

30. 8. 2011



LYTTELTON/MT HERBERT COMMUNITY BOARD EXTRAORDINARY AGENDA

TUESDAY 30 AUGUST 2011

AT 9.30AM

**IN THE MEETING ROOM
LYTTELTON RECREATION CENTRE,
25 WINCHESTER 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
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KARAKIA

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1. **APOLOGIES**

2. **CONFIRMATION OF MEETING MINUTES – 2 AUGUST 2011**

The minutes of the Board's meeting of 2 August 2011 are **attached**.

STAFF RECOMMENDATION

That the Minutes of the Board's meeting held on Tuesday 2 August 2011 be confirmed.

3. DEPUTATIONS BY APPOINTMENT

3.1 CANTERBURY SECONDARY SCHOOL MTB CLUB

Representatives from the Canterbury Secondary School MTB Club (also known as HUXSTER) wish to address the Board to try and progress the idea of a Pump Track in Lyttelton for the youth to get fit and learn biking skills.

4. CORRESPONDENCE

Nil.

5. PRESENTATION OF PETITIONS

6. NOTICES OF MOTION

7. MINUTES OF LYTTELTON HARBOUR/WHAKARAUPU ISSUES GROUP – 12 JULY 2011

The minutes of the Lyttelton Harbour/Whakaraupo Issues Group meeting of 12 July 2011 are **attached**.

STAFF RECOMMENDATION

That the Board receive the minutes of the Lyttelton Harbour/Whakaraupo Issues Group meeting held on 12 July 2011.

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8. MINUTES OF LYTTELTON RESERVES MANAGEMENT COMMITTEE MEETING – 23 MAY 2011

The minutes of the Lyttelton Reserves Management Committee meeting of 23 May 2011 are **attached**.

STAFF RECOMMENDATION

That the Board receive the minutes of the Lyttelton Reserves Management Committee meeting of 23 May 2011.

9. APPLICATION TO LYTTTELTON/MT HERBERT YOUTH DEVELOPMENT SCHEME – CAMERON DARBY

General Manager responsible:	General Manager, Community Support DDI 941-8607
Officer responsible:	Unit Manager, Community Support Unit
Author:	Philipa Hay Community Development Adviser

PURPOSE OF REPORT

1. The purpose of this report is to present a request for funding from Cameron Darby to the Lyttelton/Mt Herbert Community Board from its Youth Development Scheme.
2. The request is for a contribution towards the cost of attending the World Pipe Band Championships in Glasgow.

EXECUTIVE SUMMARY

3. Cameron is a Governor's Bay resident who plays bagpipes for the Grade 1 Canterbury Caledonian Pipe Band which has been judged 'Best South Island Band' and is third in New Zealand. This band is going to compete in the World Pipe Band Championships in Scotland during August 2011.
4. Cameron started piping in 2006 at St Andrews College under the tuition of Barry Shaw. He then worked with Richard Hawke – a world champion piper, and whilst still at school was regularly placed in a number of annual competitions around the country including Hawkes Bay, Dunedin and Christchurch. The school pipe band gained three national titles and numerous regional titles, and a fifth place at the World Championships 2010 while Cameron was still at school and playing with them.
5. Cameron would like to make A Grade in solo piping – he is currently B Grade – and to qualify for the world Championships final in the short-term. In the long term, Cameron would like to be part of a World Championship winning band.
6. Although piping and university studies take up most of his discretionary time, Cameron also enjoys a round of golf, social rugby and catching up with friends. He has been asked to pipe at various community events including ANZAC Day and has piped at funerals.

FINANCIAL IMPLICATIONS

7. The following table provides a breakdown of funding requested, and funds in hand:

CAMERON DARBY	
EXPENSES	Cost (\$)
Travel	\$ 2,500
Travel insurance	\$130
Total Cost	\$2,630
Income	
Various fundraisers contributing to the band as a whole <ul style="list-style-type: none"> • Scottish Gold Day at Clearwater • Fundraiser concert (in Timaru) " On Solid Ground" • Fundraiser raffle tickets • Bottle Auction • 2010 Summer holidays (3 months work) 	
Amount Requested from Community Board	Contribution

8. This is the first time the applicant has applied for funding from the Lyttelton/Mt Herbert Community Board.

9 Cont'd

9. At present, the 2011/12 Youth Development Scheme has no specific funds allocated to it, as such. Should the Board wish to make a grant to the applicant, funds will need to be transferred from the 2011/12 Discretionary Response Fund to the Youth Development Scheme. There is currently a balance of \$12,799 remaining in the Discretionary Response Fund.

