

LYTTELTON/MT HERBERT COMMUNITY BOARD AGENDA

**THURSDAY 15 NOVEMBER 2012
AT 1.30PM**

**IN THE BOARDROOM, LYTTELTON SERVICE CENTRE,
15 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

Telephone: 941 5682

Fax: (03) 304-7731

Email: liz.carter@ccc.govt.nz

PART A - MATTERS REQUIRING A COUNCIL DECISION

PART B - REPORTS FOR INFORMATION

PART C - DELEGATED DECISIONS

INDEX		PAGE NO
	KARAKIA	
PART C	1. APOLOGIES	4
PART C	2. CONFIRMATION OF MEETING MINUTES – 18 OCTOBER 2012	4
PART B	3. DEPUTATIONS BY APPOINTMENT	8
	3.1 2013 Census – Community Engagement Manager	
PART B	4. CORRESPONDENCE	8
PART B	5. PETITIONS	8
PART B	6. NOTICES OF MOTION	8
PART C	7. APPLICATION TO LYTTELTON/MT HERBERT COMMUNITY BOARD 2012/13 DISCRETIONARY RESPONSE FUND	9
PART C	8. APPLICATION TO LYTTELTON/MT HERBERT COMMUNITY BOARD 2012/13 DISCRETIONARY RESPONSE FUND – LYTTELTON RESERVES MANAGEMENT COMMITTEE	13
PART C	9. APPLICATION TO LYTTELTON/MT HERBERT COMMUNITY BOARD 2012/13 DISCRETIONARY RESPONSE FUND – LYTTELTON VOLUNTEER FIRE BRIGADE	16

PART C	10.	LYTTELTON/MT HERBERT COMMUNITY BOARD 2012/13 RECESS COMMITTEE	19
PART C	11.	LYTTELTON/MT HERBERT COMMUNITY BOARD 2013 MEETING DATES	20
PART B	12.	BRIEFINGS	22
PART B	13.	COMMUNITY BOARD ADVISER'S UPDATE	22
	13.1	Board Funding Balances	
	13.2	Banks Peninsula Water Management Zone Committee – 18 September 2012	
	13.3	Local Earthquake Recovery Co-ordination	
	13.4	Customer Service Requests: 1 August – 31 October 2012	
	13.5	Community Boards Conference 2013	
PART B	14.	ELECTED MEMBERS' INFORMATION EXCHANGE	31
PART B	15.	QUESTIONS UNDER STANDING ORDERS	31

Lyttelton/Mt Herbert Community Board Objectives for the 2010 – 2013 Triennium

These objectives are agreed by members of the Lyttelton/Mt Herbert Community Board. They are intended to guide decision-making and provide a basis for the Board's advocacy work in this triennium and beyond. These objectives can only be achieved in partnership with others, including our many resourceful community groups, mana whenua, local businesses (including Lyttelton Port of Christchurch), the Christchurch City Council and government agencies.

- **Local community partnership in earthquake recovery**
- **Port traffic off waterfront quays**
- **Improved public access to inner harbour waterfront**
- **A rebuilt sustainable Lyttelton town centre, with character**
- **Lyttelton Urban Design Advisory Committee up and running**
- **Retention, restoration, and timely recovery of local heritage**
- **Arts and creative activities supported and celebrated**
- **Lyttelton Harbour catchment water quality steadily improving**
- **Head-to-Head walkway up and running**
- **Predator-free Port Hills**
- **Landscapes protected and sustainably managed**
- **Stoddart Point and Coastal Cliff Management Plan finalised**
- **Agreed plans for Godley House site redevelopment**
- **Destination Lyttelton Harbour “on the map” for visitors**
- **More and different people involved (broader community engagement)**
- **Greater community interest in role of the Community Board**

Lyttelton/Mt Herbert Community Board
Adopted 15 May 2012

15. 11. 2012

1. **APOLOGIES**

2. **CONFIRMATION OF MEETING MINUTES – 18 OCTOBER 2012**

The minutes of the Board's meeting of 18 October 2012 are **attached**.

STAFF RECOMMENDATION

That the minutes of the Board's meeting held on Thursday 18 October 2012 be confirmed.

LYTTELTON/MT HERBERT COMMUNITY BOARD
18 OCTOBER 2012

Minutes of a meeting of the Lyttelton/Mt Herbert Community Board
held on Thursday 18 October 2012 at 1.39pm in the
Harbour View Lounge, Living Springs, 218 Bamfords Road, Allandale

- PRESENT:** Paula Smith (Chairperson), Ann Jolliffe, Adrian Te Patu and Andrew Turner.
- APOLOGY:** Apologies for absence were received and accepted from Jeremy Agar and Claudia Reid, and an apology for lateness was received and accepted from Adrian Te Patu.
- KARAKIA:** Paula Smith gave the opening karakia.

The Board reports that:

PART B - REPORTS FOR INFORMATION

1. DEPUTATIONS BY APPOINTMENT

1.1 LOTTIE HARRIS, PROJECT LYTTELTON

Lottie Harris, Project Lyttelton, presented a letter of thanks to the Board for funding of the training course on the Treaty of Waitangi granted to Project Lyttelton from the Strengthening Communities Fund. She also recommended that all Community Board members should take advantage of the benefits received from attending a course on the Treaty of Waitangi.

(Refer Clause 2.1)

1.2 LYTTELTON PLUNKET COMMITTEE

Representatives from the Lyttelton Plunket Committee were unable to attend the meeting but had forwarded a submission seeking support for the priority rebuild of the Plunket building on the current site at 8 Sumner Road.

The Board **decided** to receive the submission from the Lyttelton Plunket Committee and to forward it to the Facilities Rebuild team for a rapid response to take advantage of local goodwill and willingness to assist with the rebuild of the facility.

The Board also requested that this information be forwarded to Lyttelton Masterplan staff.

1.3 SERGEANT GARY MANCH, LYTTELTON POLICE

Sergeant Gary Manch updated the Board with the latest incident figures for Lyttelton and the Harbour area. He emphasised the need for residents to phone in to the Police at the time that problems are occurring and not leave it until the next day.

2. CORRESPONDENCE

2.1 LOTTIE HARRIS, PROJECT LYTTELTON

The Board **received** correspondence from Lottie Harris, Project Lyttelton and **decided** to request that staff investigate Treaty of Waitangi training for the Board and the possibility of extending that training to other Community Boards and staff.

(Refer Clause 1.1)

3. PETITIONS

Nil.

4. NOTICES OF MOTION

Nil.

5. MINUTES OF LYTTELTON HARBOUR/WHAKARAUPU ISSUES GROUP – 11 SEPTEMBER 2012

The Board **received** the minutes of the Lyttelton Harbour/Whakaraupo Issues Group meeting of 11 September 2012.

