wharf	
<b>PART B</b>	<b>16.</b>	<b>COMMUNITY BOARD ADVISER'S UPDATE</b>	<b>45 - 51</b>
	16.1	Akaroa Youth Trust Board	
	16.2	Customer Service Requests	
	16.3	Board Funding Balances	
<b>PART B</b>	<b>17.</b>	<b>ELECTED MEMBERS' INFORMATION EXCHANGE</b>	<b>51</b>
<b>PART B</b>	<b>18.</b>	<b>QUESTIONS UNDER STANDING ORDERS</b>	<b>51</b>

8. 4. 2009

1. **APOLOGIES**

2. **CONFIRMATION OF MEETING MINUTES – 11 MARCH 2009**

The minutes of the Board's ordinary meeting of Wednesday 11 March 2009 are **attached**.

**STAFF RECOMMENDATION**

That the minutes of the Board's ordinary meeting be confirmed.

8. 4. 2009

**AKAROA/WAIREWA COMMUNITY BOARD  
11 MARCH 2009**

**Minutes of a meeting of the Akaroa/Wairewa Community Board  
held on Wednesday 11 March 2009 at 9.30am in the Board Room,  
Akaroa Service Centre, 78 Rue Lavaud, Akaroa**

**PRESENT:** Stewart Miller (Chairman), Jane Chetwynd, Bryan Morgan,  
Claudia Reid, Pam Richardson and Eric Ryder

Claudia Reid left the meeting at 11:55 am and returned 11:59 am  
and was absent for part of clause 10 (Resolution a).

**PART B - REPORTS FOR INFORMATION**

**1. BRIEFINGS**

**1.1 Akaroa Beachfront Area**

The Area Contract Manager outlined the proposed renovation and upgrade of the Akaroa Beach Reserve.

The Board made the following comments:

- Two rubbish bins desirable
- Agreement that a barbeque was not necessary, however it was suggested that one could be trialled at the recreation ground and if it was found to be successful then the original request from Akaroa District Promotions could be revisited
- If the reinforced base for the grass along the seawall edge was not successful, then a path could be formed along the beach frontage area.

The Board supported the proposed plan for the renovation of the Akaroa Beach reserve and asked that its comments be noted by staff.

**1.2 Preservation of Roadside Reserves**

The Area Contract Manager reported to the Board on a small working group that had been formed to look at issues relating to the roadsides, which he explained are the largest reserve that Council has. The group would look at issues such as the encroachment of weeds, methods of weed control, site distances, vegetation trimming, etc.

**1.3 Rail Trail - Planting and Maintenance**

The Area Contract Manager was asked if the mowing of the Rail Trail would be included in the reserves maintenance contract. The Board also discussed the need for a concept plan for planting along the Rail Trail.

**2. DEPUTATIONS BY APPOINTMENT**

**2.1 Police Report**

Senior Constable Lyle Pryor addressed the Board on several issues including:

- Long Bay Road / State Highway 75 intersection - recent accident
- theft from Akaroa Boat Compound
- prosecution regarding recent vandalism (flooding of houses)
- a boat had washed ashore in the current storm

#### 8. 4. 2009

- Rail Trail - white reflector markers on trees.

It was reported that white reflector dots had been placed on trees along the Rail Trail which could be seen when travelling from Christchurch, and could be confusing to motorists, as white reflector dots should only appear on the same side of the road on which a vehicle is travelling. Senior Constable Pryor said the police would support the removal of these reflectors or them being changed to orange or red. Staff were asked for this matter to be addressed.

- Motor Cyclists - Senior Constable Pryor reported that the speed of motor cycles on the State Highway was still an issue. An enforcement programme had taken place over the month of January specifically to try to address this issue.

The Board emphasised its appreciation to the Akaroa Police for attending Board meetings and updating members on matters of public interest.

### 3. ROAD STOPPING POLICY

The Board considered a report which requested its comments regarding the adoption of a formal policy in relation to the stopping of legal road, the Christchurch City Council Road Stopping Policy 2009

The Board was concerned that there could still be instances under the proposed policy where staff would process a road stopping without being fully aware of local circumstances, for example proposed future extensions of the rail trail. Members also felt there needed to be more emphasis on the possible future need for walkways, cycle routes and other alternative road uses in addition to the normal vehicular needs.

In general the Board considered that road stopping should be processed under the Local Government Act so that there was an element of public consultation in the process.

The Board asked that its concerns and specific comments be taken into account prior to the final document being presented to Council for adoption. The Board's comments and recommendations will form part of a report to Council, together with recommendations from the other community boards.

### 4. AKAROA HARBOUR ISSUES WORKING PARTY MINUTES - 10 FEBRUARY 2009

Members discussed the following Items:

- Boating behaviour on the harbour - the Board was asked if there were any issues it would like to report back to the next meeting of the Akaroa Harbour Issues Working Party when Tony Whiteley (Regional Harbour Master) would be present.
- Ski Lanes - It was suggested that a map identifying ski lanes in the area could be placed in more conspicuous places, such as alongside the slipway fee honesty boxes.
- Wainui Residents - Members were concerned that a mailing list used for informing residents about the Wainui Sewerage Scheme did not include all residents in the Wainui area. The Board asked that the Community Engagement Adviser be asked to meet with the Board to discuss contact lists for consultations.
- Taps on Boat Ramps - It was pointed out that members of the public were using the taps at the boat ramps illegally when they had been disconnected to preserve water in the dry months. Staff should be made aware of this so that enforcement action could be taken when necessary.
- Fire Hydrants in new subdivisions - Staff were asked to report back to the Board on water issues in relation to the provision of fire hydrants in new subdivisions.

The Board **received** the minutes of the Akaroa Harbour Issues Working Party meeting held on 10 February 2009.

## 5. COMMUNITY BOARD ADVISER'S UPDATE

- The Community Board Adviser updated the Board on a number of issues including a submission on the Representation Review.

The Board **decided** to support the submission to the Representation Review.

## 6. ELECTED MEMBERS INFORMATION EXCHANGE

Members shared information on current issues and activities, including:

- Water Working Party - staff were asked to invite the Operations and Maintenance Manager to the next meeting of the Board to brief members on water issues.
- Cruise Ship Visits debrief – the Board requested a summary from staff who attended the debrief.
- Water leak – it was noted that there was a water leak on the side of the State Highway in Takamatua which had remained un-repaired for several weeks, including during the time that water restrictions had been in place. Staff were asked to report on why the leak had not been repaired in a timely manner following the reporting of the fault.
- Little River Recycling - staff were asked to confirm that the recycling area was being re-established.
- Camper Vans - members were advised that under the Traffic and Parking Bylaw, it was permissible to camp for a period of up to seven days, however particular areas could be identified where overnight parking was prohibited.
- Ngai Tahu Subdivision – neighbouring property owners had approached Board members, concerned that they would be faced with added expense because the level of the road was being altered as part of the subdivision development. This would mean the current property owners would have to pay to have new vehicle entranceways installed. Staff were asked to comment on how this situation had arisen.
- Birdlings Flat Camper Van Effluent Disposal Unit - the Board asked that staff investigate the efficiency of the disposal unit at Birdlings Flat as it had recently overflowed. It was noted that the unit was situated adjacent to a childrens playground.
- Eilerslie Flower Show - The Board was informed that the exhibit entered by Akaroa District Promotions had won a gold award. Staff were asked to write a letter of congratulations on behalf of the Board.

## PART C - DELEGATED DECISIONS

### 7. CONFIRMATION OF MINUTES

#### 7.1 Joint Extraordinary Meeting - 29 January 2009

The Board **resolved** that the minutes of the Akaroa-Wairewa and Lyttelton-Mt. Herbert Community Boards Joint Extraordinary meeting held on Thursday 29 January 2009 be confirmed.

#### 7.2 Ordinary Meeting - 11 February 2009

The Board **resolved** that the minutes of the ordinary meeting held on Wednesday 11 February 2009 be confirmed.

**8. AKAROA DESIGN AND APPEARANCE ADVISORY COMMITTEE MINUTES - 2 FEBRUARY 2009**

The Board **received** the minutes of the Akaroa Design and Appearance Advisory Committee meeting held on 2 February 2009.

**9. SEAFIELD ROAD, DUVAUCHELLE - PROPOSED P10 PARKING RESTRICTION AND NO STOPPING RESTRICTIONS**

The Board considered a report seeking approval for a P10 Parking Restriction to be installed on the north side of Seafield Road, above the Duvauchelle boat ramp, and to formalise the existing No Stopping restrictions in the immediate area of the boat ramp.

The Board **resolved**:

- (a) That the parking of vehicles be restricted to a maximum period of 10 minutes on the north west side of Seafield Road commencing at a point 4 metres north east of its intersection with Bayview Crescent and extending in a north easterly direction for a distance of 15 metres.
- (b) That the stopping of vehicles be prohibited at any time on the west side of Bayview Crescent commencing at a point 4 metres south west of its intersection with Seafield Road and extending in a predominantly southerly direction for a distance of 73 metres.
- (c) That the stopping of vehicles be prohibited at any time on the east side of Bayview Crescent commencing at its intersection with Seafield Road and extending in a predominantly southerly direction for a distance of 90 metres.
- (d) That the stopping of vehicles be prohibited at any time on the south east side of Seafield Road commencing its intersection with Bayview Crescent and extending in a north easterly direction for a distance of 73 metres.
- (e) That the stopping of vehicles be prohibited at any time on the north west side of Seafield Road commencing its intersection with Bayview Crescent and extending in a north easterly direction for a distance of 4 metres.
- (f) That the stopping of vehicles be prohibited at any time on the north west side of the boat ramp access road commencing its intersection with Bayview Crescent and extending in a south westerly direction for a distance of 40 metres onto the boat ramp.
- (g) That the stopping of vehicles be prohibited at any time on the north west side of the Duvauchelle boat launching facility commencing at high tide point on the north west side of the boat ramp and extending in a southerly westerly direction around the rigging/manoeuvring area for a distance of 24 metres.

**10. AKAROA DESIGN AND APPEARANCE ADVISORY COMMITTEE - TERMS OF REFERENCE**

The Board considered a report requesting that the draft Terms of Reference for the Akaroa Design and Appearance Advisory Committee be adopted and that a Chairman be appointed to the Committee.

The Board **resolved**:

- (a) That the amended Terms of Reference be adopted, subject to the following alterations:

Clause 7 Delegations – amend to read:

*The Committee will set its own schedule of ordinary meetings, which must be held monthly throughout the year (excluding January) if there is business to consider.*

#### 8. 4. 2009

Clause 8 Functions of the Committee – amend first bullet point, third paragraph to read:

*When requested to provide advice by a private individual either before or after a resource consent has been lodged with Council, or where judged by staff to be appropriate.*

Clause 8 Functions of the Committee – amend first bullet point, fourth paragraph to read:

*As requested by the Community Board, for example, should the Board need such advice in preparing a submission on a resource consent lodged with another authority, e.g. Environment Canterbury (ECAN).*

Clause 8 Functions of the Committee – amend third bullet point to read:

*The advice given must give effect to the objectives and policies of the District Plan, and in particular, should seek to achieve the following..*

Clause 8 Functions of the Committee – amend fourth bullet point, fourth paragraph to read:

*In the case of listed heritage structures, whether the heritage values of the building will be protected, taking into account the external form, fabric, cladding, colour and location of the works.*

- (b) That Stewart Miller be appointed Chairman to the Akaroa Design and Appearance Advisory Committee.

