

LYTTELTON MT HERBERT COMMUNITY BOARD AGENDA

**TUESDAY 14 APRIL 2009
AT 9:30 AM**

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

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

Community Board Adviser

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PART A - MATTERS REQUIRING A COUNCIL DECISION

PART B - REPORTS FOR INFORMATION

PART C - DELEGATED DECISIONS

INDEX		PAGE NO
	KARAKIA	
PART C	1. APOLOGIES	3
PART C	2. CONFIRMATION OF MINUTES OF BOARD MEETING HELD 17 MARCH 2009	3
PART B	3. DEPUTATIONS BY APPOINTMENT	12
	3.1 Melanie Betts	
PART B	4. CORRESPONDENCE	12
	4.1 Charteris Bay Residents Association	
PART B	5. PRESENTATION OF PETITIONS	12
PART B	6. NOTICES OF MOTION	12
PART B	7. MINUTES OF LYTTELTON HARBOUR ISSUES GROUP MEETING HELD 25 NOVEMBER 2008	22
PART B	8. MINUTES OF JOINT MEETING OF LYTTELTON HARBOUR ISSUES GROUP AND AKAROA HARBOUR ISSUES WORKING PARTY HELD 27 JANUARY 2009	24

PART A	9.	ELECTED MEMBER EXPENSES AND ALLOWANCES 2009/10	27
PART C	10.	PLANNED LOCAL GOVERNMENT KNOW HOW TRAINING COURSES – FINANCIAL GOVERNANCE 101	43
PART C	11.	RESERVES DISCRETIONARY FUNDING 2008/09 – PROPOSALS FOR UNALLOCATED FUNDING	45
PART C	12.	BRITTAN TERRACE PEDESTRIAN CROSSING SAFETY IMPROVEMENT PROJECT	47
PART B	13.	BRIEFINGS	103
PART B	14.	COMMUNITY BOARD ADVISER'S UPDATE	103
	14.1	Customer Service Requests – 1 January 2009 – 30 March 2009	
	14.2	Board Funding Balances	
PART B	15.	ELECTED MEMBERS INFORMATION EXCHANGE	109
PART B	16.	QUESTIONS UNDER STANDING ORDERS	109

1. APOLOGIES

Nil

2. CONFIRMATION OF MEETING MINUTES

The Minutes of the Board's ordinary meeting of 17 March 2009 are **attached**.

STAFF RECOMMENDATION

That the Minutes of the Board's ordinary meeting held on 17 March 2009 be confirmed.

**LYTTELTON MT HERBERT COMMUNITY BOARD
17 MARCH 2009**

**Minutes of a meeting of the Lyttelton Mt Herbert Community Board
held on Tuesday 17 March 2009 at 9.30am in the Meeting Room
of the Lyttelton Recreation Centre, 25 Winchester Street, Lyttelton**

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

APOLOGIES: An apology was received and accepted from Claudia Reid.

The Board reports that:

PART A – MATTERS REQUIRING A COUNCIL DECISION

1. BLACK POINT SUB-DIVISION - ROAD AND RIGHT OF WAY NAMING

The Board considered a staff report regarding approval for one new road, and three new right of way names for the new subdivision at Black Point.

The report was submitted to the Council meeting on 9 April 2009 as a report from the Chairperson.

2. SLOW VEHICLE BAY – DYERS PASS ROAD

General Manager responsible:	General Manager City Environment, DDI 941 8608
Officer responsible:	Transport and Greenspace Manager
Author:	Lewis Burn, Property Consultant, Philip Crossland Project Manager

PURPOSE OF REPORT

1. The purpose of this report is to request that the Council pass a resolution under Section 114 of the Public Works Act 1981 to enable application for a declaration of land within Sugarloaf Scenic Reserve to be road.

EXECUTIVE SUMMARY

2. A need has been identified to build a slow vehicle bay on Dyers Pass Road (Lyttelton side). This project is being driven from a safety perspective and is being completed as part of the Inner Harbour Roding project.
3. To build the proposed slow vehicle bay there is a need to acquire two relatively small parcels from Sugarloaf Scenic Reserve. The Council is the administering body of this reserve which is a Crown owned reserve controlled by the Department of Conservation (DOC).
4. Discussions have been held with DOC and they have no objection in principle to the proposed road widening proceeding which will take in a sliver of the reserve for a distance of about 95 metres alongside the existing road.
5. The impact on the reserve is considered minor with the proposal involving the removal of six trees (with a further two to be pruned) near the alignment of the new boundary.

2. Cont'd

6. The process will involve the payment of compensation and costs to the Crown to acquire the land. DOC advise that as the Council is the administering body, the 50/50 principle will apply meaning that the Council will need to pay 50 percent of the assessed land value. It has been mutually agreed with DOC to engage Ford Baker (Valuers) to set a satisfactory level of compensation.
7. Construction of the slow vehicle bay is planned to commence within the 2009/10 financial year.

FINANCIAL IMPLICATIONS

8. There will be process costs for survey, consent and proclamation expenses (estimated \$8,000) in addition to a one off compensation payment to the Crown. At the time of writing this report the level of compensation had not been assessed but considering the area involved, the rural zoning and that the Council will only need to pay 50 percent of valuation it is not expected this payment will exceed \$3,000 - \$4,000. This payment will be covered by funding allocated to the Inner Harbour Roding Project.

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

9. This project aligns with the Transport and Greenspace Units Asset Management Plan section 10.0.6. The budget for this project is covered by the Inner Harbour Roding project as included in the LTCCP.

LEGAL CONSIDERATIONS

10. Under Section 114 of the Public Works Act 1981 the Minister of Lands may, by notice in the Gazette declare any land, whether owned by the Crown or not to be road. Land shall not be declared to be road without the written consent of all parties having an interest in the land. In this case the consent of the Council and the Minister of Conservation is required before a gazettal process can proceed. On passing of a Council resolution DOC will be requested formally to seek the approval of the Minister of Conservation to the taking of the reserve land for road. On publication of a notice in the NZ Gazette the land vests in the Local Authority as road.
11. The Community Board does not have delegated authority to authorise the proposal to apply for a declaration of part of a reserve as road, such a decision needs to be made by the full Council. The Board has, however, recommendatory powers to the Council.

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

12. As above.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

13. As above

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

14. As above

ALIGNMENT WITH STRATEGIES

15. This project is consistent with key Council strategies including the Road Safety Strategy.

Do the recommendations align with the Council's strategies?

16. As above

CONSULTATION FULFILMENT

17. The process to acquire the land under Section 114 of the Public Works Act 1981 with the appropriate consents does not require consultation.

2. Cont'd**BACKGROUND (THE ISSUES)**

18. As part of a road safety improvement on Dyers Pass Road, a slow vehicle bay for uphill traffic between Governors Bay and the Summit Road is proposed.
19. Design of an appropriate slow vehicle bay has been completed. The design goes over the existing roadway boundary into the Sugarloaf Scenic Reserve. The extent it goes over the boundary is minimal and to complete construction of it, a sliver of the reserve is required to be proclaimed as legal road.
20. This proposal has been discussed with the Department of Conservation and the Council's Area Head Ranger and both parties agree in principle that this proposal may proceed.
21. The subject land falls outside the protected area under the Summit Road (Canterbury) Protection Act 2001 so the provisions of that Act do not apply

THE OBJECTIVES

22. To receive approval to purchase a sliver of land in order for the proposed slow vehicle bay to be constructed on Dyers Pass Road.

THE OPTIONS**Option 1**

23. To proceed with the process to acquire part of Sugarloaf Scenic Reserve to provide sufficient land to construct the proposed slow vehicle bay at this location on Dyers Pass Road.
24. This is the preferred option as it allows the proposed slow vehicle bay to be constructed.

Option 2

25. Maintain the Status Quo i.e. do not proceed with the current proposal affecting part of the Sugarloaf Scenic Reserve.
26. This is not the preferred option as it does not allow for the proposed slow vehicle bay to be constructed.

Option 3

27. Reassess alternative locations on Dyers Pass Road to build a slow vehicle bay.
28. This is not the preferred option as no other suitable locations for a slow vehicle bay have been identified on this section of Dyers Pass Road.

THE PREFERRED OPTION

29. Option 1 is the preferred option as it allows the proposed slow vehicle bay to be constructed.

STAFF RECOMMENDATION

That the Lyttelton Mt Herbert Community Board recommend to Council that it:

Resolves, pursuant to Section 114 (1) of the Public Works Act 1981, to seek the consent of the Minister of Conservation to declare the land described in the schedule below to be road.

2. Cont'd

Schedule

- (a) All those parcels of land described as Section 1 (521m2) and Section 2 (215m2) being part Reserve 4149 and part Reserve 4170 respectively being Scenic Reserve by NZ Gazette 1990 p2079 as shown outlined yellow on drawing number 500321-01 **attached**, subject to survey.
- (b) That the Corporate Support Unit Manager be authorised to negotiate and conclude with the Department of Conservation, the amount of compensation to be paid by the Council for the land required for road.

BOARD RECOMMENDATION

- (a) That the staff recommendation be adopted.
- (b) That the attention of staff be drawn to the Banks Peninsula Tree Planting on Reserves Policy which requires the use of locally sourced native planting for restoration work associated with roadworks.

PART B - REPORTS FOR INFORMATION

3. DEPUTATIONS BY APPOINTMENT

3.1 Sally Tripp

Ms Sally Tripp from the Governors Bay Landcare Group addressed the Board in support of the proposed Allandale Reserve Development Plans and commended the Council for taking this opportunity to showcase the flora of Banks Peninsula.

3.2 Helen Chambers – Governors Bay Community Association

Ms Chambers from the Governors Bay Community Association addressed the Board in support of the proposed Allandale Reserve Development Plan. In particular she praised the plan for the favourable likelihood that native birds could return to the area as a result of the proposed native planting to be undertaken. She noted the awareness of herons nesting in the macrocarpa trees in the Reserve and suggested that some of these trees not be removed initially but be kept for the herons until the native trees reach maturity.

3.3 Amanda Dewar – Lane Neave, Solicitors

Ms Dewar from Lane Neave, Solicitors (for Stowe Properties Limited), addressed the Board regarding the report on road naming for the Black Point subdivision. She advised that the five month delay in deciding road names for the subdivision had meant that the subdivision plan could not be deposited with the Land Registrar and therefore titles could not be issued to prospective section buyers. She requested that the Board consider the proposed road names on an urgent basis. (The Board considered this matter further under Clause 1 of these minutes.)

4. CORRESPONDENCE

4.1 Governors Bay Youth Club and Friends

The Board considered a letter signed by 37 members of the Governors Bay Youth Club and Friends requesting that the Board reconsider a request that was made several years ago, for a bike track/jumps to be allowed in the gully that the Cholmondeley Children's Home had given to the Council.

The Board **received** the correspondence and acknowledged that there appeared to be some confusion regarding the status of the land in question. The Board indicated its support for such a project in Governors Bay and requested that staff investigate and clarify the ownership of the land and work with the Governors Bay Youth Club members to help them achieve their objective.

5. PRESENTATIONS OF PETITIONS

Nil

6. NOTICES OF MOTION

Nil

7. MINUTES OF LYTTELTON RESERVE MANAGEMENT COMMITTEE

The Board **received** the minutes of the Lyttelton Reserve Management Committee meeting held on 2 February 2009.

8. 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 **decided** to adopt the staff recommendation. The Board's recommendation will form part of a report to Council, together with recommendations from the other Community Boards.

9. BRIEFINGS

9.1 Project Legit – Lyttelton Skatepark Mural

Staff clarified aspects of the new skatepark mural design being organised by Project Legit, and assured the Board that while no formal design plan was produced, the new mural would be painted to the set criteria which had been issued. The new seating and painting of the new mural would take place next Saturday 21 March to coincide with the Lyttelton Farmers' Market.

The Board **decided** to approve the design brief.

10. COMMUNITY BOARD ADVISERS UPDATE

The Board **received** updates from the Community Board Adviser on:

- The Joint Banks Peninsula Submission to Representation Review for 2010 Local Authority Election.
The Board **decided** to approve the submission made to the Representation Review.
- As of 1 March 2009 the Board's Discretionary Response Fund had an unallocated balance of \$9,642 and the Reserves Discretionary Fund had an unallocated balance of \$17,745.

11. ELECTED MEMBERS INFORMATION EXCHANGE

Members made specific mention of the following matters:

- Weed problems on road reserves throughout the Lyttelton Harbour basin and Port Levy, in particular old mans beard along the Western Valley Road and elsewhere. The Board asked staff for clarification as to who carries out the eradication work, and also to provide information on how weeds on road reserve are managed. The Chairperson expressed a wish to join a new working party formed recently to investigate the weed problem on roadsides on Banks Peninsula.

11. Cont'd

- Community Directory - a comprehensive directory of community groups to be delivered to all households in the Lyttelton Mt Herbert community – staff to investigate the costs of publishing this booklet.
- Open Day Saturday 21 March at Port of Lyttelton in regard to their proposed new 10 hectare reclamation area in Te Awaparahi Bay for the purpose of storing coal.

12. QUESTIONS UNDER STANDING ORDERS

Nil

PART C - REPORT ON DELEGATED DECISIONS TAKEN BY THE BOARD

13. CONFIRMATION OF MEETING MINUTES

- The Board **resolved** that the minutes of the Joint Extraordinary Meeting with Akaroa Wairewa Community Board held on 29 January 2009 be confirmed.
- The Board **resolved** that the minutes of the ordinary meeting held on Tuesday 17 February 2009 be confirmed, subject to the following amendment:

Page 3, Item 7, Purau Planning Day/Workshop

Delete: *Society*

Insert: *Incorporated*

Delete: *Society*

Insert: *Group*

Purau Planning Day/Workshop – correspondence was received from Uniquely Purau Incorporated ~~Society~~ advising of an upcoming planning day and requesting that the Board assist with the costs for the day. Staff were asked to provide funding application information to the group. ~~Society~~.

14. ALLANDALE RESERVE DEVELOPMENT PLAN

The Board considered a report seeking approval of the final landscape development plan for the Allandale Reserve

The Board **resolved** to approve the final landscape development plans for the Allandale Reserve and requested staff to proceed to detailed design and construction as funding is finalised.

15. THE TERRACE (GOVERNORS BAY) – PROPOSED NO STOPPING RESTRICTIONS

The Board considered a report seeking to approve that the stopping of vehicles be prohibited at any time on the east side of The Terrace at the intersection of Hyland Brae and on the west side of The Terrace at the entrance of the Lighthouse Lane walking track.

The Board **resolved** to approve:

- That the stopping of vehicles be prohibited at any time on the east side of The Terrace commencing at point 36 metres south of its intersection with Lighthouse Lane and extending in a southerly direction for a distance of 29 metres.
- That the stopping of vehicles be prohibited at any time on the west side of The Terrace commencing at a point 246 metres south of its intersection with Zephyr Terrace and extending in a southerly direction for a distance of eight metres.

16. PARK TERRACE (CORSAIR BAY) – PROPOSED NO STOPPING RESTRICTIONS

The Board considered a report seeking to approve that the stopping of vehicles be prohibited at any time on the south eastern side of Park Terrace in Corsair Bay.

The Board **resolved** to approve:

Revocations

- (a) That the existing No Stopping restrictions on the south eastern side of Park Terrace commencing at its intersection with the entrance to Corsair Bay carpark and extending in a predominantly south westerly direction for a distance of 79 metres be revoked.
- (b) That the existing No Stopping Restrictions on the south eastern side of Park Terrace commencing at a point 284 metres in a predominantly south westerly direction from its intersection with the entrance to Corsair Bay carpark and extending in a south westerly direction for a distance of 54 metres be revoked.

No Stopping Restriction

- (c) That the stopping of vehicles be prohibited at any time on the south eastern side of Park Terrace commencing from its intersection with the entrance to Corsair Bay carpark and extending in a south westerly direction for a distance of 338 metres.

Ann Jolliffe **abstained** from voting on this resolution.

The Board **requested** that staff investigate the possibility of constructing a small carpark at the top of the Reserve above Magazine Bay in order to alleviate parking problems in this area.

17. HAWKHURST ROAD/JACKSONS ROAD – PROPOSED NO STOPPING RESTRICTIONS

The Board considered a report seeking to approve that the stopping of vehicles be prohibited at any time at the Hawkhurst Road / Jacksons Road intersection.

The Board **resolved** to approve:

- (a) That the stopping of vehicles be prohibited at any time on the west side of Hawkhurst Road commencing at a point two metres north of its northern intersection with Jacksons Road and extending in a southerly direction for a distance of 19 metres.
- (b) That the stopping of vehicles be prohibited at any time on the east side of Hawkhurst Road commencing at its northern intersection with Jacksons Road and extending in a northerly direction for a distance of six metres.
- (c) That the stopping of vehicles be prohibited at any time on the east side of Hawkhurst Road commencing at its southern intersection with Jacksons Road and extending in a southerly direction for a distance of six metres.
- (d) That the stopping of vehicles be prohibited at any time on the north side of Jacksons Road commencing at its intersection with Hawkhurst Road and extending in a easterly direction for a distance of 15 metres.
- (e) That the stopping of vehicles be prohibited at any time on the south side of Jacksons Road commencing at its intersection with Hawkhurst Road and extending in a easterly direction for a distance of nine metres.

The meeting concluded at 12.18 pm.

CONFIRMED THIS 14TH DAY OF APRIL 2009.

**PAULA SMITH
CHAIRPERSON**

3. DEPUTATIONS BY APPOINTMENT

3.1 MELANIE BETTS

Ms Betts wishes to address the Board regarding the pedestrian crossing on Brittan Terrace

4. CORRESPONDENCE

4.1 CHARTERIS BAY RESIDENTS ASSOCIATION

The Association has written requesting support from the Board for its submission to the LTCCP on the Charteris Bay Water and Waste Scheme.

The letter and accompanying documents are **attached**.

STAFF RECOMMENDATION

It is recommended that the Board receive the letter from the Charteris Bay Residents Association.

5. PRESENTATION OF PETITIONS

Nil.

6. NOTICES OF MOTION

Nil.

Charteris Bay Residents Association

W P Studholme
Secretary
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Diamond Harbour 8941

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29th March 2009.

Liz Carter
Community Board Adviser
Lyttelton Mount Herbert Community Board
C/o The Board Advisor
Akaroa Service Centre
78 Rue Lavaud
AKAROA

Dear Liz Carter



Charteris Bay Water and Waste Water Scheme – CCC's LTCCP 2009-2019

On behalf of the Charteris Bay Residents Association I would be grateful if the Charteris Bay Water and Waste Water Scheme and its relegation to an Unfunded Capital Project in the CCC's LTCCP 2009-2019 could be put on the agenda for the Community Board to consider at its next meeting.

Enclosed is a brief letter to the Board, together with a copy of this Association's submission to the LTCCP, and a copy of a letter from Mark Yetton which forms part of the submission.

On behalf of this Association I look forward to hearing that the Community Board will give full support to the Association's submission and endorse the reinstatement of the Charteris Bay Scheme on the 2009-1010 plan.

Yours sincerely

W P Studholme
Secretary
Charteris Bay Residents Association

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29th March 2009.

To The Lyttelton Mount Herbert Community Board

Dear Board Members,

Charteris Bay Water and Waste Water Scheme – CCC's LTCCP 2009-2019

At a meeting of this Association on 26 March members considered the Charteris Bay Water and Waste Water Scheme (CBW&WWS). Initial work on this scheme had commenced in July 2008 and according to the CCC's published timetable it was to be commissioned by July 2010. Work was halted in December 2008 and to the consternation of residents it is mentioned only as unfunded capital project in the LTCCP 2009-2019.

The Association has prepared the attached submission which argues that the scheme should be reinstated in the 2009-2019 LTCCP because:

- 1 There is a recognised need for the scheme
- 2 Legitimate expectation that the scheme would be commissioned by July 2010 and people have acted in reliance on this
- 3 Water supply and sewerage disposal are core Council functions
- 4 Promised in the amalgamation agreement
- 5 False economy to delay
- 6 The law – a scheme that the legislation envisages

This community has worked hard to make council aware of the problems and the urgent need for a reticulated scheme. Some members of the Community Board will recall that a petition, signed by over 50% of the Charteris Bay residents, was presented to the Banks Peninsula District Council in 2004 which urged the Council to give priority to extending the Church Bay Water and Sewerage Scheme to Charteris Bay.

To defer this scheme for a further 10 or more years is totally unacceptable to both the health of the community and the environment. People have deferred maintaining or replacing old systems or, as noted in paragraph 2 of the submission, have been permitted by the council to use old septic tanks as an interim measure until 2010.

The Association would be grateful if its Community Board would support this submission and also **the urgent need** for the CBW&WWS be reinstated in the next financial year to keep faith with the community that was assured it would be completed by 2010 and which has acted in reliance on this.

With many thanks

Yours faithfully



W P Studholme
Secretary, Charteris Bay Residents Association.

SUBMISSION BY THE CHARTERIS BAY RESIDENTS ASSOCIATION

The Charteris Bay Residents Association ("CBRA") is extremely concerned that the Charteris Bay Water and Wastewater Scheme ("CBW&WS") which was timetabled for completion in 2010 has been put on hold indefinitely and only features in the CCC's Long Term Community Plan for 2009-2019 ("LTCCP") as an unfunded capital project.

Set out below are the reasons why the CBRA believes that the CCC should **reinstate the CBW&WS for development and completion in 2009-2010** as promised in its 2006-2009 plan.

1 Recognised need for the scheme

1.1 CCC staff and councillors have recognised the need for a scheme

- Both the Banks Peninsula District Council ("BPDC") and the Christchurch City Council ("CCC") have acknowledged both verbally and in writing that the CBW&WS is needed.
- In a circular letter dated 27 August 2008, Mike Sheffield (Project Manager) advised residents that the CCC will extend the Diamond Harbour/Church Bay water and wastewater system to Charteris Bay. He noted that
A new wastewater system is necessary in Charteris Bay due to the area's growing population, deteriorating septic tanks, and the desire to improve water quality in the harbour

1.2 Present sewerage disposal is inadequate

- Most residences have older style septic tanks or chemical systems, designed for holiday use only, which are inadequate, unhygienic and in need of replacing.
- The soils in the area are not suitable for septic tanks. Refer to attached letter from Mark Yetton, an engineering geologist, who recognises that:
The nature of our loess soils, the limitations of many of the original effluent disposal designs, and the frequently limited extent of areas flat enough for proper disposal are all reasons why so many systems fail.
- Because of the topography and soils of Charteris Bay there tends to be seepage and runoff from septic tanks into, as Mark Yetton puts it,
driveway surface drains, road water-tables and stream courses.
- The inadequacy of many septic tanks is being exacerbated by the growing numbers of people coming to live in Charteris Bay on a permanent basis.
- With the increase in permanent residents, the risk to health increases as does the damage to the marine environment.

1.3 Present water supply is inadequate.

- Charteris Bay has serious water shortages in summer.
- Lyttelton Harbour is on the dry side of Banks Peninsula. Within that harbour Charteris Bay tends to be in a rain shadow area.
- The very low rainfall makes it hard to collect sufficient water to last through the dry summer months.

- Water can be bought from a local transport firm but not all properties can be accessed by their truck.
- There is insufficient water for fire fighting purposes, particularly in summer when water tanks are not regularly replenished by rain.
- With climate change the rainfall is likely to decrease further making it almost impossible to store sufficient water to last through the dry months.

1.4 Risk of polluting the marine environment

- The houses in Charteris Bay follow the coastline and are all close to the sea.
- Charteris Bay has
 - a popular swimming beach,
 - is a popular boating area with a much used public boat ramp,
 - has an active yacht club for both senior and junior members.
- With more permanent residents the risk of polluting this marine environment increases because, as Mark Yetton puts it,

the shallow tidal marine conditions into which the effluent flows in Charteris Bay are far less conducive to proper dilution and dispersion

1.5 Increasing number of permanent residents

- Charteris Bay is only 35 minutes from the city centre and is increasingly seen as a desirable place to live.
- The more permanent residents the greater the risk to their health because
 - their water supply is inadequate and erratic and
 - there is a dominance of older style septic tanks from which effluent discharges into road water tables, etc and ultimately into the shallow coastal waters.
 - Because the Church Bay water and sewerage comes to the edge of Charteris Bay (top of Bayview Road and to Hays Bay) residents see it as inevitable that Charteris Bay will have to have a reticulated scheme.
 - The CBRA is aware that a significant number of older style septic tanks are not only nearing the end of their lives but are not working properly.
 - With the current economic climate, residents are reluctant to replace old septic tanks when a reticulated scheme has been promised.

2 Legitimate expectation

2.1 The CCC published the following timetable for the CBW&WS which was available on its website and on a noticeboard in Traffic Cops Bay:

June 2008	Start Survey
July 2008	Start pre-design
July 2009	Tender construction
June 2010	Commissioning

- 2.2 A press release by Jessica Maddock, from the CCC Communication Unit, released 1 September 2008, indicated that
- We need a new system because most of the septic tanks are old and many aren't working well. Old leaking tanks can reduce the quality of the water in*

the harbour..... The main goals of the projects are to prevent discharge of wastewater in the local area, avoid water shortages during summer and to increase public health.

The article confirmed that more information was available from a noticeboard in Traffic Cop's Bay and from the Council's website. It concluded by saying that the Council expected to complete the new systems **in late 2010** (highlight added).

2.3 **Residents and Council staff have acted in reliance on the published timetable**

Residents have acted in reliance on the published timetable, and on the assurances of elected members, and Council staff.

The CCC has allowed building work to be completed without modern treatment systems installed, and has authorised and advised on the installation of connection points for sewerage that was to be installed.

- In one case a new water front house, as an interim measure, has been allowed to use an old septic tank system which is only metres from the foreshore.
- In another case, an old cottage has been demolished and a new house is being built. The owner has relied on the CCC's assurances that water and sewerage connections would be available in 2010 and so the old water tanks and septic tank have been removed. Because of the nature of the topography and site of the house it would now be almost impossible to install water tanks and an oasis sewerage system.
- In many cases people have deferred septic tank replacement as the reticulated scheme was only a year or two away.

3 **Core function of Council to provide water and sewerage**

3.1 It is a core function of a council to provide water and sewerage.
As stated in the LTCCP *providing a clean and reliable water supply is one of the Council's key responsibilities*

3.2 A sound water and sewerage system promotes a healthy community.
This is acknowledged in the LTCCP:
The Council manages the water supply in order to protect the health of the community.... and further on
The Council collects and treats wastewater to safeguard public health and protect the environment.

