

Te Pātaka o Rākaihautū
Banks Peninsula Community Board
AGENDA

Notice of Meeting:

An ordinary meeting of the Te Pātaka o Rākaihautū/Banks Peninsula Community Board will be held on:

Date: Monday 8 June 2020
Time: 10am
Venue: Committee Room 1, Civic Offices
53 Hereford Street, Christchurch

Due to Covid-19 requirements physical public access may be restricted, so that social distancing can be maintained.

Some Board members and staff will be attending the meeting via audio-visual link from the **Akaroa Meeting Room, 78 Rue Lavaud, Akaroa** where there will also be access for a limited number of public attendees.

Membership

Chairperson	Tori Peden
Deputy Chairperson	Tyrone Fields
Members	Reuben Davidson
	Nigel Harrison
	Howard Needham
	Jamie Stewart
	Andrew Turner
	Scott Winter

2 June 2020

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

Penelope Goldstone
Manager Community Governance, Banks Peninsula/Akaroa
941 5689
penelope.goldstone@ccc.govt.nz
www.ccc.govt.nz

Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. If you require further information relating to any reports, please contact the person named on the report.

To view copies of Agendas and Minutes, visit:

<https://www.ccc.govt.nz/the-council/meetings-agendas-and-minutes/>



Ōtautahi-Christchurch is a city of opportunity for all

Open to new ideas, new people and new ways of doing things – a city where anything is possible

Principles

Being open, transparent and democratically accountable	Promoting equity, valuing diversity and fostering inclusion	Taking an inter-generational approach to sustainable development, prioritising the social, economic and cultural wellbeing of people and communities and the quality of the environment, now and into the future	Building on the relationship with Te Rūnanga o Ngāi Tahu and the Te Hononga-Council Papatipu Rūnanga partnership, reflecting mutual understanding and respect	Ensuring the diversity and interests of our communities across the city and the district are reflected in decision-making	Actively collaborating and co-operating with other local, regional and national organisations
--	---	--	---	---	---

Community Outcomes

Resilient communities Strong sense of community Active participation in civic life Safe and healthy communities Celebration of our identity through arts, culture, heritage, sport and recreation Valuing the voices of all cultures and ages (including children)	Liveable city Vibrant and thriving city centre Sustainable suburban and rural centres A well connected and accessible city promoting active and public transport Sufficient supply of, and access to, a range of housing 21st century garden city we are proud to live in	Healthy environment Healthy water bodies High quality drinking water Unique landscapes and indigenous biodiversity are valued and stewardship exercised Sustainable use of resources and minimising waste	Prosperous economy Great place for people, business and investment An inclusive, equitable economy with broad-based prosperity for all A productive, adaptive and resilient economic base Modern and robust city infrastructure and community facilities
--	---	--	---

Strategic Priorities

Enabling active and connected communities to own their future	Meeting the challenge of climate change through every means available	Ensuring a high quality drinking water supply that is safe and sustainable	Accelerating the momentum the city needs	Ensuring rates are affordable and sustainable
---	---	--	--	---

Ensuring we get core business done while delivering on our Strategic Priorities and achieving our Community Outcomes

Engagement with the community and partners	Strategies, Plans and Partnerships	Long Term Plan and Annual Plan	Our service delivery approach	Monitoring and reporting on our progress
--	------------------------------------	--------------------------------	-------------------------------	--

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

TABLE OF CONTENTS

Karakia Timatanga	5
C 1. Apologies / Ngā Whakapāha.....	5
B 2. Declarations of Interest / Ngā Whakapuaki Aronga	5
C 3. Confirmation of Previous Minutes / Te Whakaāe o te hui o mua	5
B 4. Public Forum / Te Huinga Whānui.....	5
B 5. Deputations by Appointment / Ngā Huinga Whakaritenga	5
B 6. Presentation of Petitions / Ngā Pākikitanga.....	5
B 7. Reserve Management Committee Meeting Minutes	19

STAFF REPORTS

C 8. Western Valley Road Proposed Footpath	45
C 9. Wainui Main Road- Barrys Bay Boat Ramp- Proposed No Stopping Restrictions	53
C 10. 2019-20 Banks Peninsula DRF - Diamond Harbour Youth and Community Trust - Youth Project.....	59
C 11. Community Board Representation on Outside Organisations and Committees	63
C 12. Te Pātaka o Rākaihautū/Banks Peninsula Community Board Area Report - June 2020	69
B 13. Elected Members' Information Exchange.....	157
Karakia Whakamutunga	

Karakia Timatanga

1. Apologies / Ngā Whakapāha

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

2. Declarations of Interest / Ngā Whakapuaki Aronga

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 / Te Whakaāe o te hui o mua

That the minutes of the Te Pātaka o Rākaihautū/Banks Peninsula Community Board meeting held on [Monday, 16 March 2020](#) be confirmed (refer page 6).

4. Public Forum / Te Huinga Whānui

A period of up to 30 minutes will be available for people to speak for up to five minutes on any issue that is not the subject of a separate hearings process.

5. Deputations by Appointment / Ngā Huinga Whakaritenga

Deputations may be heard on a matter or matters covered by a report on this agenda and approved by the Chairperson.

There were no deputations by appointment at the time the agenda was prepared.

6. Presentation of Petitions / Ngā Pākikitanga

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

Te Pātaka o Rākaihautū Banks Peninsula Community Board OPEN MINUTES

Date: Monday 16 March 2020
Time: 10am
Venue: Akaroa Boardroom
78 Rue Lavaud, Akaroa

Present

Chairperson
Deputy Chairperson
Members

Tori Peden
Tyrone Fields
Reuben Davidson
Howard Needham
Jamie Stewart
Andrew Turner
Scott Winter

16 March 2020

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

Penelope Goldstone
Manager Community Governance, Banks Peninsula/Akaroa
941 5689
Penelope.Goldstone@ccc.govt.nz
www.ccc.govt.nz

To view copies of Agendas and Minutes, visit:
www.ccc.govt.nz/the-council/meetings-agendas-and-minutes/

Part A Matters Requiring a Council Decision

Part B Reports for Information

Part C Decisions Under Delegation

Mihi/Karakia Timatanga: Tori Peden

The agenda was dealt with in the following order.

1. Apologies / Ngā Whakapāha

Part C

Community Board Resolved BKCB/2020/00030

That the apology for absence received from Nigel Harrison be accepted.

Andrew Turner/Tyrone Fields

Carried

2. Declarations of Interest / Ngā Whakapuaki Aronga

Part B

There were no declarations of interest recorded.

3. Confirmation of Previous Minutes / Te Whakaāe o te hui o mua

Part C

Community Board Resolved BKCB/2020/00031

That the minutes of the Te Pātaka o Rākaihautū/Banks Peninsula Community Board meeting held on Monday 2 March 2020 be confirmed.

Jamie Stewart/Scott Winter

Carried

4. Public Forum / Te Huinga Whānui

Part B

4.1 Lumiere d'Akaroa Festival 2020

Lynda Wallace spoke on behalf of the Lumiere d'Akaroa Organising Committee regarding their plans to hold another Lumiere d'Akaroa festival in October 2020. This year they are planning an expanded route with more art installations for an estimated cost of \$30,000. They would like this event to remain free to the public and are looking for sponsorship.

Part B

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Thanks Lynda Wallace for her presentation.
2. Provide a letter of support to the Lumiere d'Akaroa Festival organising committee.

Attachments

- A Banks Peninsula Community Board 16 March 2020 - Public Forum Lynda Wallace Lumiere Presentation.pdf

4.2 Closed Circuit Television Cameras (CCTVs) – Senior Constable Anita Osborne

This item was cancelled.

4.4 Public Forum – Akaroa Resource Collective

Kerry Little spoke to the Board on behalf of the Akaroa Resource Collective with an update about the recent Akaroa Hui. Those who attended the hui would like to gather a common voice to be heard in Council, that taps into a wider section of the community, addresses social service issues and supports family community events. The group is keen to maintain momentum and have a united voice for Akaroa.

Part B

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Thanks Kerry Little for her presentation.

4.5 Public Forum – Destination & Visitor Planning

Victoria Andrews spoke to the Board on a number of issues:

- The unique requirements of the Peninsula communities.
- Event planning in Akaroa for traffic management, public access to facilities, water restrictions and minimising disruption to residents.
- Better coordination of events in respect to cruise ship schedules.
- The urgent need for hygiene hand washing facilities in the public toilets at the Akaroa Recreation Ground.

Part B

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Thanks Victoria Andrews for her presentation.

Attachments

- A Banks Peninsula Community Board 16 March 2020 - Public Forum Victoria Andrews - Akaroa Issues
- B Banks Peninsula Community Board 16 March 2020 Public Forum - Victoria Andrews Written Presentation

4.6 Friends of Banks Peninsula – Banks Peninsula Community Board Plan

Jan Cook, Deputy Chairperson, Friends of Banks Peninsula spoke to the Board regarding the Banks Peninsula Community Board Plan. The group commented that the Board Plan does not prioritise water conservation along with wastewater planning for Akaroa, Duvauchelle and Wainui and is also silent on matters of climate change and carbon emissions.

Part B

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Thanks Jan Cook for her presentation.

4.7 Public Forum - Pest Free Banks Peninsula

Dr David Miller spoke to the Board as Chairperson of the Pest Free Banks Peninsula Project Group regarding the pest free programme which is a community led, but agency supported project. Dr Miller requested that the Board include acknowledgement and consideration of the Pest Free Banks Peninsula project in the Board Plan for 2019-2022.

Part B

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Thanks Dr Miller for his presentation.

Attachments

- A Banks Peninsula Community Board 16 March 2020 Public Forum - Dr David Miller - Pest Free Banks Peninsula

4.8 Public Forum - Banks Peninsula Community Board Plan – Harry Stronach

This item was cancelled.

4.9 Public Forum - Akaroa Civic Trust

Michael Norris, Chairperson of the Akaroa Civic Trust, spoke to the Board in support of the presentation made by Victoria Andrews. Mr Norris also suggested:

- That local people should be involved with planning that affects the community such as Destination Management planning.
- That Akaroa be provided with more permanent type traffic management signage for cruise ship events.
- That the Chief Executive of the Council be invited to Akaroa to see the unique nature of Banks Peninsula.

Part B

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Thanks Michael Norris for his deputation.

5. Deputations by Appointment / Ngā Huinga Whakaritenga

Part B

5.1 Planting at Steadfast Stream, Cass Bay

Karen Banwell, Programme Manager, Whaka-Ora Healthy Harbour Plan spoke on behalf of the Whaka-Ora Community Advisory Group regarding their proposal to carry out riparian planting at Steadfast Stream in Cass Bay this winter.
Refer Item 8.

Part B

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Thanks Karen Banwell for her deputation.

8. Correspondence - Whaka-Ora Healthy Harbour Community Advisory Group

Community Board Resolved BKCB/2020/00032

Original officer recommendations accepted without change

Part B

That the Banks Peninsula Community Board:

1. Receive the information in the correspondence report dated 16 March 2020
2. Support the proposal for the first section of riparian planting on Steadfast Stream in Cass Bay, as outlined in the correspondence.

Tyrone Fields/Scott Winter

Carried

6. Presentation of Petitions / Ngā Pākikitanga

Part B

- 6.1** Jamie Stewart, Board member and Sharon Jeffrey, organiser, presented a petition signed by 45 people, regarding the lime chip on Beach Road in Akaroa.

The petition read:

"A petition to the Banks Peninsula Community Board to request the Christchurch City Council to remove the lime chip on the waterfront of Beach Road between Bruce Terrace and Rue Jolie."

"Lime chip creates dust which is then trampled into all the retail premises on Beach Road. We the undersigned request the chip to be removed and replaced with a permanent surface compatible with our stunning marine environment."

Sharon Jeffrey spoke to the Board about the problem of the crushed lime chip powder being walked into local shops and blown by the wind, affecting shops and eateries in the area. It was suggested that Council consider replacing the lime chip with a permanent paving as part of the seawall repair and maintenance programme.

Community Board Resolved BKCB/2020/00033

Part B

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Receives the petition and refers it to staff for comment.
2. Thanks Sharon Jeffrey for her petition presentation.

Jamie Stewart/Andrew Turner

Carried

Howard Needham left the meeting at 11:02pm

Howard Needham returned to the meeting at 11:05pm

4.3 Public Forum – Akaroa Sports Complex Group

Jan Whitehead provided an update to the Board from the Banks Peninsula Community Sports Complex (BPCSC) group. She outlined plans the group has to upgrade the tennis/netball courts in Akaroa including resurfacing one of the courts with AstroTurf to make it fully multi-functional for a variety of sports.

The group wants to enter into a partnership with the Council and asked the Board:

- to support the development of the complex as a multi-purpose sports hub in its Long Term Plan submission
- to consider including this development project in its Community Board Plan
- to support BPCSC with their vision to develop a multipurpose facility, future proofed for a wide range of users

Community Board Resolved BKCB/2020/00034

Part B

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Receive the presentation from the Banks Peninsula Community Sports Complex group, support the proposed project in principle and consider it further as part of its Community Board Plan and Annual Plan/ Long Term Plan processes.
2. Thanks Jan Whitehead for her presentation.

Jamie Stewart/Tori Peden

Carried

Attachments

- A Banks Peninsula Community Board 16 March 2020 Public Forum - Jan Whitehead Akaroa Sports Complex Tennis Court Refurbishment.pdf

Tyrone Fields left the meeting at 11:14am

Tyrone Fields returned to the meeting at 11.16am

Scott Winter left the meeting at 11.16am

Scott Winter returned to the meeting at 11.19am

The meeting adjourned at 11:19am and reconvened at 11:28am. Andrew Turner was not present when the meeting reconvened.

Andrew Turner returned to the meeting at 11:30am

7. Correspondence - Public Toilets at Lyttelton Information Centre

Officer Recommendations / Ngā Tūtohu

That the Banks Peninsula Community Board:

1. Receive the information in the correspondence report dated 16 March 2020.
2. Refer the issues raised in the correspondence report to staff for advice.

Community Board Resolved BKCB/2020/00035

Part B

That the Banks Peninsula Community Board:

1. Receive the information in the correspondence report dated 16 March 2020.
2. Refer the issues raised in the correspondence report to staff for comment.

Reuben Davidson/Tyrone Fields

Carried

9. Reserve Management Committee Meeting Minutes

Community Board Resolved BKCB/2020/00036

Part B

Original officer recommendations accepted without change

That the Banks Peninsula Community Board:

1. Receive the minutes of the following Reserve Management Committees:
 - Le Bons Bay Reserve Management Committee – 21 February 2020
2. Approve the membership of Harriet Chapman and Doris Peleikis as co-opted members of the Le Bons Bay Reserve Management Committee.

Jamie Stewart/Andrew Turner

Carried

10. Outcome of Property Review Process - 150 Old Sumner Rd and 306 Bayview Rd

Officer Recommendations

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Receive this report

Community Board Resolved BKCB/2020/00037

Part C

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Receive this report
2. Request staff to brief the Board on options for the future strategic use for 150 Old Sumner Road, including use as a dog exercise area, likely timeframes, and including information on the legal access to the property.

Reuben Davidson/Tyrone Fields

Carried

11. Little River Coronation Library - Lifting Building Above Flood Level

Community Board Resolved BKCB/2020/00038

Original officers recommendation accepted without change

Part C

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Receive the information in this report.

Tori Peden/Scott Winter

Carried

12. 38 Waipapa Avenue - Proposed Te Ra Community Park

Community Board Resolved BKCB/2020/00039

[Original officer recommendations accepted without change.]

Part C

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

Notes:

- a) That the condition precedent in the Council resolution CNCL/2019/00069 (9 May 2019) has not been satisfied in that there is an alternative public use for consideration:

“Declares the following properties surplus for disposal.

ii. Reservoir - 38 Waipapa Ave subject to:

- *The property being circularised internally within Council to determine there is no other alternative public use.*
- *Information on the proposal to dispose of the property being circulated via the Diamond Harbour Community Association to the local community.”*

- b) The resolution to declare the property surplus for disposal cannot therefore be enacted until the alternative public use is considered and resolved either by accepting it as proposed in this report, or rejecting it, in which case alternative resolutions to the below would be required to declare the property surplus.

- c) That retention of the property is justifiable and supported through a public private sector partnership with the incorporated society Friends of the Te Ra Community Park.

Resolves to:

1. Name 38 Waipapa Avenue, Diamond Harbour (Lots 55 & 56 DP 4319 – CB5C/696 and 697) Te Ra Community Park.
2. Hold the land as fee simple in Council ownership.
3. Commence unilateral negotiations for a ground lease agreement for 38 Waipapa Avenue, Diamond Harbour, (Lots 55 & 56 DP 4319 - 905 square metres) with the Friends of the Te Ra Community Park, once they are registered as an Incorporated Society.
4. Receive and approve the 'Proposed Te Ra Community Park 20 November 2019 Final' proposal (refer Attachment A)
5. Approve the draft landscape plan entitled "Te Ra InDesign Draft Plan Aug 2019(2)" (refer Attachment B) for the development of Te Ra Community Park and request a planting plan to be prepared and forwarded to the Team Leader Parks and Landscapes Team, Technical Services and Design, for approval before planting commences on site.
6. Authorise the Property Consultancy Manager to manage and conclude all issues and processes associated with the above resolutions.