The meeting concluded at 1:02 pm.

**CONFIRMED THIS 8TH DAY OF APRIL 2009**

**STEWART MILLER  
CHAIRMAN**



**3. DEPUTATIONS BY APPOINTMENT**

**3.1 STEVE LOWNDES**

Mr Lowndes wishes to address the Board on roading matters relating to the intersection of State Highway 75 and Poranui Beach Road, Birdlings Flat

**4. PRESENTATION OF PETITIONS**

**5. NOTICES OF MOTION**

**6. CORRESPONDENCE**

## 7. DRAFT GARDEN OF TANE MANAGEMENT PLAN

<b>General Manager responsible:</b>	General Manager City Environment, Jane Parfitt, DDI 941-8608
<b>Officer responsible:</b>	Asset and Network Planning Unit Manager, Terry Howes, DDI 941-8160
<b>Author:</b>	Waterways Planner Ecologist, Lyndsey Husband, DDI 941-8264

**PURPOSE OF REPORT**

1. To attain approval from the Community Board to go out for consultation on the Draft Garden of Tane Management Plan, **attached**.

**EXECUTIVE SUMMARY**

2. In line with the requirements of the Reserves Act 1977 the local community were consulted in July 2008 as to what they considered to be the main issues in relation to the management of the Garden of Tane. The information collected from this issues gathering stage plus the technical information provided by Council staff (including tree survey, botanical survey etc) resulted in the production of the Draft Garden of Tane Management Plan.
3. The Reserve Act states that the Draft Management Plan needs to be made available to the community for two months to enable them to comment on its content. Prior to this occurring approval to undertake this consultation is being sought from the Akaroa/Wairewa Community Board and subsequently from Council.
4. The proposed schedule for this Management Plan is as follows:
  - (a) Approval from the Council for the Draft Management Plan to go out for consultation.
  - (b) Approval from the Council for the Draft Management Plan to go out for consultation.
  - (c) Public consultation period (two months with an advertisement in the Press and the Akaroa Mail) May/June/July 2009
  - (d) Hearings Panel in September 2009
  - (e) Council adopt the Management Plan during the October 2009 Council Meeting.

**FINANCIAL IMPLICATIONS**

5. The costs for the implementation of the Management Plan are itemised in Section 5.2 of the attached Draft Management Plan. The total cost of implementing all proposals is estimated at \$300,000.

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

6. The Works schedule within the Draft Management Plan are not covered in the draft LTCCP 2009-2019. The outcome of the Plan consultation will be used to inform the 2012/22 LTCCP.

**LEGAL CONSIDERATIONS**

7. The Reserves Act 1977 establishes a requirement for a Management Plan to be produced and sets out a clear process of public consultation that has to be undertaken prior to Council adopting the Management Plan for implementation.

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

8. In line with the requirements of the Reserves Act the public issues gathering stage was completed in July 2008. In line with Council's process we are now seeking the Community Board and subsequently the Council's approval to issue the Draft Management Plan to the public. If this is attained the Draft Management Plan will then be released for public consultation for two months in accordance with the Reserves Act. Notification of its availability will be advertised as required by the Act.

**ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

9. The production of this Management Plan aligns with the 2006-2016 LTCCP which sets an objective of providing a network of parks, open spaces, waterways and wetlands that meet community and environmental needs. In the LTCCP the Council indicated that it intended to continue to maintain its parks, waterways and wetlands in a clean and tidy condition. The Management Plan will provide the framework for this to occur.

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

10. The recommendations within the Management Plan are in line with the level of service stipulated in the 2006-2016 LTCCP for the Council to maintain its parks, waterways and wetlands in a clean and tidy condition.

**ALIGNMENT WITH STRATEGIES**

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

11. The Draft Management Plan aligns with the following strategies:
- (a) Draft Open Space Strategy.
  - (b) Physical Recreation and Sport Strategy 2002 – Objective 2.4 Physical recreation and sports programmes and activities are accessible to people with disabilities, older people, ethnic groups, parents with small children.
  - (c) Biodiversity Strategy.

**CONSULTATION FULFILMENT**

12. Initial consultation (issues gathering) was undertaken with the public in line with the requirements of the Reserves Act 1977 in July 2008. It is intended that the Draft Management Plan, once approved by the Community Board and the Council will also follow the requirements set down by the Reserves Act 1977 in that it will be available for comment for two months and its availability will be advertised as required.

**STAFF RECOMMENDATION**

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

- (a) That the Draft Garden of Tane Management Plan is approved for release for public consultation.
- (b) That the outcome of the consultation process be used to inform the 2012/22 LTCCP Programme.

## 8. EXPENSES AND ALLOWANCES FOR ELECTED MEMBERS

<b>General Manager responsible:</b>	General Manager Regulation and Democracy Services, DDI 941-8462
<b>Officer responsible:</b>	Democracy Services Manager
<b>Author:</b>	Lisa Goodman

## PURPOSE OF REPORT

1. The purpose of this report is to enable the Council to:
  - (a) formulate a proposal to be submitted to the Remuneration Authority for the payment of expenses and allowances in the 2009/10 year to elected members of the Christchurch City Council, and
  - (b) as part of that proposal, give specific consideration to a proposal of the Remuneration Authority to abolish the mileage allowance for elected members as currently provided for in the Local Government Elected Members (2008/09) Determination, and to replace it with reimbursement of travelling time and actual travel costs, in limited circumstances.

## EXECUTIVE SUMMARY

2. At a meeting on 10 March 2009 the Council adopted its proposal for submission to the Remuneration Authority on the remuneration structure for elected members of the Council for the year commencing 1 July 2009.
3. As part of its remuneration proposal for 2009/10 the Council is also required to seek the Authority's approval for the allowances and expenses to be paid to elected members. Attached as **Attachment A** is a proposed schedule of allowances and expenses for 2009/10, which is identical to the schedule previously approved by the Authority for 2008/09. Staff are not proposing any changes for the next financial year (with the exception of the outcome of the Council's discussion on the mileage allowance issue). In December 2008 the views of the eight Community Boards had been sought on Attachment A, which was considered and supported by all of the Boards.
4. This issue of allowances and expenses was not incorporated in the staff report on remuneration for the Council meeting of 10 March 2009, as there had been insufficient time to go back and consult with the eight Community Boards on a letter dated 28 January 2009 from the Remuneration Authority (**Attachment B**) outlining a proposal relating to the mileage allowance for elected members.
5. The Authority is seeking a response by 1 July 2009 to its proposal on the mileage allowance, which would apply from the 2010 local body elections. In addition, the Authority's letter notes: *"The proposal in the attached paper is that the allowance be abolished following the 2010 local body elections. However, in view of the current economic climate, and the public interest in the remuneration of elected representatives, we draw to your attention that the provisions of the determination concerning the mileage allowance are permissive rather than mandatory. There is an opportunity for Councils to make a change along these lines with effect from 1 July 2009, through an amendment to their expense rules, approved by the Remuneration Authority."*
6. Therefore two issues require consideration in relation to the mileage allowance:
  - (a) the Council's view on the Authority's proposal to abolish the mileage allowance as currently provided for (and replacing it with reimbursement of travelling time and actual travel costs in limited circumstances), commencing from the 2010 local body elections, and
  - (b) the Council's view on whether the current mileage allowance should apply for the 2009/10 year for elected members of the Christchurch City Council, as currently set out in Attachment A, page 2 (section 5), or whether any changes should be made in line with the Authority's proposal.
7. Currently 22 elected members of the Christchurch City Council are claiming the mileage allowance.

**FINANCIAL IMPLICATIONS**

8. There are no financial implications associated with the recommendations of this report. There is sufficient provision in the draft 2009-2019 LTCCP for the current expenses and allowances to be applied at their present levels from 1 July 2009.

**LEGAL CONSIDERATIONS**

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

9. 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. The mileage allowance is currently provided for in clause 14 of the Local Government Elected Members (2008/09) Determination.

**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?**

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

**ALIGNMENT WITH STRATEGIES**

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

11. Not applicable.

**CONSULTATION FULFILMENT**

12. In December 2008 all Community Boards received a report seeking their views on the remuneration structure and the issue of allowances and expenses. All Boards supported the recommendation for the Council to adopt Attachment A as the proposal for allowances and expenses to be submitted to the Remuneration Authority.
13. This report is being submitted to all Community Boards for consideration so that their views and recommendations on the mileage allowance issue can be reported back to the Council prior to a proposal being submitted to the Remuneration Authority.

**STAFF RECOMMENDATION**

14. It is recommended that the Community Board:
- (a) Note that on 18 December 2008 the Board supported the staff recommendation to submit Attachment A (the proposed rules and policies for the reimbursement of elected member expenses and allowances for the year ending 30 June 2010) to the Remuneration Authority for approval.
  - (b) Give consideration to the Remuneration Authority's proposal (set out in Attachment B) to abolish the mileage allowance for elected members as it currently stands, with a view to forming a recommendation(s) to the Council on the following matters:
    - (i) whether the Remuneration Authority's proposal should be supported, and if so, whether it should apply from the 2010 local body elections or earlier; and
    - (ii) depending on the Board's views in relation to b)i) above, whether Attachment A should be amended accordingly.

## BACKGROUND

### General

15. A local authority may pay allowances to its elected members or reimburse for their expenses in accordance with rules approved by the Remuneration Authority. The costs of these allowances/expenses are not included in the remuneration pool set by the Remuneration Authority, i.e. the costs are in addition to the salaries paid from the pool.
16. In recent years the Remuneration Authority has indicated that its main interest in the expenses and reimbursement rules of local authorities is to ensure that their provisions do not provide elected members with private financial benefits, more in the nature of income, than reimbursement of actual costs incurred for legitimate business reasons

### Mileage Allowance

17. The Mileage Allowance is currently provided for in clause 14 of the Local Government Elected Members (2008/09) Determination. The allowance is \$0.70 per kilometre.
18. The Authority is proposing that it be replaced with reimbursement of travelling time and actual travel costs in limited circumstances. The rationale is outlined in Attachment B, but in summary the Authority's view is that the allowance and its application are becoming increasingly anomalous, inconsistent with the tax status of elected members and unfair in its application. The Authority's letter discusses the following issues:
  - (a) Should a mileage allowance be paid at all to elected representatives?
  - (b) If a mileage allowance is paid, should it be paid for journeys from home to the Council?
  - (c) Fairness; should councillors who drive their private cars to Council meetings be paid additional remuneration?
  - (d) Sustainability; that the allowance encourages the use of motor vehicles rather than more sustainable practices.
19. The Authority summarises its proposal for discussion as follows:
  - (a) *"Remove the mileage allowance as it currently stands, leaving elected members to claim the costs of vehicle use as part of their taxation arrangements.*
  - (b) *In Councils' expenses policies, provide for explicit recognition of travelling time from home to council meetings (or to other explicitly recognised council business activities) where this exceeds, say, around 30km or 30 minutes. The "travel allowance" could be set at a rate per kilometre or, preferably, an hourly rate.*

*The Remuneration Authority's preference is that the hourly rate for travel time should be a flat rate which applies uniformly across the country rather than struck on the actual annual remuneration of each elected member.*
  - (c) *In Council's expenses policies make explicit reference to the conditions under which the actual costs of travel on public transport by an elected member may be met by the Council".*
20. The Authority states while the proposal would apply from the 2010 local body elections, there is an opportunity for Councils to make a change along these lines with effect from 1 July 2009, through an amendment to their expenses rules.