6. RESERVE MANAGEMENT COMMITTEES

6.1 LYTTELTON RESERVES MANAGEMENT COMMITTEE – 10 SEPTEMBER 2012

The Board **received** the minutes of the Lyttelton Reserves Management Committee meeting of 10 September 2012.

It was noted that these minutes had not yet been confirmed by the Committee.

7. BRIEFINGS

7.1 STRONGER CHRISTCHURCH INFRASTRUCTURE REBUILD TEAM WORK PROGRAMME

Staff members from SCIRT were unable to attend the meeting.

7.2 STRENGTHENING COMMUNITIES TEAM

Grant MacLeod, Team Leader, Strengthening Communities Team (South West), updated the Board on Lyttelton staffing matters and progress towards the appointment of the Earthquake Recovery Community Advocates to assist Boards with the recovery process.

8. COMMUNITY BOARD ADVISER'S UPDATE

The Board **received** information from the Community Board Adviser on various matters.

9. ELECTED MEMBERS' INFORMATION EXCHANGE

Specific mention was made of the following matters:

- The Board **decided** to make a deputation to the Council meeting on 25 October to advocate for the establishment of a Lyttelton Urban Design Committee.
- The Board **decided** to request a briefing from staff on the Lyttelton Masterplan, and progress with its implementation.
- Information was tabled from the Canterbury Pilgrims & Early Settlers Association Inc. regarding the dilapidated Pilgrims Rock Precinct site on Norwich Quay. The Board **decided** to ask staff for information on the status of the land where the Pilgrims Rock is located, and what, if any, maintenance programme is in place for that area.

9 Cont'd

- The Board **decided** to request a briefing from Environment Canterbury staff on the air quality in Lyttelton and in particular, the effects of diesel exhaust on Norwich Quay, following receipt of information that the World Health Organisation had now deemed diesel fumes to be a carcinogen.
- The Board **decided** to send a letter of support to the application by the Lyttelton Anglican Parish for funding to build a new church hall in Winchester Street, Lyttelton.
- The Board **decided** to request staff to liaise with Corsair Bay residents and the Regional Harbourmaster regarding the use of powered boats in the bay for special events. A request for support had been received from the Surf Lifesaving Association of New Zealand in relation to providing powered boat support for the Surf 'n' Turf duathlon proposed to be held in Corsair Bay.
- The Board **decided** to support the inclusion of a Lyttelton/Whakaraupo chapter in the Banks Peninsula Water Management Zone Implementation Plan to reflect the Board's objective "Lyttelton Harbour catchment water quality steadily improving".
- The Board **decided** to request that staff co-ordinate a meeting of interested parties regarding a proposal to establish a floating breakwater at Naval Point using a *Seaflex* construction which would provide all-weather protection to the existing slipway.

10. QUESTIONS UNDER STANDING ORDERS

Nil.

PART C - REPORT ON DELEGATED DECISIONS

11. CONFIRMATION OF MEETING MINUTES

The Board **resolved** that the minutes of its meeting held on 20 September 2012 be confirmed.

It is noted with regard to Item 8 therein, that the Banks Peninsula Ecological Steering Group will continue to meet six monthly in future.

The meeting closed at 4.05pm

CONFIRMED THIS 15TH DAY OF NOVEMBER 2012.

**PAULA SMITH
CHAIRPERSON**

3. DEPUTATIONS BY APPOINTMENT

3.1 CENSUS 2013 – COMMUNITY ENGAGEMENT MANAGER

Nikki Hawkey, Census Community Engagement Manager wishes to present a short induction to the Board of what the census means for local communities.

4. CORRESPONDENCE

5. PETITIONS

6. NOTICES OF MOTION

7. APPLICATION TO LYTTTELTON/MT HERBERT COMMUNITY BOARD 2012/13 DISCRETIONARY RESPONSE FUND

General Manager responsible:	General Manager, Community Services Group, DDI 941-8607
Officer responsible:	Community Support Unit Manager
Assessment undertaken by:	Philipa Hay, Strengthening Communities Adviser

PURPOSE OF REPORT

1. The purpose of this report is for the Lyttelton/Mt Herbert Community Board to consider two applications for funding from its 2012/13 Discretionary Response Fund. These applications were originally submitted to the Lyttelton/Mt Herbert Small Grants fund and declined due to lack of funds. At the meeting of the Lyttelton/Mt Herbert Small Grants Fund Sub Committee on 23 August 2012 the Committee resolved to refer two applications to the Lyttelton/Mt Herbert Community Board for consideration from their 2012/13 Discretionary Response Fund. These applications are:
 - (a) Governors Bay Pottery Group for \$5000 for the purchase of a pottery kiln.
 - (b) Otamahua/Quail Island Ecological Restoration Trust for \$5000 for transport costs for volunteers.

EXECUTIVE SUMMARY

2. In 2012/13, the total budget available for allocation in the 2012/13 Discretionary Response Fund is \$28,554, of which \$4,500 was received as donations for earthquake recovery projects. The Discretionary Response Fund opens each year on 1 July and closes on 30 June the following year, or when all funds are expended.
3. The purpose of the Fund is to assist community groups where the project and funding request falls outside other Council funding criteria and/or closing dates. This fund is also for emergency funding for unforeseen situations.
4. At the Council meeting of 22 April 2010, Council resolved to change the criteria and delegations around the local Discretionary Response Fund.
5. The change in criteria limited the items that the local Discretionary Response Fund does not cover to only:
 - (a) Legal challenges or Environment Court challenges against the Council, Council Controlled Organisations or Community Boards decisions;
 - (b) Projects or initiatives that change the scope of a Council project; and
 - (c) Projects or initiatives that will lead to ongoing operational costs to the Council.

Council also made a note that: *"Community Boards can recommend to the Council for consideration grants under (b) and (c)."*
6. Based on this criteria, the applications from the two groups in this report are eligible for funding.
7. Detailed information on the application and staff comments are included in the **attached** Decision Matrix. (Attachment 1)

FINANCIAL IMPLICATIONS

8. There is currently \$28,054 remaining in the Board's 2012/13 Discretionary Response Fund.

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

9. Yes, see page 184 of the LTCCP regarding community grants schemes including Board funding.

7 Cont'd

LEGAL CONSIDERATIONS

10. There are no legal considerations.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

11. Aligns with LTCCP and Activity Management Plans, page 172 and 176.

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

12. Yes, see LTCCP pages 176 and 177 regarding community grants schemes, including Board funding.

ALIGNMENT WITH STRATEGIES

13. Refer to the attached Decision Matrix.

CONSULTATION FULFILMENT

14. Not applicable.

STAFF RECOMMENDATION

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

- (a) Approve a grant of \$2,000 from its 2012/13 Discretionary Response Fund to Governors Bay Pottery Group for the purchase of a pottery kiln.
- (b) Approve a grant of \$4,000 from its 2012/13 Discretionary Response Fund to Otamahua/Quail Island Ecological Restoration Trust towards transport costs for volunteers.