Scott Winter/Andrew Turner

Carried

13. Community Board Representation on Outside Organisations and Committees

Officer Recommendations / Ngā Tūtohu

That the Te Pātaka o Rākahautū/Banks Peninsula Community Board review the following appointments to outside organisations and committees for the 2019/22 term:

1. Appointment of a member of the Community Board, or other person, to the following bodies, as the Council's representative (or one of the Council's representatives) on that body, and in the case of the Orton Bradley Park Board, three members:
 - Diamond Harbour and Districts' Health Support Group
 - Lyttelton Historical Museum Board
 - Halswell River Rating District Committee
 - Okains Bay Maori and Colonial Museum Trust
 - Orton Bradley Park Board (3)
 - Summit Road Protection Authority
2. Appointment of a representative on the following bodies:
 - Akaroa Community Health Trust
 - Banks Peninsula War Memorial Society
 - Christchurch and Banks Peninsula Biosecurity Advisory Group
 - Keep Christchurch Beautiful
 - Lyttelton Port Liaison Committee
 - Neighbourhood Support Canterbury
 - Stoddart Cottage Trust

- Takapuneke Co-Governance Group
- Waitaha Primary Health
- Whaka Ora Healthy Harbour Community Advisory Group

3. Appointment of a liaison person to the following committees and outside organisations:

Reserve Management Committees

- Allandale Reserve Management Committee
- Ataahua Reserve Management Committee
- Awa-iti Reserve Management Committee
- Cass Bay Reserve Management Committee
- Diamond Harbour Reserve Management Committee
- Duvauchelle Reserve Management Committee
- Garden of Tane Reserve Management Committee
- Le Bons Bay Reserve Management Committee
- Little Akaloa Reserve Management Committee
- Lyttelton Recreation Ground Reserve Management Committee
- Lyttelton Reserves Management Committee
- Okains Bay Reserve Management Committee
- Pigeon Bay Reserve Management Committee
- Robinsons Bay Reserve Management Committee
- Stanley Park Reserve Management Committee

Residents Associations

- Akaroa Residents & Ratepayers Association
- Cass Bay Residents Association
- Charteris Bay Residents Association
- Church Bay Neighbourhood Association
- Corsair Bay Residents Association
- Diamond Harbour Community Association
- Governors Bay Community Association
- Lyttelton Community Association
- Port Levy Residents' Association
- Purau Residents Association
- Robinsons Bay Residents Association
- Takamatua Residents Association
- Wainui Residents Association

Community Organisations

- Age Concern Canterbury
- Akaroa District Promotions
- Akaroa Resource Collective Trust
- Akaroa Community Health Advisory Group
- Banks Peninsula Conservation Trust
- Banks Peninsula Water Management Zone Committee
- Friends of the Gaiety
- Grubb Cottage Trust (2)
- Little River Community Centre Committee
- Little River Craft Station Trust
- Little River Rail Trail Trust
- Little River Railway Station Trust
- Little River–Wairewa Community Trust
- Lyttelton Harbour Business Association
- Lyttelton Community House Trust
- Lyttelton Information Centre
- Lyttelton Recreation Centre Steering Group
- Okuti Hall Committee
- Pigeon Bay Community Hall Committee
- Project Lyttelton
- Summit Road Society
- Summit Road Advisory Committee

Community Board Resolved BKCB/2020/00040

Part C

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board agree that this report lie on the table until the 6 April 2020 meeting for consideration at that time.

Tori Peden/Tyrone Fields

Carried

14. Community Board Governance Arrangements 2019-2022 Term - Head to Head Walkway Working Party

Officer Recommendations / Ngā Tūtohu

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Review its appointment of a Board member from the Mt Herbert subdivision to the Head to Head Walkway Working Party.
2. If the Board changes its appointment of a Board member from the Mt Herbert subdivision to the Head to Head Walkway Working Party, review its appointment of a Chairperson to the Working Party.

Community Board Resolved BKCB/2020/00041

Part C

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Appoint Scott Winter from the Mt Herbert subdivision, in place of Howard Needham, to the Head to Head Walkway Working Party.

Andrew Turner/Tyrone Fields

Carried

15. Elected Members' Information Exchange

Part B

The Elected Members spoke about the following items:

- Appointment of Nathan Mauger as Facilities Manager of the Lyttelton Recreation Centre.
- Appreciation for Public Forum presentations, in particular about issues, which the Board can raise with the Chief Executive on 20 April.
- Number of complaints received from the public about sub-standard public toilet facilities, especially lack of hand washing facilities, which is particularly important with Covid-19 risk. Stoddart Point portaloos and Charteris Bay Boat Ramp toilets have no hand washing facilities at all.
- Little River tennis court opening. This was well attended with people lingering to play tennis long into the afternoon.
- The future of Board meetings if the Coronavirus becomes an issue for group meetings.

15.1 Freedom Camping

Community Board Resolved BKCB/2020/00042

Part B

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Request a post season briefing on the monitoring and enforcement for Freedom Camping.

Jamie Stewart/Scott Winter

Carried

15.2 Public Toilets

Community Board Resolved BKCB/2020/00043

Part B

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Ask staff why the ladies toilet at the Akaroa Recreation Ground had upgraded hand washing facilities installed but the men's toilet did not, and seek assurance that this is not happening at other public toilets.

Jamie Stewart/Andrew Turner

Carried

15.3 Event Planning

Board members requested clarification on issues around event planning for Banks Peninsula, including if there are any special considerations made to take into account unique circumstances such as cruise ship visits and water restrictions.

Community Board Resolved BKCB/2020/00044

Part B

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Ask staff for a briefing on considerations and processes for Banks Peninsula events.

Tori Peden/Scott Winter

Carried

Karakia Whakamutunga: Tori Peden
Meeting concluded at 12.28pm.

CONFIRMED THIS 8th DAY OF JUNE 2020

**TORI PEDEN
CHAIRPERSON**

7. Reserve Management Committee Meeting Minutes

Reference / Te Tohutoro: 20/238329

Report of / Te Pou

Matua:

Liz Carter, Community Board Advisor, Liz.Carter@ccc.govt.nz

General Manager /

Pouwhakarae:

Mary Richardson, GM Citizens & Community,

Mary.Richardson@ccc.govt.nz

1. Purpose of Report / Te Pūtake Pūrongo

Minutes have been received from the following Reserve Management Committees:

Name	Subject
Little Akaloa Reserve Management Committee Triennial Meeting Minutes	9 February 2020
Pigeon Bay Reserve Management Committee Minutes	9 February 2020
Allandale Reserve Management Committee Minutes	26 February 2020
Awaiti Reserve Management Committee Minutes	19 February 2020
Duvauchelle Reserve Management Committee Minutes	16 September 2019
Duvauchelle Reserve Management Committee Minutes	21 October 2019
Duvauchelle Reserve Management Committee Minutes	16 December 2019
Duvauchelle Reserve Management Committee Minutes	20 January 2020
Cass Bay Reserve Management Committee Minutes	5 February 2020

2. Officer Recommendations / Ngā Tūtohu

That the Banks Peninsula Community Board:

1. Receive the minutes of the following Reserve Management Committees:
 - Little Akaloa Reserve Management Committee Triennial Meeting - 9 February 2020
 - Pigeon Bay Reserve Management Committee Minutes - 9 February 2020
 - Allandale Reserve Management Committee Minutes – 26 February 2020
 - Awaiti Reserve Management Committee Minutes – 19 February 2020
 - Duvauchelle Reserve Management Committee Minutes – 16 September 2019
 - Duvauchelle Reserve Management Committee Minutes – 21 October 2019
 - Duvauchelle Reserve Management Committee Minutes – 16 December 2019
 - Duvauchelle Reserve Management Committee Minutes 20 January 2020
 - Cass Bay Reserve Management Committee Minutes 5 February 2020
2. Note the resignation of Zoe Preston from the Allandale Reserve Management Committee, and approve the membership of Martyn Stanley and Jeanette Stanley as co-opted members of the Allandale Reserve Management Committee.
3. Approve Craig Waghorn, Marchelle Shatford, Jo Allison, Judy Dewe, Paul Gilbert, Mark Leonard, Rowan Waghorn, Murray Gilbert, Mike Newland, Richard Earl and Jeff May as members of the Little Akaloa Reserve Management Committee.
4. Note the following issue raised by the Pigeon Bay Reserve Management Committee:

- a. Freedom campers with certified blue stickers have been seen slipping into the camp to use the facilities. There have been a number of concerns raised by the community regarding the illegal certification of vehicles camping on the waterfront.
5. Consider the following request from the Pigeon Bay Reserve Management Committee:
 - a. That the Board consider reviewing freedom camping by self-contained vehicles in the Pigeon Bay foreshore and other identified local roads in the catchment and include consideration of a ban in the next round of a review of the Freedom Camping Bylaw.

Attachments

No.	Title	Page
A ↓	Little Akaloa Reserve Management Committee Triennial Meeting Minutes - 9 February 2020	21
B ↓	Pigeon Bay Reserve Management Committee Minutes 9 February 2020	25
C ↓	Allandale Reserve Management Committee Minutes - 26 February 2020	28
D ↓	Awaiti Reserve Management Committee Minutes - 19 February 2020	31
E ↓	Duvauchelle Reserve Management Committee Minutes - 16 September 2019	33
F ↓	Duvauchelle Reserve Management Committee Minutes - 21 October 2019	35
G ↓	Duvauchelle Reserve Management Committee Minutes - 16 December 2019	37
H ↓	Duvauchelle Reserve Management Committee Minutes - 20 January 2020	39
I ↓	Cass Bay Reserve Management Committee Minutes - 5 February 2020	41

MINUTES OF THE TRI-ANNUAL MEETING OF THE LITTLE AKAKLOA RESERVE BOARD

9 FEBRUARY 2020, LITTLE AKALOA COMMUNITY HALL, LITTLE AKALOA

Meeting commenced 11.05 am

Craig Waghorn (Chairperson) welcomed everyone to the meeting

Present: Rowan Waghorn, Richard Gilbert, Murray Gilbert, Mark Leonard, Richard Till, Mile Godfrey, Owen Dewe, Marchelle & Wayne Shatford, Brian Earl, Richard Earl, Wayne Morris, Jim Faithfull, Zoe & Paul Gilbert, Jo Allison, Eymard Toner, Jeff May, Mike Newland, Karin Millner, David Pateman, Robbie & Libby McCormack, Clarey Gilmour

Apologies: Ian Moore, Russell Brown, Jane & Hugh Eaton, Judy Dewe, Ken & Johanne McMaster, Paul Faithfull

Minutes of the Previous Tri-Annual meeting: Minutes of the meeting held 29 December 2016 were read and confirmed. Moved Owen Dewe, seconded Mark Leonard. CARRIED

Matters arising: Marchelle Shatford asked for clarification of the camp fees being charged. The previous minutes have it being recorded as \$20 a site, currently our signage is advertising \$15. A small discussion occurred. It was agreed the camp fee should be \$15 a site. Moved Jimmy Faithfull, seconded Jo Allison CARRIED

Financial Report:

In the absence (and resignation) of Russell Brown as Secretary/Treasurer, Marchelle Shatford presented the annual accounts upto December 2019. The balance was \$15 294.17. The financial year ending June 2019 was \$ 15 443.88. Other funds have been deposited in January 2020 of approx. \$1100 from the community New Year event and \$4 000 from the campground – these have not been included in the financial report as Russell still has ownership of the transactions. The balance as at 30 Dec 2019 was accepted, moved Jo Allison, seconded Craig Waghorn CARRIED

Election of Offices:

Chairperson Craig Waghorn Moved Jimmy Faithfull, seconded Richard Till CARRIED

Secretary/Treasurer Marchelle Shatford Moved Zoe Gilbert, seconded Jim Faithfull CARRIED

Committee Jo Allison, Judy Dewe, Paul Gilbert, Mark Leonard, Rowan Waghorn, Murray Gilbert, Mike Newland, Richard Earl, Jeff May. CARRIED

Hall Update:

Craig Waghorn informed us of the works that had been carried out – releveling, bracing, painting, replaced ramp at exterior of building and the installation of a new ramp at the main entrance, the roof has been replaced, the walls insulated, and new cables installed. More work is required to complete the painting of the hall and the Tennis pavilion. Items such as crockery and cutlery, alongside the kitchen floor need further attention.

Richard Till has offered a commercial gas oven for the hall kitchen if we were interested. It could run off a 9kg bottle. The incoming committee will make a decision on this.

Owen Dewe informed us one of the exterior bulbs of a sensor light keeps blowing. The light switch for the outside lights activates for the hall perimeter and the toilet area. Owen turns the exterior lights on daily for the campers. Craig Waghorn suggested having separate switches for the sensor lights. This action was noted by the committee.

Craig Waghorn mentioned there were exposed cables on the gate located between the tennis pavilion and the hall. These will need to be covered as they are currently being exposed to UV and will have present issues in the future. The committee has noted this concern.

Owen Dewe has replaced a rotting floorboard in the hall kitchen. He believes the flooring needs to be looked at in this area. Maybe a new kitchen is needed?

There appears to be no set Hall hire fee. A small discussion occurred, resulting in a fee of \$50 for locals, \$100 for non-locals and a \$100 bond for all renters. It was agreed there needed to be hiring terms of agreement set – the committee will establish these. Craig Waghorn will check with the CCC if the hall is covered for fire/insurance if the Reserve Board hires it out. Hall bookings can be managed by Judy Dewe. A sign to be installed on the hall advertising contact details, rates, etc. Moved Craig Waghorn, seconded Jeff May CARRIED

Mike Newland questioned whether it be a good time to look at changing the locks to the hall and tennis pavilion as it is unclear who actually has keys. This will be undertaken by the committee (Craig wanted it noted that he has the keys to the safe situated in the kitchen).

Owen Dewe has installed the old defibrillator no longer used on a post by the hall. He says the green battery light is still showing charged. He felt it was in a better location than the one on Virginia Mayo's porch. Questions arose on how often the defibrillator was serviced. Marchelle Shatford expressed concern of utilising a defibrillator that had been replaced as she would not like to see a life lost due to the use of a device that was not supposed to be being used and we had no right to use. Under the Health & Safety regulations imposed on everyone could there be liability imposed on us? Craig Waghorn suggested both defibrillators get tested and the committee advise of the outcome.

It appears there is no inventory list of equipment of the hall. This will be undertaken by the committee.

Tennis Pavilion:

Craig Waghorn advised there would be no more CCC funds available for any works needed on this building. It was mooted a 'programme of works' be instigated to propose possible improvements. Marchelle Shatford to contact the tennis club and ask of their intentions of the use of this building. Owen Dewe has monies collected from the campsite honesty box for the tennis club. He is unaware who to give this to. Marchelle to liaise with the tennis club and sought out.

Campground:

Owen Dewe reported things had been running smoothly. Only 1 small hiccup in the new year which was caused by toilet paper blocking the drain. This was attended by the CCC (who took some time to respond!). The size of the septic tank was questioned coupled with the amount of people it could service daily. Craig Waghorn to liaise with the CCC about the tanks capacity. The urinal in the

men's toilet has a water flow issue. This needs to be addressed ASAP, especially with our water source being so precious.

18 sites is the maximum capacity for the campground. Obviously peak times are at the Christmas/New Year period.

Marchelle tabled an email received from a camper. The expression of concern was the allowance of dogs in the campground and the promotion of the 'cheap' campground and the permission of dogs on social media (i.e., face book pages). The committee is not able to control information announced in such mediums, but is taking the allowance of dogs to question. It was suggested a dog sign be erected in the campsite. Discussion occurred around whether this was the committee's responsibility or that of the CCC. Craig to seek advice from the CCC about any rulings around the reserve grounds that we look after in liaison with the CCC and the permission of dogs to occupy. Marchelle to reply to the email and advise of the committees actions. It was acknowledged the general consensus of the meeting that no dogs be allowed in the campgrounds, however this has not be formalised by the committee to date.

Other Business:

Jo Allison has obtained email addresses from those who participated in the recent community event in early January. These are to be merged with the new email list Craig has recently set up. It appears various email addresses have been dropped from the list and not all people are being informed. This will be a work in progress for the new committee.

Owen Dewe would like to see the siren on the foreshore reinstated. It would be good to be able to use in case of emergency, especially with no cell ph coverage available. Robbie McCormack questioned what cost would be involved. It was agreed the siren should be in use. This was assigned to the committee to look into.

Craig Waghorn proposed the idea of amalgamating the various groups/committees in Little Akaloa to one group. He has commenced discussions with the CCC as to the possibility and has been given a contact person within the organisation to liaise with. Currently we have the following groups:

- The Little Akaloa Reserve Board
- The Little Akaloa Cemetery Board
- The Boating Club
- The Little Akaloa Community Trust Committee
- The Little Akaloa Water Scheme

With limited man hours to manage the various groups and the declining availability of man hours, it appears viable to pursue the amalgamation. This would enable application of valuable man hours to any project with optimal outcomes for all participants of the Little Akaloa Community. Craig Waghorn will report on this as progress is made.

A question was raised as to who was responsible for upkeep of St Luke's Church. Was it the Anglican church or local residents? It was suggested Gay Menzies be approached to seek clarification. The committee has noted this request.

Jeff May inquired into the dumping of products by the entrance of the corner by the slipway. Owen Dewe admitted he had dumped a concrete water tank there previously as he had noticed the wall eroding. Owen was concerned the road would deteriorate and we would lose the use of the slipway. It was felt this was not the correct action to have taken and that all concerns should be directed to the Reserve Board. The committee have undertaken to look into the condition of this section of roading and work alongside the relevant organisation to repair.

Craig Waghorn thanked everyone for their attendance.

The meeting concluded at 12.40pm

Draft Minutes Pigeon Bay Reserve Management Committee meeting

2pm Sunday 9th February Pigeon Bay Hall

PRESENT. Brenda Graham, Sandra Innes, Murray and Heather Walls, Helen van Workum and Pam Richardson [Chairman]

Gus Liddle [Caretaker] was in attendance.