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

10. Yes. This application is seeking funding from the Community Board's 2011/12 Youth Development Scheme which has been establishment from the Board's 2011/12 Discretionary Response Fund.

LEGAL CONSIDERATIONS

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

11. There are no legal implications in regards to this application.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

12. Aligns with LTCCP and Activity Management Plans pages 172 and 176.

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

13. Yes Strengthening Communities page 172 (2009-19 LTCCP).

ALIGNMENT WITH STRATEGIES

14. This application aligns with the Council's Youth Strategy, the Strengthening Communities Strategy and the Council Community Grants Funding Outcome:
- Reduce or overcome barriers to participation

Do the recommendations align with Council's Strategies

15. Strengthening Communities Strategy

CONSULTATION FULFILMENT

16. Not applicable.

STAFF RECOMMENDATION

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

- (a) Transfers \$500 from the Lyttelton/Mt Herbert 2011/12 Discretionary Response Fund to the Lyttelton/ Mt Herbert 2011/12 Youth Development Scheme.
- (b) Makes a grant of \$500 from the Lyttelton/Mt Herbert 2011/12 Youth Development Scheme to Cameron James Darby towards his attendance at the World Pipe Band Championships.

10. EXETER STREET/DUBLIN STREET SLIP ROAD – PROPOSED STOP CONTROL AND NO STOPPING RESTRICTIONS

General Manager responsible:	General Manager City Environment, DDI 941-8608
Officer responsible:	Road Corridor Manager
Author:	Steve Hughes Traffic Engineer

PURPOSE OF REPORT

1. The purpose of this report is to seek the Board’s approval that a Stop Sign and No Stopping Restrictions be located at the intersection of the slip road from Exeter Street to Dublin Street.

EXECUTIVE SUMMARY

2. Council staff have received a request from a Lyttelton resident that a traffic control device be installed at the above intersection to improve safety. Please refer to the **attached** plan.
3. Vehicles exiting from Exeter Street have to merge with vehicles proceeding downhill on Dublin Street via a slip road that is narrow, considerably lower than Dublin Street, and approaches at an acute angle to the intersection. The low road and acute angle of the approach severely restricts the visibility of vehicles on the slip road of and to vehicles approaching from above on Dublin Street. Should there also be vehicles parked on the eastern side of Dublin Street just above the slip road, the visibility of the approaching vehicles is even further restricted. The vehicles exiting from Exeter Street legally have to give way to vehicles travelling downhill from the right.
4. A sign has been installed on the slip road approach to the intersection stating: “Caution Give Way to Traffic on Right”. This sign does not comply with the Land Transport Rule: Traffic Control Devices 2004 or with any previous authorising legislation. It therefore has no legal standing.
5. Due to the restricted visibility of approaching vehicles described above, and to make clear to motorists exiting from Exeter Street that motorists on Dublin Street have right of way, it is proposed that the Board resolve to install a Stop Sign on the Exeter Street slip road approach to Dublin Street. A stop control is appropriate given the restricted visibility and as the intersection will also be “squared up” by painting Stop limit line markings in line with the direction of Dublin Street (see **attached** plan).
6. To further improve the visibility of the approaching vehicles it is proposed that no stopping markings be installed along the eastern side of Dublin Street above its intersection with the slip road. This will stop parked vehicles from restricting visibility.
7. These proposed changes should improve safety at the intersection by making the Exeter Street approach more of a “T” intersection confirming that motorists should stop and check for oncoming vehicles when entering Dublin Street.

FINANCIAL IMPLICATIONS

8. The estimated cost of this proposal is \$750.

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

9. The installation of signs and road markings are covered by Transport and Greenspace Operational budgets

LEGAL CONSIDERATIONS

10. The Community Boards have delegated authority from the Council to exercise the delegations as set out in the Register of Delegations. The list of delegations for the Community Boards includes the resolution of parking restrictions and traffic control devices.
11. The installation of any signs and/ or markings associated with traffic control devices must comply with the Land Transport Rule: Traffic Control Devices 2004. The previous sign and markings did not comply with that legislation.

10 Cont'd

ALIGNMENT WITH LTP AND ACTIVITY MANAGEMENT PLANS

12. 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 2009-19 LTP?