2012-13 DRF LYTTELTON/MT HERBERT DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes significantly to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

00036662	Organisation Name	Project Name and Description	Total Cost	Contribution sought towards	Staff Recommendation	Priority
	Governors Bay Pottery Group	<p>Governors Bay Pottery Kiln</p> <p>The Governor's Bay Pottery Group provides a local art resource for mostly Lyttelton Harbour residents.</p> <p>Contribution is sought to purchase a kiln.</p>	<p>\$ 6,419</p> <p>\$ Requested</p> <p>\$ 5,000</p> <p>(78% requested)</p>	Purchase of pottery kiln \$5,000	<p>\$2,000</p> <p>That the Lyttelton/Mt Herbert Community Board makes a grant of \$2,000 to the Governors Bay Pottery Group towards purchase of a kiln.</p>	2

<p>Organisation Details</p> <p>Service Base: Old Fire Station (The Shed) - Jetty Road (prior to earthquakes) Currently in private owned space</p> <p>Legal Status: Informal Group</p> <p>Established: 1/01/1999</p> <p>Target groups: Lyttelton Harbour residents</p> <p>Number of participants: 15</p> <p>Volunteer hours: 15</p> <p>Alignment with Council Strategies</p> <ul style="list-style-type: none"> • Strengthening Communities Strategy • Arts and creative activities supported and celebrated <p>CCC Funding History</p> <p>Nil</p>	<p>Other Sources of Funding (this project only)</p> <p>Sponsorship - \$250</p> <p>Other - \$300</p> <p>Staff Assessment</p> <p>The Governor's Bay Pottery Group has been operating for over a decade. The group worked from the Old Fire Station building behind the Community Centre on Jetty Road, which is now closed due to earthquake damage.</p> <p>The group has continued operation despite the loss of their studio. They have been fortunate to have the use of a private building belonging to a group member. The group meets for two hours weekly for ten months of the year.</p> <p>Due to earthquakes, access to a local private kiln has been lost. It is customary for groups to use their own kilns, or individuals to become members as space and time for firing pieces is at a premium. There has been increased demand on kiln space in Christchurch due to damaged resources.</p> <p>As this is an essential item, the group wishes to purchase an electric (plug in) pottery kiln which can be used in their current building and which can be relocated when they again have access to a dedicated space. Fees for firing cover power costs.</p> <p>The kiln will help develop pottery process understanding and enable group members to expand their knowledge and be able to offer workshops to the community. In the past they have undertaken workshops with local youth, children and adults, and wish to continue with these.</p> <p>In the past the group has held exhibitions and they wish to hold another this year.</p> <p>Due to insufficient funds in the Lyttelton/Mt Herbert 2012-13 Small Grants Fund, the Lyttelton/Mt Herbert Small Grants Assessment Committee resolved to refer this application to the Lyttelton/Mt Herbert Community Board for consideration for funding from their Discretionary Response Fund.</p>
--	---

2012-13 DRF LYTTELTON/MT HERBERT DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes significantly to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

00036599	Organisation Name	Project Name and Description	Total Cost	Contribution sought towards	Staff Recommendation	Priority
	Otamahua/Quail Island Ecological Restoration Trust	<p>Transport Costs for Volunteers</p> <p>The Otamahua/Quail Island Ecological Restoration Trust volunteers work regularly throughout the year towards restoration of the ecology of Quail Island and encourage public understanding of the importance of the Island. The Trust has over 400 volunteers.</p> <p>Contribution is sought towards the cost of ferry crossings to Otamahua/Quail Island for volunteers.</p>	<p>\$10,600</p> <p>\$ Requested</p> <p>\$ 5,000</p> <p>(47% requested)</p>	Ferry crossing costs \$5,000	<p>\$ 4,000</p> <p>That the Lyttelton/Mt Herbert Community Board makes a grant of \$4,000 to the Otamahua/Quail Island Ecological Restoration Trust towards transport costs for volunteers.</p>	2

<p>Organisation Details</p> <p>Service Base: Otamahua/Quail Island Legal Status: Incorporated Society Established: 1/01/1998 Target groups: Number of participants: 30,000 Volunteer hours: 2,120</p> <p>Alignment with Council Strategies</p> <ul style="list-style-type: none"> • Strengthening Communities Strategy • Biodiversity Strategy • Predator free Port Hills • Landscapes protected and sustainably managed • Destination Lyttelton Harbour 'on the map' for visitors <p>CCC Funding History</p> <p>2011/12 - \$8,000 (Salaries) SCF Metro 2010/11 - \$8,000 (Salaries) SCF Metro 2009/10 - \$10,000 (Salaries) DRF Metro 2008/09 - \$13,500 (Salaries and 10th anniversary celebration) SCF Metro</p>	<p>Other Sources of Funding (this project only)</p> <p>Black Cat Ferries: August planting season - \$4,000 Work days - \$1,320 off the remaining 264 tickets</p> <p>Staff Assessment</p> <p>The work of the Trust is a long-term project which is unique because predator and pest plant control is achievable on an island, thereby recreating and conserving for future generations a genuine indigenous ecosystem. Additionally, education programmes are integral to the work, in partnership with local Iwi and the Department of Conservation</p> <p>The island requires ongoing management to deliver and sustain a robust pest control programme. Council provides line item funding through a MOU to help achieve this and to aid the group in leveraging funds from a variety of sources.</p> <p>This project is to fund the ferry crossings to transport volunteers to Quail Island for work days which are not covered by the MOU. The Trust has two volunteer work days each month for 11 months of the year. These work days outside the planting season are essential to maintain the island's predator and weed control systems.</p> <p>In addition, there are eight volunteer planting work days in August where the Trust will be in-fill planting approximately 3,000 new plants to increase the variety of food for native birds.</p> <p>Black Cat Ferries have provided full sponsorship of transport in the past, but are unable to continue this level of sponsorship. They will provide tickets for 20 workers on the 8 planting days and will provide a discount on the remaining tickets.</p> <p>For the last 14 years the Trust has been reliant on the community generosity of hundreds of volunteers from Diamond Harbour, Lyttelton and the Christchurch Metropolitan area. In that time over 70,000 trees and shrubs have been planted over an area of 25 hectares.</p> <p>Due to insufficient funds in the Lyttelton/Mt Herbert 2012-13 Small Grants Fund, the Lyttelton/Mt Herbert Small Grants Assessment Committee resolved to refer this application to the Lyttelton/Mt Herbert Community Board for consideration for funding from their Discretionary Response Fund.</p>
---	---

8. APPLICATION TO LYTTTELTON/MT HERBERT COMMUNITY BOARD 2012/13 DISCRETIONARY RESPONSE FUND – LYTTTELTON RESERVES MANAGEMENT COMMITTEE

General Manager responsible:	General Manager, Community Services Group, DDI 941-8607
Officer responsible:	Community Support Unit Manager
Assessment undertaken by:	Philipa Hay Strengthening Communities Advisor

PURPOSE OF REPORT

1. The purpose of this report is for the Lyttelton/Mt Herbert Community Board to consider an application for funding from its 2012/13 Discretionary Response Fund from the Lyttelton Reserves Management Committee for \$1,500 for the Gary Broker Memorial.