APOLOGIES. Vince Luisetti, Paul Devlin, Charles Stewart Robinson and Colin Jacka

MINUTES of the 15th December meeting. The minutes of the 15th December with additional apology of Helen van Workum were approved. Sandra Innes /Murray Walls Carried

MATTERS ARISING

1. Trees in the camp. Paul Devlin will look at the trees Feb/March. Further info is required re planting with appropriate trees/vegetation.
2. Camp Vision and feedback. The earlier Vision has not been found and it was agreed that 'Pigeon Bay Camping Ground is a quintessential low cost family orientated kiwi friendly Reserve and playground for all our local community Banks Peninsula and visitors to enjoy.'
3. Draft Rules and Policies and agreement with site holders. The draft Rules and Policies 9th February be adopted. The document to be sent along with an 'Agreement with site holders' to all regular campers.
4. Occupancy numbers. Numbers for January were supplied - 49 occupancy nights 13 /20 made returns 3/7 stayed but no returns. All regular campers to be reminded they need to comply with the Rules and Policies – all camp users must sign in and a minimum of 15 stay nights per year.
5. Asbestos. The asbestos along the foreshore has been removed by a professional company with follow up removal on a more regular basis.
6. Skinner request. It is presumed that this site request has been replied to.
7. Banking. The Caretaker has been assisted to ensure that the banking is completed on a regular basis.
Moved that Heather and Murray Walls and Charles Stewart Robinson - two out of three be signatories to the account. Pam Richardson/Sandra Innes Carried
The Treasurer's to complete the appropriate BNZ documentation including new deposit cards.
8. Booking system. Further discussions revealed that the present system continues to be appropriate at this time.
9. Gravel and drainage issues. The Caretaker is to manage the situation and to also look at filling hollows with appropriate material in April / May. The earlier drainage work particularly along the roadside to be completed. Issues with the roadside drain to be reported through Snap Send Solve. Further planting ideas including a site plan to be investigated for the estuary and foreshore. Bird nesting sites to be identified and protected as appropriate.
10. Water supply and notification of any interruption to supply. Steve Pink was contacted and any notifications /issues the Reserve Management Committee will be advised .

11. Tennis court to recirculate the netting quote. The original quote was expensive and another quote was tabled from Tumbledown Fencing Ltd. It was agreed that the quote was acceptable but to request a further quote to include a concrete edge, no reinforcing, 250mm either side of the netting and small gaps to deal with movement of the concrete. The project is to also include the installation of the proposed basketball hoop. Vincent Luisetti is following up the netball proposal.
12. Camp Newsletter and Rules. These documents were reviewed by the Committee and following some additional alterations sent to all regular site holders.
13. Annual Plan submission. Following discussion it was noted that the Committee would not make a submission to the Annual Plan.
14. Goals 2019-20. The ongoing goal is to maintain the camping ground according to the vision of a low cost family friendly Reserve and playground for locals and visitors and to maintain all the facilities onsite.
15. CCC website and improvements to recognise Pigeon Bay Camping Ground. No update available at this stage.

RISK MANAGEMENT

An ongoing register is available

A full camp. There were issues over the peak of the season with preventing any further sites being available above the camps maximum number of sites. Improved signage and a contingency plan will be developed with further discussions to find a suitable outcome.

It was suggested that areas A B and C could be developed and a clearer designation of sites. A plan including a safe play area is being developed and will be discussed at the next meeting.

CORRESPONDENCE

Advising of asbestos clean - up

Finalising the Camp Newsletter and Rules and an email sent to regular campers.

Various emails re Annual Plan, Goals for the year, and sent draft minutes of the 5th December minutes etc.

Tumbledown Fencing quote

Moved that correspondence be received and outwards approved

Sandra Innes / Heather Walls Carried

FINANCIAL REPORT

The report as tabled was adopted

Helen Van Workum /Sandra Innes Carried

CARETAKERS REPORT

The Caretaker reported on a busy holiday season noting that a backup plan to assist with any urgent issues is important. It is also vital that the Caretaker has access to additional support from the committee as necessary.

The Committee members assisting over the peak season were thanked for their support. The Caretaker was also acknowledged for his management.

GENERAL BUSINESS

1. Community Board representative. Jamie Stewart is the new Community Board representative.
2. Meeting with Jane Harrison CCC Community Development Advisor. A meeting is to be organised at a time to suit Jane and Committee members along with other local groups e.g. Pigeon Bay Hall Committee, the Knox Church Committee etc. being invited.
3. Overall Structure e.g. Incorporated Society for Pigeon Bay organisations. The idea of a similar structure to the Little River Wairewa Community Trust will be explored by the Pigeon Bay Hall committee. Note the Pigeon Bay Hall AGM 21st March 2020
4. Pigeon Bay Hall celebrations April 2021. Early conversations are underway with a public meeting March to form a working group to plan and lead the celebrations.
5. Freedom camping. It was decided to inform the Community Board of the issues occurring in the camp and areas around the Pigeon Bay harbour. Freedom campers with certified blue stickers have been seen 'slipping into the camp' to use the facilities.
There have been a number of concerns raised by the community re the illegal certification of vehicles camping on the beachfront.
The Pigeon Bay Reserve Management Committee would like the Community Board to consider reviewing freedom camping by self-contained vehicles in the Pigeon Bay foreshore and other identified local roads in the catchment and include for consideration of a ban in the next round of a review of the Bylaw.
Noted that the Committee will make a submission when there is a review of the Freedom Camping Bylaw. A photo montage would be useful to support the concerns raised.
6. The Pigeon Bay Boating Club and the 'Old Salts Regatta'. A similar voucher had been provided last year noting that a number already stay in the camp.
It was agreed that 2 vouchers for 2 night's accommodation be provided for the 'Old Salts Regatta'.
Helen van Workum /Sandra Innes Carried

The meeting closed at 3.45 pm.

NEXT MEETING

Sunday 5th April at 2pm Pigeon Bay Hall

ALLANDALE RESERVE MANAGEMENT COMMITTEE

Minutes of Meeting 26 February 2020 at 7.00 p.m.

Venue: Governors Bay Hotel

PRESENT: Graham Barrell, Denis Aldridge, Laila Aldridge, Kate Bould, Jeanette Stanley,
Martyn Stanley

APOLOGIES: Karen Banwell, Wendy Duggan Moved: Kate Bould/Denis Aldridge

Carried

New Members Co-opted: Martyn Stanley Moved: Denis Aldridge/Kate Bould

Carried

Jeanette Stanley Moved: Denis Aldridge/Kate Bould

Carried

Jeanette Stanley accepted role of Secretary

Minutes of Previous Meeting of Committee: 17 July 2019

True and accurate record Moved: Graham Barrell (Chair)

Carried

Minutes of Triennial Election Meeting: 30 October 2019

True and accurate record Moved: Graham Barrell (Chair)

Carried

Copy of these Minutes was sent to Amy Hart (Christchurch City Council) on 30 October 2019

MATTERS ARISING:

- 1. Zoe Preston:** Zoe was nominated as member of the Committee. Zoe has now left Governors Bay and stepped down.
- 2. Monthly Meetings:** It was agreed that the committee will continue to meet monthly. Meetings to be scheduled by the Chair.

BUSINESS OF MEETING:

1. **Changes to Charges for Hire of Allandale Hall:** Our understanding from Council is that we set our own charges. A copy of new charges was circulated and it was agreed they were fair charges and should be accepted. Change to hire fees will be implemented from 1 April 2020.

Moved: Jeanette Stanley/Kate Bould

Carried

2. **Jeanette's Hours of Work:** It was agreed Jeanette should charge for her time rather than the two hours per week that she currently charges. The workload has increased significantly with the number of events, especially weddings, at the Hall.
3. **Fulton Hogan Money:** This money, around \$14,000 per annum, is paid directly to the Council, but we are able to apply to use this money. Graham understands there is a document which sets out that this money belongs to the Allandale Reserve.
4. **Tractor:** The tractor, which is currently stored on Graham's property, will be sold.
5. **Annual Plan/Long Term Plan/Equine Arena:**

Landscaping: Graham has received email from Mike Sheffield advising work will begin in April 2020. It appears some work has already been completed in the carpark and driveway area has been fixed. Some trees to be removed to attain proper width for entranceway,

Equine Facility: Laila and Wendy have presented the project to the Council. Some members of the Council push back on the arena and are not helpful. Andrew Turner has suggested the community put submissions to Council and Community Board for arena to be included in 2020 Annual Plan. It has been on the Long Term Plan and will now be moved to the Annual Plan. Cost of \$54,000. Laila will write to Council and the Committee will provide written support. Laila already has some letters of support. Will possibly gather signatures in support at Governors Bay Fete on 29 March 2020. Laila reported schools in area have been supportive. If this fails in the 2020 plan, we will try again in 2021.

6. **Cleaning spider webs from Hall:** Not in Council budget. However, it was agreed that Jeanette would arrange for the building and windows to be cleaned. A new vacuum cleaner will be purchased as the old one has 'disappeared.'

Meeting closed: 8.02 p.m.

HIRE COSTS - ALLANDALE HALL

Free	Community Service (meetings that benefit the community; e.g. PTA, GBCA, Jetty Trust, Bird Safe)
\$20	Not for profit community programmes (per day)
\$20	Self- employed tutor (per hour)
\$200	Private social events, family functions (per day)
\$300	Commercial events – hire by corporates, government and seminars (per day)
\$150	Community events with door charges or prepaid tickets (per day)
\$500	Weekend hire for three days e.g. Friday to Sunday inclusive e.g. weddings
Additional charges	
\$300	Bond for events – refund subject to condition of the facility after the event

Awaiti Reserve Board Meeting

Held: Little River Service Centre

On: 19 February 2020 at 4pm

Present: Dean, Sheryl, Jane (CCC), George, Bruce.

Apologies: Tori (late)

Minutes of the last meeting were accepted as a true and accurate record.

Sheryl/Dean Carried

Matters Arising:

1. Gate footbridge has been installed behind Coronation Library.
2. Tree Tech have removed the dead Redwood tree by the Memorial Gate.
3. Memorial Gate Latch, Agents Shed – still no response from Heritage Division of CCC.
4. Bruce has fixed the Sundial.
5. Bikes in Schools – Christian to update.

Financial:

Banks Balance as at 1/2/20 \$6525.94

Invoice Banks Peninsula A & P Show \$300.00.

Invoice Justin Trist in May for rental of School Reserve.

Bruce/George Carried

Correspondence:

Inwards:

1. 12/12/19 Amy Hart – Approval of the membership of all RMC Committees for new 3 year term.
2. 12/12/19 Amy Hart – Annual Plan process and priorities for work in domain.
3. 6/1/20 Dominic Amos – Request for financial information and bank statements.
4. 14/1/20 Jane Harrison – Link to article on new fitness equipment for Awaiti Domain.
5. 22/1/20 Jane Harrison – Inquiring water tightness state of Coronation Library.
6. 17/2/20 Rebecca Hammond – Update on progress of play area behind rugby changing rooms.
7. 18/2/20 Amy Hart – Extending deadline for priorities to 10 March 2020.

Outwards:

Replies to the above.

Tori/Bruce Carried

General Business:

1. Our priorities for 1-3 years for Council Annual plan – as attached
2. Christian reported that the maintenance in the Domain has greatly improved with the new CCC team. The wire waste needs to be removed. Dean to follow up with Dwayne.

3. The gate at the Western Valley end was hit by a Fulton Hogan truck. Fulton Hogan will repair the damage.
4. Bruce has planted more flowers around the Memorial Gates ready for ANZAC. We need to reimburse Bruce \$300.00 for garden maintenance.
Sheryl/Dean Carried.
5. Tori reported that the new volley board on the Tennis Courts would look a lot better painted. Tori will put a project brief into the LRWCT. We thought it would be a good idea to get the School/Rununga involved with suggestions. It would also help to keep it protected from tagging.
6. Grand Opening for tennis courts – maybe a BBQ. Ask James to bless the courts, ask LRWCT to help with BBQ. Tori will let Akaroa Mail know. We will email suitable date when we have spoken to Will.
7. The bund will need to be completed. Dean to talk to GSL/Fulton Hogan re fill and Mark Tudehope to help with the build of the bund.
8. The fitness equipment will be erected by the Coronation Library when the Tennis Courts are completed.
9. Bike Track- Possible site would be Western Valley side under the trees. Packed gravel would be the appropriate material to use. CCC will support the school but the school would be responsible for maintaining tracks/bikes. Jane reported that \$10,000.00 could be funded for.
10. Jane reported that funding organisations will be coming to Banks Peninsula.
11. The Da Latham trust is changing trustees. Matt Latham is taking over from his dad, Bill Latham and Simon Fowler is being removed. This is not an easy process and will take time. The Banks Peninsula Cricket Club won the \$500.00 offered at show time and Dean asked that the Awaiti Domain Board fund the \$500.00 and the Da Latham Trust reimburse when everything has been finalised with the new trustees. Bruce moved that we pay the Banks Peninsula Cricket Club \$500.00 and Tori Seconded.

Bruce/Tori Carried

Meeting closed 5.10pm

NEXT MEETING: WEDNESDAY 20/5/20 AT 4PM AT SERVICE CENTRE

Minutes of the Meeting of the Duvauchelle Reserves Management Committee
Held at the Duvauchelle Holiday Park, on Monday 16.09.2019, 5.30 pm

Welcome: Chairperson Fiona Barnes welcomed those present.

Present:

Committee members: Jacque McAndrew, Geoff Carter, Bruce Watts, Ian Whenmouth

CCC Representative : Colin Jacka

BPCB Representative:

Managers: Kaye and Ken Bramley

Apologies: Polly Hazeldine, Janis Haley

Motion: That the apologies be accepted.

Moved: Ian

Seconded: Bruce

Carried

Minutes: The August 2019 Minutes having been circulated, be taken as read and be accepted as a true and correct record.

Moved: Geoff

Seconded: Jacque

Carried

Matters Arising:

Colin explained that the fence mural and new maps have been placed on the non-urgent to-do list.

Kaye and Ken confirmed that the gas and fire extinguishers have been checked and are compliant, and Kaye will send in confirmation that the fire evacuation was carried out successfully.

Geoff stated that the school is planning to cease using the hall at the end of October.

Health & Safety:

Sites 100 to 109 need new power boxes as the old ones are rusting out. Replacements will be plastic, and include the pole. Ken will investigate pricing with Todd Armstrong (electrician).

Financial Report:

Any on-line bookings paid for in advance will skew monthly income records.

Motion: That the Financial Statements for August 2019 as presented be accepted and the expenditure approved.

Moved: Fiona

Seconded: Bruce

Carried

Correspondence

Outward: Pauline Withell - request as to how she will progress sale or removal of caravan

Inward: Pauline Withell - notice given of intent to reply

Pauline Withell - response to our letter above again requesting dispensation.

Ian to write declining dispensation, but allowing an extension of time to complete sale or removal.

Sue Church - invitation to welcome new Ranger and Park Staff

Amy hart - RMC Elections and Delegations. (The proposed delay of RMC Elections was not approved by the BPCB, therefore will go ahead as normal in November).

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

Moved: Bruce

Seconded: Jacque

Carried

Manager's Report:

The landscaping at Cabin 3 has been completed and looks very good.

The quote for a new switchboard in the Tourist Flat is \$1180.00 + GST.

Pipers Valley stream needs attention as the flow has undermined one of the willows. Tim Ayers has done some work there previously, but Owen is available to start on the trees tomorrow.

We are looking to get Dale back on a part-time basis until early December. Hopefully he will be on board to help Suzi while we are on leave, and also to help out over Labour and Show Weekends.

We will be on leave from 28 September until 13 October. Cover will be shared between Suzi and Stu & Miriam.

CCC Representative:

The team that looks after the parks on the Peninsula will probably be mowing the rec ground. The Team Leader will liaise with Kaye and Ken regarding timing for this.

The spare toilet block is still a possibility, but no pricing has been finalised as yet.

Colin recommended that Port-a-Loos be organised now to be ready for the busy summer season.

BPCP Representative:

Nil

General Business:

The Community Clean-Up Day is proposed for Saturday 23 November, with Sunday 24 November as back-up if the weather is unfavourable. We envisage the format as a morning clean-up followed by a BBQ lunch. These arrangements to be discussed further, and a poster prepared for distribution to campers. We will also apply in conjunction with "Head of the Bay" for funding for this.

Jacque noted that some sites have more than one storage boxes. Kaye and Ken to follow up.

Geoff suggested solar Christmas lights for the Norfolk pine over the Christmas period.

Bruce is going to investigate the purchase of plywood for a basketball backboard.

Kaye noted that the tennis court has a large amount of lichen growing on it, and it needs to be treated.

There being no other business, the meeting closed at 6.40 pm.

Minutes will be confirmed at the next meeting.

Next meeting to be held in the Duvauchelle Community Centre at 5.30 pm Monday 21 October 2019.

Minutes of the Meeting of the Duvauchelle Reserves Management Committee
Held at the Duvauchelle Community Centre, on Monday 21.10.2019, 5.30 pm

Welcome: Chairperson (Fiona Barnes) welcomed those present.

Present:

Committee members: Jacque McAndrew, Bruce Watts, Geoff Carter, Ian |Whenmouth,

CCC Representative : Colin Jacka

BPCB Representative:

Managers: Kaye & Ken Bramley

Apologies: Polly Hazeldine

Motion: That the apologies be accepted.

Moved: Bruce

Seconded: Jacque

Carried

Minutes: The September 2019 Minutes having been circulated, be taken as read and be accepted as a true and correct record.

Moved: Fiona

Seconded: Bruce

Carried

Matters Arising:

Bruce did not investigate the purchase of plywood for a basketball backboard. See manager's report.

