

Banks Peninsula Community Board AGENDA

Notice of Meeting:

An ordinary meeting of the Banks Peninsula Community Board will be held on:

Date: Monday 13 March 2017
Time: 1pm
Venue: Lyttelton Community Boardroom,
25 Canterbury Street, Lyttelton

Membership

Chairperson	Christine Wilson
Deputy Chairperson	Pam Richardson
Members	Felix Dawson
	Janis Haley
	John McLister
	Jed O'Donoghue
	Tori Peden
	Andrew Turner

7 March 2017

Joan Blatchford
Manager Community Governance, Banks Peninsula/Lyttelton
941 5643
Joan.Blatchford@ccc.govt.nz

Penelope Goldstone
Manager Community Governance, Banks Akaroa/Wairewa
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Part A	Matters Requiring a Council Decision
Part B	Reports for Information
Part C	Decisions Under Delegation

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Karakia Whakamutunga

Karakia Timatanga

1. Apologies

At the close of the agenda no apologies had been received.

2. Declarations of Interest

Members are reminded of the need to be vigilant and to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

3. Confirmation of Previous Minutes

That the minutes of the Banks Peninsula Community Board meeting held on [Monday, 27 February 2017](#) be confirmed (refer page 5).

4. Deputations by Appointment

4.1 Update on Port Issues – Lyttelton Port Company

Kim Kelleher, Environmental Manager, and John O'Dea, Development Manager, from the Lyttelton Port Company, wish to give the Board a general update on Port issues.

4.2 Submission to Annual Plan – Boat Security and Safety Association

James Ensor from the Boat Security and Safety Association is seeking the Board's support for a submission the Association is making to the Council's Annual Plan, for boat security and safety at Naval Point, Lyttelton.

4.3 Request for gifting land – Lyttelton Historical Museum Society

Peter Rough and Therese Angelo of the Lyttelton Historical Museum Society wish to speak to the Board regarding a request for the Council to gift land at 33 London Street to the Society.

5. Presentation of Petitions

There were no petitions received at the time the agenda was prepared.

Banks Peninsula Community Board OPEN MINUTES

Date: Monday 27 February 2017
Time: 1pm
Venue: Akaroa Sports Complex, Akaroa Recreation Ground, 28
Rue Jolie, Akaroa

Chairperson	Christine Wilson
Deputy Chairperson	Pam Richardson
Members	Felix Dawson Janis Haley John McLister Jed O'Donoghue Tori Peden Andrew Turner - Deputy Mayor Christchurch City Council

27 February 2017

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- Part A** **Matters Requiring a Council Decision**
Part B **Reports for Information**
Part C **Decisions Under Delegation**
-

Karakia Timatanga: John McLister.

The agenda was dealt with in the following order.

1. Apologies

Part C

There were no apologies.

2. Declarations of Interest

Part B

There were no declarations of interest recorded.

3. Confirmation of Previous Minutes

Part C

Community Board Resolved BKCB/2017/00076

Community Board Decision

That the minutes of the Banks Peninsula Community Board meeting held on Monday, 13 February 2017 be confirmed.

Pam Richardson/Tori Peden

Carried

4. Deputations by Appointment

Part B

4.1 Akaroa District Promotions – Andrew Dalglish

Andrew Dalglish, the Chairman, and Holly Hollander, the Manager, of Akaroa District Promotions (ADP), gave an overview of the group's activities.

Mr Dalglish noted that Akaroa was second only to the Christchurch International Airport as the point of entry to Canterbury for overseas tourists, through the cruise ship visits. He sought recognition from the Council of the work that ADP does to facilitate the arrival of those visitors.

Mr Dalglish also suggested ways in which he felt the Community Board could improve awareness of its achievements through some positive publicity.

The Board was thanked by the deputation for the Council funding that ADP receives to help carry out its activities.

The Board thanked Mr Dalglish and Ms Hollander for their deputation.

Board members discussed ways in which the Board could circulate news of its activities and agreed that the newly initiated report to Council could be distributed through email networks, including to Akaroa District Promotions. It was also agreed that it would be beneficial to develop a communications plan for the Board.

4.2 Research Project – A Sense of Place – Erin Neufeld

Erin Neufeld spoke to the Board about a research project she is doing on Akaroa, and having a "Sense of Place".

Ms Neufeld informed the Board that her project would be conducted through surveys and interviews to discover the 'sense of place,' that went with the modern Akaroa township and the surrounding bays. She undertook to circulate an outline of the project and a breakdown of the proposed budget.

Ms Neufeld advised that her project would cost approximately \$10,000 and that she was hoping to raise some of that cost through a grant from the Community Board.

The Board thanked Ms Neufeld for her deputation.

The meeting adjourned at 2pm.

The meeting resumed at 4pm.

Andrew Turner left the meeting at 4pm.

5. Presentation of Petitions

Part B

There was no presentation of petitions.

6. Elected Member Information Exchange

Part B

6.1 Akaroa Wharf

The Board requested that staff identify ways of working with users of the Akaroa Wharf to encourage cooperation between users.

6.2 Cruise Ships in Akaroa

The Board requested that the Regional Harbourmaster and Council staff update the Board on cruise ship visits in the Akaroa Harbour, and the possibility of limiting the numbers of cruise ships that could visit on any one day.

6.3 Britomart Memorial – Greens Point

It was reported that the Britomart Memorial at Greens Point would not be included within the Takapuneke Reserve Management Plan.

The Board requested that staff supply costs for the repairs and renovation of the Memorial so that it could be considered as part of the Boards submission to the Long Term Plan.

6.4 Freedom Camping

The Board was advised that freedom campers are still an issue at the Naval Point foreshore and the barrier arm in the area is continually being broken.

The Board suggested that this issue be reported to the Council through the Call Centre or the Snap Send Solve application.

6.5 Social Housing Update

The Board requested that staff provide an update on the social housing project at Bruce Terrace, Akaroa.

6.6 Hilltop Road

The Board was advised that there has been a lack of progress on repairing parts of the Hilltop Road (State Highway 75) and that the road was in a bad state of repair.

The Board requested that staff liaise with the New Zealand Transport Agency and advise the Board of any planned maintenance or upgrading for the road.

6.7 Christchurch Port Hills Fires

The Board was advised that Neighbourhood Support Canterbury sent out information to over 30,000 people after the recent fires and that another 400 to 500 people had signed up for regular updates since the fires. Civil Defence and Emergency Management are involved in ongoing recovery work.

The Board recorded a vote of thanks to the Council's Emergency Operations Centre for its excellent communications to the public during the fires.

6.8 Lyttelton Reserves Management Committee

The Board was advised that the Lyttelton Reserves Management Committee had held a meeting and elected officers. The Committee had decided to retain the 23 members that were elected at the triennial meeting, but accept any reduction in membership through natural attrition.

6.9 Community Contribution - John King

The Board noted its appreciation for the continuing volunteer work of John King in the Lyttelton community. Mr King recently retired from the Lyttelton Reserves Management Committee and continues to work with a number of other organisations.

The Chairperson undertook to forward the Board's thanks to Mr King.

6.10 Lyttelton Library Temporary Relocation Working Party

The Board suggested that the Lyttelton Library Temporary Relocation Working Party and the project around the temporary library services, be nominated for a Community Board Best Practice Award.

7. Questions Under Standing Orders

Part B

There were no questions under Standing Orders at this meeting.

Meeting concluded at 5.09pm.

CONFIRMED THIS 13th DAY OF MARCH 2017.

CHRISTINE WILSON
CHAIRPERSON

6. Reserve Management Committees

Reference: 17/124194

Contact: Liz Carter

Liz.Carter@ccc.govt.nz

941 5682

1. Purpose of Report

The following Reserve Management Committee minutes have been received. These minutes may still need to be confirmed by the Committees at their next meeting.

Duvauchelle Reserve Management Committee Meeting – 9 January 2017
Robinsons Bay Reserve Management Committee Meeting – 26 January 2017
Cass Bay Reserves Management Committee Minutes – 9 th February 2017
Lyttelton Reserves Management Committee Minutes – 13 th February 2017

2. Staff Recommendations

That the Banks Peninsula Community Board:

1. Receive the minutes of the following Reserve Management Committee meetings:

- Duvauchelle Reserve Management Committee Meeting – 9 January 2017
- Robinsons Bay Reserve Management Committee Meeting – 26 January 2017
- Cass Bay Reserves Management Committee Minutes – 9th February 2017
- Lyttelton Reserves Management Committee Minutes – 13th February 2017

Attachments

No.	Title	Page
A ↓	Duvauchelle Reserve Management Committee Minutes – 9 January 2017	12
B ↓	Robinsons Bay Reserve Management Committee Minutes – 26 January 2017	14
C ↓	Cass Bay Reserves Management Committee Minutes - 9th February 2017	15
D ↓	Lyttelton Reserves Management Committee Minutes - 13th February 2017	17

Minutes of the Meeting of the Duvauchelle Reserves Management Committee
Held at the Duvauchelle Community Centre, on Monday 9 January 2017, 5.30 pm

Welcome: Chairperson Jacque McAndrew welcomed those present.

Present:

Committee members: Geoff Carter, Polly Hazeldine, Kaye Bramley, Brian Bremner, Ian Whenmouth
CCC Representative: Colin Jacka

Apologies: Ken Bramley, Bruce Watts, Janis Haley

Motion: That the apologies be accepted.

Moved: Polly Seconded: Brian Carried

Minutes: The December 2016 Minutes have been circulated to Committee members.

Motion: That the Minutes be taken as read and be accepted as a true and correct record.

Moved: Geoff Seconded: Jacque Carried

Matters Arising: The speed humps have been done.
The driveway has been sealed.
The tennis court gates job has been held up due to bad weather and suppliers.

Health & Safety:

26/12/16 A camper on site 3 suffered a stroke and was helicoptered to Christchurch Hospital.

31/12/16 A camper tripped and broke her arm. The ambulance was called and attended, and ambulance staff were happy for her husband to take her through to Christchurch hospital once her pain was controlled, thus freeing up the ambulance for other calls.

Neither qualify as reportable incidents.

The new playground part has been built, and Colin will check again on Wednesday 11 January as to the delay in delivery and installation.

There have been complaints re: stagnant water in the boat compound, which seems to be linked to the spring in the bank behind the compound, and also the earthquake damage to the driveway above it. It remains a work in progress.

Financial Report:

The investment that matured on 29 December 2016 has been transferred to the Council. Colin will check that it has gone to the right place.

The investment maturing on 14 January 2017 will be transferred through on Friday or the following Monday 16th.

We no longer have an overdraft facility on the cheque account, which continues to operate to take some Direct Credit payments or make refunds if required.

Bill from JCL Asphalt received for \$ 56,634.14, but they have not included a GST Invoice. Kaye to obtain and send in to RSU Purchasing.

Motion: That the Financial Statements as presented be accepted and the expenditure approved.

Moved: Jacque Seconded: Ian Carried

Correspondence

Outward: Nil

Inward: Request from Gary Webster to go on list to change permanent site.

Request from Murray and Maree Scott to go on permanent site list.

Request from Lorraine Ray to go on permanent site list.

Ian to write letters acknowledging these three requests.

Motion: That the Inward correspondence be accepted and the Outward be approved

Moved: Polly Seconded: Brian Carried

Manager's Report:

Xmas/New Year went well with no major incidents. Good comments on the showers, though some patrons abusing the 6 minute time limit. The portaloos worked well, being serviced twice over the holiday period, but have not been used much since. Good comments have been received about the driveway and all the improvements.

Brent Warren (site 72) was informed that he had the maximum number of people on his site (7 including two toddlers). He then requested to have 2 more but was declined. He told Kaye they would stay in the Tourist Flat, but this didn't happen. One slept in a vehicle off site. Ken, along with Ian who was on duty, gave Brent a verbal warning for breach of the rules, and assured him he would receive a letter from the Committee. (Ian to write) Mrs Pauline Withell paid \$ 520.00 as a site fee, but there was already an outstanding invoice for \$ 600.00 for unused Stay Nights. Ian to write explaining how the payment of \$ 520.00 has been allocated, showing what is still owing, and enquiring if she wishes to continue as a permanent site holder. Site 47 (ex John Te Amo) has been taken by Larry Ross.

CCC Representative:

Very quiet in the office. Very busy in the Camps (50% up on last year). Weather has been a dampener. Balancing from accounts people will be emailed through later this month. Overheads still need to be budgeted accurately.

Community Board Representative Nil

General Business:

Brian asked about progress with the Hall roof. It's condition is quite good cf: other ones, and we may get relegated down the list for action. Remember, this job has been forwarded on the "wish list" to the community board. NB: there have been two repairs for leaks in the last 12 months.

Polly referred back to the boat compound., asking if Peter Thelning could do a patch job in the meantime.

Kaye/Ken to get a single quote for now.

Kaye/Ken did a water meter check. Duvauchelle Holiday Park currently getting 16,000L /day, and the maximum we have ever got is 20,000L/day, even though our allowed maximum was set at 24,000L/day! Geoff will put is a CSR to clarify.

Jacque will speak with Janis re: rearranging our meeting dates/days.

There being no other business, the meeting closed at 6.35 pm.

Minutes will be confirmed at the next meeting.

Next meeting to be held in the Duvauchelle Community Centre at 5.30 pm Monday 13 February 2017.

MINUTES OF THE ROBINSONS BAY RESERVE MANAGEMENT COMMITTEE

Held at Pippa Foley's on Thursday, 26th January 2017 at 7.30pm.

PRESENT: Pippa Foley, Raywyn Stronach, Marion Wilson, Suky Thompson

APOLOGIES: Paddy Stronach, Averil Parthonaud, Pam Richardson

MINUTES: The minutes of the Triennial Meeting held in Dec 2016 were read.

"That Marion and Averil be co-opted onto the committee." Moved Pippa; Seconded Raywyn. Carried

NOMINATION OF OFFICIALS: Chairperson: Pippa Nominated Raywyn; Seconded Marion

Secretary/ Treasurer: Paddy (subject to her approval) Pippa/Suky

Committee: Above plus Suky, Raywyn, Marion, Averil

CORRESPONDENCE: Various emails to and from Sue Lovett and Council, Suky and Council, Pippa and Darcy Arnold re Domain maintenance, Domain carpark.

Suky Thompson: Domain sign.

FINANCIAL: No up-to-date balance available. (Ex treasurer away)

BUSINESS: After discussion the following motion was passed: "That the carpark and bridge plan as emailed by Darcy and the draft sign as presented by Suky be adopted and approved." carried unanimously.

Suky will notify Darcy re the contractor for the pathway and bridge.

Suky will get invoice for the Domain gate from Paddy and send to Council for payment.

Farming Exhibit: The cow bail and yard display was agreed. Nick Thacker has been asked to build it and Ged Foley has donated all the totara timber. It is hope to have flagstone flooring also from the Foleys. The cream and milk cans may be displayed as a covered shelf (as used by milkman for milk deliveries over 50 years ago).

Domain maintenance again discussed. It was agreed that it was sadly lacking. Members were not sure where their responsibilities lay. Pippa to contact Cate Clerkin.

Meeting closed 8.15pm.

Minutes of Meeting of the Cass Bay Reserves Management Committee (RMC)

Thursday 9th February 2017 7.30pm, the Ward Room, Steadfast Community Hall, Cass Bay

PRESENT:

Jenny Healey – Committee Member
Peter Findlay
Brian Downey – Committee Member
Liz Hales - Committee Member
Roger Larkins – Committee Member
Chris Nee - Committee Member
Helen Braithwaite
Christine Wilson – Community Board Rep until 9.30pm
Bridie Gibbins – CCC Ranger

APOLOGIES:

Bruce Baldwin – Committee Member
Simon Curtis – Parks Advisor

Action
Points

ELECTION OF OFFICERS

Chair: It was proposed: **That Jenny Healey be elected Chair of the Cass Bay Reserves Management Committee**; proposed Chris Nee, seconded Roger, **CARRIED**.

Secretary: None of the committee members were prepared to take on the Secretary role at this stage, Helen Braithwaite agreed to be co-opted onto the committee as Secretary until she leaves Cass Bay, or one of the other committee members agrees to take on the role. It was proposed: **That Helen Braithwaite be co-opted onto the Cass Bay Reserves Management Committee as Secretary with voting rights**; proposed Jenny, seconded Brian, **CARRIED**.

Treasurer: There was a discussion and it was decided not to elect a treasurer until finances are clarified and funds can be held by the committee.

Deputy Chair: It was proposed: **That Brian Downey be elected Deputy Chair of the Cass Bay Reserves Management Committee**; proposed Liz, seconded Jenny, **CARRIED**.

MINUTES OF PREVIOUS MEETING (14 December 2016)

It was proposed that: **The minutes from the 14 December 2016 meeting be agreed**; proposed Roger, seconded Chris Nee, **CARRIED**.

MATTERS ARISING FROM PREVIOUS MINUTES

- Drainage. Helen and Jenny had a site meeting with Tim Ayers to discuss drainage issues. The need for additional drains and side channels to direct storm water to the drains was identified, Tim identified that the work was not part of his responsibility, but would fall on Parks. **Bridie** to follow up funding for drainage work and drain clearance and to find out what the Head to Head project will cover.
- Arbourist. **Jenny** to organise meeting with the arbourist, Craig Taylor
- Steadfast road side tree trimming. **Bridie** will follow this up with Craig Taylor
- Missing tap at 1 Governors Bay Road. **Bridie** will continue following up with Harry Roelofs.
- Mowing contract issues.
An email has been sent to Simon expressing the concerns of the Cass Bay community about the areas around tracks that have not been mowed as frequently as required by the contract. There was discussion about the mowing. Bridie explained that as the contractor has missed two consecutive mowings, they will not be paid for these and their contract has been reduced by a year as a result (now four years of contract remaining). Christine W said the Community Board are aware that the problems with the contractor are

Bridie

Jenny

Bridie

Bridie

Cass Bay Reserves Management Committee Thur 9th February 2017

Item 6

Attachment C

	Action Points
widespread. Bridie said that there will be an extra clean up of the tracks using City Care staff.	
<ul style="list-style-type: none"> PD workers, Bridie still working on this with the probation service. Christine W works at Community House and they are an agent for placements for probation. Pony Point Handrail. Helen to follow this up again with Nick Singleton. 	Bridie Helen
RESPONSE TO OUR LETTER TO CCC CEO	
The response from CCC had been circulated, along with a potential reply to the response; this was discussed. It was proposed That we send the reply, with an adjustment to stress the long standing nature of the problems ; proposed Helen, seconded Jenny, CARRIED .	Helen
MAINTENANCE SCHEDULE AND BUDGET	
These documents have been circulated and Bridie explained them. The schedule provided covers planned maintenance and is for a wider area than just Cass Bay. Some committee members were surprised at how little funding was allocated for the work involved. Bridie explained about downloading the Snap/Send/Solve from the CCC website; this enables people to easily photograph and report the need for unscheduled maintenance, such as clearing rubbish or repairing damage. Customer Service Requests can still be made to the CCC telephone operators.	
SPRAY FREE SIGN	
A spray free sign had been suggested for the gate to Pony Point. The contractor is not required or paid to spray in this area, and we already have several signs in the area. It was therefore decided that we do not want another sign at present.	
RMC INDUCTION	
An email has been received about a proposed RMC induction session. It was considered these would be easier to attend, if the sessions were on weekday evenings and in Lyttelton/Akaroa, it would also be helpful to have good notice and to have an agenda circulated to those attending.	
WORKING BEES	
Areas to be worked on were discussed, including weeding the top of Pony Point and clearing broom in the pony paddock. It was suggested that working bees should be in March, May and in August. A date for March was proposed – Sunday 19 th March with two sessions – 10 am to noon and 2 pm to 4 pm.	
ANY OTHER BUSINESS	
<ul style="list-style-type: none"> Annual Plan. Bridie passed on an email about submissions to the Annual Plan process, asking for any new urgent projects to be emailed in by 23 March. The Committee discussed making Cass Bay beach and facilities accessible, for those with mobility issues and disabilities (such as poor vision). This was seen as an ongoing project including: Toilet access, Playground area access, Access to beach, Accessible surface for the beach. It was proposed That Cass Bay should adopt a focus of enabling access for community members with disabilities; proposed Jenny, seconded Helen, CARRIED Helen to draft annual plan submission to help progress this. Christine W agreed to find out who in CCC deals with accessibility issues. It was suggested that we invite Maria Moran to speak to us about accessibility as she has worked in this field. Bridie to provide a CCC family tree showing CCC and their roles. 	Helen Christine Bridie
NEXT MEETING	
The next meeting is scheduled for Thursday 6 th April 2016 at 7.30pm in the Ward Room, Steadfast.	
Meeting closed at 9.50 pm.	