13. As above.

ALIGNMENT WITH STRATEGIES

14. The recommendations align with the latest Council Strategies including the Road Safety Strategy 2004.

Do the recommendations align with the Council's Strategies?

15. As above.

CONSULTATION FULFILMENT

16. No consultation was carried out in relation to the installation of the stop sign and the no stopping restrictions for the following reasons:
- (a) The stop sign and no stopping restrictions should be installed at this intersection on safety grounds alone.
 - (b) In relation to the installing of the stop sign, it is legally resolving an approved traffic control device.
 - (c) Motorists from all over Lyttelton use this intersection and consultation with only nearby residents would not reach all these users.

STAFF RECOMMENDATION

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

- (a) That a Stop control be placed on the slip road linking Exeter Street with Dublin Street.
- (b) That the stopping of vehicles be prohibited at any time on the eastern side of Dublin Street commencing at its northern intersection with the slip road from Exeter Street and extending in a northerly direction for a distance of nine metres.

11. **PARK TERRACE – PROPOSED NO STOPPING RESTRICTIONS**

General Manager responsible:	General Manager City Environment, DDI 941-8608
Officer responsible:	Acting Transport and Greenspace Manager
Author:	Mark Millar, Senior Traffic Engineer – Community

PURPOSE OF REPORT

1. The purpose of this report is to seek the Lyttelton/Mt Herbert Community Board's approval that the stopping of vehicles be prohibited at any time at two corners at the eastern end of Park Terrace.

EXECUTIVE SUMMARY

2. The Traffic Operations Team have received a request from the Lyttelton/Mt Herbert Community Board to investigate the installation of No Stopping restrictions on Park Terrace at the corner known as 'white gates' and the next corner east from this, which is at the location where Park Terrace becomes Brittan Terrace. Please refer to **Attachment 1**.
3. Park Terrace is an arterial road with a speed limit of 50 km/h. It is a winding and sometimes narrow road which joins Governors Bay Road at its western end and Brittan Terrace at its eastern end. No Stopping restrictions (broken yellow lines) are already installed at several locations along Park Terrace and Brittan Terrace.
4. It would appear from aerial photos and information from a long term resident that broken yellow lines have previously been installed at the Park Terrace / Brittan Terrace corner but have been sealed over and not remarked.
5. Both 'white gates' and the Park Terrace / Brittan Terrace corner are 90° bends, or close to that, with a steep bank and vegetation on the inside of the corner which completely obscures the visibility of oncoming traffic. When vehicles are parked at or close to these corners, traffic rounding the corner is forced to cross the centre line and has no visibility of oncoming traffic. This can be particularly dangerous when large vehicles are rounding the corner.
6. At 'white gates' corner, it is proposed that no stopping restrictions be installed on both sides of the road. The outer carriageway at Park Terrace / Brittan Terrace corner widens out and at this stage it is proposed that no stopping restrictions be installed only on the inside of the corner. Should this proposal not resolve the associated parking issues, then no stopping restrictions can be considered for the outside of this corner at a later date.
7. The installation of no stopping restrictions at these corners is consistent with other tight corners along Park Terrace and Brittan Terrace. The broken yellow line marking is also understood by overseas tourists as indicating a No Stopping restriction. Preventing vehicles from parking at these corners will significantly improve the level of safety for road users.

FINANCIAL IMPLICATIONS

8. The estimated cost of this proposal is approximately \$450.

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

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

LEGAL CONSIDERATIONS

10. Part 1, Clause 5 of the Christchurch City Council Traffic and Parking Bylaw 2008 provides Council with the authority to install parking restrictions by resolution.
11. The Community Boards have delegated authority from the Council to exercise the delegations as set out in the Register of Delegations. The list of delegations for the Community Boards includes the resolution of parking restrictions.

11 Cont'd

12. The installation of any parking restriction signs and/ or markings must comply with the Land Transport Rule: Traffic Control Devices 2004.

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

13. As above.

ALIGNMENT WITH LTP AND ACTIVITY MANAGEMENT PLANS

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

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

15. As above.

ALIGNMENT WITH STRATEGIES

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

Do the recommendations align with the Council's Strategies?

17. As above.

CONSULTATION FULFILMENT

18. Nine consultation letters were sent to the property owners / residents on this section of Park Terrace with four responses received.

19. All four responses were in support of the proposal, however, the following issues were raised:

- (a) Can the extent of the no stopping restriction in front of number 2 Park Terrace be reduced?

The respondent was advised that the no stopping restriction has been extended by six metres past the existing footpath steps to provide visibility for both pedestrians and motorists.

