

**LYTTELTON/MT HERBERT COMMUNITY BOARD
AGENDA**

**TUESDAY 14 DECEMBER 2010
AT 9.30AM**

**IN THE BOARD ROOM OF THE
LYTTELTON SERVICE CENTRE,
33 LONDON STREET, LYTTELTON**

Community Board: Paula Smith (Chairperson), Jeremy Agar (Deputy Chairperson), Ann Jolliffe, Claudia Reid, Adrian Te Patu and Andrew Turner.

Community Board Adviser
Liz Carter
Phone: 941 5682 DDI
Email: liz.carter@ccc.govt.nz

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14. 12. 2010

1. **APOLOGIES**

2. **CONFIRMATION OF MEETING MINUTES – 3 NOVEMBER 2010**

The Minutes of the Board's inaugural meeting of 3 November 2010 are **attached**.

STAFF RECOMMENDATION

That the minutes of the Board's Inaugural meeting held on 3 November 2010 be confirmed.

3. DEPUTATIONS BY APPOINTMENT

3.1 WENDY EVERINGHAM

Wendy Everingham wishes to address the Board regarding the Lyttelton Information Centre.

3.2 SERGEANT GARY MANCH, LYTTELTON POLICE

Sergeant Gary Manch from Lyttelton Police will update the Board on recent activities.

4. CORRESPONDENCE

4.1 GOVERNORS BAY SKATE PARK PROPOSAL

Attached is a letter from five Governors Bay youths seeking assistance from the Board in pursuit of a Skate Park at Governors Bay.

STAFF RECOMMENDATION

It is recommended that the Board receive the correspondence and consider the request from this group.

5. PRESENTATION OF PETITIONS

6. NOTICES OF MOTION

7. WHAKARAUPU/LYTTTELTON HARBOUR ISSUES GROUP MINUTES – 15 JUNE 2010 AND 19 OCTOBER 2010

The minutes of the Whakaraupo/Lyttelton Harbour Issues Group meetings of 15 June 2010 and 19 October 2010 are **attached**.

STAFF RECOMMENDATION

That the Board receive the minutes of the Whakaraupo/Lyttelton Harbour Issues Group meetings held on 15 June 2010 and 19 October 2010.

14. 12. 2010

8. RESERVE MANAGEMENT COMMITTEE TRIENNIAL MINUTES

The minutes of the Triennial Election Meetings of the following Reserve Management Committees are attached.

8.1 Allandale Reserve Management Committee – 27 October 2010 **(attached)**.

8.2 Lyttelton Recreation Ground Reserve Management Committee – 23 November 2010 **(attached)**.

STAFF RECOMMENDATION

It is recommended that the Community Board approve the following persons for membership of the Reserve Management Committees:

(a) Allandale Reserve Management Committee:

- | | |
|--------------------|-----------------|
| - Trevor Biggs | - Karen Bellamy |
| - Dave Hughey | - John Garside |
| - Annabelle Cubitt | - Stuart Bould |
| - Nick Harwood | - David Bundy |
| - Nikki Rhodes | |

(b) Lyttelton Recreation Ground Reserve Management Committee:

- | | |
|-------------------|-----------------|
| - Alan Goodmanson | - David Sanders |
| - Ricki Forster | - Flo McGregor |
| - George Birt | - Doug Couch |
| - Clinton Norris | |

14. 12. 2010

9. RESERVE MANAGEMENT COMMITTEE MINUTES

The minutes of the following Reserve Management Committee meetings are attached.

9.1 Allandale Reserve Management Committee – 27 October 2010 (**attached**)

9.2 Lyttelton Recreation Ground Reserve Management Committee – 23 November 2010 (**attached**)

STAFF RECOMMENDATION

That the Board receive the minutes of the following Reserve Management Committee meetings:

- Allandale Reserve Management Committee – 27 October 2010
- Lyttelton Recreation Ground Reserve Management Committee – 23 November 2010

10. ELECTED MEMBERS' REMUNERATION 2010/11

| | |
|-------------------------------------|-----------------------------------------------------------------|
| General Manager responsible: | General Manager Regulation and Democracy Services, DDI 941 8462 |
| Officer responsible: | Democracy Services Manager |
| Authors: | Lisa Goodman |

PURPOSE OF REPORT

1. The purpose of this report is to enable the Council to formulate a proposal to be submitted to the Remuneration Authority for the payment of remuneration to elected members for the balance of this financial year; up until 30 June 2011.

EXECUTIVE SUMMARY

2. Currently the remuneration pool for the elected members of the Christchurch City Council and its eight community boards has been fixed at \$1,472,123 for the 2010/11 financial year. This excludes the Mayor's gross salary of \$168,700 which has already been fixed by the Remuneration Authority.
3. Based on the rules and principles set by the Remuneration Authority the Council is now required to determine how it proposes to allocate the pool amongst the fifty three elected members (Councillors and Community Board members) for the balance of the 2010/11 financial year and, once decided by the Council, submit its proposal to the Remuneration Authority for approval. That approval must be given before the Council can implement its proposed remuneration structure. The proposal will cover the period between the date on which current elected members took office (Friday 15 October) and 30 June 2010.

4. Given that:

- (a) the total amount of the remuneration pool is unchanged from the previous financial year, and
- (b) the Remuneration Authority has previously set out its views on the remuneration ratio between Councillors and Community Board members, including a distinction between metropolitan and rural Community Boards,

it is proposed that the remuneration levels for the Deputy Mayor, Councillors, Community Board Chairs and remaining Community Board members be continued at the same levels as those immediately prior to the election, i.e. retain the status quo.

5. All Community Boards have been consulted on the contents of this report.

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

6. Sufficient provision has been included in the 2010/11 Annual Plan for all elected member salaries to be continued at or about their present levels, until 30 June 2011.

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

7. The principal statutory provisions which apply in this instance are the Seventh Schedule of the Local Government Act 2002, and the Remuneration Authority Act 1977. Once this Council's 2010/11 remuneration proposal (or any variation thereof) has been approved by the Remuneration Authority, it will be gazetted via the Local Government Elected Members' Determination 2011.

10 Cont'd

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?

8. Page 156 of the LTCCP, level of service under Democracy and Governance refers.

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council's strategies?