Cass Bay Reserves Management Committee Thur 9th February 2017

Draft Minutes of Meeting

MINUTES of the ordinary meeting of the Lyttelton Reserves Management Committee held in the Lyttelton Community Board Room 25 Canterbury Street, on Monday 13th of February 2017 commencing at 7.10 pm.

1 Present: Kirsty Brennan, Mike Brown, Robin Dawson, Brian Dougan, Brian Downey, Wendy Everingham, John Garrett, Richard Hopkins, Geoff Knight, Greg Jack, Ann Jolliffe, Juliet Neill, Gerrard Timings, Daryl Warnock, Jed O'Donoghue (Community Board Liaison), Andrew Turner (Deputy Mayor), Andrea King, John King.

2 Apologies: Sara Campbell, Liz Briggs, Luke Hollister, Keri Whitiri, Paul Devlin (CCC Ranger) Nick Singleton (CCC Ranger)

3 Independent Chair

Andrew Turner represented the Christchurch City Council – Banks Peninsula Community Board as an Independent Chair for the initial stages of the meeting. His role was to

- Hold a group discussion on the newly formed committee of 23 to establish if it could be workable or not.
- Officiate in the election of office bearers.

3.1 Correspondence tabled

- Lyttelton RMC - Community Board concerns about a committee of 23 members - Joan Blatchford Community Governance Manager CCC.

3.2 Issues Raised

- Greg Jack/Robin Dawson – Quorum. How many people are required to attend meetings to get decisions approved? Andrew said it would require 12 members. There was a risk that the Committee may not be able to make a decision if a quorum was not achieved.
- Geoff Knight – It's all early days. It may or may not be too hard to get a quorum.
- Brian Downey – Mindful of the current review to the Terms of Reference. Would the number of committee members be capped anyway?
- Daryl Warnock -Some people might resign anyway reducing the number required for a quorum.
- Brian Downey – Committee could reduce the number of people on the committee if some members found they were not able to attend meetings and then willing to resign. The Community Board would be informed and the quorum required would be reduced. That would solve the problem more easily than trying to force people to leave.
- Andrew Turner – the Community Board does not want to impose a solution on the Committee.
- Anne Jolliffe – Highlighted the great response to the election. However she highlighted that over the years it was often difficult to get a quorum of

6-7. She worried about getting a quorum. She suggested having a smaller committee and suggested some people become a friend of the committee. They could participate and attend meetings but not vote.

- Gerrard Timings – what would happen if there was no quorum? Andrew Turner -No resolutions could be made.
- Daryl Warnock – Lets contact the people who didn't attend and see if they might be happier not to be on the committee. Let's find this out prior to the next meeting. Our quorum may reduce if some people are happier to have a support role.
- Wendy Everingham – What guarantee do we have that the Community Board will help us if we get into difficulties? Andrew Turner – If the request is made formally via the minutes they must respond.
- Wendy Everingham – Disappointed that we got to this impasse. She has been highlighting these issues for months that there was no upper limit on the numbers of committee members.
- Mike Brown – Anyone want to resign? Some people might prefer to be a volunteer helper for a specific project. Andrew Turner suggested that the new Secretary contact all committee members and see if some of them might happily tender their resignation.
- Jed O'Donoghue – Ensure you give people who might resign the option to become a Friend of the Reserve.

3.3 RESOLVED that we maintain the existing committee size of twenty three members.

MOVED Daryl Warnock **SECONDED** Richard Hopkins **CARRIED**

3.4 RESOLVED that the new Secretary contacts all committee members to see if they want to remain in a decision making or non-decision making role within the committee.

MOVED Daryl Warnock **SECONDED** Richard Hopkins **CARRIED**

4 Elections of Officer Bearers

Andrew Turner clarified what was required for each position.

Chair: Main function is the leadership and running the meetings. Key roles include:

- Chairing meetings
- Managing the work programme
- Guiding the committees strategic direction
- Maintaining clear communication with the Community Board

Nominations were called for the Chair.

4.1 RESOLVED that Wendy Everingham be elected as Chair.

MOVED Gerrard Timings **SECONDED** Juliet Neill **CARRIED**

Secretary Key roles:

- taking the minutes
- advertising the meetings
- circulating the minutes in a timely fashion
- tabling the correspondence

4.2 RESOLVED that Brian Downey be elected as Secretary.

MOVED Gerrard Timings **SECONDED** Geoff Knight **CARRIED**

Treasurer Key role:

- keeping the finances
- record keeper
- helping with budgets

There were no nominations for Treasurer. The position was declared vacant.

John King was thanked by the committee and Council for all the years that he was Treasurer. At this point John and Andrea King left the meeting.

Brian Downey indicated that he would be prepared to do both roles of Secretary & Treasurer.

4.3 RESOLVED that Brian Downey be elected as Secretary/Treasurer.

MOVED Gerrard Timings **SECONDED** Geoff Knight **CARRIED**

At this point Andrew Turner left the meeting and handed the Chair to Wendy Everingham.

Wendy welcomed everyone to the committee and then the team proceeded to introduce themselves.

5. Inductions

To familiarise everyone with the reserves the Committee will hold a walking tour of each of the reserves. All committee members are encouraged to attend.

5.1 Monday February 27th Whaka Raupo Reserve Walk-About
6.30pm Meeting Point Bridle Path Rd (where bitumen and gravel meet)

Monday March 6th Urumau Reserve Walk-About
6.30pm Meeting Point at the Urumau entrance steps at Foster Terrace

5.2 Wendy offered to collate all the relevant documents for committee members to give them a good overview of key documents that will aid their understanding of what's been happening and the direction that has been taken. These will be available on Dropbox.

5.3 The City Council will be running an induction day for new members. Our committee would like an evening session as most people work full time.

6. Previous minutes

6.1 RESOLVED that the minutes for the Triennium meeting on December 5th 2016 be adopted with one amendment – incorrect spelling of Omar

MOVED Brian Downey **SECONDED** Wendy Everingham **CARRIED**

7. Treasurer's report

Current Account \$1367.30
Investment Account \$6148.11
(maturing on May 30 2017).

7.1 RESOLVED that the Accounts for the period ending February 9th 2017 be adopted.

MOVED Brian Downey **SECONDED** Wendy Everingham **CARRIED**

8. General Business

8.1 Daryl Warnock requested a breakdown of the money that we hold for the next committee meeting

8.2 Greg Jack requested that the process for implementing a management plan be on the next agenda

9. Meeting Schedule

9.1 We will adopt a monthly meeting schedule, at the Lyttelton Community Board Room at 25 Canterbury Street Lyttelton
Next meetings: **Monday March 13th 7pm**
Monday April 10th 7pm

10 CLOSE: There being no further business, the meeting concluded at 9.30 pm.

Chair

Date

7. Banks Peninsula Discretionary Response Fund Report

Reference: 17/84397

Contact: Fiona Nicol

fiona.nicol@ccc.govt.nz

0274 035 716

1. Purpose and Origin of Report

Purpose of Report

- 1.1 The purpose of this report is for the Banks Peninsula Community Board to consider three applications for funding from its 2016/17 Discretionary Response Fund from the organisations listed below.

Funding Request Number	Organisation	Project Name	Amount Requested
55971	Akaroa District Promotions	Wages for Events Coordinator and contribution to Cruising Out Party	\$3000
56012	Duvauchelle School Board of Trustees	Swimming Coaching and Pool Chemicals	\$2,616
56002	Royal New Zealand Plunket Society Canterbury Area Inc	Lining and Insulation of Garage for Little River Toy Library	\$4,495

Origin of Report

- 1.2 This report is to assist the Community Board to consider applications for funding from Akaroa District Promotions (ADP), Duvauchelle School Board of Trustees and Royal New Zealand Plunket Society Canterbury Area Inc.

2. Significance

- 2.1 The decisions in this report are of low significance in relation to the Christchurch City Council's Significance and Engagement Policy.
- 2.1.1 The level of significance was determined by the number of people affected and/or with an interest.
- 2.1.2 Due to the assessment of low significance, no further community engagement and consultation is required.

3. Staff Recommendations

That the Banks Peninsula Community Board:

- Approves a grant of \$2,000 to Akaroa District Promotions towards wages for an Events Coordinator(\$1,700) and contribution to Cruising Out Party (\$300)
- Approves a grant of \$1,500 to the Duvauchelle School Board of Trustees towards community swimming and water safety lessons for children and the upkeep of the Duvauchelle school pool
- Approves a grant of \$1,500 to the Royal New Zealand Plunket Society Canterbury Area Inc towards lining and insulation for the Little River Toy Library

4. Key Points

- 4.1 At the time of writing, the balance of the Discretionary Response Fund is as detailed below.

Total Budget 2016/17	Granted To Date	Available for allocation	Balance If Staff Recommendation adopted
\$48,340	\$6,150	\$42,190	\$37,190

- 4.2 Based on the current Discretionary Response Fund criteria, the applications listed above are eligible for funding.
- 4.3 The attached Decision Matrix provides detailed information for the applications. This includes organisational details, project details, financial information and a staff assessment.

Attachments

No.	Title	Page
A ↓	Decision Matrix - Akaroa District Promotions	23
B ↓	Decision Matrix - Duvauchelle School and Little River Toy Library	24

Confirmation of Statutory Compliance

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

(a) This report contains:

- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
- (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.

(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

Signatories

Authors	Fiona Nicol - Community Development Advisor Philipa Hay - Community Development Advisor Andrea Wild - Community Development Advisor Trisha Ventom - Community Recreation Advisor
Approved By	Penelope Goldstone - Community Governance Manager, Banks Peninsula/Akaroa



2016/17 DRF BANKS PENINSULA 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.

00055971	Organisation Name	Project Name and Description	Total Cost	Contribution Sought Towards	Staff Recommendation	Priority
	Akaroa District Promotions Inc	Events Coordinator Wages and Cruising Out Party for Community Akaroa District Promotions (ADP) are applying for \$2,500 as a contribution towards wages for a new Events Coordinator and \$500 towards the Cruising Out Party band for the community at the end of the season in April 2017.	\$16,300 – Wages \$500 - Party Requested \$ 3,000 (18% requested)	Wages - \$2,500 Band Hire - \$500	\$ 2,000 That the Banks Peninsula Community Board makes a grant of \$2,000 to Akaroa District Promotions towards Event Manager Wages (\$1,700) and a Cruising Out Party (\$300).	2

Organisation Details Service Base: 57 Rue Lavaud, Akaroa Legal Status: Incorporated Society Established: 18/11/1982 Target Groups: Community Development Annual Volunteer Hours: 1,000 Project Participants: 10,000 Alignment with Council Strategies <ul style="list-style-type: none"> CCC Strengthening Communities CCC Funding History 2016/17 - \$2,000 (Cruise Ambassadors) SCF 2016/17 - \$2,500 (Seaweed) SGF 2016/17 - \$2,000 (Social Media Workshop) DRF 2015/16 - \$4,000 (Events Programme) SCF 2015/16 - \$2,000 (Event Manager) DRF 2014/15 - \$500 (End of Season Bash) DRF 2014/15 - \$1,000 (Custom Built Events Power Box) SGF 2014/15 - \$6,000 ((ADP Events Programme) SCF 2013/14 - \$500 (Earthquake Relief Assistance) DRF 2013/14 - \$8,000 (ADP Events Programme) SCF	Other Sources of Funding (This Project Only) \$10,000 - Rata Foundation (Events Coordinator wages for this financial year) \$3,000 - Akaroa Heritage Festival Society Inc. (Events Coordinator wages for this financial year) Staff Assessment Akaroa District Promotions (ADP) was established in 1982 originally to represent the business community of Akaroa. The organisation evolved and in 1992 expanded its focus to include not only business interests but those of the wider community with the understanding that tourism plays an integral part in the economic sustainability of Akaroa. It is funded through Akaroa business subsidies and community grants. ADPs growing leadership role in running events in Akaroa and the large increase in tourism with the cruise ships berthing in Akaroa has increased the workload for ADP. This increase in workload along with the reduction from the Council for planning and running the largest festival in Akaroa (French Fest) has resulted in ADP needing to appoint a specific Events Coordinator to plan and run community events. Some funding has been sourced for this role but extra funding is required to enable this role to be continue. A major part of ADPs role is to organise and run the Cruise Ship Ambassador Programme which co-ordinates activities and volunteers in Akaroa to enable a successful experience for cruise ship passengers to Akaroa. ADP run a yearly party for all the people involved in the Cruise Ship season which includes a large percentage of the local Akaroa community. The venue and food is a contribution in kind from the community.
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2016/17 DRF BANKS PENINSULA 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.

00056012	Organisation Name	Project Name and Description	Total Cost	Contribution Sought Towards	Staff Recommendation	Priority
	Duvauchelle School Board of Trustees	Swimming Coaching and Pool Chemicals The project is to fund community swimming and water safety lessons for children and for the upkeep of the Duvauchelle school pool.	\$ 3,466 Requested \$ 2,616 (75% requested)	\$775 - Swim Coach Wages \$641 - Pool Chemicals \$1,200 - Power and Water	\$ 1,500 That the Banks Peninsula Community Board approves a grant of \$1,500 to the Duvauchelle School Board of Trustees to fund community swimming and water safety lessons for children and the upkeep of the Duvauchelle school pool.	2

Organisation Details Service Base: 11 School Lane RD1, Banks Peninsula Legal Status: School Board of Trustees Established: 6/06/1860 Target Groups: Children/Youth, Sport and Recreation Annual Volunteer Hours: 40 Project Participants: 52 Alignment with Council Strategies <ul style="list-style-type: none"> CCC Strengthening Communities CCC Funding History 2011/12 - \$500 (planting project) SCF A/W 2010/11 - \$1,590 (stage production expenditure) SCF A/W	Other Sources of Funding (This Project Only) School funding Pool Key Sales - 12 keys sold this season. \$65 season (local) \$100 season (non-local) Staff Assessment Duvauchelle School provides education for 31 children from 20 families in the local area through the Ministry of Education. As part of this education, water safety and learning to swim is seen as a priority for the peninsula based community and the school endeavours to ensure that every student receives daily coaching at school during the swimming season. Alongside this the school runs an operative swimming pool. Coaching funding cannot be part of the Ministry of Education funding as the school is fully committed with its teaching staff. The swimming coaching needs to be contracted out and funded locally. Funding for paying the coach is aimed to be sourced through the sale of community keys to community. In previous years enough keys have been sold to cover the cost but this year only 12 keys were sold creating a shortfall. Funding for the swimming chemicals, water and power are squeezed from the schools budget. It is suggested by staff that DRF is used this year to cover the coaching and chemicals for this project, while the power and water are covered by the main school budget.
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2016/17 DRF BANKS PENINSULA 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.

00056002	Organisation Name Royal New Zealand Plunket Society Canterbury Area Inc	Project Name and Description Lining and Insulation of Garage for Little River Toy Library This project will ensure that the newly acquired central premises for Little River Plunket Toy Library will be dry and warm and able to provide parents access to new and educational toys for very low rates and to connect to other families in the area.	Total Cost \$ 4,495 Requested \$ 4,495 (100% requested)	Contribution Sought Towards \$2,425 Plywood, battens, fastening \$2,070 Labour to line walls and ceiling	Staff Recommendation \$ 1,500 That the Akaroa/Wairewa Community Board Committee makes a grant of \$1,500 to the Royal New Zealand Plunket Society Canterbury Area Inc towards lining and insulation for the Little River Toy Library.	Priority 2
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Organisation Details Service Base: 5 Twigger Street, Addington Legal Status: Incorporated Society Established: 24/06/2015 Target Groups: Annual Volunteer Hours: 300 Project Participants: 150 Alignment with Council Strategies <ul style="list-style-type: none"> CCC Strengthening Communities CCC Funding History 2015/16 - \$5,000 (Plunket Family Centre) SCF 2015/16 - \$5,000 (Parent Education Programme) SCF 2014/15 - \$1,000 (Community Event Equipment) SGF 2014/15 - \$4,000 (Parent Education Programme) SCF 2013/14 - \$5,000 (PEPE Coordinator Wages) SCF 2012/13 - \$3,000 (First Aid Course) SGF 2012/13 - \$5,000 (PEPE Coordinator Wages) SCF	Other Sources of Funding (This Project Only) Approx \$5000 balance in Toy Library Account (Tagged for upgrading Toys and potential moving expenses) Staff Assessment The Little River Toy Library is a subsidiary of the larger New Zealand Toy Libraries, with neighbouring branches in Akaroa and Halswell. The toy library hires toys out to local families, provides a focal meeting point and support for families with young children and learning and growth opportunities for the children who interact and play with the wide range of toys available. It is run by a team of community volunteers. Due to the 2011 earthquakes the toy library had to move from the Coronation Library in the Awa-iti Domain to Okuti Valley. This move away from the town centre disadvantaged the library with users decreasing from 16 families to only 4. The group has always been aiming to move back into the town centre with the intention that a more prominent position will again have more families using the service. The group has now successfully secured a lease to move back into a central location (the shed behind the service centre) but in order to be able to provide a central dry and warm meeting place for families with children and for the toy storage the shed needs to be lined and insulated to keep it warm and dry. The group has money from fundraising which can partially fund the lining but are requesting a contribution from the Banks Peninsula Community Boards Discretionary Response Fund for this purpose.
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8. Lyttelton Historical Museum Society - request for gift of land

Reference: 17/93403

Contact: Dan Egerton

Dan.egerton@ccc.govt.nz

9418477

1. Purpose and Origin of Report

Purpose of Report

- 1.1 The purpose of this report is for the Banks Peninsula Community Board to consider the future of the land at 33-35 London Street, Lyttelton and in doing so recommend to Council that the Council gifts the land, to the Lyttelton Historical Museum Society.

Origin of Report

- 1.2 This report is being provided to fulfil the Council resolution **CNCL/2016/00329**.

That the Council:

Recognise the Council's in principle support for the gifting of the land at 33 London St to the Lyttelton Historic Museum Society.

Request staff to work with Lyttelton Historic Museum Society to:

Explore the opportunity for it secure ownership of the Council's property at 33 London Street as soon as practical.

Investigate the issues and options associated with the proposal to deal unilaterally with the society over the transfer of the property at 33 London Street, including options on how the land could be transferred back to Council in future if no longer required by the museum.

Report back to the Council via Community Board for a decision on the proposal.

Council Turner/Clearwater

Carried

Councillor Jones requested her vote against the resolution be recorded

2. Significance

- 2.1 The decisions in this report are of high significance in relation to the Christchurch City Council's Significance and Engagement Policy.
 - 2.1.1 The level of significance was determined by Significance and Engagement Policy.
 - 2.1.2 The community engagement and consultation outlined in this report reflect the assessment.

3. Staff Recommendations

That the Banks Peninsula Community Board recommend to Council that it pass the following resolutions:

The Council:

1. Supports, in principle, a proposal to gift the property at 33 London Street Lyttelton to the Lyttelton Historic Museum Society as generally outlined in option one in the body of the report; and

2. Approve and request staff to commence as soon as possible the proposed consultation process detailed in Attachment B for the proposal to dispose of 33 London Street by way of gift to the Lyttelton Historic Museum Society.
3. Request Council staff to provide a further report to Council following completion of the consultation process with a view to then considering whether to proceed with the proposed gift of the land to the Lyttelton Historic Museum Society, or not.