4 **CBW&WS was part of the agreement at amalgamation**

4.1 **Amalgamation Agreement**

- In the "Memorandum of understanding between the Banks Peninsula District Council and the Christchurch City Council" dated February 2006 recognition was given to the high priority the BPDC gave to the CBW&WS.
- Schedule A to the Memorandum lists those "high priority capital items supported by the communities and elected representations of Banks

Peninsula (2006-2016)” and includes bringing forward plans to provide reticulated sewerage disposal and water provision for Charteris Bay.

- Sewerage was ranked 10th in priority and water 7th. A number of those items accorded a higher priority have now been completed.

4.2 Reason for high priority for water and sewerage

- In 2004 a petition requesting the provision of water and sewerage was presented to the Banks Peninsula District Council. It was signed by over half the residents.
- The Minutes of the BPDC dated 9 June 2004 record the points made by those presenting the petition and in particular cite directly from the report of Dr Mark Yetton referred to in 1.2 above.
- Submissions to the Long Term Community Plan were presented to the BPDC in 2004 and to the CCC in 2006.

4.3 Charteris Bay pays rates based on CCC valuations.

- Rates in this area have tended to increase since amalgamation
- However, city standards in respect of roading, channelling and curbing, the provision of footpaths and street lighting do not pertain. The roads are of poor quality. There is very little channelling and curbing and footpaths are virtually non-existent.
- Nor does Charteris Bay have a safe and healthy water and sewerage system.

5 To defer the CBW&WS further is false economy

- 5.1** Low interest rates make it an excellent time to borrow money to complete the CBW&WS now.
- 5.2** Further delays will mean cost increases, especially as inflation is likely to be a feature of the current economic climate.
- 5.3** With the economic downturn, the Council would generate work for those firms putting in the CBW&WS.
- 5.4** Charteris Bay is a developing area. With a growing number of permanent residents, it is inevitable that it will need to have reticulated water and sewerage systems, which should be installed sooner rather than later.
- 5.5** The longer it is deferred the greater the risk to both the environment and to the health of the community.
- 5.6** If the scheme is deferred very much longer it could become a public health issue whereby the CCC would have to act immediately as happened in Governor’s Bay.

6 The law

In terms of section 10(b) of the Local Government Act 2002

The purpose of local government is to promote the social, economic, environmental and cultural wellbeing of communities, in the present and for the future”

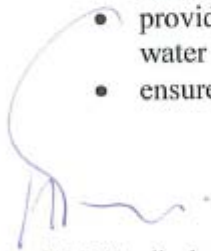
Section 14 refers to the principles which should govern local authorities and in particular section 14(h) which states that

In taking a sustainable development approach, a local authority should take into account

- (i) the social, economic, and cultural well-being of people and communities; and*
- (ii) the need to maintain and enhance the quality of the environment; and*
- (iii) the reasonably foreseeable needs of future generations.*

On all counts the CBW&WS would be a scheme that the legislation envisages.
It would

- promote the well-being of the Charteris Bay community both now and in the future;
- greatly assist in maintaining the quality of the environment by avoiding pollution of the marine environment;
- promote cultural wellbeing. The Rapaki rununga is particularly opposed to effluent entering the Lyttelton Harbour on both health and safety grounds as well as from a cultural perspective;
- provide for the foreseeable needs of future generations by providing a healthy water supply and a safe and hygienic sewerage disposal system, and would.
- ensure the health and safety of this community both now and in the future.



W P Studholme,
Secretary,
Charteris Bay Residents Association,
29th March 2009.



G E O T E C H

7 June 2004

To: Banks Peninsula District Council

Re: Provision of reticulated sewer and water to the Charteris Bay area.

I was one of the signatories in the recent petition of local residents keen to see the provision of reticulated water and sewer to the Charteris Bay area. Unfortunately I will be out of town on geology work during the forthcoming meeting but Jan Studholme has agreed to read this letter summarising my reasons for supporting the petition.

As an engineering geologist frequently working on Banks Peninsula I come across many septic tanks that no longer function correctly. The nature of our loess soils, the limitations of many of the original effluent disposal designs, and the frequently limited extent of areas flat enough for proper disposal are all reasons why so many systems fail. We also have increasing use of systems that were originally only intended for intermittent holiday use, which are now being overloaded by permanent occupation. I estimate that approximately 25% of the older systems are currently discharging effluent which is not properly treated into driveway surface drains, road water-tables and stream courses. It does not take much of a nose to find these areas in a walk around my local block.

I accept that new houses can be fitted with better systems, but that does nothing to deal with the problems of the older ones. I am also aware that the many of ^{the} higher maintenance newer systems have not performed well with intermittent use, and some councils (Marlborough District Council) are no longer encouraging their use for holiday homes in the Sounds.

I suspect the problem with effluent treatment systems may be worse in Charteris Bay than in Church Bay, because so many permanently occupied

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RD1 Charteris Bay
Lyttelton R.D., New Zealand

houses are "upgraded" older bachs. However, regardless of the proportion of failed systems, there is no argument that the shallow tidal marine conditions into which the effluent flows in Charteris Bay are far less conducive to proper dilution and dispersion. Furthermore, there is more recreational use made of the shoreline area in Charteris Bay area than in Church Bay. There is the public boat ramp, the very accessible local beaches, and the Orton Bradley recreation area which are all well used in the summer months when the effluent problems are frequently at their worst.

For these reasons I would strongly support a proactive council initiative to upgrade to a reticulated system now, before BPDC is forced to act by some sort of water quality crisis identified by external public health authorities.

Yours faithfully,



Dr Mark D. Yetton (engineering geologist)

7. MINUTES OF LYTTTELTON HARBOUR ISSUES GROUP

The Minutes of the Lyttelton Harbour Issues Group meeting held on 25 November 2008 are **attached** for Members information.

LYTTELTON HARBOUR ISSUES GROUP

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

MEETING AT GOVERNORS BAY COMMUNITY CENTRE
ON TUESDAY 25 November 2008

MEETING OPEN

6:45 pm

ATTENDED

Claire Findlay, Shelley Washington, Helen Chambers, Paul Pritchett, Kate Bould, Bill Woods, Donald Couch, Richard Coop, Simon Pulman, David Gregory, Debbie Sherrif

APOLOGIES

Simon Collin, Mike Bourke, Evan Walker, Mike Day, Claudia Reid, Paula Smith, Eugenie Sage, Stan Smith

This meeting was preceded by the SWIM sampling pre-season training where several SWIM samplers came and got their equipment.

TOPIC	ACTIONS
1. WELCOME and introductions	
2. ATTENDANCE AND APOLOGIES – as above	
2. Minutes and Matters arising from 21 October 2008 meeting Richard Coop noted that he was at the 21 October meeting but not recorded on the attendance list. Kate Bould did draft a letter about Steadfast Reserve. Shelley to find out if Cr Sage made enquiries about Teddington.	ShelleyW to find out if Cr Sage made enquiries about Teddington.
4. HARBOUR SEDIMENTATION Claire Findlay passed around the working group's draft report and provided an overview of its recommendations. Some amendments are to be made to finalise the report.. Discussion about need for community initiative to grow plants to stabilise roadside banks. An article about water quality to be prepared for Akaroa News which has a Lyttelton section. Noted the November 20 water quality article in The Press about harbour and estuary water quality. Discussion about having a 10yr celebration in 2009 and that this could include a boat trip on a Black Cat boat. Organising group to consist of Kate B, David G and Claire F.	ShelleyW draft article. ShelleyW contact Black Cat about costs. ClaireF & KateC to work on LTCCPs. Contact Justin Cope to check timeframes.
5. SWIM (SAFE WATER INFORMATION MONITORING) SAMPLING update Helen Chambers raised concern about the Cubs long-drop. Noted that it fills up and flows into stream in Sandy Bay. Dug by a scout-master. Was a wet winter. Is used once per week. Is on council land.	HelenC to talk to Scout people, if not satisfactory, then the Community Association.
6. GENERAL BUSINESS	
6 a) Update mailing list Shelley will include updated list when these minutes are sent out.	ShelleyW send minutes
7 b) Update from CCC	
Shelley read out the key points of the email from Simon Collin about the 'Dry Weather Overflow'.	
7(c) Update from ECan - no additional information	
7(d) Update from the Lyttelton Harbour Waste Water Working Party - no additional information	
7 (e) Update from the Lyttelton/Mt Herbert Community Board Shelley let the group know that Paula Smith has developed a Vegetation Management Plan for Road Reserves proposal and passed around this document.	ShelleyW to email Paula's document to Claire, Kate and Helen.
7 (f) Other items	
Debbie Sherriff reported back on her attendance at the Canterbury Water Management Strategy meeting. She had input about sediment at this meeting. Donald Couch reported on the cockle project where 2,700 cockles from Otago dredging were distributed in three different areas in the harbour. Islay Marsden assisted this project. Waiting to see if cockles procreate.	
NEXT MEETING: Tuesday 27 January joint New Year meeting with Akaroa Harbour Issues Working Party in Duveauchelles.	
MEETING CLOSED 9:00pm	

8. **MINUTES OF JOINT MEETING OF LYTTTELTON HARBOUR ISSUES GROUP AND AKAROA HARBOUR ISSUES WORKING PARTY HELD 27 JANUARY 2009**

The Minutes of the Joint Meeting of Lyttelton Harbour Issues Group and Akaroa Harbour Issues Working Party held on 27 January 2009 are **attached** for Members information.

**Notes from the Combined New Year Meeting of the Lyttelton Harbour Issues Group and Akaroa Harbour
Issues Working Party
Held on Tuesday 27 January 2009 at 6.30pm at the Duvauchelle Hotel, Duvauchelle –
Hosted by the AHIWP**

Present:

Sir Kerry Burke (ECan) & Lady Burke, Cr Eugenie Sage (ECan), Ted Robinson, Pam & Ian Richardson, Jim & Joan Ritchie, John & Noelene Roe, Bruce & Bev Clement, Keith Vogan, John Clark, Stewart Miller, Lesley Bolton-Ritchie (Ecan), Bob & Moira Ayrey, Brian & Kathleen Reid, Graeme Smith, Emma Kallqvist (UC), Ray & Valmai Adams, Brian Porteous, Claire Findlay, Paul & Pat Pritchett, Stan & Mrs Smith, David Gregory, Helen Chambers, Bill Woods, Paula Smith, Helen Sinclair (CCC), Shelley Washington (ECan), Jenny Bond (ECan), Sarah Edwards (ECan).

Apologies:

Cr Bob Kirk (ECan), Mayor Bob Parker, Cr Claudia Reid (CCC), Tony Marryatt (CEO, CCC), Jan Cook, Geoff Carter, Bob Meikle, Duncan Bates, Alizon Paterson (C&PH), Angela Sheat (C&PH), Mike Bourke (CCC), Raewyn Stronach, Kate Smith, Richard Barnett, John McIlroy, John Thom, Tony Whiteley, Mike Day, Colin McLeod, Ann Joliffe, Debbie Sheriff, Deirdre Hart.

RSVP'd or tentative but not able to make it:

Bryan Jenkins (CEO, ECan), Derek Cox, Paddy Stronach.

The informal part of the meeting began at 6:30pm with socialising. The meeting proper began at 6:50pm with Sir Kerry Burke welcoming everyone and Jenny B outlining the programme for the evening.

Presentations on the groups' interests, activities and achievements over the past year were given by their respective facilitators, Shelley W and Jenny B and Sarah E with assistance from Lesley Bolton-Ritchie on the water quality sections. If you would like copies of these presentations please contact either Shelley or Jenny. Following the presentations there were questions, these are documented below:

Odour at Robinsons Bay

Joan Ritchie noted that Robinsons Bay often has a very bad odour, much worse than Barrys and Duvauchelle Bays. It was suggested that the causes were decaying sea grass and Canada Geese and it was unlikely to be sea lettuce as none had been observed there this season. Currently nothing can be done to improve the odour because the smell appears to be coming from natural processes.

Undaria

It was noted by Helen Chambers that it is in Governors Bay. Ted Robinson AHIWP noted that Undaria appears stable in Akaroa. Paul Pritchett said it was likely that the piece of Undaria seen at Governors Bay had floated from a bay like Church Bay that has it every season, again like Akaroa it doesn't appear to be spreading or decreasing.

Marine Reserve

Graeme Smith raised a concern that if the Dan Rodgers Marine Reserve was to go ahead then it would push fishing out to beyond the heads. It was noted that a decision has still yet to be made about the marine reserve and it is hoped one will be made shortly.

Information about where to swim

Faimeh Burke asked if the information on where it was safe to swim was available on the internet and it is via ECan's website. Jenny informed group that the gradings are set annually by ECan in consultation with the local territorial authority and Community & Public Health using the Ministry for the Environment and Ministry of Health 2003 guidelines.

Website and Minutes

It was noted that because the minutes of each groups' meeting are attached to those of the local community board that they are available online through the CCC website.

It was suggested that there be a web presence on ECan's website for each of the groups. Jenny noted that the Living Streams groups were all beginning to have a small presence on the website through the Resource Care pages and perhaps that could be the same for the AHIWP and LHIG.

Action: Shelley Washington and Sarah Edwards to put this topic on the agenda for next meeting of each group.

Save the water

Joan Ritchie said there has been number of comments from locals over the years about the quantity of water being used by boaties to wash down their boats in Akaroa and Duvauchelle in times when locals are on water strict restrictions. There were a number of suggestions made to reduce this consumption of water :

- Put a time limit on the water
- Charge for using the water
- In extreme water shortage times turn the water off

Action: *Helen Sinclair* from CCC committed to taking back to CCC the concerns and possible solutions raised by the group and getting back to the group by their next meeting on 10 Feb 2009.

The formal part of the meeting concluded at 7.40pm with Cr Eugenie Sage highlighting the Canterbury Region Environmental Report, encouraging people to get hold of a copy or read it on-line, and finished by thanking the ECan facilitators, CCC staff and the community for their volunteer efforts. The group were then served pie, peas and mash for dinner followed by pavlova etc and socialising continued with the last people leaving at 9.30pm.

9. ELECTED MEMBER EXPENSES AND ALLOWANCES 2009/10

General Manager responsible:	General Manager Regulation and Democracy Services, DDI 941-8462
Officer responsible:	Democracy Services Manager
Author:	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.

9. Cont'd

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 16 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.

9. Cont'd

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 30 km 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.

9. Cont'd

- 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) 941-8533
(Direct Line)

SECTION 2 - DOCUMENTATION OF POLICIES

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

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

SECTION 3 - AUTHENTICATION OF EXPENSE REIMBURSEMENTS AND ALLOWANCES

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

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

SECTION 4 - VEHICLE PROVIDED

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

SECTION 5 - MILEAGE ALLOWANCES

5.1 Rate of allowance paid per kilometre

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

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

SECTION 6 - TRAVEL AND ACCOMMODATION

6.1 Taxis and other transport

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

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

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

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

6.2 Carparks

Are carparks provided? Yes

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

6.3 Use of Rental cars

Are rental cars ever provided? Yes

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

6.4 Air Travel Domestic

Summarise the rules for domestic air travel.

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

(See also clause 6.6.)

6.5 Air Travel International

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

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

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

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

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

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

Discretionary Allocation of \$4,000 per member:

1. All Councillors are provided with a discretionary allocation of \$4,000 per annum from the relevant travel and conference budgets, to be used for conferences, courses, seminars and training that they choose to attend. This amount is non-transferable and is to cover course fees, travel, accommodation and meals.

2. The conference, course, seminar or training event selected must contribute to the Councillor's ability to carry out Council business.
3. Councillors wishing to utilise this discretionary funding for attendance at such events are required to obtain the prior written confirmation from both the Mayor (or the Deputy Mayor) and the Chief Executive that the conditions set out above have been met. .

Council Representatives on External Organisations:

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

Prior Council Approval Required in Other Cases

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

Mayor

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

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

Community Board Members

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

6.7 Airline Club/Airpoints/Airdollars

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

Mayor only, given frequent travel.

Yes

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

Yes

6.8 Accommodation costs whilst away at conferences, seminars, etc

Summarise the rules on accommodation costs.

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

6.9 Meals and sustenance, incidental expenses

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

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

6.10 Private accommodation paid for by local authority

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

No

6.11 Private accommodation provided by friends/relatives

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

No

SECTION 7 - ENTERTAINMENT AND HOSPITALITY

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

No

SECTION 8 - COMMUNICATIONS AND TECHNOLOGY

8.1 Equipment and technology provided to elected members

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

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

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

For remaining Community Board members:

- | | |
|------------------------------|-----|
| • Broadband connection. | Yes |
| • Consumables and stationery | Yes |

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

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

Are telephone rental costs reimbursed in whole or part? Yes

Are telephone call expenses reimbursed in whole or part? Yes

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

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

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

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

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

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

SECTION 9 - PROFESSIONAL DEVELOPMENT, CLUBS AND ASSOCIATIONS

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

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

SECTION 10 - OTHER EXPENSE REIMBURSEMENTS AND ALLOWANCES

Are any other expense reimbursements made or allowances paid? No

SECTION 11 - TAXATION OF ALLOWANCES

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

SECTION 12 - SIGNATURE

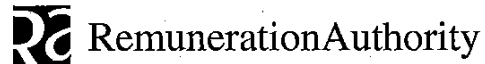
I seek approval from the Remuneration Authority, in relation to the period 1 July 2009 to 30 June 2010, of the expense reimbursement rules and payments of allowances applicable to elected members as set out in this document.

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

Signature

**Council Secretary
Designation**

Date



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.

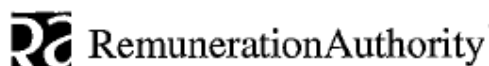
However, in view of the current economic climate, and the public interest in the remuneration of elected representatives, we draw to your attention that the provisions of the determination concerning the mileage allowance are permissive rather than mandatory. There is an opportunity for Councils to make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

A handwritten signature in black ink, appearing to read 'D. Oughton'.

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



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 \$1² 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:
 - (a) In his or her own vehicle;
 - (b) On the Local Authority's business; and
 - (c) 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.

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.

(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

10. LOCAL GOVERNMENT “KNOW HOW” TRAINING COURSES – FINANCIAL GOVERNANCE 101

General Manager responsible:	General Manager Regulation & Democracy Services
Officer responsible:	Democracy Services Manager
Author:	Liz Carter, Community Board Adviser

PURPOSE OF REPORT

1. The purpose of this report is to seek the Board's approval 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 \$966.

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.

10. Cont'd

STAFF RECOMMENDATION

It is recommended that the Lyttelton Mt Herbert 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.

11. LYTTTELTON MT HERBERT RESERVES DISCRETIONARY FUNDING 2008/09 – PROPOSALS FOR UNALLOCATED FUNDING

General Manager responsible:	General Manager City Environment Group, Jane Parfitt
Officer responsible:	Transport and Greenspace Manager, Alan Beuzenberg
Author:	Greenspace Consultation Leader, Angela Abel DDI 941 5112

PURPOSE OF REPORT

1. The purpose of this report is to propose the allocation of the Boards remaining 2008/09 Reserves Discretionary funding.

EXECUTIVE SUMMARY

2. The balance of the Reserves Discretionary Fund is currently \$17,745.
3. 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

4. The following projects have been identified for the allocation of the remaining Reserves Discretionary Funds:
 - (a) **Lyttelton Cenotaph**
This work is for the conservation treatment based on Ian Bowman’s 2007 report and updated by a 2009 site inspection.
 - (i) **Clean the bronze plaque - \$500**
The cleaning of the bronze plaque should be carried out by a qualified metals conservator. The plaque appears to be in much worse condition than in 2007.
 - (ii) **Clean monument including the removal of moss and lichen - \$4250**
Monument is cleaned of the moss and lichen manually in conjunction with a general clean of the monument using a micro jet mist spray or low pressure spray.
 - (iii) **Create a drain around monument - \$5000**
Lay a drain around the edge of the concrete steps around the entire monument in order to drain away excess water.
 - (b) **A seat for the lower garden at the Oxford St Rose Gardens - \$1200**
 - (c) **A new picnic table for Cass Bay Playground - \$1500**
 - (d) **A new drinking fountain at the Oxford St playing fields - \$2000**
This would be used by playground, skate park and school pupils as well as for the market visitors on Saturdays.
 - (e) **Irrigation hydrant fitting for the Lyttelton Recreation Ground - \$1000**
To enable field irrigation
 - (f) **Bench seat for Lyttelton Skate Park - \$1200**
 - (g) **New pedestrian gate between Lyttelton Skate Park and playground - \$1095**
This is required to enable pedestrian movement between the two sections of the Lyttelton Skate Park and to remove the current entrapment situation in the skate area of the park.

11. Cont'd

FINANCIAL IMPLICATIONS

5. All of the above projects total \$17,745 which is the outstanding balance of the Reserves Discretionary Fund.
6. All of the above projects have had quotes obtained to determine the funding required.

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

7. As above.

LEGAL CONSIDERATIONS

8. There are no legal considerations.

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

9. Not applicable.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

10. LTCCP

Parks, Open Spaces and Waterways – Page 123

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?

11. As above.

ALIGNMENT WITH STRATEGIES

12.
 - Social Wellbeing Strategy
 - Recreation and Sports Strategy
 - Natural Asset Management Strategy
 - Environmental Policy

Do the recommendations align with the Council's strategies?

13. As above.

CONSULTATION FULFILMENT

14. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Lyttelton Mt Herbert Community Board consider the allocation of its remaining 2008/09 Reserves Discretionary Fund from the above listed projects.

12. BRITTAN TERRACE-PEDESTRIAN CROSSING SAFETY IMPROVEMENT PROJECT

General Manager responsible:	General Manager City Environment, Jane Parfitt
Officer responsible:	Transport and Greenspace Manager, Alan Beuzenberg
Author:	Michael Thomson Senior Traffic Engineer-Community DDI 941-8950

PURPOSE OF REPORT

1. The purpose of this report is to seek the Board's approval to:-
 - (a) Remove the existing zebra crossing on Brittan Terrace on the north side of the Voelas Road intersection, and upgrade this crossing point.
 - (b) Change the existing Give Way on the Voelas Road west (uphill) approach and the Cressy Terrace south approach to Voelas Road, to a Stop control.
 - (c) Install No Stopping restrictions at the crossing point.

EXECUTIVE SUMMARY

2. Christchurch City has 103 zebra pedestrian crossings. The zebra pedestrian crossing on Brittan Terrace has been identified as not complying with a correct geometric layout, advanced warning information, or road marking standards, as set out in national Traffic Engineering Best Practice documents. This includes the former National Roads Board TR11 "Recommended Practice for Pedestrian crossings" and the current New Zealand Transport Agency's (NZTA) "Pedestrian Planning & Design Guide".
3. Following the amalgamation of Banks Peninsula District Council and the former Christchurch City Council, a programme of works has been initiated by staff of the new Christchurch City Council to upgrade zebra pedestrian crossings in the Lyttelton area, to best practice standards. The prime objective of this work is to optimise safety for pedestrians using these facilities. This crossing was identified as on a walking route to and from Lyttelton West school.
4. The zebra pedestrian crossing on Oxford Street at Lyttelton Main school was recently relocated and upgraded as part of the school zone safety works. A review of zebra crossings is being undertaken as part of the Lyttelton CBD project. The New Zealand Transport Agency has been advised of concerns with a zebra crossing on the State Highway (Norwich Quay).
5. The Brittan Terrace zebra crossing has been assessed by traffic engineering staff as having the worst design in the Christchurch City Council area. Approach visibility is non-existent for motorists approaching from the south-western direction (from Corsair Bay). Equally, pedestrians on the uphill side cannot see approaching traffic from the southwest direction. This is due to the embankment associated with Cressy Terrace. The crossing distance is 14 metres which exceeds the prescribed maximum of 10 metres. The crossing is not ideally located, being right on the departure to an effective left turn for traffic exiting Cressy Terrace and Voelas Road. This should be a left turn, although traffic entering or exiting Cressy Terrace to/from Brittan Terrace have a straight sight line and some observed motorists drive through this area as though it is one intersection, rather than two intersections being Brittan/Voelas and Cressy /Voelas. They have been observed driving through this location at speeds too fast for the conditions, particularly if pedestrians are present.
6. All road markings associated with the zebra crossing are sub standard, as is the advance signage and zebra poles on either side. While these markings and signs can be upgraded using existing maintenance budgets, the road geometry, with corresponding safety issues requires funding for an upgrade.
7. Surveys of the crossing activity reveal that there is minimal use of the crossing. This site falls well below the TR11 warrant for a zebra crossing and the NZTA Planning & Design Guide does not recommend a zebra for this site. TR11 specifies at least 300 vehicles per hour and 150 pedestrians per hour. A zebra crossing for the purposes of a school patrol should have at least 100 vehicles per half hour and 50 pedestrians per half hour. A recent week long traffic count revealed only three hours (on a weekend day) where the flow just exceeded 300. During the weekdays, the traffic flow is typically half this number. The original surveyed number of pedestrians crossing was typically two or three per hour. Further surveys have been carried out. Refer to the **attached** consultant's report for details (**Attachment 2**).

12. Cont'd

8. Where zebra crossings are under utilised, combined with free flowing traffic conditions, there is evidence that these facilities can be unsafe, due to non compliance by motorists from lack of awareness associated with the inactivity on the pedestrian crossing.
9. A school representative has advised that operation of a school patrol is not practical (including a kea crossing - ie no zebra crossing) due to the separation from the school and difficulties with the transport of patrol equipment up and down the hill. The site does not warrant a school patrol due to the number of pedestrians crossing.
10. Traffic Engineers (both Council staff and Consulting Engineers) are guided by best practice, pedestrian facility documents. These documents specify the type of facility and the form it should take to optimise safety and convenience for the pedestrian.
11. The recommended option for this site involves the following:
 - (a) Construct kerb build-outs on both sides of the crossing point. This will improve approach site inter visibility for both directions, shorten the crossing distance, mitigate the steep cross fall gradient on the downhill (port side) of the crossing, and better guide and slow traffic negotiating the two intersections of Brittan /Voelas and Cressy /Voelas.
 - (b) Remove the zebra pedestrian crossing. This will reduce the potential collision rate due to a likely combination of one of the very few pedestrians (possibly a child) walking onto the crossing believing the approaching motorist will stop, combined with a motorist not accounting for the crossing and failing to stop.
 - (c) Upgrade advance warning signage of the crossing facility.
12. A central island option has been considered. This is not practical due to the following:
 - (a) Brittan Terrace is on a high use cycling route. The positioning of an island and kerb build-outs reduces the available road width for both motorists and cyclists.
 - (b) It would create an unnatural deflection for traffic passing the central island due to the resulting road alignment.
13. The existing Give Way control on the uphill Voelas Road approach to Brittan Terrace does not comply with guidelines in regard to cross road junctions in terms of sight distances. While each Voelas Road approach is slightly offset, the junction is still considered a cross road junction. The eastern (port side) Voelas road approach has a Stop control. Having opposing approaches at a junction with different controls can confuse motorists over their respective right of way priority. A stop control also mitigates the problems of left turners out of a side road, conflicting with a pedestrian immediately on their left. Left turning motorists invariably are focused on traffic to their right and do not necessarily focus on road activity immediately on their left.