### Application of Allowance by Christchurch City Council

21. Section 5 (page 2) of the proposed expenses and allowances for 2009/10 provides for a mileage allowance for Council-related car running associated with attendance at a range of meetings or events. This is the exact wording taken from the approved schedule for 2008/09; it reflects the current situation. The total cost for mileage allowance claims in the 2007/08 year was \$41,000.

#### **8. 4. 2009**

22. Not all elected members claim for this allowance. Currently six Councillors and 16 Community Board members submit claims for the allowance. Eight of these elected members live on Banks Peninsula. There can be considerable variation in the number and type of meetings for which the allowance is claimed.

**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) 944 1533  
(Direct line)

**SECTION 2 - DOCUMENTATION OF POLICIES**

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

Document name	Reference number	Date
Schedule of elected member allowances and expenses		2009/10 Schedule prepared _____ 2009
Policy		30 September 2004



**SECTION 3 - AUTHENTICATION OF EXPENSE REIMBURSEMENTS AND ALLOWANCES**

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

- are consistent with council policies
- are for 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.



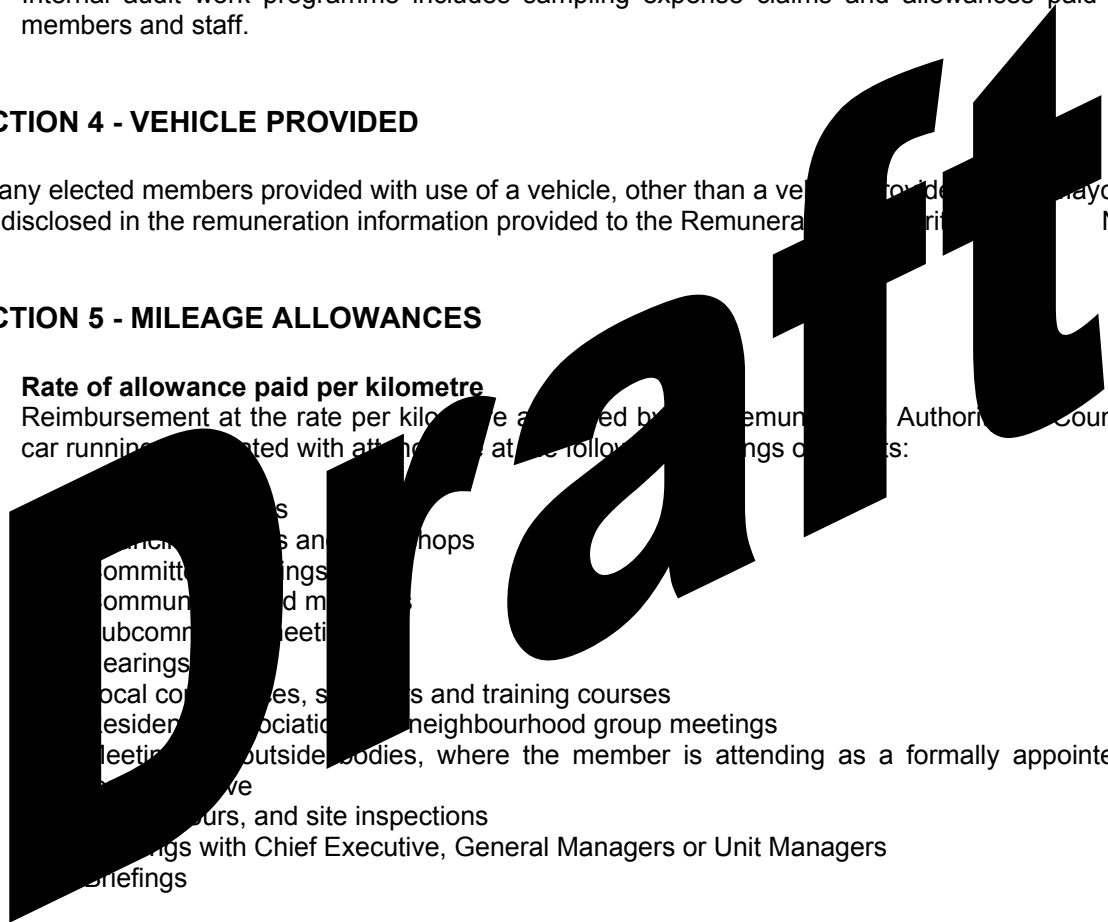
1. Comprehensive schedule approved by the Council. Basis is "actual and reasonable" expenses only.
2. Expenditure must relate to the items listed in the schedule.
3. Expense claims are approved by the Council Secretary. Full receipts are required.
4. The policies set by the Council reflect public sector 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 for Mayor or Chair and disclosed in the remuneration information provided to the Remuneration Authority?  Yes  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 is provided with attachment at the following meetings or events:  
 • Council meetings and subcommittees  
 • Committees and subcommittees  
 • Community and neighbourhood meetings  
 • Subcommittees and meetings  
 • Hearings  
 • Local committees, seminars and training courses  
 • Resident associations and neighbourhood group meetings  
 • Meetings outside bodies, where the member is attending as a formally appointed Council member  
 • Site visits, 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?

Mayor, Deputy Mayor and Councillors are provided with carparks for Council or business.

**6.3 Use of Rental cars**

Are rental cars ever provided? Yes

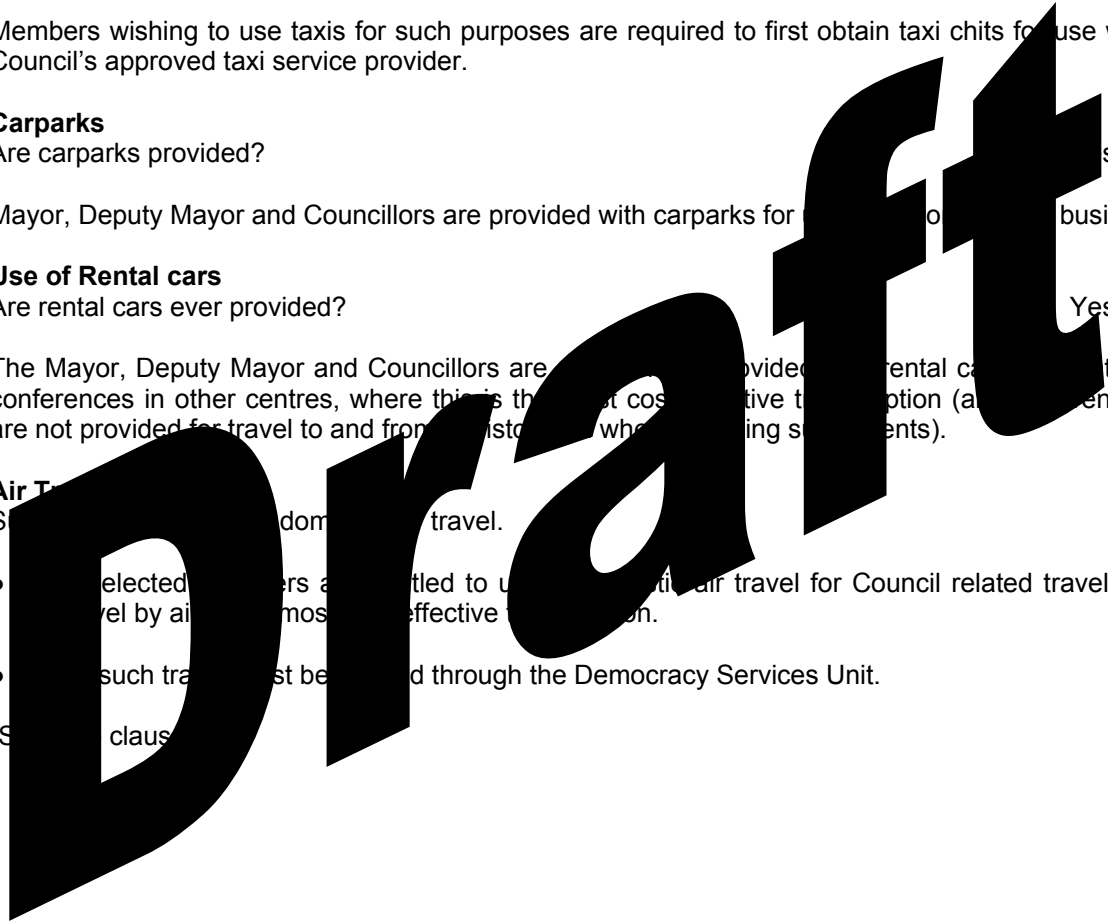
The Mayor, Deputy Mayor and Councillors are provided with rental cars when attending conferences in other centres, where this is the most cost effective transportation (although rental cars are not provided for travel to and from Council offices when attending such events).

**6.4 Air Travel**

Some Council members are entitled to use Council provided air travel.

- Selected Council members are entitled to use Council provided air travel for Council related travel, where travel by air is the most effective transportation.
- Such travel must be booked through the Democracy Services Unit.

(See clause 10.1.1)



**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 of elected member travel to be given only in special circumstances.
6. The travel expenses to be reported to include travel, accommodation, meals, fares and conference registration.
7. A report to be submitted to the Council on the Council funded element of the travel and the findings and benefits to the Council.
8. That the Council authorise the payment of social 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 expenses (person's registration, travel, accommodation, meal and related incidental expenses including insurance) incurred in attendance at conferences, courses, seminars and training programmes held both within New Zealand and overseas, subject to the rules and criteria relating to international travel set out in clause 6.5, and subject also to the following conditions:

- Related expenditure to be accommodated within existing budgets
- The main object of the event (conference, course, seminar or training programme etc) is of benefit to the Council, and includes a significant policy/governance content
- That the event is relevant for obtaining an understanding of policies and initiatives of 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. Decisions on such matters as members are required to obtain such certification before they can sit on A He... s.