4. Key Points

- 4.1 This report does not support the [Council's Long Term Plan \(2015 - 2025\)](#).
- 4.2 The following feasible options have been considered:
 - Option 1 – Gift the land (preferred option)
 - Option 2 – Do not gift the land, and establish a future use for the land
- 4.3 Option Summary - Advantages and Disadvantages (Preferred Option)
 - 4.3.1 The advantages of this option include:
 - The Lyttelton Historical Museum Society Museum will return to Lyttelton.
 - Council will not have to incur costs associated with the land.
 - A mechanism will be put in place which will result in the land reverting to Council in the event that the Museum ceases to operate.
 - 4.3.2 The disadvantages of this option include:
 - Council is forgoing the potential proceeds from a sale.
 - Council will no longer hold a parcel of land in Lyttelton should it be required at some stage in the future.

5. Context/Background

Lyttelton Historical Museum Society

- 5.1 The Lyttelton Historical Museum Society (LMHS), a registered Charity with the Charities Services, was established in 1969, and moved to the former Merchant Navy Centre in 1980. In 2000 a lease was entered into between the Council and LHMS for Council owned land at 1 Gladstone Quay, Lyttelton.
 - 5.1.1 This lease was for an initial term of ten years, with a right of renewal for a further ten years. Final expiry was in June 2020.
 - 5.1.2 The annual rent was \$1.00 per annum.
 - 5.1.3 The 2010/2011 earthquakes rendered the premises uninhabitable, and the site was subsequently cleared.
- 5.2 The LMHS has canvassed a number of options for a replacement site over the years; in 2016 they made a deputation to the Council outlining these sites, and explaining their rationale for opting to proceed with seeking to acquire 33 London Street.
 - 5.2.1 A Business Case which expands on this, and other matters, is attached as **Attachment A**.
- 5.3 The LHMS has more than 8,500 items which have been catalogued and re-packed into storage.

- 5.4 A new museum in Lyttelton will play an important role in education, leisure, and tourism within the Lyttelton Community. The LHMS anticipates that some 10,000 visitors per annum could be expected.
- 5.5 The Lyttelton Master Plan makes reference to the need for a new museum and the LHMS is specifically referenced under item N6:

Celebrating Lyttelton's heritage is about creating opportunities for people to connect with the stories and people of the place. It is about improving Lyttelton's legibility and finding ways to strengthen its identity. Providing memories of specific buildings and activities that stood in the town centre will be critical to rekindling a post-earthquakes sense of place.

The Lyttelton Historical Museum is integral to local landscape and heritage interpretation. Its collections of local social and maritime, and international maritime, military and naval history are of local, national, and international significance and are a tangible link to the past. It has been a valued part of the Lyttelton community for many years, regularly hosting schools and other groups, in addition to tourists and locals. Its building has been demolished. A new building should be designed to meet the needs of the collection and visitors to the museum, but could be a shared facility.

6. Proposal

- 6.1 The LHMS has requested that the Council gift the land to them at nil value. An option of a lease, at a peppercorn basis, or otherwise, has been considered but is not supported as an option.
- 6.2 The reason for requesting and supporting the land by way of gift is:
- 6.2.1 Funding agencies generally are reluctant to give funds on a lease basis. Property ownership offers more security for the future use of any gifted funds as opposed to occupation via a lease.
- 6.2.2 That were they to have some other form of occupation, i.e. lease, then they encounter issues in regards capital raising for the project itself. The LHMS will find it more difficult to fund raise without ownership
- 6.2.3 The LHMS do not consider it would be prudent to invest a significant sum of capital in developing the building on land they do not own.
- 6.2.4 The LHMS require financial assistance for this project and securing the land at no cost will achieve that. Ongoing operating costs for the land in the form of a rental is possibly not sustainable. In this regard financial certainty and stability can be achieved.
- 6.2.5 As a note, given the land will revert to Council in the unlikely event of insolvency, the outcomes are similar in regards to future Council ownership.
- 6.2.6 The LHMS has provided a list of indicative funding sources (and amounts):
- Lottery Grants Board (\$1,800,000)
 - Ministry for Culture & Heritage (\$2,000,000)
 - Rata Foundation (\$500,000)
 - Pub Charities (\$500,000)
 - LHMS contribution (\$600,000)
 - Total: \$5,900,000
- 6.3 These funds will be put towards the construction of new building which is proposed to have a commercial tenant, to generate extra income to assist with operational costs.

- 6.4 It is proposed that once the museum is operational the LHMS anticipates employing a small number of staff and engage volunteers to assist with the day to day running of the museum.
- 6.5 An issue does arise whereby the LHMS ceases to operate; however the museum is governed by its rules in terms of disposition of assets; everything, once liabilities and expenses have been cleared, will be vested jointly in the Christchurch City Council and the Canterbury Museum Trust Board.
- 6.6 It is proposed as part of this report, that an encumbrance be entered into and registered on the title, that in the unlikely event of this happening that the land only would revert to Council ownership.
- 6.7 Any building on the site would then be vested jointly in the Council and the Canterbury Museum Trust Board.

7. The Land

- 7.1 33-35 London Street, Lyttelton, comprises 316m² and was acquired by the Council in 2008 for the purposes of a Service Centre.
- 7.2 The property has been vacant since 2011 as the buildings were substantially damaged in the earthquakes, and were subsequently removed.
- 7.3 In 2016 the Council initiated a new property disposal process – this process involved any Council owned property which was no longer required for the purpose it was acquired for, to be circulated around the relevant Community Board for a period of six months so a future use decision could be reached.
- 7.4 This property was scheduled to be included in that new process.
- 7.5 The LHMS have made an unsolicited proposal, accordingly, and as per the above Council resolution this process is not being followed in this scenario as the Council has given its support in principle.
- 7.6 The Property Consultancy Team has not received any internal enquiries for land in Lyttelton from other units within Council, nor aware of any other desires for alternative public uses

8. Dealing unilaterally with the Lyttelton Historic Museum Society

- 8.1 The Council's standard process to dispose of land is to adopt a transparent disposal process, usually via public tender or auction. The Council does this to meet the requirements of section 14(1)(f) of the Local Government Act 2002 to undertake its business activities in accordance with sound business practice and to comply with Council policy (listed in the Council's Policy Register as 'Property – process for disposal of Council') 'That the Council's policy of publically tendering properties for sale unless there is a clear reason for doing otherwise be confirmed as applying to all areas of the City with the exception of the area in which the (interim) Central City Board is active in pursuit of Council revitalisation goals'.
- 8.2 On this occasion it is open for the Council not to dispose of the land in this manner as it has received a unique unsolicited proposal for the development of the land at 33-35 London Street that:
 - Would provide significant benefit to the people of Lyttelton by improving cultural offering to the community that is not otherwise available;
 - Aligns with the Lyttelton Master Plan;
 - Would support a unique tourism attraction for Lyttelton, estimated circa 10,000 visitors per annum, and the associated economic benefits to the community;
 - Supports the LHMS given the limited viable alternative land options available to the LHMS;

- 8.3 Council staff have considered the Ministry of Business, Innovation and Employment 'Unsolicited Unique Proposals – How to deal with uninvited bids;' guidance for government entities dated May 2013 when evaluating the unsolicited proposal to ensure that there is a sound business case to support the decision to accept the unique unsolicited proposal.
- 8.4 The purpose of the MBIE Guidance on Unsolicited Proposals is to provide a methodology for considering unsolicited proposal in a way that:
- Is transparent and fair to everyone;
 - Encourages the supplier community to put forward good ideas;
 - Promotes objectivity;
 - Supports decisions based on sound fact and evidence;
- 8.5 The proposal from the LHMS is an 'Unsolicited Unique Proposal'. Council staff have evaluated the proposal and its other options for the Land and are satisfied that:
- The proposal would provide a benefit to the Lyttelton Community, by improving the tourism offerings in the community;
 - The LHMS is a well-established entity and the purpose of this unsolicited proposal is to improve/re-introduce the cultural offering to the community that is not otherwise currently available.
- 8.6 On this basis, Council staff are of the view that the unique offering and benefits to the community outweigh any benefits that may be realised from an open tender process.
- 8.7 In order to ensure that the land is used to construct and house a new museum it is proposed that:
- an encumbrance be registered against the title to the Land requiring that the Land only be used for the purposes of the Lyttelton Historic Museum, and;
 - Should the museum cease to operate on the Land, the Land will revert to the Council ownership.

9. Section 138 Local Government Act 2002 – Consultation

- 9.1 Section 138 of the LGA refers to the Restrictions on disposal of parks, reserves, and endowment properties.
- 9.2 The definition of a park within this section of the Act is wide ranging, and means *land acquired or used principally for community, recreation, environment, cultural purposes*; as this parcel of land was acquired in 2008 for the Lyttelton Service Centre Building it falls within this definition.
- 9.3 The Act does not describe the level of consultation that is required. However staff advice is that given the site has been unused for six years, the level of consultation, should the staff recommendation be endorsed, would be at the lower end of the scale.
- 9.3.1 The process that is designed will comply with the principles of consultation set out in s83 of the Local Government Act 2002; and
- 9.3.2 Enable the Council to comply with its obligations in section 78 of the Local Government Act 2002 to consider views and preferences of persons likely to be affected by, or have an interest in the decision to dispose of the land.
- 9.4 The consultation is proposed to be as outlined in **Attachment B** of this report.

10. Option 1 – Gift the land (preferred)

Option Description

- 10.1 The Christchurch City Council supports in principle the gifting of the land at 33-35 London Street, Lyttelton to the LHMS and in doing so commences a public consultation process as required under section 138 of the Local Government Act. This will not only serve to satisfy that statutory requirement but also establish the views and preferences of effected parties.
- 10.2 The result and findings of that process will be reported back to the Council for a final decision in respect of gifting the land.

Significance

- 10.3 The level of significance of this option is high consistent with section 2 of this report.
- 10.4 The engagement requirements for this will be attended to through the consultation process set out in this report.

Impact on Mana Whenua

- 10.5 This option does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does not specifically impact Ngāi Tahu, their culture and traditions.

Community Views and Preferences

- 10.6 The views and preferences of effected parties will be established through the engagement / consultation process set out in this report.

Alignment with Council Plans and Policies

- 10.7 This option is inconsistent with Council's Plans and Policies
 - 10.7.1 Inconsistency – there is no plan or policy to give away property assets; is a unilateral dealing.
 - 10.7.2 Reason for inconsistency – as above
 - 10.7.3 Amendment necessary – n/a

Financial Implications

- 10.8 Cost of Implementation – a market valuation was obtained in 2014 which assessed the value at \$220,000. This is therefore the approximate foregone opportunity cost.
 - 10.8.1 The consultation process will cost circa \$10,000.
- 10.9 Maintenance / Ongoing Costs – n/a
- 10.10 Funding source – n/a

Legal Implications

- 10.11 Council is able to support in principle the gifting of this land.
- 10.12 Section 138 of the Local Government Act - requires a local authority to consult on a proposal to sell or other dispose of a "park". Disposal includes a gift. "Park" is defined as meaning "*land acquired or used principally for community, recreational, environmental, cultural, or spiritual purposes.*" As the property was acquired in 2008 for the Lyttelton Service Centre it falls within the definition of a "park".
- 10.13 Obligations under s40 of the Public Works Act 1981 do not exist.

Risks and Mitigations

10.14 There is a risk that the community will perceive the Council as an inefficient manager of public assets caused by the proposal to gift assets.

10.14.1 This is a unique opportunity that is likely to result in community benefit. A possible treatment of the risk is to ensure communication of the community benefits. Additionally, Council should communicate the protections that are proposed (eg reversion back to Council should the Museum become insolvent)

10.14.2 Consultation with the community will take place before a final decision to dispose of the land is determined so allows for the community to be informed of, and comment on, the benefits and protections.

10.14.3 Residual risk rating: the rating of the risk is low.

10.15 There is a risk that community groups will perceive the Council gift as a precedent and seek to obtain other public assets as gifts.

10.15.1 Council has received similar requests in the past. It looks at each case on its merits and makes decisions based on the specific circumstances.

10.15.2 A possible treatment of the risk is to ensure due process is followed with advice provided and full options analysis before decisions are made.

10.15.3 Residual risk rating: the rating of the risk is low.

Implementation

10.16 Implementation dependencies - Enter into agreement for transfer.

10.16.1 Outcome of consultation

10.17 Implementation timeframe – six months.

Option Summary - Advantages and Disadvantages

10.18 The advantages of this option include:

- The Lyttelton Historical Museum Society Museum will return to Lyttelton.
- Council will not have to incur costs associated with the land e.g. rates and maintenance.
- A mechanism will be put in place which will result in the land reverting to Council in the event that the Museum ceases to operate.
- The proposed consultation process will attend to a statutory requirement, the views and preferences of effected parties and implicitly alternative public uses.

10.19 The disadvantages of this option include:

- Departs form policy in that it is a unilateral dealing.
- Subverts the Councils normal decision making process for land that requires a review.
- Council is forgoing the potential proceeds from a sale.
- Council will no longer hold this parcel of land should it be required at some stage in the future.

11. Option 2 – Do not dispose of the Land and review the future use of the site

Option Description

11.1 Council opts to not gift the land to the LHMS. This would leave the site with an undetermined future.

- 11.2 The Council has a process to determine the future use of sites that are no longer required for the original purpose for which they were purchased and the property could be put through that to determine an alternative future use or disposal.

Significance

- 11.3 The level of significance of this option is low consistent with section 2.
- 11.4 Engagement requirements for this level of significance are not applicable.

Impact on Mana Whenua

- 11.5 This option does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does not specifically impact Ngāi Tahu, their culture and traditions.

Community Views and Preferences

- 11.6 No one is specifically affected by this option due to this being the status quo. The process to determine the future use of a property has embedded in it opportunities to seek community views and preferences.

Alignment with Council Plans and Policies

- 11.7 This option is consistent with Council's Plans and Policies

Financial Implications

- 11.8 Cost of Implementation – not applicable
- 11.9 Maintenance / Ongoing Costs – ongoing operational costs circa \$3,000 per annum
- 11.10 Funding source – existing budgets

Legal Implications

- 11.11 Council will need to establish a public work for this property going forward.

Implementation

- 11.12 Implementation dependencies - not applicable.
- 11.13 Implementation timeframe – not applicable.

Option Summary - Advantages and Disadvantages

- 11.14 The advantages of this option include:
- Council will retain a property asset.
 - Council will be able to derive an income should the property be sold on the open market.
 - The property could be available for a future public work.
 - All options for this property would be addressed via the Councils 'Future Use Property Review Process'.
- 11.15 The disadvantages of this option include:
- Council will incur operational costs on an annual basis.

Attachments

No.	Title	Page
A ↓	Attachment A	36
B ↓	Attachment B	49

Confirmation of Statutory Compliance

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

(a) This report contains:

- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
- (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.

(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

Signatories

Author	Dan Egerton - Property Consultant
Approved By	Angus Smith - Manager Property Consultancy Bruce Rendall - Head of Facilities, Property and Planning Anne Columbus - General Manager Corporate Services

HARBOURS STORIES

A new Museum for Lyttelton



Business Case
July 2016



Lyttelton Historical
Museum Society Inc.
PO Box 95 Lyttelton 8841

lytteltonmuseum.co.nz

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Part 2: Museum Development project

- Development sub-committee
- The case for a new museum
- Concept development
- Site selection
- Timeline
- Financial
- Management plan/structure
- Winding-up

Part 3: Appendices

- Market Analysis Report
- Site Evaluation Report
- Feasibility Report

Part 1: Introduction and background

Introduction

Lyttelton has a unique and significant place in the history of Canterbury, New Zealand and the Antarctic. The richness of its stories from the land to the sea adds to the special character of the town and is integral to its sense of community and identity.

Until the devastation of the 2010 and 2011 earthquakes, the Lyttelton Historical Museum Society (the Society) operated a museum from a Christchurch City Council owned building. The building received significant damage and was subsequently demolished forcing the closure of the museum. Fortunately the collections were rescued and are in safe storage until they can be brought back to Lyttelton once again.

Although a dreadful setback, the demolition of the building has presented the Society with a perfect opportunity to re-evaluate how it presents the important moments in history that together weave the story of Lyttelton from its geological formation to modern life.

From the ruins of their former building, the Society has a vision to create a sustainable new attraction with dynamic and engaging displays and associated programmes that bring the stories of Lyttelton to life. It will be educational, informative and entertaining to a wide audience from its community to international visitors. And it will not just be bound to a building but will also reach out via modern technologies.

History

Lyttelton Museum was founded by Baden Norris in 1969 and moved to the former Merchant Navy Centre at 2 Norwich Quay in 1980. The museum was open an average of six hours per week and was successfully run by a strong base of volunteers. As well as Baden Norris, an acknowledged Antarctic expert, the Museum Society included five or six other museums professionals enabling it to maintain a good quality visitor experience.

Collection

The Society's collection is a core strength and is valued for being unique, comprehensive and relevant. The Antarctic collection has international significance and numerous themes of national importance are also represented, including maritime and waterfront history, pre-European history, war and immigration. Objects that resonate with local social history are as diverse as historic textiles, furniture, and shop fittings.

Earthquake recovery and new strategies

Since the loss of its building in the devastating 2010–11 Christchurch earthquake sequence, the Lyttelton Museum Society had to work through a number of immediate issues, such as insurance and obtaining safe storage for its collection, before members could consider future plans. The collections were able to be rescued from the damaged building and are in temporary safe custody at the Canterbury Cultural Collections Recovery Centre.

While the collections are safe for the time being, the Society understood that planning for a future new museum needed to be carefully considered and the first step was a Strengths, Weakness, Opportunities and Threats (SWOT) analysis completed in September 2012 which in turn led to the creation of a strategic plan to map the way forward, which was completed in November 2013.

Strategic Plan summary

The Strategic Plan has three main elements which can be summarised as.

1. Check, catalogue, clean and preserve the collection;
2. Re-engage with the community through a variety of 'distributed' collection and exhibition projects such as outdoor graphics and a web-site;
3. Plan for a brand new facility.

The plan provides broad outcomes under each heading and has proved an invaluable framework for the Society to help rebuild. It has also helped generate a sense of optimism for those members struggling to understand how and where to start the rebuilding process once it was obvious the old building was to be demolished. Maintaining a sense of engagement amongst Society members and providing a series of specific tasks in which they can participate has rejuvenated the organisation and encouraged new members to join.

1. Check, catalogue, clean and preserve the collection



The rescue of the collection from 2 Norwich Quay occurred under duress, and labels and objects became separated. In addition, only part of the collection had previously been catalogued, and many objects had no records or labels. All items in the collection have since been checked for earthquake damage, and priorities for cataloguing were established along with data standards and protocols. The cataloguing process is almost complete and detailed records have been created by a museum professional funded through grants. The catalogue records have been uploaded onto the online collections management system e-Hive (<https://ehive.com/account/5362>) so they are publicly available.

Funding was also obtained for a second full-time position for 12 months to assist with packaging and storage of the collection. By the time the two staff contracts finished in June 2016 more than 8,500 items had been catalogued and re-packed. As the Canterbury Cultural Collections Recovery Centre moved from an active to storage-only phase in January 2016, access to the collection is limited over the next few years making the catalogue records invaluable for planning new exhibitions and ongoing community-based activities.

2. Re-engage with the community

Community linked
through website and
social media

People support the
Society's programme
initiatives

Increase in
stakeholder
relationships

People talk about the
museum and what it
does in a positive way

With the museum building destroyed and the collection in storage it was important that the museum retained a presence in Lyttelton by other means. These community engagement projects have gathered great momentum since the first activity in June 2013. Digital slide shows have been successfully created and installed at community festivals and events and small 'pop-up' exhibitions have been curated. WWI and women's suffrage themed exhibitions staged at the Tin Palace gallery were a huge success gaining local and national media attention. There have been small installations in Grubb Cottage, and historical timeline panels were also created for public display on the fence at Grubb Cottage. Other projects included an innovative postcard mail box drop, an historical image 2016 calendar, and the most recent, a digital slide show of images from the collection shown in the window of the Information Centre. Alongside these specific projects the Society has developed its own electronic systems for communication and documentation, created a website (www.lytteltonmuseum.co.nz) and developed a new, modern brand identity that is about the harbour and its stories.