FINANCIAL IMPLICATIONS

14. Funding for this project is contained in the 2008/2009 New Safety Improvements Programme and is sufficient to cover the latest estimated costs.

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

15. Yes. This project will be funded from the New Safety Improvements Programme identified in the 2006-16 LTCCP, as above.

LEGAL CONSIDERATIONS

16. Pursuant to clause 32 of Schedule 7 of the Local Government Act 2002 powers have been delegated to Community Boards to exercise within their communities (as defined in the Local Government Act 2002).
17. Any decision by a Community Board shall be consistent with any policies, standards or resolutions adopted by the Council.

12. Cont'd

18. It is the Council's intention that Community Boards exercise the delegations in respect of local projects.
19. The Community Boards have delegated authority from the Council to exercise the delegations as set out in the Register of Delegations dated April 2008.
20. The installation of any signs and/or markings associated with traffic control devices must comply with the Land Transport Rule: Traffic Control Devices 2004.

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

21. As above.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

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

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

23. As above.

ALIGNMENT WITH STRATEGIES

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

Do the recommendations align with the Council's Strategies?

25. As above.

CONSULTATION FULFILMENT

26. The City Council project team received feedback from five residents and the Principal of Lyttelton West Primary School between August and October 2008 while investigating local issues relating to the pedestrian crossing. As a result the preferred option was amended to retain access to the rear of an adjacent property.
27. This option was presented to the Lyttelton Mt Herbert Community Board at a seminar on 18 November 2008. The plan was then circulated at the Lyttelton Community Association meeting on 27 November 2008. A number of those present expressed concern at the proposed removal of the zebra crossing.
28. Community consultation continued from 2 – 19 December 2008. Leaflets were delivered to approximately 150 households in the vicinity of the Brittan Terrace crossing. Information was also sent to 40 absentee property owners, and posted or emailed to another 120 stakeholders. Two public information sessions were held at the crossing and at Lyttelton West School on 9 and 11 December 2008 respectively.
29. The key issue raised during consultation was whether or not the zebra crossing should be retained. Most respondents supported the proposed build-outs to improve sight lines but objected to the removal of the zebra markings.
30. Because of the conflict between the majority community view expressed during consultation and its requirement to meet project objectives, the City Council project team commissioned an independent review of the existing Brittan Terrace Pedestrian Crossing from Opus International Consultants Ltd. After researching pedestrian movements and the physical constraints of the site Opus made the following recommendations:

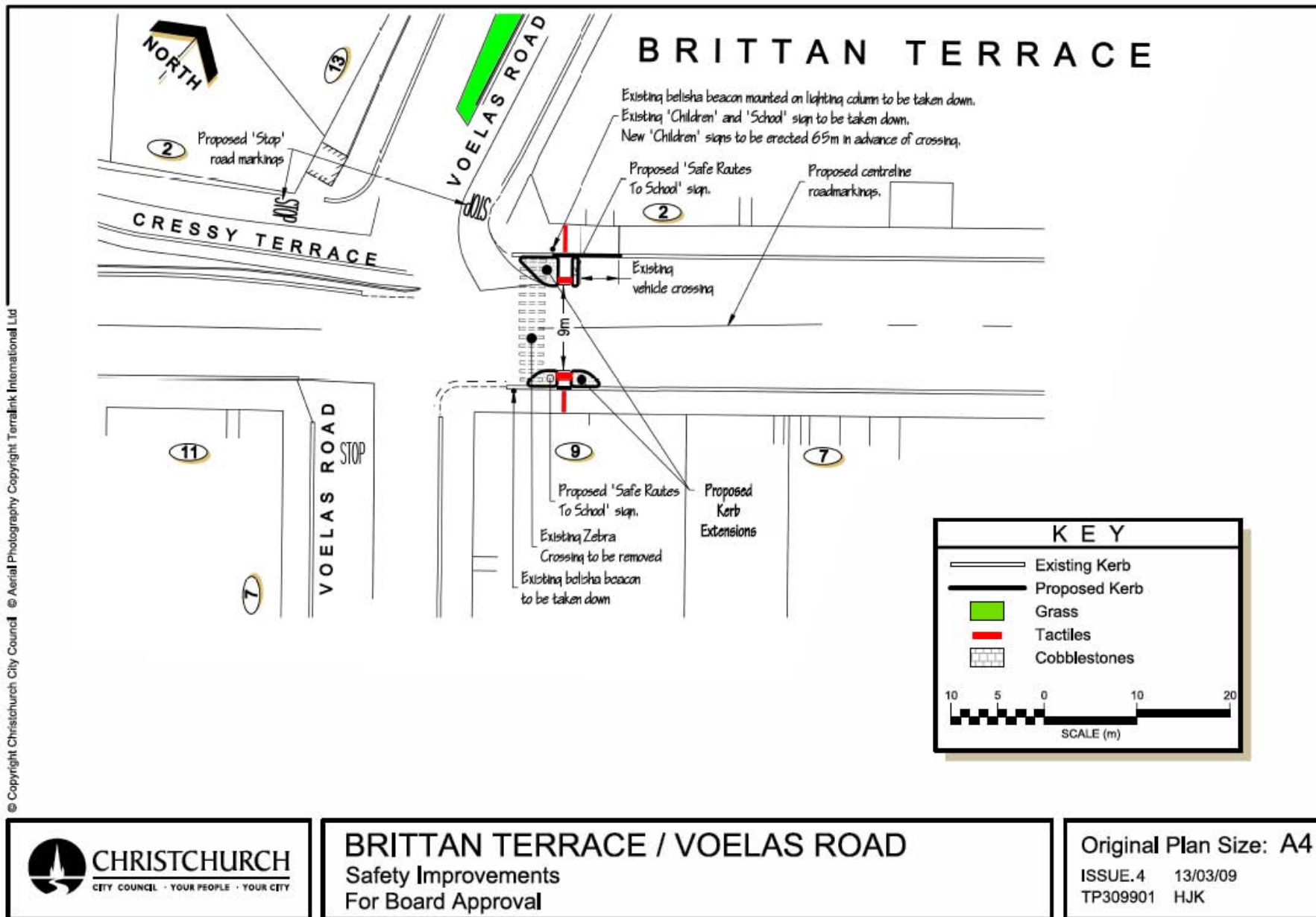
12. Cont'd

- (a) Remove the existing zebra crossing;
- (b) Provide kerb build-outs in the vicinity of the existing crossing, ensuring adequate sight lines are provided; and
- (c) Provide a new pedestrian facility at the east end of Brittan Terrace as part of any future upgrades of the intersection of Simeon Quay and Brittan Terrace.

STAFF RECOMMENDATION

It is recommended that the Lyttelton Mt Herbert Community Board approve the following:

- (a) That the Zebra Pedestrian crossing, located on the north east side of the Brittan Terrace and Voelas Road intersection, be removed.
- (b) The upgrade of the crossing point on Brittan Terrace, including kerb build-outs, as detailed on the attached plan (**Attachment 1**).
- (c) That the Give Way sign on the Voelas Road north approach at its intersection with Brittan Terrace be revoked.
- (d) That a Stop sign be placed against the Voelas Road north approach at its intersection with Brittan Terrace.
- (e) That a Stop sign be placed against the Voelas Road south approach at its intersection with Brittan Terrace. Note: While a Stop sign and markings exist there at present, a recent aerial photograph did not show any stop control on this approach, hence this resolution confirms the existing stop control.
- (f) That the Give Way sign on the Cressy Terrace south approach at its intersection with Voelas Road be revoked.
- (g) That a Stop sign be placed against the Cressy Terrace south approach at its intersection with Voelas Road.
- (h) That the stopping of vehicles be prohibited at any time on the north side of Brittan Terrace commencing at its intersection with Voelas Road and extending in an easterly direction for a distance of 17 metres.
- (i) That the stopping of vehicles be prohibited at any time on the south side of Brittan Terrace commencing at its intersection with Voelas Road and extending in an easterly direction for a distance of 18 metres.





Brittan Terrace Pedestrian Facility Assessment



Prepared by John Denney
 Transportation Engineer

Reviewed by Bill Rice
 Principal Transportation Engineer

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Contents

Executive Summary	3
1 Introduction.....	4
1.1 Background	4
1.2 Location.....	4
1.3 Local Environment	5
1.4 Sight Distances.....	5
1.5 Lyttelton West Primary School.....	6
2 Traffic Count Surveys.....	7
2.1 Methodology	7
2.2 Results	7
3 Pedestrian Movement Surveys	9
3.1 Methodology	9
3.2 School Trip	9
3.3 Pedestrian Desire Lines.....	10
4 Accident History	15
5 Pedestrian Assessment	16
6 Options.....	19
6.1 Remove Zebra Crossing.....	19
6.2 Alternative Pedestrian Facilities	19
6.3 Introduce New Pedestrian Facility.....	20
7 Recommendations.....	21
Appendix A – Turning Count Diagrams	
Appendix B – Pedestrian Count Diagrams	
Appendix C – Accident History Collision Diagram	
Accident History English Language Descriptions	

Executive Summary

Opus International Consultants has been commissioned to assess the pedestrian facility across Brittan Road in Lyttelton. The existing zebra crossing has poor visibility from the north of the crossing of oncoming vehicles heading east on Brittan Terrace. Pedestrian origin and destination counts and vehicle turning counts were carried out in January and February 2008.

An assessment of the existing pedestrian crossing and alternative options was then carried out based on the Pedestrian Planning and Design Guide (2007).

As a result of this study, the following recommendations are made:

1. Remove the existing zebra crossing;
2. Provide kerb build-outs in the vicinity of the existing crossing, ensuring adequate sight distances are provided; and
3. Provide a new pedestrian facility at the eastern end of Brittan Terrace as part of any future upgrades of the intersection of Simeon Quay and Brittan Terrace.

1 Introduction

1.1 Background

Opus International Consultants has been commissioned to assess the pedestrian facility across Brittan Terrace in Lyttleton. The existing zebra crossing has poor visibility from the north of the crossing of oncoming vehicles heading east on Brittan Terrace. Weekday pedestrian and traffic count surveys were carried out on weekdays during school holidays and term time, and on a Saturday. This was timed to coincide with the Lyttleton Market.

1.2 Location

The zebra crossing is located across Brittan Terrace, approximately 500m to the west of the main Lyttleton roundabout between Tunnel Road (SH74), Sutton Quay (SH74) and Simeon Quay. The zebra crossing is located approximately 16m to the east of the centre of the intersection of Brittan Terrace, Cressy Terrace and Voelas Road.

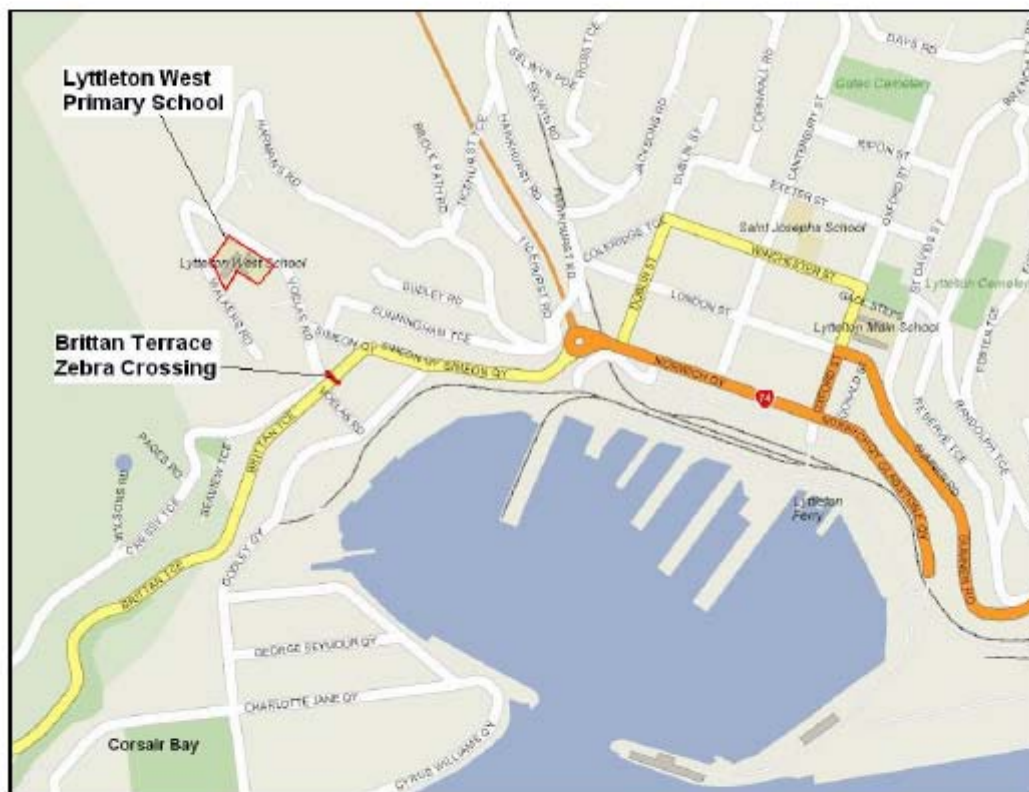


Figure 1 – Map of Lyttleton

1.3 Local Environment

The speed limit on all of the surrounding roads is 50km/h although as the main road connecting the coastal villages, Brittan Terrace/Simeon Quay often incurs higher speeds.

Either side of Brittan Terrace has a relatively steep north to south downwards gradient. There is a retaining wall between Brittan Terrace and Cressy Terrace. The wall obscures the inter-visibility between oncoming vehicles heading east on Brittan Terrace and pedestrians on the north side of the crossing.

When crossing from the north side to the south side of the zebra crossing pedestrians can only see the oncoming vehicles heading east on Brittan Terrace once they are approximately 3m into the road. The zebra crossing is approximately 14m from one kerb to the other. The lack of visibility is considered dangerous as once pedestrians are on the crossing they may assume they are protected from oncoming vehicles. In turn, drivers may not be aware a pedestrian is crossing until it is too late to stop.



Photo 1 - Clear visibility point at the crossing



Photo 2 - Obscured visibility at the crossing

1.4 Sight Distances

Pedestrians need to choose gaps in the traffic stream to cross safely, so they must be able to see the approaching traffic in good time. This distance is known as the "crossing sight distance". It is a critical element in ensuring pedestrians can cross the road safely.

Using conservative estimates it is calculated as:

$$\text{Crossing sight distance (m)} = \frac{\text{crossing distance (m)}}{\text{Walking speed}} \times \frac{85\text{th percentile vehicle speeds (km/h)}}{3.6}$$

$$\text{Crossing sight distance (m)} = \frac{14}{1.5} \times \frac{50}{3.6}$$

$$\text{Crossing sight distance (m)} = 130\text{m}$$

Pedestrians can only see approximately 20m along Brittan Terrace to the west, from the north side of the zebra crossing.

Drivers should be able to see all crossings easily so they can adjust their speed and be aware of the potential for pedestrians to step into the roadway. They should be able to see the crossing over at least the appropriate sight distance although an extra safety factor is recommended. The minimum recommended approach sight distance for a 50km/h road in an urban area is 40m. Eastbound drivers can only see pedestrians on the north side of the zebra crossing, approximately 20m before they reach the crossing.

Therefore the sight distances are unacceptable for both drivers and pedestrians.

1.5 Lyttleton West Primary School

Lyttleton West Primary School is located approximately 260m to the north of the zebra crossing on the west side of Voelas Road. The school has approximately 80 students. It is a significant pedestrian generator. Students from the school may use the zebra crossing. Given that a high percentage of the pedestrians in the area are children it is a particularly sensitive matter.

2 Traffic Count Surveys

2.1 Methodology

Traffic turning count surveys have been carried at two intersections:

- Brittan Terrace, Cressy Terrace and Voelas Road; and
- Simeon Quay and Brittan Terrace.

The surveys were carried out on the following days:

- Thursday afternoon, 29/01/2009, between 15:00 – 18:00 (non-term time);
- Friday morning 30/01/2009, between 07:30 – 09:30 (non-term time);
- Wednesday, 18/02/2009, between 07:30 – 09:30 and 14:30 – 18:00 (term time); and
- Saturday, 28/02/09, between 09:00 and 12:00 (Lyttleton Market).

2.2 Results

The results of the survey on Saturday 28/02/2009 show consistently higher traffic volumes using the intersections during the survey than observed during the weekday surveys.

The results of the survey on 18/02/2009 are higher than the survey carried out in January. It is assumed that this is due to the January survey being carried out during the school holidays and 1 month from Christmas when many adults may have still been on holiday. Both factors are likely to mean there would be less trips made by local residents of the area.

Passenger car units (PCU's) were applied to the volumes of various modes of transport. PCU's are traditionally used to represent the effects of changes in traffic composition (the mix of cars, goods vehicles, buses, cyclists and so on) on the saturation flows at traffic signal junctions. It provides a better assessment of the level of traffic, by considering the size of the vehicles. Figure 2 shows the PCU values that were used.

PCU Values	
Car	1
Bus	2
Lorry	2
Motorbike	1
Cycle	0.5

Figure 2

The period of 11:00 – 12:00 on 28/02/09 had the highest two way traffic flow on Brittan Terrace of 316 vehicles per hour. The turning movements from this period at the Brittan Terrace/Simeon Quay intersection are shown in Figure 3.

Brittan Terrace Pedestrian Facility Assessment

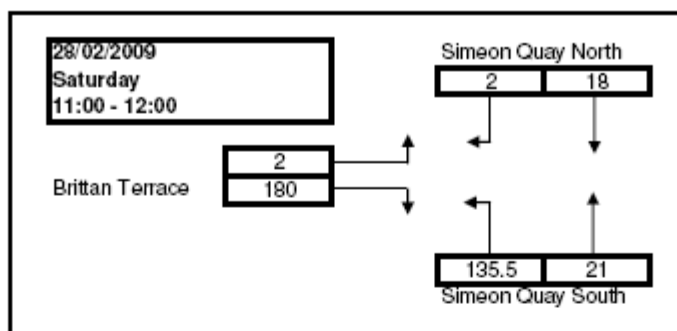


Figure 3

A complete summary of the traffic turning count surveys is included in Appendix A.

High volumes of cyclists were observed travelling between Brittan Terrace and Simeon Quay, particularly during the survey on Saturday 28/02/2009. 107 cyclists travelled between Brittan Terrace and Simeon Quay between 10.30 and 11.30. The impact upon cyclists of any alterations to the pedestrian facility should be considered.

3 Pedestrian Movement Surveys

3.1 Methodology

Pedestrian movement surveys were carried out in the vicinity of the existing zebra crossing. The origin and destination of all pedestrian movements were recorded. Figure 4 shows the possible origin and destination locations used. Locations 6 and 10 represent bus stops on either side of Brittan Terrace (or entering or exiting properties on that stretch of road).

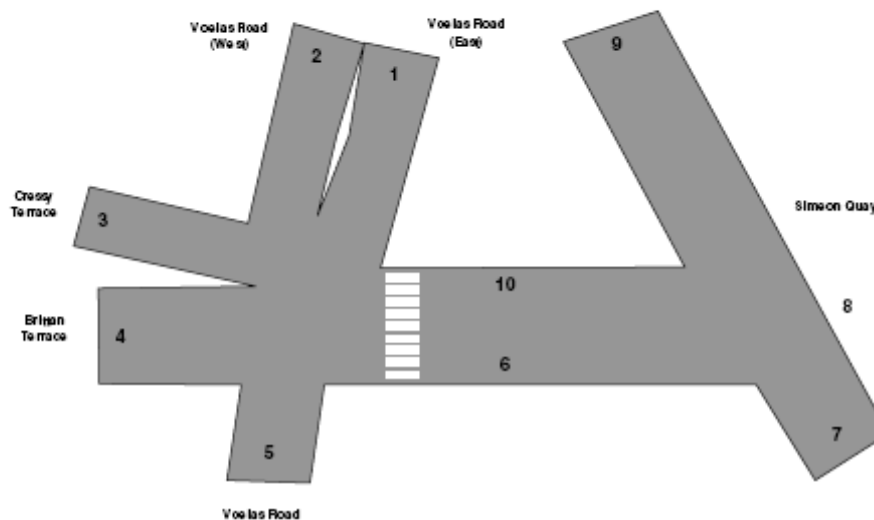


Figure 4 – Origin and destination

The surveys were carried out on the same days as the traffic count surveys, namely:

- Thursday afternoon, 29/01/2009, between 15:00 – 18:00 (non-term time);
- Friday morning 30/01/2009, between 07:30 – 09:30 (non-term time);
- Wednesday, 18/02/2009, between 07:30 – 09:30 and 14:30 – 18:00 (term time); and
- Saturday, 28/02/09, between 09:00 and 12:00 (Lyttelton Market).

The number of pedestrians that made each movement has been summarised in Appendix B.

3.2 School Trip

It should be noted that at 09:10 during the 18/02/2009 survey a school trip travelled on foot from the school to Lyttelton Town Centre. It was made up of 54 students and 7 adults. The school trip took a tour of the historic spots of Lyttelton. In the afternoon the trip ended with a visit to the swimming pool. The students went directly home from the swimming pool and didn't return to school. This should be allowed for when analysing the results of the pedestrian movement surveys. According to the school secretary, trips of this nature are usually taken three times per year.

3.3 Pedestrian Desire Lines

Based on the pedestrian movements recorded in the surveys, table 1, 2 and 3 show the number of journeys that were made on each survey day that could conveniently use the existing zebra crossing. The number of pedestrians that actually used the crossing were recorded. It should be noted that if they passed over the crossing at any point it was included. Several people were observed crossing diagonally and only using the crossing momentarily.

Movements which could conveniently use the existing crossing on Thursday/Friday - 29th/30th January between 07:30 - 09:30 and 15:00 - 18:00					
Crossing southbound		Using Crossing	Crossing northbound		Using Crossing
1-4	1		4-1		
2-4			4-2		
9-4			5-1		
10-4			6-1		
1-5	4	3	7-1		
9-5			5-2		
10-5			6-2		
1-6			7-2		
2-6			6-3	2	
3-6	5	1	7-3	1	
1-7			4-9		
2-7			5-9		
3-7			4-10	1	
8-3			5-10		
8-4			3-8		
8-5			4-8		
			5-8		
Total	10	4	Total	4	0
Total Crossings =			14		
Total Using the Zebra Crossing =			4		
Percentage Using the Zebra Crossing =			28.6%		

Table 1

Movements which could conveniently use the existing crossing on Wednesday 18th February between 07:30 - 09:30 and 14:30 - 18:00					
Crossing southbound		Using Crossing	Crossing northbound		Using Crossing
1-4	1	1	4-1		
2-4	2		4-2	2	2
9-4			5-1		
10-4	2	2	6-1	4	2
1-5			7-1		
9-5			5-2		
10-5			6-2	1	
1-6			7-2		
2-6			6-3	4	4
3-6	2	2	7-3	4	
1-7			4-9		
2-7			5-9		
3-7	9		4-10	4	1
8-3			5-10		
8-4			3-8		
8-5			4-8		
			5-8		
Total	16	5	Total	19	9
Total Crossings =			35		
Total Using the Zebra Crossing =			14		
Percentage Using the Zebra Crossing =			40.0%		

Table 2

Movements which could conveniently use the existing crossing on Saturday 28th February between 09:00 - 12:00					
Crossing southbound		Using Crossing	Crossing northbound		Using Crossing
1-4	2		4-1	3	
2-4			4-2	1	
9-4			5-1		
10-4			6-1		
1-5			7-1	1	
9-5			5-2		
10-5			6-2		
1-6			7-2	3	
2-6			6-3		
3-6			7-3	2	1
1-7			4-9		
2-7			5-9		
3-7	11	1	4-10		
8-3	1		5-10		
8-4	1		3-8		
8-5	2	2	4-8		
			5-8		
Total	17	3	Total	10	1
Total Crossings =				27	
Total Using the Zebra Crossing =				4	
Percentage Using the Zebra Crossing =				14.8%	

Table 3

It was observed that many pedestrians didn't use the crossing or only used it partially, due to a lack of traffic, despite it being located suitably for them. The percentages of pedestrians who could conveniently use the crossing but did not use it during the surveys are shown below:

- (29/30)/02/09 - 71%
- 18/02/09 - 60%
- 28/02/09 - 85%

Based on the pedestrian movements in the surveys, table 4, 5 and 6 show the number of journeys that were made throughout the day, which could conveniently cross at the eastern end of Brittan Terrace.

Brittan Terrace Pedestrian Facility Assessment

Movements which could conveniently use a pedestrian facility at the eastern end of Brittan Terrace on Thursday/Friday - 29th/30th January between 07:30 - 09:30 and 15:00 - 18:00			
Crossing southbound		Crossing northbound	
9-4		7-1	
9-5		7-2	
9-6	1	7-3	1
1-7		7-9	2
2-7		4-9	
3-7		5-9	
9-7	2	6-9	
8-3		3-8	
8-4		4-8	
8-5		5-8	
Total	3	Total	3
Total Crossings =		6	

Table 4

Movements which could conveniently use a pedestrian facility at the eastern end of Brittan Terrace on Wednesday 18th February between 07:30 - 09:30 and 14:30 - 18:00			
Crossing southbound		Crossing northbound	
9-4		7-1	
9-5		7-2	
9-6		7-3	4
1-7		7-9	12
2-7		4-9	
3-7	9	5-9	
9-7	3 (12)	6-9	
8-3		3-8	
8-4		4-8	
8-5		5-8	
Total	21	Total	16
Total Crossings =		37	

Table 5

Brittan Terrace Pedestrian Facility Assessment

Movements which could conveniently use a pedestrian facility at the eastern end of Brittan Terrace on Saturday 28th February between 09:00 - 12:00			
Crossing southbound		Crossing northbound	
9-4		7-1	1
9-5		7-2	3
9-6		7-3	2
1-7		7-9	3
2-7		4-9	
3-7	11	5-9	
9-7	6	6-9	
8-3	1	3-8	
8-4	1	4-8	
8-5	2	5-8	
Total	21	Total	9
Total Crossings =		30	

Table 6

As was discussed earlier the students that made the journey to school from home in the morning (location 7 to location 9), then went out on a school trip and didn't return to school. Therefore it is considered that return movement from school to home (location 9 to location 7) has been underestimated. Traditionally this is a tidal flow of walking in both directions. The afternoon number of pedestrian movements has been increased from 3 to 12, to represent this.