9. Not applicable.

CONSULTATION FULFILMENT

10. The Council's proposal for remuneration must be received by the Remuneration Authority no later than February 2011 so that the Authority can issue its final Determination for this year. This has meant there has been sufficient time to consult with all Community Boards and seek their views which will be included in this report when it is submitted to the Council.
11. In submitting its proposal to the Remuneration Authority, the Council is required to notify the Authority of:
- (a) details of any dissent at Council;
 - (b) details of any dissent from its community boards.
12. Any person (including individual community boards) also has the ability to express any opposing views they might have on the Council's final proposal direct to the Remuneration Authority. Although there is no set closing date for the lodging of such submissions with the Authority, they should be lodged as soon as possible after the Council has reached a final decision on its preferred remuneration structure, as the Authority intends to deal with each application within a relatively short time-frame.

STAFF RECOMMENDATION

13. It is recommended that the Board recommends that the Council:
- (a) Adopt the salary only model as its basis of remuneration for elected members of the Christchurch City Council for the remainder of the 2010/11 financial year.

Note: The remuneration framework requires all community board members to be paid an annual salary (i.e. there is no provision for the payment of meeting fees to community board members).
 - (b) Recommend to the Remuneration Authority for its approval that the remuneration levels for the Deputy Mayor, Councillors, Community Board Chairs and remaining Community Board members be retained at the same ratios as those for 2008/09, 2009/10 and the three month period leading up to the 9 October local body elections, i.e. that the status quo be retained.
 - (c) Note that the Remuneration Authority must be advised of any dissent expressed by members of the Council or its Community Boards in relation to the Council's final proposal.

10 Cont'd

BACKGROUND (THE ISSUES)**Remuneration Framework**

14. The Remuneration Authority is responsible for setting the salaries of elected local government representatives (clause 6 of Schedule 7 of the Local Government Act 2002 refers).
15. A brief summary of the remuneration framework and the rules and principles under which the Remuneration Authority works is attached as **Attachment One**.
16. The indicative pool for Christchurch City Council elected member remuneration in the remainder of 2010/11 is \$1,472,123. This is for the total remuneration for the Deputy Mayor and Councillors, and 50 per cent of the total remuneration paid to **elected** Community Board members (excluding Councillors as they have been appointed by the Council to community boards). Fifty per cent of the total remuneration paid to elected community board members is paid outside the pool.
17. Only one salary is payable to elected members. Thus, a Councillor who serves as an appointed member of a Community Board is paid a Councillor's salary only, and receives no additional payment for serving on the Community Board.
18. Directors' fees paid to Councillors who serve as directors of Council-controlled organisations cannot be taken into account when considering Councillors' remuneration. The directors' fees paid to such Councillors reflect their service as directors of the companies concerned, rather than their role as Councillors.
19. The Mayor's salary is set independently by the Remuneration Authority, and is not included within the pool. Where a Mayor has partial or full private use of a car provided by the Council (as is the case in Christchurch), the Mayor's gross salary is reduced by an amount which reflects both the extent of private use and the value of the car supplied.

Prior to Election: Determination

20. The salaries that applied to Christchurch City Council elected members for the 2009/10 (excluding the Mayor), carried over to the period up to Friday 15 October (the date current elected members came into office), were:

| | Total Positions | Individual Salary | Totals |
|-----------------------------------|------------------------|--------------------------|--------------------|
| Deputy Mayor | 1 | \$99,571 | \$99,571 |
| Councillors | 12 | \$86,249 | \$1,034,988 |
| <i>Total Councillors salaries</i> | 13 | | <i>\$1,134,559</i> |
| City CB Chairs | 6 | \$24,270 | \$145,620 |
| BP CB Chairs | 2 | \$16,018 | \$32,036 |
| City CB members | 24 | \$16,989 | \$407,736 |
| BP CB members | 8 | \$11,216 | \$89,728 |
| <i>Total CB salaries</i> | 40 | | <i>\$675,120</i> |
| <i>less 50% outside pool</i> | | | <i>\$337,560</i> |
| Total paid from pool | | | \$1,472,119 |

10 Cont'd

21. Factors underlying the rationale given previously by the Remuneration Authority in 2007 for approving the above ratio between Councillors and Community Boards, and Deputy Mayor and Councillors, are as follows:
- (a) The size, complexity and in particular the accountability of the Councillors' role, especially compared to that of the members of Community Boards
 - (b) Maintaining a margin between the remuneration of the Deputy Mayor and that of a Councillor
 - (c) City Community Board Chairs – maintaining relativity with other urban Community Board Chairs
 - (d) Maintaining a 70 per cent relationship between the remuneration of Community Board members and that of the Board Chairs
 - (e) The remuneration for Chairs of the Peninsula Community Boards is well above the norm for chairs of rural community boards, but as part of Christchurch City there is a wider role for both the chairs and members, and a corresponding extra time commitment, which may not be faced by members of other rural community boards.

Post Elections: Interim Determination

22. The Remuneration Authority has already made an interim determination called the Local Government Elected Members (2010/11) (Except Auckland) Determination 2010 (SR2010/245). This interim determination is for the period from 15 October 2010 (when Councillors and elected Community Board members came into office) which provides for the payment of the following salaries to elected members of the Christchurch City Council in the immediate post election period:

| Position | Annual Salary |
|-------------------------------------------|--------------------------------------------------------|
| Mayor | \$158, 527 (less adjustment for value of car supplied) |
| Councillors | \$69,000 (80% of previous levels) |
| Community Board members (metro) | \$15,300 (90% of previous levels) |
| Community Board members (Banks Peninsula) | \$10,000 |

23. These interim salaries will apply up until the date on which the Council has reached a decision on the preferred allocation of the indicative remuneration pool and the Council's agreed proposal has been submitted to and approved by the Remuneration Authority. Any increases applicable (including those relating to the positions of Deputy Mayor and Community Board Chairs) can then be backdated. The likely timing of the Authority's decision, which will be set out in its Determination, is February or March 2011.

Basis of Remuneration

24. Although it is possible for the Council to recommend the payment of a mixture of salary and meeting fees to Councillors, community board members must be paid on a salary only basis, without meeting fees.
25. Christchurch City Council has had a salary only basis for remuneration of all its elected members since 2004.

10 Cont'd

REMUNERATION STRUCTURE FOR REMAINDER OF 2010/2011

26. Given that:

- (a) the total amount of the remuneration pool is unchanged from the previous financial year, and
- (b) the Remuneration Authority has previously set out its views on the remuneration ratio between Councillors and Community Board members, including a distinction between metropolitan and rural Community Boards,

it is proposed that the remuneration levels for the Deputy Mayor, Councillors, Community Board Chairs and remaining Community Board members be continued at the same levels as those immediately prior to the election, i.e. retain the status quo.