The success of the community engagement programme has brought renewed interest in the museum and in turn Society members now actively seek opportunities to be involved in community events.

3. Plan for a brand new facility

A museum that is
recognised by visitors
as the "best in class"

High levels of
recommendation to
potential visitors

A financially
sustainable museum

Visitors learn in
formal and informal
ways

Building site evaluation and focus groups to help determine the content and priorities for a new museum were key tasks set out in the Strategic Plan. Information gleaned from focus groups and discussions held during 2014 are helping inform decision making and ensure that any new museum has the best opportunity for success.

The Society is committed to creating a new museum that is as unique as the collection and in a location attractive to visitors; to deliver to its community a museum that provides a quality visitor experience using the best of modern museum techniques, and one they will be proud of and value as a contributor to the economy and vibrancy of their home.

A development sub-committee has been formed and the work of this team has included the evaluation of various potential sites, producing a market analysis report, and commissioning a feasibility study to consider the viability of a new museum. The sub-committee is confident a new museum is not only viable but an essential step in Lyttelton's recovery.

Part 2: Museum development project

Development Sub-Committee

The sub-committee is comprised of six members and a contracted consultant.

Peter Rough – Chair: Landscape architect

Helen Sellwood: Accountant

Lizzie Meek: Conservator

Kerry McCarthy: Museum curator

Liz Grant: Broadcaster and writer

Thérèse Angelo: Museum Director

Ray Sleeman – consultant: Director of the Tourism and Leisure Group

Sub-committee members have expertise in organisational management, finance, risk management, capital fundraising and museum practice. The Tourism and Leisure Group is a company that specialises in tourism marketing and in particular has undertaken numerous feasibility studies for museums and tourist attractions.

As part of the process of working through the feasibility and viability of a new museum, the sub-committee has met with the Lyttelton-Mt Herbert Community Board and Council planners on a regular basis to keep them apprised of progress. Sub-committee members have also met with the Lyttelton Harbour Business Association and other local groups that have an interest in the recovery of Lyttelton's visitor industry.

The sub-committee has initiated discussion with Te Hapū o Ngāti Wheke who are keen for the new museum to provide a space for Ngāi Tahu storytelling about the Māori history and traditions associated with Whakaraupō.

While the Lyttelton Master Plan sets out providing a new building for the museum as one of the Council action items, it is clear funding for a building is currently not a high priority and the sub-committee is committed to examining other means of raising funds to procure a suitable new facility for the museum.

The case for a new museum

Tragically, much of the built heritage of Lyttelton was lost in the 2011 earthquakes but the museum collection remains intact and will be a key to maintaining Lyttelton's unique historic identity. A new museum will play a role in education, in leisure and in tourism. It will encourage visitors to Lyttelton but will be complementary to rather than competition for hospitality and retail businesses. Based on visitor numbers from similar sized museums, it is anticipated that more than 10,000 visitors per annum could be expected, which is a similar number to those that used to visit the Timeball Station.

A market analysis report suggests that the museum could help develop Lyttelton into a mini-destination in its own right as it will be a recognised attraction for the town and could cause other facilities and services to be located close to it.

There are references to the need for a new museum throughout the Lyttelton Master Plan but the case is perhaps best summed up under item N6 (page 70).

Celebrating Lyttelton's heritage is about creating opportunities for people to connect with the stories and people of the place. It is about improving Lyttelton's legibility and finding ways to strengthen its identity. Providing memories of specific buildings and activities that stood in the town centre will be critical to rekindling a post earthquakes sense of place.

The Lyttelton Historical Museum is integral to local landscape and heritage interpretation. Its collections of local social and maritime, and international maritime, military and naval history are of local, national, and international significance and are a tangible link to the past. It has been a valued part of the Lyttelton community for many years, regularly hosting schools and other groups, in addition to tourists and locals. Its building has been demolished. A new building should be designed to meet the needs of the collection and visitors to the museum, but could be a shared facility.

Concept development

Being forced to completely re-build the museum and its displays provides an opportunity to create a modern facility with dynamic and engaging interactive displays that can bring the stories of Lyttelton to life. The museum will have a strong educational foundation as well as being informative and entertaining to a wide audience. Community engagement activities will continue even after the museum is built with programmes both in and outside the museum walls. Modern technologies will also be exploited to reach out beyond the building.

Six main themes which summarise Lyttelton history have been identified to run as intertwined threads through the new museum, and will cover the history of the Lyttelton Harbour area and not just the town and port. Initial assessment of the concept for a new museum through focus groups and other discussions indicates strong support for the themes and stories to be told. Further community feedback will be sought as the project develops.

1. Tangata Whenua

This theme will cover the story of the first harbour settlers and communities including their interaction with the early whalers and European colonists. Stories of their traditions, society and locations will also be woven into other themes.

2. Colonial Canterbury

Stories of the first European settlers will dominate this theme, which covers the period of the mid-nineteenth century. The importance of Lyttelton as the first town in Canterbury, publication of the first newspaper, and receiving the first Canterbury Association settlers will sit alongside stories of tunnels, gaols, pubs and churches. Mirroring the destruction of the commercial heart of the town in 2011, this theme will conclude with the destruction of much of the main street in a devastating fire in 1870.

3. Lyttelton Local

One of the most diverse themes, Lyttelton Local will cover everyday life in the town from rebuilding after the fire to business and industry, entertainment, transport links, and politics. A major section will be devoted to military history and the part Lyttelton's defences have played in wartime, while another section will cover community topics such as healthcare, the fire brigade, voluntary organisations, and schools.

4. Maritime

Lyttelton is a port town and maritime influences pervade its history at every level. Under the maritime heading will be stories around reclamation and how the port was built and operated, ships and shipping, the historic Timeball Station, waterfront workers and their unions, fishing, boat building and the port today.

5. Antarctica

As a hub for Antarctic operations Lyttelton has a close connection to the frozen continent but has a unique story that is not told in other institutions or attractions. The themes to be explored include the heroic era of Scott and Shackleton, enduring links to expedition members who stayed in Lyttelton, modern science and current operations, and the preservation of tangible heritage relating to the Antarctic.

6. Lyttelton by Nature

The geology, climate and natural history of the harbour basin each have their own role in the history of Lyttelton. Shaped by volcanoes, earthquakes, floods, storms, and landslips, the rural landscapes and urban environments have been influenced by natural events. The impact of the 2011 earthquakes will be a major story. The rich marine life has provided a source of food and employment since the earliest days of human habitation and is another important story that also links into the maritime theme.

The Society is keen to position the museum as a community facility that is free for anyone to visit.

Site selection

The location for a new building has to be carefully selected so that it can maximise access for locals and visitors and link the collection and stories within to the town, the port and the natural environment. Therefore, one of the main tasks for the development sub-committee has been to consider and evaluate potential sites for the new museum. Although no detailed design work has yet been done, a rough estimate based on the floor area of similar types of museums suggests the new building should provide between 500 sq m and 750 sq m of space for the museum plus ancillary services such as toilets and an office. It is not possible to make a direct comparison with the former building as the modern displays envisaged for the new facility are totally different to the more traditional display cases used previously. To maximise space on the desired site, if required some off-site rather than on-site storage is an option.

To help with ongoing operating costs, creating space for a commercial partner such as a retail business and for community activities is also being considered and is factored into the space requirements.

Lyttelton does not have any large areas of flat land in the main commercial area so each site considered has limitations in terms of footprint and potential floor space. The design, size and configuration of the building will by necessity be dictated by the site selected.

More than a dozen sites were considered, including the former museum building site on Norwich Quay. Twenty evaluation criteria were developed to provide a mechanism for ranking sites under the headings of physical, market and financial. A site that was readily available, in a high profile position and cost effective to build on was the ideal. Although some members of the Society were keen to rebuild on the former museum site, it was considered better for the new museum to be more visible and closer to the commercial area.

Sites in the main commercial area were also favoured as they provided greater potential for the museum to support other business and to attract corporate partners or tenants.



The preliminary evaluation exercise resulted in five sites being investigated in more detail. Rawlinsons cost consultants generously analysed each site from a building cost perspective and provided a report setting out a comparative rough order of costs, and noted issues that the Society would need to consider.

Two sites emerged as favourites, including the former City Council Service Centre site on London Street. Warren and Mahoney Architects generated basic floor plans and prepared a bulk and location study to help the sub-committee understand the potential for each site. As it has turned out, one of the two favoured sites became unavailable to the Society, leaving the City Council site as the site that the Society would like to acquire for a new museum. At the Society's AGM on 10 July 2016 there was unanimous approval for acquiring the City Council site.

Project timeline

Until the outcome of the Society's request to Council to obtain the former Service Centre site is known, the project timeline is difficult to establish accurately, especially as significant fundraising will be required. However, from a planning perspective the sub-committee is aiming to have the new building open by September 2019 which is the 50th anniversary of the museum's establishment.

The indicative timeline is:

- July 2016 Submit a finalised Business Case to the City Council with a request to acquire the former Service Centre site
- August 2016 Request for offers of service from architects
- Sept 2016 Architect and consultant team appointed
- Oct 2016 Fundraising launched
- Dec 2016 Construction budget finalised
- Jan 2017 Preliminary exhibition planning commences
- July 2017 Building design finalised and approved
- Aug 2017 Consents lodged
- Oct 2017 Construction tender
- Nov 2017 Contractor appointed
- Dec 2017 Construction fundraising complete
- Jan 2018 Construction commences
- Sept 2018 Exhibition design complete
- Dec 2018 Exhibition fit-out fundraising complete
- Feb 2019 Construction complete
- Mar 2019 Exhibition fit-out commences
- Jun 2019 Collection moves into new museum building
- Aug 2019 Exhibition fit-out complete
- Sept 2019 50th Anniversary of the Museum and opening of new facility

Financial

As part of their contracted work, the Tourism and Leisure Group has undertaken a feasibility study into the viability of a new museum for Lyttelton. The results are encouraging although there are also risks which need to be considered.

The Lyttelton Museum Historical Society is in a reasonably strong financial position with funds in hand of about \$600,000. This is an essential foundation for capital fundraising as well as providing for some operational costs as the building is developed.

The Society expects to generate the remainder of the \$4 million estimated capital funding required from the Regional Community Facilities Fund (administered by the Ministry for Culture and Heritage), Lottery Grants Board, gaming charities and other similar charitable organisations. Some corporate sponsorship and local fundraising drives are also possible. Discussions have already been held with the likely key sources of funding.

The Society would like the museum to be open six or seven days per week and for admission to be free. There is international evidence that free admission encourages greater visitation (a key goal) but can also encourage a greater level of donations or spending on merchandise or other services so need not be cost prohibitive. Changing from a museum open for only six hours per week to one that is open six hours daily would be a challenge for the Society's volunteers to manage so other ways of managing visitor reception will be necessary. To help manage this, and because the Society is eager for the museum to be a community facility, a partnership arrangement is being proposed. There are various options that could be pursued, including working with the Information Centre or a local arts organisation so that in lieu of rent, their volunteers would assist in managing visitor reception.

Even with visitor reception needs met, the Society will almost certainly still have to employ a manager for the museum to maintain the professional standards of cataloguing, collection care and display being proposed.

The new building is also intended to generate some income through lease arrangements with a tenant or corporate partner. However, this is unlikely to cover all operating costs and the Society has started discussions with potential long-term funders, such as the City Council. Other small museums in the city are funded directly so there is some precedence for ongoing support. The Society is aware that securing ongoing operating funding could be more challenging than capital fundraising and acknowledges the need for this to be confirmed before embarking on an ambitious construction project.

As part of the feasibility study, an indicative budget has been drafted based on known costs and the income and expenditure of comparable museums. While it requires further refinement as costs and revenue opportunities become clearer, it is considered sufficiently robust as a baseline document.

Indicative operating budget for proposed Lyttelton Museum	
REVENUE	
Admissions (Donations)	\$1,000.00
Retail Sales	\$5,000.00
Lease rental	\$26,000.00
Subscriptions	\$1,000.00
Donations and bequests	\$1,000.00
Sponsorship	\$2,000.00
Grants - Operating	\$90,000.00
Fundraising	\$4,000.00
Interest	\$9,000.00
Other revenue	\$500.00
TOTAL REVENUE	\$139,500.00
EXPENDITURE	
Audit, accountancy and bank charges	\$3,500.00
Equipment hire	\$350.00
General	\$1,000.00
Insurance	\$10,000.00
Marketing & website	\$6,250.00
Membership	\$1,000.00
Postage and freight	\$500.00
Printing and stationery	\$750.00
Telephone and internet	\$1,800.00
TOTAL GENERAL EXPENSES	\$25,150.00
Salary and wages	\$50,000.00
ACC levies	\$500.00
Training and development	\$500.00
Volunteer costs	\$1,000.00
TOTAL STAFF COSTS	\$52,000.00
Public programmes	\$2,000.00
Exhibition maintenance & renewal	\$5,000.00
TOTAL EXHIBITION COSTS	\$7,000.00
Collection maintenance	\$2,000.00
Collection records	\$500.00
TOTAL COLLECTION COSTS	\$2,500.00
Cleaning	\$1,200.00
Heat, light and power	\$9,600.00
Rates	\$23,746.00
Repairs and maintenance	\$5,000.00
Security	\$1,200.00
TOTAL BUILDING COSTS	\$40,746.00
TOTAL EXPENDITURE	\$127,396.00
NET SURPLUS/(DEFICIT) BEFORE DEPRECIATION	\$12,104.00
Depreciation	\$62,000.00
NET SURPLUS/(DEFICIT)	-\$49,896.00

ASSUMPTIONS:

10,000 visitors per annum

Lease income from one commercial tenant

Share support and some costs with another community group

Some core operating costs are met through grants

No allowance for inflation

No allowance for remission of rates (but would expect this to be available)

Management/plan structure

As previously noted, the museum is currently run by volunteers. The Society is in the process of reviewing its governance structure to ensure it will be fit for purpose during the fundraising and construction phases of the project and to support operation of the museum once it is open. Once the museum is open the Society expects to employ staff and engage volunteers to assist with the day to day administrative requirements and running of the museum. It will ensure appropriate delegations to individuals and committees are in place.

The Society is an incorporated society and is registered with Charities Services. Since being established in 1969 the Society has consistently met all statutory reporting requirements.

Winding-up

As an incorporated society, the museum is governed by its rules in terms of disposition of assets should it fail or be wound up. In the unlikely event of such a course of action being necessary, any surplus assets after payments of the Society's liabilities and expenses of winding up would be vested jointly in the Christchurch City Council and Canterbury Museum Trust Board. The collection would also be so vested.

Given the nature of museums, it is unlikely such a course of action would be required. If the Society owned the building and not the land, the building could still be sold subject to a new lease agreement with the land owner.

Consultation Process		
Step	Description	Timeframes
1. Develop consultation document	Prepare a consultation document. As a minimum, it will need to outline the proposal (to "dispose" of the land by gift), the reasons for the proposal and analyse the advantages and disadvantages of the reasonably practicable options. It will also need to outline practical information regarding the timeframe for consultation, and how feedback can be provided.	2 weeks
2. Release consultation document	This would involve sending the document to directly affected parties, and releasing it more generally to the community: <ul style="list-style-type: none"> <input type="checkbox"/> Send all known affected parties a copy of the consultation document. <input type="checkbox"/> Publish the consultation document by methods usually used by the Council to inform and consult the wider community. This might include information in newsletters, information in community newspapers, website, Facebook or Twitter. 	1 week
3. Consultation period	Allow a suitable timeframe for the community to consider the proposal and provide feedback.	4 weeks
4. Submissions	Staff will compile the submission data and report back to the Community Board.	8 weeks
5. Make decision and communicate to submitters and public	Once submissions have been heard, the Council will need to consider the submissions and make a decision on whether or not to proceed with the proposed disposal of the land by gift. It must provide access to the decision and relevant explanatory material.	6 weeks

9. Community Board Appointments to Outside Organisations

Reference: 17/176527

Contact: Liz Carter liz.carter@ccc.govt.nz 941-5682

1. Purpose and Origin of Report

Purpose of Report

- 1.1 The purpose of this report is for the Banks Peninsula Community Board to make appointments on behalf of the Council to the Orton Bradley Park Board and the Summit Road Protection Authority.

Origin of Report

- 1.2 This report is staff generated in response to a resolution of the Council made at its 15 December 2016 meeting.

2. Significance

- 2.1 The decisions in this report are of low significance in relation to the Christchurch City Council's Significance and Engagement Policy.

3. Staff Recommendations

That the Banks Peninsula Community Board:

1. Appoint a member, or other person, to the Orton Bradley Park Board.
2. Appoint a member, or other person, to the Summit Road Protection Authority.
3. Request that the Council consider, through its process to review delegations to Community Boards, that the Banks Peninsula Community Board be delegated authority to:
 - appoint three members of the Community Board or other persons as Council's representatives to the Orton Bradley Park Board,
 - appoint a member of the Community Board or other person as Council's representative to the Summit Road Protection Authority.

4. Key Points

- 4.1 At its meeting on 15 December 2016, the Council resolved to make appointments to several external organisations. Part of the resolution dealt with appointments to the Summit Road Protection Authority and the Orton Bradley Park Board where it was decided:
 - *Orton Bradley Park Board – three members to be appointed by the local Community Board plus one staff member.*
 - *Summit Road Protection Authority – Councillor Scandrett plus one other appointed by the local Community Board.*

5. Context/Background

Orton Bradley Park Board

- 5.1 The Orton Bradley Park Board is a body corporate existing under the R.O. Bradley Estate Act 1972. Amongst the membership listed in the Act are:
- a person appointed by the Christchurch City Council
 - a person appointed by the Lyttelton Borough Council: or such other local body or bodies for the time being administering the area at present administered by the Lyttelton Borough Council:
 - a person appointed by the Mount Herbert County Council: or such other local body or bodies for the time being administering the area at present administered by the Mount Herbert County Council:
 - a person appointed by the Akaroa County Council: or such other local body or bodies for the time being administering the area at present administered by the Akaroa County Council:
- 5.2 In previous years, under delegated authority from the Council, the Lyttelton-Mt Herbert Community Board has made two appointments to the Park Board and the Akaroa-Wairewa Community Board has made one appointment.
- 5.3 The Council reviewed a number of its delegations in September 2016 prior to the local authority election, and at that time it delegated authority to the Banks Peninsula Community Board to *".....appoint a member of the Community Board, or other person, to the following bodies.....and in the case of the Orton Bradley Park Trust Board, two members of the Community Board or other persons as Council's representatives"*.
- 5.4 The Community Board at its 20 November 2016 meeting appointed two people to the Orton Bradley Park Board, being Board member Felix Dawson and community member Barry Bowater.
- 5.5 The Community Board has indicated a desire for the Council to extend the delegation in relation to the Orton Bradley Park Board, so that it can appoint three members, which is effectively what is occurring in this triennial term, and has historically occurred through the two former Community Boards.

Summit Road Protection Authority

- 5.6 The Authority exists under the Summit Road (Canterbury) Protection Act 2001. Its members, as prescribed by the Act are:
- 1 member Christchurch City Council
 - 1 member Banks Peninsula District Council
 - 1 member Selwyn District Council
- 5.7 The Authority is a joint committee of the councils named in Schedule 1 of the Act, which are the same as the three member councils.
- 5.8 The purposes of the Act are as follows:
- to provide for the preservation and protection of the scenic amenity associated with the Summit Road and other roads, walkways, paths, and public open spaces within the protected land:
 - to provide for the preservation and protection of natural amenities associated with land within the protected area:
 - to provide for the improvement of facilities for the public enjoyment of the scenic amenity and the natural amenities.

- 5.9 Council has not given the Banks Peninsula Community Board the delegated authority to appoint a member to the Authority, but has resolved that the Board should appoint one member for the 2016-2019 triennial term.
- 5.10 In light of other delegations given by the Council to the Banks Peninsula Community Board, which covers the same area as the previous Banks Peninsula District Council, staff are recommending that the Board request Council to make the Board's appointment of one member of the Authority, a permanent delegation.

Attachments

There are no attachments to this report.