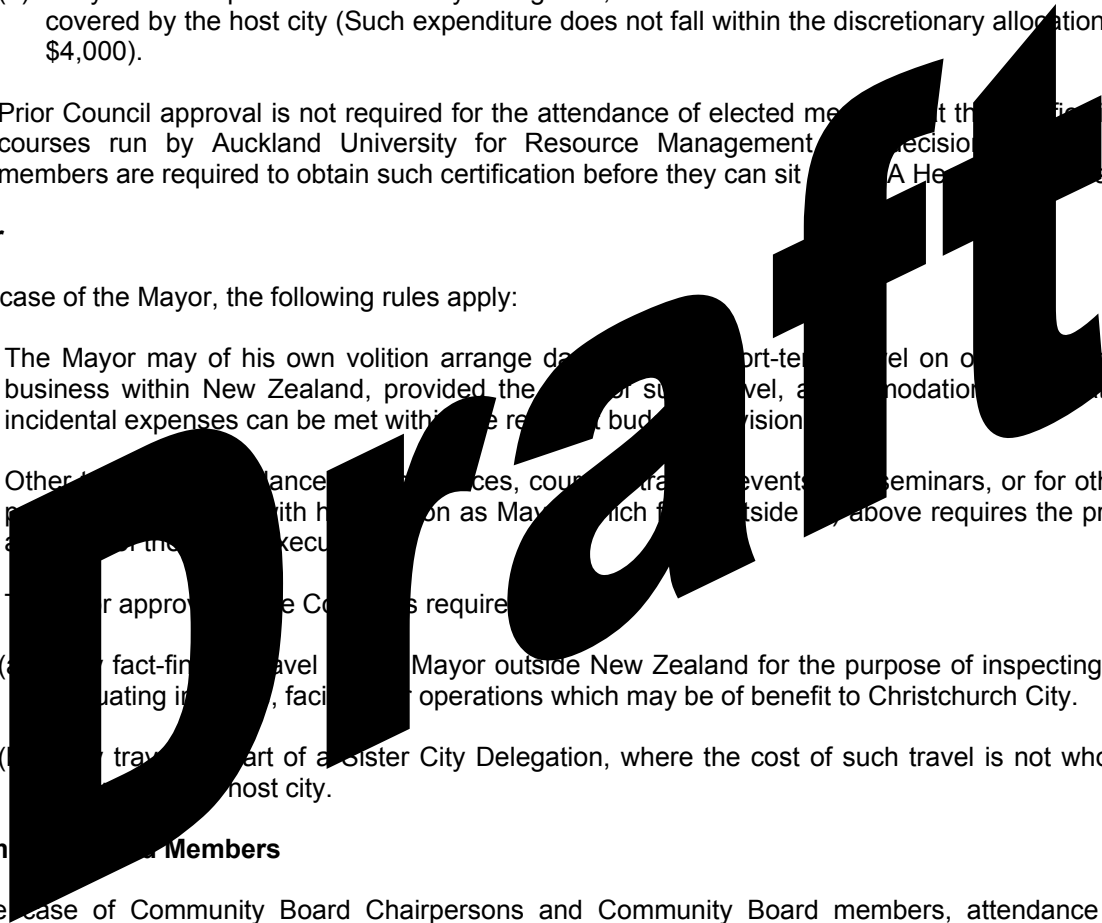
**Mayor**

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

1. The Mayor may of his own volition arrange domestic short-term travel on official Council business within New Zealand, provided the cost of such travel, and accommodation and incidental expenses can be met within the relevant budget provision.
2. Other than for domestic travel, the Mayor may arrange travel for conferences, seminars, or for other purposes, with his/her consent as Mayor, which falls outside the above requires the prior approval of the Council.
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 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.

**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 on travelling. (If allowances are payable instead of actual and reasonable reimbursement, state amounts and basis of calculation.)

- 1. Actual and reasonable meal costs are paid for by the local authority
- 2. No reimbursement of meals provided by friends/relatives

**6.10 Private accommodation paid for by local authority**

Is private accommodation (for example, a partner's home) provided for any member by the local authority? No

Are allowances payable in respect of accommodation provided by friends/relatives when travelling on local authority business? No

**SECTION 7 - ENTERTAINMENT AND HOSPITALITY**

Are 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?

**8.2 Home telephone rental costs and telephone calls (including mobile)**

Are telephone rental costs reimbursed in whole or part?

Are telephone call expenses reimbursed in whole or part?

In the case of the Mayor, the Council pays in respect of:

- Home telephone line rental, as assessed to the Mayor
- Mobile phone bills, as assessed to the Mayor and all associated charges

**8.3 Council related communications and technology provided**

Do you allow Council paid telephone calls on to Council related technology provided by the member for use on Council business? Yes

**Deputy Mayor, Councillors and all Community Board members are entitled to a flat communication 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
- Council or Community Board related charges for Council or Community Board related calls made from their cellphones
- Council or Community Board related 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

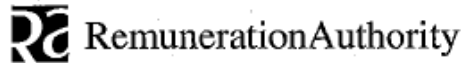
**SECTION 12 - SIGNATURE**

I seek approval from the Remuneration Authority, in relation to the period 1 July 2008 to 30 June 2009, 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 inspection in accordance with the Remuneration Authority's determination.

\_\_\_\_\_  
Signature Council Secretary  
Description

Draft



28 January 2009

To All Mayors and Chief Executives of All Local Authorities.

## **MOTOR VEHICLE MILEAGE ALLOWANCE FOR ELECTED MEMBERS**

### **Proposal**

The attached discussion paper sets out a proposal that the Mileage Allowance for elected members, currently provided for in clause 14 of the Local Government Elected Members (2008/09) Determination, be abolished. The paper proposes that it be replaced with reimbursement of travelling time and actual travel costs, in limited circumstances.

### **Background**

The Mileage Allowance and its application are becoming increasingly anomalous. The attached paper describes its inconsistency with the tax status of elected members; the unfairness of its application; and the perverse incentives which it can create.


### **Submissions**

Your council's submissions or comments on the proposal, should you wish to make any, are required by **1 July 2009**.

### **Implementation**

The proposal in the attached paper is that the allowance be abolished following the 2011 Local Body elections.

However, in view of the current economic climate, and the public interest in the remuneration of elected representatives, we draw to your attention that the provisions of the determination concerning the mileage allowance are permissive rather than mandatory. There is an opportunity for Councils to make a change along these lines with effect from 1 July 2009, through an amendment to their expenses rules, approved by the Remuneration authority.

  
 David Oughton  
 Chairman

#### **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](mailto:info@remauthority.govt.nz)



## DISCUSSION PAPER

### Local Government Elected Members - Mileage Allowance

#### Introduction

1. This discussion paper sets out a proposal for changing the current arrangements under which Local Government elected representatives are eligible for an allowance (the "mileage allowance") for the use of their private vehicle on Council business.

#### Background

2. The mileage allowance was introduced in the first Local Government Elected Members Determination issued by the Authority in 2003. The amount of the allowance (\$0.70 per kilometre), and the eligibility criteria, have remained largely unchanged since that time.
3. For a number of reasons the mileage allowance has been a source of contention. This memorandum:
  - (a) Sets out the current situation;
  - (b) Identifies a number of anomalies or problems with the application of the allowance; and
  - (c) Recommends an approach to addressing these.

#### Current Situation

4. The mileage allowance is \$0.70 per kilometre. This rate was struck when the Remuneration Authority first issued a remuneration determination for Local Government Elected Members in early 2003.
5. Although the Authority file is not complete, the record is sufficient to confirm that:
  - (a) The rate was intended to incorporate an amount for travel time. Therefore it provides those eligible to receive it both remuneration and reimbursement of some costs;
  - (b) The initial travel time/running cost split was about 50/50 i.e. \$0.35/\$0.35; and

#### Remuneration Authority

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- (c) In 2001/02, probably the year of the data on which the rate was struck, \$0.35 per kilometre more than covered the running costs of a 1300 – 2000cc vehicle (15 – 18 cents per km) and approached the full cost (running cost plus ownership cost) of a similar-sized vehicle which travelled 20,000km each year (\$0.40 – \$0.51 per km).
6. The \$0.70 per km rate has remained unchanged since the 2003 determination. However, the value of the mileage allowance has not eroded to the extent often claimed when fuel prices exceeded \$1<sup>2</sup> per litre. The 2008 AA figures show running costs and full costs, on the same basis as (c) above, as \$0.17 to \$0.20 and \$0.39 to \$0.47. (Note that the total cost has in fact come down over the last five or six years although, in fairness, striking a rate is very difficult given the wide variation of vehicle sizes and cost, and the mileage actually run by individuals – the latter in particular having a significant impact on the numbers.)
7. The Remuneration Authority's current determination provides for a "vehicle mileage allowance" to be paid to an elected member, for travel by the member, (including travel to and from the member's residence), if the travel is:
- In his or her own vehicle;
  - On the Local Authority's business; and
  - By the most direct route reasonable in the circumstances.
8. Note that this is permissive, not mandatory, and sets maxima for both the amount of, and eligibility for, the allowance. Local Authorities can (and in some cases do) set restrictions on mileage allowances which are tailored to the nature of the Authority and its financial position.

#### **Tax Status of Elected Members**

9. Any consideration of the mileage allowance should be seen in the context of the tax status of elected members. Elected members are self employed for tax purposes. This means that all income, including allowances (but not the reimbursement of actual costs such as taxi fares for example) is subject to withholding tax deductions. The member can also claim as business expenses costs incurred in generating income.
10. Mileage allowance payments to elected representatives are subject to withholding tax deductions. The cost of using a private motor vehicle on council business can be claimed as a business expense by the elected member, subject to the eligibility rules determined by the IRD from time to time. This provides an additional financial benefit to the elected member, relevant in the context of the "fairness" issue discussed below.

### Current Issues with the Mileage Allowance

11. Set out below are four, sometimes related, matters which have emerged in the five years the mileage allowance provision has been incorporated in the Remuneration Authority's determinations.

(a) *Should a mileage allowance be paid at all to elected representatives?*

12. Mileage allowances (and similar allowances) are typically part of the conditions which govern *employment* relationships. They are a means of reimbursing costs which are incurred by a salaried employee who does not have the ability, because of his or her tax status, to claim these as employment expenses.

13. The payment of a mileage allowance to a self-employed person, who can separately claim the costs of using his or her vehicle as a business expense, can be seen as anomalous, or even perhaps as "double dipping".

(b) *If a mileage allowance is paid, should it be paid for journeys from home to the Council?*

14. It is not usual practice for *employees* to have this cost met by the employer.

15. For the self-employed person, the cost of travel from his or her "place of business" to a client is usually accepted as a business expense by the Inland Revenue Department, (but may not necessarily be charged to a client). Also, it is by no means certain that for many elected representatives, their home is their "place of business". Some will no doubt maintain an office at their home, others will have business premises or offices elsewhere.

16. It seems to the Remuneration Authority that there is a reasonable argument for not accepting travel to and from home and the Council Offices as qualifying for the payment of a mileage allowance, but leaving each elected representative to decide whether this travel is a business expense, and whether to claim it for tax purposes.

17. There are two important exceptions to this view:

- For some elected representatives in large, rural local authorities, or in regional councils, travel to and from council meetings takes significant time, and in fairness needs to be recognised.
- As with employees, where safety and security are involved, such as returning home from late meetings, there may be a case for meeting some transport costs, such as a taxi fare, even if other public transport is available.

*(c) Fairness*

18. There is another aspect to the payment of the vehicle mileage allowance for home to work travel. Should councillors who drive their private cars to Council meetings be paid additional remuneration? This is the effect of the time component in the mileage allowance, and it places the owners of motor vehicles who drive to council meetings at an advantage. Two examples illustrate the point.

- (1) On the assumption that the cost of travel to and from Council meetings is to be reimbursed, a councillor who travels, say, 15 km to a council meeting by car could claim up to \$21.00 for the round trip, and may claim a further deduction of around \$18.00 for tax purposes. Even before the tax benefit, the \$21.00 is likely to be more than the actual vehicle running cost, hence there is reimbursement for travel time.

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A councillor who chooses to use public transport might be reimbursed the cost of the fare, but will receive no financial recognition of the time spent travelling. Nor will he or she be able to claim the expense for tax purposes if it has been reimbursed.

Additional income is being generated by the mode of transport rather than by the actual time spent by the elected representative on what is currently treated by some councils as council-related travel.

- (2) In the second example, two regional councillors make a 200km round trip to a council meeting. The travel takes about 2.5 hours. One councillor drives his own car, the other is his passenger. For the 200 km trip the owner/driver may claim \$140, of which about half is running cost (as opposed to total ownership cost). \$70 or about \$28 per hour is therefore payment for time. In addition, the owner/driver may claim around \$120 as a business expense.

The passenger, who spent the same amount of time travelling, receives nothing.