Fiona informed the Committee that funding for the Head of the Bays has been closed off for this November, but will be available next March, and we can apply for reimbursement then. Miriam has access to a mannequin for the CPR demonstration. Kaye will put up a poster before Labour Weekend, outlining the proposed date for this event.

Health & Safety:

John Te Amo was involved in the rescue of Chris and Frankie Revell, and would like to donate a Lifebuoy and Lifeline to be mounted on the front fence of the Holiday Park.

Ken asked if there was any progress with the security cameras. Colin said "unfortunately not". This is light of the theft of a substantial volume of diesel from John Tre Amo's boat!

Portaloos have been organised to be on site from Labour Weekend to the end of New Year.

The new switchboard in the Tourist Flat remains a work in progress, and we are still waiting for a quote for the new power points for sites 100 – 109 A.

The power cord appliance check is yet to be completed.

The large Pressure Tank on the pump needs replacing. Errol O'Daniels (Bay Pump Services) assesses the cost (without travel) at about \$1200.00. Ken to seek a formal quote.

Financial Report:

There is a nationwide downward trend in guest numbers, reflected in the monthly income.

If we want to progress the installation of cabins, we will need costings and plans of ensuite units, and then contact a project manager at Council who will deal with the consenting process.

Motion: That the Financial Statements for September 2019 as presented be accepted and the expenditure approved.

Moved: Bruce

Seconded: Ian

Carried

Correspondence

Outward: Withell - Final termination letter sent. Several people have expressed an interest in this site (24), but what we are hearing is that they are being told it is not for sale!

Inward: Rob East - request to go on the waiting list. Ian to confirm application.

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

Moved: Fiona

Seconded: Geoff

Carried

Manager's Report:

A new basketball hoop and backboard have been purchased for \$608.98. Thanks for Bruce's assistance in putting it all together.

Sites 130 – 134 need more topsoil. This is a work in progress.

There is interest in both sites 24 and 43.

The Revells on site 78 have asked if they can put down some pavers between their deck and the driveway. The Committee declined this request.
Thanks to Suzie, Stu and Miriam, Fiona and Jo for providing cover during our annual leave. A good job well done. We still need staff for Labour Weekend, Show Weekend and Christmas.
Ken pointed out that some power points in the Hall are not working, and some doorstops need replacing. Some of the curtains are missing curtain hooks.

CCC Representative:

The Committee needs to consider our capital investment priorities – driveways etc, or what operationally could be made to run more smoothly.

The Water Issue

The water team doesn't think there is a problem and that our current supply should be sufficient. They suggest we monitor the meters ongoing through the busy season.

THIS HAS ALREADY BEEN DONE AND IS WHY WE ARE CONCERNED THAT WE RUN OUT OF WATER.

LPG Supply

Rockgas is going to stop delivering to Okains Bay because of the road. Colin has approached Kiwigas who have given a very good deal and will deliver. Duvauchelle is with Onegas, who have given us excellent service. Kaye to investigate if our current costs compare with those of Kiwigas.

BPCP Representative:

Nil

General Business:

Jacque asked if there had been anything done about the storage boxes. Ken replied that as yet he has had no opportunity to address this issue.

There being no other business, the meeting closed at 6.33 pm.

Minutes will be confirmed at the next meeting.

Triennial Meeting will be held in the Duvauchelle Community Centre at 5.30 pm Monday 18 November 2019

Followed immediately by the Next meeting of the Committee

(Since the new Committee members have not been approved by the Community Board, no decisions may be made at this meeting)

Minutes of the Meeting of the Duvauchelle Reserves Management Committee
Held at the Duvauchelle Community Centre, on Monday 16.12.2019, 5.30 pm

Welcome: Acting Chairperson Jacque McAndrew welcomed those present.

Present:

Committee members: Bruce Watts, Geoff Carter, Ian Whenmouth,

CCC Representative : Colin Jacka

BPCB Representative:

Managers: Kaye Bramley

Apologies: Fiona Barnes, Ken Bramley

Motion: That the apologies be accepted.

Moved: Geoff

Seconded: Bruce

Carried

Minutes: The October 2019 Minutes having been circulated, be taken as read and be accepted as a true and correct record.

Moved: Bruce

Seconded: Ian

Carried

Matters Arising:

Confirmation of Officers:- Incumbents Fiona Barnes and Ian Whenmouth were confirmed by Jacque McAndrew, Bruce Watts and Geoff Carter, as Chairperson and Secretary respectively.

The water supply issue remains ongoing.

The Tourist Flat switchboard has been done, as has the power cord check.

Quote received from Bay Pump Services for a new pressure tank, \$1045.20 + GST. Same replaced by Peter Thelning.

We are still waiting for the quote for the power points for sites 100 to 109A .

Pauline Withell's site 24 has been taken over by Paul Field.

Health & Safety:

On 27 October a person was asked to leave the property at approximately 6.00pm. and he was reported to the Police. Anita Osbourne issued a verbal trespass later that evening and we have since received a written copy. He has since sold his house.

Some time between 12.30am and 2.00am toilet paper was removed from the Top Block men's and ladies toilets, and one unit was pulled off the wall. Toilet paper was wrapped over the Top Block, and around the clothes line, a ute and boat in the Rec and a caravan in storage. We were notified at 6.00am, and this was reported to the Police. (The culprits were possibly 3 teenage boys from out of the camp).

On 16 November we had a dump station blockage late morning and were unable to clear it. We called CCC and they sent a sucker truck that arrived about 3.00pm and got it sorted. The cause was a cap off a portable toilet that got stuck in the S bend. Hopefully there won't be a charge for this as it is a public dump station. Can we get this facility upgraded?

Financial Report:

Motion: That the Financial Statements for October 2019 as presented be accepted and the expenditure approved.

Moved: Bruce

Seconded: Jacque

Carried

Correspondence

Outward:

Rob East

- has been placed on the waiting list (now taken site 43)

Pauline Withell

- request for updated phone contact details

Inward:

Christine Allen

- relinquishment of site 27

Graham and Vicky Hamilton

- relinquishment of site 96

Michael Cameron

- request to go on the waiting list

Diane and James Magon

- request to go on the waiting list

Tim and Claire Jones

- request to go on the waiting list

Matt Boulton

- request to go on the waiting list

Linda Burkes	- meeting schedule requested (wait until Community board dates set)
Kim Swarbrick	- consultation re: Akaroa seawall repairs
Pauline Withell	- formal confirmation of sale of awning and caravan.
CCC	- notice of rating valuation.

Motion: That the Inward correspondence be accepted and the Outward be approved
Moved: Geoff Seconded: Bruce Carried

Manager's Report:

What is going to happen for our water supply over summer?
We have a leak in one of the main tanks. Ken has been in touch with Peter Thelning and will get it sorted out when he gets back.
A charging station leak has been mended with insulation tape!
Quotes for new bench tops in ladies and men's in the lower block have been received. \$3035.00 + GST plus fitting.
Pro Floor to repair the floor in one men's shower in the lower block before Xmas (without charge), and awaiting quote to revethane both blocks next winter to protect the Terraflake floors.
Colemans (on behalf of City Care) arrived at 8.00am on Thursday 14 to waterblast the buildings. Did not give any warning. Did not do the spouting this time. Did not do a very good job at all – took the paint off the wall on the lower block, and were going to leave without doing the front of the Managers' residence!
Labour Weekend and October in general was down in numbers, but all went well apart from the matter in the Health and Safety Report.
Show Weekend was very busy being full both Friday and Saturday nights. A very good weekend apart from the Dump Station blockage. We are 94pax up on the whole of November 2018.
The basketball hoop is a success and very popular over both labour and Show Weekends.
The Parks people haven't got the time to mow the rec, but have been once to prepare the cricket pitch.
Paul Field (site 47) has purchased the caravan and awning on Pauline Withell's old site (24).
Kim Wilson and partner from site 19 have taken over Christine Allen's site 27 as of 29 November.
Water readings taken over Labour and Show Weekends indicate that the intake is not keeping up with requirements.
Staff: We have interviewed Shona Sinclair from Birdlings Flat and hope to have her on board on Wednesday 18 December for training. She is happy to do some night shifts. Still unsure if Dale will be available at all.

CCC Rep resentative:

Armourguard have been handing vouchers out when moving campers on.
Campermate has given us the opportunity to have bookings made via an app, but the charges are very high.
Check-In times are getting very late. Kaye to prepare an After Hours Check-In notice.
There is a new format Rebooking form to confirm the same site for the following year.

BPCP Representative:

Nil

General Business:

The Xmas lights in the tree are up and looking good.
Jacque pointed out the vigorous growth of convolvulus by the water tanks.
Fiona had asked kaye to again raise the concerns about freedom campers in front of the Holiday Park.

There being no other business, the meeting closed at 6.57 pm.

Minutes will be confirmed at the next meeting.

Next meeting to be held in the Duvauchelle Community Centre at 5.30 pm Monday 20 January 2020.

Minutes of the Meeting of the Duvauchelle Reserves Management Committee
Held at the Duvauchelle Community Centre, on Monday 20.01.2020, 5.30 pm

Welcome: Chairperson (Fiona Barnes) welcomed those present.

Present:

Committee members: Jacque McAndrew, Geoff Carter, Bruce Watts, Ian Whenmouth

CCC Representative : Colin Jacka

BPCB Representative: Nil

Managers: Kaye and Ken Bramley

Apologies: Nil

Motion: That the apologies be accepted.

Moved: Seconded: Carried

Minutes: The December 2019 Minutes having been circulated, be taken as read and be accepted as a true and correct record.

Moved: Geoff Seconded: Jacque Carried

Matters Arising:

Jacque asked about the Profloor repair in the lower toilet block- progress is ongoing.

Motion: that the quote for Profloor be accepted.. Moved : Fiona, Seconded: Bruce Carried

Health & Safety:

The playground needs attention. The area under the swings needs repacking and bark is needed all over the playground..

Water – 2 x 28000L approximately required to get us through, and this is a stress we don't need at the busiest time of the year.

Peter Thelning is to quote for a new meter on the gravity feed line.

Financial Report:

Motion: That the Financial Statements for December 2019 as presented be accepted and the expenditure approved.

Moved: Fiona Seconded: Bruce Carried

Correspondence

Outward: Nil

Inward: Graham and Vicky Hamilton - relinquishment of site 96

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

Moved: Bruce Seconded: Jacque Carried

Manager's Report:

Christmas and New Year went very well, with the numbers for December up by 691 people, and to date January has been busy. There have been five days with over 300 people, and 368 on New Year's Eve.

We have received a quote for new power pillars on sites 90 to 109, and also a quote for new benches in the lower block only.

The flooring in the men's showers in the lower block is under guarantee.

We will be on Annual leave from 7 to 29 March, and we are working to get staff to cover this period.

We have had no price increase for the last two years. Do we need to increase laundry charges and/or permanent site fees?

CCC Representative:

Waipu Cove has an exemption for long stayers of 4 weeks over summer. DOC does not want this to continue, and has given them a 5 year window before cessation. We are currently in breach on this issue, but need careful wording in our Reserve Management Plan to cover annual site holders.

Will continue fighting for an increased water supply.

BPCP Representative: Nil

General Business:

Jacque

- 1) asked if we should invite local Community Board reps to visit the Holiday Park once their agenda is set?
Geoff replied that new members do a tour of all facilities, but he would follow up.
- 2) Last Sunday a camper was seen driving round the camp ground while on a cellphone.
- 3) Do tents that have electricity have to be certified? No, but they must have an RCD plug that trips with any fault.
- 4) Rule 6 (helmets) should also cover scooters, whether manual or electric.
- 5) The hedges need doing.

Bruce

Staffing over Christmas. Ken was overloaded with very long hours. How do we ensure that staffing is adequate over very busy periods, as CCC is the employer?

Kaye

Dale is back from South Africa. He would come back but would need 40 hours. ??Job-sharing with Ken? Kaye will look at the numbers with Colin.

Ken

The Hall sliding doors need a service (to go through Community Services) . Colin/Ken to set up.

Geoff

Discussed a complaint about Jeremy parking vehicles in front of the Hall at night. Geoff has spoken to the enforcement people, who say no harm is being done. Members of the Committee will continue to monitor this situation.

There being no other business, the meeting closed at 7.16pm.

Minutes will be confirmed at the next meeting.

Next meeting to be held in the Duvauchelle Community Centre at 5.30 pm Monday 17 February 2020.

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

Wednesday 5th February 2020 7.30pm, at the 5 Cass Bay Place, Cass Bay

PRESENT:

Jenny Healey- Chair
Tracey Adams- Secretary
Jeremy Webb- Committee Member
Tyrone Fields- Community Board
Brian Downey- Committee Member
John Fitch- CCC Park Rangers
Chris Nee- Navy Cadets
David Tayler- Cass Bay
Liz Hales- Committee Member
Wendy Everingham- Committee Member

APOLOGIES

Tracy Prince- Navy Cadets
Paul Devlin- CCC Park Rangers

Election of Officers

Chairperson- Jenny Healy. Proposed Tracey Adams, Seconded Chris Nee. All favour.

Deputy Chairperson- Chris Nee. Proposed Jenny Healy, Seconded Liz Hales. favour.

Secretary- Tracey Adams. Proposed Chris Nee, Seconded Jeremy Webb. All i favour.

Action
Points

Please take note forth coming meetings changing from Thursday to Wednesday

Every second month, first Wednesday of the month.

Next meeting 1st April

Following- 3rd June, 5th August, 7th October, 2nd December 2020

Working Bees- alternate months with flexibility.

All formally invited to a picnic Sunday 9th Feb, 11am to 3pm at Pony Point in conjunction with the Memorial Garden. John will open the gates at 10.30am BYO food.

MINUTES OF PREVIOUS MEETING (3rd Oct 2019)

It was proposed that: **The minutes from the 3rd October 2019 meeting be agreed;** proposed Jeremy, seconded J, **CARRIED.**
Brian declared a conflict of interest in discussing Steadfast nursery.

MATTERS ARISING FROM PREVIOUS MINUTES

- **Toilet block-** still waiting for the commencement. Jenny wrote a submission for the Community Board in regard to the landscaping. Concern about the tap placement. Tap was to be placed by the toilet block, but the council now wants to keep the old tap which is in the garden and lacks drainage. This would cause a problem when paddle boarders wash their gear. Tyrone suggested talking to Joan. Heidi will send a plant list for the sensory boarder. Jenny
- **Traps-** Dave is following up on possum traps and will contact community members. Jenny is involved in Whaka-ora and noted that Isaac and Ngai Tahu are keen to have traps up the ridge and set in lines. Jenny suggested having lines coordinated with Ngai Tahu. Dave will also look into this. The traps need to be 10 metres from the tracks. Sea cadets (now called Navy Cadets) are likely to give permission to place traps in Steadfast. Cass Bay is part of pest free port hills and has coordinated with Jeremy Agar. Jenny is considering writing to the Community Board about getting funds for Good Natured Traps- which reload and are better in remote locations. This will be done through the Residents Association which can hold funds. It as noted that pest reduction is a high priority, so it is likely that significant funds could be provided. Suggested that 5 of each -rat and possum traps. Rat poison traps might be more appropriate. Dave and Jenny
- **Track Work-** The Reserves Management Committee would like to acknowledge the great work on the track from Number 1 Governors Bay Rd to Flea Bay. Still noted that there is some confusion as to who is to maintain the footpath from Stony Point to Governors Bay Rd. It was noted that the footpath has been maintained on a voluntary basis, and council does not appear to have a designated responsible team. Noted that the footpath is steep in places and maybe a handrail might be useful especially for the elderly. The track to Pony Point will be a focus this year. The RMC is keen to have some shingle dumped so we can distribute shingle on the track, following the work we started last year. All
- **Memorial tree planting-** Watering undertaken over the summer and plants looking good. John and Jenny
- **ROW through from Mariners Cove-** LIM checked and no right of way in effect. Tyrone to investigate. The people with the section, are concerned about annoying neighbours if they were to block the Jenny and Tyrone

informal unofficial right of way. It is possible to gift part of the land. Otherwise, a private arrangement could be made, but this would be vulnerable to changes in ownership. The owners are not yet building. A gift of perpetuity was considered a good solution. The remainder of the track is in good shape, on the gazetted reserve (informally known as the Aussie Bush). It was noted that people can walk on the reserve.

- Ongoing problem of plants being cut down on the reserves. Noted All that the discarded branches then become a fire hazard and questioned whether a leaflet drop could be done by the council. The possibility of having communications on “hot topics”, for example a mix of Facebook, newspaper and other places. The use of peer pressure was noted, for example highlighting the efforts people who planted the trees.
- **Triannual Election Meeting 30th October 2019 minutes reviewed.** A line regarding self-nomination will be removed from the minutes. It was proposed that: **The minutes from the 30th October 2019 meeting be agreed;** proposed Brian, seconded Jeremy, **CARRIED.** General business from this meeting included Wendy’s suggestion of seed collecting but couldn’t be voted on as we had no committee. We have a heavy workload for this year with the planting for the Whaka-ora healthy harbour. Propose that we follow up later in the year re-seed propagation.
- **Accessing Steadfast as a community, does not appear to have made any progress** even though it has been said that something might be happening. Details are lacking still.
- **Head to Head news-** the track will be upgraded from Cass Bay to the pine tress near Corsair in March. 800mm is the width. The possibility of people cycling on the track was noted. If the track was wide enough it could be a safer alternative to the road for cyclists.
- **Whaka Ora Healthy Harbour update-** the plants are ready to be planted along the stream in Steadfast. The plant provenance and varieties are suitable for the eco system. Jenny

ANY OTHER BUSINESS

- **Working Bees-** Correspondence from Heidi (responsible for organising volunteers and trees)- she is keen for monthly working bees and bringing in people from outside the bay. The RMC felt it would be great if Heidi and her volunteers could come every 2 months. Working bee plan is for grasses (?Libertia) to be planted below the bench in the memorial garden, Steadfast planting in conjunction with Whaka-ora healthy harbour, track work in September when the ground is softer and releasing of plants. Dates to be set closer to the time as weather plays a significant role. March working bee TBA.