There were 8 less pedestrian movements which could conveniently use the pedestrian facility on a non-school day between the hours that were surveyed if it was located at the eastern end of Brittan Terrace.

There were 2 additional pedestrian movements which could conveniently use the pedestrian facility on a school day between the hours that were surveyed if it was located at the eastern end of Brittan Terrace.

There were 3 additional pedestrian movements which could conveniently use the pedestrian facility on a Saturday between the hours that were surveyed if it was located at the eastern end of Brittan Terrace.

A school day is considered to best represent an average day. This suggests that a pedestrian facility located near the Eastern end of Brittan Terrace would be convenient for a larger number of pedestrians than one located at the existing location. Furthermore the lack of alternative routes along Simeon Quay mean that close to 100% of pedestrians using Simon Quay will use the facility. This compares with 18 to 40% observed using the existing pedestrian crossing.

4 Accident History

There have been 7 accidents in the vicinity of the crossing between 2004 and 2008. The collision diagram below shows the location and nature of the accidents.

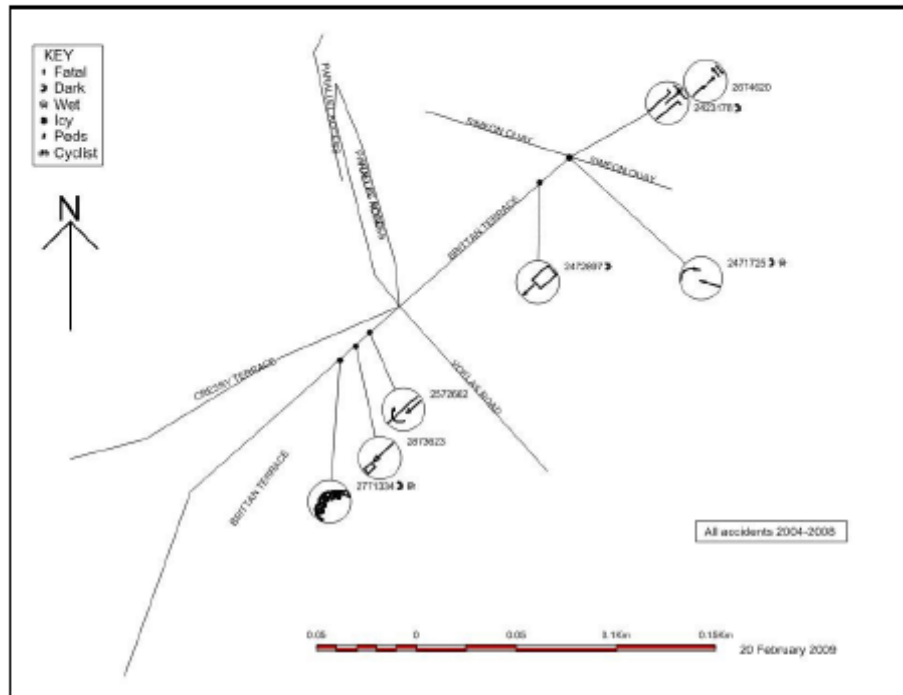


Figure 5 – Collision Diagram

Accident 2423178 was the only injury accident which involved two serious injuries. It involved a car heading east on Brittan Terrace that failed to stop and collided with the fence. The police statement suggested it was an inexperienced driver that was attempting to evade enforcement.

There were no recorded accidents involving pedestrians. The absence of a history of pedestrian accidents at this location should not be seen as an indication that this pedestrian crossing is safe or adequate. The unusual and complex layout of the adjacent intersection, combined with the extremely restricted sight distances at the kerb line result in this crossing being difficult for pedestrians and motorists to negotiate safely and comfortably.

There is anecdotal evidence of near misses at the existing zebra crossing due to poor visibility however this information cannot be quantified. It is possible that minor or non-injury incidents have occurred but have not been reported.

A full English language description of the accidents has been included in Appendix C.

5 Pedestrian Assessment

The Pedestrian Planning and Design Guide (2007) sets out ways to improve New Zealand's walking environment. It outlines a process for deciding on the type of provision that should be made for pedestrians and provides design advice and standards.

A hierarchy for considering solutions is given in the following order of importance:

1. Reducing traffic volumes on the adjacent road way;
2. Reducing traffic speed on the road way;
3. Re-allocating space in the road corridor to pedestrians;
4. Providing direct at-grade treatments;
5. Improving pedestrian routes on existing desire lines; and
6. Providing new pedestrian route alignment and grade separation.

The guide defines pedestrian crossings as being either physical aids, priority/time separated or spatially separated. Physical aids simplify decisions for drivers and pedestrians by shortening the crossing distance or dividing the crossing movement into two easier crossings. Possible physical aids are:

- Kerb extensions;
- Pedestrian islands;
- Splitter islands; and
- Medians.

Pedestrian platforms are raised and sometimes specially textured areas of roadway that act as a focus for crossings. However they are part of the roadway and pedestrians have to give way to vehicles unless the platform is also marked as zebra crossing. They are very effective at reducing vehicle speeds. A pedestrian platform is not considered suitable on a minor arterial road such as Brittan Terrace.

Priority/time separated crossings give pedestrian priority or allot pedestrian-only periods for use of an on-road section, alternating with periods for vehicles. Possible priority/time separated crossings are:

- Zebra crossings;
- School patrols/kea crossings;
- Mid-block signalised crossings; and
- Signalised intersections.

As part of the Pedestrian Planning and Design Guide (2007) there is a "Pedestrian Crossing Facilities Calculation Spreadsheet". It states that zebra crossings are not recommended for introduction unless they are likely to be self enforcing. This requires 50 pedestrian movements per hour. There were only 35 pedestrian movements over 5 and a half hours on a school day that could conveniently use the Brittan Terrace zebra crossing. Of these, only 40% actually used the

crossing. This equates to less than three pedestrian movements per hour using the crossing. A zebra crossing at this location is therefore not considered appropriate.

The spreadsheet has various input boxes that, using inbuilt calculations, can produce a benefit cost ratio for introduction of a new physical aid. Using estimates derived from the data from the surveys, a 5 year accident history, reduced lane widths of 3.5m and the recommended typical construction costs given in the spreadsheet it predicts a benefit cost ratio for the various physical aids. There have been no pedestrian crashes recorded in this area in the past five years. Using a zero crash rate results in few accident benefits for the project, and a small Benefit Cost Ratio (BCR).

Pedestrian accidents are rare and random events. It is possible that the underlying crash rate is not reflected in the crash observations over a five year period. For this reason crash prediction models based on observations at a number of locations have been developed. The benefits to be gained by altering the facilities are not in reducing the number of accidents that have occurred but in reducing the risk of an accident occurring.

The crash prediction model in the Pedestrian Planning and Design Guide (2007) suggests a typical crash rate of 0.013 pedestrian crashes per year for the observed pedestrian and traffic volumes at this location. This equates to one crash every 75 years. The risk of pedestrian crashes on this crossing is considered to be higher than the typical crash rate due to the poor sight distances and complex and unusual intersection layout at this location.

Typical pedestrian crash reduction levels of the various physical aids are provided in the guide. This is another method to differentiate between the most successful forms of pedestrian facility for Brittan Terrace. The tables below are taken directly from the guide.

Measure	Pedestrian crash reduction
Kerb extensions only ⁽⁷⁸⁾	36%
Raised median or pedestrian refuge islands ⁽⁷⁹⁾	18%
Kerb extensions with raised median islands ⁽⁷⁹⁾	32%
Adding kerb extension to existing zebra crossing ⁽¹⁴⁵⁾	44%
Cycle lanes ⁽⁵³⁾	30%
Roundabouts ⁽⁷⁹⁾	48%
Flush medians ⁽⁷⁸⁾	30%

Table 7

Table 7 above is a reproduction of table 6.3 in the Pedestrian Planning and Design Guide. It shows that of the options considered kerb extensions on their own reduce the risk of pedestrian crashes by the highest margin. Adding kerb extensions to an existing zebra crossing appears to have an even higher crash reduction. However, zebra crossings with no physical aids (such as kerb extensions) have a higher pedestrian crash rate than no pedestrian facility at all (refer table

8). Therefore the base accident risk at a location with low numbers of pedestrians crossing is higher with a zebra crossing than without it.

Table 6.4 – Time separated and priority control measures and their typical crash reductions	
Measure	Pedestrian crash reduction
Zebra crossing on a pedestrian platform ⁽¹⁴⁵⁾	80%
Mid-block traffic signals ⁽¹⁴⁶⁾	45%
Zebra crossings with no physical aids ⁽¹⁴⁷⁾	-28%
School patrol crossing ⁽¹⁴⁸⁾	35%
Intersection traffic signals – parallel pedestrian phase ⁽¹⁴⁹⁾	-8%
Intersection traffic signals – exclusive pedestrian phase ⁽¹⁵⁰⁾	29%

Table 8

There is a widely held belief that zebra crossings improve pedestrian safety. However, research carried out for the Pedestrian Planning and Design Guide indicates that a zebra crossing with no physical aids increases the accident rate by 28%. This is summarised in Table 8. The Guide (2007) states that "careful thought should be given to using zebra crossings, as they do not on their own improve safety, and typically cause greater delays for motor traffic than the delays they reduce for pedestrians. They are not a safe option on roads that cross more than one lane of traffic travelling in the same direction".

Therefore it is recommended that the existing zebra crossing should be removed in order to reduce the risk of an accident occurring.

The guide says that children with their limited abilities and lack of experience are amongst the most vulnerable of pedestrians. Children less than eight years old are most vulnerable.

6 Options

Three options have been identified for resolving the lack of visibility at the existing zebra crossing.

6.1 Remove Zebra Crossing

Research for the Pedestrian Planning and Design Guide indicates that zebra crossings can provide a false sense of security due to the feeling that once you are on the crossing you have priority over vehicular traffic. This false security is exacerbated by the lack of visibility between vehicles heading east on Brittan Terrace and pedestrians on the north side of the crossing.

The "Pedestrian Crossing Facilities Calculation Spreadsheet" states that zebra crossings are not recommended for introduction unless they are likely to be self enforcing. This requires 50 pedestrian movements per hour. There were only 35 pedestrian movements over 5 and a half hours on a school day at the Brittan Terrace zebra crossing.

Table 8 shows that zebra crossings without physical aids increase the risk of an accident by 28%.

The facts above demonstrate that the existing pedestrian facility design is unsafe. Therefore it is recommended to remove the zebra crossing. Due to its proximity to the school, options for upgrading the facility and introducing a new facility at the eastern end of Brittan Terrace have been assessed.

6.2 Alternative Pedestrian Facilities

In order to reduce the risk of an accident at the existing crossing alternative pedestrian facilities could be provided at the same location. The "Pedestrian Planning and Design Guide" has identified the following crash reduction percentages for alternative pedestrian treatments:

- | | |
|--|-----|
| • Kerb extension only | 36% |
| • Kerb extensions with Pedestrian refuge | 32% |
| • Pedestrian refuge only | 18% |

Kerb extensions only, provide the highest typical pedestrian crash reduction rate. It is therefore recommended that the zebra crossing is removed and the kerbs are built out to reduce the road width to the minimum required for turning vehicles. A kerb extension would reduce the average speed of vehicles through a perception of a narrower road, therefore increasing pedestrian safety. Reducing traffic speed was the second most important consideration on the solution hierarchy, which compliments the high typical pedestrian accident reduction rate of this measure. This would provide the greatest reduction in the risk of an accident at the location of the existing zebra crossing

The "Pedestrian Crossing Facilities Calculation Spreadsheet" calculated that using the crash prediction model, kerb extensions have the highest benefit cost ratio, other than pedestrian platforms. A pedestrian platform is considered to be unsuitable in this location due to the strategic nature of Brittan Terrace and the relatively low pedestrian demand.

6.3 Introduce New Pedestrian Facility

A new pedestrian facility could be introduced at the eastern end of Brittan Terrace. A new pedestrian facility half way between Voelas Road and Simeon Quay was considered but disregarded as it was felt that this would cause:

- A significant reduction in the number of pedestrian movements using the crossing;
- Conflict with bus stops; and
- Conflict with residential parking.

The new facility could utilise the following measures, which have the typical pedestrian crash reduction percentages as defined in the "Pedestrian and Planning Design Guide" shown below:

- | | |
|--|-----|
| • Kerb extension only | 36% |
| • Kerb extensions with Pedestrian refuge | 32% |
| • Pedestrian refuge only | 18% |

Kerb extensions only, have the highest typical pedestrian crash reduction rate. Kerbs build-outs without a zebra crossing would reduce the crossing distance for pedestrians. If this option is to be progressed it is recommended that it be carried out as part of a broader upgrade of the Simeon Quay, Brittan Terrace intersection.

Such an upgrade could include a review of the priority of the intersection and measures to reduce speeds of turning vehicles. The left turn movement from Simeon Quay onto Brittan Terrace is currently taken by many vehicles at relatively high speeds. It is an obtuse angle allowing cars to negotiate the curve without slowing down. Measures to reduce speeds would result in increased pedestrian and vehicle safety.

This intersection is on a bus route, and is classified as a Minor Arterial. Any intersection changes would need to be able to accommodate buses and other heavy vehicles.

The "Pedestrian Crossing Facilities Calculation Spreadsheet" calculated that using the crash prediction model, kerb extensions have the highest benefit cost ratio, other than pedestrian platforms based upon the estimated costs in the guide. As noted above, A pedestrian platform is not considered suitable on Brittan Terrace as it is classified as a minor arterial road.

As noted in Section 3.3, a pedestrian facility located at the eastern end of Brittan Terrace is likely to provide a convenient crossing point for a smaller number of pedestrians on a non school week day than a facility at the existing location. However, it is likely to provide for a larger number of pedestrians on a school day or a weekend. A greater proportion of those pedestrians are likely to use a facility at the eastern end of Brittan Terrace.

It is also possible that a new pedestrian facility location would generate new pedestrian movements as parents may feel more comfortable letting their children walk to school with the new pedestrian facility in place.

The school trips that walk into Lyttelton Town Centre three times a year would use a crossing point in this location. Although this is a relatively rare event it is an added benefit of relocation.

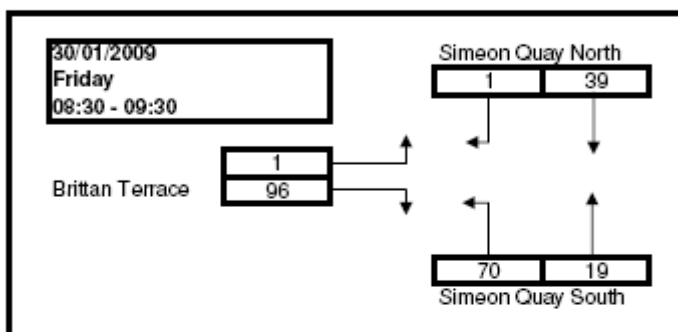
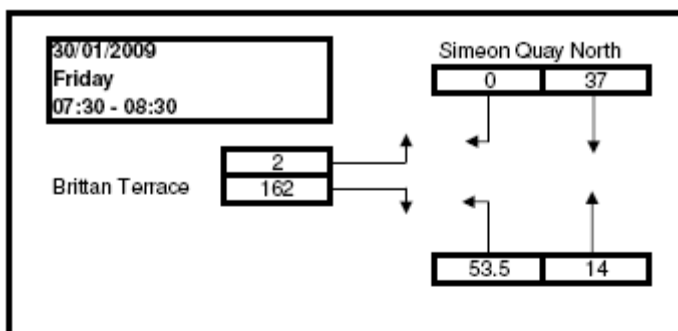
7 Recommendations

The following recommendations are made:

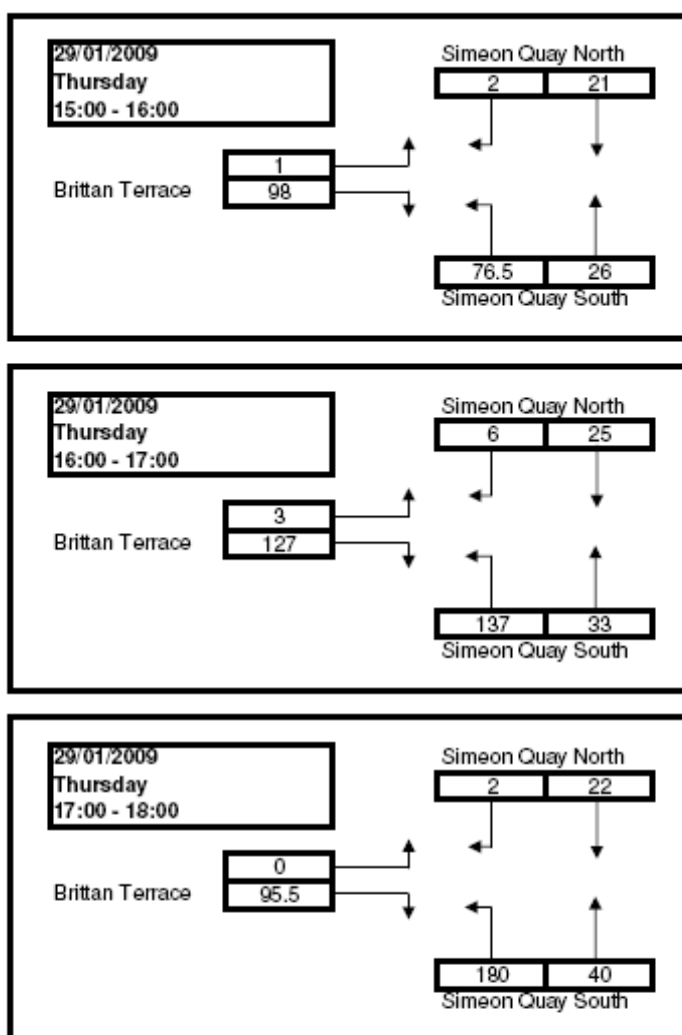
1. Remove the existing zebra crossing;
2. Provide kerb build-outs in the vicinity of the existing crossing, ensuring adequate sight distances are provided; and
3. Provide a new pedestrian facility at the eastern end of Brittan Terrace as part of any future upgrades of the intersection of Simeon Quay and Brittan Terrace.

APPENDIX A

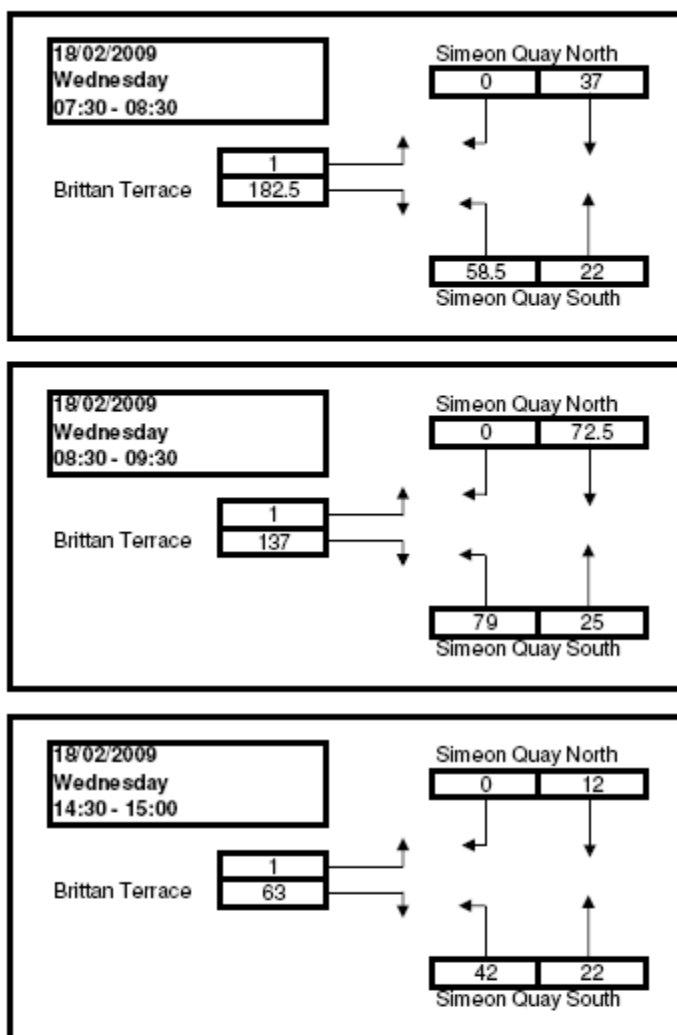
Simeon Quay Turning Counts 29/30 Jan 2009



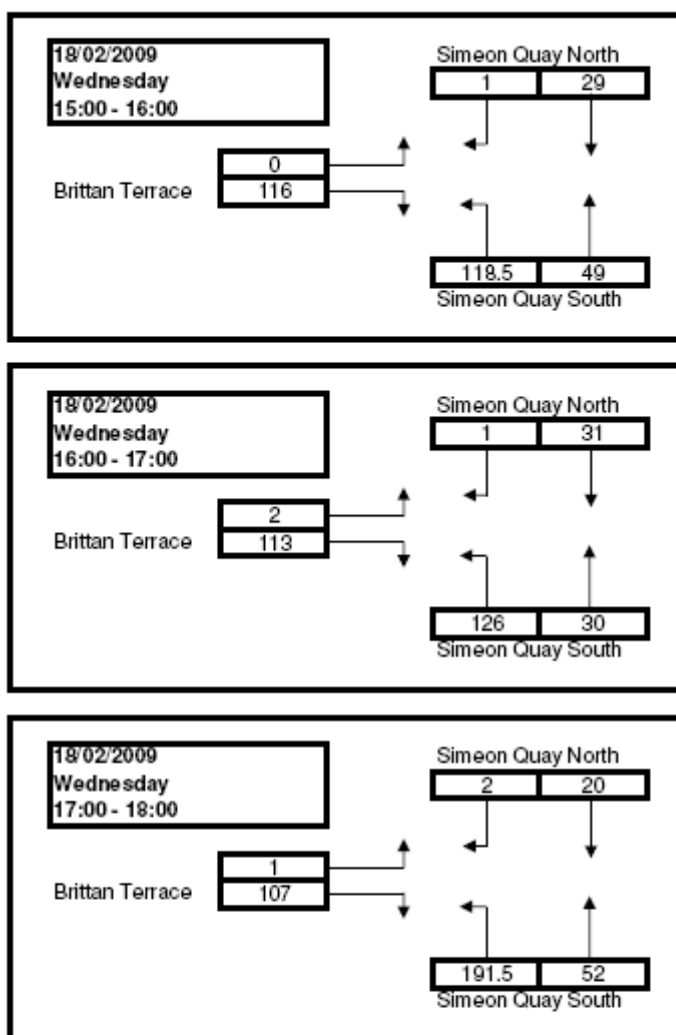
Simeon Quay Turning Counts 29/30 Jan 2009