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*(d) Sustainability*

19. A fourth concern with the mileage allowance, particularly in metropolitan areas where public transport is available, or walking and cycling options may be feasible, is that it encourages the use of motor vehicles rather than more sustainable or "environment-friendly" practices.

**Comment**

20. It is difficult to establish a regime for travel and related allowances which is sensible for all local authorities given the differences between compact urban authorities at one end of the scale and regional authorities covering hundreds of square kilometres at the other; the differences in accessibility of public transport across local authorities; and the differences in lifestyle choices which councillors make as individuals, and which are often reflected in their modes of transport.
21. It is clear also that it is difficult to reduce entitlements which have come to be regarded as part of the total income of elected representatives.
22. However, in the view of the Authority, the issues and examples touched on above raise legitimate concerns which need to be addressed.

**Proposal**

23. The following is a proposal for discussion.
  - (a) Remove the mileage allowance as it currently stands, leaving elected representatives to claim the costs of vehicle use as part of their taxation arrangements.
  - (b) In Councils' expenses policies, provide for explicit recognition of travelling time from home to council meetings (or to other explicitly recognised council business activities) where this exceeds, say, around 30km or 30 minutes. The "travel allowance" could be set at a rate per kilometre or, preferably, an hourly rate.

The Remuneration Authority's preference is that the hourly rate for travel time should be a flat rate which applies uniformly across the country rather than struck on the actual annual remuneration of each elected representative.

- 
- (c) In councils' expenses policies make explicit reference to the conditions under which the actual costs of travel on public transport by an elected representative may be met by the Council. (Paragraph 17 above.)

**Implementation**

24. Given the significance of this change, our proposal is that comments be sought with the intention of introducing any change following the 2011 Local Body elections.

January 2009

## 9. APPLICATION TO THE DISCRETIONARY RESPONSE FUND - TRINITY COMMUNITY GARDEN

<b>General Manager responsible:</b>	General Manager Michael Aitken Community Support Unit DDI 941-8607
<b>Officer responsible:</b>	Unit Manager Catherine McDonald Community Support Unit DDI 941-8879
<b>Author:</b>	Community Development Advisor Sue Grimwood DDI (03) 304-8659

**PURPOSE OF REPORT**

1. The purpose of this report is to present a request for funding from the Akaroa Trinity Community Garden to the Akaroa/Wairewa Community Board from its Discretionary Response Fund.
2. The request is for \$2,000 towards the cost of a water tank, pipes, pump and its installation, to collect rain water for the community garden being established at 39 Rue Lavaud.

**EXECUTIVE SUMMARY**

3. The Akaroa Trinity Community Garden Committee is a newly established group in Akaroa with substantial community support. To date working bees to develop the site, planning, building raised garden beds and erection of a tunnel house has seen the involvement of local builders, concrete contractors, landscape gardeners, school teachers, plumber and the general community including children who, with passion and commitment, have volunteered their time and expertise.
4. The group has decided not to become a formal entity such as a Trust or Incorporated Society at this time. As an informal group the amount of funding sought from Council towards a project is limited to \$2,000. This is the group's first application to the Community Board.
5. The group has established a relationship with the Heartland Centre, and the Akaroa Resource Collective Trust which manages the Centre, so that the building can be used by those working at the gardens for meetings and tea making and restroom facilities.
6. The garden will provide free organically grown vegetables and herbs for all who give their time; provide nutritious food for those in need in the community and will be used as a local teaching place for local school children. A place where the community across the age spectrum can come together.
7. The project is to put in place a rain water collection system from the roofs of buildings on the site to enable a sustainable watering system for the garden without using or relying on the scarce local water supply. The project will entail installation of a holding tank, pipe work and a small solar-powered pump.
8. The community garden concept was 'driven' by the community following extensive discussion, investigation and collaboration of local people and groups including the Akaroa Area School, Trinity Church committee (on whose land the garden is sited) Tony Moore Councils Principal Adviser on Sustainability, and an initial group of parents who wanted to teach their children about sustainable gardening and to show them that vegetables didn't grow in supermarkets. A presentation was made to the Board in 2008 promoting the concept and asking for support to locate land or a suitable site for the project. The group has had regular and ongoing discussions with the Community Development Advisor over the previous six months.

**FINANCIAL IMPLICATIONS**

9. Total cost of the project is \$5,785. The Akaroa Trinity Community Garden is requesting \$2000.00 towards the project. There is currently a balance of \$5,889 in the Boards Discretionary Response Fund.

Holding Tank	\$ 2,285	(to be purchased)
Solar-powered pump and associated materials	\$ 1,000	(to be purchased)
Piping and labour	\$ 2,500	(labour will be voluntary apart from that required to meet any compliance requirements)
	<u>\$ 5,785</u>	

#### 8. 4. 2009

10. In 2008 the group received \$10,000 from the Healthy Environment Unit (Sustainability) budget for set-up costs of the garden. This has been used to purchase a tunnel house, timber for raised garden beds, transport/delivery of materials and soil. Any unspent funds at the time of this report have been tagged to cover the above expenses.
11. The group is aware of the limitations to the amount they can request and will seek funding from other philanthropic areas and fundraising to meet the shortfall in the budget for this project. Council funding criteria states that any groups which are not a Charitable Trust or Incorporated Society can only receive funding to a maximum of \$2,000 in any one funding year.
12. There are no financial risks associated with the delivery of this project.

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

13. Yes

#### **LEGAL CONSIDERATIONS**

14. 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?**

15. Yes as above

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

16. Aligns with LTCCP and Activity Management Plans

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

17. Yes page 170

#### **ALIGNMENT WITH STRATEGIES**

18. This application meets the following Council Community Grants Funding Outcomes:
  - Increase community participation in and awareness of community, recreation, sports, arts, heritage and environment groups, programmes and local events
  - Provide community based programmes which enhance basic life skills.
  - Reduce or overcome barriers to participation.
  - Foster collaborative responses to areas of identified need.

It also helps to meet the following Community Board objective:

- Promote the participation of Banks Peninsula residents in recreation and cultural events/programmes.

#### **Do the recommendations align with the Council’s strategies?**

19. Strengthening Communities Strategy

#### **CONSULTATION FULFILMENT**

20. Not applicable

#### **STAFF RECOMMENDATION**

It is recommended that the Akaroa/Wairewa Community Board agree to grant \$2,000 from its 2008/09 Discretionary Response fund to the Akaroa Trinity Community Garden towards the rain water collection system for the garden.

## 10. APPLICATION TO THE DISCRETIONARY RESPONSE FUND - DUVAUCHELLE SCHOOL SUPPORT GROUP

<b>General Manager responsible:</b>	General Manager Michael Aitken Community Support Unit DDI 941-8607
<b>Officer responsible:</b>	Unit Manager Catherine McDonald Community Support Unit DDI 941-8879
<b>Author:</b>	Community Development Advisor Sue Grimwood DDI (03) 304-8659

### PURPOSE OF REPORT

1. The purpose of this report is to present a request for funding from the Duvauchelle School Support Group to the Akaroa/Wairewa Community Board Discretionary Response Fund.
2. The request is for \$2,000 towards the cost of pin board tiles for four walls of the new library/technology room at the Duvauchelle School.
3. There is currently a balance of \$5,889 in the Boards Discretionary response Fund.

### EXECUTIVE SUMMARY

4. The Duvauchelle School Support committee raises money and supports and facilitates activities which will enhance the education potential and experience for all children attending the Duvauchelle School. The committee supplements core education curricula and education funded facilities with extras, maximising the use of new buildings such as the new library/technology room.
5. The group is not registered as a formal entity such as a Trust or Incorporated Society at this time. As an informal group the amount of funding sought from Council towards a project is limited to \$2,000. This is the group's first application to the Community Board.
6. The project is to put in place pin board tiles on the four walls of the technology room to allow display of the children's work. There will be the added advantage of the tiles being able to be used as teaching aides engaging children's enquiry and curiosity.
7. The pin boards are not an essential item for the school to be able to use the room and are therefore not able to be funded by the Ministry of Education or usual school budget. They are, though, a useful adjunct to making the area a very usable space for the children and teachers alike. Money provided by the Ministry to build and set up the room was insufficient hence the school support group is busy fundraising for the additional equipment.
8. The library/technology room has been provided by funding from the Ministry of Education but the school has had to raise money to outfit the room with tables, chairs, librarian equipment, shelving, and computers for the technology suite. Parent and community involvement has included clearing the site, coordinating the project and fundraising for the fit-out. \$19,000 confirmed and/or pending has been raised from philanthropic organisations which has enabled the committee to provide bookshelves, library desk, tables and chairs. The funding assistant for the committee has had regular and ongoing discussions with the Community Development Adviser.
9. The pin board project is for the new facility which was funded by the Ministry of Education and is sited on Education Board land, although meeting all the other criteria, the Council's Guide to Funding Schemes states that it does not cover projects that are considered to be the primary responsibility of Central Government some other funding body or a Council Unit. However, the Board has discretion over the disbursement of their Discretionary Funds and may still give consideration to funding the project.

### FINANCIAL IMPLICATIONS

10. Total cost of the project is \$2,800. There is currently a balance of \$5,889 in the Board's Discretionary Response Fund.



#### 8. 4. 2009

The Duvauchelle School Support committee is requesting \$2,000 towards the project.

<b>Expenses</b>	<b>Cost (\$)</b>
Pin Boards - four @ \$1,400 each	2,800
Book Shelves	12,000
Library Desk	2,000
Tables, chairs, installation	5,000
<b>Total Cost</b>	<b>\$ 21,000</b>

11. In 2008 the group received \$1,000 towards a Performing Arts Project for a school production.
12. The group is aware of the limitations to the amount they can request and will seek funding from other fundraising to meet the shortfall in the budget for this project.
13. There are no financial risks associated with the delivery of this project.

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

14. Yes

#### **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 as above

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

17. Aligns with LTCCP and Activity Management Plans

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

18. Yes page 170

#### **ALIGNMENT WITH STRATEGIES**

19. This application meets the following Council Community Grants Funding Outcomes:

- Provide community based programmes which enhance basic life skills.
- Reduce or overcome barriers to participation.
- Foster collaborative responses to areas of identified need.

It also helps to meet the following Community Board objective:

- Promote the participation of Banks Peninsula residents in recreation and cultural events/programmes.
- Recognising the need to retain and enhance core community services to Banks Peninsula communities

**DO THE RECOMMENDATIONS ALIGN WITH THE COUNCIL'S STRATEGIES?**

20. Strengthening Communities Strategy

**CONSULTATION FULFILMENT**

21. Not applicable

**STAFF RECOMMENDATION**

It is recommended that the Akaroa/Wairewa Community Board decline the request of \$2,000 from its 2008/09 Discretionary Response fund from the Duvauchelle School Support as the building is owned by and located on Ministry of Education land.

## 11. APPLICATION TO THE AKAROA/WAIREWA COMMUNITY BOARD'S YOUTH DEVELOPMENT SCHEME - GEORGINA POWER

<b>General Manager responsible:</b>	General Manager, Community Services, DDI 941-8607
<b>Officer responsible:</b>	Unit Manager, Recreation and Sports
<b>Author:</b>	Ken Howat, Community Recreation Adviser

### PURPOSE OF REPORT

1. The purpose of this report is to seek approval for an application for funding from the Community Board's 2008/2009 Youth Development Scheme.