- (b) Can the extent of the no stopping restriction in front of number 6 Park Terrace be extended across their access and could 'Residents Only' parking be provided?

The no stopping restriction has been extended across the steps to number 6 Park Terrace. Council policy does not support 'Residents Only' parking in this situation.

20. The Corsair Bay Residents' Association supports this proposal.

21. The Officer in Charge - Parking Enforcement agrees with this recommendation.

STAFF RECOMMENDATION

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

Revocations

- (a) That any existing No Stopping Restrictions on the southern (seaward) side of Park Terrace commencing at a point 120 metres south west of its intersection with Brittan Terrace and extending in a predominantly south westerly direction for a distance of 216 metres be revoked.
- (b) That any existing No Stopping Restrictions on the northern (landward) side of Park Terrace commencing at its intersection with Brittan Terrace and extending in a predominantly south westerly direction for a distance of 200 metres be revoked.

11 Cont'd

- (c) That any existing No Stopping Restrictions on the northern (landward) side of Park Terrace commencing at its intersection with Brittan Terrace and extending in a predominantly north westerly direction for a distance of 35 metres be revoked.

No Stopping Restriction

- (d) That the stopping of vehicles be prohibited at any time on the southern (seaward) side of Park Terrace commencing at a point 124 metres south west of its intersection with Brittan Terrace and extending in a predominantly south westerly direction for a distance of 90 metres.
- (e) That the stopping of vehicles be prohibited at any time on the northern (landward) side of Park Terrace commencing at its intersection with Brittan Terrace and extending in a predominantly south westerly direction for a distance of 24 metres.
- (f) That the stopping of vehicles be prohibited at any time on the northern (landward) side of Park Terrace commencing at a point 120 metres south west its intersection with Brittan Terrace and extending in a predominantly south westerly direction for a distance of 78 metres.
- (g) That the stopping of vehicles be prohibited at any time on the northern (landward) side of Park Terrace commencing at its intersection with Brittan Terrace and extending in a predominantly north westerly direction for a distance of 34 metres.

12. COLERIDGE TERRACE – PROPOSED STOP CONTROL

General Manager responsible:	General Manager City Environment, DDI 941-8608
Officer responsible:	Acting Transport and Greenspace Manager
Author:	Mark Millar, Traffic Operations

PURPOSE OF REPORT

1. The purpose of this report is to seek the Board's approval that a Stop Control be placed against Coleridge Terrace at its intersection with Hawkhurst Road and London Street.

EXECUTIVE SUMMARY

2. Following a request from a resident, staff have investigated safety issues at this intersection. It is proposed that a Stop control be installed against Coleridge Terrace at the intersection and a 'Concealed Exit on Curve' warning sign be installed on Hawkhurst Road north of the intersection. Please refer to the **attached** plan.
3. The main thoroughfare is Hawkhurst Road/London Street running approximately north/south, with Coleridge Terrace intersecting from the east and Bridle Path and a continuation of Hawkhurst Road intersecting from the west. These are all local roads with a speed limit of 50km/h.
4. Coleridge Terrace is approximately 140 metres long and runs between Dublin Street and Hawkhurst Road. It is an unusual street as only approximately 30 metres at the western end is legal road. The remainder of Coleridge Terrace is private property owned by the Lyttelton Club and provides parking for members. This section of Coleridge Terrace operates as a one way street, with access at the eastern end from Dublin Street and exiting via the legal road at the western end out to Hawkhurst Road.
5. There are currently Give Way controls against Bridle Path and Coleridge Terrace, although the Coleridge Terrace Give Way sign is missing and the road marking is very faint. There is an existing length of No Stopping restriction on the eastern side of Hawkhurst Road north of its intersection with Coleridge Terrace to prevent parked vehicles from obstructing visibility at the intersection.
6. The Coleridge Terrace intersection with Hawkhurst Road is an acute angle and vehicles turning out of Coleridge Terrace have very limited visibility of traffic approaching from their right down Hawkhurst Road, which is a steep section of road.
7. The existing Give Way control against Coleridge Terrace does not meet the New Zealand Transport Agency (NZTA) Manual of Traffic Signs and Markings (MOTSAM) guidelines regarding visibility requirements at intersections and staff recommend that this be revoked and a Stop control against Coleridge Terrace be installed.
8. Whilst this will always be a difficult intersection for vehicles exiting Coleridge Terrace, the proposed Stop control will improve the safety at this intersection by requiring vehicles exiting Coleridge Terrace to stop and confirm it is safe before pulling out. As an additional safety measure, it is also proposed that signage warning 'Concealed Exit on Curve' be installed on Hawkhurst Road north of Coleridge Terrace.