Confirmation of Statutory Compliance

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

(a) This report contains:

- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
- (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.

(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

Signatories

Author	Liz Carter - Community Board Advisor
Approved By	Joan Blatchford - Manager Community Governance, Banks Peninsula/Lyttelton Lester Wolfreys - Head of Community Support, Governance and Partnerships

10. Banks Peninsula Community Board Area Report

Reference: 17/70235

Contact: Penelope Goldstone and Joan Blatchford
Penelope.Goldstone@ccc.govt.nz and Joan.Blatchford@ccc.govt.nz
941 5689 and 941 5643

1. Purpose of Report

The purpose of this report is to resource the Community Board to promote a pro-active partnership approach to decision-making between the Council and Community Boards working together to achieve the best outcomes for the city with decisions being made with a good understanding of community views.

Staff Recommendations [That the Banks Peninsula Community Board:](#)

1. [Receive the Area Update.](#)
2. [Consider the postponement or cancellation of the Board meeting scheduled for 24 April 2017.](#)

3. Community Board Activities and Forward Planning

3.1 Community Board Plan update against outcomes

3.1.1 The Board will start to seek feedback on community priorities and develop its Community Board Plan in late-March 2017.

3.2 Memos/Information reporting back on Community Board matters

Nil to report.

3.3 The provision of strategic technical and procedural advice to the Community Board

Nil to report.

3.4 Board Area Consultations/Engagement

3.4.1 **Akaroa Treated Wastewater Disposal Options** – In late-January the Board established a Working Party including members from the wider community and the Council to collaborate with the community and engage on community concerns about the project. The Working Party continues to meet weekly.

3.4.2 **Summit Road (Rapaki to Gebbies Pass Road)** – On hold due to Port Hills fires.

3.5 Submission Opportunities

3.5.1 Proposed Amendments to National Policy Statement for Freshwater Management 2014

The Ministry for the Environment has proposed amendments to the National Policy Statement (NPS) for Freshwater Management 2014. There are five main components:

- A new target that 90% of rivers and lakes are swimmable by 2040
- New maps and information on the current water quality for swimming

- Changes to the National Policy Statement for Freshwater Management including water quality requirements for recreation, limiting nutrients and for ecological health
- Criteria for allocation of the \$100 million Freshwater Improvement Fund
- Details of new national stock exclusion regulations

The proposed NPS is open for consultation until 28 April 2017. The Council will be considering a draft submission on the Government's proposals at its 13 April meeting. The consultation document is available on the Ministry for the Environment website, at the link below:

<http://www.mfe.govt.nz/sites/default/files/media/Fresh%20water/clean-water.pdf>

3.5.2 Discussion Document on Establishing Urban Development Authorities

The Ministry of Business, Innovation and Employment has released a discussion document proposing to establish new urban development authorities (UDAs).

Central government and territorial authorities would have to work together to identify and agree on urban development projects and would consult the public before granting the relevant enabling powers to UDAs.

The powers potentially available for an urban development project would relate to:

- Land – powers to assemble parcels of land, including existing compulsory acquisition powers under the Public Works Act 1981.
- Planning and resource consenting – powers to override existing and proposed district plans and regional plans, and streamlined consenting processes.
- Infrastructure – powers to plan and build infrastructure such as roads, water pipes and reserves.
- Funding – powers to buy, sell and lease land and buildings; powers to borrow to fund infrastructure; and powers to levy charges to cover infrastructure costs. An urban development authority would not have building consenting powers.

The discussion document is open for consultation until 19 May 2017, and is available at the link below:

<http://www.mbie.govt.nz/info-services/housing-property/consultation/urban-development-authorities/discussion-document.pdf>

3.6 Annual Plan and Long Term Plan Matters

- 3.6.1 The Council's Draft Annual Plan 2017/18 will be open for consultation from 20 March – 28 April. After considering feedback and making changes, the Council will adopt a final version of the plan in late-June.

3.6.2 The Board will host four community meetings around the Peninsula to seek feedback on the Draft Annual Plan and future community priorities. Please see details below.

- 27 March, 6pm-7.30pm, Lyttelton Community Boardroom, 25 Canterbury Street, Lyttelton
- 29 March, 5pm-6.30pm, Akaroa Sports Complex, 28 Rue Jolie, Akaroa
- 3 April, 6pm-7.30pm, Little River Rugby Clubrooms, Awa-iti Domain, Christchurch-Akaroa Road, Little River
- 5 April, 7pm-8.30pm, St Andrew's Community Church, 85 Marine Drive, Diamond Harbour

3.7 Development of Civil Defence Emergency Plans

Nil to report.

3.8 Requests for information from Board meeting on Newslane

3.8.1 The Board is requested to advise staff of items it wishes to be included on the Council's Newslane, an online source of news and information.

3.9 Significant Board matters of interest to raise at Council

3.9.1 The Board is requested to advise staff of significant matters of interest it wishes to be raised at Council.

3.10 Meeting Schedule – Monday 24 April Meeting

3.10.1 The meeting the Board has scheduled for 24 April falls within a Council Recess Week and will also fall between a Sunday and ANZAC Day, which is a public holiday.

3.10.2 With some people taking the opportunity to schedule a long weekend over that time, there is some question of whether the Board meeting will be able to register a quorum at the Monday meeting.

3.10.3 The Board may wish to consider postponing or cancelling the 24 April meeting.

4. Key Local Projects (KLPs) and Strengthening Communities Funded Projects

- 4.1 **Akaroa Resource Collective Trust (ARCT)** – Providing a well-used service in Akaroa. ARCT has become a strong focal point for social services between agencies (Church, Police, Schools, Council) for social issues in Akaroa. Council staff are working with the Trust to produce a Strategic Document to consolidate past work and provide a strong documented framework into the future.
- 4.2 **Little River Wairewa Community Trust (LRWCT)** – The Trust has built a strong foundation over the past year, employing a new secretary, a financial accountant and has several new Trustees. It has built efficient systems to work with community fostering the trusts aims of being 'Trustees for the wellbeing of the community'. They are successfully managing the build of the Birdlings Flat Community Centre, all with volunteer time and funded money.
- 4.3 **Edible Gardens Awards in Lyttelton/Mt Herbert** – Garden nominations closed in mid-February with one application having been submitted. It has been arranged with the Canterbury Horticultural Society that this garden will be assessed, a certificate/small gift given as acknowledgement but due to the low response the awards night scheduled for April will not take place and the contract costs have been amended accordingly.

- 4.4 **Rainbow Youth Mardi Gras** – Line-up has been confirmed with a variety of activities taking place including DJs, bands, poets, cupcake decorating, mask making and food vendors. The event is now being widely advertised.
- 4.5 **2015/16 End of Project Strengthening Communities Funding Summaries for Akaroa/Wairewa and Lyttelton/Mt Herbert** – A cover sheet and project summary for each subdivision of the (previous) Banks Peninsula Ward is attached. The summaries provide information about the groups and projects allocated funding by the previous Boards, and the Key Local Projects (KLPs) in each area that year which received two-year funding.

5. Significant Community Issues

Little River – Big Ideas Plan - Implementation

5.1 Status

- 5.1.1 The plan has been finalised and the Working Party is working through a process of terminating and integrating its members into Community Implementation Groups.

5.2 Action

- 5.2.1 Meetings are being held to organise a new Implementation structure with the Little River Wairewa Community Trust as the umbrella organisation. A position description for a potential Co-ordinator is being written by the Trust.

5.3 Timeframe

Summer/Autumn 2017

Civil Defence - Akaroa

5.4 Status

- 5.4.1 The Akaroa Civil Defence group is working with Christchurch staff to consider the best structure for providing community emergency response in Akaroa.

5.5 Action

- 5.5.1 The Akaroa Civil Defence Group is presenting to the Community Board and working with Christchurch staff to talk through the different options.

5.6 Timeframe

- 5.12.1 Ongoing

Lyttelton Library Temporary Relocation Working Party

5.7 Status

The Lyttelton Library will be officially opened 13 March. The Working Party held its last meeting 20 February at the Lyttelton Board Room to acknowledge the work of the people involved in this Working Party, the successes of the relocation and temporary library, logistics of the return to the refurbished library and support required for the move. Refreshments were provided.

5.8 Action

- 5.8.1 No Actions required.

5.9 Timeframe

- 5.9.1 Complete.

Civil Defence – Lyttelton and Mt Herbert

5.10 Status

5.10.1 Monday 13 February saw the start of a fire incident in Selwyn District. Very early Wednesday morning the fire was threatening properties in Governors Bay. Civil Defence volunteers from Governors Bay and supported by Diamond Harbour volunteers opened the Governors Bay School for those who had been evacuated by the local volunteer rural fire brigade. By mid-morning this centre had closed. A community meeting was held 1 March in Governors Bay to provide information to the Governors Bay community. The Dyers Pass Road has been closed to traffic but is to open for daylight hours from Saturday 4 March.

5.11 Action

5.11.1 Staff will meet with Governors Bay Civil Defence and the local fire Chief to ascertain support that can be provided to community members and support in the development of a community emergency plan.

5.12 **Timeframe** – First meeting Monday, 6 March. Ongoing.

Reserve Management Committees

5.12 Status

The 15 Reserve Management Committees in the Banks Peninsula area are subcommittees of the Community Board and undertake triennial elections after the new Community Board is elected.

5.13 Action

5.13.1 Induction workshops are scheduled in Lyttelton and Akaroa for the new committees.

5.13.2 The Board and staff continue to work with the committees on funding requests for the Council's Annual Plan 2017/18.

5.14 Timeframe

5.14.1 The induction meetings are scheduled as follows: Lyttelton, 21 March at 7pm; Akaroa, 23 March at 2pm.

6. Major Community and/or Infrastructure Projects

6.1 Community Facilities

6.1.1 Allandale Hall Repair

Detailed design drawings have been put together and circulated to the Allandale Reserve Management Committee. Application for consent will be submitted early March and the repair job will go out to tender early March.

6.1.2 New Birdlings Flat Community Centre

The construction of the centre will be complete in March and open in April 2017.

The Little River Wairewa Community Trust are continuing to successfully project manage the build and allocate the funds. The Birdlings Flat community are setting up a formal Trust to run and manage the building and are currently hearing from experts and other similar groups across the Peninsula.

The community set up and ran a working bee to stain the outside of the hall in mid-February. Council staff are working with a small subcommittee to plan an opening for the centre.

6.1.3 Yew Cottage - Akaroa

After community interest in the future use of the cottage, Council ran an expressions of interest process in late 2016. Two responses were received for community use of the cottage.

A staff generated report is being prepared to present to Council in March/April 2017 outlining potential options for the property.

6.1.4 Little Akaloa Hall and Toilet Repair

Council is part way through a process of repairing the Community Hall and investigating the toilets. Community members are focused on getting the repairs done. Staff are working with community to be able to undertake some of the work on the community assets through the strong and well-resourced volunteers in Little Akaloa. Council staff are sourcing more funding to support this community activated initiative. Repairs are estimated to be complete in Summer/Autumn 2017.

5.1.5 Naval Point Development Project

A verbal update will be provided to the board, to consider the process, including the timeline, for the Naval Point Development Plan, following a Board workshop on Wednesday 8 March.

6.2 Partnerships with the community and organisations

Nil to report.

6.3 Infrastructure projects underway

Nil to report.

6.4 Events Report Back

Nil to report.

7. Parks, Sports and Recreation Update (bi-monthly)

Bi-monthly overview will be provided at the meeting on 10 April 2017.

8. Community Board funding budget overview and clarification

- 8.1 The Banks Peninsula Youth Development Scheme application form has been updated and is now publicly accessible on the Christchurch City Council Community Funding webpage.
- 8.2 Staff have advised that funds allocated but now not required for the Lyttelton/Mt Herbert Edible Garden Awards Project will be transferred to the Board's Discretionary Response Fund.
- 8.3 **Board Funding Balances** – The Board's Discretionary Response Fund balance as at 13 March 2017 is **attached** for members' information.

Attachments

No.	Title	Page
A ↓	2015-16 Akaroa-Wairewa End of Project Summary Cover Sheet	62
B ↓	2015-16 Akaroa-Wairewa End of Project Summary	63
C ↓	2015-16 Lyttelton-Mt Herbert End of Project Summary Cover Sheet	81
D ↓	2015-16 Lyttelton-Mt Herbert End of Project Summary	82
E ↓	Board's Discretionary Response Fund Balance	103

Signatories

Authors	<p>Penelope Goldstone - Manager Community Governance, Banks Peninsula/Akaroa</p> <p>Joan Blatchford - Manager Community Governance, Banks Peninsula/Lyttelton</p> <p>Liz Carter - Community Board Advisor</p> <p>Amy Hart - Governance Support Officer</p> <p>Philipa Hay - Community Development Advisor</p> <p>Fiona Nicol - Community Development Advisor</p> <p>Trisha Ventom - Community Recreation Advisor</p> <p>Andrea Wild - Community Development Advisor</p> <p>Cate Clerkin - Parks Advisor</p> <p>Simon Curtis - Parks Advisor</p> <p>Darcy Arnold - Project Manager</p>
Approved By	<p>Joan Blatchford - Manager Community Governance, Banks Peninsula/Lyttelton</p> <p>Penelope Goldstone - Manager Community Governance, Banks Peninsula/Akaroa</p>

2015/16 Akaroa-Wairewa SCF End of Project Summary

Name	Name/Subject	Granted Amount	Status
Akaroa Civic Trust	French Farm Information Board	\$1,450.00	Extension Granted
Akaroa Community Arts Council	Tutored Life Drawing Classes	\$1,000.00	Complete
Akaroa District Promotions Inc	ADP Events Programme and Events Manager Position	\$4,000.00	Complete
Akaroa Harvest Festival Board	Akaroa Harvest Festival	\$1,950.00	Extension Granted
Akaroa/Wairewa Community Board	Newsletter and Other Media	\$2,000.00	Complete
Akaroa/Wairewa Community Board	Neighbourhood Week	\$1,000.00	Complete
Akaroa/Wairewa Community Board	ANZAC Day Services	\$1,100.00	Complete
Little River Craft Station Incorporated	Craft at the Station - Kidsfest Holiday Programme	\$1,000.00	Complete
Little River Jiu Jitsu Club	Safety Equipment Purchase Project	\$1,500.00	Complete
Little River Support Group	Little River Swimming Pool	\$3,000.00	Complete
The Little River Wairewa Community Trust	Little River Community Development	\$5,000.00	Complete
Wainui Residents Association, Incorporated	Community Hall Heat Pump	\$500.00	Complete
Akaroa Resource Collective Trust	Akaroa Community Building Resilience	\$46,000.00	Interim Report Complete
The Little River Wairewa Community Trust	Community Coordinator	\$12,500.00	Interim Report Complete

END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do, how well did they do it, and who is better off as a result)	Tell us About Your Project – The Story Behind Your Performance
<p>00053932</p> <p>Organisation Name Akaroa Civic Trust</p> <p>Name of Project French Farm Information Board (Extension Granted)</p> <p>Granted Amount \$1,450</p>		<p>Staff Comment Extension granted due to more work needed on sign placement and Council regulations regarding road frontage etc. Local group working in with Council staff to resolve issues.</p>

END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do, how well did they do it, and who is better off as a result)	Tell us About Your Project – The Story Behind Your Performance
<p>00053989</p> <p>Organisation Name Akaroa Community Arts Council</p> <p>Name of Project Tutored Life Drawing Classes</p> <p>Granted Amount \$1,000</p>	<p>1. Total volunteer hours for your organisation: Hard to say - but quite a lot. My voluntary time is also ongoing, organising subsequent studios.</p> <p>2. How Much Did You Do?</p> <p>Numerical Fact One: I belong to the Akaroa Community Arts Council, there are currently eight of us on the committee. It was my idea to run the Life classes - I then managed the funding applications, engaged tutors, models, purchased the materials and ran the advertising campaign. I then manage the classes on the night so to speak - open and lock up the church hall, buy the tea and biscuits! I pretty much did this alone, but I did receive help regarding the advertising - booking ads in the Akaroa Mail and printing posters.</p> <p>3. How Well Did You Do It?</p> <p>Quality Measure One: The course was a massive success. We attracted a diverse group, from young beginning artists to the retired - both experienced and highly accomplished artists. We have run a second Studio since, supplemented from fees gained in the first. We have a wonderful group who don't want to stop! All are highly appreciative of the chance to draw with a model and the company and help from other artists. We will run the group as long as students want it to continue. Planning to run it concurrently with school terms.</p> <p>4. Who is better off as a result of this project?</p> <p>Performance Measure 1: 17 students attended Studio 1. We had a similar number for Studio 2, with some folks dropping out because of travel, and newcomers filling their places. We seem to have a core group with others coming and going - its working very well. Studio3 is smaller, because of winter holidays being taken.</p> <p>Performance Measure 2: I think that this is outlined above - just to add that we pay professional fees for our models and tutors, helping with employment opportunities as well as community artistic development.</p> <p>5. Project Expenditure Report</p> <p>- Equipment: \$1,000</p>	<p>We have since held Studio 2 and Studio 3 on July 27th 2016.</p> <p>ACAC is committed to running the classes for as long as people want them. Folks just love it. Being able to provide classes for young and old, beginners and experienced folks has been wonderful, and very much appreciated by our students. It has been wonderful to see individual progress made. The unemployed, the retired and just normal people who want to draw.</p> <p>The \$1,000 received from Strengthening Communities was used to purchase equipment - easels, drawing boards, bulldog clips. We continue to use these items for our life drawing, also for other community projects as required - a terrific stock!</p>

END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do, how well did they do it, and who is better off as a result)	Tell us About Your Project – The Story Behind Your Performance
<p>00053768</p> <p>Organisation Name Akaroa District Promotions Inc</p> <p>Name of Project ADP Events Programme and Events Manager Position</p> <p>Granted Amount \$4,000</p>	<p>1. Total volunteer hours for your organisation: For the Cruise Ambassador volunteers, 10 people work on the wharf meeting and greeting the cruise passengers do a variety of hours. In general they do an average of 3.5 hours a morning. We received 68 ships in the last season. That equates to approx. 2,380 of volunteer hours.</p> <p>For Seaweeek events, Kath Reid worked very hard on this event and clocked up approx. 40 hours working on the various events scheduled for the week.</p> <p>2. How Much Did You Do?</p> <p>Numerical Fact One: The Strengthening Communities Grant helped fund the 2015/16 Cruise Ambassador programme and events for the 2016 Akaroa Sea Week.</p> <p>3. How Well Did You Do It?</p> <p>Quality Measure One: The Akaroa Cruise Ambassador programme is an essential part of our cruise ship programme. It is the first welcome the passengers receive in Akaroa and they do a fabulous job. Akaroa is noted all over the country for its well-run Cruise Ambassador programme.</p> <p>We always provide morning tea on the wharf for the Ambassadors and we do activities with them during the season. We finish the season with a thank you dinner for them. This year we had a competitive cook off at the Akaroa Cooking School. Fun!</p> <p>Quality Measure Two: For Akaroa Sea Week we had a whole series of different events happening during the week including: Seaweeek Harbour Cruise Specials with various boat operators; Seaweeek Akaroa Area School Fundraising Seafood Dinner and Harbour Cruise on Black Cat Cruises; Seaweeek Information Evening at the Hilltop Tavern; Instameet on Black Cat Cruises with Christchurch & Canterbury Tourism and a reprint of our "Why is Akaroa Harbour Special?" brochure.</p> <p>By default ADP is seen as the events driver in Akaroa. Events help profile Akaroa, attract visitors and increase visitor spending and length of stay, events are also a lot of work to put on. The Akaroa.com events page is an ever revolving and up to date events page.</p>	<p>We are committed to marketing and promoting the Akaroa and the Bays area which shows as we have now committed to a part time Events person for Akaroa. The effects of events are not always measurable but certainly help create vibrancy to a place.</p> <p>We do rely on the tourism and the visitor numbers to our town so in any way that we can bring people over the hill, the better. The CCC grant is beneficial in helping with the overall economy in an indirect way as well as making Akaroa an 'alive and creative place to live and visit'.</p> <p>It takes a lot of time to put on events, and events need to be well run and well organised. ADP needs to choose just a few events to focus on, as time and resources are limited. This gives some consistence to the events but is only possible if funding is consistent.</p> <p>The Cruise Ambassadors do a great job and Akaroa is known for the work they do. It is great to get the support from the Community Board and CCC.</p> <p>Staff Comment</p> <p>Akaroa Cruise Ship Ambassador Programme manages many local volunteers and provides a central point for organisation of cruise ship activities for the area.</p> <p>Akaroa Seaweeek appears to be growing each year including more community groups and locals across Banks Peninsula in the organisation and participation.</p>