27. While there are many possible options that can be provided on this topic (such as a mix of salary and meeting fees and other differences between elected members), given the Remuneration Authority's previous determinations staff are recommending that the 2009/10 relativities between elected members set out in paragraph 20 continue and be adopted by the Council as set out in the staff recommendation.

11. ELECTED MEMBERS EXPENSES AND ALLOWANCES 2010/11

| | |
|-------------------------------------|----------------------------------------------------------------|
| 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 formulate a proposal to be submitted to the Remuneration Authority for its approval for the payment of expenses and allowances by the Council to elected members for the balance of this financial year, up until 30 June 2011.

EXECUTIVE SUMMARY

2. The Remuneration Authority has issued the Local Government Elected Members (2010/11) (Except Auckland) Determination 2010. As well as dealing with salaries (the subject of a separate report) the Determination also provides for the payment to elected members of reimbursement of expenses and the payment of allowances. These expenses and allowances are the subject of this report.
3. The Council is required to seek the Remuneration Authority's approval for any amendments to the allowances and expenses previously approved by the Authority. In doing so, the Council must take into account the Determination for 2010/11. For the first time, the Remuneration Authority has incorporated the issues of communications and travel time allowances in its Determination.
4. Overall, staff are recommending that the previous allowances and expenses for 2009/10 (see **Attachment One**) be continued, with exceptions to the following three areas: Communications, Vehicle Mileage, and Travel Time. It is also proposed to amend slightly the wording around elected member travel, training and courses, to provide greater clarification of circumstances when Council approval is needed or not. The proposed schedule for 2010/11 to be submitted to the Remuneration Authority for approval is set out in **Attachment Two**. The differences between the previous wording and proposed wording is shown in blue text in **Attachment Two**.

FINANCIAL IMPLICATIONS**Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?**

5. Sufficient provision has been included in the 2010/11 Annual Plan for all elected member expenses and allowances to be paid as proposed.

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

6. The principal statutory provisions which apply in this instance are the Seventh Schedule of the Local Government Act 2002, and the Remuneration Authority Act 1977.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?**

7. Page 156 of the LTCCP, level of service under Democracy and Governance refers

ALIGNMENT WITH STRATEGIES**Do the recommendations align with the Council's strategies?**

8. Not applicable.

11 Cont'd

CONSULTATION FULFILMENT

9. All Community Boards are being consulted on the recommendations of this report.

STAFF RECOMMENDATION

10. It is recommended that the Board recommends that the Council resolve to submit to the Remuneration Authority for its approval the proposed rules and policies for the reimbursement of elected member expenses and allowances described in **Attachment Two** of this report (**attached**).

BACKGROUND (THE ISSUES)

11. The 2010 Determination provides that the Council may:
- (a) Reimburse expenses in accordance with the expenses rules, and
 - (b) Pay allowances in accordance with rules approved by the Remuneration Authority.
12. A copy of the previous expenses approved by the Remuneration Authority that applied for the 2009/10 year is attached as **Attachment One**. The Council is required to seek the Remuneration Authority's approval for any amendments to the allowances and expenses previously approved by the Authority. In doing so, the Council must take into account the Determination for 2010/11. This Determination, which sets out the remuneration for elected members, is a legal ruling with the same effect as a statutory regulation, which all Councils (except Auckland which has its own Determination) are required to follow. It is to apply for the period from immediately after elected members come into office (Friday 15 October 2010) up to 30 June 2011. For the first time, the Remuneration Authority has incorporated the issues of communications and travel time allowances in its Determination.
13. Overall it is proposed that the previous allowances and expenses be continued, with exceptions to the following three areas: Communications, Vehicle Mileage, and Travel Time. It is also proposed to amend slightly the wording around Councillors' discretionary allocation of \$4,000 for training and courses, to provide greater clarification of circumstances around when Council approval is needed or not. More detail and the rationale underlying each of these issues is set out below.

Communications Allowance

14. Unlike previous years, the Remuneration Authority has explicitly addressed the issue of communications allowances in its Determination for 2010/11, which states:
- (1) *"A local authority may, in accordance with this clause, pay a communications allowance to its members, and, in the case of a district council or a city council, the members of community boards situated within its district, towards the expenses of all or any of the following:*
 - (a) *a mobile telephone*
 - (b) *a computer or ancillary equipment*
 - (c) *an Internet connection.*
 - (2) *The maximum amount of the allowance is \$500 for the period beginning with the commencement of this determination and ending on the close of 30 June 2011.*
 - (3) *A communications allowance is not payable to the extent that the local authority provides the member with any of the following:*
 - (a) *the use of a mobile telephone*
 - (b) *the use of a computer or ancillary equipment*
 - (c) *an Internet connection."*

11 Cont'd

15. In terms of the level of the communications allowance, the amount of \$500 for the remainder of 2010/11 equates to \$750 per annum. The Authority has indicated in correspondence to local authorities that:

"Most people have a home computer with internet connection, a home telephone and a mobile phone and would have these even if they were not elected members. The allowance is intended to meet any extra costs, over and above normal ownership, that may be incurred because of their duties as elected members. This could cover such things as increased mobile phone usage, increased internet usage, or extra costs of printing inks. The Authority considers the amount of \$500 would more than cover the cost of those additional usages".

16. After examining the Authority's Determination and seeking further clarification from Authority members, and taking into account past practice at the Christchurch City Council in terms of both provision of equipment and ratios between Councillors and Community Board members, staff have provided advice to incoming elected members on options available. These recommended options are set out on page 7 of **Attachment Two** – the proposed schedule of expenses and allowances to apply for the remainder of 2010/11.

Vehicle Mileage Allowance and Travel Time Allowance

17. During the past 12 months the Remuneration Authority has reviewed its previous decisions around the payment of a Vehicle Mileage allowance. The provisions of the 2010/11 Determination are unchanged in this regard; that an allowance may be paid to a maximum amount of \$0.70 per kilometre to elected members, provided that:

- (a) the member travels in his or her own vehicle, and by the most direct route reasonable in the circumstances: and
- (b) is on the local authority's business.

18. In addition to the above conditions, however, the Authority has advised in subsequent correspondence to local authorities that the rules for expenses and allowances relating to Vehicle Mileage should cover:

- (a) A **threshold of distance travelled for any one event** (a threshold of 30 kilometres or more with only distance in excess of the threshold qualifying for payment will have automatic approval), and
- (b) The **maximum payment to any one elected member in a year** (a maximum of 5,000 kilometres claimed in any one year will have automatic approval), and
- (c) The allowance per kilometre (must be less than or equal to \$0.70 per kilometre).