FINANCIAL IMPLICATIONS

9. The estimated cost of this proposal is approximately \$900.

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

10. The installation of road markings and signs is within the LTP Streets and Transport Operational Budgets.

12 Cont'd

LEGAL CONSIDERATIONS

11. The Community Boards have delegated authority from the Council to exercise the delegations as set out in the Register of Delegations. The list of delegations for the Community Boards includes the resolution of parking restrictions and traffic control devices.
12. 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?

13. As above.

ALIGNMENT WITH LTP AND ACTIVITY MANAGEMENT PLANS

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

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

15. As above.

ALIGNMENT WITH STRATEGIES

16. The recommendations align with the Council Strategies including the Road Safety Strategy 2004 and the Safer Christchurch Strategy 2005.

Do the recommendations align with the Council's Strategies?

17. As above.

CONSULTATION FULFILMENT

18. The residents at the western end of Coleridge Terrace have been advised of the proposal to replace the existing Give Way control with a Stop control.
19. The Lyttelton Club, who own part of Coleridge Street, has been asked to advise their members of the proposed change.
20. The Lyttelton Community Association has been advised of the proposal to replace the existing Give Way control with a Stop control.

STAFF RECOMMENDATION

It is recommended that the Lyttelton/Mt Herbert Board:

- (a) Revoke the existing Give Way control against Coleridge Terrace at its intersection with Hawkhurst Road/London Street be revoked.
- (b) Approve the placement of a Stop control against Coleridge Terrace at its intersection with Hawkhurst Road/London Street.

13. JAMES DRIVE – PROPOSED GIVE WAY CONTROL

General Manager responsible:	General Manager City Environment, DDI 941-8608
Officer responsible:	Acting Transport and Greenspace Manager
Author:	Mark Millar, Traffic Operations

PURPOSE OF REPORT

1. The purpose of this report is to seek the Board’s approval that a Give Way control be placed against James Drive at its intersection with Marine Drive in Diamond Harbour.

EXECUTIVE SUMMARY

2. Following a request from a resident, staff have investigated safety issues at this intersection. It is proposed that a Give Way control be installed against James Drive at the intersection. Please refer to the **attached** plan.
3. James Drive is a local road and Marine Drive is an arterial road. The speed limit on both roads is 50km/hr. James Drive currently intersects with Marine Drive at an uncontrolled “T” junction where the "give way to the right" rule applies.
4. There has been one reported crash in the vicinity of this intersection in the 10 year period from 2000 to 2010 and it was due to loss of control. However, there are safety issues relating to visibility either side of the intersection, due to the winding nature of Marine Drive and the vegetation on the bend to the south.
5. The proposed Give Way control against James Drive will remove the current confusion and will give right of way to traffic turning right from Marine Drive into James Drive. This will reduce the need for turning traffic to wait in the centre of Marine Drive where there is minimal forward visibility for other drivers on the same road. The Give Way control limit line will be located to position vehicles so drivers have a clear view of traffic approaching from both directions.
6. In association with the proposed installation of the Give Way control it is proposed to realign the centre line, continuity line and edge line road marking to achieve possible undertaking of vehicles waiting on Marine Drive to turn right into James Drive.

Trees/bushes on the east side of Marine Drive would also be trimmed back to improve forward visibility.

FINANCIAL IMPLICATIONS

7. The estimated cost of this proposal is approximately \$2000.

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

8. The installation of road markings and signs is within the LTP Streets and Transport Operational Budgets.

LEGAL CONSIDERATIONS

9. The Community Boards have delegated authority from the Council to exercise the delegations as set out in the Register of Delegations.
10. 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?

11. As above.

13 Cont'd

ALIGNMENT WITH LTP AND ACTIVITY MANAGEMENT PLANS

12. 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 2009-19 LTP?

13. As above.

ALIGNMENT WITH STRATEGIES

14. The recommendations align with the Council Strategies including the Road Safety Strategy 2004 and the Safer Christchurch Strategy 2005.

Do the recommendations align with the Council's Strategies?

15. As above.

CONSULTATION FULFILMENT

16. The residents and property owners in James Drive and Marine Drive in the vicinity of the intersection have been informed of the proposal to install a Give Way control against James Drive at Marine Drive. No comments were received.
17. A letter has also been sent to the Diamond Harbour Community Association informing them of the proposal.