END OF PROJECT SUMMARY

	<p>4. Who is better off as a result of this project?</p> <p>Performance Measure 1: Akaroa community are better off when an event brings people from the Christchurch and Canterbury region over the hill to stay and shop and eat. Events are for the community here but also help attract visitors who spend their money in our town and help keep the businesses afloat.</p> <p>50% of employment depends directly or indirectly on tourism and having the employment makes it a community where people want to come and live.</p> <p>Performance Measure 2: The marketing around the events also helps put the Akaroa name out there and the promotion all helps. The Seaweeek events are profiling our natural beauty in the harbour and our desire to mix tourism with environmental sustainability</p> <p>5. Project Expenditure Report</p> <p>Seaweeek Events 2016 - \$1,960</p> <p>Cruise Ambassador Programme Summer 2015/16 - \$2,039</p>	
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END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do, how well did they do it, and who is better off as a result)	Tell us About Your Project – The Story Behind Your Performance
<p>00053893</p> <p>Organisation Name Akaroa Harvest Festival Board</p> <p>Name of Project Akaroa Harvest Festival</p> <p>Granted Amount \$1,950</p>		<p>Staff Comment</p> <p>Extension granted to 30 April 2017 due to personnel changes. Akaroa District Promotions (ADP) helping to oversee event.</p>

END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do, how well did they do it, and who is better off as a result)	Tell us About Your Project – The Story Behind Your Performance
<p>00053532</p> <p>Organisation Name Akaroa/Wairewa Community Board (Pre 2016 Election)</p> <p>Name of Project Community Board Newsletter and Other Media</p> <p>Granted Amount \$2,000</p>	<p>1. Total volunteer hours for your organisation: 0</p> <p>2. How Much Did You Do?</p> <p>Numerical Fact One: Two All Aboard newsletters were produced - one in January 2016 and one in July 2016</p> <p>Numerical Fact Two: Advertising was funded for a public meeting on Freedom Camping issues.</p> <p>3. How Well Did You Do It?</p> <p>Quality Measure One: Following on from the success of the previous year the All Aboard newsletters were published in the local newspaper which reached more people than the previous method of distribution solely through an email network.</p> <p>4. Who is better off as a result of this project?</p> <p>Performance Measure 1: The Akaroa/Wairewa community</p> <p>Performance Measure 2: Visitors to the Akaroa/Wairewa area especially absentee property owners benefit through the wider distribution of the newsletter.</p> <p>5. Project Expenditure Report</p> <p>- Promotional/Marketing: \$614.40 Akaroa Mail January 2016</p> <p>\$491.52 Akaroa Mail July 2016</p> <p>\$324.00 Akaroa Mail - Freedom Camping</p>	<p>The All Aboard newsletters informed people about Community Board projects and topical issues, including:</p> <ul style="list-style-type: none"> - Council park contracts - Prohibited fire season - Facilities rebuild - Rubbish - Road safety - Birdlings Flat community centre - Hui on Wairewa marae - Speed limit through Little River - Upgrades to local Council service centres - Neighbourhood Week funding - Annual Plan - Council contact numbers

END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do, how well did they do it, and who is better off as a result)	Tell us About Your Project – The Story Behind Your Performance
<p>00053530</p> <p>Organisation Name Akaroa/Wairewa Community Board (Pre 2016 Election)</p> <p>Name of Project Neighbourhood Week</p> <p>Granted Amount \$1,000</p>	<p>Eight community events were run</p> <p>All the people who attended the events, approx 700 people.</p>	<p>Staff Comment</p> <p>Spreadsheet provided</p>

END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do, how well did they do it, and who is better off as a result)	Tell us About Your Project – The Story Behind Your Performance
<p>00053525</p> <p>Organisation Name Akaroa/Wairewa Community Board (Pre 2016 Election)</p> <p>Name of Project ANZAC Day Services</p> <p>Granted Amount \$1,100</p>	<p>1. Total volunteer hours for your organisation: Many hours are put into organizing the ANZAC services at Akaroa and Little River on behalf of the Akaroa/Wairewa Community Board and the local RSA. This is carried out during business hours, however staff also give their time on the day to ensure everything is well organised.</p> <p>2. How Much Did You Do?</p> <p>Numerical Fact One: 300 Service Sheets were printed for Akaroa and 200 for Little River. This never seems to be enough.</p> <p>Numerical Fact Two: At least 500 people attend each of these services.</p> <p>3. How Well Did You Do It?</p> <p>Quality Measure One: The Akaroa Service was a big success, receiving many compliments from members of the public. Members of the RSA also said what a great community event it is.</p> <p>Quality Measure Two: The Little River Service was a big success with a few "housekeeping" issues being resolved, but attended by a good crowd.</p> <p>4. Who is better off as a result of this project?</p> <p>Performance Measure 1: The Community always supports ANZAC services both in Akaroa and Little River and look forward to attending. It would be a huge loss to the community and in particular the RSA if, because of lack of funding these events could not be held.</p> <p>Performance Measure 2: The comments received following these events shows how much the community appreciate them.</p> <p>The attendance of the 3 Field/ERS Squadron, 2 Engineer Regiment RNZE 3 Field Squadron is so much appreciated by everyone.</p> <p>5. Project Expenditure Report</p> <p>Catering - Little River and Akaroa - \$934.56</p> <p>Piper – Akaroa - \$250</p>	<p>Not only the services held but the parades are always received favourably with the Army, local Fire Brigades, local girl guides and scouts groups along with members of the public marching in both the Akaroa and Little River parades.</p> <p>Locals as well as visitors participate and always enjoy the Guest Speaker's remarks and history that they share.</p> <p>Students of the local schools also speak on the history of those who died, the elderly appreciate so much having them participate.</p>

END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do, how well did they do it, and who is better off as a result)	Tell us About Your Project – The Story Behind Your Performance
<p>00053968</p> <p>Organisation Name Little River Craft Station Incorporated</p> <p>Name of Project Information Station</p> <p>Granted Amount \$6,500</p>	<p>1. Total volunteer hours for your organisation: 2,400</p> <p>2. How Much Did You Do?</p> <p>Numerical Fact One: We assist travellers with information 364 days of the year, 9 to 5pm. We promote businesses and places of interest in Banks Peninsula and Christchurch.</p> <p>Numerical Fact Two: We assist with information about the Little River Railway Station and its history. We also display a notice showing our appreciation of the CCC support.</p> <p>3. How Well Did You Do It?</p> <p>Quality Measure One: We provide a service to the visitors, local, national and international who come through our doors (2014 door count 19,886). We have never received a complaint about our service.</p> <p>Quality Measure Two: Our service is appreciated by the visitors who admire the Little River Railway Station and the historical information we can pass on to them.</p> <p>4. Who is better off as a result of this project?</p> <p>Performance Measure 1: Visitors, local, national and international including the many cruise ship passengers who visit us at Little River. All age groups, including school groups, scouts, guides, rail trail cyclists, rest home residents on their outings, boaties, rock climbers, railway enthusiasts, family history researchers, campers, and picnic people.</p> <p>Performance Measure 2: The village is appreciative of the assistance and support given to the businesses and services.</p> <p>5. Project Expenditure Report</p> <p>- Contractor Information Conductors: \$6,500</p>	<p>Little River is the gateway to Banks Peninsula. Travellers stop to ask about the services offered and the sights they may like to see on the way to Akaroa.</p> <p>We find out what and where and give them the information they require.</p>

END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do, how well did they do it, and who is better off as a result)	Tell us About Your Project – The Story Behind Your Performance
<p>00053483</p> <p>Organisation Name Little River Craft Station Incorporated</p> <p>Name of Project Craft at the Station - Kidsfest Holiday Programme</p> <p>Granted Amount \$1,000</p>	<p>1. Total volunteer hours for your organisation: 40 hours</p> <p>2. How Much Did You Do? Numerical Fact One: 25</p> <p>3. How Well Did You Do It? Quality Measure One: 61 children booked in for activities</p> <p>4. Who is better off as a result of this project? Performance Measure 1: The children who attended and the parents that assisted or those who had a break while their child attended.</p> <p>5. Project Expenditure Report</p> <ul style="list-style-type: none"> - Administration: \$200 - Accommodation/Rent: \$70 - Promotional / Marketing: \$90 - Materials: \$290 - Tutor Fees: \$350 	<p>We ran seven activities in this Holiday programme; Mosaics, Puppet Making and Show, Glass Fusion Jewellery, Sand Art, Wooden Pencil Holders, seven bead sessions and two bracelet making.</p>

END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do, how well did they do it, and who is better off as a result)	Tell us About Your Project – The Story Behind Your Performance
<p>00053825</p> <p>Organisation Name Little River Jiu Jitsu Club</p> <p>Name of Project Safety Equipment Purchase Project</p> <p>Granted Amount \$1,500</p>	<p>1. Total volunteer hours for your organisation: 300</p> <p>2. How Much Did You Do? Numerical Fact One: The Club helps the community by providing martial arts training to around 40 kids and 15 adults.</p> <p>3. How Well Did You Do It? Quality Measure One: 95% grading success for students</p> <p>4. Who is better off as a result of this project? Performance Measure 1: The club members the community in general. Provides physical and mental skills and ability to manage for students.</p> <p>5. Project Expenditure Report - Equipment:\$ 1,500</p>	<p>As the club is growing and plans to eventually have its own dojo/ community centre we required more mats and other safety equipment.</p> <p>The grant application related to the purchase of this equipment.</p> <p>Staff Comment The club has advised they have invoices for all purchases which can be submitted if necessary.</p>

END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do, how well did they do it, and who is better off as a result)	Tell us About Your Project – The Story Behind Your Performance
<p>00053495</p> <p>Organisation Name Little River Support Group</p> <p>Name of Project Little River Swimming Pool</p> <p>Granted Amount \$3,000</p>	<p>1. Total volunteer hours for your organisation: 1,000</p> <p>2. How Much Did You Do? Numerical Fact One: \$3,000 went to the maintenance of the Little River community pool.</p> <p>3. How Well Did You Do It? Quality Measure One: Over 100 families from the wider Little River area were able to enjoy the uses of the community pool during the open session. Quality Measure Two: Over 125 children at the school were able to learn safe water practices with little cost to their family.</p> <p>4. Who is better off as a result of this project? Performance Measure 1: The children of the community have gained more water skills due to having a local pool available to them. Performance Measure 2: Pre-schoolers and elderly have also been able to enjoy they use of the pool due to the facilities being available for them to use</p> <p>5. Project Expenditure Report - Pool Cleaner: \$ 2,000 - Pool Chemicals: \$1,000</p>	<p>With the assistance of the funding we have been able to keep the pool running and maintained to allow access to all of the community.</p> <p>Staff Comment Very popular community facility.</p>

END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do, how well did they do it, and who is better off as a result)	Tell us About Your Project – The Story Behind Your Performance
<p>00054013</p> <p>Organisation Name The Little River Wairewa Community Trust</p> <p>Name of Project Little River Community Development</p> <p>Granted Amount \$5,000</p>	<p>1. Total volunteer hours for your organisation: We contribute voluntary hours to a variety of projects. At present our voluntary hours are 30+ per week. Our members also contribute volunteer hours at our events and at community working bees.</p> <p>2. How Much Did You Do?</p> <p>Numerical Fact One: Combined Community New Year's Eve - a gathering for the whole community to attend. Games trailer for afternoon entertainment along with a stage (BP Transport Trailer) and sound system for local youngsters and community members to showcase their talent. BBQ and picnic dinner - BYO. Lolly scramble, light finger food supper, Band for evening</p> <p>Numerical Fact Two: Community Orienteering - This was an all-ages open event for local people and Little River Campground guests. A prime goal of this event was to provide an opportunity for cadets to work on aspects of event planning, management and running. They worked alongside adults to put together 3 orienteering courses aimed at the very young and complete novices, to older people having a go, and those keen on more of a challenge physically. Cadets also planned food and refreshments and worked through coverage of health and safety risk management. Spot prizes were drawn regularly throughout the day and posted on a board at the finish area for entrants to check. Every attempt at a course gave another chance to win. The three courses developed were: Family friendly flat ground small course. 11 controls and enlarged maps with photographs of targets. (10-25mins). Short 1.1km score event with 19 controls along the hills tracks of the campground, up to the first terracing level of the slides. (25mins). Long 2.5km ordered event with 27 controls looping around the tracks and going to the far reaches of the property. (60-75mins). Cadets manned face painting and bubble blowing stations on the edge of the playground for participants to enjoy before and after their activities, in addition to sausages and drinks, and the fun of checking the spot prize board to see if their names had gone up.</p> <p>Numerical Fact Three: Community Volunteer Thank You - A suggestion was made to acknowledge the volunteers of the Trust. As our present focus is on re-connecting our community through combining our community groups at events, it was motioned to celebrate this as a whole community event as many people gift a lot of hours to the benefit of our community and a great many of them go unrecognised. A community wide thank you event is necessary for the continued growth and support of our community and neighbours.</p> <p>Numerical Fact Four: Community Breakfast - The Community Breakfast has been run in previous years and has always been a great success. It enables</p>	<p>Our aim is to establish a strongly united community which is resilient. Our vision is to establish regular community events that gather the community across various age groups while providing support. We are a geographically isolated community so therefore our needs are unique and varying.</p> <p>Through the employment of a paid secretary/event coordinator, and appointing a community calendar coordinator, we are now able to further implement our vision in bringing our community together. Establishing a website of community facilities, groups and expertise as well as a community event calendar, will hopefully bring awareness to the strength of our community members. We will continue to grow the awareness of our community calendar through promotional awareness.</p> <p>We aim to discuss and review our forward vision on a regular basis, while also establishing contacts with our community groups and individuals, to ensure that our community needs are being met and our vision of a stronger resilient community is continuously progressing.</p> <p>Staff Comment</p> <p>Trust building in professionalism and increasing in levels of community service due to addition of paid secretary.</p>

END OF PROJECT SUMMARY

	<p>members of the Little River and Wairewa communities to come together and enjoy a free breakfast while catching up with friends and neighbours. It is also a great venue for families who are new to the district to meet others and find out more about what is going on.</p> <p>3. How Well Did You Do It?</p> <p>Quality Measure One: This event was extremely successful and run very smoothly throughout the night. There were no emergencies, injuries or drama. Families came and set up for the night and thoroughly enjoyed themselves. Children ran around and danced all night, right through to the countdown. The set up was perfect. It was family friendly and safe. The outcomes for the community (Tangible and intangible) were; Meet and chat, Social interaction, Well-being (emotional, mental, physical), Community strength building, Promotes community, Use of local facilities (Clubrooms/ Community Centre and Domain), Games trailer, Participation and gathering across the age groups, Meet and greet for new members of our community, Providing a community need, fun, family, relaxed, social gathering for parents</p> <p>Quality Measure Two: Many comments of how much fun it was. People asking if the courses were available next weekend, people saying they'd be back if it was on again next year. Young families being able to engage and participate fully and enjoy being catered for alongside older kids and adults. People wanting more of a sporting event having the opportunity to stretch their legs on the 2.5km course. People enjoying and appreciating the natural environment around them. People feeling welcome.</p> <p>Quality Measure Three: Building community strength and resilience, feel good factor, acknowledgement, appreciation, thanks. Social interaction - a time to catch up, chat and share each visions and projects.</p> <p>Quality Measure Four: The Community Breakfast was extremely successful with between 150 to 200 people attending. It was a great opportunity for people to meet if they were new to the area and for established neighbours to catch up. The games trailer was fantastic fun and well used by the children. The food was awesome, it flew off the table!</p> <p>There were displays from different community groups, Little River Big Ideas, The Trap Library, the Toy Library, and AED demonstration and other community members were invited to bring information about their business or groups they were involved in to disseminated to everyone there.</p>	
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END OF PROJECT SUMMARY

	<p>4. Who is better off as a result of this project?</p> <p>Performance Measure 1: With nearly 200 local and visiting residents attending, and a mass of children (and some family friendly dogs) running around and enjoying themselves, this was a very welcomed and successful community event. Many local residents approached me throughout the night, thanking the Trust for organising this wonderful event and hoping that it will now become an annual event</p> <p>Performance Measure 2: The emergency services cadets are looking for solid community events that the cadets can work towards more and more of the running and management of. This is part of their apprenticeship as they build in experience and confidence. People really appreciate having these opportunities. They see the hard work and are often surprised at just how much fun they can have; engaging in activities in local areas in new ways. It helps our organisation's profile. People have a positive impression of what the Cadet program is about. The event encompassed a lot of the core values originally identified</p> <p>This event is about providing both for the cadets to learn and gain new skill sets in navigation and event running. It is also about giving back to the local community, learning about the work behind volunteering. We also try to promote being active and orienteering is a great sport for all abilities wanting to try something that can be as relaxed or serious as you want it to be.</p> <p>Performance Measure 3: We were able to acknowledge the help and support of the volunteers in the Little River Wairewa Community and include the whole community in a happy fun party event.</p> <p>Performance Measure 4: This Community Breakfast was very well attended. We received many amazing comments from our guests and it was great to see everyone so relaxed and enjoying the wonderful atmosphere.</p> <p>5. Project Expenditure Report</p> <p>Combined Community New Year's Eve - \$1774.14</p> <p>Community Volunteer Thank You - \$1569</p> <p>Community Orienteering - \$ 637.47</p> <p>Community Breakfast - \$1000</p>	
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END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do, how well did they do it, and who is better off as a result)	Tell us About Your Project – The Story Behind Your Performance
<p>00053784</p> <p>Organisation Name Wainui Residents Association, Incorporated</p> <p>Name of Project Community Hall Heat Pump</p> <p>Granted Amount \$500</p>	<p>1. Total volunteer hours for your organisation: Our Wainui residents volunteer hundreds of hours a year doing general works around the community. This year we installed new fencing, upgraded the tennis court area, installed a new kitchen in our community hall as well as undertook other activities – all with volunteer hours from our association members.</p> <p>2. How Much Did You Do?</p> <p>Numerical Fact One: Because of the installation of the heat pump, we are able to hold one to two classes per week over the winter months. Each class is two hours in length and is attended on average between five to twelve local women of Wainui and surrounding bays. From mid-June through end of August, we can hold 15 additional classes now which translates to 210 volunteer hours (15 classes, 2 hours length with an average of 7 women in attendance).</p> <p>3. How Well Did You Do It?</p> <p>Quality Measure One: We purchased and had installed a heat pump in our Community Hall. The project was 100% successful.</p> <p>4. Who is better off as a result of this project?</p> <p>Performance Measure 1: Fitness and well-being classes are regularly held at the Community Hall but sometimes have to be cancelled during winter months due to inadequate heating. Now that a heat pump has been installed, these classes can continue throughout the colder months.</p> <p>Performance Measure 2: The entire Wainui community benefits from the installation of the heat pump as now the Community Hall can be utilised year-round for functions and activities.</p> <p>5. Project Expenditure Report</p> <p>Heat Pump - \$500</p> <p>The actual cost of the heat pump was \$4,374.</p>	<p>We hold weekly fitness and well-being classes at the Community Hall - installing a heat pump means that these classes can be held all year round in a comfortable environment which is necessary given the age of the participants who are all between the ages of 50 to 70+.</p> <p>We can now also hold other events and activities throughout the colder months in our Hall for our community and also the wider Peninsula community can make use of this space.</p> <p>Staff Comment Trust building in professionalism and increasing in levels of community service due to addition of paid secretary.</p>