19. Also for the first time the Remuneration Authority has advised that an allowance for time travelling on Council business is payable. The Authority's Determination states:

"1) A local authority may, in accordance with this clause, pay a travel time allowance to the following persons:

- (a) its members; and*
- (b) in the case of a district to council or a city council, the members of community boards situated within its district.*

2) The local authority may pay a travel time allowance for travel by the member, including travel to and from the member's residence, if the travel is –

- (a) on the local authority's business; and*
- (b) by the quickest form of transport reasonable in the circumstances.*

11 Cont'd

- 3) *The maximum amount of the allowance is \$15.00 per hour."*
 - 4) *However, a member who can properly be regarded as being a full-time member is not entitled to be paid a travel time allowance.*
20. In addition to the conditions in paragraph 19 above, the Authority has advised that the rules for Travel Time Allowance should cover:
- (a) A **threshold of travel time for any one event** (a threshold of 2 hours or more with only time in excess of the threshold qualifying for payment will have automatic approval), and
 - (b) The **maximum payment to any one elected member in a year** (a maximum of 100 hours claimed in any one year will have automatic approval) and
 - (c) The allowance per hours of travel time (must be less than or equal to \$15.00).
21. In correspondence to local authorities providing further guidance on its Determination, the Remuneration Authority advises that in relation to travel time and vehicle mileage:
- (a) It is generally accepted that a person in a full time job does not get paid for travelling to and from work or for extra time that may be needed for travel on employment business. The Authority does not intend giving a definition of "full time" for the purposes of the Travel Time Allowance, as it expects each local authority to decide whether a position can properly be regarded as full time or not. It does invite local authorities to consider things such as:
 - i) would a person in the position, if carrying out their duties to a high standard, have any time for other paid employment?
 - ii) would ratepayers expect the person to be full time in their role?
 - (b) A Council can set a Vehicle Mileage threshold which best reflects its unique geography. The Authority would be unlikely to agree to a threshold less than 30 kilometres.
 - (c) A maximum distance of more than 5,000 kilometres in any one year for one member could be paid provided the geographical nature of the region warrants it; a case would need to be made to justify it.
 - (d) "One event" means one council meeting or one event which the member is expected to travel to and attend as part of their duties. The travel to and from the event would be a single trip, or if the round trip was in excess of the threshold then a payment could be made.
22. Before considering this Council's proposal to the Remuneration Authority on the issue of Vehicle Mileage Allowance, it is worth considering the number and level of allowances claimed by elected members for vehicle mileage in the past. Section 5 of Attachment One outlines the previous rules for mileage allowance claimed; the type of Council meetings or events for which mileage allowance could be claimed.
23. For the 2009/10 year:
- (a) A total of nine Councillors claimed the allowance. The total kilometres claimed by any one Councillor ranged from 130 kilometres to 13,831. The highest amounts claimed were by the Councillor for Banks Peninsula, reflecting the mileage travelled to attend meetings around the Peninsula, followed by the Deputy Mayor.
 - (b) A total of 13 Community Board members claimed the allowance, seven of which were on Banks Peninsula Community Boards. The total kilometres claimed by any one Board member ranged from 400 (a city Community Board member) to 7,000 (a Banks Peninsula Community Board Chair). The kilometres claimed for any one event ranged from three kilometres (city Community Board members) to 188 kilometres (Banks Peninsula Community Board members).

11 Cont'd

24. Taking into account the Remuneration Authority's comments regarding thresholds in paragraphs 17 to 21 above, the full time nature of a position in paragraph 21, and the information in paragraph 23 on previous patterns of travel and claims for mileage allowance, the following is proposed for inclusion in the rules to be proposed to the Remuneration Authority under the heading "Travel Time and Mileage allowances":
- 1) For all elected members, reimbursement at \$0.70 per kilometre for car running associated with attendance at Council related meetings or events, with:
 - (a) A minimum threshold of distance travelled being 30 kilometres for any one round trip, with only distance in excess of this threshold qualifying for payment, and
 - (b) A maximum threshold of 5,000 kilometres that can be claimed by any one elected member in any one year, with the exception of the Councillor for Banks Peninsula, who is able to claim a maximum of 8,000 kilometres.
 - 2) For Community Board members only, reimbursement at \$15 per hour for travel time for any one Council related meeting or event, with:
 - (a) A minimum threshold of 2 hours of time travelled for any one round trip, with only time in excess of this threshold qualifying for payment, and
 - (b) A maximum of 100 hours that can be claimed in any one year.
25. The above proposal is based on the following assumptions:
- (a) Councillors would be viewed as having a full time position, and
 - (b) A case can be made to the Remuneration Authority that given the geography of the Banks Peninsula and the distances to travel around the ward and between the ward and Civic Offices in the city, the Councillor for the Banks Peninsula ward will incur greater distances and longer period of time for travelling, as evidenced by claims made in 2009/10.

Clarification of Travel and Attendance at Conferences and Courses

26. In the previous term, questions of clarification were raised with regard to the provisions of section 6.4 of the schedule of allowances and expenses, that relates to Travel and Attendance at Conferences/Courses/Seminars (pages 3-5 of Attachment One). Specifically the questions related to when Council approval is required for travel undertaken by individual Councillors, and for costs of Community Board travel/conference attendance when representing the Council. The intent of the previous provisions remains the same; section 6.4 of Attachment Two has been redrafted to ensure greater clarity around the different scenarios when travel and attendance at conferences is undertaken by any elected member.

12. PROPOSED LICENCE AGREEMENT – EXTENSION OF URUMAU WALKING AND MOUNTAIN BIKE TRACKS

| | |
|-------------------------------------|-------------------------------------------------|
| General Manager responsible: | General Manager, City Environment, DDI 941 8608 |
| Officer responsible: | Transport and Greenspace Unit Manager |
| Author: | Tom Lennon, Property Consultant |

PURPOSE OF REPORT

1. This report is submitted to the Lyttelton/Mt Herbert Community Board for recommendation to the Council to approve entering into a Licence Agreement over the land contained in Certificates of Title CB42D/30, CB34C/176 and CB42D/28 currently under the ownership of the Lyttelton Port Company (LPC) adjacent to the Council's Urumau Reserve.
2. The proposed five plus five years licence over LPC land will enable the extension of walking and mountain bike tracks currently located within the Council's owned Urumau Reserve in Lyttelton and will significantly improve the recreational facilities for local residents and visitors.