EXECUTIVE SUMMARY

2. In 2012/13, the total budget available for allocation in the Lyttelton/Mt Herbert Discretionary Response Fund is \$28,554, of which \$4,500 was received as donations for earthquake recovery projects. The Discretionary Response Fund opens each year on 1 July and closes on 30 June the following year, or when all funds are expended.
3. The purpose of the Fund is to assist community groups where the project and funding request falls outside other council funding criteria and/or closing dates. This fund is also for emergency funding for unforeseen situations.
4. At the Council meeting of 22 April 2010, Council resolved to change the criteria and delegations around the local Discretionary Response Fund.
5. The change in criteria limited the items that the local Discretionary Response Fund does not cover to only:
 - (a) Legal challenges or Environment Court challenges against the Council, Council Controlled Organisations or Community Boards decisions;
 - (b) Projects or initiatives that change the scope of a Council project; and
 - (c) Projects or initiatives that will lead to ongoing operational costs to the Council.

Council also made a note that: *"Community Boards can recommend to the Council for consideration grants under (b) and (c)."*
6. Based on this criteria, the application from the Lyttelton Reserves Management Committee for the Gary Broker Memorial is eligible for funding.
7. Detailed information on the application and staff comments are included in the **attached** Decision Matrix. (Attachment 1)

FINANCIAL IMPLICATIONS

8. There is currently \$28,054 remaining in the Board's 2012/13 Discretionary Response Fund.

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

9. Yes, see page 184 of the LTCCP regarding community grants schemes including Board funding

LEGAL CONSIDERATIONS

10. There are no legal considerations.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

11. Aligns with LTCCP and Activity Management Plans, page 172 and 176.

8 Cont'd

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

12. Yes, see LTCCP pages 176 and 177 regarding community grants schemes, including Board funding.

ALIGNMENT WITH STRATEGIES

13. Refer to the attached Decision Matrix.

CONSULTATION FULFILMENT

14. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Lyttelton/Mt Herbert Community Board approve a grant of \$1,500 from its 2012/13 Discretionary Response Fund to the Lyttelton Reserves Management Committee for the Gary Broker Memorial towards purchase and installation of a seat and a plaque.

2012-13 DRF LYTTTELTON/MT HERBERT DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes significantly to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

00042583	Organisation Name	Project Name and Description	Total Cost	Contribution sought towards	Staff Recommendation	Priority
	Lyttelton Reserves Committee	<p>Gary Broker Memorial</p> <p>The memorial will take the form for a rest area with a seat and appropriate planting in Urumau Reserve.</p> <p>This funding is for the purchase and installation of the seat, and a plaque.</p>	<p>\$ 1,500</p> <p>\$ Requested</p> <p>\$ 1,500</p> <p>(100% requested)</p>	Purchase and installation of the seat and plaque - \$1,500.	<p>\$ 1,500</p> <p>That the Lyttelton/Mt Herbert Community Board makes a grant of \$1,500 to the Lyttelton Reserve's Committee towards the Gary Broker Memorial.</p>	2

<p>Organisation Details</p> <p>Service Base: Urumau and Whaka Raupo Reserves in Lyttelton</p> <p>Legal Status: Sub Committee</p> <p>Established: 1/07/2005</p> <p>Target groups: All those who visit or use the reserves</p> <p>Number of participants: 1,000</p> <p>Volunteer hours: 10 per week</p> <p>Alignment with Council Strategies</p> <ul style="list-style-type: none"> • Strengthening Communities • Open Space • Biodiversity <p>CCC Funding History</p> <p>2010/11 - \$631 (Support in kind for leaflets) L/Mt internal budget.</p>	<p>Staff Assessment</p> <p>The Lyttelton Reserves Management Committee (also known as the Lyttelton Reserves Committee) is a subcommittee of the Lyttelton/Mt Herbert Community Board. It was established at a public meeting in June 2005 by the Banks Peninsula District Council (BPDC). The group meets regularly and its minutes are published in the Lyttelton/Mt Herbert Community Board agenda.</p> <p>This publicly elected committee of nine members and its many additional volunteers work with Christchurch City Council (CCC) Staff to manage the Whaka Raupo and Urumau Reserves (formerly Reserve 68) above Lyttelton township to the west and east respectively. These reserves have been developed from virtual grassland and were well used prior to closure for safety reasons after the earthquakes.</p> <p>The Committee has taken an active part in working with CCC Staff to develop reserve management plans through round table consultation and site visits. In addition, the group oversees track development and weed control and eradication to support the regeneration of native plants in the reserves. Tree planting days have been held for the public, and special education days for local schools have also been organised.</p> <p>This memorial is to honour Gary Broker who was instrumental in bringing the importance of the hillside reserves in Lyttelton to the attention of the BPDC, leading to the formation of the Reserves Committee which he led. He had an overall vision for the group and its work, but also had a hands on approach which was regular and significant throughout the year. Mr Broker recently received a Lyttelton/Mt Herbert Community Service (posthumous) Award.</p> <p>The CCC Area Head Ranger (Transport and Greenspace) has been contacted regarding this project and provided the estimate for the cost of the project which includes the purchase and installation of a Council approved seat and plaque. Any additional costs incurred will be met within Council budgets, including maintenance as required.</p> <p>A safe, appropriate site for the seat in Urumau Reserve has been discussed and agreed. The group will need to continue to consult with and take direction from the Ranger. The group will provide labour as requested for plantings etc in the area.</p> <p>The Lyttelton Reserves Committee has received no previous CCC funding, but in the past internal budgets and donations have paid for trees for planting and printing costs of the brochure.</p>
--	--

9. APPLICATION TO LYTTTELTON/MT HERBERT COMMUNITY BOARD 2012/13 DISCRETIONARY RESPONSE FUND – LYTTTELTON VOLUNTEER FIRE BRIGADE

General Manager responsible:	General Manager, Community Services Group, DDI 941-8607
Officer responsible:	Community Support Unit Manager
Assessment undertaken by:	Philipa Hay, Strengthening Communities Advisor

PURPOSE OF REPORT

1. The purpose of this report is for the Lyttelton/Mt Herbert Community Board to consider an application for funding from its 2012/13 Discretionary Response Fund from the Lyttelton Volunteer Fire Brigade for \$1,500 for a book launch event.