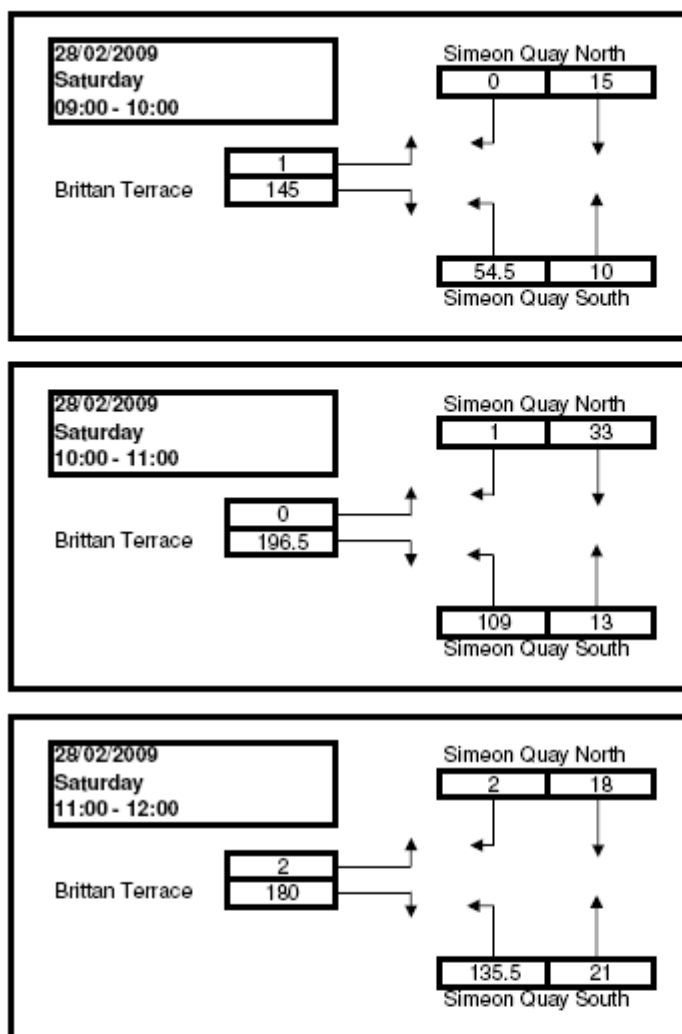
Simeon Quay Turning Counts 18 Feb 2009



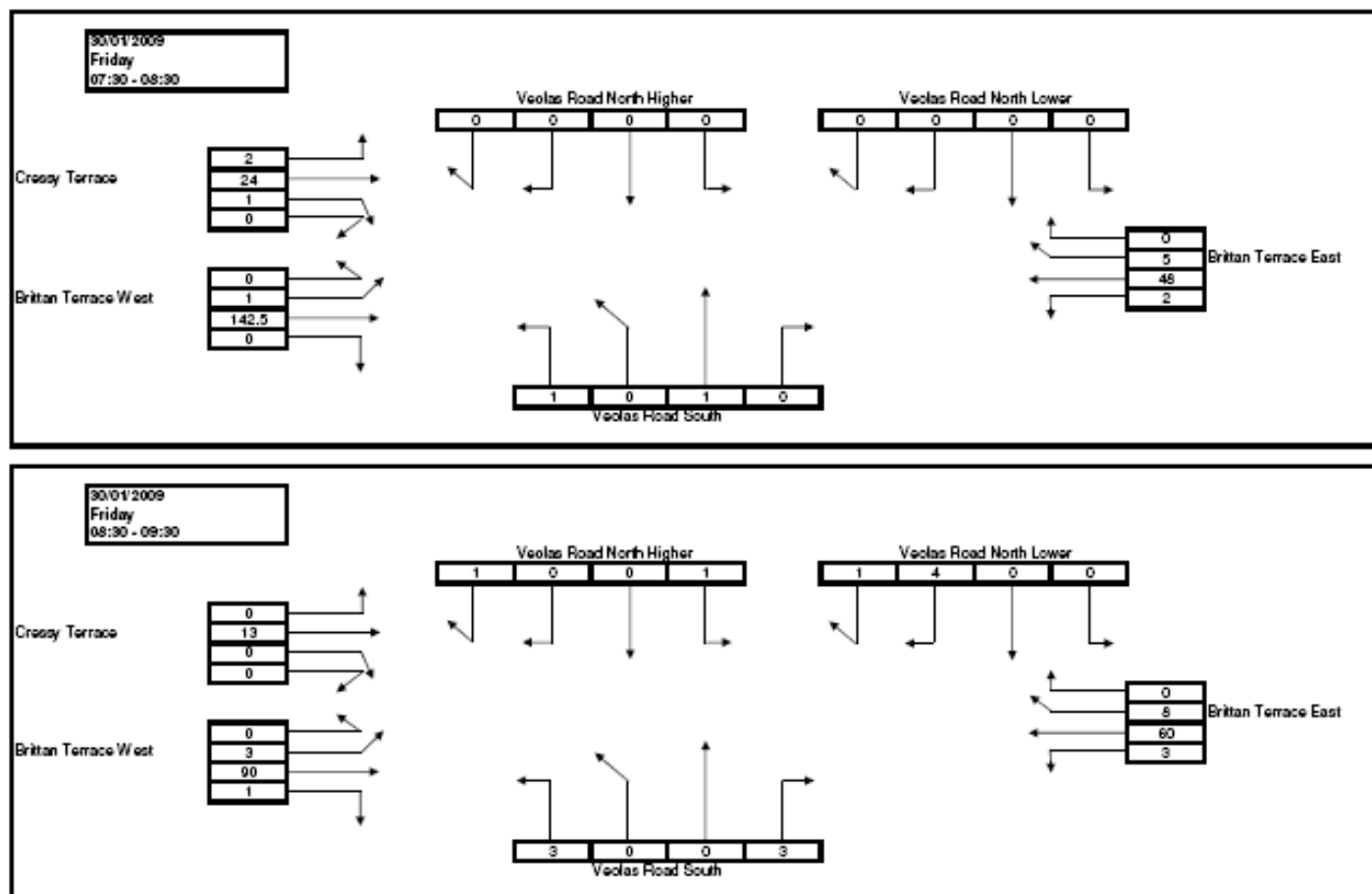
Simeon Quay Turning Counts 18 Feb 2009



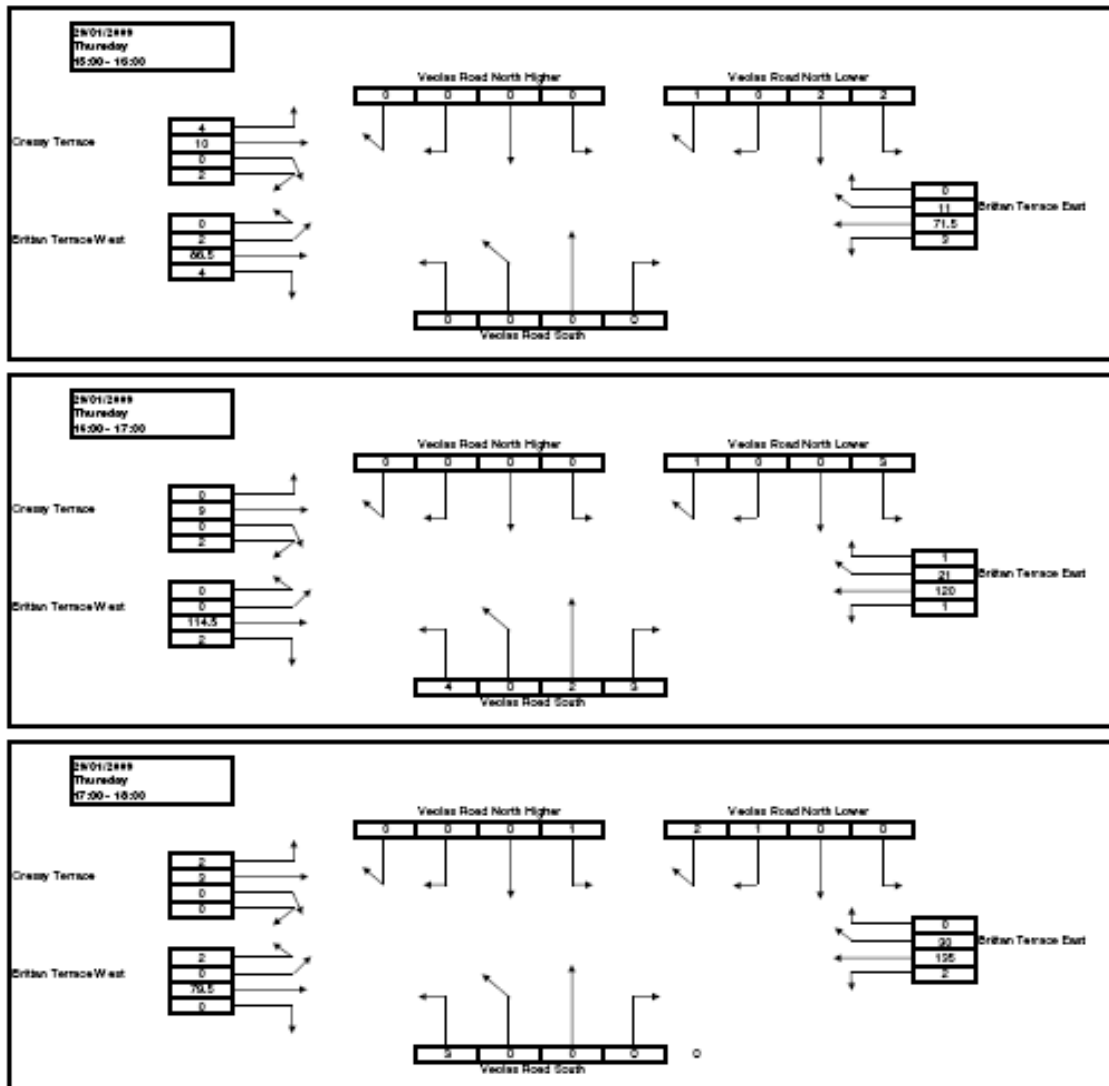
Simeon Quay Turning Counts 28 Feb 2009



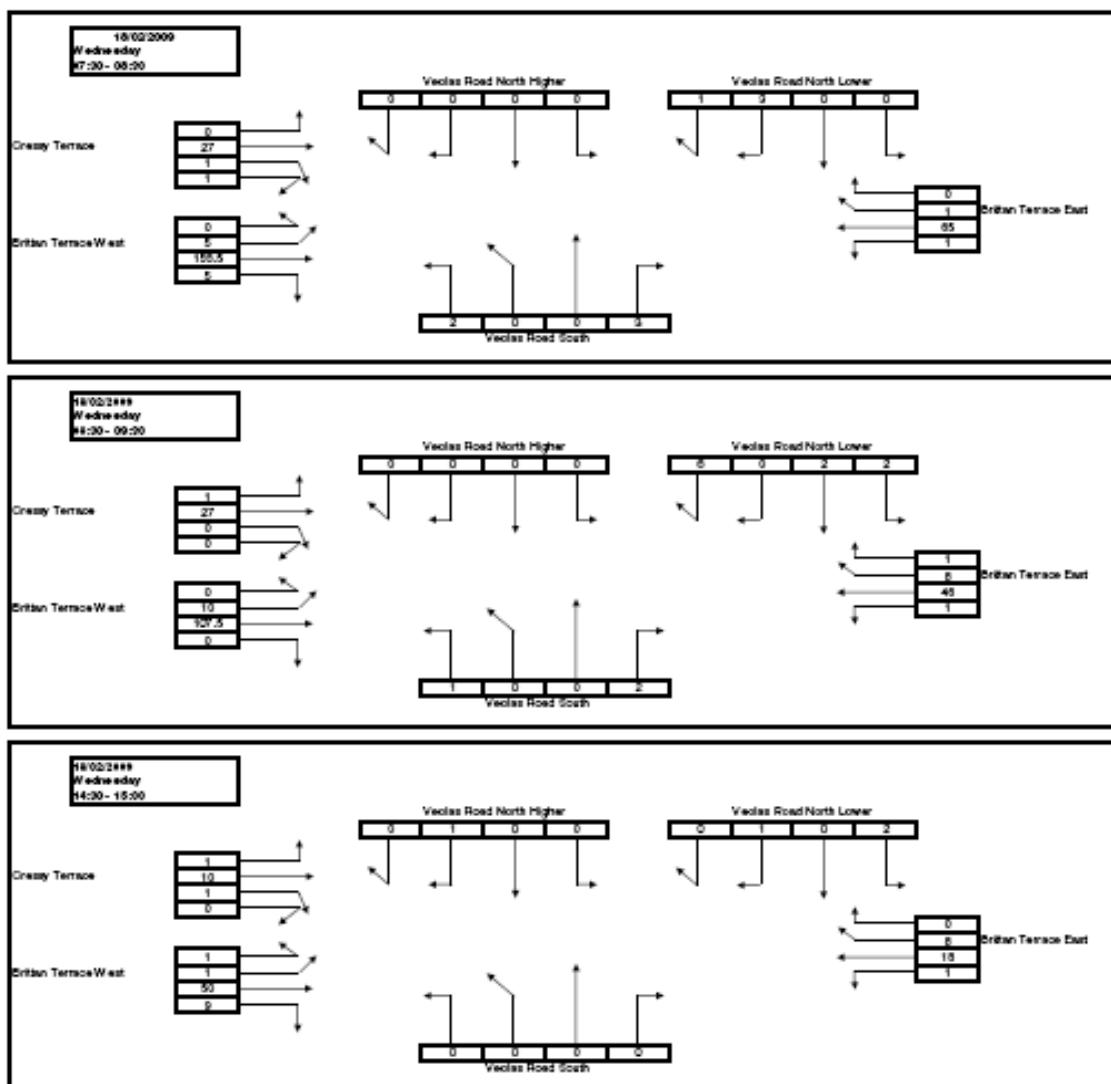
Veolas Road Turning Counts 29/30 Jan 2009



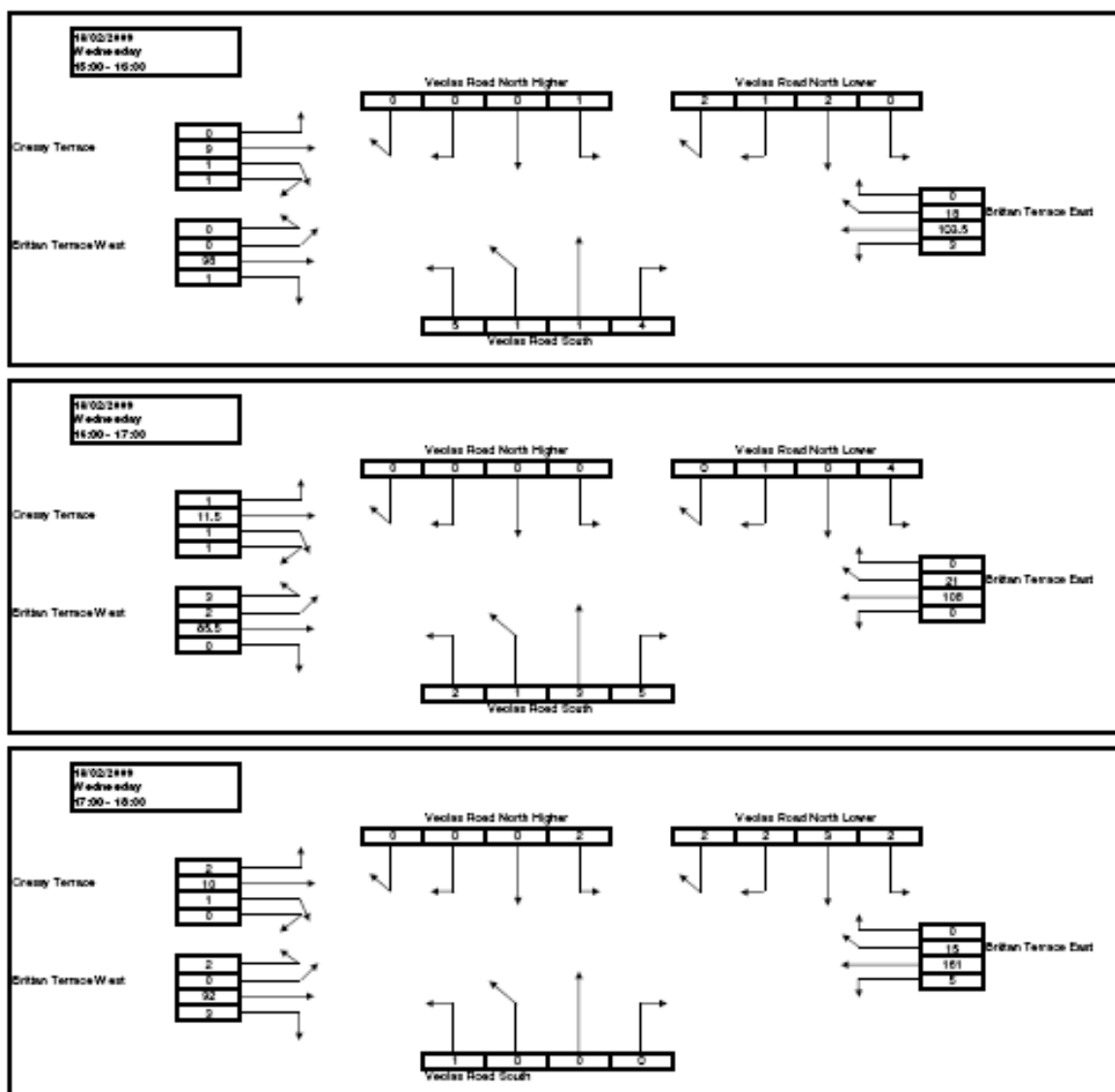
Vedlas Road Turning Counts 29/30 Jan 2009



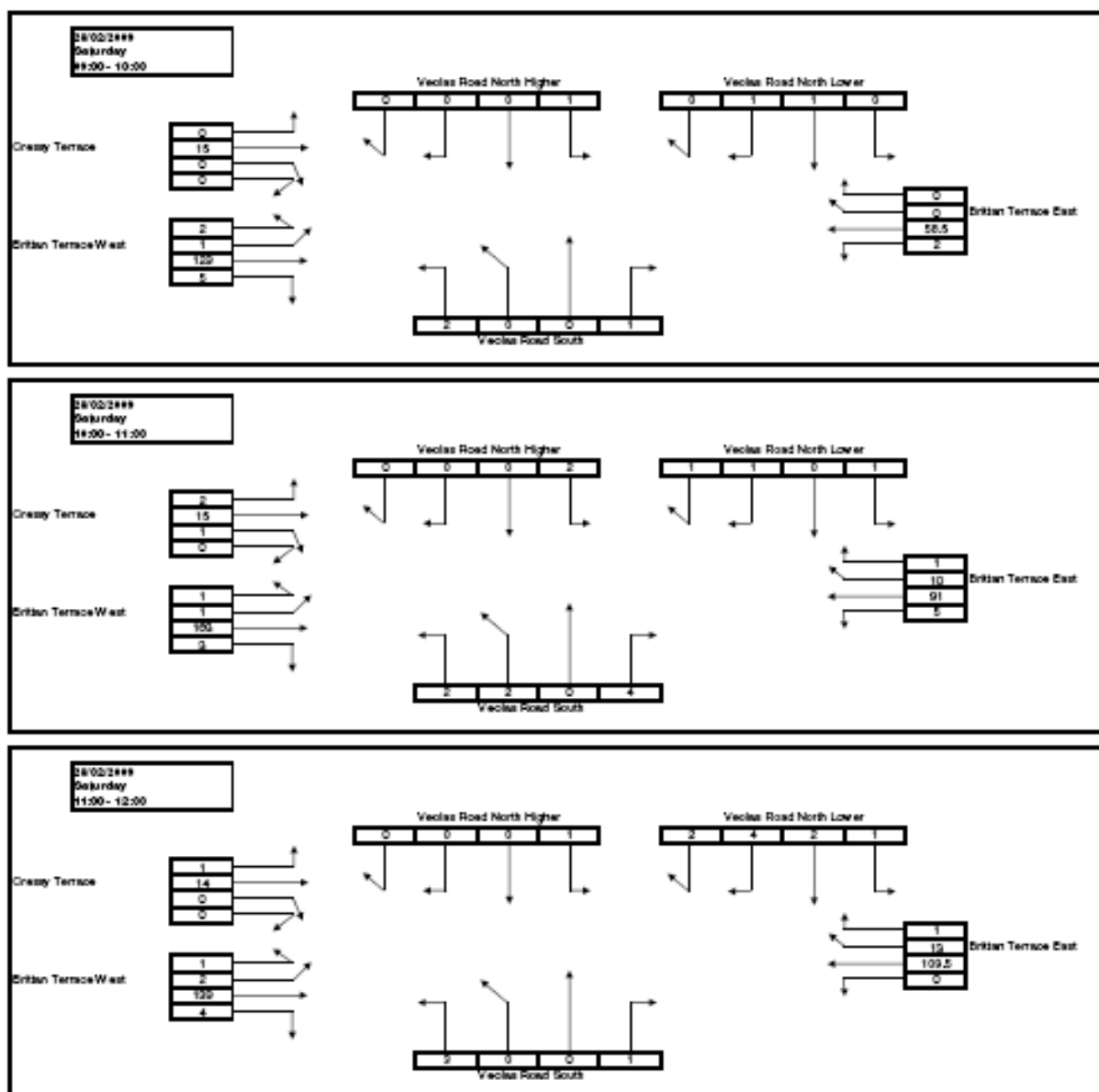
Vecillas Rd Turning Counts 15 Feb 2009



Vedlas Rd Turning Counts 15 Feb 2009

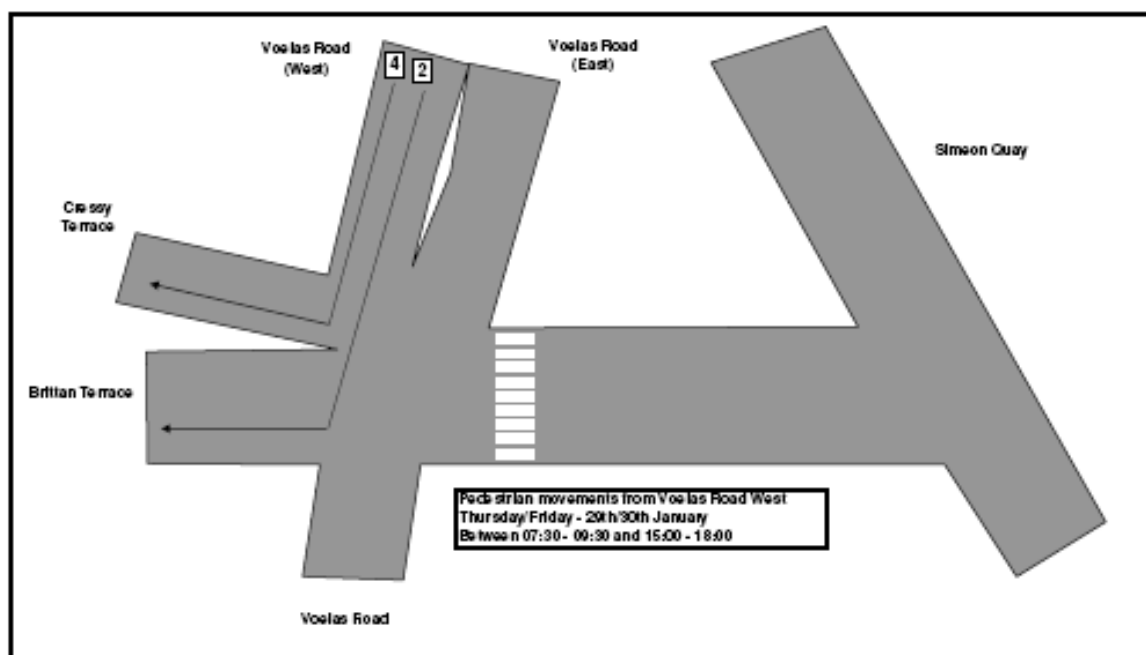
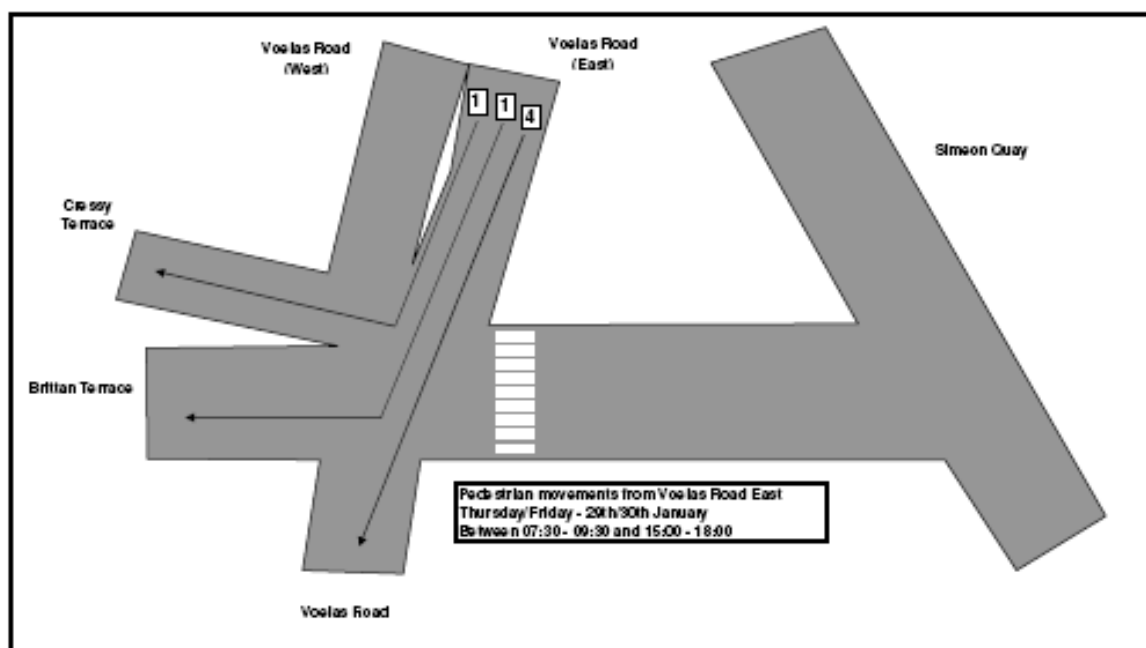


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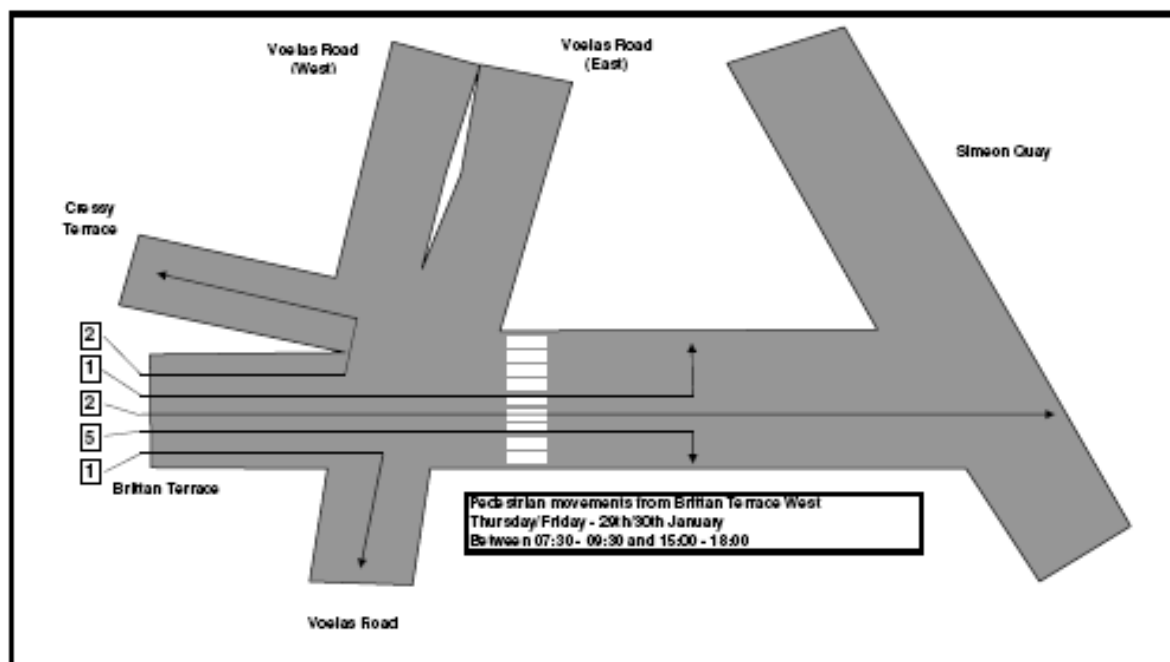
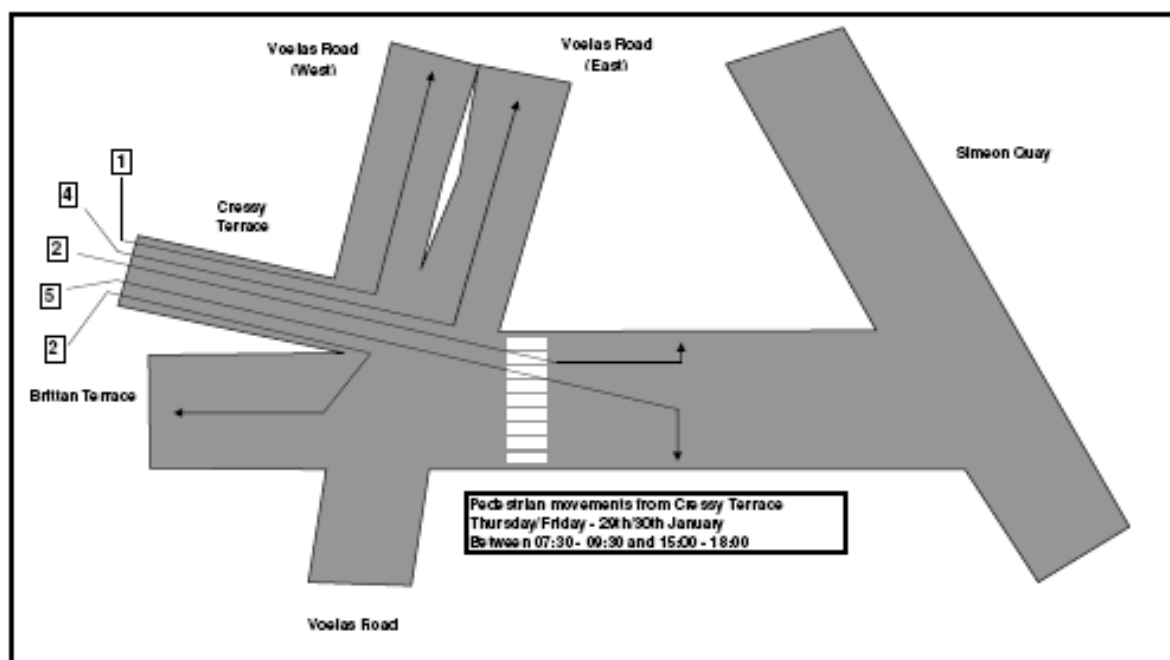


