

**AKAROA-WAIREWA COMMUNITY BOARD  
AGENDA**

**WEDNESDAY 16 FEBRUARY 2010**

**AT 9.30AM**

**IN THE GAIETY HALL SUPPER ROOM,  
105 RUE JOLIE, AKAROA**

**Community Board:** Pam Richardson (Chairman), Bryan Morgan (Deputy Chairman), Leigh Hickey, Stewart Miller and Claudia Reid

**Community Board Adviser**

Liz Carter

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1. **APOLOGIES**

2. **CONFIRMATION OF MEETING MINUTES – 8 DECEMBER 2010**

The minutes of the Board's ordinary meeting of Wednesday 8 December 2010 are **attached**.

**STAFF RECOMMENDATION**

That the minutes of the Board's ordinary meeting held on 8 December 2010 be confirmed.

**3. DEPUTATIONS BY APPOINTMENT**

**3.1 TAKAMATUA RATEPAYERS ASSOCIATION – KEVIN SIMCOCK**

Kevin Simcock, President of the Takamatua Ratepayers Association wishes to address the Board on the following issues:

- (a) The proposed Akaroa/Takamatua water supply
- (b) Takamatua wharf refurbishment
- (c) Takamatua East end reserve
- (d) Interaction of the Community Board with resident/ratepayers associations.

**3.2 DAVID BRAILSFORD**

David Brailsford, Chief Rural Fire Officer, will update the Board on rural fire issues.

**3.3 ROB WATSON – ANNANDALE - PIGEON BAY RESERVE PROPOSED PLANTING PLAN**

Rob Watson wishes to update the Board on the final planting plan for the Pigeon Bay Reserve and areas in relation to the Pigeon Bay boat park land exchange.

**3.4 PETER THELNING**

Peter Thelning wishes to address the Board on roading issues

**4. PRESENTATION OF PETITIONS**

**5. NOTICES OF MOTION**

**6. CORRESPONDENCE**

**6.1 AWA-ITI RESERVE MANAGEMENT COMMITTEE**

**Attached** is a letter from the Awa-iti Reserve Management Committee on various issues.

**STAFF RECOMMENDATION**

It is recommended that the Board receive the correspondence.

**7. AKAROA HARBOUR ISSUES WORKING PARTY MINUTES – 30 NOVEMBER 2010**

The minutes of the Akaroa Harbour Issues Working Party meeting of Tuesday 30 November 2010 are **attached**.

**STAFF RECOMMENDATION**

That the Board receive the minutes of the Akaroa Harbour Issues Working Party meeting held on Tuesday 30 November 2010.

**8. RESERVE MANAGEMENT COMMITTEE TRIENNIAL MINUTES**

**8.1 ROBINSONS BAY RESERVE MANAGEMENT COMMITTEE – 20 JANUARY 2011**

The minutes of the Robinsons Bay Reserve Management Committee's Triennial Election meeting of 20 January 2011 are **attached**. These minutes have not been confirmed.

**STAFF RECOMMENDATION**

That the Board receive the minutes of the Robinsons Bay Reserve Management Committee meeting held on Thursday 20 January 2011.

**STAFF RECOMMENDATION**

That the Board approve the following people as members of the Robinsons Bay Reserve Management Committee:

Raywyn Stronach  
Paddy Stronach  
Marion Wilson  
Lynne Rhodes  
Lee Robinson

Sue Lovett  
Richard Lovett  
Annette Moore  
Pippa Foley  
Tracey Foley

**9. RESERVE MANAGEMENT COMMITTEE MINUTES**

**9.1 DUVAUCHELLE RESERVE MANAGEMENT COMMITTEE – 13 DECEMBER 2010**

The minutes of the Duvauchelle Reserve Management Committee meeting of 13 December 2010 are **attached**.

**STAFF RECOMMENDATION**

That the Board receive the minutes of the Duvauchelle Reserve Management Committee meeting held on Monday 13 December 2010.

**9.2 DUVAUCHELLE RESERVE MANAGEMENT COMMITTEE – 10 JANUARY 2011**

The minutes of the Duvauchelle Reserve Management Committee meeting of 10 January 2011 are **attached**. These minutes have not been confirmed.