- It was noted that the stream in Steadfast should be tested for contaminants. Issues may include nitrates and asbestos.
- A nurse day was raised as a possibility.
- **Goals for the year- Track work, Working on riparian zone in Steadfast, Continual work and maintenance of the Memorial Planting at Pony Point, Access for the community to Summit Rd from Cass Bay and Steadfast.**
- **Volunteer Hours since July 2019-** Jenny 100+, Liz 29, Memorial planting volunteers 100, Work on Cass Bay Place 15, CHCH Boys College 9, Watering 25+, Tracey and Scott 15, Track to pony point 12(approx.) hours.
- No other business.

NEXT MEETING

The next meeting, election of committee then ordinary meeting is scheduled for Wednesday the 1st April 2020 at 7.30pm in the Wardroom, Steadfast.

Meeting closed at 9.55pm

8. Western Valley Road Proposed Footpath

Reference / Te Tohutoro: 20/288574

Report of / Te Pou	Andrew Hensley, Traffic Engineer
Matua:	andrew.hensley@ccc.govt.nz
General Manager /	David Adamson, General Manager- City Services
Pouwhakarae:	david.adamson@ccc.govt.nz

1. Executive Summary / Te Whakarāpopoto Matua

- 1.1 The purpose of this report is to seek the approval of the Board to install a new footpath on Western Valley Road from Council Hill Road to Little River School, and to install no stopping parking restrictions and a Stop Control to support this. This report has been written following requests from the Little River community.
- 1.2 The decisions in this report are of low significance in relation to the Christchurch City Council's Significance and Engagement Policy. The level of significance was determined by Significance Matrix.

2. Officer Recommendations / Ngā Tūtohu

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Approve the installation of a footpath on Western Valley Road, from Council Hill Road to Little River School, as shown on Plan TP356601 Issue 1 Dated 31/03/2020 (Attachment A).
2. Approve, pursuant to Clause 6 of the Christchurch City Council Traffic and Parking Bylaw 2017, that a Stop Control be placed against the Little River Domain Access Road at its intersection with Western Valley Road.
3. Approve, pursuant to Clause 7 of the Christchurch City Council Traffic and Parking Bylaw 2017, that the stopping of vehicles be prohibited at all times on the eastern side of Western Valley Road commencing at its northern intersection with the Little River Domain Access Road and extending in a northerly direction for a distance of 8.5 metres.
4. That any previous resolutions pertaining to parking restrictions and traffic controls made pursuant to any bylaw to the extent that they are in conflict with the parking restrictions and traffic controls described in resolutions 2-3 above, are revoked.
5. That these resolutions take effect when the footpath, traffic controls and parking restrictions and/or road marking that evidence the restrictions described in the staff report are in place (or removed in the case of revocations).

3. Reason for Report Recommendations / Ngā Take mō te Whakatau

- 3.1 The recommendations enable a footpath to be formally installed on road reserve, and enable enforceable parking restrictions and a priority traffic control to support the footpath operation.

4. Alternative Options Considered / Ētahi atu Kōwhiringa

- 4.1 The option of constructing a footpath in part within the Little River Domain was considered, but not progressed due to likely construction issues in regard to the presence of tree roots, and possible personal safety issues.
- 4.2 Do nothing was not retained as an option as it does not address community requests for a footpath.

5. Detail / Te Whakamahuki

Background

- 5.1 Western Valley Road between Council Hill Road and Little River School is a low volume semi-rural road. It has unsealed grass road shoulders on both sides of the road and pedestrians and cyclists often utilise the carriageway to access local facilities such as Little River School, Community Hall, Play Centre, Fire Station and Rugby Club. This occurs in particular when the grass road shoulder is wet.
- 5.2 The 'Little River Big Ideas' Community Plan identified that pedestrian improvements were wanted on Western Valley Road, to provide safer facilities for school children and the wider Little River community.
- 5.3 To respond to the Community Plan, a new chip sealed footpath and associated works are proposed on Western Valley Road from Council Hill Road to Little River School.

Community views and preferences

- 5.4 A consultation document was delivered to the residents and other properties along Western Valley Road from Council Hill Road to north of Little River School. Where applicable it was sent to the absentee property owners. The consultation information was also made available at Little River Service Centre, Little River Garage, and electronically via community networks.
- 5.5 We received two replies from the consultation, copied below.

Questions	Team response
<p>I am in receipt of a copy of the proposed new footpath, which is really great and a long time coming! Are you encouraging bike riders too? We do get a number of primary school children biking from the Little River township to school.</p> <p>Also, what is the proposal to ensure a safe crossing across the entranceway into the Domain, beside the Fire Station? Will there be any lines, e.g. like pedestrian crossing lines? Am thinking of this from a safety point of view for children coming down the new path towards school, who don't always 'look before they leap' across a road!</p> <p>The map doesn't quite match up showing the exact place of crossing the road at the north end down Western Valley Road to the Domain side (refer picture from Council Hill Road towards the school). Also, how it is proposed to make the crossing from</p>	<p>The plan has been discussed with Christian Cooper and Shaun Mitchell previously (Little River School Principal and Board of Trustees). The plan doesn't include possible parking layout changes outside the School which will be developed shortly.</p> <p>School cyclists are intended to be able to use this path informally. The width of the proposed footpath is a reflection of the numbers of pedestrian and cyclists observed on site, and the available budget. It is unlikely there would be significant issues of conflict between users given the numbers involved and the good visibility.</p> <p>The visibility is being improved by the removal of the two parking spaces and the vegetation in the central island can be cut down lower as well if necessary. The installation of a formal Stop control sign and markings, and pedestrian permanent</p>

one side of the road to the other as safe as possible for pedestrians?

warning sign will further assist. The majority of those entering and existing at this intersection are School related traffic so they should be well aware of the presence of children crossing.

The other ways to reduce the risk of these pedestrian movements is for School related traffic to either drive in and out slower, or to park on Western Valley Road instead of the off-street parking spaces which generates one movement in and one movement out.

The crossing point has good visibility in both directions and no other treatments are warranted at this stage due to the relatively low numbers of pedestrians/cyclists and vehicles.

Second comments

At the entrance to the domain driveway/community centre/rugby club rooms/ play centre etc. What measures will be taken to safe guard pedestrians from the heavy and erratic flow of vehicle traffic at this point? Pedestrian crossings? Crossing Signs? This location I see already is a bit of a danger as many cars speed in and out of here (especially if parents are late dropping off children for school). Ideally it would benefit really from a give way sign to slow traffic pulling out onto Western Valley Rd. The nature of the driveway island shrubs obscure views from out coming traffic of the proposed pathway and vice versa for pedestrians coming on the path or cyclists on the road.

The designated parking area between the start of Council Hill Rd and Western Valley Rd. What impact or restrictions will the path have on this parking area? There is currently a design shop run out of the Old Masonic lodge which utilizes parking here, and I know of parties interested in the future re-development of the Triangle Hall (Corner of Western Valley Rd and Main Hwy) which would seek to use this parking area also. Is it likely that this footpath will hinder use of this parking area, its access or future resource consent applications that seek to use this parking area?

See comments above.

Council Hill Road/ SH75 / Western Valley Road Intersection:

There are no physical works planned which would affect the parking spaces, and the footpath and associated works supports an existing pedestrian desire line. To the best of available knowledge the parking spaces are for all to use, and not tied to the Old Masonic Lodge as they are on legal road and no formal parking restrictions apply. At present there is low demand for parking observed in these spaces and in general demand doesn't exceed supply.

5.6 The decision affects the following wards/Community Board areas:

5.6.1 Te Pātaka o Rākaihautū/Banks Peninsula

6. Policy Framework Implications / Ngā Hīraunga ā- Kaupapa here

Strategic Alignment /Te Rautaki Tīaroaro

- 6.1 The Council's strategic priorities have been considered in formulating the recommendations in this report, however this area of work is not specifically covered by an identified priority.
- 6.2 The recommendations in this report will help to achieve the desired community outcome of a well-connected and accessible city through improved road safety.
- 6.3 The recommendations in this report are also consistent with the anticipated outcomes of the Traffic Safety and Efficiency Service Plan in the [Councils Long Term Plan \(2018 - 2028\)](#).

Strategic Alignment /Te Rautaki Tīaroaro

- 6.4 This report supports the [Council's Long Term Plan \(2018 - 2028\)](#):

6.4.1 Activity: Roads & Footpaths

- Level of Service: 16.0.2 Improve roadway condition, to an appropriate national standard. - >=70%

Policy Consistency / Te Whai Kaupapa here

- 6.5 The decision is consistent with Council's Plans and Policies.

Impact on Mana Whenua / Ngā Whai Take Mana Whenua

- 6.6 The decision 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 Mana Whenua, their culture and traditions.

Climate Change Impact Considerations / Ngā Whai Whakaaro mā te Āhuarangi

- 6.7 The impact on climate change is considered to be minimal.

Accessibility Considerations / Ngā Whai Whakaaro mā te Hunga Hauā

- 6.8 The installation of a footpath will improve the accessibility to various community facilities for the Little River community, including school children.
- 6.9 The reduction in formal on street parking spaces is minor and is not considered to affect accessibility to community facilities due to the nearby availability of alternatives.

7. Resource Implications / Ngā Hīraunga Rauemi

Capex/Opex / Ngā Utu Whakahaere

- 7.1 Cost to Implement - \$59,000 inclusive of additional signage and markings.
- 7.2 Maintenance/Ongoing costs – Will be covered under the area maintenance contract and will be minimal to the overall asset.
- 7.3 Funding Source – Traffic Operations- Minor Road Safety Improvements, Traffic Operations- Signs & Markings.

8. Legal Implications

Statutory power to undertake proposals in the report

- 8.1 Clause 6 of the Christchurch City Council Traffic and Parking Bylaw 2017 provides Council with the authority to revoke and approve traffic controls by resolution.

- 8.2 Part 1, Clauses 7 and 8 of the Christchurch City Council Traffic and Parking Bylaw 2017 provides Council with the authority to install parking restrictions by resolution.
- 8.3 The Community Boards have delegated authority from the Council to exercise the delegations as set out in the Register of Delegations. The list of delegations for the Community Boards includes the resolution of stopping restrictions and traffic control devices.
- 8.4 The installation of any signs and/or markings associated with traffic control devices must comply with the Land Transport Rule: Traffic Control Devices 2004.

Other Legal Implications

- 8.5 There is a legal context, issue or implication relevant to this decision
- 8.6 This specific report has not been reviewed and approved by the Legal Services Unit however the report has been written using a general approach previously approved of by the Legal Services Unit, and the recommendations are consistent with the policy and legislative framework outlined in sections 8.1-8.3.

9. Risk Management Implications

- 9.1 The decisions in this report are not expected to incur a significant risk.

Attachments / Ngā Tāpirihanga

No.	Title	Page
A ↓	Western Valley Road New Footpath For Board Approval	51

In addition to the attached documents, the following background information is available:

Document Name	Location / File Link
Not applicable	

Confirmation of Statutory Compliance / Te Whakatūtutanga ā-Ture

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

(a) This report contains:

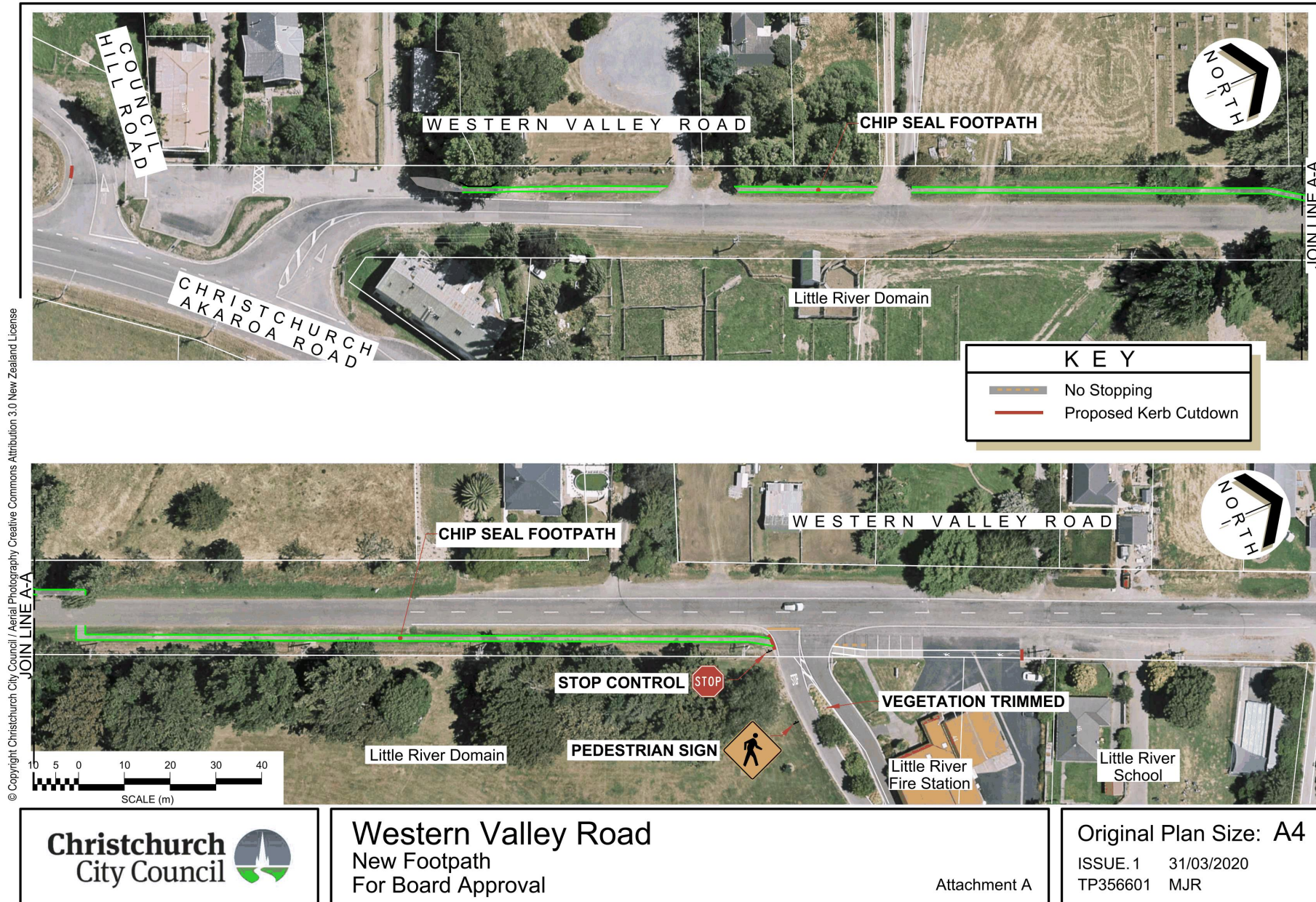
- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
- (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.

(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 / Ngā Kaiwaitohu

Authors	Andrew Hensley - Traffic Engineer Samantha Sharland - Engagement Advisor
Approved By	Wayne Gallot - Team Leader Traffic Operations Stephen Wright - Manager Operations (Transport) Richard Osborne - Head of Transport

Item 8



9. Wainui Main Road- Barrys Bay Boat Ramp- Proposed No Stopping Restrictions

Reference / Te Tohutoro: 20/368429

Report of / Te Pou Andrew Hensley, Traffic Engineer
Matua: andrew.hensley@ccc.govt.nz

General Manager / David Adamson, General Manager City Services
Pouwhakarae: david.adamson@ccc.govt.nz

1. Executive Summary / Te Whakarāpopoto Matua

- 1.1 The purpose of this report is to seek the approval of the Board to install a no stopping restriction on Wainui Main Road at the Barrys Bay Boat Ramp. This report has been written following a request from the French Farm Aquatic Club to improve access to the facility.
- 1.2 The decisions in this report are of low significance in relation to the Christchurch City Council's Significance and Engagement Policy. The level of significance was determined by the significance matrix.

2. Officer Recommendations / Ngā Tūtohu

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Approve that the stopping of vehicles be prohibited at any time on the northern side of Wainui Main Road (opposite #42 Wainui Main Road), commencing at its western intersection with the Barrys Bay Boat Ramp and extending in a westerly direction for a distance of 16 metres, as shown on Plan TG136536 Issue 1 Dated 07/04/2020 (**Attachment A**).
2. Revoke any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in 1 above.
3. Approve that these resolutions take effect when parking signage and/or road marking that evidence the restrictions described in the staff report are in place (or removed in the case of revocations).

3. Key Points / Ngā Take Matua

- 3.1 The recommendations in this report are consistent with the anticipated outcomes of the Traffic Safety & Efficiency Service Plan in the [Councils Long Term Plan \(2018 - 2028\)](#)
- 3.2 The following feasible options have been considered:
 - Option 1 - Install No Stopping Restrictions (preferred option)
 - Option 2 - Do Nothing
- 3.3 Option Summary - Advantages and Disadvantages (Preferred Option)
 - 3.3.1 The advantages of this option include:
 - Improves access for vehicles launching and retrieving boats at the Barrys Bay Boat Ramp.
 - 3.3.2 The disadvantages of this option include:

- Removes space for parking, although demand for parking space is not considered to exceed the supply in the general vicinity.