APPENDIX B

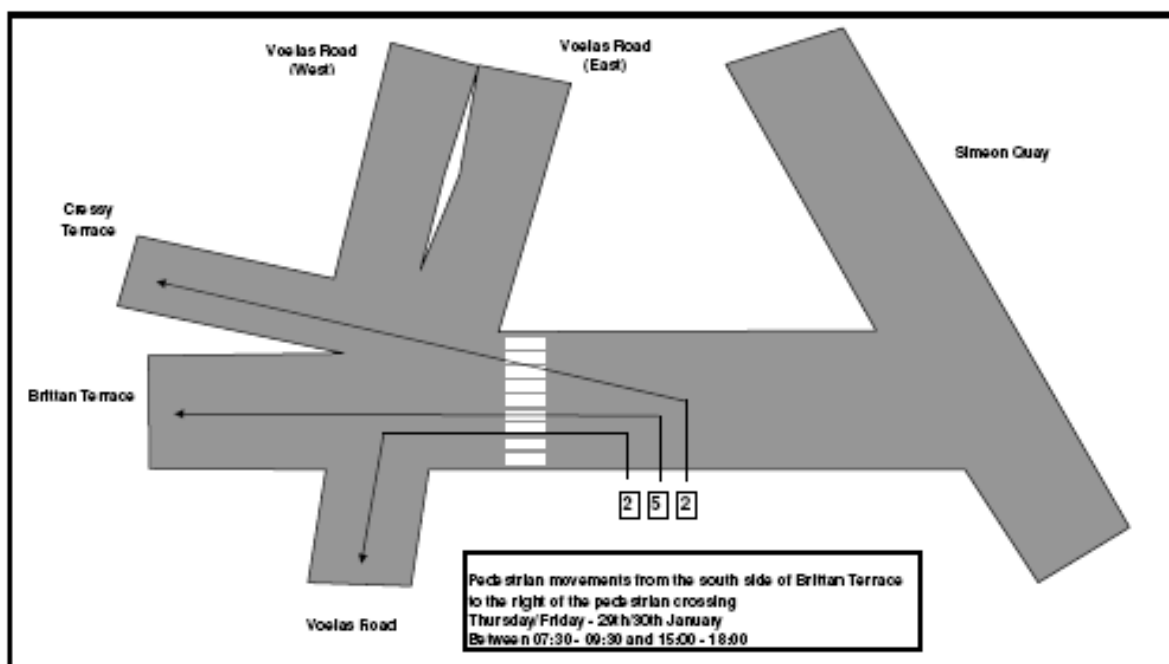
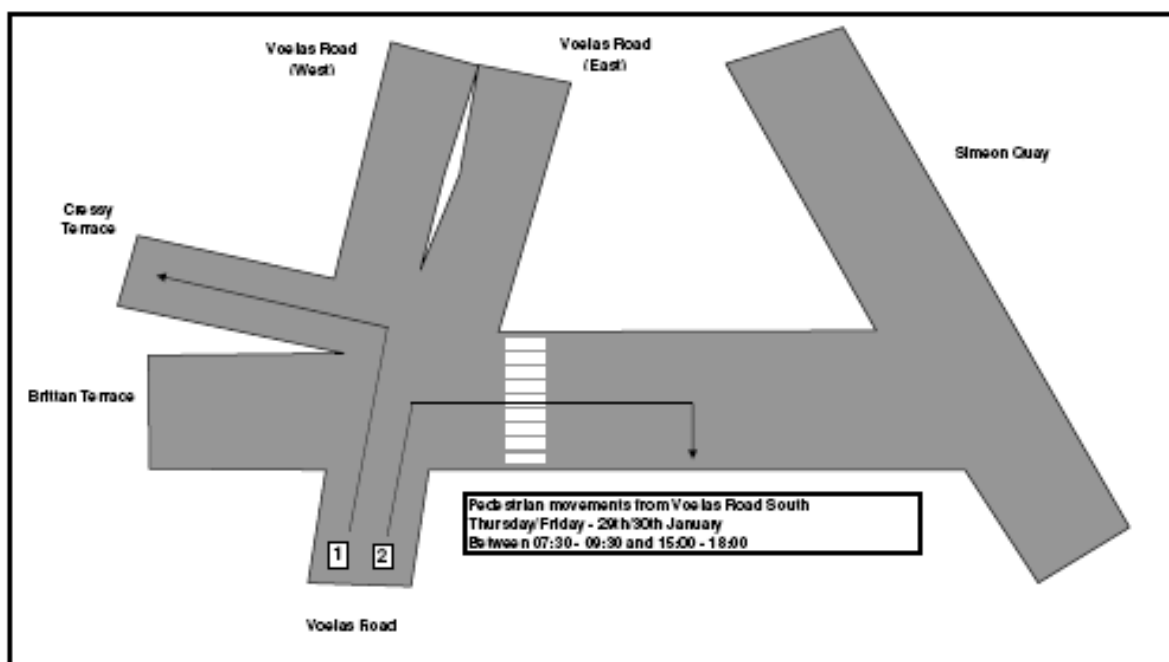
Pedestrian Movements 29/30 Jan 2009



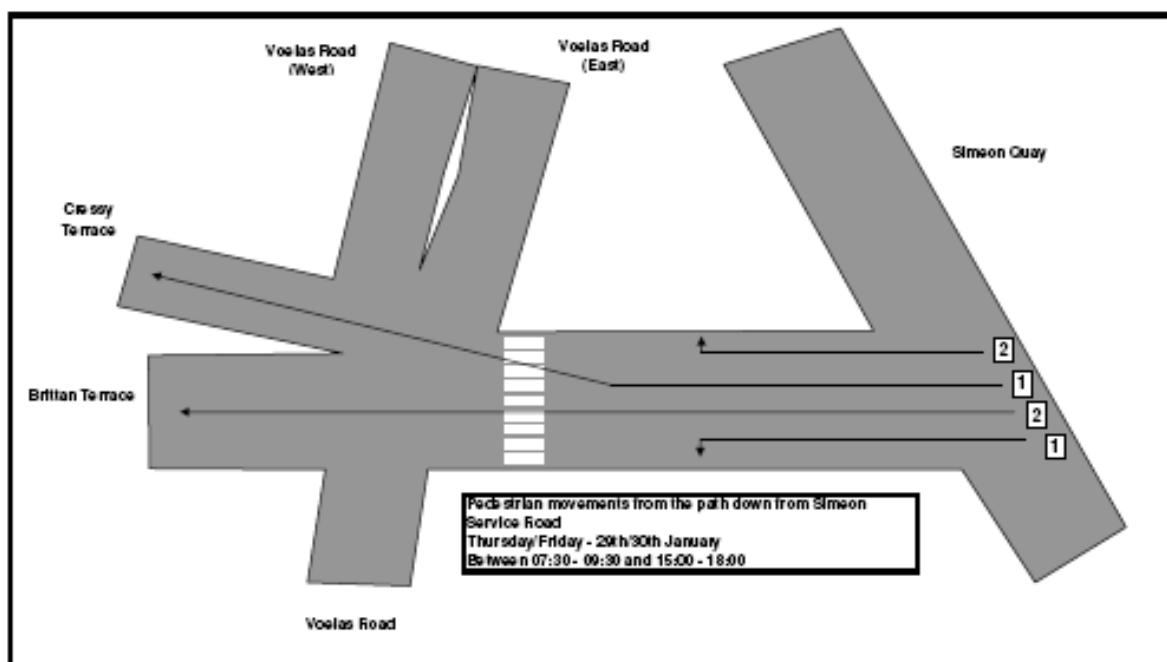
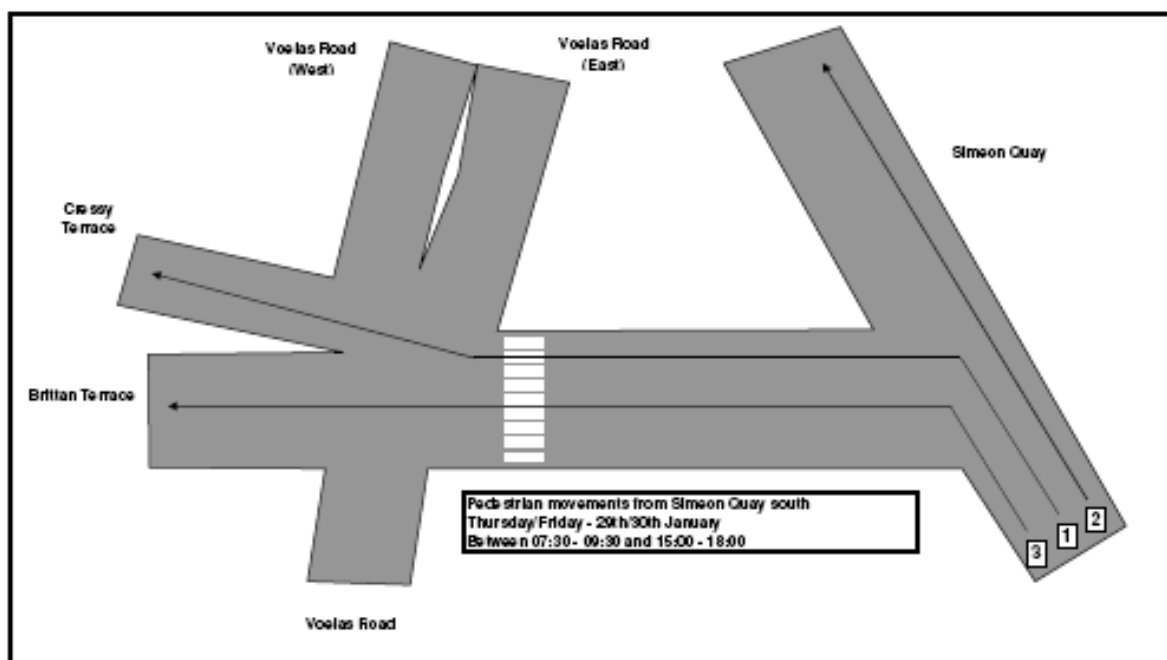
Pedestrian Movements 29/30 Jan 2009



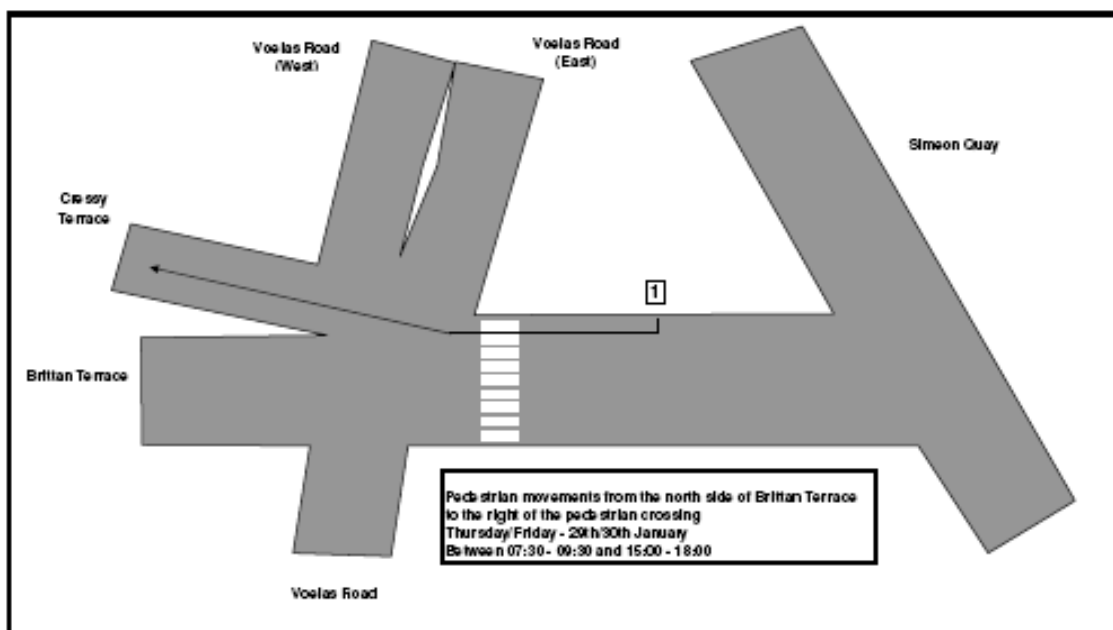
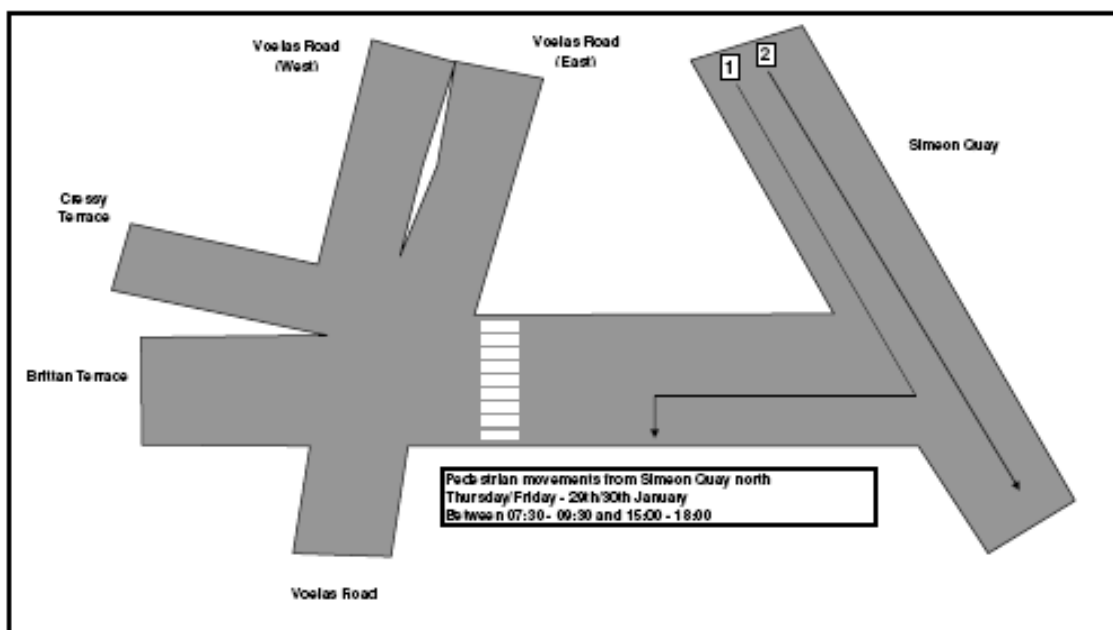
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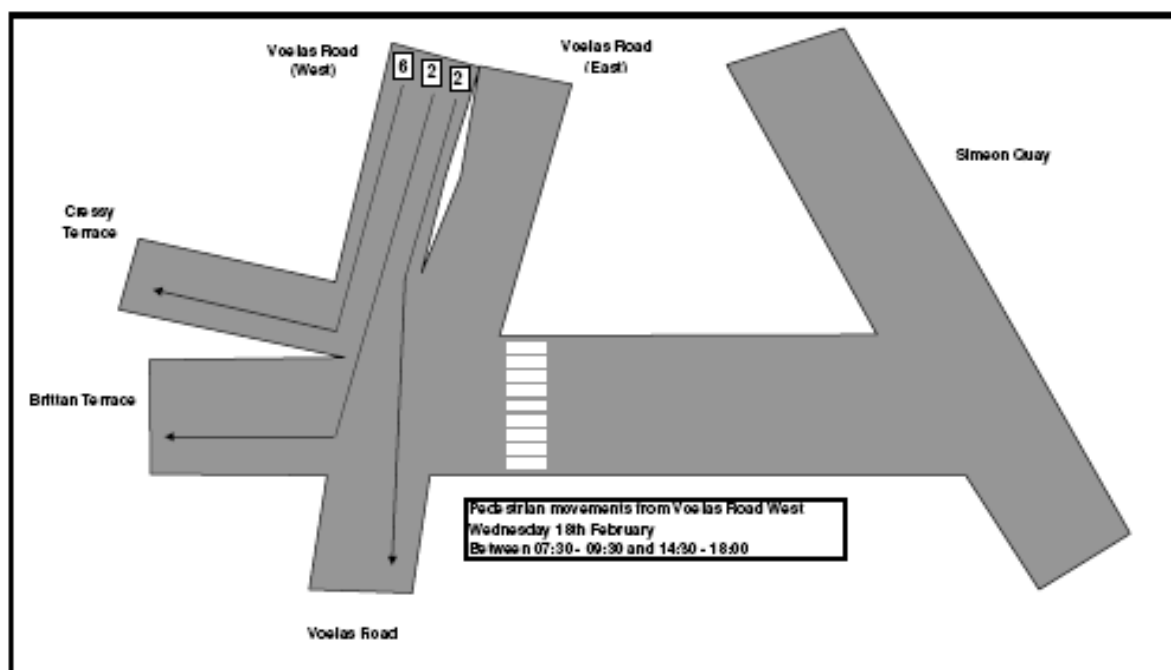
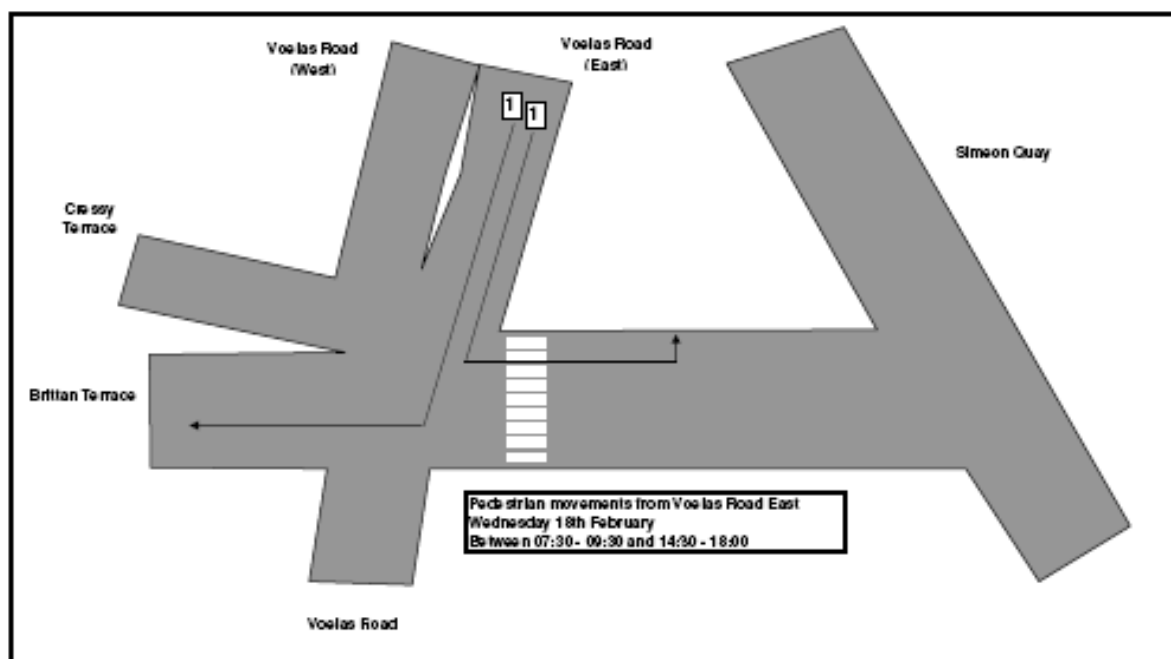
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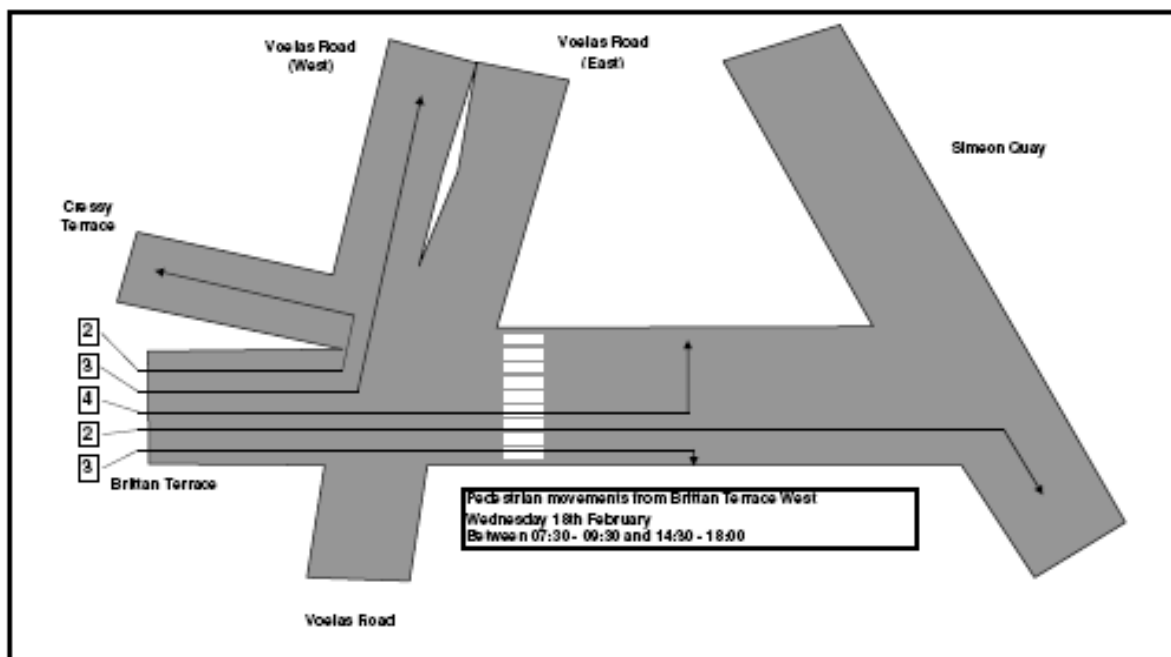
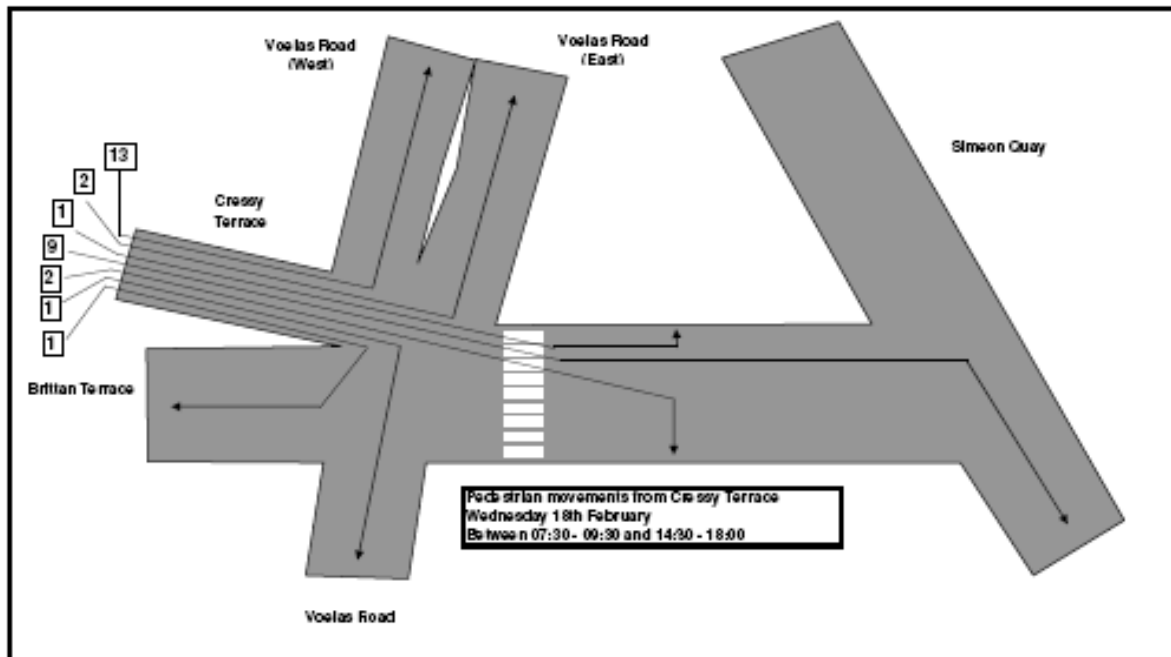
Pedestrian Movements 29/30 Jan 2009