**STAFF RECOMMENDATION**

That the Board receive the minutes of the Duvauchelle Reserve Management Committee meeting held on Monday 10 January 2011.

## 10. AKAROA/WAIREWA COMMUNITY BOARD SMALL GRANTS FUND ASSESSMENT COMMITTEE 2010/2013

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

### PURPOSE OF REPORT

1. The purpose of the report is for the Board to consider the establishment of a Small Grants Fund Assessment Committee

### EXECUTIVE SUMMARY

2. At its meeting on 8 December 2010 the Board established its governance arrangements for the 2010/2013 term, but did not at that time consider the establishment of a Small Grants Fund Assessment Committee.
3. In addition to the committees and subcommittees established by the Board in December, it is proposed that the Board now establish its Small Grants Fund Assessment Committee. 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.
4. 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.
5. 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.
6. Each Community Board will have a Small Grants Fund Assessment Committee to allocate their Small Grants Fund (SGF). The total for this Board is \$6,826.
7. 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 communities of interest.
  - The ability to be articulate and assertive.
8. 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.
9. 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.
10. 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?**

11. 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?**

12. A Council, or Community Board, may appoint committees, subcommittees other subordinate decision making bodies and joint committees (clause 30, Schedule 7). Council's and Community Board's also have the power to appoint or discharge any member of a committee (clause 31(1)). Such committees, etc are "*subject in all things to be control of the local authority [or read community board], and must carry out all general and special directions of the local authority given in relation to the committee or other body or the affairs of the committee or other body*" (clause 30(3)),
13. The minimum number of members for a "committee" is three, with a quorum being two (one of whom must be an elected member), or the quorum can be a greater number, as determined by the Community Board. At least one member of a committee must be an elected member of the Community Board, but an employee of the local authority cannot be a member (if they are acting in the course of their employment). Clause 31 also provides:
14. "(3) The members of a committee or subcommittee may, but need not be, elected members of the local authority [community board], and a local authority or committee may appoint to a committee or subcommittee a person who is not a member of the local authority or committee if, in the opinion of the local authority, that person has the skills, attributes, or knowledge that will assist the work of the committee or subcommittee."
15. Clause 26(3) is also relevant, as it provides that the Council/Community Board may appoint a member of a committee to be the chairperson of the committee, or if a chairperson is not appointed then the power of appointment may be exercised by the committee. A deputy chairperson can also be appointed to act in the absence of a chairperson (clause 26(4)). This person will preside at any meeting if the chairperson is absent from a meeting. However, if a deputy chair has not been appointed or if they are also absent then the members of the committee that are present must elect one of their number to preside at the meeting.

**ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

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

**ALIGNMENT WITH STRATEGIES**

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

17. Not applicable.

**CONSULTATION FULFILMENT**

18. Not applicable.

**STAFF RECOMMENDATION**

It is recommended that the Akaroa/Wairewa Community Board:

- (a) Establish the Akaroa/Wairewa Small Grants Fund Assessment Committee with the following Term of Reference:
  - To allocate annually under delegated authority, the Akaroa/Wairewa Community Board's Small Grants Fund – Local, in accordance with Council policy and the LTCCP.
- (b) Decide whether or not to appoint community representatives to the Akaroa/Wairewa Small Grants Fund Assessment Committee.
- (c) Appoint up to five Board members to the Akaroa/Wairewa Small Grants Fund Assessment Committee for the funding rounds 2011/12, 2012/13 and 2013/14.
- (d) Authorise the Akaroa/Wairewa Small Grants Fund Assessment Committee to appoint a Chairperson and Deputy Chairperson at its first meeting.
- (e) Set a quorum of five members for the Akaroa/Wairewa Small Grants Fund Assessment Committee, one of whom must be an elected member.

## 11. NEW ZEALAND COMMUNITY BOARDS' EXECUTIVE COMMITTEE – ZONE 5 REPRESENTATIVES – ELECTIONS

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

### PURPOSE OF REPORT

1. The purpose of this report is to have the Board vote in the election for the Zone 5 New Zealand Community Boards' Executive Committee Representative and Deputy Representative positions. As more than one nomination was received for each position, an election is required.