### EXECUTIVE SUMMARY

2. The applicant is Georgina Power, a 19 year old nursing student living in Little River.
3. Georgina has been selected for the South Island Show Jumping Team to compete in an Australian tournament being held in Victoria in April this year. The team comprises the four top ranked young riders in the South Island.
4. To gain selection for the team riders were required to compete in the Young Riders National Series which is for riders under 21 years of age. In addition to holding top rankings, riders were also required to be able to represent New Zealand as good ambassadors at this event. Georgina has been riding competitively since age seven.

### FINANCIAL IMPLICATIONS

5. The following table provides a breakdown of the costs.

EXPENSES	Cost (\$)
Airfares	480
Accommodation & Food	350
Internal transfers	200
<b>Total Cost</b>	<b>\$ 1,030</b>

6. This is the first time the applicant has applied to the Akaroa Wairewa Community Board for financial support.

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

7. This application is seeking funding from the Community Board's 2008/09 Youth Development Scheme which was established as part of the Board's 2008/09 Board Discretionary Response Fund.

### LEGAL CONSIDERATIONS

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

8. 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)*".

### ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

9. Aligns with page 170 LTCCP, regarding Community Board Project funding.

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

10. As above.

#### **8. 4. 2009**

##### **ALIGNMENT WITH STRATEGIES**

11. Application aligns with the Council's Youth Strategy and local Community Board objectives.

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

12. As above.

##### **CONSULTATION FULFILMENT**

13. Not applicable.

##### **STAFF RECOMMENDATION**

It is recommended that the Board approve the application and allocate \$250 to Georgina Power to compete in the Australian show jumping event.

## 12. LOCAL GOVERNMENT “KNOW HOW” TRAINING COURSES - FINANCIAL GOVERNANCE 101

<b>General Manager responsible:</b>	General Manager Regulation & Democracy Services, DDI 941-8462
<b>Officer responsible:</b>	Democracy Services Manager
<b>Author:</b>	Liz Carter, Community Board Adviser, DDI 941-5682

**PURPOSE OF REPORT**

1. The purpose of this report is to seek the Board’s approval for interested members to attend a Local Government New Zealand “Know How” Course – Finance Governance 101, to be held in Christchurch on 7 August 2009.

**EXECUTIVE SUMMARY**

2. The one-day Local Government New Zealand (LGNZ) workshop is designed to provide skills in relation to financial decision-making.
3. The course focuses on enhancing members’ financial planning skills for the long term benefit of the community. It aims to assist elected members to improve their knowledge of financial government issues, know the key questions to ask, and how to influence and make decisions in Government hearings and budgeting processes. LGNZ advises that this course has received favourable feedback from new and highly experienced Councillors who have said they found the course most useful and would recommend it to others. The workshop will deal with the relationship between planning and LTCCP process and financial information, important accounting and asset management concepts, balance sheet management and financial choice and using the lessons learnt in identifying options, considering information and decision making.

**FINANCIAL IMPLICATIONS**

4. The cost of the Local Government workshop is \$300 plus GST per person, for elected members from member Councils. The Board’s 2008/09 conference attendance, training and travel budgets currently have an unallocated budget of \$3,090.

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

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

**LEGAL CONSIDERATIONS****Have you considered the legal implications of the issue under consideration?**

6. Yes, there are no legal implications.

**ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS****Do the recommendations of this report support a level of service or project in the 2006-16 LTCCP?**

7. Not applicable.

**ALIGNMENT WITH STRATEGIES**

8. Not applicable.

**Do the recommendations align with the Council’s strategies?**

9. Not applicable.

**CONSULTATION FULFILMENT**

10. Not applicable.

**8. 4. 2009**

**STAFF RECOMMENDATION**

It is recommended that the Akaroa/Wairewa Community Board give consideration to approving the attendance by interested members at the one day Local Government workshop, Financial Governance 101 to be held on 7 August 2009 in Christchurch.

## 13. AKAROA-WAIREWA RESERVES DISCRETIONARY FUNDING 2008/09 – FUNDING PROPOSALS

<b>General Manager responsible:</b>	General Manager, City Environment, Jane Parfitt DDI 941-8608
<b>Officer responsible:</b>	Transport and Greenspace Unit Manager, Alan Beuzenberg
<b>Author:</b>	Lorraine Correia, Consultation Leader – Greenspace DDI 941-6720

**PURPOSE OF REPORT**

1. The purpose of this report is for the Board to consider the allocation of the \$20,000 from the Akaroa-Wairewa Community Board's 2008/09 Reserves Discretionary Fund.

**EXECUTIVE SUMMARY**

2. Reserve Management Committees within the Board's area were sent a letter inviting them to submit projects to be considered for this funding. Three applications were received. There is no provision to seek "carryovers" into 2009/10 for any funds that have not been committed/expended by 30 June 2009.

**Proposals for 2008/09 Allocation**

3. 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. After considering the various Reserve Management Committees requests, staff propose the outstanding Reserves Discretionary Funds be allocated to the projects listed below.

**Little Akaloa Tennis Club Inc. – Drainage for new Tennis Court****\$5,000**

4. The Little Akaloa Tennis Club Inc. would like to replace their second tennis court because it is currently not a standard size and has an uneven surface. The Club has been operating for over 68 years and has 141 active members, they also assist in providing coaching to Banks Peninsula youth. Regular competitions are held with the Ellesmere Tennis Sub-Association. The Tennis Club runs its training and competitions in the summer months however, the courts are used throughout the year.
5. As part of this project, the tennis club are seeking part funding for improved drainage from the Christchurch City Council. The cost of drainage has been quoted by James Craw Ltd. at \$8,850 excluding GST however, the Club is only seeking funding of \$5,000 towards this.
6. The total cost of the project to upgrade the second tennis court, including the retaining wall, is estimated at \$69,555 excluding GST.
7. The club has been actively fundraising for this project and have to date secured the following funds:
  - (a) Little Akaloa Tennis Club contribution - \$15,440
  - (b) Grants from charitable organisations and trusts - \$10,000
  - (c) Capital Programme Funding - \$20,000 (available 2009/10 towards the upgrade of the tennis courts and for cost of a retaining wall)
8. In addition to the above funds, the club also has the following applications pending:
  - (a) Canterbury Community Trust - \$20,000 (They anticipate to hear back from the Trust before the end of March 2009)
  - (b) CCC Reserves Discretionary Fund - \$5,000

If the above applications are successful, this will bring the total amount raised to \$70,400.

#### 8. 4. 2009

##### **Awa-iti Domain - Tennis Club, Tennis Court Fencing**

**\$11,231**

9. The Little River Tennis Club has identified a need for the upgrading of the tennis court fence which also partly serves as a boundary fence. Although there is currently funding available from the Capital Programme Budget for projects in the Awa-iti Domain (\$20,000 for 08/09 financial year and \$60,000 for 09/10 financial year), these amounts will only cover part of the proposals under the development plan for the domain.
10. The Little River Tennis Club has been actively fundraising and has raised \$3,729 for the new fence. The cost of the work quoted by Canterbury Fencing Contractors Ltd. is \$14,960 excluding GST. Therefore, the amount sought from Council is \$11,231 excluding GST. The tennis club has not sought funding from any other sources.

##### **Awa-iti Domain – Rugby Club, Lighting Upgrade**

**\$3,769**

11. The Banks Peninsula Rugby Club has identified a need for upgrading the lighting on the sports fields as the current lighting is insufficient during the winter months. The clubrooms on the domain was previously operated as a combined sports club however the Rugby Club has recently taken this over and has committed time and funding to upgrading the building. Although there is currently allocated funding for the Domain from the Capital Programme Group, the amount does not allow for the upgrade of lighting on the fields. The Rugby Club has received a quote for the lighting upgrade from Independent Line Services for an amount of \$9,885 excluding GST. The Rugby Club are seeking funding from the Awa-iti Domain Reserves Management Committee and the Canterbury Community Trust who have confirmed that they will contribute the additional funds required to make this project work.
12. This project is to simply upgrade the lights on the existing poles, no additional poles are proposed as part of this project and therefore no additional “landowner” approvals are necessary. The Awa-iti Domain Reserve Management Plan identifies the need and provides for training lights on the Domain.

#### **FINANCIAL IMPLICATIONS**

13. All of the above projects total \$20,000 which is the amount of the 2008/09 Reserves Discretionary Fund.

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

14. As above.

#### **LEGAL CONSIDERATIONS**

15. The Akaroa-Wairewa Community Board has the delegated authority to allocate these funds.

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

16. Not applicable.

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

##### **LTCCP**

##### **Parks, Open Spaces and Waterways – Page 123**

17. Community – By providing welcoming areas for communities to gather and interact.  
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?**

18. As above.



**ALIGNMENT WITH STRATEGIES**

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

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

- 20. As above.

**CONSULTATION FULFILMENT**

- 21. 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 Akaroa-Wairewa Community Board allocate the 2008/09 Reserves Discretionary Funds as follows:

- |  |          |
|--|----------|
| (a) Little Akaloa - Tennis Club Inc. – Drainage for new Tennis Court | \$5,000  |
| (b) Little River Tennis Club, Tennis Court Fencing                   | \$11,231 |
| (c) Awa-iti Domain – Lighting Upgrade                                | \$3,769  |

## 14. AKAROA DESIGN AND APPEARANCE ADVISORY COMMITTEE - 2 MARCH 2009

<b>General Manager responsible:</b>	Peter Mitchell, Regulation & Democracy Services
<b>Officer responsible:</b>	Kent Wilson, Planner, Environmental Policy and Approvals Unit
<b>Author:</b>	Liz Carter, Community Board Adviser

**PURPOSE OF REPORT**

The purpose of this report is to submit the outcomes of the Akaroa Design and Appearance Advisory Committee meeting held on Monday 2 March 2009.

The meeting was attended by Committee members Stewart Miller (Chairman, Akaroa Wairewa Community Board), Victoria Andrews, John Davey, Lynda Wallace and Peter Beaven.

Also in attendance were David Margetts (Historic Places Trust), Kent Wilson and Sharyn Brown (Planners).

**1. APOLOGIES**

An apology was received and accepted from Eric Ryder.

**2. APPOINTMENT OF CHAIRMAN**

Stewart Miller assumed the chair for this meeting.

**3. REPORT OF PREVIOUS MEETING**

The Committee **resolved** that the minutes of the Akaroa Design and Appearance Advisory Committee meeting held on 2 February 2009 be confirmed

**4. PLANS TO CONSIDER****4.1 John Ryder - Two storied residential dwelling - 91 Beach Road**

Mr Hayden Stark, Landscape Architect for the applicants was in attendance and spoke on the landscape plan as presented to the committee.

The committee's main concern was the stone retaining walls as it was felt they should be less obtrusive as the stone wall formalised an area that should be kept more casual. Members agreed that a minimal amount of stones may be necessary around the trunk of the existing cabbage tree situated on the road reserve. The retaining walls on the south and east boundaries would also be more appropriate if they were timber, rather than plaster and could also be softened with planting such as creepers or climbing roses.

Examples of the proposed garage door and automatic gate were also tabled for members' information.

The committee agreed on the following matters:

- the South and East boundary retaining walls be of timber
- no rocks be installed along the road frontage
- a minimal amount of rock around the existing cabbage tree on the road reserve to protect the tree was necessary
- colour scheme, garage door and gate acceptable

Mr Margetts asked that the Historic Places Trust view an update of the plans once finalised.

Mr Stark was thanked for his presentation, and left the meeting.