END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do, how well did they do it, and who is better off as a result)	Please detail any problems or issues
<p>00053414</p> <p>Organisation Name Akaroa Resource Collective Trust</p> <p>Name of Project Akaroa Community Building Resilience (KLP)</p> <p>Granted Amount \$46,000</p>	<p>Key Local Project Fund – Year One of Two Progress Report</p> <p>1. Have you started your project? Yes</p> <p>2. If yes, describe your progress to date. If no, please tell us why.</p> <p>The Akaroa Community Building Resilience project is a continuation of the 2014 project essentially providing community and social support in a rural isolated area. The project continues to meet the needs of local community by engaging, supporting and working with and along other service providers, local groups and organisations in meeting the needs of a changing community.</p> <p>This year we initiated a new event for our senior community and worked with the local runanga in holding a seniors hui at the local marae. Engaging volunteers and a local musician our seniors were welcomed onto the marae and enjoyed a shared lunch. This was such a successful event we are looking to grow it and celebrate International Day of the Older Person with our Wairewa neighbours.</p> <p>Also having identified a need for working families we initiated a holiday care program overseen by one supervisor and volunteers. One of the greatest successes of this particular program was having two of our special needs adults involved working with and alongside both the kids and the supervisor. It has been a wonderful model of how we can support one another in our communities.</p> <p>We continue to further identify community needs whilst providing a confidential support service. We are the only social service provider in the area and clients attend with numerous concerns and issues.</p>	<p>Perhaps the greatest issue around this project is that of time and staffing. Whilst there are numerous new initiatives that could develop within this project, we are limited by having people oversee them. Much of our project is reliant on volunteer hours and people stepping up and supporting new initiatives. We have seen a burn out in volunteers since the earthquakes and our Community is financially challenged by having to fund raise for our new purpose built Health facility.</p> <p>When this project began we initiated numerous community events with the focus on whanau. This has become a greater challenge to the Trust as we are now restrained by new rules and regulations in regard to the facilities and recreation grounds we once used. The new health and safety regulations also limit what we offer, rural areas work quite differently to the city and rely a lot more on our volunteers. People are growing weary of organising events as this has become so much more challenging with greater personal responsibility.</p> <p>The Trust has seen a rise of families in need, shortage of housing, rising costs of living impact families in our small community so there is a lot more one on one support and advocacy work being done within the Trust.</p> <p>Referrals to service have increased which creates a bigger work load for the one coordinator.</p> <p>Funding is quite a specialist area and given that we are having to seek more funding to meet the Trust needs we in turn are looking to employ a person specifically for that role.</p> <p>This project was designed to have a flexibility around it allowing for changing community needs. It continues to deliver a service that is essential to the community on a low budget with minimal staff, we have many new initiatives and it is the Trusts intention to continue our work within our community.</p> <p>Staff Comment: Note: As KLPs were awarded two year funding. They were not required to submit a full End of Project Report in 2015/16.</p> <p>Council staff are working with ARCT to produce a Strategic Document which will strengthen and clarify the Trust's role and position in the community and aid in future growth and/or funding opportunities.</p>

END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do, how well did they do it, and who is better off as a result)	Please detail any problems or issues
<p>00053662</p> <p>Organisation Name The Little River Wairewa Community Trust</p> <p>Name of Project Community Coordinator (KLP)</p> <p>Granted Amount \$12,500</p>	<p>Key Local Project Fund – Year One of Two Progress Report</p> <p>1. Have you started your project? Yes. This project involved the employment of a permanent part time Secretary/Coordinator. This position started August 2015, confirmation of position was attached.</p> <p>2. If yes, describe your progress to date.</p> <p>The successful filling of this position has enabled the LRWCT to move forward in a professional manner. Policies have been written, reviewed and accepted. Community communications have been well established.</p> <p>The LRWCT have organised events, meetings and information sharing. Along with this we have organised and signed a contract with our chosen Builder to have a Community Hall built in Birdlings Flat. We have liaised with Children's Action Plan in regards to sharing with other community groups and gathering information for a Community VCA Policy, which we are continuing to collate. We have established communications forming sound relationships with our local Rūnanga and Marae Kaumatua, Community Advisor, CDHB, AWCB, Little River Issues Working Party, Love Little River, local community members, school and local groups, along with many other very valuable Members of the wider public. The LRWCT have listened to our community voice and have organised and actioned many wonderful events including our annual Seniors Hui and Community Breakfast, with many new events for example Community Christmas, Easter Egg Hunt, Community Orienteering to name a few. Recently we have been instrumental in gathering our key community leading groups, gathering together for a Hui on Wairewa Marae. This Hui is a new beginning for our Community in moving forward as a strong collective for the betterment of our community.</p> <p>The LRWCT are committed to working within our community, continuing to grow, nurture and establish communications and connections. We will continue to work closely with our Community Advisor while acknowledging, appreciating and respecting the guidance we are fortunate to have available to us.</p> <p>On behalf of the Little River Wairewa Community Trust, I would like to offer a very grateful and heartfelt 'Thank you' for your continued funding and support of our organisation. This support is fundamental in helping us to serve our Community, helping it to become the wonderful entity that it is, while supporting future growth, strength and resilience.</p>	<p>Staff Comments</p> <p>Note: As KLPs were awarded two year funding they were not required to submit a full End of Project Report in 2015/16.</p>

2015/16 Lyttelton-Mt Herbert SCF End of Project Summary

Name	Name/Subject	Granted Amount	Status
Diamond Harbour Camera Club Incorporated	Diamond Harbour Camera Club Community Outreach and Education	\$1,000	No return yet supplied
Diamond Harbour Community Association Inc	Southern Harbour Bays Community Website Redevelopment	\$2,250	Complete
Diamond Harbour Neighbourhood Support	Full Revision and Updating of Database	\$725	Complete
Governors Bay Community Transport Trust	Govbus - Governors Bay Community Transport	\$2,528	Complete
Lyttelton Community House Trust	Community Lunches	\$1,700	Complete
Lyttelton Community House Trust	Matariki 2016	\$450	Complete
Lyttelton Community House Trust	Capacity Building for Lyttelton Community House	\$12,500	Complete
Lyttelton Community House Trust	Parihaka Commemoration	\$450	Complete
Lyttelton Rugby Club	Rugby Development Officer Wages, Annual Titahi Bay Tour and Rugby Balls	\$750	No return yet supplied
Lyttelton Youth Centre	Operational/Administration costs	\$3,300	Complete
Lyttelton Youth Centre	Youth Centre Staff Wages	\$12,500	Complete
Lyttelton Youth Centre	Youth Camp (Change of Purpose Granted)	\$1,847	Complete
Project Lyttelton Incorporated	Building Capacity Within Project Lyttelton (KLP)	\$14,550	Interim Report Complete

END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do, how well did they do it, and who is better off as a result)	Tell us About Your Project – The Story Behind Your Performance
<p>00053931</p> <p>Organisation Name Diamond Harbour Camera Club Incorporated</p> <p>Name of Project Diamond Harbour Camera Club Community Outreach and Education</p> <p>Granted Amount \$1,000</p>	No report supplied	



END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do, how well did they do it, and who is better off as a result)	Tell us About Your Project – The Story Behind Your Performance
<p>00053889</p> <p>Organisation Name Diamond Harbour Community Association Inc</p> <p>Name of Project Southern Harbour Bays Community Website Redevelopment</p> <p>Granted Amount \$2,250</p>	<p>1. Total volunteer hours for your organisation: The new website is up and running, but still needs some tweaking. To date DHCA members have contributed approximately 128 hours of volunteer work to this project.</p> <p>2. How Much Did You Do?</p> <p>Numerical Fact One: Project planning, design and site layout, content preparation, testing and proof reading, content migration and go-live preparation were done by the members of the DHCA working group.</p> <p>Numerical Fact Two: The web site was realised using the Wordpress content management system. Programming and providing a development and test environment was outsourced to Tag Design (Felicia Forbes) and Aotearoa Web Design (Jason Konig). Tag Design and Aotearoa Web Design submitted a combined quote for the programming work, which was accepted by the DHCA.</p> <p>3. How Well Did You Do It?</p> <p>Quality Measure One: One of the design objectives was to increase the functionality of the new web site by making it more interactive and informative. The main changes are: inclusion of a shared calendar showing the Diamond Harbour hall bookings; much improved event/news section; allowing individual community interest groups to publish on the site; providing for community member comments and feedback.</p> <p>Quality Measure Two: Another objective was to improve the usability of the web site and to present the content in a graphically more appealing way. The web site now allows for better navigation; search options and updated graphical content.</p> <p>4. Who is better off as a result of this project?</p> <p>Performance Measure 1: Community members can now rely on a single, easy to use and up-to-date source of information about what is happening in their community.</p> <p>Performance Measure 2: Potential visitors to the area can obtain information and a visual impression about things to do, transport, accommodation, restaurants, local history etc.</p>	<p>The old Diamond Harbour web site (run by the DHCA) had been developed several years ago and was based on a technical platform that was outdated and became increasingly difficult to maintain. DHCA was informed by the hosting company in late 2014 that the old content management system would not be supported much longer. In March 2015, at a regular DHCA meeting it was resolved that a working group consisting of Felicia Forbes (Tag Design), Ron Dubin, Pete Simpson, Karen Coyler and Thomas Kulpe should look at the options for an overhaul of the website and report back to the Association. The question was "Is the website an important resource for the community?" Google analytics data for the year ended 30 April 2015 showed that overall around 20,000 users visited the site over the course of the year in over 29,000 sessions, viewing 67,000 pages. 81% of site visits originated from New Zealand, the majority of these users were from the wider Christchurch region (51%).</p> <p>The aspiration for the makeover of the website was that the site would become the primary source of local information for the wider community (weather, transport, events, trades, clubs, accommodation etc) and an effective tool to promote identity and attractions of the area to prospective visitors (demographics, landscape, history, Tangata Whenua - Koukourarata, tracks, artists and artisans, parks and beaches etc). The working group suggested that the website should cover the area from Charteris Bay to Port Levy.</p> <p>The working group recommended to use WordPress for the server back-end. WordPress is an industry standard content management system (CMS). It is extremely versatile due to its plugin architecture that allows for a vast library of themes and widgets. There are many hosting services that offer managed Wordpress hosting at very competitive prices. The system (open source) is technically mature and has a dominant market share with world-wide over 60% of all installed CMS based websites. WordPress supports responsive web design (web pages scale from desktop to cell phone) and integrates well with social media and RSS feeds and/or email and SMS notifications. Most importantly the system is extensible, it is not difficult to add new features at a later stage.</p> <p>The working group invited Tag Design and Aotearoa Web Design to quote for the website's re-development based on WordPress. The quote from Tag Design and Aotearoa Web Design amounted to approximately \$3,500 (excl GST).</p>

END OF PROJECT SUMMARY

	<p>5. Project Expenditure Report</p> <p>Web development - \$2,250</p>	<p>Once the grant was approved DHCA adopted the recommendation of the working group. The new web site (http://www.diamondharbour.info) has been up and running for several months now. There are still some minor bugs to be ironed out by the new hosting company. The feedback on the new web site from the community is very positive. The web site comes up as the first option on search engines (Google, Yahoo) and we are confident that usage of the site will increase.</p>
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END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do, how well did they do it, and who is better off as a result)	Tell us About Your Project – The Story Behind Your Performance
<p>00053773</p> <p>Organisation Name Diamond Harbour Neighbourhood Support</p> <p>Name of Project Full Revision and Updating of Database</p> <p>Granted Amount \$725</p>	<p>1. Total volunteer hours for your organisation: 480</p> <p>2. How Much Did You Do?</p> <p>Numerical Fact One: 240 volunteer hours provided in response to emails, home visits, leaflets and updating the database.</p> <p>3. How Well Did You Do It?</p> <p>Quality Measure One: 87% favourable outcomes in response to searches, enquires and lost and founds.</p> <p>Quality Measure Two: 100% success in monitoring and data upgrades.</p> <p>4. Who is better off as a result of this project?</p> <p>Performance Measure 1: The local community and visitors now have an upto date, easy to use information portal.</p> <p>5. Project Expenditure Report</p> <ul style="list-style-type: none"> - Equipment - \$122 - Stationery - \$329.84 - Telephone, internet - \$237.60 - Travel - \$45.56 	<p>Neighbourhood Support function to provide the local community with community notices, support for security issues, tracking of lost and found items and contact inquiries.</p> <p>After 5 years as Area Coordinator of Diamond Harbour Neighbourhood Support I will retire from this position on April 1st 2016. The last project was updating and overhauling of the database up to 31st March 2016</p> <p>This process involved at least 120 volunteer leaders and their helpers who in total spent an estimated 350 hours distributing lists, visiting or phoning residents and/or owners of 1,125 properties to check and update database information.</p> <p>As the sole operator of the database, I spent a further 193 hours preparing lists and instructions for the leaders, distributing these, then receiving the incoming information and subsequently, and over the total period frequently repeatedly, correcting the database and reissuing emailed and printed lists (for those without email) over a period of seven months. It was a huge, but rewarding task.</p>

END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do, how well did they do it, and who is better off as a result)	Tell us About Your Project – The Story Behind Your Performance
<p>00053675</p> <p>Organisation Name Governors Bay Community Transport Trust</p> <p>Name of Project Govbus - Governors Bay Community Transport</p> <p>Granted Amount \$2,528</p>	<p>1. Total volunteer hours for your organisation: 457.25 for volunteer drivers</p> <p>2. How Much Did You Do?</p> <p>Numerical Fact One: The above figure of 457.25 is for the volunteer drivers.</p> <p>Numerical Fact Two: The 5 volunteer trustees would spend 60 hours attending meetings plus additional time to carry out their trustee duties</p> <p>3. How Well Did You Do It?</p> <p>Quality Measure One: We have carried approximately 910 passengers to date this year.</p> <p>Quality Measure Two: The service is now into its second year and continues to grow, with increased passenger use and increased number of local people volunteering their time to drive the community vehicles.</p> <p>4. Who is better off as a result of this project?</p> <p>Performance Measure 1: The service provides an essential community bus service for all members of the community who need to access essential services in Christchurch including Council facilities such as Recreation and Service Centres and Libraries</p> <p>Performance Measure 2: The service is providing for community groups such as the local youth group who use the community vehicles to get to events. Other community groups are becoming established and are also using the service, for example, the film club, theatre group and music group.</p> <p>5. Project Expenditure Report</p> <p>- Salaries/Wages: \$2,528</p> <p>This was a contribution towards the cost of paying an administrator to coordinate the volunteer drivers and taking bookings from passengers.</p>	<p>The Governors Bay Community Transport Trust was established in 2013 to provide a community transport service using volunteer drivers. A community vehicle was purchased in 2014 and the service commenced in August that year. We are now into our second year and have two vehicles which provide a range of services for the community.</p> <p>We have a growing list of volunteer drivers who provide their time to drive the vehicles. We have used the funds to pay for the services of an administrator who coordinates the drivers and takes bookings from passengers on a regular basis. This administration service is vital for the day to day running of the community bus service. Our administrator provides approximately 10 hours of time to run this service and is paid by automatic payment from our bank account.</p> <p>Staff Comments Bus Statistics and profit and loss account attached.</p>

END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do, how well did they do it, and who is better off as a result)	Tell us About Your Project – The Story Behind Your Performance
<p>00053682</p> <p>Organisation Name Lyttelton Community House Trust</p> <p>Name of Project Community Lunches</p> <p>Granted Amount \$1,700</p>	<p>1. Total volunteer hours for your organisation: We estimate our annual volunteer hours to be approximately 6,240 per annum.</p> <p>2. How Much Did You Do?</p> <p>Numerical Fact One: We have continued to provide a free community lunch each Tuesday at Lyttelton Community House, providing our local community members with a hearty meal and social interaction. This regular contact between staff and community members ensures that any issues our vulnerable are experiencing are easily identified and the necessary support provided.</p> <p>Numerical Fact Two: We actively encouraged people to come out and share a meal and conversation with others in a safe, friendly environment. We sought out those who need it the most and ensured that they knew about our service.</p> <p>3. How Well Did You Do It?</p> <p>Quality Measure One: We provided a weekly meal that was free and available to all and while we encouraged the elderly and vulnerable in our community we fed all comers. The environment at the house makes people feel comfortable and encourages social interaction between community members. Our staff were on hand to engage with people and it is through these conversations that our visitors shared information about issues and problems.</p> <p>Quality Measure Two: Our target group is the vulnerable elderly, those with limited finances and those who are isolated due to lack of social or work contact. Our links to the local medical centre helped us to reach the most in need and our weekly lunch remains well patronised.</p> <p>4. Who is better off as a result of this project?</p> <p>Performance Measure 1: Through our weekly lunch we have ensured that our vulnerable community members received support and guidance. Our visitors gained physical, social and psychological benefits via a healthy meal, social interaction and the knowledge that someone cared and was looking out for them and their needs.</p> <p>Performance Measure 2: The elderly and vulnerable members of our community who visit benefit from the expertise of our staff and the close links we have with the community. By knowing our services are available, our community members</p>	<p>Lyttelton Community House is the only provider of this service and we are committed to providing for as long as there continues to be a need. We are extremely grateful for the support CCC shows each year towards LCH and this service for the vulnerable members of our community.</p>

END OF PROJECT SUMMARY

	have someone to turn to when the need arises and we can ensure they are connected with vital services	
	5. Project Expenditure Report	
	- Food: \$1,700.00	

END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do, how well did they do it, and who is better off as a result)	Tell us About Your Project – The Story Behind Your Performance
<p>00053703</p> <p>Organisation Name Lyttelton Community House Trust</p> <p>Name of Project Matariki 2016</p> <p>Granted Amount \$450</p>	<p>1. Total volunteer hours for your organisation: We estimate our annual volunteer hours to be approximately 6,240 per annum.</p> <p>2. How Much Did You Do?</p> <p>Numerical Fact One: Once more we jointly organised Matariki Celebrations in June 2016 in conjunction with local iwi and other Lyttelton community groups. The celebrations form part of the nine day long community celebrations collectively making up the Lyttelton Harbour Festival of Lights.</p> <p>Numerical Fact Two: We encouraged everyone to embrace Matariki and participate in our celebrations. We invited cultural, music and dance groups within schools and early childhood centres and the community to perform as part of our annual Matariki celebrations.</p> <p>3. How Well Did You Do It?</p> <p>Quality Measure One: On 18th June 2016 between 10am and 1pm Matariki celebrations featuring Kapa Haka performance by schools and Rapaki iwi took place in Albion Square Lyttelton.</p> <p>Quality Measure Two: It is always our goal to educate the younger generation regarding the significance of Matariki and for this reason we encourage their participation in the annual celebrations. We also promote Matariki in the form of educational resources which we distribute to schools and community groups. The funding we have received from CCC has been used for this purpose.</p> <p>4. Who is better off as a result of this project?</p> <p>Performance Measure 1: Celebrations such as Matariki bring the community together to work collectively for community good and acknowledge an important aspect of New Zealand culture. They also give our community an opportunity to reflect on our recent experiences and appreciate all that is good as we recover and move forward.</p> <p>Performance Measure 2: Matariki is a time of celebration and by encouraging community members to partake in this annual event we are also sharing knowledge with and raising cultural awareness amongst the wider community, especially the younger generation. It is also a good opportunity for Maori to share their stories and culture with the wider community and for schools to showcase their Kapa Haka.</p>	<p>Matariki has always been an important time in the Maori calendar and Lyttelton Community House has successfully facilitated a local Matariki event over several years. We are pleased that local schools and community groups are supportive of the celebrations as Lyttelton is steeped in Maori culture and we believe it is worth celebrating our cultural connections. We appreciate the support CCC shows us each year.</p>