EXECUTIVE SUMMARY

2. In 2012/13, the total budget available for allocation in the Lyttelton/Mt Herbert Discretionary Response Fund is \$28,554, of which \$4,500 is donations received for earthquake recovery projects.. The Discretionary Response Fund opens each year on 1 July and closes on 30 June the following year, or when all funds are expended.
3. The purpose of the Fund is to assist community groups where the project and funding request falls outside other council funding criteria and/or closing dates. This fund is also for emergency funding for unforeseen situations.
4. At the Council meeting of 22 April 2010, Council resolved to change the criteria and delegations around the local Discretionary Response Fund.
5. The change in criteria limited the items that the local Discretionary Response Fund does not cover to only:
 - (a) Legal challenges or Environment Court challenges against the Council, Council Controlled Organisations or Community Boards decisions;
 - (b) Projects or initiatives that change the scope of a Council project; and
 - (c) Projects or initiatives that will lead to ongoing operational costs to the Council.

Council also made a note that: *"Community Boards can recommend to the Council for consideration grants under (b) and (c)."*
6. Based on this criteria, the application from the Lyttelton Volunteer Fire Brigade for a book launch event is eligible for funding.
7. Detailed information on the application and staff comments are included in the **attached** Decision Matrix. (Attachment 1)

FINANCIAL IMPLICATIONS

8. There is currently \$28,054 remaining in the Board's 2012/13 Discretionary Response Fund.

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

9. Yes, see page 184 of the LTCCP regarding community grants schemes including Board funding

LEGAL CONSIDERATIONS

10. There are no legal considerations.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

11. Aligns with LTCCP and Activity Management Plans, page 172 and 176.

9 Cont'd

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

12. Yes, see LTCCP pages 176 and 177 regarding community grants schemes, including Board funding.

ALIGNMENT WITH STRATEGIES

13. Refer to the attached Decision Matrix.

CONSULTATION FULFILMENT

14. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Lyttelton/Mt Herbert Community Board approve a grant of \$1,500 to the Lyttelton Volunteer Fire Brigade towards Lyttelton Volunteer Fire Brigade's book launch event.

2012-13 DRF LYTTELTON/MT HERBERT DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes significantly to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

00041584	Organisation Name	Project Name and Description	Total Cost	Contribution sought towards	Staff Recommendation	Priority
	Lyttelton Volunteer Fire Brigade	<p>Book Launch Event</p> <p>The Lyttelton Volunteer Fire Brigade is publishing a book "The Brigade - A Tribute to the Lyttelton Volunteer Fire Brigade" the proceeds of which will raise funds to rebuild its premises damaged as a result of the June 2011 earthquake.</p> <p>This funding is requested for the book launch which will provide the Lyttelton community with an opportunity to show thanks and acknowledge the work of the Brigade.</p>	<p>\$ 1,500</p> <p>\$ Requested</p> <p>\$ 1,500</p> <p>(100% requested)</p>	Book launch event - \$1,500	<p>\$ 1,500</p> <p>That the Lyttelton/Mt Herbert Community Board makes a grant of \$1,500 to the Lyttelton Volunteer Fire Brigade towards Lyttelton Volunteer Fire Brigade' book launch event.</p>	2

<p>Organisation Details</p> <p>Service Base: London Street, Lyttelton Legal Status: Charitable Trust Established: 1/01/1863 Target groups: Lyttelton including port area Number of participants: 200 Volunteer hours: 15</p> <p>Alignment with Council Strategies</p> <ul style="list-style-type: none"> Strengthening Communities Strategy <p>CCC Funding History</p> <p>Nil</p>	<p>Other Sources of Funding (this project only)</p> <p>\$25,000 - Sponsorship towards the cost of printing the book.</p> <p>Staff Assessment</p> <p>The Lyttelton Volunteer Fire Brigade has provided constant service to the Lyttelton community for nearly 140 years. This is the only brigade of volunteers in New Zealand responsible for an international seaport.</p> <p>This request for funding is for event costs of the book launch later this year which will provide an opportunity to thank sponsors, businesses and honour the Brigade for their efforts during the 2011 earthquakes. In addition, it is a chance for the Lyttelton community to show thanks and acknowledge the work of the brigade.</p> <p>The service the Brigade provides was especially significant and evident in the non-fire support provided in the aftermath of the Canterbury earthquakes. The Brigade received a Community Service Award in June this year in recognition of their efforts to keep the community safe 'from the moment the earthquake of 22 February (2011) struck'. Tasks they performed included but were not limited to; evacuating people from unsafe homes, stabilising and securing damaged homes and buildings, providing traffic and road management, restoring water supplies, helping people safely retrieve property from businesses and relocating the Lyttelton Museum's collection.</p> <p>The Brigade lost its station and social rooms after the June 2011 earthquake. Fire fighters have been working from a cluster of temporary buildings on the site ever since and the vehicles have not been housed.</p> <p>The loss of the social rooms has impacted not only the Brigade, but the community as a whole as they had been available for community events and groups to use. This is especially significant with the loss of many other community spaces in Lyttelton since the earthquakes.</p> <p>Volunteers have spent an estimated 300 hours in production of a book telling the Brigade's earthquake story and \$25,000 has been secured for publication of 3,000 copies. Proceeds of book sales will go towards the rebuild of new premises, which may house other local emergency services, as discussions are ongoing regarding co-location possibilities.</p>
--	---

10. LYTTTELTON/MT HERBERT COMMUNITY BOARD 2012/13 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 the making of any required decisions (including applications for funding) that would otherwise be dealt with by the Board, covering the period following its final scheduled meeting for the year on 13 December 2012 up until the resumption of its ordinary meetings in February 2013.

EXECUTIVE SUMMARY

2. In previous years it has been the Board's practice to resolve to provide delegated authority to a Recess Committee comprising a minimum of three members including either the Board Chairperson or Deputy Chairperson, to make any needed decisions on the Board's behalf during the Christmas/New Year holiday period.

STAFF RECOMMENDATION

- (a) That a Lyttelton/Mt Herbert Community Board Recess Committee comprising a minimum of three members including either the Board Chairperson or Deputy Chairperson, be authorised to exercise the delegated powers of the Lyttelton/Mt Herbert Community Board for the period following its ordinary meeting on 13 December 2012 up until the Board resumes normal business in February 2013.
- (b) That the application of any such delegation be reported back to the Board for record purposes.

11. LYTTTELTON/MT HERBERT COMMUNITY BOARD 2013 MEETING DATES

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. To seek the adoption by the Board of its ordinary meeting dates from February to September 2013 inclusive.

EXECUTIVE SUMMARY

2. So that the business of the Board can be conducted in an orderly manner, and to allow public notification to be given of those meetings in compliance with the Local Government Official Information and Meetings Act 1987, it is necessary that the Board adopt a schedule of ordinary meetings up to September 2013.
3. The dates proposed assume that meetings of the Lyttelton/Mt Herbert Community Board will generally continue to be held on the third Thursday of each month commencing at 1.30pm. The practice of having a Board Seminar (if required) on the first Tuesday of the month is also proposed to continue. The venue for the holding of all ordinary meetings is the Board Room, Lyttelton Service Centre, 15 London Street, Lyttelton.
4. The Board will recall that week three of each calendar month is assigned as 'community week' for Councillors where, as far as possible, Council meetings are not generally scheduled during that week so that Councillors have the opportunity to be active in the community in their representation role, including for community board business and activities. By agreeing to the dates for its 2013 meetings, the Board will contribute to week three again being utilised as a 'community week'.
5. At the time of writing this report the Council has adopted its own schedule for 2013 of Council meetings, Earthquake Forums and Council Workshops up to September 2013. If there are any developments relating to that schedule that could have an impact on this Board's schedule, the Board will be advised prior to consideration of this report.