#### 4.2 Akaroa Beach Reserve - Renovation

Members discussed the proposed renovation and upgrade of the Akaroa Beach Reserve. Ian Jackson, Area Contract Manager Transport and Greenspace, outlined the proposal.

He said it was hoped that the proposed plan would make a more attractive and usable area for the public to enjoy.

Members generally felt that it should be left as a 'green' area and any proposed changes should be kept simple.

General points raised by the committee are:

- not in favour of pathway being a chip surface
- path to be kept to a minimum width
- path to be located alongside and as close as possible to the War Memorial stone wall, not along the waterfront wall
- drinking fountain to remain in location as at present
- no permanent barbeque be installed
- one picnic table and two seats be installed
- shower needs to be on a timer system
- rubbish bins should be installed in the area; a different design to that currently there
- Ngaio tree needs to be protected when pathway formed

It was also suggested that other areas of Akaroa should be reinstated with grass and asked if the Community Board could request that funding be sought to reinstate some of the areas of the Beach Road waterfront back to grass. Ms Andrews asked that the green area adjacent to Dalys Wharf also be assessed at a later date.

The Area Contract Manager informed the committee that he would look into installing new rubbish bins and would bring examples back to the committee for its comments.

The committee agreed that the Akaroa Civic Trust, the Museum Director and the Historic Places Trust be asked to bring a recommendation to the Community Board on where the whale pot should be best located.

The committee also agreed that lock sand should be trialled for the proposed new pathway.

The Area Contract Manager noted the comments of the committee and undertook to circulate the revised plan to members.

#### 5. COMMUNITY BOARD ADVISER'S UPDATE

Members were advised that the Akaroa Design and Appearance Advisory Committee - Terms of Reference Report has been placed on the Community Board's agenda for its March meeting.

#### 6. COMMITTEE MEMBERS EXCHANGE OF INFORMATION

- Planning Discretion (Item 6.2 of the 2 February meeting) - Mr Margetts pointed out that under the Historic Places Trust's statutory requirements, any change to a plan must go back to the Historic Places Trust to be signed off.

The Planner informed the committee that if there was a change to a plan then an affected party would need to be notified, however in this instance the particular comments reported in the minutes related to this committee, not the Historic Places Trust.

- Bank of New Zealand - Mr Margetts informed the committee that the Historic Places Trust has been dealing with issues of colour scheme, changes to entrance and signage in relation to the Bank of New Zealand building. Mr Margetts was informed that any proposed change to the building or signage would need to be viewed by the Advisory Committee. It was pointed out that applicants should always be encouraged to look at the appropriate colours for the heritage of a building and that illuminated signs were not to be encouraged.

#### 8. 4. 2009

The Planner advised that under the District Plan the painting of buildings was considered to be maintenance and as a result it was deemed to be a permitted activity over which the Council has no control. He acknowledged, however, that the painting or repainting of a building can have a significant impact on heritage values for a building and the local area of the town if sympathetic colours are not used. He said it may be possible, as a result of the upcoming review of the heritage provisions relating to the town, that controls could be inserted into the District Plan over the painting of buildings.

- Cottage, 40 Rue Jolie - The Community Board Adviser informed the committee that the grounds will now be included in the general reserves maintenance contract, however she had no update on the maintenance of the building.
- Proposed Bridge, 91 Beach Road - The committee was advised that work being carried out on this site possibly requires an earthworks consent and that enforcement staff had been informed. It was pointed out that although Environment Canterbury (Ecan) had control over the Aylmers Stream, Council had to give permission for access over its road reserve. No Land Use Consent had been applied for at the present time to build a bridge.

The committee expressed its concerns regarding the overlapping jurisdictions between Ecan and the Council where both authorities have some influence over applications of this nature. Members were informed that a joint seminar would be held shortly with both the Akaroa-Wairewa and the Lyttelton-Mt. Herbert Community Boards and that a representative from Ecan would also be present. It was agreed that this matter could be raised at the seminar.

The Planner advised members that Council's consent staff have met with Ecan staff to agree on a protocol for an exchange of information from Ecan to the Christchurch City Council when a consent application is received. He said this provided the opportunity for Council staff to comment on such applications. He said previously this was occurring, however, unfortunately they had not been directed at the correct unit within Council. A record of the agreement reached at the staff workshop will be circulated for members' information.

It was also suggested that an informal session with interested parties could be organised by the Community Board to give information regarding the historic area. This could be in the format similar to the discussion day organised by the Akaroa Civic Trust last year.

- Percy Street Renovation - the Planner was asked to bring the proposed colour scheme for this renovation back to the committee when it was finalised.

The meeting closed at 11:45am.

#### **STAFF RECOMMENDATION**

That the Board receive the minutes of the Akaroa Design and Appearance Advisory Committee meeting held on Monday 2 March 2009.

**15. BRIEFINGS**

**15.1 LITTLE AKALOA WHARF**

Lorraine Correia (Consultation Leader Greenspace) and Mark Penrith (Project Manager) will brief the Board on the Little Akaloa Wharf project.

**16. COMMUNITY BOARD ADVISERS UPDATE**

**16.1 AKAROA YOUTH TRUST BOARD**

The Akaroa Youth Trust Board has requested that a representative from the Community Board be appointed as a liaison person between the two Boards. This position has formerly been appointed by the Community Board, however it has been overlooked when the appointments to outside organisations were made at the beginning of this triennial term.

Generally a Community Board liaison person would, whenever possible, attend meetings of the outside organisation and act as first point of contact between that organisation and the Board. The Youth Trust Board meets monthly on the first Tuesday at 5.30pm.

**STAFF RECOMMENDATION**

It is recommended that the Board appoint a liaison person for the Akaroa Youth Trust Board.

**16.2 CUSTOMER SERVICE REQUESTS – 1 JANUARY 2009 – 31 MARCH 2009**

Attached for members information.

**Streets Maintenance CSR Received By Community Board  
from 1 Jan 2009 to 31 Mar 2009**

As at 26 Mar 2009 15:30



Click on a type to drill down to subtypes

<u>Call Types</u>	<u>Bur / Peg</u>	<u>Fen / Wai</u>	<u>Hag / Fer</u>	<u>Ric / Wig</u>	<u>Spr / Hea</u>	<u>Shr / Pap</u>	<u>Aka / Wai</u>	<u>Lyt / MtH</u>	<u>Unknown</u>	<u>Totals</u>
GRA Graffiti	230	336	458	141	267	330	0	12	24	1,798
PAG Parks General	6	0	7	1	7	5	0	2	3	31
PAM Parks Maintenance	350	304	415	359	324	306	29	42	130	2,259
PKE Parking Enforcement	41	33	55	42	45	58	2	7	4	287
SER Sewer Reactive Maintenance	30	26	77	43	55	42	5	24	6	307
SET Treatment Plant	4	0	6	0	0	0	0	0	0	10
STA Road Markings	6	29	16	19	13	8	4	3	3	102
STB Bus Stops and Bus Shelters	13	11	10	11	8	0	0	0	15	68
STE Street Cleaning / Sweeping	143	163	403	231	259	219	15	33	62	1,528
STF Footpaths	60	73	124	83	111	78	3	11	6	551
STL Street Lights	45	33	55	49	51	29	2	6	2	272
STM Street Maintenance	97	96	204	171	145	98	38	37	49	936
STQ Traffic Engineer Community Enq	20	35	61	22	43	40	2	7	7	238
STS Street Signs	63	83	120	114	96	109	11	10	36	643
STW Pavement Weed Control	6	2	4	4	3	5	0	0	1	26
STX Street Grass Maintenance	48	23	42	46	38	54	4	5	10	270
STY Street Shrubs Maintenance	36	31	74	50	65	56	2	10	19	343
TSA Park Trees	52	61	62	47	68	61	2	6	12	371
TSS Street Trees	143	268	207	144	137	174	16	35	58	1,183
WAQ Water Quality	6	6	18	8	11	5	2	3	0	59
WAR Water Reactive Maintenance	222	318	475	340	529	283	60	78	14	2,319
WWE Waterways Environmental Asset	6	28	17	19	27	51	1	2	12	163
WWG Waterways General	1	2	25	12	32	12	5	1	0	90
WWU Waterways Utilities	4	21	16	15	24	22	3	1	9	115
<b>Totals:</b>	<b>1,635</b>	<b>1,982</b>	<b>2,951</b>	<b>1,973</b>	<b>2,355</b>	<b>2,047</b>	<b>208</b>	<b>336</b>	<b>482</b>	<b>13,969</b>

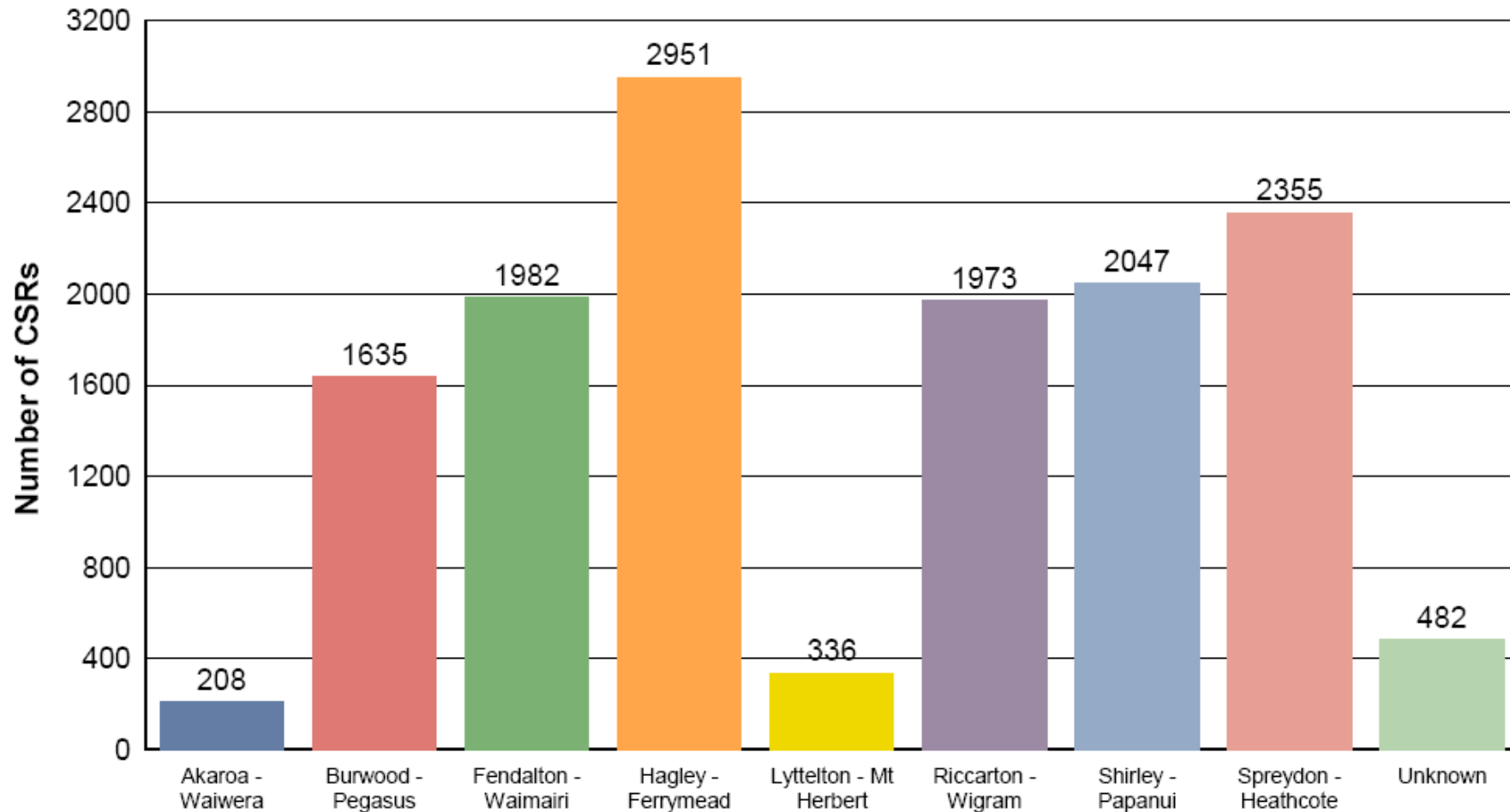
**Streets Maintenance CSR Calls Received By Community Board  
from 1 Jan 2009 to 31 Mar 2009**