4. Context/Background / Te Horopaki

Issue / Ngā take

- 4.1 Vehicles parked immediately to the west of the Barrys Bay Boat Ramp can at times restrict access for vehicles wishing to launch and retrieve boats. This issue has been raised by the French Farm Aquatic Club.

Strategic Alignment / Te Rautaki Tīaroaro

- 4.2 Council's strategic priorities have been considered in formulating the recommendations in this report, however this area of work is not specifically covered by an identified priority.
- 4.3 The recommendations in this report will help to achieve the desired community outcome of a well-connected and accessible city through improved road safety.
- 4.4 The recommendations in this report are also consistent with the anticipated outcomes of the Traffic Safety & Efficiency Service Plan in the [Councils Long Term Plan \(2018 - 2028\)](#)

Decision Making Authority Te Mana Whakatau

- 4.5 Part 1, Clauses 7 and 8 of the Christchurch City Council Traffic and Parking Bylaw 2017 provides Council with the authority to install stopping and parking restrictions by resolution.
- 4.6 The Community Boards have delegated authority from the Council to exercise the delegations as set out in the Register of Delegations. The list of delegations for the Community Boards includes the resolution of stopping restrictions and traffic control devices.
- 4.7 The installation of any signs and/or markings associated with traffic control devices must comply with the Land Transport Rule: Traffic Control Devices 2004.

Assessment of Significance and Engagement / Te Aromatawai Whakahirahira

- 4.8 The decisions in this report are of low significance in relation to the Christchurch City Council's Significance and Engagement Policy.
- 4.9 The level of significance was determined by the low level of impact and low number of people affected by the recommended decision.
- 4.10 The community engagement and consultation outlined in this report reflect the assessment.

Context/ Te Horopaki

- 4.11 Wainui Main Road is sealed two lane rural road, which links the communities of Barrys Bay, French Farm, Tikao Bay and Wainui to Christchurch Akaroa Road (SH75).
- 4.12 The Barrys Bay Boat Ramp is a small facility at the southern end of Wainui Main Road. It is primarily utilised by recreational users, who are launching and retrieving boats by way of a trailer towed behind a vehicle.
- 4.13 Following the launch of a boat, the vehicle and trailer are typically parked on the unsealed road shoulder of Wainui Main Road until required again to retrieve. Access issues can occur if the vehicle and trailer is parked immediately to the west of the Boat Ramp, as this can restrict turning access for other vehicles wishing to utilise the facility.
- 4.14 In general the demand for parking at the Boat Ramp is low, and even on the busier days there is considered to be sufficient available road shoulder space in the nearby vicinity.
- 4.15 It is believed that those parking vehicles and trailers immediately to the west of the Boat Ramp are doing so for convenience, and are unaware that this can restrict access for others.

5. Options Analysis / Ngā Kōwhiringa Tātari

Options Considered Ngā Kōwhiringa Whaiwhakaaro

- 5.1 The following reasonably practicable options were considered and are assessed in this report:
- Option 1 - Install No Stopping Restrictions (preferred option)
 - Option 2 - Do Nothing
- 5.2 No other options were considered.

Options Descriptions / Ngā Kōwhiringa

5.3 Option One: Preferred Option: Install No Stopping Restrictions

5.3.1 **Option Description:** Install No Stopping restrictions in accordance with Attachment A. The length of No Stopping in this option is the appropriate length needed to allow a vehicle and trailer to launch and retrieve a boat. This has been checked with a vehicle swept path computer programme. Given the unsealed nature of the road shoulder in this location, no stopping signage will be required to indicate the no stopping restriction and make enforceable.

5.3.2 Option Advantages

- Improves access for vehicles launching and retrieving boats at the Barrys Bay Boat Ramp.
- Addresses community requests to improve the situation.

5.3.3 Option Disadvantages

- Removes space for parking, although demand for parking space is not considered to exceed the supply in the general vicinity.

5.4 Option Two: Do Nothing

5.4.1 **Option Description:** Do not install parking restrictions.

5.4.2 Option Advantages

- Does not remove space for parking, although demand for parking space is not considered to exceed the supply in the general vicinity.

5.4.3 Option Disadvantages

- Does not improve access for vehicles launching and retrieving boats at the Barrys Bay Boat Ramp.
- Does not address community requests to improve the situation.

Analysis Criteria / Ngā Paearu Wetekina

- 5.5 Options within this report have been assessed against access requirements for a vehicle and trailer to utilise the facility.

Options Considerations / Te Whaiwhakaarotanga

- 5.6 The “Do Nothing” option is inconsistent with the Council’s Infrastructure Design Standard:

5.6.1 Inconsistency – Adequate turning space must be provided for vehicles to access facilities.

- 5.6.2 Reason for inconsistency – The current situation allows vehicles to park within the space needed by vehicles launching and retrieving boats.
- 5.6.3 Amendment necessary – Install No Stopping restrictions in accordance with the preferred option.

6. Community Views and Preferences / Ngā mariu ā-Hāpori

- 6.1 The request has come from the French Farm Aquatic Club.
- 6.2 No affected property owners or occupiers have been identified in the vicinity of this proposal.
- 6.3 The Team Leader Parking Compliance supports the preferred option.
- 6.4 The do nothing option is inconsistent with community requests to improve access at the Boat Ramp.

7. Legal Implications / Ngā Hīraunga ā-Ture

- 7.1 There is a legal context, issue or implication relevant to this decision.
- 7.2 This specific report has not been reviewed and approved by the Legal Services Unit however the report has been written using a general approach previously approved of by the Legal Services Unit, and the recommendations are consistent with the policy and legislative framework outlined in sections 5.5-5.7.

8. Next Steps / Ngā mahinga ā-muri

- 8.1 Approval is required by the Banks Peninsula Community Board.
- 8.2 If approved, the recommendations are expected to be implemented approximately four weeks after the contractor receives the request.

Attachments

No.	Title	Page
A ↓	Wainui Main Road- Barrys Bay Boat Ramp- Proposed No Stopping Restrictions	58

Confirmation of Statutory Compliance / Te Whakatūtutanga ā-Ture

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

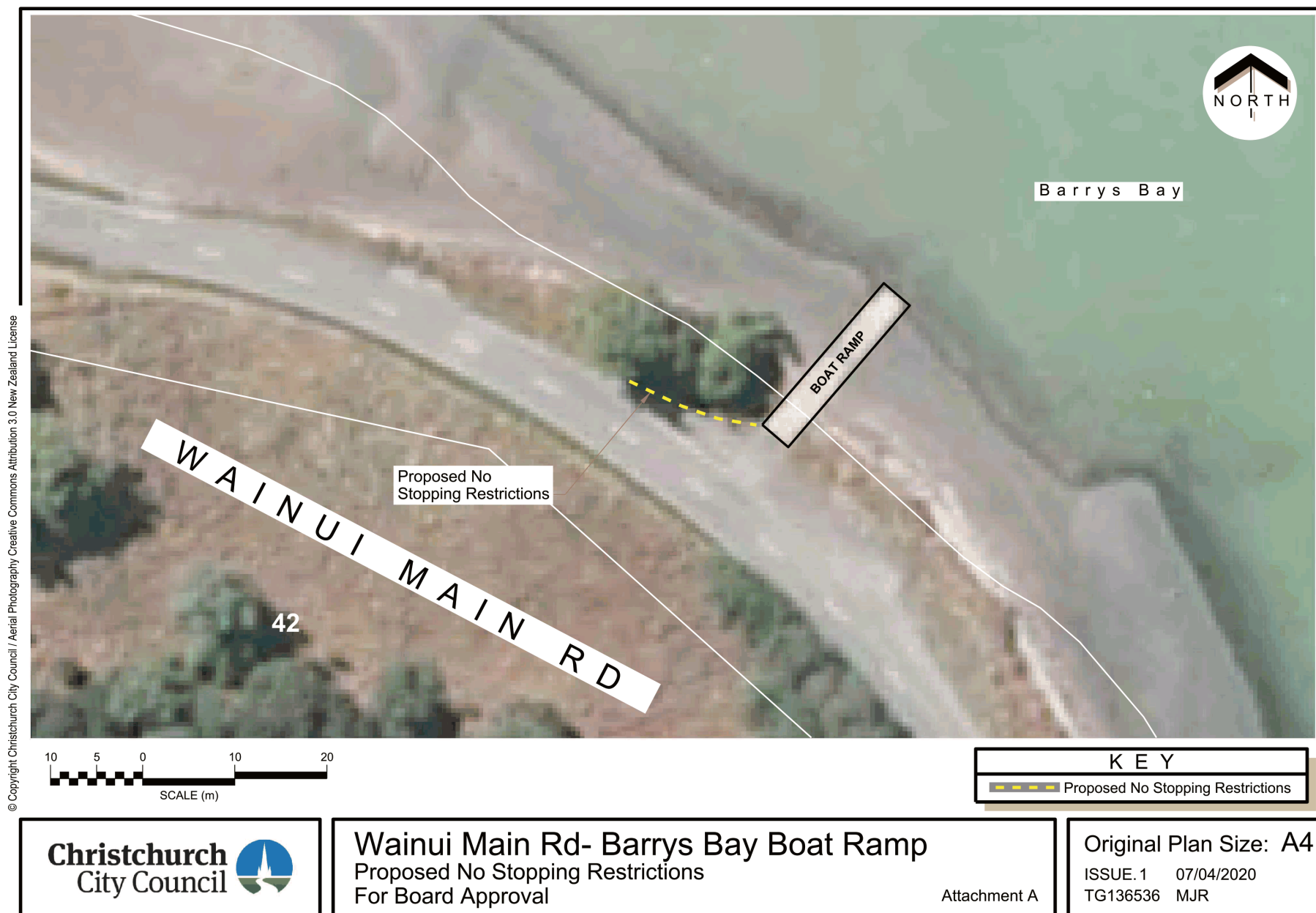
(a) This report contains:

- (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 / Ngā Kaiwaitohu

Author	Andrew Hensley - Traffic Engineer
Approved By	Wayne Gallot - Team Leader Traffic Operations Stephen Wright - Manager Operations (Transport) Richard Osborne - Head of Transport



10. 2019-20 Banks Peninsula DRF - Diamond Harbour Youth and Community Trust - Youth Project

Reference / Te Tohutoro: 20/302216

Report of / Te Pou Philipa Hay, Community Development Adviser,
Matua: philipa.hay@ccc.govt.nz

General Manager / Mary Richardson, General Manager Citizens and Community
Pouwhakarae:

1. Purpose of Report / Te Pūtake Pūrongo

- 1.1 The purpose of this report is for the Te Pātaka o Rākaihautū/Banks Peninsula Community Board to consider an application for funding from its 2019-20 Discretionary Response Fund from the organisation listed below.

Funding Request Number	Organisation	Project Name	Amount Requested	Amount Recommended
60911	Diamond Harbour Youth and Community Trust	Diamond Harbour Youth Project	\$4,994	\$3,200

- 1.2 There is currently a balance of \$14,416 remaining in the fund (\$1,220 ring-fenced for Shape Your Place initiatives) leaving a balance of \$13,196.

2. Officer Recommendations / Ngā Tūtohu

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

- Approves a grant of \$3,200 from its 2019-20 Discretionary Response Fund to Diamond Harbour Youth and Community Trust towards the Diamond Harbour Youth Project.

3. Key Points / Ngā Take Matua

Issue or Opportunity / Ngā take, Ngā Whaihua rānei

- 3.1 The Diamond Harbour Youth and Community Trust has just employed a worker to undertake the youth project after the unexpected departure of the previous worker earlier last year. Some activities have continued in the interim, supervised by volunteers (which is not an ideal situation). This is the only project of its type in the area. (Other groups cater for young people through a sporting focus – e.g. sea scouts, yacht club.)

This application covers the 26 week timeframe for this role from the date it was submitted (mid-March) until the annual Strengthening Communities allocations for projects starting on 1 September.

Strategic Alignment / Te Rautaki Tīaroaro

- 3.2 The recommendation is strongly aligned to the Strategic Framework and in particular the strategic priority of 'Enabling active and connected communities to own their future'. It will provide support for the outcome of 'Resilient Communities' through enhancing a strong sense of community, active participation, safe and healthy communities, celebration of our identity and valuing voices of all cultures and ages (including children).

Decision Making Authority / Te Mana Whakatau

- 3.3 The Community Board has the delegated authority to determine the allocation of the Discretionary Response Fund for each community
- 3.3.1 Allocations must be consistent with any policies, standards or criteria adopted by the Council
- 3.3.2 The Fund does not cover:
- Legal challenges or Environment Court challenges against the Council, Council Controlled organisations or Community Board decisions
 - Projects or initiatives that change the scope of a Council project or that will lead to ongoing operational costs to the Council (though Community Boards can recommend to the Council that it consider a grant for this purpose).

Assessment of Significance and Engagement / Te Aromatawai Whakahirahira

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

Discussion / Kōrerorero

- 3.7 At the time of writing, the balance of the 2019-20 Discretionary Response Fund is as below.

Total Budget 2019/20	Granted To Date	Available for allocation	Balance If Staff Recommendation adopted
DRF \$36,686	\$23,490	\$13,196	\$9,996
SYP \$7,000	\$5,780	\$1,220	\$1,220

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

Attachments

No.	Title	Page
A ↓	Diamond Harbour Youth Project - Decision Matrix	62

Confirmation of Statutory Compliance / Te Whakatūtutanga ā-Ture

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 / Ngā Kaiwaitohu

Author	Philipa Hay - Community Development Advisor
Approved By	Penelope Goldstone - Manager Community Governance, Banks Peninsula/Akaroa

2019/20 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.

60911	Organisation Name	Name and Description	Total Cost	Contribution Sought Towards	Staff Recommendation	Priority
	Diamond Harbour Youth and Community Trust	Diamond Harbour Youth Project This application is to support the Diamond Harbour Youth and Community Trust (DHYCT) to run its inclusive social programme (three sessions/week etc.) for an estimated 60 young people. The programme aims to enable building friendships, providing a sense of belonging, community connection; development of life skills, and exploring relationship dynamics, self-esteem and other such issues in an informal learning environment. Catchment extends throughout the wider Diamond Harbour community (Port Levy - Teddington). Contribution is sought towards co-ordinator wages and equipment costs.	\$28,074 Requested \$ 4,994 (18% requested)	Salaries and Wages - \$4,894 Equipment / Materials - \$100	\$ 3,200 That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board approves a grant of \$3,200 from its 2019-20 Discretionary Response Fund to Diamond Harbour Youth and Community Trust towards the Diamond Harbour Youth Project.	2

Organisation Details

Service Base: 85 Marine Drive, D
Diamond Harbour
Legal Status: Charitable Trust
Established: 4/11/2008
Target Groups: Children/Youth
Annual Volunteer Hours: 1,312
Participants: 60

Alignment with Council Strategies

- Strengthening Communities Strategy
- Youth Policy

Alignment with Board Outcomes

Local communities are well-connected and supported by easily accessible community facilities: A local regular youth group will provide a mechanism for community support to enable the young people to meet, build/ maintain relationships learn and develop skills.

CCC Funding History

2018/19 - \$10,000 (Diamond Harbour Youth/Community Programmes) BP SCF
2017/18 - \$2,400 (Youth Project) BP DRF

Other Sources of Funding Donations - \$2,000; Rata Foundation, COGS -pending

Staff Assessment

Diamond Harbour Youth and Community Trust (DHYCT) has recently engaged again a co-ordinator to plan, manage and run its community projects after the previous worker left the area and thus was unable to continue. This application is specifically to fund this role (10 hours/week) to deliver the youth projects for 11-18 year olds from the wider Diamond Harbour community. Sessions will include weekday drop-ins (2-3/week), weekly organised activities, sessions for senior youth (monthly) and longer Saturday activities (monthly). The programme has fun social elements in an informal learning environment enabling young people to connect alongside common interests. Participants will be encouraged to take part in fundraising and volunteering opportunities in/for the wider community. DHYCT will run two camps, several community family fun days and will have a small presence in the Diamond Harbour School focusing on mentoring/life skills with senior students. Activities will be based locally, using local facilities and resources. The youth worker will attend local network opportunities, appropriate trainings, look for projects to initiate/support to address the needs of local young people, and will identify young leaders, training them as youth volunteer leaders. DHYCT drives projects which aim to draw the community together and build relationships. Formerly known as the Mt Herbert Under 20 Trust, it rebuilt and refocused in early 2018 in response to an identified need to provide its inclusive projects supporting specifically young people, older residents and families in the area. The Trust runs a shoppers' van for older members of the community - a decade-long service. During most of 2019, there was no co-ordinator, so whilst some community events and workshops were held, there were fewer activities. A six-month extension (to March 2020) for their 2018-19 Christchurch City Council (Council) Strengthening Community Fund (SCF) grant enabled these funds to be utilised whilst the group secured another co-ordinator/youth worker, now employed and restarting activities. This Discretionary Response Fund application seeks funding for March until September (the next SCF funding period). Grants are being sought from other funders, along with donations from the community, fundraising efforts by the young people themselves and participant contributions. The group has funds tagged for van replacement and funds to cover shortfall until their funding plan is operational. The group will be looking for individual sponsorship/donations from community members and if further needs in the community are identified, DHYCT will consider its ability to respond. The need for a youth programme was identified in 2018 by local young people themselves, parents, Diamond Harbour School and the local church, after a hiatus of a few years. There is no secondary school in the Lyttelton Harbour basin area to help connect young people with each other and their community - and this lack was felt. The Youth Project provides the informal, social, inclusive forum for this to happen. Whilst COVID-19 restrictions are in place, work is continuing (preparation/planning, contacting). It is estimated there are over 100 young people within the catchment area. There are other local groups which cater for this age group, but these groups have a specific focus (sea scouts, rugby club).