FINANCIAL IMPLICATIONS

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

6. Yes, provision is made in the 2009-19 LTCCP on pages 154 to 159, for elected member representation and governance.

LEGAL CONSIDERATIONS

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

7. Yes, in respect of Schedule 7, clause 19 of the Local Government Act 2002, community boards may adopt a schedule of ordinary meetings that are also required to be publicly notified in accordance with section 46 of the Local Government Official Information and Meetings Act 1987.

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?

8. Yes, pages 156 to 159 of the LTCCP refers regarding levels of service for democracy and governance.

11 Cont'd

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 consider adopting a schedule of ordinary meeting dates up to September 2013 to be held at 1.30pm in the Board Room, Lyttelton Service Centre, 15 London Street, Lyttelton as follows:

Thursday 21 February 2013
Thursday 21 March 2013
Thursday 18 April 2013
Thursday 23 May 2013
Thursday 20 June 2013
Thursday 18 July 2013
Thursday 22 August 2013
Thursday 19 September 2013

12. BRIEFINGS

13. COMMUNITY BOARD ADVISERS UPDATE

13.1 BOARD FUNDING BALANCES

A copy of the Board's funding balances as at 31 October 2012 is **attached** for members' information.

13.2 BANKS PENINSULA WATER MANAGEMENT ZONE COMMITTEE – 18 SEPTEMBER 2012

The minutes of the Banks Peninsula Water Management Zone Committee meeting held on 18 September 2012 are **attached** for members' information.

13.3 LOCAL EARTHQUAKE RECOVERY CO-ORDINATION

The Community Board Adviser will update the Board.

13.4 CUSTOMER SERVICE REQUESTS: 1 AUGUST – 31 OCTOBER 2012

Attached for members' information.

13.5 COMMUNITY BOARD CONFERENCE 2013

Information sent to the Chairperson is **attached** for members to note.

Lyttelton/Mt Herbert Discretionary Response Fund 2012/13		Board Approval
Budget	\$12,799.00	
Unspent funds from 2011/12 projects	\$11,255.00	
TOTAL	\$24,054.00	
Youth Development Scheme		
<i>Allocations made</i>		
Youth Development Scheme Balance	\$ -	

Discretionary Response Fund - Total Allocation	\$24,054.00	
<i>Allocations made</i>		
Sumner Patrol Watch Car	\$ 500.00	20.9.2012
Governors Bay Pottery Group	\$ 2,000.00	Pending
Otamahua/Quail Island Ecological Restoration Trust	\$ 4,000.00	Pending
Lyttelton Reserves Management Committee	\$ 1,500.00	Pending
Lyttelton Volunteer Fire Brigade	\$ 1,500.00	Pending
Discretionary Response Fund Balance	\$ 9,500.00	

TOTAL: Lyttelton/Mt Herbert Discretionary Response Fund Unallocated	\$14,554.00
--	--------------------

Earthquake Donations		
Pahiatua on Track (Community Board)	\$500.00	
Otago Peninsula Community Board	\$ 4,000.00	
<i>Allocations made</i>		
Earthquake Donations Fund Balance	\$ 4,500.00	

**BANKS PENINSULA WATER MANAGEMENT ZONE COMMITTEE
18 SEPTEMBER 2012**

**A meeting of the Banks Peninsula Water Management Zone Committee was held in Rapaki Marae on
Tuesday 18 September 2012 at 4.05pm**

PRESENT: Richard Simpson, Community Representative (Chairperson)
Yvette Couch-Lewis, Community Representative
Iaeon Cranwell, Te Rūnanga o Wairewa
Steve Lowndes, Community Representative
Pam Richardson, Community Representative
Pere Tainui, Te Rūnanga o Ōnuku
Kevin Simcock, Community Representative
June Swindells, Te Hapu O Ngati Wheke
Wade Wereta-Osborn, Te Rūnanga o Koukourarata

APOLOGIES: An apology for absence was received and accepted from Councillor
Claudia Reid and Commissioner Donald Couch.

1. CONFIRMATION OF MINUTES – 21 AUGUST 2012

It was **decided** that the minutes of 21 August 2012 be approved as a true and accurate record of the meeting.

2. DEPUTATIONS BY APPOINTMENT

2.1 The Committee received a deputation from Paula Smith, resident of Diamond Harbour, regarding Whakaraupo (Lyttelton Harbour) Catchment and the draft Zone Implementation Programme (refer **attached**).

3. IDENTIFICATION OF URGENT ITEMS

3.1 Fiona Nicol advised the Committee that posters advertising the public meetings were available to distribute in the community. Fiona will follow up on articles for the community newspapers.

3.2 Pam Richardson volunteered to write about the recent severe storm and its aftermath in Banks Peninsula as a record of the event.

4. MATTERS ARISING

4.1 COMMITTEE WORKSHOPS

The Committee gave feedback on the work in progress on the draft Zone Implementation Programme developed through committee workshops. The Committee acknowledges that all chapters are still in development.

4.1 STAKEHOLDER MEETING

The Committee **decided** not to hold a stakeholder meeting. An email will be sent to stakeholders informing them of the four public meetings and inviting them to attend.

5. REGIONAL COMMITTEE UPDATE

The Committee received a verbal briefing from Iaeon Cranwell on the Regional Committee infrastructure meeting held on 23 August as well as the Regional Committee meeting held on 11 September.

6. PRONUNCIATION PRACTICE

The Committee participated in a short lesson in pronunciation of Te Reo led by laean Cranwell.

7. COASTAL PLAN

Linda Kirk, Programme Manager – Environment Canterbury, provided an overview to the Committee on the New Zealand Coastal Policy Statement. Environment Canterbury has indicated it will commence reviewing the Coastal Plan in late 2013. The role of the Zone Committee will be through ~~the submission~~ a collaborative process under the Resource Management Act (refer **attached**).

8. YOUTH ENGAGEMENT AND ENVIROSCHOOLS CANTERBURY

Sian Carvell and Toni Watts from Environment Canterbury provided a brief overview of youth engagement programmes to the Committee with a specific focus on water and biodiversity, coordinated by Environment Canterbury in the Banks Peninsula Zone (refer **attached**).

9. IDENTIFICATION OF ANY GENERAL PUBLIC CONTRIBUTIONS

Rachel Barker, Banks Peninsula Conservation Trust, emphasised the need for collaboration with the community on water issues, particularly with schools and the local Rūnanga.