EXECUTIVE SUMMARY

3. Urumau Reserve is owned and managed by the Christchurch City Council and has a strong link to the community through the Lyttelton Reserve Management Committee which is made up of volunteers from the local community.
4. Recent public consultation seeking comments and ideas on how the local community would like to see the reserve maintained and developed indicates a strong desire to link Urumau Reserve to the adjoining land currently owned by LPC.
5. The LPC land, subject of the proposed licence agreement, is adjoining the northern and eastern boundaries of Urumau Reserve and provides a wide buffer between residential properties and the operations area of the LPC.
6. Christchurch City Council, the Reserve Committee and LPC have discussed the possibility of creating a track network linking Urumau Reserve and the land owned by LPC to expand and improve recreational activities within this area.
7. Following discussions the Council and LPC have reached agreement on the terms and conditions under which the Council will be able to utilise the LPC land to expand the existing recreational network of tracks currently located within Urumau Reserve.
8. The proposed walking and mountain bike tracks will be constructed in its majority by local volunteers in similar fashion as per the existing walking and mountain bike facilities throughout the Port Hills. Materials and ongoing supervision of the works will be provided by the Council.

FINANCIAL IMPLICATIONS

9. The License fee is to be \$1 per year. Construction of the tracks will be undertaken in its majority by local volunteers therefore the cost to the Council associated with the actual construction will be reduced significantly.
10. Any costs to Council associated with this project, which are expected to be minimal for the reasons outlined in Item 9 above, will be covered from the existing Regional Parks budget.

Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

11. Yes, funding for this project will be provided through the existing allocation contained within the operational budgets for Regional Parks.

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

12. Yes, the legal implications associated with the occupation of LPC land have been considered and a Licence Agreement has been drafted by the Council's Legal Services Unit.

12 Cont'd

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

13. Yes, the proposed extensions and improvements to the walking and mountain bike tracks are consistent with the Urumau Reserve Management Plan.

Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?

14. Yes, as above

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council's strategies?

15. Yes; - Physical Recreation and Sport
 - Healthy Environment Strategies

CONSULTATION FULFILMENT

16. Not required.

STAFF RECOMMENDATION

It is recommended that the Board recommend to the Council that it enters into a five plus five year licence with the Lyttelton Port Company at a nominal rent of \$1 per annum for the land contained within Certificates of Title CB42D/30, CB34C/176 and CB42D/28.

BACKGROUND

17. The Council, in partnership with local volunteer groups, develops and maintains a wide network of shared use walking and mountain bike tracks. The knowledge and experience gained from building and maintaining these tracks since 1993 ensures that new tracks are built in a sustainable and safe manner.
18. As a result of public consultation and discussions with LPC the potential to improve and expand the Urumau Reserve existing walking and mountain bike tracks was identified.
19. The proposed new track facility would enter and leave Urumau Reserve and the LPC land in various locations. These entry and exit points may require styles, gates or cattle grids to cross fences. The Council has several well proven designs that enable crossing of fences without compromising the efficiency of the actual fence.
20. Following discussions between the Council and LPC a draft Licence Agreement for the subject portion of LPC land was prepared by the Council's solicitor. The five plus five years Licence Agreement is conditional to the Council's approval.
21. The provision of additional walking and mountain bike tracks within LPC land has been made possible by a partnership arrangement between the Council and LPC. The spirit of this partnership is reflected by the LPC land being made available for recreational purposes at a cost to the Council of \$1 per year.

12 Cont'd

THE OPTIONS

Option A:

22. Do nothing – this option would do nothing to improve and expand the provision of recreational walking and mountain bike tracks in the Lyttelton area.

Option B

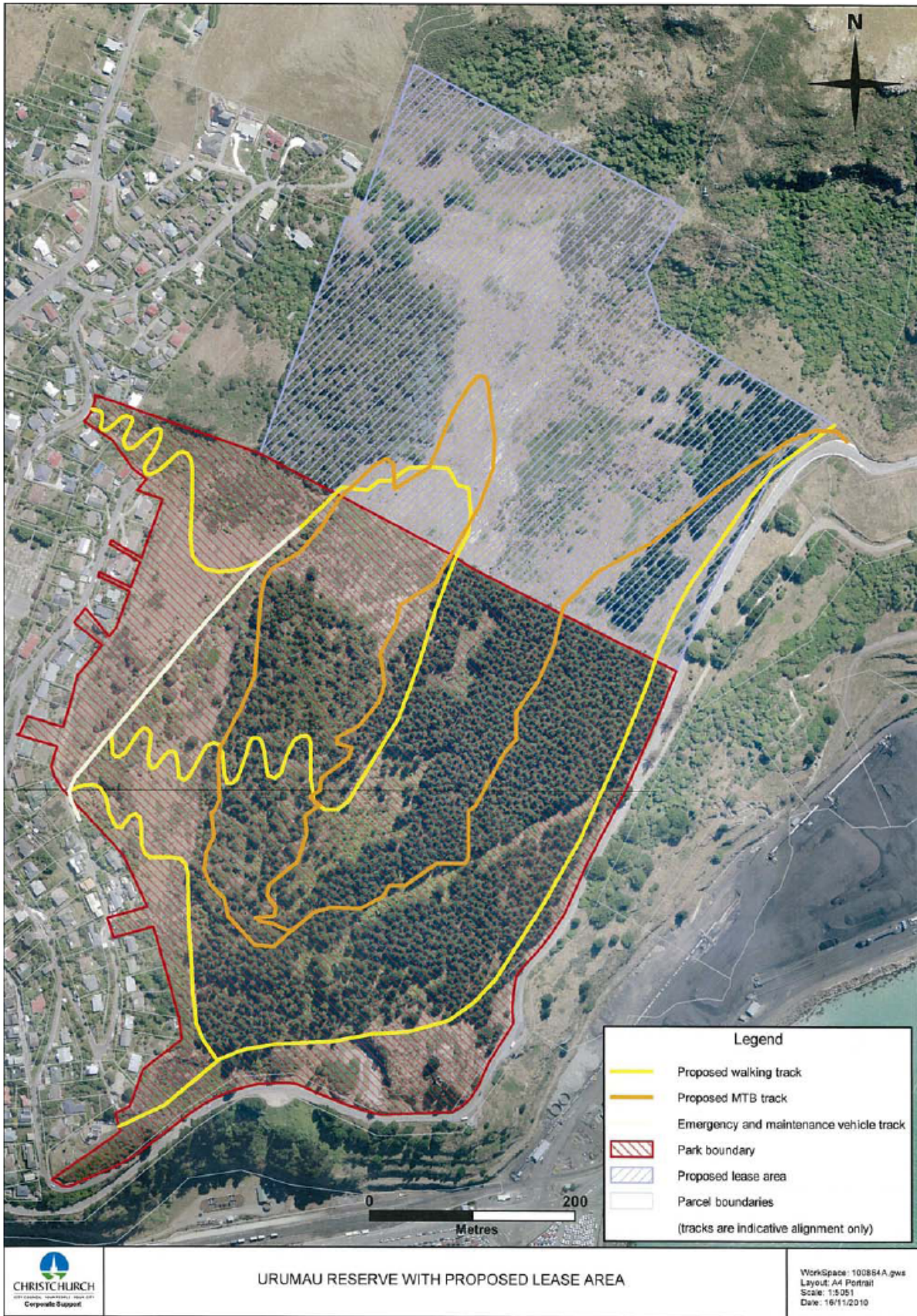
23. Enter into a five plus five year licence with LPC to facilitate the provision of additional walking and mountain bike tracks in the Lyttelton area in conjunction with the already existing facilities in Urumau Reserve.