11. Community Board Representation on Outside Organisations and Committees

Reference / Te Tohutoro: 20/380622

Report of / Te Pou Liz Carter - Community Board Adviser

Matua: Liz.Carter@ccc.govt.nz

General Manager / Mary Richardson, General Manager Citizens and Community,

Pouwhakarae: Mary.Richardson@ccc.govt.nz

1. Brief Summary

- 1.1 The purpose of this report is for the Te Pātaka o Rākaihautū/Banks Peninsula Community Board to consider the appointment of Board representatives and liaison persons, and make appointments on behalf of the Council, to local outside organisations and committees.
- 1.2 The Board considered this matter at its 2 December and 16 December 2019 meetings and made appointments at that time (refer to Clause 1.6).
- 1.3 At its 16 December 2019 meeting, the Board requested that staff re-present this report for the Board to review following the by-election in the Mt Herbert subdivision on 18 February 2020.
- 1.4 The report was re-presented to the Board meeting of 16 March 2020 where the Board resolved that the report lie on the table until the 6 April 2020 meeting for consideration at that time.
- 1.5 Because Community Board meetings were cancelled throughout April and May 2020 due to the Covid-19 pandemic, the report is being re-presented at the earliest opportunity through this meeting.
- 1.6 Community Boards traditionally appoint members to various outside organisations and committees to be the point of contact for those groups. The role of the Community Board Liaison is to enable free flowing two way information sharing between elected members and community organisations. Members thus appointed should use the Members' Information Exchange part of the agenda to provide relevant feedback to the Board.
- 1.7 Generally the Community Board will appoint a Community Board Liaison person to a group that is considered to represent and/or play a key role in projects and issues, and is included in supporting community engagement of the same, to a wider geographic area or specific sector of the community. These projects and or issues will be significant to the ward and relate back to the Council's Long Term Plan, Annual Plan and Community Board Plan.
- 1.8 The Council has delegated to the Banks Peninsula Community Board the power to appoint a member of the Board, or in some cases another person, to some specific bodies. These are listed under section 1 of the Staff Recommendation.
- 1.9 The community groups and bodies concerned will be advised of the appointment of the Board representative, or liaison person.
- 1.10 When this matter was considered at the 2 December and 16 December 2019 meetings the following appointments were resolved:

Appointments on behalf of Council (doesn't have to be a Board member)	
Diamond Harbour and Districts' Health Support Group	Tori Peden
Lyttelton Historical Museum Board	Reuben Davidson

Halswell River Rating District Committee	Pam Richardson
Okains Bay Maori and Colonial Museum Trust	Andrew Turner
Orton Bradley Park Board (3)	Howard Needham Bill Studholme (Community member to continue until the Board reviews these appointments again.)
Summit Road Protection Authority	Tori Peden
Appointments on behalf of Council (must be a Board member)	
Waitaha Primary Health	Tori Peden
Christchurch and Banks Peninsula Biosecurity Advisory Group	Tyrone Fields
Appointment of a representative	
Akaroa Community Health Trust	Nigel Harrison
Banks Peninsula War Memorial Society	Tori Peden and Andrew Turner
Keep Christchurch Beautiful	Tori Peden
Neighbourhood Support Canterbury	Tori Peden
Lyttelton Port Liaison Committee	Tyrone Fields
Stoddart Cottage Trust	Howard Needham
Whaka-Ora Healthy Harbour Community Advisory Group	Tyrone Fields
Takapuneke Co-governance Group	Nigel Harrison
Appointment of a liaison person - Reserve Management Committees	
Allandale Reserve Management Committee	Howard Needham
Ataahua Reserve Management Committee	Tori Peden
Awa-iti Reserve Management Committee	Tori Peden
Cass Bay Reserve Management Committee	Tyrone Fields
Diamond Harbour Reserve Management Committee	Howard Needham
Duvauchelle Reserve Management Committee	Jamie Stewart
Garden of Tane Reserve Management Committee	Nigel Harrison
Le Bons Bay Reserve Management Committee	Jamie Stewart
Little Akaloa Reserve Management Committee	Jamie Stewart
Lyttelton Recreation Ground Reserve Management Committee	Tyrone Fields
Lyttelton Reserves Management Committee	Tyrone Fields, Reuben Davidson
Okains Bay Reserve Management Committee	Nigel Harrison
Pigeon Bay Reserve Management Committee	Jamie Stewart
Robinsons Bay Reserve Management Committee	Nigel Harrison
Stanley Park Reserve Management Committee	Nigel Harrison
Appointment of a liaison person - Residents Associations	
Akaroa Residents & Ratepayers Association	Nigel Harrison
Cass Bay Residents Association	Tyrone Fields
Charteris Bay Residents Association	Howard Needham
Church Bay Neighbourhood Association	Howard Needham

Corsair Bay Residents Association	Tyrone Fields
Diamond Harbour Community Association	Howard Needham
Governors Bay Community Association	Howard Needham
Lyttelton Community Association	Tyrone Fields
Port Levy Residents' Association	Howard Needham
Purau Residents Association	Howard Needham
Takamatua Residents Association	Nigel Harrison
Wainui Residents Association	Nigel Harrison
Appointment of a liaison person – Community Groups	
Age Concern Canterbury	Tori Peden
Akaroa District Promotions	Jamie Stewart
Akaroa Community Health Advisory Group	Nigel Harrison
Akaroa Resource Collective Trust	Jamie Stewart & Nigel Harrison
Banks Peninsula Conservation Trust	Andrew Turner
Banks Peninsula Water Management Zone Committee	Andrew Turner
Friends of The Gaiety	Nigel Harrison
Grubb Cottage Trust (2)	Reuben Davidson
Little River Community Centre Committee	Tori Peden
Little River Craft Station Trust	Tori Peden
Little River Rail Trail Trust	Tori Peden
Little River-Wairewa Community Trust	Tori Peden
Lyttelton Harbour Business Association	Tyrone Fields
Lyttelton Harbour Information Centre	Andrew Turner
Lyttelton Community House Trust	Tyrone Fields
Lyttelton Recreation Centre Steering Group	Tyrone Fields
Okuti Hall Committee	Tori Peden
Pigeon Bay Community Hall Committee	Jamie Stewart
Project Lyttelton	Reuben Davidson
Summit Road Society	Tyrone Fields
Summit Road Advisory Committee	Tori Peden

- 1.11 Since this matter was considered by the Board in December 2019, the Little River Railway Station Trust and Robinsons Bay Residents Association have requested that the Board appoint a liaison person. These organisations have been included in the officer recommendations below.

2. Officer Recommendations / Ngā Tūtohu

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board review the following appointments to outside organisations and committees for the 2019/22 term:

1. Appointment of a member of the Community Board, or other person, to the following bodies, as the Council's representative (or one of the Council's representatives) on that body, and in the case of the Orton Bradley Park Board, three members:

- Diamond Harbour and Districts' Health Support Group
 - Lyttelton Historical Museum Board
 - Halswell River Rating District Committee
 - Okains Bay Maori and Colonial Museum Trust
 - Orton Bradley Park Board (3)
 - Summit Road Protection Authority
2. Appointment of a representative on the following bodies:
- Akaroa Community Health Trust
 - Banks Peninsula War Memorial Society
 - Christchurch and Banks Peninsula Biosecurity Advisory Group
 - Keep Christchurch Beautiful
 - Lyttelton Port Liaison Committee
 - Neighbourhood Support Canterbury
 - Stoddart Cottage Trust
 - Takapuneke Co-Governance Group
 - Waitaha Primary Health
 - Whaka Ora Healthy Harbour Community Advisory Group
3. Appointment of a liaison person to the following committees and outside organisations:
- Reserve Management Committees**
- Allandale Reserve Management Committee
 - Ataahua Reserve Management Committee
 - Awa-iti Reserve Management Committee
 - Cass Bay Reserve Management Committee
 - Diamond Harbour Reserve Management Committee
 - Duvauchelle Reserve Management Committee
 - Garden of Tane Reserve Management Committee
 - Le Bons Bay Reserve Management Committee
 - Little Akaloa Reserve Management Committee
 - Lyttelton Recreation Ground Reserve Management Committee
 - Lyttelton Reserves Management Committee
 - Okains Bay Reserve Management Committee
 - Pigeon Bay Reserve Management Committee
 - Robinsons Bay Reserve Management Committee
 - Stanley Park Reserve Management Committee
- Residents Associations**
- Akaroa Residents & Ratepayers Association
 - Cass Bay Residents Association

- Charteris Bay Residents Association
- Church Bay Neighbourhood Association
- Corsair Bay Residents Association
- Diamond Harbour Community Association
- Governors Bay Community Association
- Lyttelton Community Association
- Port Levy Residents' Association
- Purau Residents Association
- Robinsons Bay Residents Association
- Takamatua Residents Association
- Wainui Residents Association

Community Organisations

- Age Concern Canterbury
- Akaroa District Promotions
- Akaroa Resource Collective Trust
- Akaroa Community Health Advisory Group
- Banks Peninsula Conservation Trust
- Banks Peninsula Water Management Zone Committee
- Friends of the Gaiety
- Grubb Cottage Trust (2)
- Little River Community Centre Committee
- Little River Craft Station Trust
- Little River Rail Trail Trust
- Little River Railway Station Trust
- Little River–Wairewa Community Trust
- Lyttelton Harbour Business Association
- Lyttelton Community House Trust
- Lyttelton Information Centre
- Lyttelton Recreation Centre Steering Group
- Okuti Hall Committee
- Pigeon Bay Community Hall Committee
- Project Lyttelton
- Summit Road Society
- Summit Road Advisory Committee

Attachments / Ngā Tāpirihanga

There are no attachments for this report.

In addition to the attached documents, the following background information is available:

Document Name	Location / File Link
Not Applicable	

Confirmation of Statutory Compliance / Te Whakatūturutanga ā-Ture

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.

12. Te Pātaka o Rākaihautū/Banks Peninsula Community Board Area Report - June 2020

Reference / Te Tohutoro: 20/371606

Joan Blatchford - Community Governance Manager, LMH,
joan.blatchford@ccc.govt.nz

Report of:

Penelope Goldstone - Community Governance Manager, AKW,
penelope.goldstone@ccc.govt.nz

General Manager:

Mary Richardson, mary.richardson@ccc.govt.nz

1. Purpose of Report / Te Pūtake Pūrongo

This report provides information on initiatives and issues current within the Community Board area, to provide the Board with a strategic overview and inform sound decision-making.

Note: Due to the COVID-19 pandemic, the last Board meeting was held on 2 March 2020. This report contains information from March to June 2020.

2. Officer Recommendations / Ngā Tūtohu

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Receive the Te Pātaka o Rākaihautū/Banks Peninsula Community Board Area Report for June 2020.
2. Consider an appointment of a Lyttelton subdivision Board member to the Lyttelton Port Welfare Committee.

3. Community Board Activities and Forward Planning

3.1 Memos/Information/Advice to the Board

3.1.1 **Cruise Ships – Environmental Impact**- at its 2 December 2019 meeting, the Board received a public forum presentation from the Lyttelton Harbour Information Centre, which requested that the Board, “request comprehensive reporting from the cruise ship operators and the Lyttelton Port Company concerning the environmental impact of cruise ships visiting and report these findings to the community.” The Board forwarded this request to Environment Canterbury, which provided the **attached** response (Attachments A and B).

3.1.2 **Pile Driving – Impact on Hector's Dolphins** - at its 2 December 2019 meeting, the Board received a public forum presentation from Genevieve Robinson, Lyttelton resident, who was concerned about the impact of Lyttelton Port Company's pile driving operation on Hector's dolphins in Whakaraupō / Lyttelton Harbour.

The Board agreed to write a letter to the Minister of Conservation (**attached** as Attachment C) seeking assurance that the pile driving operation is not negatively impacting on Hector's dolphins in the inner Lyttelton Harbour. The Minister of Conservation's response is **attached** (Attachment D).

3.1.3 **Cruise Ships – Environmental Impact** - at its 17 February 2020 meeting, the Board received the **attached** (Attachment E) correspondence from Victoria Andrews. The

Board resolved to forward the correspondence to Environment Canterbury ask that it provides advice on the following regarding Akaroa and Lyttelton Harbours:

- What is the permitted level of exhaust emissions
- What commitment is here to the use of scrubbers on cruise ships
- What is the permitted level of sea bed disturbance
- What active monitoring is taking place on these issues and have there been any instances of non-compliance, and if so, what action was taken

Environment Canterbury provided the **attached** (Attachment F) response.

3.1.4 **Water Restrictions Criteria** - at its meeting on 2 March 2020, the Board noted that residents would urgently like information on the process for determining water restriction levels, following the Level 4 water restrictions that were put in place for Akaroa, Duvauchelle and Takamatua. Staff have replied as **attached** (Attachment G).

3.1.5 **Broadband Connectivity** – at its meeting on 3 February 2020 the Board agreed to write a letter to the relevant Ministers about the need to enhance and extend broadband connectivity across Banks Peninsula. The Board’s letter to Ministers Faafoi and Jones is **attached** (Attachment H).

3.1.6 **Port Welfare Committee** - at its meeting on 3 February the Board received a public forum presentation from the Reverend John McLister the Chairperson of the Seafarers Welfare Board of New Zealand about establishing a Port Welfare Committee in Lyttelton and how the Board may assist with that. He proposed that the Banks Peninsula Community Board appoint one of the Lyttelton subdivision members to the Lyttelton Port Welfare Committee to provide a link between the Committee and the Board.

The Board subsequently requested that staff report to the Board on the appointment of a Board member to the Lyttelton Port Welfare Committee. The information presented by John McLister at the 3 February meeting is **attached** (Attachment I), including the link below to a website which outlines how these committees operate:

<https://www.portwelfare.org/welfare-boards-.html>

Staff are recommending that the Board consider an appointment of a Lyttelton subdivision Board member to the Lyttelton Port Welfare Committee.

3.1.7 **Freedom Camping Robinsons Bay** - at its meeting on 17 December 2019, the Board received correspondence from Peter Steel relating to Freedom Campers using the picnic area at Robinsons Bay.

The Board resolved to “*write to the New Zealand Transport Agency asking it to consider prohibiting or restricting freedom camping at the Robinsons Bay picnic area*”.

A reply (**attached** as Attachment J) has been received from the New Zealand Transport Agency.

3.1.8 **Committee and Outside Organisations Minutes**

Minutes from committees and outside organisations that have been circulated this month are:

- Banks Peninsula Water Management Zone Committee - 11 February 2020
- Banks Peninsula Water Management Zone Committee - 17 March 2020
- Orton Bradley Park Board - 29 November 2019

3.2 **Board Area Consultations/Engagement/Submission Opportunities**

3.2.1 In March 2020 the Board submitted the **attached** (Attachment K) feedback on the Council's Home-Share Accommodation District Plan Review.

3.3 **Annual Plan and Long Term Plan Matters**

3.3.1 The Council adopted the Draft Annual Plan for 2020-21 in February 2020. The Board's submission is **attached** (Attachment L).

3.3.2 In May the Council agreed to revisit the plan that was consulted on earlier in the year. The revised budget will take into account the financial impact of the COVID-19 pandemic.

3.3.3 The Draft Annual Plan was adopted before the full extent of the COVID-19 pandemic was clear. The Council's financial situation has changed significantly since then and all aspects of its budget are being looked at again.

3.3.4 A workshop will be held for Community Boards to provide input on the revised Draft Annual Plan prior to the Council adopting it for consultation. The Council will then hold an extraordinary meeting on 29 May to consider the new draft budget.

3.3.5 Once the revised Draft Annual Plan has been adopted, the community will again be invited to feed back on the proposed plan. The consultation process will run from Friday 12 June to Monday 29 June. At this time the Board will provide an updated submission.

3.3.6 It is expected that the final Annual Plan 2020-21 will be adopted by the end of July.

3.4 **Board Reporting**

3.4.1 During Level 4 and Level 3 Covid19 restrictions, Board newsletters have been produced on a weekly basis to keep citizens informed.

3.4.2 Board members are asked to highlight topics for inclusion in Newline, the Board Newsletter and/or the Report to Council.

4. Community Board Plan – Update against Outcomes

4.1 The Board is currently developing its 2020-2022 Community Board Plan. The Board's draft vision and priorities for Banks Peninsula communities were available for feedback on the Have Your Say section of the Council's website from 18 February until 10 March 2020.

4.2 The Board planned to adopt the final 2020-22 Community Board Plan on 20 April 2020. However, due to the social and economic impact of the COVID-19 pandemic, the Board will revisit the plan in the coming months to update it to reflect the changing environment.

5. Significant Council Projects in the Board Area

5.1 **Strengthening Community Fund Projects**

5.1.1 Nil to report.

5.2 **Other Partnerships with the Community and Organisations**

5.2.1 Staff liaison with Squash Canterbury continues. There are now two coaching programmes at the Lyttelton Recreation Centre for young people. An open day was organised for Saturday 21 March 2020 from 1-4pm, which was supported by Squash Canterbury and existing players. The purpose was to encourage new players to have a go, for players to mix and mingle as well provide an open forum to promote the new booking system Pay2Play. Unfortunately this had to be postponed, a new date will be confirmed later in the year.

- 5.2.2 Pay2Play was installed at the Lyttelton Recreation Centre at the end of January 2020 for the squash court bookings. There has been positive informal feedback from the community on the ease of access. This will continue to be monitored throughout the year. There has been a slight increase in bookings for February 2020 that included two new users.
- 5.2.3 The Lyttelton Recreation Centre Partnership has now appointed a new Facilities Manager. He is a local person, Nathan Mauger. This position will report to the Transitional Steering Group until a Trust is formed within the next few months.
- 5.2.4 Repairs to the Little River Tennis courts have been completed and the community held a Reopening Ceremony on March 15 2020.