Claire Findlay, Lyttelton Harbour / Whakaraupo Issues Group, spoke in support of Paula Smith's deputation and the need for more emphasis on Lyttelton Harbour in the Zone Implementation Programme. She also emphasised the need for advertising so that the public are aware of the upcoming public meetings.

Helen Chambers commented that the best way to teach people about the environment is on a personal basis.

The meeting concluded at 6.10pm.

CONFIRMED THIS 16TH DAY OF OCTOBER 2012

**RICHARD SIMPSON
CHAIRPERSON**

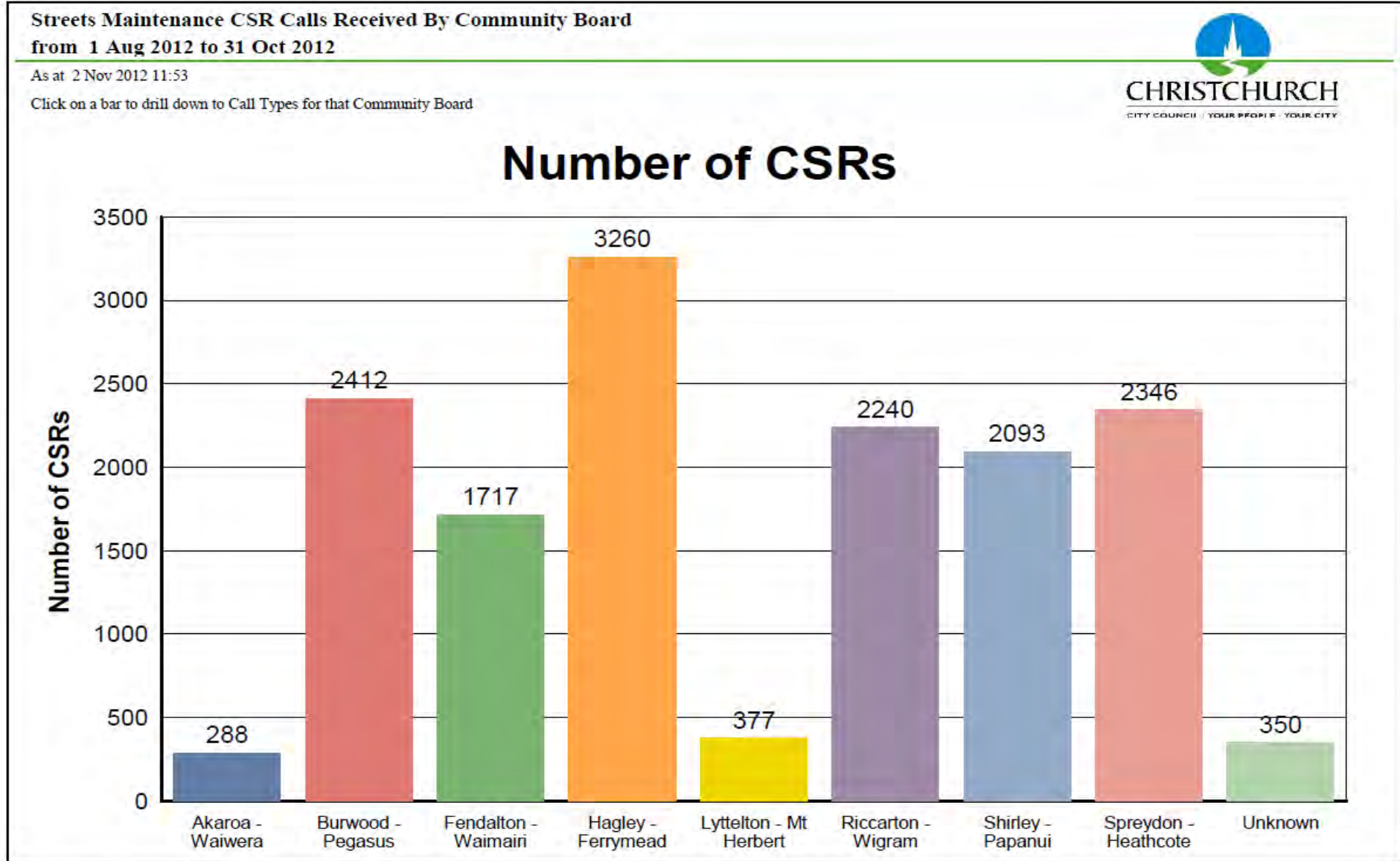
**Streets Maintenance CSR Received By Community Board
from 1 Aug 2012 to 31 Oct 2012**