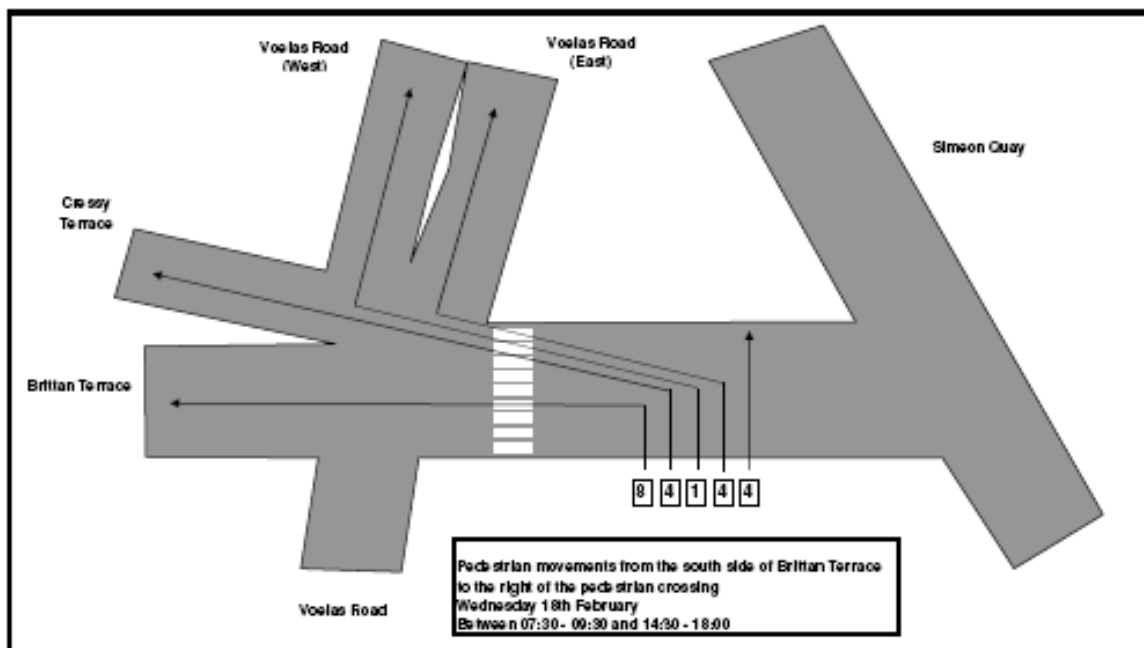
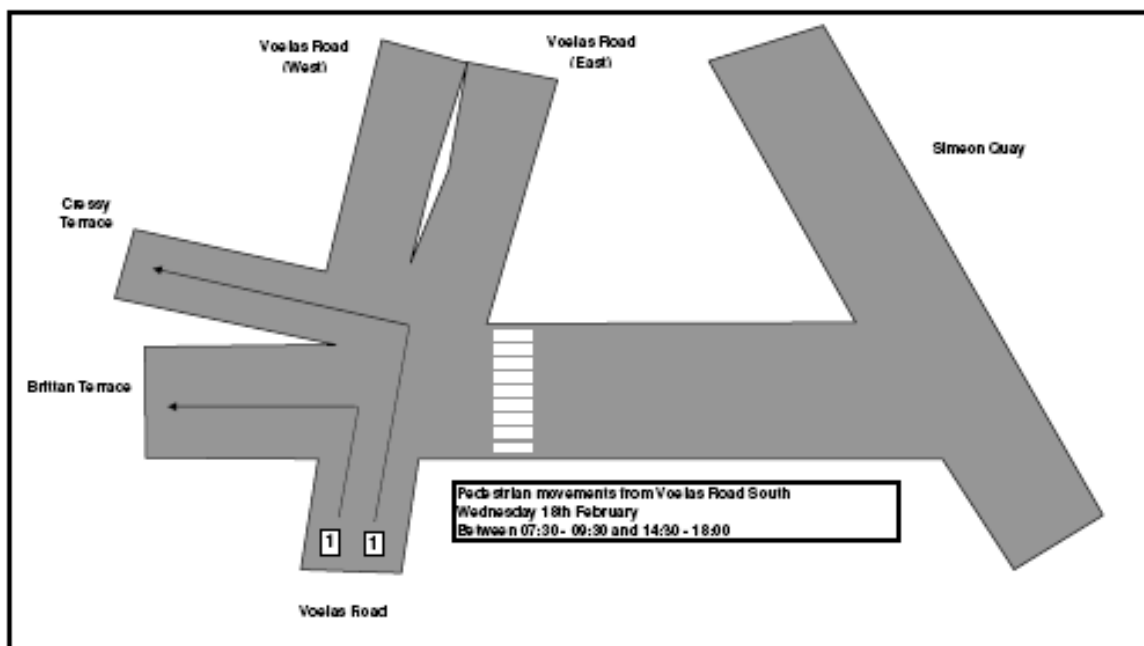
Pedestrian Movements 18 Feb 2009



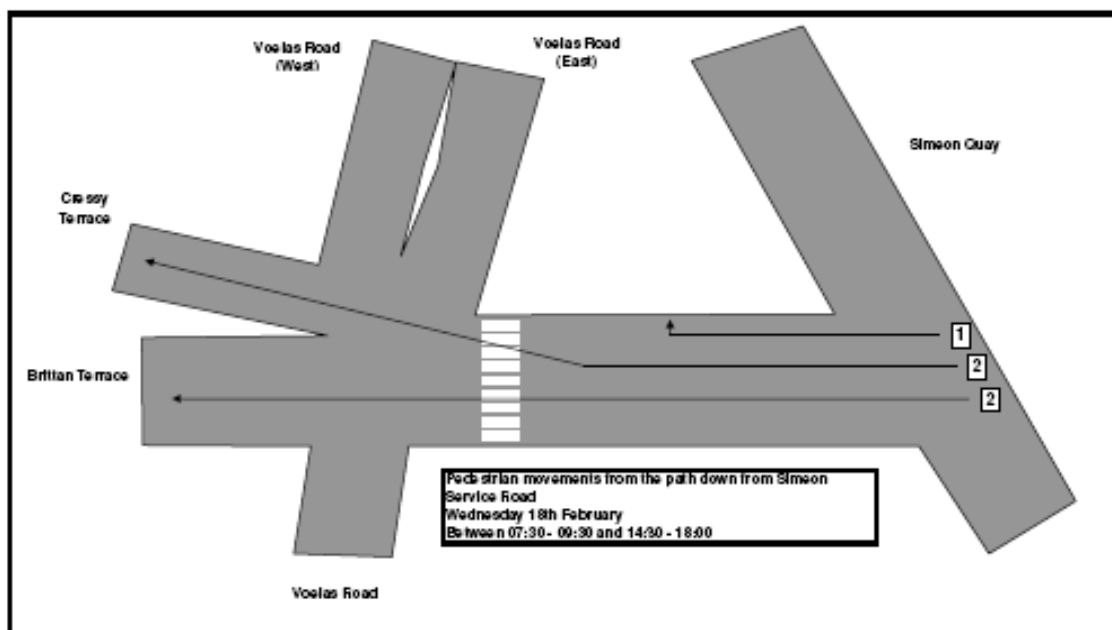
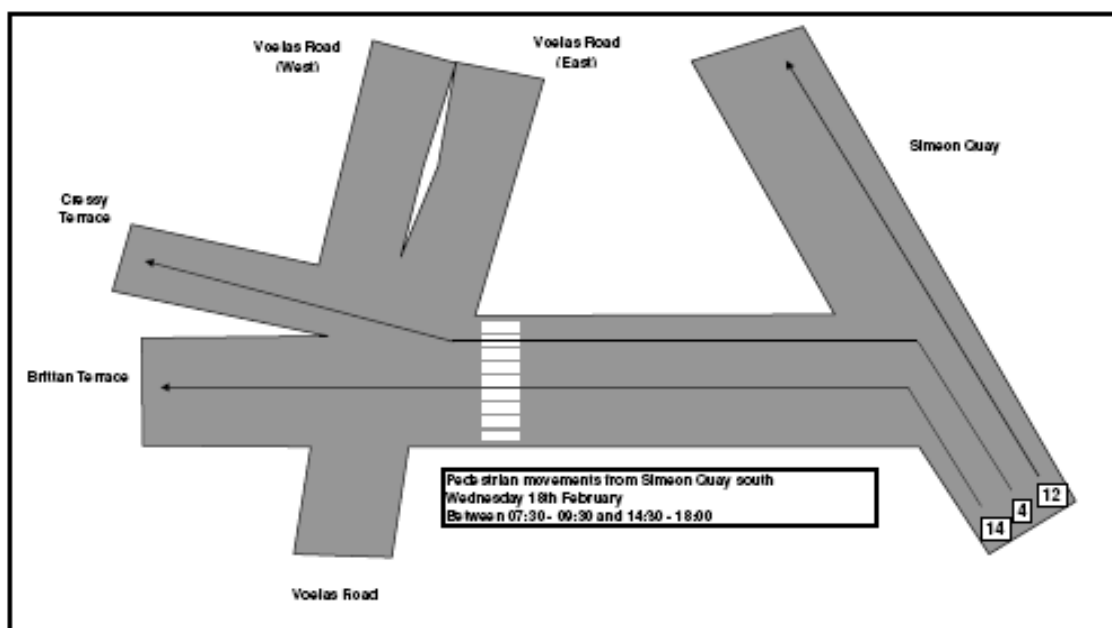
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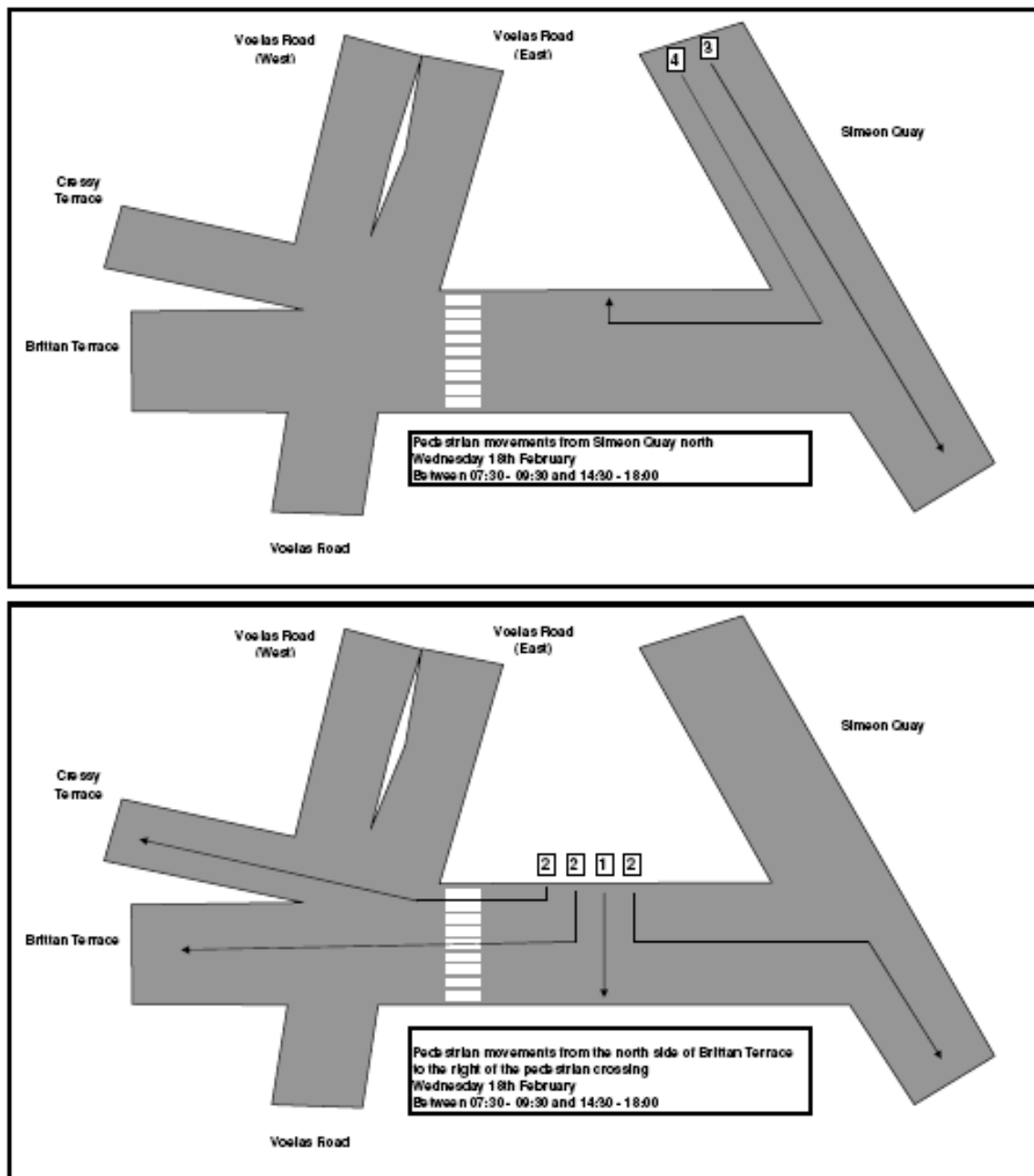
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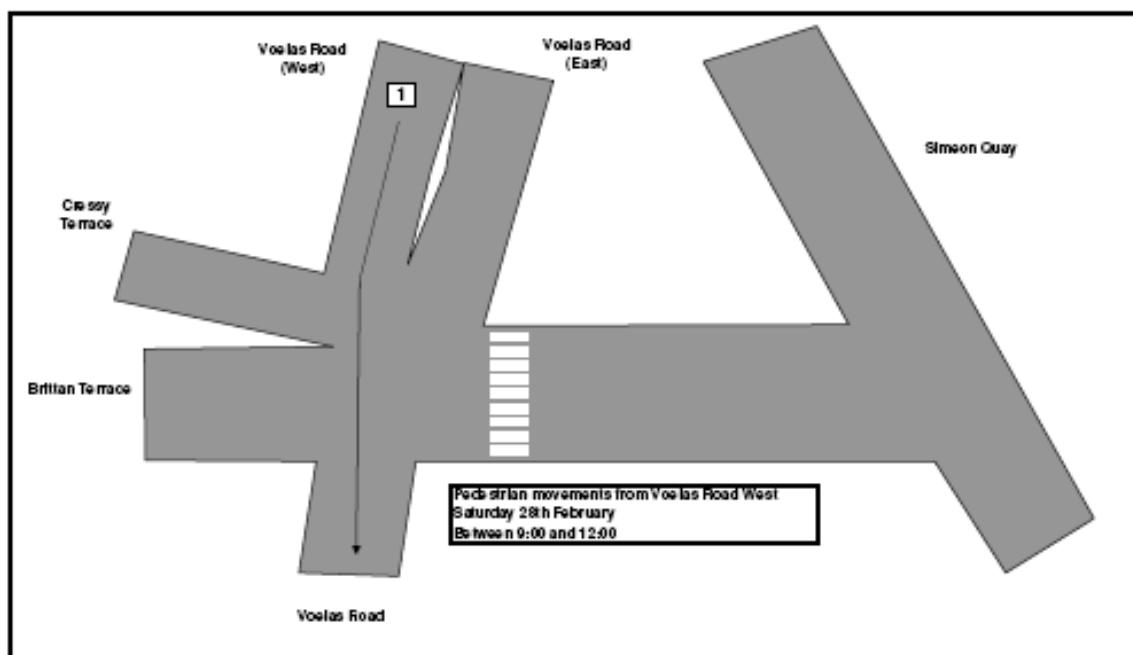
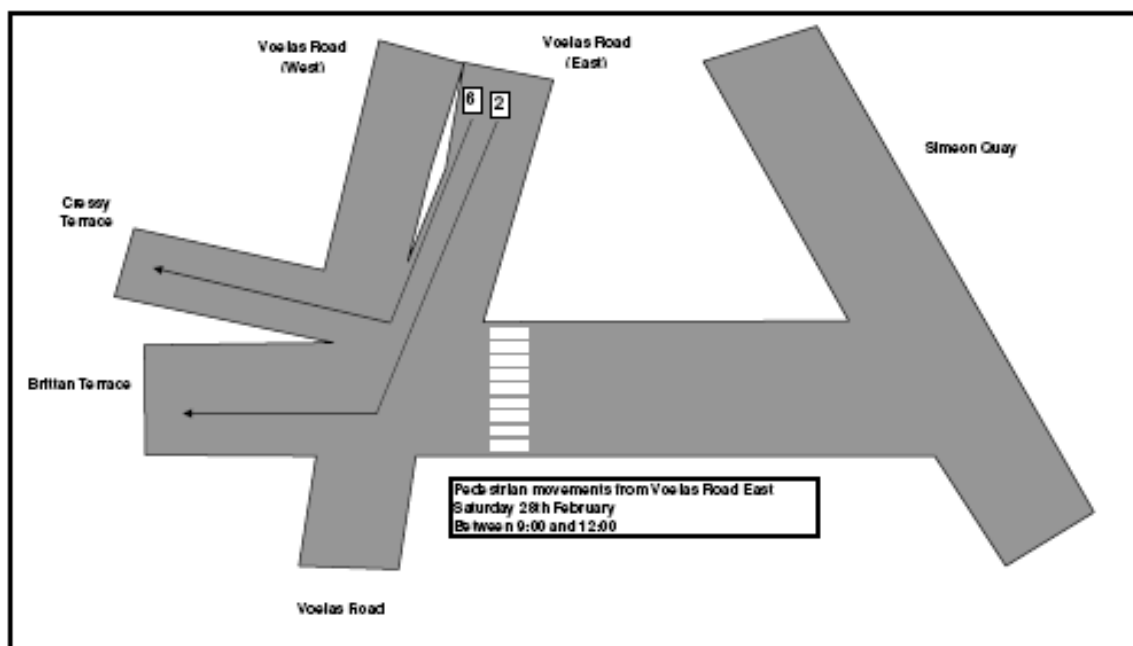
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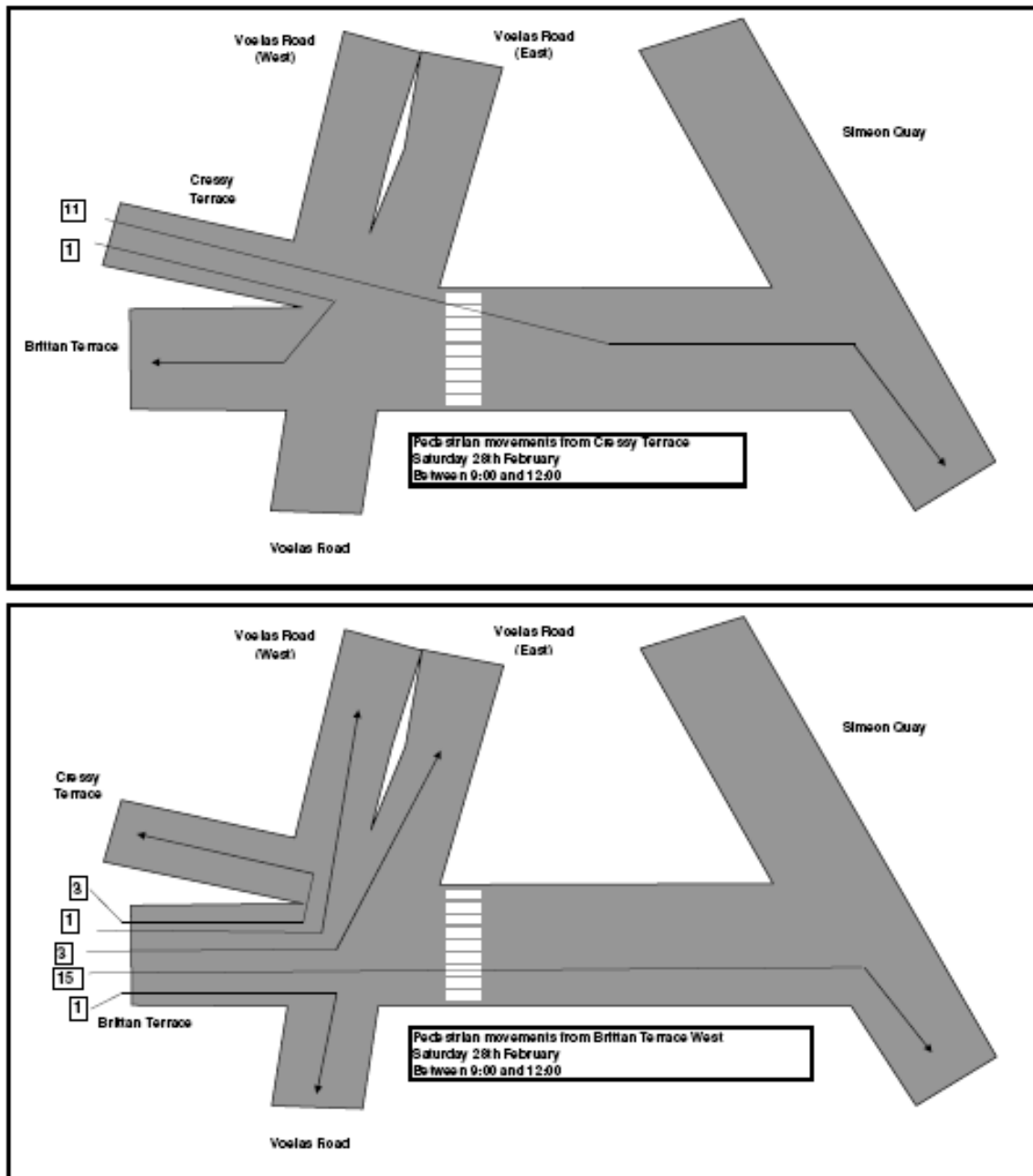
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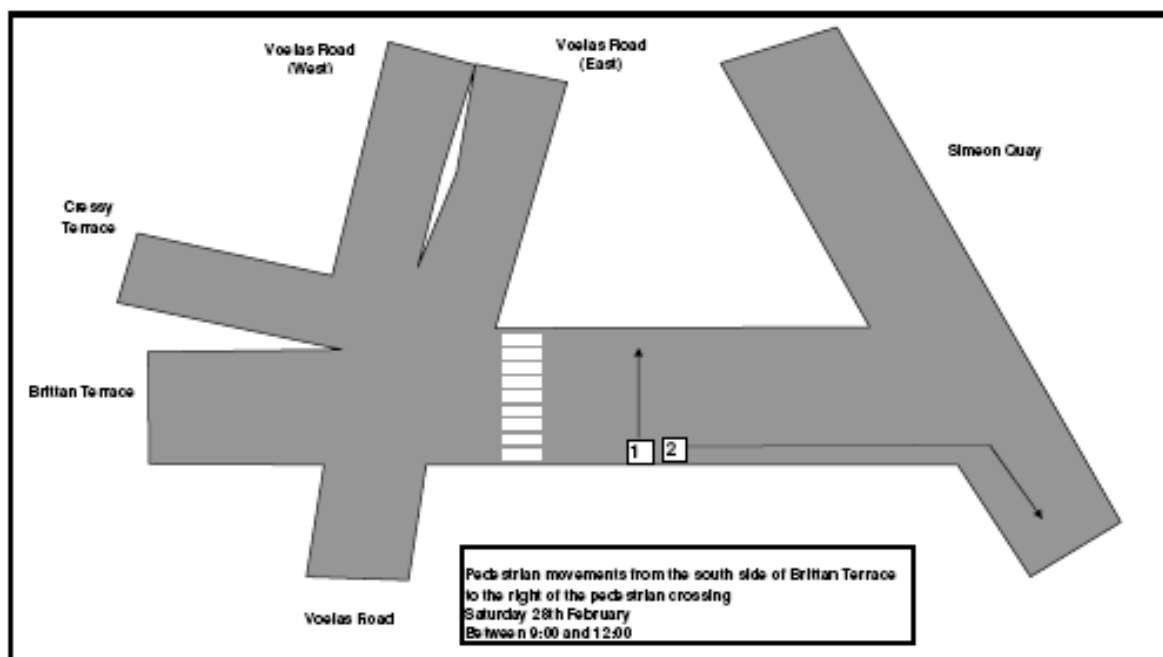
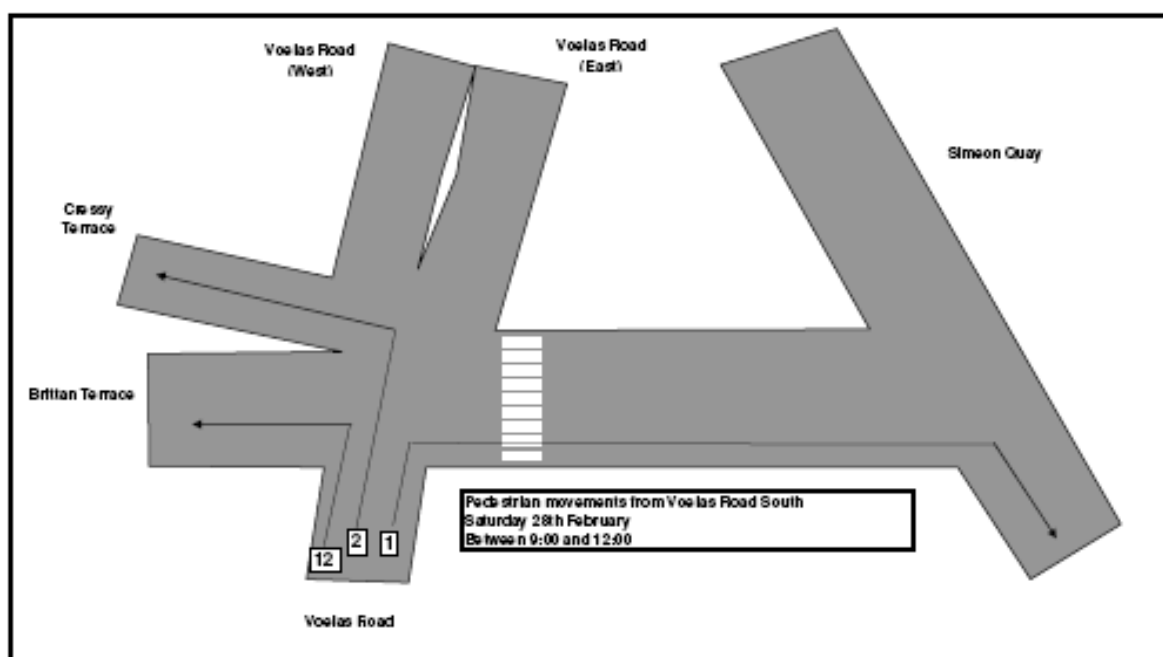
Pedestrian Movements 28 Feb 2009