THE PREFERRED OPTION

24. Option B

12 Cont'd

PLAN SHOWING URUMAU RESERVE (IN RED) AND LPC LAND (IN PURPLE)



13. BOARD REPRESENTATION ON OUTSIDE ORGANISATIONS AND COMMITTEES

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

PURPOSE OF REPORT

1. The purpose of this report is to invite the Board to give consideration to the appointment of Board representatives on local outside organisations and committees.

EXECUTIVE SUMMARY

2. For the 2010/13 term, and in accordance with the practices before then, the Board is invited to consider making appointments to local community organisations and committees.

3. The Council has delegated to the Lyttelton/Mt Herbert Board the power to appoint a member of the Board, or other person, to the following bodies, as the Council's representative on that body:

- Diamond Harbour and Districts Health Support Group
- Lyttelton Museum Board
- Orton Bradley Park Trust Board
(two representatives of a total of four Council representatives. For 2007/2010 the Board appointed Barry Bowater and John Studholme to these positions, following consultation with the Orton Bradley Park Trust Board)

4. The Council has also delegated to the Lyttelton/Mt Herbert Board and the Akaroa/Wairewa Board jointly, the power to appoint a member of one of these two Boards to the Rural Canterbury Primary Health Organisation and the Banks Peninsula Pest Liaison Committee as the Council's representative on that body.

5. In addition, the Board has a number of community organisations for which it appoints a representative or liaison person.

- Age Concern Canterbury 1 Liaison person
- Cass Bay Residents Association 1 Liaison Person
- Charteris Bay Residents Association 1 Liaison Person
- Church Bay Neighbourhood Group 1 Liaison Person
- Corsair Bay Residents Association 1 Liaison People
- Diamond Harbour Community Association 1 Liaison Person
- Governors Bay Community Association 1 Liaison Person
- Lyttelton Harbour and Bays Youth Council 2 Liaison People
- Lyttelton Community Association 1 Liaison Person
- Otuhurikio/Pony Point Reserve Committee 1 Liaison Person
- Port Levy Residents Association 1 Liaison People
- Project Port Lyttelton 1 Liaison Person
- Purau Residents Association 1 Liaison People
- Te Rununga o Te Hapu o Ngati Wheke 1 Liaison Person
- Te Runanga o Koukourarata 1 Liaison Person
- Lyttelton Reserve Management Committee (RMC) 1 Liaison Person
- Lyttelton Recreation Ground RMC 1 Liaison Person
- Allandale RMC 1 Liaison Person
- Grubb Cottage Trust 2 Liaison People
- Selwyn Pest Liaison Committee 1 Representative
- Summit Road Society 1 Representative
- Summit Road Advisory Committee 1 Representative
- Whakaraupo/Lyttelton Harbour Issues Group 1 Representative
- Keep Christchurch Beautiful* 1 Representative
- Neighbourhood Support Canterbury 1 Representative

**The Board agreed to review the appointment to this organisation in this new term*

13 Cont'd

FINANCIAL IMPLICATIONS

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

Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

7. Not applicable.

LEGAL CONSIDERATIONS

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

8. There are no direct legal issues involved.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?

9. Not applicable.

ALIGNMENT WITH STRATEGIES/POLICIES/BOARD OBJECTIVES

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

Board's Objectives 2010 – yes, appointments made contribute to meeting relevant objectives for the period.

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

11. Yes, as per paragraph 10 above.

CONSULTATION FULFILMENT

12. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Board consider appointing representatives to the outside organisations and committees listed in paragraphs 3 to 5 above.

14. LYTTTELTON/MT HERBERT COMMUNITY BOARD - GOVERNANCE ARRANGEMENTS FOR 2010/13 TERM

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

PURPOSE OF REPORT

1. The purpose of the report is to seek the adoption of a governance structure for the Lyttelton/Mt Herbert Community Board for the 2010/13 term.

EXECUTIVE SUMMARY

2. At an informal gathering on 3 November 2010, Board members discussed possible governance structures for the 2010/2013 term.
3. In regard to the frequency of meetings, the Board has noted that during the previous term some of the other community boards had held two ordinary meetings in each calendar month. This allowed for all items of business to be progressed on a regular basis. The minutes/report of the Board meeting were confirmed at the following fortnightly Board meeting and then referred on to the next appropriate Council meeting. In addition to the decision-making Board meetings, some Boards also scheduled seminars (if necessary) at the conclusion of one of the monthly meetings or prior to the commencement of the meeting. Seminars provide an opportunity for Board members and staff to have an in-depth discussion on issues where no decisions at that time, are required.
4. In the previous term the Board held one meeting per calendar month, however Board members have indicated they wish to consider holding two meetings per month, so that Board reports/minutes can be presented to Council in a more timely manner.
5. The Board did not have any formal Standing Committees with regular meetings during its 2007/10 term, but did have a Sale of Liquor Committee, three subcommittees (the Reserve Management Committees) and a Small Grants Committee, as follows:

Sale of Liquor Committee

The Sale of Liquor Committee was appointed to comment, if necessary, on the liquor licences applied for within the Board area. Comment is only made if the committee members have concerns regarding the application or are aware that there are issues in the community relating to that particular application. The authority to make the comments is through a delegation given to the Community Boards by the Council.