As at 2 Nov 2012 11:53



Click on a type to drill down to subtypes

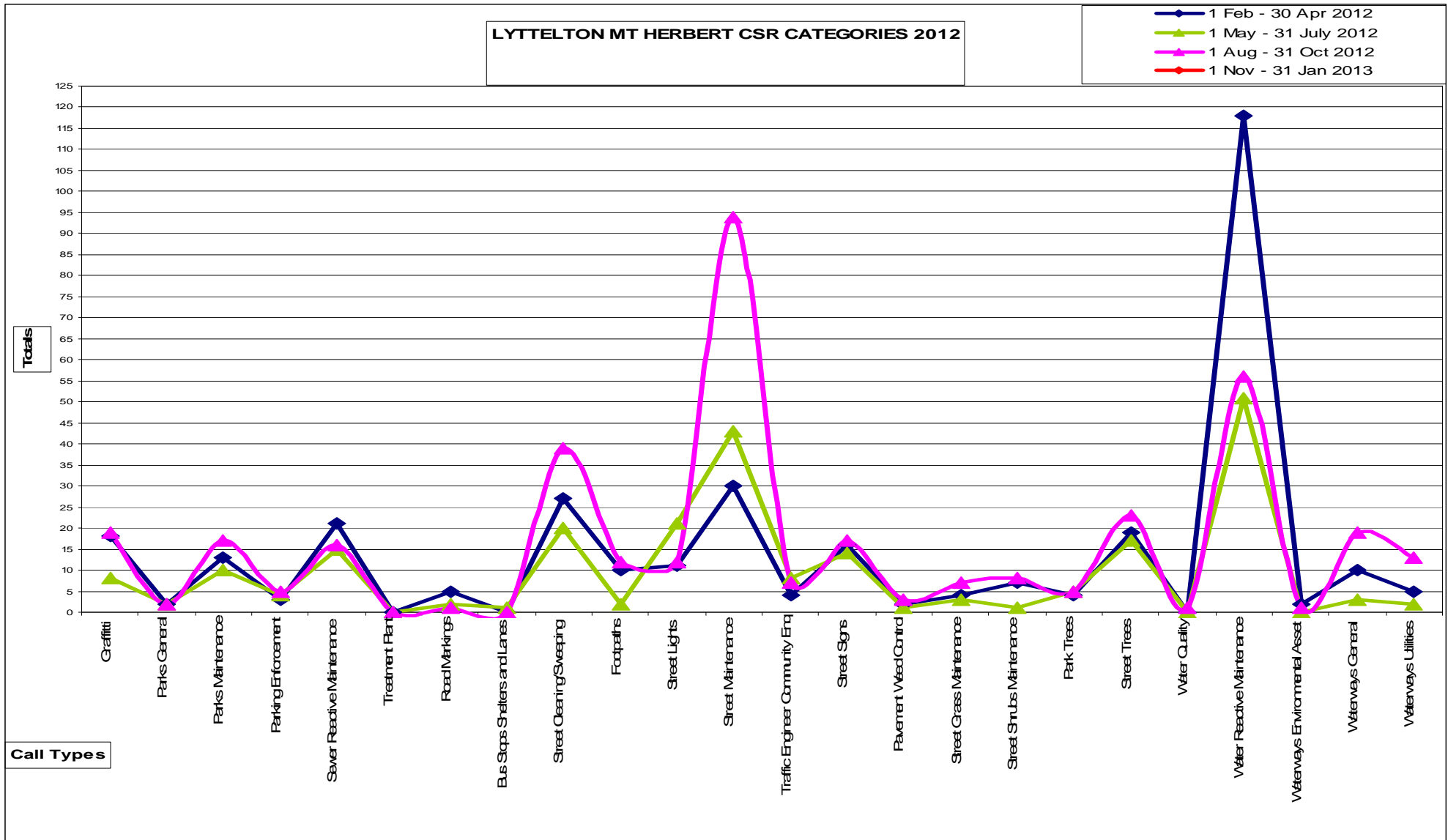
<u>Call Types</u>	<u>Bur / Peg</u>	<u>Fen / Wai</u>	<u>Hag / Fer</u>	<u>Ric / Wig</u>	<u>Spr / Hea</u>	<u>Shr / Pap</u>	<u>Aka / Wai</u>	<u>Lvt / MtH</u>	<u>Unknown</u>	<u>Totals</u>
GRA Graffiti	725	270	696	353	477	421	0	19	87	3,048
PAG Parks General	2	4	6	1	1	3	2	2	2	23
PAM Parks Maintenance	101	62	106	101	79	58	21	17	17	562
PKE Parking Enforcement	33	22	45	36	43	37	1	5	2	224
SER Sewer Reactive Maintenance	251	55	158	46	129	127	8	16	7	798
SET Treatment Plant	0	0	16	0	0	0	0	0	0	16
STA Road Markings	9	13	22	24	8	16	0	1	1	95
STB Bus Stops Shelters and Lanes	7	6	13	14	7	8	0	0	1	56
STE Street Cleaning / Sweeping	175	131	379	241	223	199	22	39	15	1,424
STF Footpaths	80	86	227	107	77	96	13	12	7	704
STL Street Lights	75	45	46	66	63	36	2	12	6	351
STM Street Maintenance	298	148	445	315	267	240	116	94	44	1,968
STQ Traffic Engineer Community Eng	9	24	52	43	37	18	1	7	6	195
STS Street Signs	77	106	164	233	132	92	17	17	20	858
STW Pavement Weed Control	3	1	3	5	2	2	0	3	0	19
STX Street Grass Maintenance	38	37	54	46	45	53	0	7	3	283
STY Street Shrubs Maintenance	29	34	52	36	38	38	4	8	44	283
TSA Park Trees	25	48	35	70	41	25	3	5	3	255
TSS Street Trees	71	206	134	184	128	96	15	23	20	877
WAQ Water Quality	17	21	12	8	11	27	0	1	0	97
WAR Water Reactive Maintenance	361	342	491	277	483	405	39	56	27	2,482
WWE Waterways Environmental Asset	11	35	16	17	2	41	7	1	8	138
WWG Waterways General	9	5	49	9	16	17	13	19	6	143
WWU Waterways Utilities	6	15	41	9	35	37	4	13	24	184
Totals:	2,412	1,717	3,260	2,240	2,346	2,093	288	377	350	15,083



Streets Maintenance CSR per Community Board

LYTTELTON/MT HERBERT - CUSTOMER SERVICE REQUESTS

	1 Feb - 30 Apr 2012	1 May - 31 July 2012	1 Aug - 31 Oct 2012	1 Nov - 31 Jan 2013	TOTAL
Graffiti	18	8	19		45
Parks General	2	2	2		6
Parks Maintenance	13	10	17		40
Parking Enforcement	3	4	5		12
Sewer Reactive Maintenance	21	15	16		52
Treatment Plant	0	0	0		0
Road Markings	5	2	1		8
Bus Stops Shelters and Lanes	0	1	0		1
Street Cleaning/Sweeping	27	20	39		86
Footpaths	10	2	12		24
Street Lights	11	21	12		44
Street Maintenance	30	43	94		167
Traffic Engineer Community Enq	4	8	7		19
Street Signs	16	14	17		47
Pavement Weed Control	2	1	3		6
Street Grass Maintenance	4	3	7		14
Street Shrubs Maintenance	7	1	8		16
Park Trees	4	5	5		14
Street Trees	19	17	23		59
Water Quality	0	0	1		1
Water Reactive Maintenance	118	51	56		225
Waterways Environmental Asset	2	0	1		3
Waterways General	10	3	19		32
Waterways Utilities	5	2	13		20
	331	233	377		941





Dear Community Board Chair

As Chair of the New Zealand Community Boards Executive, I am writing to warmly invite you to the next Community Boards Conference to be held in Wanaka between 9 and 11 May 2013.

The theme of the Conference is "local communities, local leadership". We have gathered a number of inspirational speakers, including recent Canadian Nuffield scholar Leona Dargis, international neighbourhood development expert Jim Diers, and Sam Johnson, Young New Zealander of the Year and community board member, to speak to this theme. They and other speakers will share their wide and varied range of experiences and show how leadership is such a vital ingredient in ensuring that the needs of our communities are recognised and addressed.

We also have a range of workshops during the conference sharing success stories from community boards which illustrate the way that boards are successfully accepting the challenges that leadership in our communities throws at us and performing functions that also provide real benefit to their parent councils.

With the wide range of topics covered and the accent being placed on our communities, small and large, we ask for your support of this Conference.

Previous conferences have been highly inspirational and relevant including the last conference in Rotorua which provided an outstanding forum for the sharing of experiences.

We will again celebrate the achievements of community boards by awarding the Best Practice Awards. You will find more information about this on the conference website.

I have written to both your Mayor and Chief Executive to enlist their support. As the Community Board Chair I would ask you to follow up on those letters to seek sufficient funds to ensure that you, and as many community board members as possible, are able to participate in this must attend conference.

Kind regards,

Mick Lester

Chair, New Zealand Community Boards Executive Committee

14. ELECTED MEMBERS' INFORMATION EXCHANGE

15. QUESTIONS UNDER STANDING ORDERS