END OF PROJECT SUMMARY

	<p>5. Project Expenditure Report</p> <p>- Resources (education): \$450.00</p> <p>Expenditure included in postage, printing & stationery.</p>	
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END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do, how well did they do it, and who is better off as a result)	Tell us About Your Project – The Story Behind Your Performance
<p>00053708</p> <p>Organisation Name Lyttelton Community House Trust</p> <p>Name of Project Capacity Building for Lyttelton Community House</p> <p>Granted Amount \$12,500</p>	<p>1. Total volunteer hours for your organisation: We estimate our volunteer hours to be approximately 6,240 per annum.</p> <p>2. How Much Did You Do?</p> <p>Numerical Fact One: Lyttelton Community House has remained a safe and welcoming house where the social, economic, health and recreational needs of the most vulnerable members and elderly members of our local community are being met. Staff have maintained and fostered relationships with the elderly and local service providers, providing the vital link that is needed in our community.</p> <p>Numerical Fact Two: Our longstanding programmes ie Mataraki celebrations, Parihaka commemorations, weekly community lunch, delivered meals for the elderly, exercise groups, van transport and the Menz Shed have all continued and contributed to the ongoing health and well being of our community.</p> <p>3. How Well Did You Do It?</p> <p>Quality Measure One: By being open five days a week Lyttelton Community House and staff has remained accessible and open to support our community. Our services have provided vital care for our community's elderly residents via delivered meals and regular contact. The continuation of our services is ensuring that the elderly and the vulnerable in our community remain connected with each other and relevant services, whether that be a meal, conversation, transport, advocacy, links to health and government agencies and participation in group activities that improve health and well being.</p> <p>Quality Measure Two: We have brought together the wider community through annual celebrations, commemorations, community lunches and recreational activities. These events have helped to foster the development of community spirit within Lyttelton and are always well supported. More people are coming through our door and using our services with referrals from the local health centre and other community groups, recognising that the services we provide fill a definite need within the community.</p> <p>4. Who is better off as a result of this project?</p> <p>Performance Measure 1: Elderly and disadvantaged people have benefited from our support by being able to remain in their homes and having wholesome meals delivered, by being less socially isolated due to increased communication with others, by having access to appropriate government services including</p>	<p>We are a vital part of our community, providing a stable and constant service and we know that our services improve the quality of life for many locals. Because our staff are local and known in the community we are able to understand the needs of our community and offer services that meet those needs.</p> <p>Funding to meet our staff wages is vital to the continuation of quality service provision and we are extremely grateful to the City Council for their continued support.</p>

END OF PROJECT SUMMARY

	<p>assistance with job hunting, by having support to manage their lives and by participating in outings and programmes such as Qi gong.</p> <p>Performance Measure 2: We have continued to reach as many people within the community as possible including the vulnerable elderly who received hot cooked meals delivered to their homes, those who visited our drop in centre for a cup of tea, internet access and support and those who used our community van and/or participated in the physical activities and support groups we offer. The wider community has benefited from the participation in weekly and annual events and the development of social connections.</p> <p>5. Project Expenditure Report</p> <p>- Salaries/Wages: \$12,500.00</p>	
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END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do, how well did they do it, and who is better off as a result)	Tell us About Your Project – The Story Behind Your Performance
<p>00053713</p> <p>Organisation Name Lyttelton Community House Trust</p> <p>Name of Project Parihaka Commemoration</p> <p>Granted Amount \$450</p>	<p>1. Total volunteer hours for your organisation: We estimate our annual volunteer hours to be approximately 6,240 per annum.</p> <p>2. How Much Did You Do?</p> <p>Numerical Fact One: As in previous years, we organised the 2015 Parihaka commemorations in recognition of this important aspect of NZ history. The 2015 commemoration was the seventh time Lyttelton Community House has organised this event, providing an opportunity for our community to come together.</p> <p>Numerical Fact Two: We encourage everyone to remember Parihaka and attend the annual commemoration to recognise Lyttelton's association with the events of Parihaka and to reflect the relationship between Tangata Whenua and Pakeha. The commemorations are advertised widely to the community.</p> <p>3. How Well Did You Do It?</p> <p>Quality Measure One: We held a commemoration at 10am on 5th November at the Lyttelton Rose Garden, former gaol site followed by a second service at the memorial stone next to the church at Rapaki at 11am. Light refreshments at Lyttelton Community House followed. The commemoration was featured in the 155 issue of the Lyttelton Harbour Review and our organisation's facilitation acknowledged.</p> <p>Quality Measure Two: As noted in the Lyttelton Harbour Review the numbers attending each year are increasing and it is pleasing that our history and culture is being shared and passed down to the younger generation.</p> <p>4. Who is better off as a result of this project?</p> <p>Performance Measure 1: Celebrations such as Parihaka bring the community together to remember an important aspect of New Zealand culture. It is also a good opportunity for Maori to share their stories and culture with the wider community and to acknowledge Lyttelton's history.</p> <p>Performance Measure 2: Parihaka is a time of reflection and by encouraging community members to partake in this annual event we are also sharing knowledge with and raising cultural awareness amongst the wider community, especially the younger generation.</p>	<p>Parihaka has always been an important time in the Maori calendar and Lyttelton played a prominent role in housing prisoners and looking after families during the events surrounding Parihaka.</p> <p>Lyttelton Community House has successfully facilitated a local Parihakai event for seven years. We are pleased that the community is increasingly supportive of the commemorations. Lyttelton is a community rich in heritage and steeped in Maori culture and we believe it is worth celebrating our cultural connections.</p> <p>Funding we have received from CCC was used to meet expenses on the commemorative day. We appreciate the support CCC shows each year towards LCH and our annual Parihaka event.</p>

END OF PROJECT SUMMARY

	5. Project Expenditure Report - Parihaka November 2015: \$450.00	
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END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do, how well did they do it, and who is better off as a result)	Tell us About Your Project – The Story Behind Your Performance
<p>00054011</p> <p>Organisation Name Lyttelton Rugby Club</p> <p>Name of Project Rugby Development Officer Wages, Annual Titahi Bay Tour and Rugby Balls</p> <p>Granted Amount \$750</p>	No report supplied	

END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do, how well did they do it, and who is better off as a result)	Tell us About Your Project – The Story Behind Your Performance
<p>00053694</p> <p>Organisation Name Lyttelton Youth Centre</p> <p>Name of Project Operational/Administration costs</p> <p>Granted Amount \$3,300</p>	<p>1. Total volunteer hours for your organisation: Our volunteer hours are approximately 1,560 per annum.</p> <p>2. How Much Did You Do?</p> <p>Numerical Fact One: With this funding we have been able to keep the youth centre open Monday-Friday, providing a safe environment for local youth to socialise with each other, participate in a range of activities and to gain guidance under the supervision of the youth workers.</p> <p>Numerical Fact Two: This funding has helped us to charge no admission fees and remain accessible for all youth, meet our entity reporting requirements, channel as many funds as possible into youth programmes, maintain our range of programmes and tailor programmes to meet youth needs.</p> <p>3. How Well Did You Do It?</p> <p>Quality Measure One: Our youth centre continues to provide a vital role within the Lyttelton community and our community, youth and their families have been supported throughout what is often a tumultuous time of development for youth. Alternative options for youth to visit a safe, welcoming environment outside their homes where they can gain guidance from trained youth workers do not exist in Lyttelton. The number of youth attending remains strong and we meet an ongoing need within the community.</p> <p>Quality Measure Two: We have been able to offer a range of programmes which have evolved over the past year as the needs of our youth have been identified. In addition to our education programmes, mentoring, youth development programmes and sexual health and drug and alcohol awareness, youth now participate in physical activity/sports at the Lyttelton Recreation Centre. We have encouraged participation in community events that contribute to the well-being of the community and work to raise the importance of community awareness.</p> <p>4. Who is better off as a result of this project?</p> <p>Performance Measure 1: The wider community has benefited. Our venue and programmes provides youth with somewhere to go and something to do and helps to steer them away from participating in negative behaviours. Positive youth choices are modelled to others encouraging better behaviour and contributing to community and neighbourhood safety. The ongoing positive and regular engagement of our youth in educational and recreational activities is critical to keeping youth offending under control and guiding youth along</p>	<p>It is our fervent goal to ensure that our local youth centre remains open. Funding for operational and administration costs is vital to keeping the doors open, the continued delivering of programmes at current levels and our ability to provide programmes at no cost, reducing barriers to participation.</p> <p>Over time our access to funding opportunities has decreased and without the consistent of funders we struggle to keep the doors open. Therefore, we are grateful for the council's ongoing support of our youth centre, our youth and their families.</p> <p>Staff Comments Report attached</p>

END OF PROJECT SUMMARY

	<p>pathways that bring them happiness, achievement, a sense of purpose and a better connection with their peers, families, whanau and community.</p> <p>Performance Measure 2: Our youth have benefited through their participation in educational and recreational activities, healthy socialisation and leadership opportunities. Youth have improved their mental and physical health, developed communication skills and created positive relationships and stronger bonds with their peers, families, whanau and community. Our local youth face many issues such as geographic isolation and ongoing earthquake related home and school issues. Christchurch has lost many such venues in recent years and we are thankful that our Youth centre has remained as there is no other youth space available in Lyttelton for group socialisation. We provide a much needed gathering space for our local youth.</p> <p>5. Project Expenditure Report</p> <ul style="list-style-type: none">- Administration (Accounting & Audit): \$1,713- Telephone, internet: \$1,134- Other (Insurance, Subscriptions):\$453.00	
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END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do, how well did they do it, and who is better off as a result)	Tell us About Your Project – The Story Behind Your Performance
<p>00053719</p> <p>Organisation Name Lyttelton Youth Centre</p> <p>Name of Project Youth Centre Staff Wages</p> <p>Granted Amount \$12,500</p>	<p>1. Total volunteer hours for your organisation: We estimate our volunteer hours to be approximately 1,560 per annum.</p> <p>2. How Much Did You Do?</p> <p>Numerical Fact One: With this funding we have been able to keep the youth centre open Monday-Friday, providing a safe environment for local youth to socialise with each other and to gain guidance under the supervision of the youth workers. We know that just by being here in the community we are an important outlet for youth who may be struggling with the pressures of home, school or personal life. By having that underlying trust in the community we know that we are the necessary link to youth to get the help they need if and when it arises. This is vital in today's society with all the pressures and expectations of youth.</p> <p>Numerical Fact Two: This funding has greatly contributed to our ability to retain our youth workers who have provided educational programmes, mentoring, youth development and sexual health and drug and alcohol awareness to youth aged 11 years and up.</p> <p>3. How Well Did You Do It?</p> <p>Quality Measure One: We have continued to offer education programmes eg motor vehicle driver licensing, baking, candle making, Girls Group, Carving courses giving youth an important experience with culture that enables them to learn the art of carving and show their finished work at the youth centre to peers and family. Recreational activities - physical activity/sports at Lyttelton Recreation Centre; camps that provide youth with outdoor activities and confidence building; art work at the local skate park - encouraging the youth to have a sense of responsibility of spaces within the community and look after them. Mentoring - providing guidance for youth through what is often a time of considerable personal challenges. Youth development - building self-esteem through personal goal setting and participation in leadership programmes. Sexual health and drug and alcohol awareness - informal meaningful dialogue and guidance for youth to enable them to make informed lifestyle decisions.</p> <p>Quality Measure Two: Our experienced youth workers and Manager have created and continue to create positive and valued friendships and support with the youth. This means that the youth are able to feel more confident and secure in their own home environments and out in the community and they know there is a safe place and people to turn to if there is ever a need. We firmly believe that we offer services and programmes that ensure youth are connected in the community, know they have access to trusted support people, support systems</p>	<p>It is our fervent goal to ensure that our local youth centre remains open. An integral part of providing our programmes is the retention of our youth workers who have established relationships with youth and keeping our doors open. Funding is vital to assist with the continued delivering of programmes which encourage leadership, personal responsibility and development and community awareness within local youth; and encourage youth to come together for the benefit of themselves, each other and the community, help to allow us to keep our programme delivery at current levels without the need for major modification or reduction and to provide programmes at no cost reducing barriers to participation.</p> <p>Over time our access to funding opportunities has decreased and without the consistent of funders we struggle to keep the doors open. Therefore, we are grateful for the council's ongoing support.</p> <p>Staff Comments</p> <p>Accounts attached</p>

END OF PROJECT SUMMARY

	<p>separate from their immediate families, all of which are crucial in helping youth acquire and maintain healthy mental health and lead lives which are balanced and fulfilling.</p> <p>4. Who is better off as a result of this project?</p> <p>Performance Measure 1: Through their participation in educational and recreational activities, healthy socialisation and leadership opportunities youth have improved mental and physical health, better developed communication skills, positive relationships and stronger bonds with their peers, families, whanau and community.</p> <p>By providing a safe, welcoming, all inclusive place for youth to engage with each other we have few barriers to participation. Our venue and programmes provides youth with somewhere to go and something to do and helps to steer them away from participating in negative behaviours. Positive youth choices are modelled to others encouraging better behaviour and contributing to community and neighbourhood safety. Our programmes are firmly cemented as part of the local community. We encourage participation in community events that contribute to the well being of the community and work to raise the importance of community awareness.</p> <p>Performance Measure 2: The effectiveness our role has in the lives of our local youth cannot be underestimated. The provision of a "place to hang", catch up with friends outside of school hours and chill is vital to the health and well-being of our youth. Youth aged 11 years and up face challenging times physically, mentally and socially and our manager and youth worker are available to assist our youth to "nut" out issues, to be with someone to talk to, to provide guidance, positive role modelling and opportunities for youth to develop as individuals and collectively. The youth of today are the future of our City and their ability to communicate, participate, be an active voice and leaders in the community will depend on being presented with opportunities to develop essential skills.</p> <p>Our local youth face many issues such as geographic isolation and ongoing earthquake related home and school issues. Christchurch has lost many such venues in recent years and we are thankful that our Youth centre has remained as there is no other youth space available in Lyttelton for group socialisation. We provide a much needed gathering space for our local youth.</p> <p>5. Project Expenditure Report</p> <p>- Salaries/Wages: \$12,500.00</p>	
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END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do, how well did they do it, and who is better off as a result)	Tell us About Your Project – The Story Behind Your Performance
<p>00053738</p> <p>Organisation Name Lyttelton Youth Centre</p> <p>Name of Project Youth Camp (Change of Purpose Granted)</p> <p>Granted Amount \$1,847</p>	<p>1. Total volunteer hours for your organisation: Our volunteer hours are approximately 1,560 per annum.</p> <p>2. How Much Did You Do?</p> <p>Numerical Fact One: Instead of a camp used this funding to take a group of youth on a day trip to Wainui, purchase some sport equipment and hire the Lyttelton Recreation Centre.</p> <p>Numerical Fact Two: We identified and tailored delivery of activities that better meet the needs of the youth attending our youth centre. We have had a focus on increasing physical activity/sports based activities for our youth.</p> <p>3. How Well Did You Do It?</p> <p>Quality Measure One: A small group of youth visited Wainui and enjoyed a day of activities. We have utilised the local Lyttelton Recreation Centre regularly facilitating participation by youth in physical activity. The purchase of sports equipment encourages further active participation.</p> <p>Quality Measure Two: Our programmes are offered at low cost so all youth can participate without financial barriers, we secured funding that enabled us to deliver programmes to youth that provided them with lasting benefits. Participation in physical activity improves youth health and well-being and provides opportunities for youth to develop important skills such as communication, leadership and teamwork.</p> <p>4. Who is better off as a result of this project?</p> <p>Performance Measure 1: Our youth have benefited through their participation in fun recreational and physical activities. Youth have improved their mental and physical health, developed communication and teamwork skills and gained valuable social skills. By keeping physical active youth are exposed to opportunities to gain confidence and self-esteem to push themselves and achieve. It is hoped that these lessons learnt become part of their daily lives and help them to contribute positively to their families and community.</p> <p>Performance Measure 2: The programmes we offer to our youth provide benefits to their family, whanau and the community. We provide programmes that are appealing to the age group we work with and help keep them gainfully employed out of school time. The time they spend at our youth centre helps steer them away from participating in undesirable behaviours within the community. This</p>	<p>It is our aim to deliver no cost programmes that provide the most benefit to the youth that attend our youth centre. The opportunity to participate in activities that educate youth, keep youth physically and mentally active and promote healthy lifestyles and choices are a key component of the range of programmes we offer. We are grateful to CCC for allowing us to change the purpose of this funding and the council's ongoing support of the youth centre.</p> <p>Staff Comments</p> <p>Bus invoice attached</p>

END OF PROJECT SUMMARY

	<p>contributes to the reductions in youth offending and the overall safety of the community.</p> <p>5. Project Expenditure Report</p> <p>- Equipment: \$844.00</p> <p>- Travel: \$517.00</p> <p>- Recreation Centre Hire :\$486.00</p> <p>No individual invoices for sports equipment purchases were over \$500</p>	
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END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do, how well did they do it, and who is better off as a result)	Please detail any problems or issues
<p>00053538</p> <p>Organisation Name Project Lyttelton Incorporated</p> <p>Name of Project Building Capacity Within Project Lyttelton (KLP)</p> <p>Granted Amount \$14,550</p>	<p>Key Local Project Fund – Year One of Two Progress Report</p> <p>1. Have you started your project? Yes.</p> <p>2. If yes, describe your progress to date.</p> <p>The Community Garden coordination role has commenced and is ongoing. The role has overseen the building of new raised beds in the garden to mitigate issues around the raised lead levels due to contamination on the site. They have restructured the glasshouse and constructed new paths. The beds are to be filled and the community garden reopened and launched this spring at which point the role will move towards attracting volunteers and working with the school in the garden.</p> <p>Other work being undertaken has been researching into innovative garden techniques to use in the beds, work on paths, developing health and safety procedures and signs.</p> <p>Grow Harbour kids - The hours were used to organise the Harbour Basin schools Harvest Festival for over 400 students at Living Springs. Whilst there were issues around having enough workshops for the day it was organised and ready to go for 24 March.</p> <p>The General Manager role is also ongoing and supports 14 staff and numerous key volunteers.</p>	<p>The community garden has just taken time. We are progressing steadily and are now looking towards a Spring re-opening and launch. We are looking forward to getting back to the function of a community garden, growing and teaching, following the contamination issues.</p> <p>The Harbour Festival however, was cancelled at 3.00pm on the day before it was to take place due to poor weather forecasts. With all the activities being outside and over 400 students attending with no shelter to meet, eat lunch or gather it was felt that there was no possibility that the day could be held in wet weather. With no available rain date due to the closeness to the Easter holidays and the different holiday dates of the schools the Festival - with great regret - had to be cancelled.</p> <p>On the day, it rained consistently up until about 1.30pm. The decision to cancel was felt to be the right course of action. Part of the Managers role is to look after finances and balance relationships. With the Harvest Festival not going ahead, we paid wages for staff to plan the event, however didn't lose money by forcing another rain date.</p> <p>We have come up with a new festival concept looking at ways of wellbeing and community resources that won't cost too much in either resources or staff time to stage.</p> <p>Staff Comments</p> <p>Note: As KLPs were awarded two year funding they were not required to submit a full End of Project Report in 2015/16.</p>

Banks Peninsula Discretionary Response Fund 2016/17		Board Approval
BUDGET	\$48,340.00	
Youth Development Fund		
<i>Allocations made</i>		
Brianna Dalglish - Outward Bound Course	\$500.00	13/02/2017
Youth Development Scheme Balance	\$500.00	
Discretionary Response Fund		
<i>Allocations made</i>		
Diamond Harbour Community Association - Live at the Point and Sculpture on the Point	\$3,500.00	12/12/2016
Ann Toomey - Commemorative Plaque for Collett's Corner	\$500.00	13/02/2017
Project Lyttelton - Community Garden and Camera Replacement Project	\$2,000.00	13/02/2017
Discretionary Response Fund Allocated	\$6,000.00	
TOTAL: Discretionary Response Fund Unallocated	\$41,840.00	

11. Elected Member Information Exchange

This item provides an opportunity for Board Members to update each other on recent events and/or issues of relevance and interest to the Board.

12. Question Under Standing Orders

Any member of the local authority may at any meeting of the local authority at the appointed time, put a question to the Chairperson, or through the Chairperson of the local authority to the Chairperson of any standing or special committee, or to any officer of the local authority concerning any matter relevant to the role or functions of the local authority concerning any matter that does not appear on the agenda, nor arises from any committee report or recommendation submitted to that meeting.

Wherever applicable, such questions shall be in writing and handed to the Chairperson prior to the commencement of the meeting at which they are to be asked.