It was very seldom that the committee exercised its right to comment. Regular meetings were not scheduled, however a meeting could be convened in instances where the Committee is aware of problems caused in the community which are attributable to existing licence holders. Then a meeting can be arranged between the parties to try and solve the problems before a licence is re-issued.

Details relating to liquor licence applications were circulated to the committee members by email because there is a reasonably tight timeframe within which to make comment.

In the previous term the Community Board resolved to:

- appoint Board members Ann Jolliffe and Doug Couch to the Lyttelton/Mt Herbert Community Board Sale of Liquor Committee with the Chairperson appointed as an ex-officio member.
- delegate to the Sale of Liquor Committee the authority to carry out the Board's delegations from Council in regard to Sale of Liquor issues.

14 Cont'd

- grant the Sale of Liquor Committee the power to co-opt additional Board members as required.

Reserve Management Committees

In December 2007 the Community Board resolved to establish a number of Reserve Management Committees as subcommittees. The Committees had previously been subcommittees of the Council and the former Banks Peninsula District Council. The Lyttelton/Mt Herbert Board established the following three subcommittees:

- Allandale Reserve Management Committee
- Lyttelton Reserve Management Committee
- Lyttelton Recreation Ground Reserve Management Committee

The Committees *“are not discharged on the coming into office of the members of the community board elected or appointed at, or following, the next triennial general election”*, however the members of the Committees are. Triennial election meetings are held in the month following the local authority election and proposed members are subsequently approved by the Community Board. The consideration of the proposed members for two of the Reserve Management Committees is included under Item 8 of this agenda.

The Terms of Reference and Delegations for the Reserve Management Committees are attached as **Attachment 1** and **Attachment 2**.

Small Grants Committee

In addition, it is proposed that the Board establish its Small Grants Fund Assessment Committee at this time. The Small Grants Fund provides small grants to eligible not-for-profit groups whose activities provide opportunities in the areas of community, social, recreation, sports, arts, environment or heritage to the wider community or to specifically defined communities of interest. The emphasis is on small projects which assist community groups to enhance their capacity and/or increase participation in their activities.

Community Boards have delegated authority to determine final funding decisions for their respective Community Board Small Grant Funds; this was determined by the Council on 24 July 2008.

In December 2009, the Council adopted the *Grants Working Party Criteria Changes Report*, consequently the Community Boards have the opportunity to decide whether or not to appoint community representatives to the Board's Small Grants Fund Assessment Committee for the next three years of funding rounds.

Each Community Board will have a Small Grants Fund Assessment Committee to allocate their Small Grants Fund (SGF). Total \$11,946 for this Board.

If the Community Board decides to appoint community representatives to the Board's Small Grants Fund Assessment Committee, staff will begin the nomination process for representatives early in 2011. The following involvement areas/skills will be advertised when calling for community nominations and are seen as a guideline to assist in covering the various sectors within your local community:

- Disabled, sport and recreation, arts and culture, welfare and social services, Maori, ethnic groups, environment and heritage.
- Interest and involvement in community issues/groups.
- Some experience in committee processes
- Knowledge of various committees of interest.
- The ability to be articulate and assertive.

After nominations have been received, staff will report back to the Community Board (Public Excluded Report) with details of nominees in order for the Board to decide upon their chosen representatives.

14 Cont'd

The membership of the Small Grants Fund Assessment Committee needs to be set by the Board including the number of community representatives if so determined. As a guideline, it is suggested that there be up to five Board members and four to six community representatives.

The term of appointment for community representatives will be for three years, i.e. until 2013/14, and will be on a voluntary basis.

FINANCIAL IMPLICATIONS

Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

6. Provision is made in the 2009–19 LTCCP on page 156 for the elected member representation and governance support.

LEGAL CONSIDERATIONS

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

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

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

8. Page 156 of the LTCCP level of service under democracy and governance.

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council's strategies?

9. Not applicable.

CONSULTATION FULFILMENT

10. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Lyttelton/Mt Herbert Community Board:

- (a) Give consideration to approving its governance structure for the 2010/13 term as set out in paragraphs 4 and 5 above.
- (b) Establish the Lyttelton/Mt Herbert Small Grants Fund Assessment Committee with the following Term of Reference:
 - To allocate annually under delegated authority, the Lyttelton/Mt Herbert Community Board's Small Grants Fund – Local, in accordance with Council policy and the LTCCP
- (c) Decide whether or not to appoint community representatives to the Lyttelton/Mt Herbert Small Grants Fund Assessment Committee.
- (d) Appoint up to five Board members to the Lyttelton/Mt Herbert Small Grants Fund Assessment Committee for the funding rounds 2011/12, 2012/13 and 2013/14.
- (e) Authorise the Lyttelton/Mt Herbert Small Grants Fund Assessment Committee to appoint a Chairperson and Deputy Chairperson at its first meeting.
- (f) Set a quorum of five members for the Lyttelton/Mt Herbert Small Grants Fund Assessment Committee, one of whom must be an elected member.

14. 12. 2010

15. NEXT ORDINARY MEETING OF BOARD

As the Board will only be deciding on its governance structure at this meeting, it is proposed that a date be set for the second ordinary meeting of the Board (February 2011) and that a schedule of both ordinary meetings and seminars be adopted at that meeting.

It is proposed that the Board next meet on Monday 14 February 2011 at 2pm.

STAFF RECOMMENDATION

That the next ordinary meeting of the Lyttelton/Mt Herbert Community Board be held on Monday 14 February 2011 at 2pm in the meeting room at the Lyttelton Service Centre.

16. **LYTTELTON/MT HERBERT COMMUNITY BOARD - RECESS COMMITTEE**

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

PURPOSE OF REPORT

1. The purpose of this report is to seek the Board's approval to put in place delegation arrangements for matters of a routine nature (including applications for funding) normally dealt with by the Board, to cover the period following its last scheduled meeting for 2010 (being 14 December 2010) until the Board resumes its ordinary meetings in February 2011.

EXECUTIVE SUMMARY

2. In past years, it has been normal practice for the Board to give delegated authority to the Chairperson and Deputy Chairperson to make decisions on its behalf.

STAFF RECOMMENDATION

- (a) That a Recess Committee comprising the Board Chairperson and Deputy Chairperson (or their nominees) be authorised to exercise the delegated powers of the Board for the period following its 14 December 2010 meeting up until the Board resumes normal business in February 2011.
- (b) That the application of any such delegation be reported back to the Board for record purposes.