### EXECUTIVE SUMMARY

2. The election is being conducted under the auspices of Local Government New Zealand by postal vote using the preferential voting system.
3. The **attached** memorandum from the Chief Executive of Local Government New Zealand acting as Returning Officer refers and includes a sample of the voting paper to be used. Curriculum Vitae provided by the candidates have been circulated to Elected members under separate cover.
4. The candidates for the Zone 5 Representative election are:
  - David East, Burwood/Pegasus Community Board
  - Danny Gresham, Geraldine Community Board
  - Mike Mora, Riccarton/Wigram Community Board.
5. The candidates for the Zone 5 Deputy Representative election are:
  - Pauline Cotter, Shirley/Papanui Community Board
  - David East, Burwood/Pegasus Community Board
  - Mike Mora, Riccarton/Wigram Community Board
  - Michael (Mik) Symmons, Golden Bay Community Board.
6. The voting process requires the Chairperson, or an authorised alternative member of the Board, to:
  - (a) Mark on the voting paper the number "1" in the box next to the name of the candidate who is the Board's first preference, and
  - (b) Mark on the voting paper further consecutive numbers in descending order of preference in any or all of the remaining boxes next to the names of the remaining candidates.
7. Completed voting papers must be returned to the Returning Officer at Local Government New Zealand by Wednesday 23 February 2011.
8. The outcome of the election will be notified by Local Government New Zealand as soon as possible after the election. The appointments will take effect on Monday 28 February 2011 and will continue until their successor assumes office.

### FINANCIAL IMPLICATIONS

9. There are no direct financial considerations for the Council regarding these appointments. The Zone Representative and Deputy Representative would, when required, have any relevant costs met by Local Government New Zealand.

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

10. Not applicable, refer clause 9 above.

**LEGAL CONSIDERATIONS**

11. Not applicable.

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

12. Not applicable.

**ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

13. Not applicable.

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

14. Not applicable.

**ALIGNMENT WITH STRATEGIES**

15. Not applicable.

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

16. Not applicable.

**CONSULTATION FULFILMENT**

17. Not applicable

**STAFF RECOMMENDATION**

It is recommended:

- (a) That the Board decide the order of preference in which it wishes to vote for the candidates standing for election as the Zone 5 Representative and the Deputy Representative respectively, to the New Zealand Community Boards' Executive Committee, and;
- (b) That the Board Chairperson, or an alternative Board member, be authorised to complete the marking of the voting papers in relation to (a) above.

**12. BRIEFINGS**

**13. COMMUNITY BOARD ADVISERS UPDATE**

**13.1 BOARD FUNDING BALANCES**

**Attached** for members' information is the spreadsheet showing the balances for the Board's funding allocations for 2010-/11.

**13.2 CANTERBURY REGIONAL POLICY STATEMENT – BOARD SUBMISSION**

The Board requested that a submission to Environment Canterbury on the Canterbury Regional Policy Statement be prepared. The **attached** submission was submitted and ratification of that action is requested.

**STAFF RECOMMENDATION**

That the Board approve in retrospect the attached Akaroa/Wairewa Community Board's submission on the Regional Policy Statement.

**13.3 DUVAUCHELLE RESERVE MANAGEMENT COMMITTEE – MEMBERSHIP**

The Duvauchelle Reserve Management Committee has advised that Mr Derek Moir has been nominated as a committee member to the Reserve Committee to fill an extraordinary vacancy that arose through the resignation of Marye Miller.

**STAFF RECOMMENDATION**

That the Board approve Mr Derek Moir as a member of the Duvauchelle Reserve Management Committee.

**13.4 CUSTOMER SERVICES REQUESTS – 1 NOVEMBER 2010 TO 31 JANUARY 2011**

**Attached** for members' information.

16. 2. 2011

14. ELECTED MEMBERS INFORMATION EXCHANGE

15. QUESTIONS UNDER STANDING ORDERS