As at 26 Mar 2009 15:30

Click on a bar to drill down to Call Types for that Community Board



## Number of CSRs



**Streets Maintenance CSR Received By Community Board  
from 1 Jan 2009 to 31 Mar 2009**

As at 26 Mar 2009 15:39



<u>STM Call Subtypes</u>		<u>Bur / Peg</u>	<u>Fen / Wai</u>	<u>Hag / Fer</u>	<u>Ric / Wig</u>	<u>Spr / Hea</u>	<u>Shr / Pap</u>	<u>Aka / Wai</u>	<u>Lyt / MtH</u>	<u>Unknown</u>	<u>Totals</u>
<b>STM</b>	<b>Street Maintenance</b>	97	96	204	171	145	98	38	37	49	936
		1	6	20	1	1	7	6	4	17	63
BLEEDG	New Seal Bleed (<1 yr old)	1	2	0	0	1	0	1	0	0	5
CTRDMG	Private Contractor Damage	6	8	9	5	9	3	2	1	1	44
GENRAL	General	27	21	54	35	39	30	16	14	12	248
GRADIN	Grading	0	0	1	0	0	0	2	1	0	4
GRITBLD	Grit bleeding (road >1yr old)	2	0	0	7	1	1	2	1	2	16
GRITICE	Grit icy road	0	0	0	0	0	0	0	1	0	1
GRNDWT	Ground Water Discharge	0	0	0	1	0	0	1	0	0	2
KERBCH	Kerb and channel repair or replacement	5	14	8	4	8	8	0	1	1	49
LIDDMG	Damaged Manhole Lid	2	1	5	1	1	6	0	1	1	18
LIDMIS	Missing Manhole Lid	3	0	5	2	2	0	0	0	1	13
LNPWER	Leaning Power Pole	1	1	1	1	1	1	0	1	0	7
POTHOL	Potholes	39	34	71	81	58	23	7	7	10	331
PROGRM	Programming	2	0	0	1	4	0	0	0	0	7
SHWAY	Statehighways	1	0	0	2	1	1	0	0	0	5
SUMPS	Sumps Grate Missing	3	5	21	16	15	7	1	1	4	73
SWEEPG	New Seal Sweeping	0	1	2	2	1	2	1	4	0	13
UNSEAL	Unsealed Road Maintenance	0	0	1	1	0	0	0	0	0	2
VCMAIN	Vehicle Crossing Cutdown Maintenance	0	1	3	0	1	1	0	0	0	6
VIBRAT	Vibrations	4	2	2	11	2	8	0	0	0	29



**Streets Maintenance CSR Received By Community Board  
from 1 Jan 2009 to 31 Mar 2009**

As at 26 Mar 2009 15:58



<u>PAM Call Subtypes</u>		<u>Bur / Peg</u>	<u>Fen / Wai</u>	<u>Hag / Fer</u>	<u>Ric / Wig</u>	<u>Spr / Hea</u>	<u>Shr / Pap</u>	<u>Aka / Wai</u>	<u>Lyt / MtH</u>	<u>Unknown</u>	<u>Totals</u>
<b>PAM</b>	<b>Parks Maintenance</b>	<b>350</b>	<b>304</b>	<b>415</b>	<b>359</b>	<b>324</b>	<b>306</b>	<b>29</b>	<b>42</b>	<b>130</b>	<b>2,259</b>
BULDNG	Maintenance of Buildings on Parks	7	7	6	8	11	10	0	1	1	51
CSTATS	Clock, Statue, Fountain, Memorial	0	2	21	1	2	3	0	0	8	37
EQPMTN	Play Equipment Maintenance	52	73	40	67	38	46	1	0	11	328
FIRHAZ	Cutgrass- reduce fire hazard-HIGH	1	1	2	0	3	2	0	2	1	12
FLDMTN	Field Maintenance	43	49	32	51	45	44	3	2	27	296
FLOODN	Flooding in the Park	5	3	4	3	6	3	0	0	2	26
FNCMTN	Fence Maintenance	46	29	44	46	36	39	0	2	8	250
FNCNEW	Fence New	3	3	3	4	2	3	0	0	1	19
FNCREP	Fence Replacement	1	2	1	2	0	0	0	0	0	6
FRNMTN	Furniture Maintenance	13	8	13	13	9	10	0	1	7	74
HLTHSF	Health & Safety-HIGH	13	14	19	16	13	14	1	2	3	95
INSECTS	Rats, Bees, Wasps	3	11	7	7	5	10	3	3	3	52
INVCHGE	Inventory Change	2	2	3	1	0	7	0	0	2	17
IRRIGN	Irrigation	32	17	40	25	18	7	0	1	6	146
LEAFCOL	Leaf Collection	2	3	1	1	0	0	0	0	0	7
LGHTNG	Lighting on parks	4	1	6	1	0	1	0	1	1	15
LITTER	Litter / dumped rubbish in parks	58	23	47	34	50	30	2	4	12	260
MOWING	Grass Mowing	8	1	10	6	7	7	2	1	2	44
MOWSPL	Grass Mowing Special Request	1	0	1	1	0	1	1	3	0	8
NOXWDS	Noxious Weeds	6	0	3	1	4	2	2	3	7	28
PAVING	Paved Areas	2	6	10	11	7	4	0	0	4	44
PLNTNG	Plantings	10	23	35	16	13	22	1	3	14	137
SGNAGE	Signage	2	4	10	5	8	5	1	1	1	37
SPRAYN	Spraying	2	0	0	0	1	3	0	0	0	6
STRUCT	Structure Maintenance	5	2	8	4	5	4	1	2	1	32
SUMPCL	Sump Cleaning	1	1	1	0	1	0	0	0	0	4
TLTMTN	Toilets - Non Urgent Maintenance	2	1	7	2	5	5	0	2	1	25
TOILET	Toilets	24	15	39	27	34	19	10	8	7	183
WEEDS	Weeds	2	3	2	6	1	5	1	0	0	20

**Streets Maintenance CSR Received By Community Board  
from 1 Jan 2009 to 31 Mar 2009**

As at 26 Mar 2009 16:09



<u>WAR Call Subtypes</u>	<u>Bur / Peg</u>	<u>Fen / Wai</u>	<u>Hag / Fer</u>	<u>Ric / Wig</u>	<u>Spr / Hea</u>	<u>Shr / Pap</u>	<u>Aka / Wai</u>	<u>Lyt / MtH</u>	<u>Unknown</u>	<u>Totals</u>
<b>WAR Water Reactive Maintenance</b>	<b>222</b>	<b>318</b>	<b>475</b>	<b>340</b>	<b>529</b>	<b>283</b>	<b>60</b>	<b>78</b>	<b>14</b>	<b>2,319</b>
ALTLEV Alter Level Meter Box	0	4	1	5	2	1	0	0	0	13
BUGWAT Bug test and water back on	2	2	4	2	1	0	0	0	0	11
BWMAIN Burst Water Main	6	7	8	7	7	3	6	2	1	47
CNTSHT Can't shut off valve	21	43	40	36	56	25	1	2	0	224
CTRDGM Private Contractor Damage	3	14	15	26	17	12	3	0	0	90
CUTOFF Cutoff required	0	0	2	0	1	0	0	0	0	4
DAYWRK Dayworks (for CWW staff only)	5	15	33	20	20	6	11	8	2	120
LKBERM Leak on Berm	3	11	22	15	25	8	1	0	0	85
LKCONN Leak at Connection	75	111	140	85	211	111	8	10	1	752
LKHYDR Leak at Hydrant	11	6	11	18	17	10	1	3	0	77
LKPATH Leak on Pathway	27	38	64	24	53	33	0	10	1	250
LKRDWY Leak on Roadway	17	11	46	23	39	17	7	23	4	187
LKVALV Leak at Valve	7	1	5	1	4	2	0	1	1	22
LOCMET Locate Meter	2	3	3	7	4	1	0	4	0	24
MISCEL Miscellaneous	13	18	31	37	21	14	3	7	1	146
NOWTER No Water	15	10	14	20	25	12	16	7	1	120
PAINTF Paint fire hydrant box	0	0	1	0	0	1	0	0	0	2
PLUBRQ Plumber Request Water Off	1	0	0	0	0	0	0	0	0	1
RMHYPO Remove Hydrant Marker Post	0	0	0	0	1	0	0	0	0	1
SEALRQ Seal around connection required	2	2	7	3	4	2	0	1	0	21
TOBYDB Toby Box Damaged	2	4	2	1	2	5	1	0	0	17
TOBYDL Toby Box Lid Damaged	3	6	10	4	2	8	0	0	0	33
TOBYMI Toby Box Lid Missing	7	8	13	5	14	10	0	0	2	59
UNCOVB Uncover a box	0	2	2	1	1	0	1	0	0	7
VALVMI Valve Box Missing	0	1	1	0	2	2	0	0	0	6

### 16.3 BOARD FUNDING BALANCES

Attached for members information.

Processed by AMA to Accounts	Project/Service/Description/Group	Allocation 2008/2009
	<b>Akaroa/Wairewa Discretionary Response Fund</b>	
	Budget	15,000
	<i>Allocations made</i>	
	Youth Development Scheme - <i>Opening Balance allocation</i>	2,000
	<i>Allocations made</i>	
23-Sep	<i>Nathan Pryor - Australian Open Taekwondo Championships in Sydney.</i>	350
	<b>Youth Development Fund Balance - Available for allocation</b>	<b>1,650</b>
23-Sep	Akaroa Boating Club ( <i>Upgrade existing launching deck and ramp</i> )	5,000
8-Dec	Akaroa District Promotions ( <i>Ellerslie International Flower Show</i> )	2,966
	Akaroa/Wairewa Elderly Citizens ( <i>Christmas Packs for Locals</i> )	275
2-Mar	Project Lyttelton ( <i>Tutor costs for vegetable growing course in Little River</i> )	520
	<b>TOTAL: Akaroa/Wairewa Discretionary Response Fund Unallocated</b>	<b>4,239</b>
	(Note: with Youth Development funds returned to main fund, balance unallocated equals \$5,889)	
	<b>Akaroa/Wairewa Reserves Discretionary Fund</b>	
	Budget	20,000
	<b>TOTAL: Akaroa/Wairewa Reserves Discretionary Fund Unallocated</b>	<b>20,000</b>

### 17. ELECTED MEMBERS' INFORMATION EXCHANGE

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

### 18. QUESTIONS UNDER STANDING ORDERS