17. NEW ZEALAND LOCAL BOARDS AND COMMUNITY BOARDS CONFERENCE 2011 – BOARD MEMBERS ATTENDANCE

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

PURPOSE OF REPORT

1. The purpose of this report is to seek approval for a number of Lyttelton/Mt Herbert Community Board members to attend the 2011 New Zealand Local Boards and Community Boards Conference in Rotorua on 5 to 7 May 2011.

EXECUTIVE SUMMARY

2. The conference is being held in Rotorua from Thursday 5 to Saturday 7 May 2011. The theme for the conference is 'Communities on Board – The Changing Face of Community Governance' and will reflect on Boards' relationships, communications and advocacy with their communities, as well as considering the implications of the establishment of Auckland's 'super city' on communities throughout New Zealand Boards. More information is **attached**.
3. The programme includes key-note speakers and inter-active workshops hosted by experts, and the presentation of the Best Practice Awards in recognition of community board projects and initiatives which have made a difference.
4. On 17 August 2010 this Board decided not to submit an entry to the Best Practice Awards.

FINANCIAL IMPLICATIONS

5. The conference registration cost for each appointed delegate is \$591 exclusive of GST, noting this is the earlybird rate until close of business on 4 March 2011. The standard registration from 4 March 2011 will be \$676. In addition, accommodation and airfare costs will be in the order of approximately \$350 and \$300 respectively, per person. Therefore with early bird registration the cost per person would be approximately \$1,241.
6. The Board's 2010/11 remaining operational budget of \$4,186 has the necessary conference and training funding available to fund three Board members to attend.

Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

7. Yes.

LEGAL CONSIDERATIONS

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

8. There are no direct legal implications involved. A Community Board resolution is required for expenditure for attendance of Board members at conferences.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?

9. Not applicable.

ALIGNMENT WITH STRATEGIES

10. Not applicable.

17 Cont'd

Do the recommendations align with the Council's strategies?

11. Not applicable.

CONSULTATION FULFILMENT

12. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Board give consideration to approving the attendance of a number of Board members to the 2011 New Zealand Local Boards and Community Boards Conference in Rotorua from 5 to 7 May 2011.

18. SPARC RURAL TRAVEL FUND FOR BANKS PENINSULA

| | |
|-------------------------------------|--------------------------------------------------|
| General Manager responsible: | General Manager Community Support , DDI 941-8607 |
| Officer responsible: | Unit Manager Recreation and Sport |
| Author: | Maggie Button Community Activities Officer |

PURPOSE OF REPORT

1. To allocate within the Banks Peninsula area the funds from 2010/11 SPARC Rural Travel Fund

EXECUTIVE SUMMARY

2. SPARC Rural Travel Funds are provided to encourage participation in sport by young people living in rural communities. It is open to rural sports clubs and rural school teams in areas that have less than ten people per square kilometre. The fund is for young people aged between 5-19 years who require subsidies to assist with transport expenses to local sporting competitions. The fund is not available for travelling to regional or national events. A school club team is defined as one participating in regular local sport competitions in weekends, excluding inter-school and intra-school competitions during school time. A sports club is defined as participating in organised, regular sport competition through membership outside school time. (Refer to extracts from the Rural Travel Fund Guidelines 2010/2011 – **Attachment 3**). 'Local' for Peninsula young people means travelling to other sub-unions such as Ellesmere, Waihora, Lincoln and further afield to participate in regular competitions.
3. For the 2010/11 funding round SPARC have allocated \$9,500.00 (excluding GST) for the Banks Peninsula area. Lyttelton and Governors Bay, which have more than ten people per square kilometre are not included. There is an extra amount of \$973.00 carried over from last year due to an unspent grant returned from the Mt Herbert Under 20 Trust.
4. Five percent of these funds may be allocated to advertising. In October 2010 two advertisements were placed in the local newspapers - one in the Akaroa Mail and one in the Bay Harbour News. The total cost of advertising was \$177.40. All past applicants have been mailed the funding application guidelines and prominent leaders in the community have promoted the opportunity to sporting associations.
5. The closing date of grant applications was 5 November 2010. This was one week later than last year to allow for any interruptions as a consequence of the earthquake.
6. Last year four organisations received funds (refer Summary report – **Attachment 2**). This year four applications have also been received. One each from Diamond Harbour Rugby Football Club, Banks Peninsula Rugby Football Club, Akaroa School and the Tai Tapu Netball Club. The Tai Tapu Netball Club have applied only for the 25 girls who reside in Banks Peninsula.

FINANCIAL IMPLICATIONS

7. The total amount available to distribute is \$10,285.60. The total amount of funds requested is \$10,168.00.

Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

8. Yes, the funding has been provided to Christchurch City Council from SPARC and is aligned to The Council's community grants scheme on page 187: "*community grants made on behalf of other organisations.*"

LEGAL CONSIDERATIONS

9. There are no legal considerations

18 Cont'd

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

10. This funding assists the Council to meet the community outcomes under Recreation on page 56 of the 2009-2019 LTCCP: - *"More people participate in physical and sporting activities."*

Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?

11. Yes, as above.

ALIGNMENT WITH STRATEGIES

12. The applications align with the Physical Recreation & Sport Strategy 2002, objective 4.1: *"Sports clubs and associations are meeting the needs of the public".*

CONSULTATION FULFILMENT

13. Not applicable

STAFF RECOMMENDATION

It is recommended that the Lyttelton/Mt Herbert Community Board approves the staff recommendations contained in the attached SPARC Rural Travel Fund Application Matrix 2010/11, **(Attachment 1)** and that the remaining balance of \$117.60 be held over for the 2011/12 funding round.

19. BRIEFINGS

20. COMMUNITY BOARD ADVISERS UPDATE

20.1 BOARD FUNDING BALANCES

A copy of the Board's funding balances as at 30 November 2010 is **attached** for members' information.

20.2 CUSTOMER SERVICES REQUESTS – 1 AUGUST 2010 TO 31 OCTOBER 2010

Attached for members' information.

20.3 STODDART POINT MANAGEMENT PLAN – APPOINTMENT TO HEARINGS PANEL

At its 13 July 2010 meeting the Board considered a report regarding the release of the Draft Stoddart Point Management Plan for public consultation. As part of the resolution for the release of that document, the Board resolved:

That the Board appoint a representative to be considered for the hearings panel when formal appointments are made by the Board following the triennial election.

STAFF RECOMMENDATION

That the Board appoint a representative to be considered for the hearings panel for the Stoddart Point Management Plan.

14. 12. 2010

21. ELECTED MEMBERS INFORMATION EXCHANGE

22. QUESTIONS UNDER STANDING ORDERS