STAFF RECOMMENDATION

It is recommended that the Lyttelton/Mt Herbert Community Board approve the placement of a Give Way control against James Drive at its intersection with Marine Drive.

14. LOCAL GOVERNMENT “KNOW HOW” TRAINING WORKSHOPS – MEDIA, DECISION MAKING AND PUBLIC CONSULTATION

General Manager responsible:	General Manager Regulation & 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 Lyttelton/Mt Herbert Community Board’s approval for interested members to attend Local Government New Zealand “Know How” Training Workshops – How to Present the Right Image to the Media, Decision Making and a Practical Guide to Public Consultation, to be held at the Selwyn District Council on Tuesday 30 August, Tuesday 20 September and Tuesday 18 October 2011 respectively.

EXECUTIVE SUMMARY

2. These workshops are all one day events. The How to Present the Right Image to the Media course is designed for elected members to develop a strong relationship with the media. The Decision Making – How it Really Works course provides an interactive workshop which references the Local Government Act, the Council’s Long Term Plan and other relevant legislation to give a complete framework for decision making. The Practical Guide to Public Consultation workshop focuses on how consultation works in the local government context.

Further information on each workshop is **attached**.

FINANCIAL IMPLICATIONS

3. The cost of these Local Government workshops are:

How to Present the Right Image to the Media	\$795 per person plus GST
Decision Making – How it Really Works	\$495 per person plus GST
Practical Guide to Public Consultation	\$795 per person plus GST

The Board’s 2011/12 training and travel budgets currently have an unallocated budget of \$3,050.

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

4. 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?

5. 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 2009-19 LTCCP?

6. Not applicable.

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council’s strategies?

7. Not applicable.

14 Cont'd

CONSULTATION FULFILMENT

8. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Lyttelton/Mt Herbert Community Board give consideration to approving the attendance by interested members at the Local Government New Zealand "Know How" Training Workshops – How to Present the Right Image to the Media, Decision Making and a Practical Guide to Public Consultation, to be held at the Selwyn District Council on Tuesday 30 August, Tuesday 20 September and Tuesday 18 October 2011 respectively.

15. LOCAL GOVERNMENT “KNOW HOW” TRAINING WORKSHOP – COMMUNITY BOARDS

General Manager responsible:	General Manager Regulation & 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 Lyttelton/Mt Herbert Community Board’s approval for interested members to attend Local Government New Zealand “Know How” Training Workshop – Community Boards, to be held at the Waimakariri District Council on Friday 16 September 2011.

EXECUTIVE SUMMARY

2. This workshop is a one day event and is aimed at helping Board members understand and value the role of the Board. It will cover in detail the role of the community board and how to build strong trust-based relationships. As well as working through relevant legislation, the workshop will review various success stories from across New Zealand.

Discussions include:

- The decision making processes
- Identifying personal action points
- Statutory roles and responsibilities
- Proactive and reactive roles
- How to advocate for the interests of your community

Further information is **attached**.

FINANCIAL IMPLICATIONS

3. The cost of this Local Government workshop is \$350 plus GST per person.

The Board’s 2011/12 training, conference and travel budgets currently have an unallocated budget of \$4,550, subject to recent decisions made by the Board on training.

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

4. 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?

5. 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 2009-19 LTCCP?

6. Not applicable.

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council’s strategies?

7. Not applicable.

15 Cont'd

CONSULTATION FULFILMENT

8. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Lyttelton/Mt Herbert Community Board give consideration to approving the attendance by interested members at the Local Government New Zealand "Know How" Training Workshop – Community Boards, to be held at the Waimakariri District Council on Friday 16 September 2011.

16. BRIEFINGS

Nil.

17. COMMUNITY BOARD ADVISER'S UPDATE

17.1 BOARD FUNDING BALANCES – 2011/12 FINANCIAL YEAR

A copy of the Board's funding balances as at 31 July 2011 is **attached** for members' information.

17.2 PRODUCTIVITY COMMISSION – INTERNATIONAL FREIGHT TRANSPORT SERVICES

A copy of the Board's submission on the inquiry by the Productivity Commission into International Freight Transport Services is **attached** for members consideration and approval.

30. 8. 2011

18. BOARD MEMBERS' INFORMATION EXCHANGE

19. QUESTIONS UNDER STANDING ORDERS