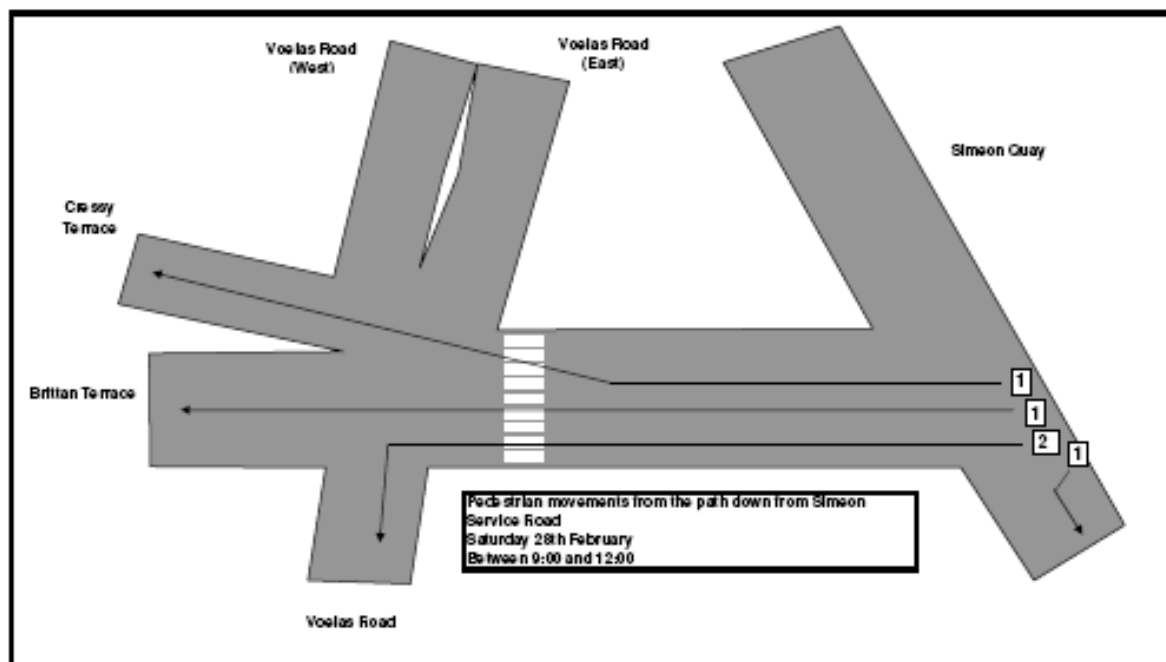
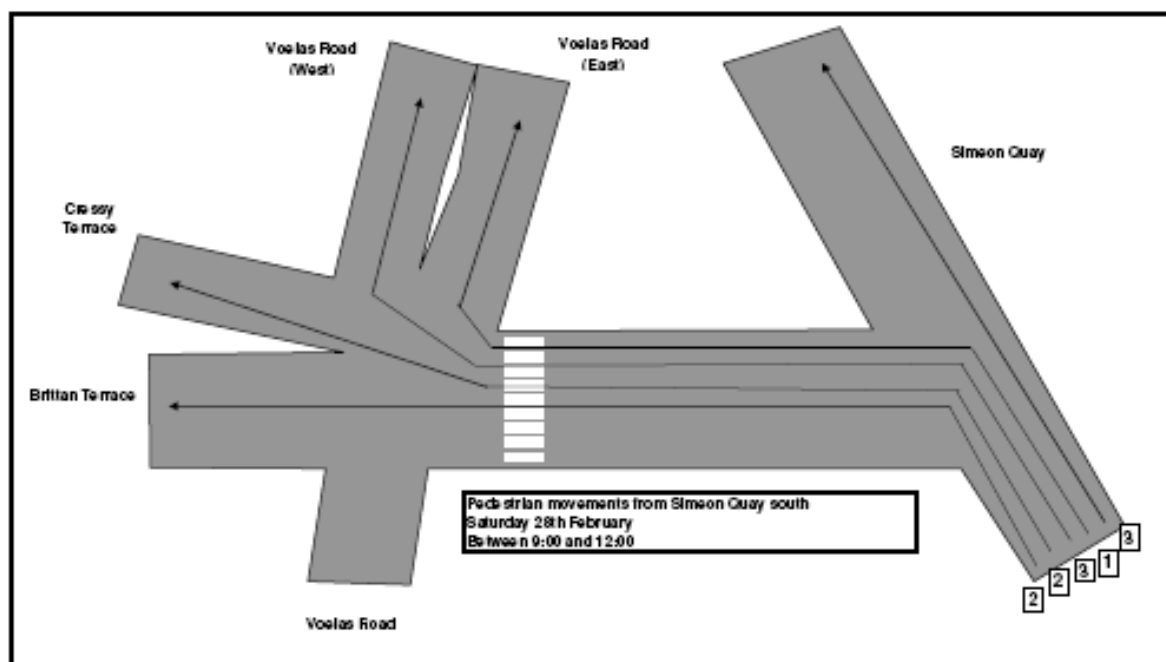
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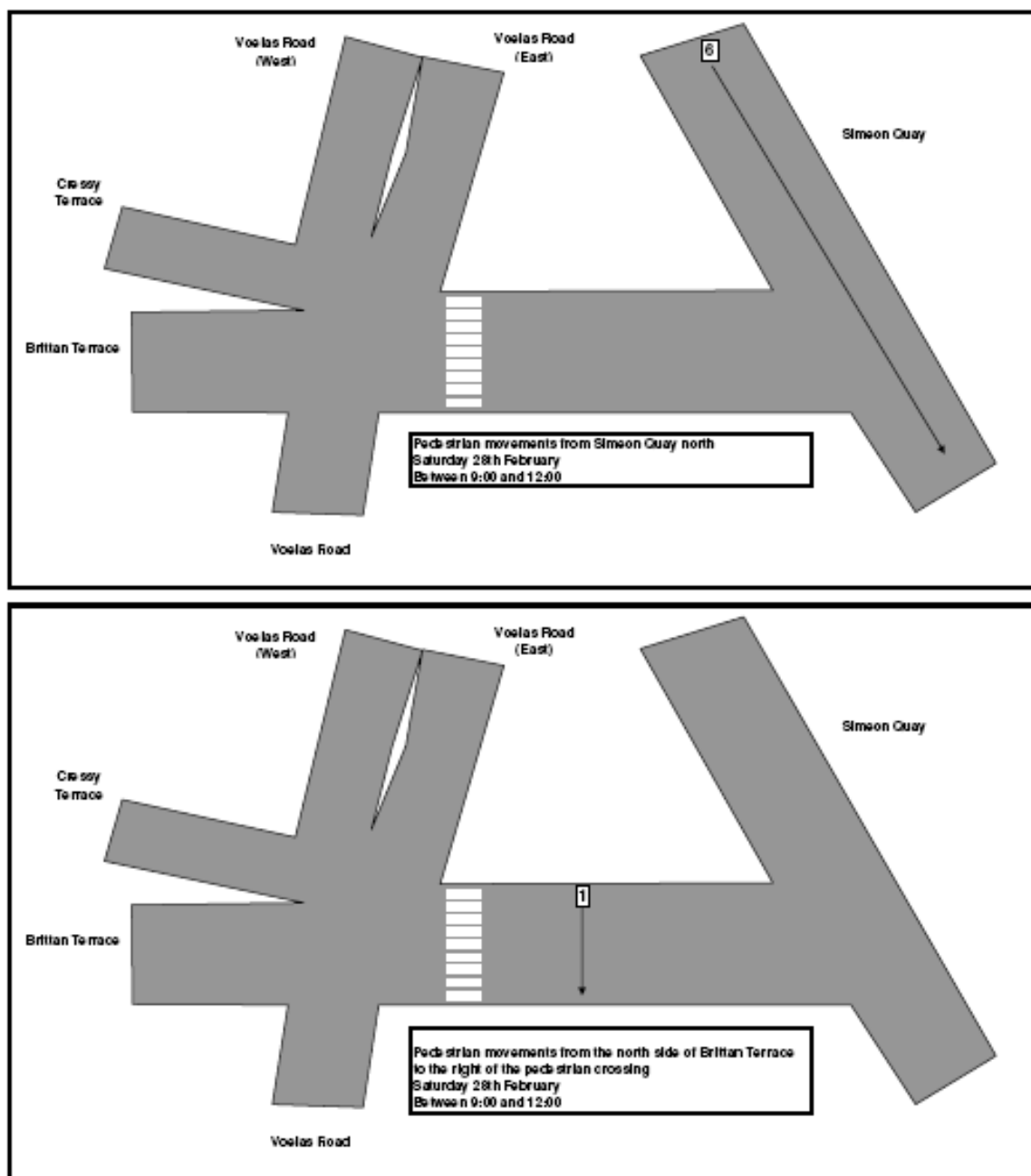
Pedestrian Movements 28 Feb 2009



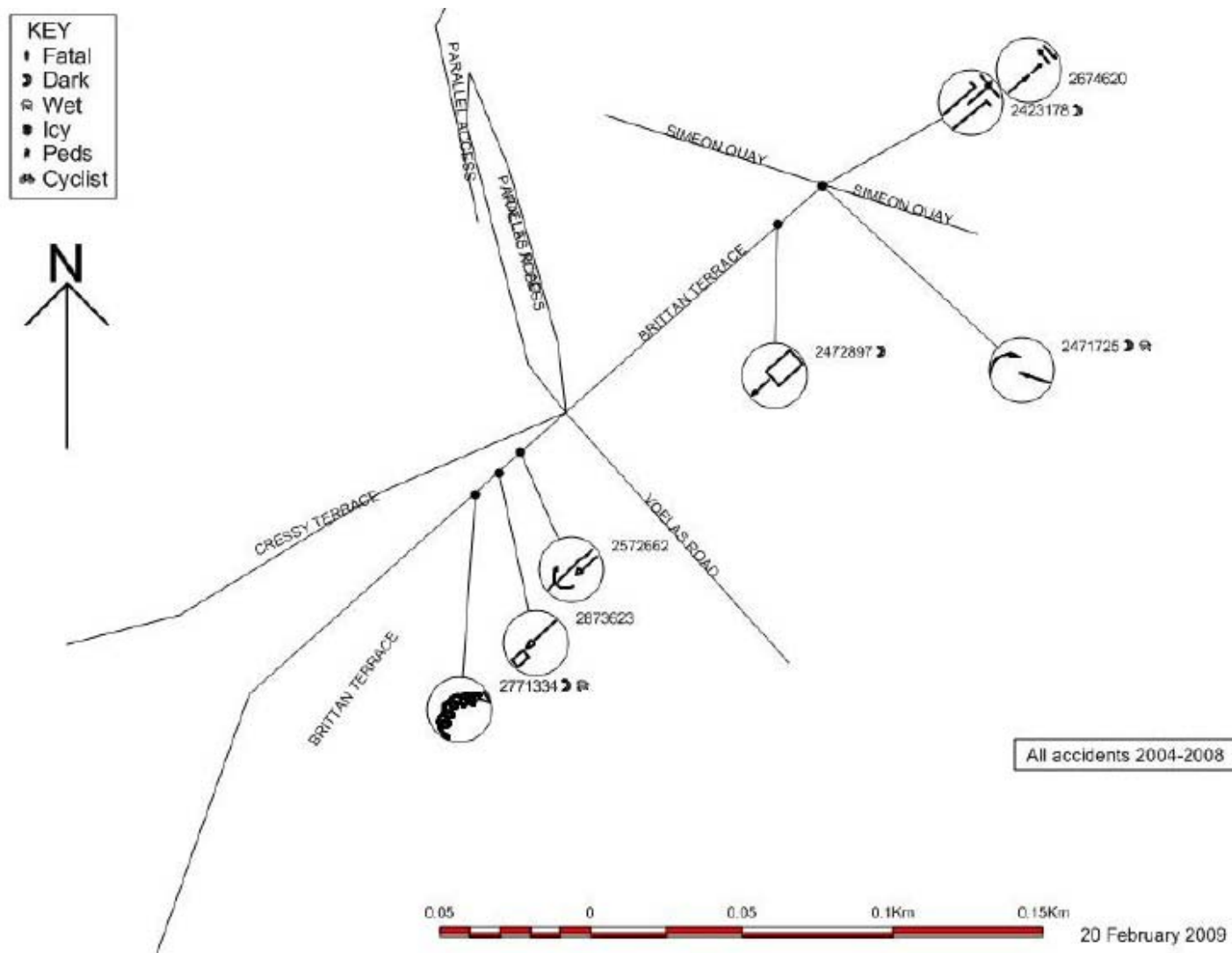
Pedestrian Movements 28 Feb 2009



Pedestrian Movements 28 Feb 2009



APPENDIX C





Plain English report, run on 20-Feb-2009 Page 1

First Street	Distance	Second street or landmark	Crash Number	Date DD/MM/YYYY	Day DDD	Time HHMM	Description of Events	Crash Factors (ENV = Environmental factors)	Road	Natural Light	Weather	Junction	Cntrl	Tot Inj F S M A E I T R N
BRITTAN TERRACE	205	CRESSY TERRACE	2572662	02/08/2005	Tue	1440	CAR1 SBD on BRITTAN TERRACE hit CAR2 U-turning from same direction of travel, CAR1 hit Post Or Pole	CAR2 didnt see/look behind when changing lanes, position or direction	Dry	Bright	Fine	T Type Junction	Nil	
BRITTAN TERRACE	205	SIMON QUAY	2472897	26/09/2004	Sun	0255	parked CAR1 WBD on BRITTAN TERRACE ran away, CAR1 hit Parked Vehicle	CAR1 parking brake not fully applied, intentional or criminal	Dry	Dark	Fine	Unknown	N/A	
BRITTAN TERRACE	1	SIMON QUAY	2674620	17/12/2006	Sun	1255	CAR1 NBD on BRITTAN TERRACE hit rear end of CAR2 stop/slow for cross traffic	CAR1 wrong pedal	Dry	Overcast	Fine	T Type Junction	Stop Sign	
BRITTAN TERRACE	405	VOSLAS ROAD	2771334	26/04/2007	Thu	1855	CAR1 NBD on BRITTAN TERRACE lost control turning right, CAR1 hit Kerb, Tree on right hand bend	CAR1 alcohol test above limit or test refused, too fast entering corner, lost control when turning ENV: road slippery (rain)	Wet	Dark	Light Rain	Unknown	N/A	
BRITTAN TERRACE	36W	VOSLAS ROAD	2873623	27/10/2008	Mon	1800	SUV1 WBD on BRITTAN TERRACE hit parked veh, SUV1 hit Parked Vehicle, SUV2 hit Post Or Pole	SUV1 too far left/right, misjudged speed of own vehicle	Dry	Bright	Fine	Unknown	N/A	
SIMON QUAY	1	BRITTAN TERRACE	2471725	22/05/2004	Sat	0450	CAR1 WBD on SIMON QUAY hit CAR2 turning right onto SIMON QUAY from the left	CAR2 did not stop at stop sign	Wet	Dark	Light Rain	T Type Junction	Stop Sign	
SIMON QUAY	1	BRITTAN TERRACE	2423178	29/11/2004	Mon	0216	CAR1 NBD on BRITTAN TERRACE missed inters or end of road, CAR1 hit Fence	CAR1 did not stop at stop sign, new driver showed inexperience, evading enforcement	Dry	Twilight	Fine	T Type Junction	Stop Sign	2

13. BRIEFINGS

Nil

14. COMMUNITY BOARD ADVISERS UPDATE

14.1 CUSTOMER SERVICE REQUESTS – 1 JANUARY 2009 – 30 MARCH 2009

Attached Appendices 1, 2, 3 for Members' information.

14.2 BOARD FUNDING BALANCES

Attached is a report showing the current balance of the Boards Discretionary Response Fund and the Reserves Discretionary Fund.

Streets Maintenance CSR Received By Community Board from 1 Jan 2009 to 30 Mar 2009

As at 30 Mar 2009 12:45



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	247	344	464	145	271	338	0	11	24	1,844
PAG Parks General	6	0	7	1	7	5	0	2	3	31
PAM Parks Maintenance	372	305	430	366	331	311	32	43	131	2,321
PKE Parking Enforcement	43	33	57	42	46	59	2	7	7	296
SER Sewer Reactive Maintenance	31	30	81	43	56	43	5	27	6	321
SET Treatment Plant	4	0	6	0	0	0	0	0	0	10
STA Road Markings	8	31	16	21	14	8	4	3	3	109
STB Bus Stops and Bus Shelters	13	11	10	11	8	0	0	0	15	69
STE Street Cleaning / Sweeping	150	169	421	243	272	226	16	33	66	1,596
STF Footpaths	63	75	127	86	117	81	3	11	6	571
STL Street Lights	46	34	57	53	53	29	2	8	2	284
STM Street Maintenance	103	98	209	203	162	99	38	37	52	1,002
STQ Traffic Engineer Community Enq	21	35	64	25	43	41	2	7	7	246
STS Street Signs	65	89	124	124	116	113	11	13	37	692
STW Pavement Weed Control	7	2	4	4	3	5	0	0	1	27
STX Street Grass Maintenance	49	25	43	47	40	54	4	5	9	276
STY Street Shrubs Maintenance	36	32	75	51	67	56	2	10	19	348
TSA Park Trees	54	62	65	49	71	60	2	6	12	381
TSS Street Trees	146	279	214	154	140	176	16	35	58	1,219
WAQ Water Quality	6	6	18	8	11	5	2	3	0	59
WAR Water Reactive Maintenance	236	329	487	345	543	291	63	82	14	2,390
WWE Waterways Environmental Asset	6	29	17	19	27	55	1	2	12	168
WWG Waterways General	1	2	26	12	34	12	5	1	0	93
WWU Waterways Utilities	4	22	17	15	24	24	3	1	9	119
Totals:	1,720	2,042	3,038	2,068	2,454	2,093	216	348	493	14,472

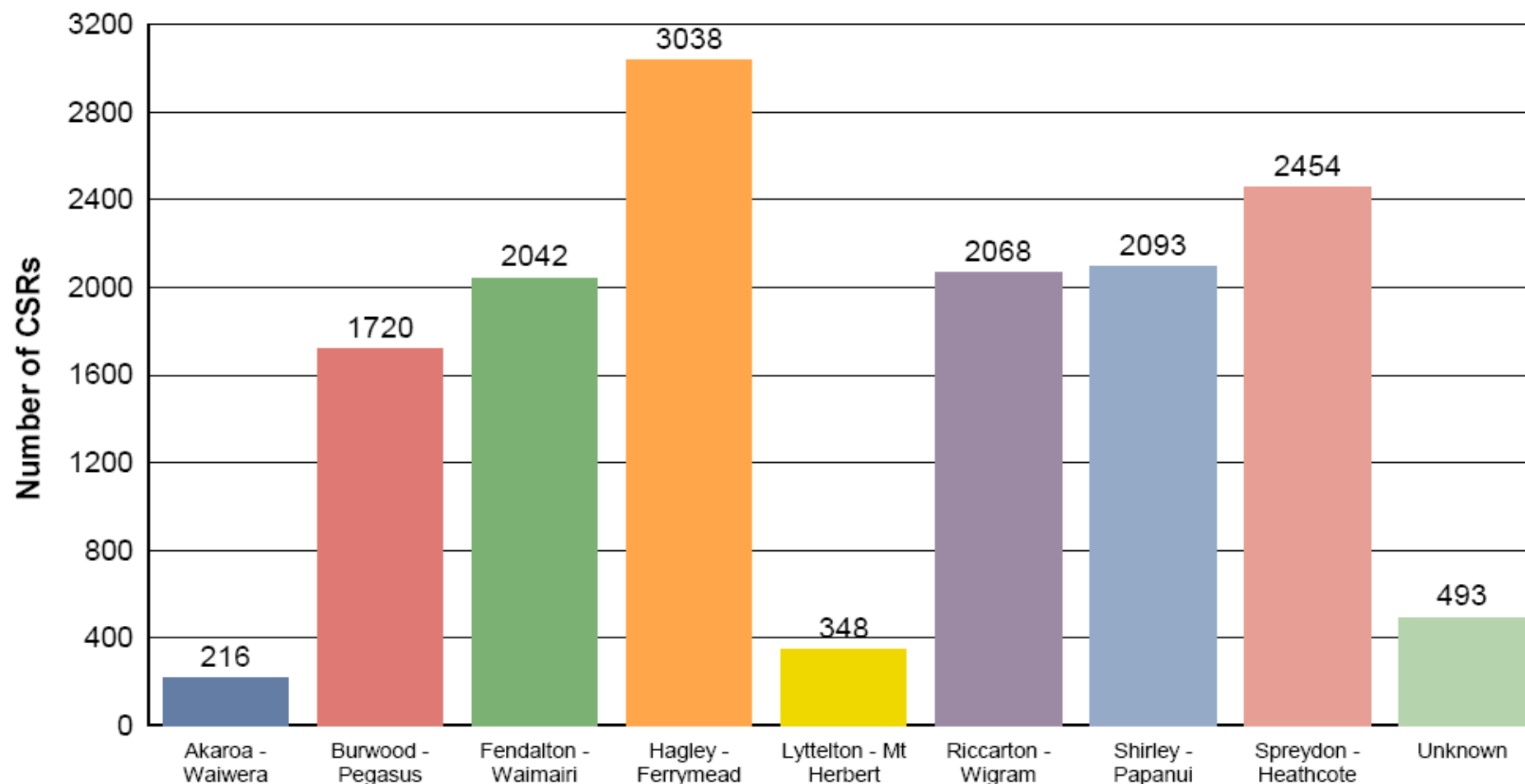
Streets Maintenance CSR Calls Received By Community Board from 1 Jan 2009 to 30 Mar 2009

As at 30 Mar 2009 12:45

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



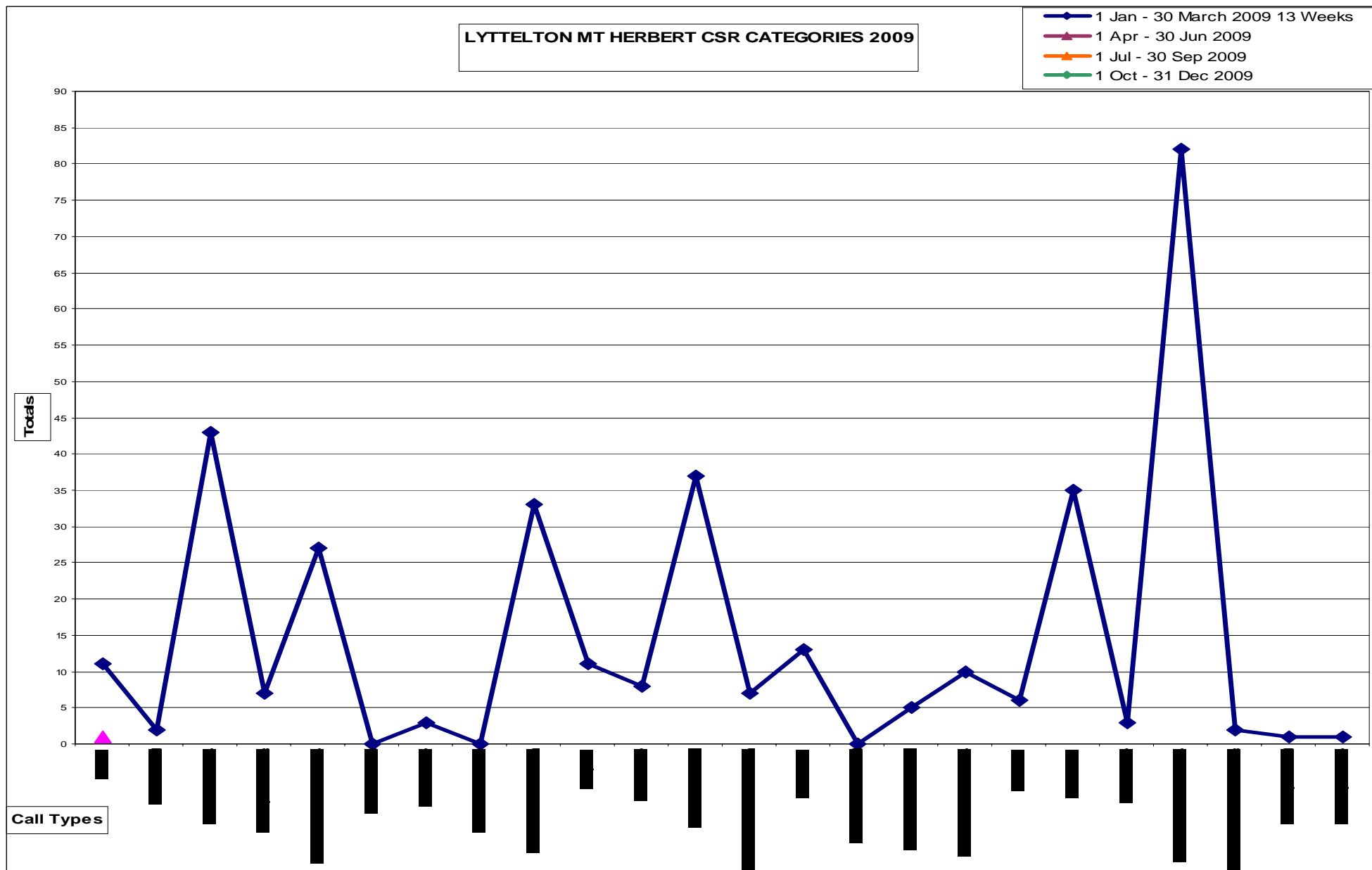
Number of CSRs



Streets Maintenance CSR per Community Board

LYTTELTON MT HERBERT - CUSTOMER SERVICE REQUESTS

	1 Jan - 30 March 2009 13 Weeks	1 Apr - 30 Jun 2009	1 Jul - 30 Sep 2009	1 Oct - 31 Dec 2009	TOTAL
Graffiti	11				11
Parks General	2				2
Parks Maintenance	43				43
Parking Enforcement	7				7
Sewer Reactive Maintenance	27				27
Treatment Plant	0				0
Road Markings	3				3
City Street Bus Stops	0				0
Street Cleaning/Sweeping	33				33
Footpaths	11				11
Street Lights	8				8
Street Maintenance	37				37
Traffic Engineer Community Enq	7				7
Street Signs	13				13
Pavement Weed Control	0				0
Street Grass Maintenance	5				5
Street Shrubs Maintenance	10				10
Park Trees	6				6
Street Trees	35				35
Water Quality	3				3
Water Reactive Maintenance	82				82
Waterways Environmental Asset	2				2
Waterways General	1				1
Waterways Utilities	1				1
	347	0	0	0	347



	Project/Service/Description/Group	Allocation 2008/2009
14 April	Lyttelton Mt Herbert Discretionary Response Fund	
	Budget	\$15,000
	<i>Allocations made</i>	
	Community Board Newsletter (<i>Expenditure to 361/206/8/2</i>)	\$958
9-Oct	Diamond Harbour OSCAR (<i>Development of Business Plan</i>)	\$1,200
Dec	Lyttelton Anglican Parish (<i>Christmas Light display</i>)	\$200
Feb	Lyttelton Community House (<i>Set up costs</i>)	\$3,000
	TOTAL: Lyttelton Mt Herbert Discretionary Response Fund Unallocated	\$9,642
	Lyttelton Mt Herbert Reserves Discretionary Fund	
	Budget	\$20,000
	<i>Allocations made</i>	
Dec	Diamond Harbour Croquet Club	\$1,040
Feb	Youth Council - Project Legit costs	\$1,215
	TOTAL: Lyttelton Mt Herbert Reserves Discretionary Fund Unallocated	\$17,745

15. ELECTED MEMBERS INFORMATION EXCHANGE

16. QUESTIONS UNDER STANDING ORDERS

The Chairperson of the Board wishes to ask the following question:

Why has it taken more than a year for staff to respond to the Lyttelton Mt Herbert Community Board's request made 4 March 2008 for comment on the following proposal from the Diamond Harbour Community Association?

"Is there any good reason why a riparian strip of gorse-covered land down in Morgans Gully between Marine Drive and Bayview Road, Diamond Harbour, could not be identified as proposed reserve so that it could be fenced and planted by local volunteers with a view to re-establishing native vegetation, and what would need to be done to enable this to happen?"