James Robinson, Wairewa Runanga, blessing the tennis courts prior to the opening.

- 5.2.5 During the lockdown period in April, the Little River Wairewa Community Trust collaborated with Revival Community Support to offer food parcels, frozen meals, grocery shopping, prescription pick-ups, phone calls for isolated residents and other social support to those living in the Wairewa area.
- 5.2.6 The Little River Pumpkin Festival was cancelled due to the COVID-19 lockdown. This event, attended by thousands, is the major fund raiser for the Little River Primary School each year, and its cancellation will result in a considerable reduction in funds for “extras” for the school.
- 5.3 **Community Facilities**
- 5.3.1 Nil to report.
- 5.4 **Infrastructure Projects**
- 5.4.1 See **attached** (Attachments M and N) report on the capital projects in the Council’s Citizens and Community Group for January and February 2020.

6. Significant Community Issues, Events and Projects in the Board Area

- 6.1 The planned ANZAC services were cancelled due to Covid-19 however the day was marked appropriately by the RSA and locals in each location. In Little River, a lone bugler marched through the township playing the Last Post which was appreciated by all.

7. Updates from Other Units

7.1 Community Parks Update

7.1.1 The bi-monthly Community Parks update as at April 2020 is **attached** (Attachment O).

8. Community Board Funding Update

8.1 Strengthening Communities Fund (2020-21)

Applications opened for the 2020/21 SCF funding round on Monday, 9 March 2020 and closed Wednesday 22 April 2020. This included an extension of a week on initial timeframes. Grants are allocated for projects starting from 1 September 2020. This is the Board's only annual funding round and it is open to community-focused organisations for all levels of funding.

Applications are currently being assessed. Decisions regarding this fund are made at a regular meeting of the Board in August prior to funds being released.

8.2 Discretionary Response Fund

The Board has its 2019/20 Discretionary Response Fund (DRF), which assists community groups where their project funding request falls outside other Council funding criteria and/or closing dates. The current funding year for this fund closes when funds are expended or by 30 June 2020.

A report containing one application is in the agenda for this meeting.

Youth Development applications are submitted on a fund specific form and allocations are made directly from the Board's DRF in this ward.

A summary of allocations to date from the Board's 2019/20 Discretionary Response Fund is **attached** (Attachment P).

Attachments

No.	Title	Page
A ↓	Lyttelton Harbour Information Centre Request - Reply from Environment Canterbury (1 of 2)	75
B ↓	Lyttelton Harbour Information Centre Request - Reply from Environment Canterbury (2 of 2)	77
C ↓	Dolphins in Lyttelton Harbour - Letter from Board to Minister of Conservation	78
D ↓	Dolphins in Lyttelton Harbour - Minister of Conservation Response	87
E ↓	Correspondence from Victoria Andrews re Cruise Ship Emissions.pdf	119
F ↓	Correspondence from Victoria Andrews - Reply from Environment Canterbury	123
G ↓	Water Restrictions Banks Peninsula - Memo from the Office of the CE, 12 March 2020	128
H ↓	Broadband Connectivity - May 2020	130
I ↓	Banks Peninsula Community Board 3 February 2020 Public Forum - John McLister Port Welfare Committee	132
J ↓	Correspondence from New Zealand Transport Agency in reply to Banks Peninsula community Board request on Robinsons Bay Picnic Area Freedom Camping	133
K ↓	Feedback on Home-Share Accommodation District Plan Review	134
L ↓	Submission on Draft Annual Plan 2020-21 - April 2020	135
M ↓	Capital Project Delivery - Citizens and Community Group - Update January 2020	141
N ↓	Capital Project Delivery - Citizens and Community Group - Update February 2020	146
O ↓	Community Parks Update March 2020.docx	151
P ↓	2019-20 Banks Peninsula Discretionary Response Fund Allocations	156

Vessel Emissions/Discharges Lyttelton Harbour

Environment Canterbury has conducted detailed studies of air quality at Lyttelton and found that air quality is comfortably within World Health Organisation and national guidelines.

Emissions Legislation

To provide background on the matter of atmospheric emissions and discharges from vessels I have copied the following explanation from the Ministry of Transport website.¹

In December 2019 the Government announced the planned accession to the International Maritime Organization (IMO) convention Marine Pollution (MARPOL) Regulations for the Prevention of Air Pollution from Vessels by late 2021.

MARPOL Annex VI regulates atmospheric emissions from vessels. It is also the platform for IMO action to reduce greenhouse gas emissions from vessels, with further measures set to be adopted in 2023.

The current sulphur limit of 3.5 percent by mass for marine fuels will drop to 0.5 percent when more stringent Annex VI regulations take effect globally on 1 January 2020. Compliance can be achieved by using low sulphur fuel or fitting an exhaust cleaning system known as a 'scrubber' to reduce emissions to a level equivalent to those from low sulphur fuel.

All vessels 'flagged' to Annex VI party states visiting New Zealand will have to comply with the new regulations from 1 January 2020. Similarly, New Zealand-flagged vessels travelling to states that are party to Annex VI will also have to comply.

Subject to the parliamentary international treaty examination process, and legislation changes necessary to implement the convention, New Zealand is expected to accede to Annex VI in late 2021.

On the basis of New Zealand acceding to Annex VI by late 2021, vessels operating only in domestic waters will have until early 2022 to comply, as Annex VI would come into force for New Zealand three months after accession. This gives shipping and fishing industries sufficient time to prepare for the new regulations.

Vessels visiting Lyttelton are generally flagged to Annex VI party states and the requirements of MARPOL Annex VI apply to them. This means vessels are either burning a low sulphur fuel or utilising 'scrubbers' when visiting. Environment Canterbury has issued guidance to vessels to assist them to ensure they comply with all legislation. A copy of that advice is included at the end of this document.

Regarding scrubbers there are, very broadly, two types of exhaust scrubbers in use to meet the requirements of MARPOL Annex VI:

¹ <https://www.transport.govt.nz/sea/marpol-annex-vi-treaty-to-reduce-air-pollution-in-ports-and-harbours/>

- Closed loop scrubbers utilising a closed system that retains all wash water and contaminates onboard the vessel for proper disposal ashore at approved reception facilities.
- Open loop scrubbers utilising a system that discharges wash water to sea. Open loop systems may have a secondary system to remove contaminants from discharged wash water.

Under the Resource Management (Marine Pollution) Regulations 1988 Environment Canterbury is prohibited from controlling atmospheric emissions and/or discharges related to the propulsion of the vessel. However, our advice to vessels is that the use of compliant fuel or closed loop scrubbers is preferred. If an open loop scrubber is to be used it should have discharge water treatment post scrubbers to remove contaminants.

The use of scrubbers does not mean there will be no visible emissions from a vessel. The scrubbers simply remove certain contaminants. The mechanism utilised by scrubbers to remove contaminants may include the use of water droplets being sprayed into the exhaust gas. This helps remove the contaminants but also produces steam which may be visible when it exits from vessels funnel.

Guidance to Ship Operators, Industry and Port Companies

Regional councils, Maritime New Zealand, the Ministry for the Environment and harbourmasters are currently working on a nationwide strategy to address the implementation of MARPOL VI regulations in New Zealand. While this is being progressed, the following guidance is in place for the waters of the Canterbury region:

Navigation safety

A Harbourmasters Direction is in place and requires that any vessel wishing to utilise a different fuel for manoeuvring or use in a sensitive area must change over to that fuel at least four hours prior to entering the region's waters. The vessel must remain on the same fuel until it has departed from the region's waters and may not change the fuels used while within the region's waters.

Discharges and contaminants

Any contaminants entering the environment can have adverse effects. The requirements of MARPOL Annex VI came into force around the world on 1 January 2020. This note provides guidance on compliance with requirements of MARPOL Annex VI, best practice and the level of public expectation for vessels operating within the Canterbury region's waters.

All vessels within the waters of the Canterbury region should:

- utilise MARPOL Annex VI compliant fuel; or
- operate closed-loop exhaust gas cleaning systems, certified and approved in accordance with the International Maritime Guidelines and retain any effluent on board until able to dispose of at the next available port facility.

Vessels fitted with open-loop scrubbers should:

- only operate open-loop exhaust gas cleaning systems, certified and approved in accordance with the International Maritime Guidelines, if water treatment post scrubbers are in place (ie, there is no direct untreated discharge to water) and retaining any contaminants on board until able to dispose of at the next available port facility; and
- not use open-loop scrubbers while alongside a berth in port or while at anchor.

Please be aware that any reports of an untreated discharge into the coastal marine area will be investigated by the regional council's pollution response team.

Further direction will become available as national policy is created.

Christchurch
City Council 

03 941 5682
25 Winchester Street
Lyttelton 8082
PO Box 73027
Christchurch 8154
ccc.govt.nz

19 December 2019

Honorable Eugenie Sage, MP
Minister of Conservation
Department of Conservation
e.sage@ministers.govt.nz

Dear Minister Sage

The Banks Peninsula Community Board's statutory role is, "to represent, and act as an advocate for, the interests of its community" (Local Government Act 2002, section 52). The Board writes this letter in its capacity as a representative of the communities around Lyttelton Harbour.

The Board received a presentation at the Public Forum of its meeting on 2 December 2019 from Genevieve Robinson, resident. Ms Robinson was concerned about the impact of the Lyttelton Port Company's (LPC) pile driving operation on Hector's dolphins in Whakaraupō / Lyttelton Harbour, and sought the Board's assistance in addressing this issue with other agencies. (The two documents Ms Robinson presented are attached for your information.)

The Board agreed to write a letter to the Minister of Conservation seeking assurance that the pile driving operation is not negatively impacting on Hector's dolphins in the inner Lyttelton Harbour. While we are aware that this operation is nearing completion, we would appreciate your comment on the matter.

Please note that the Board has provided Environment Canterbury with a copy of this letter for information. The Board also agreed to forward the information presented by Ms Robinson to LPC for comment, which we are awaiting.

If you have any questions please do not hesitate to contact me. The Board looks forward to your reply.

Yours faithfully,



Tori Peden
Chairperson, Banks Peninsula Community Board
Christchurch City Council

Christchurch
City Council 

Marine Mammal Observation Zone



Important areas which should have
been included in this zone, and why.

- Banks Peninsula is home to around 10% of the total Hector's dolphin population.
- 100 live within Lyttelton harbour, with approx 20 individuals here at one time.
- 20% of dolphins are visible above the water surface.



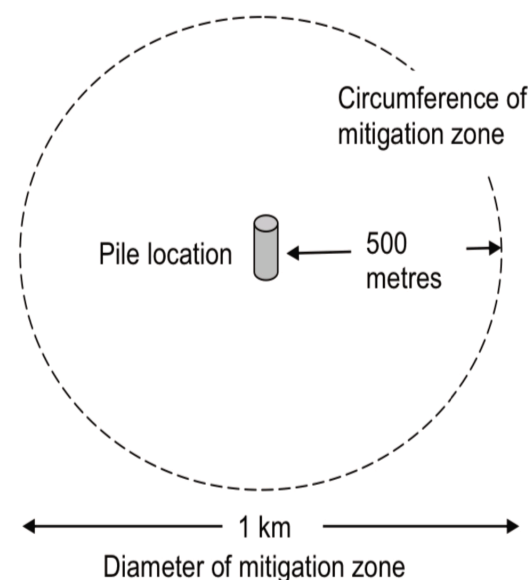
Why do we need to protect Hector's in Lyttelton?

- There are fewer than 5 industrial harbours in the world to host daily dolphin visits
- Lyttelton harbour is the only industrial harbour in the world, to host Hector's dolphins - daily
- Increased numbers, often means an increased risk. (physical injury, behavioral changes)



Concerns.....

- 1) There is only 1 fully trained, full-time observer on-site during active piling
- 2) The observation zone (MMOZ) is not considered “best practice”. A minimum of 500m from piling source is expected worldwide. (LPC’s zone, is 450m).
- 3) The MMOZ does not include known “hot spots” for dolphins.
- 4) Inside port not included in “shut down” protocol during pile driving



Exclusions

- This area is not included in the “shut down” process.
- Active dolphin sightings are logged, but piling continues.
- Concerned public has sighted dolphins during piling.
- Dolphins spotted close to LPC offices during piling.

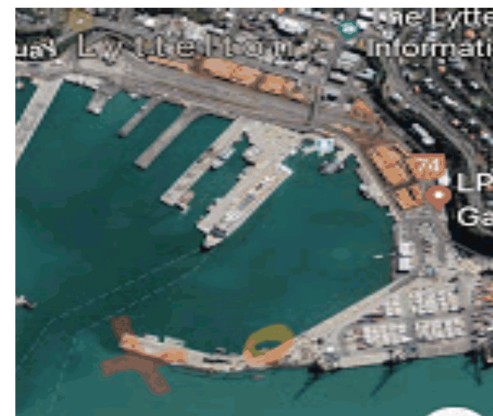


A number of dolphin sightings in this area.

Yellow circle indicates at least 2 sightings, with each sighting approx 2-3 individuals above water level.

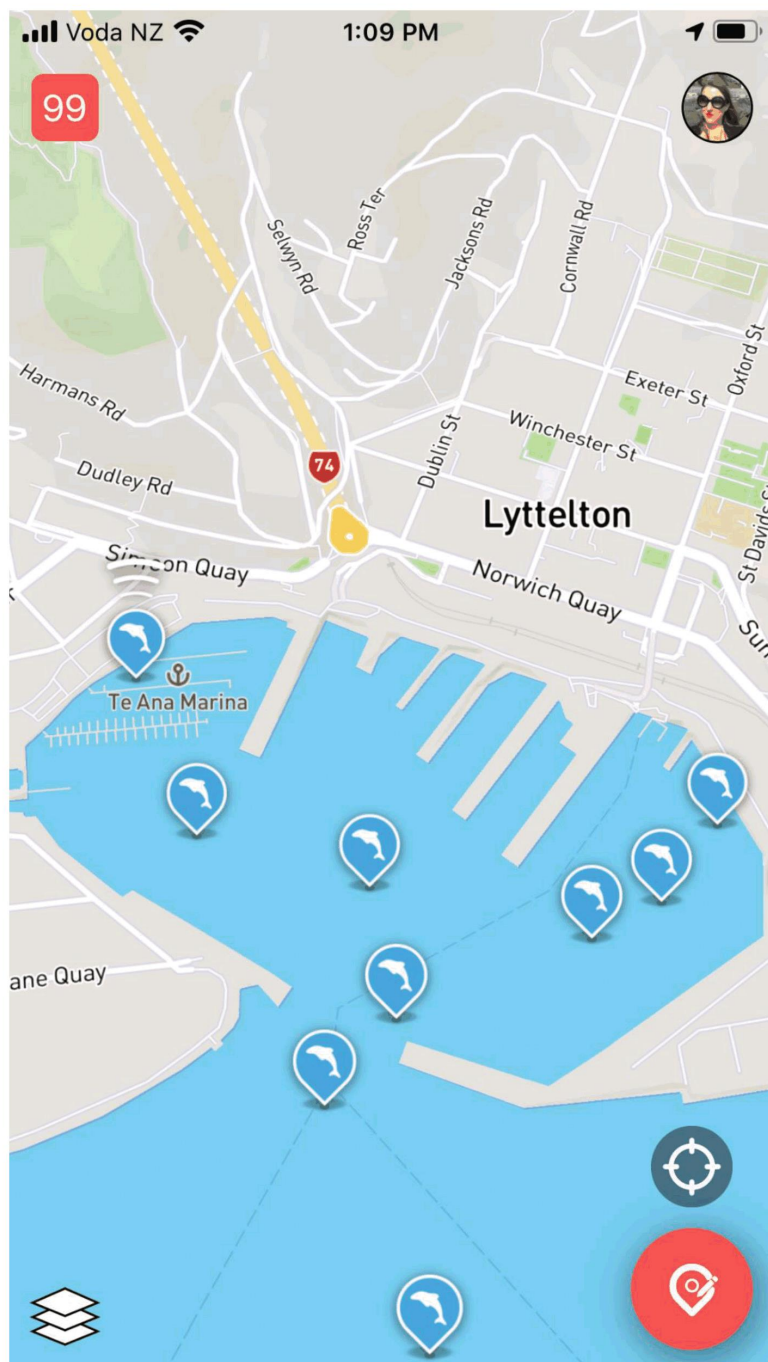
Subjected to piling noise for up to 30 mins if trapped in this area.

Re-exposure to piling noise if exiting through port entrance.



What do we want to see?

- We strongly recommend that LPC extends its “shut down” zone to include inside the port entrance - ferry terminal, marina, until the end of piling. (est. Dec).
- We request a list of dolphin sightings (including during active piling) within this area - from December 2018, to December 2019).
- We request the validation of the modelling and predicted TTS zone for marine piles to ascertain underwater noise measurements of the main wharf piling.
The purpose of this, is to determine whether the TTS zone of 450m was acceptable for the louder marine piling (as per letter dated April 29, 2019 from LPC to BPCB).



Hon Eugenie Sage

Minister of Conservation
Minister for Land Information
Associate Minister for the Environment

Minita mō Te Papa Atawhai
Minita mō Toitū Te Whenua
Minita Tuarua mō Te Taiao



17 FEB 2020

Ref: 20-A-0003

Tori Peden
tori.peden@ccc.govt.nz

Dear Ms Peden

Thank you for your letter dated 19 December 2019 in which you advocate on behalf of Hector's dolphins and potential impacts from the Lyttelton Port Company's (LPC) pile driving operation in Whakaraupō / Lyttelton Harbour.

I have sought advice from the Department of Conservation and respond below to the concerns you raised. I understand that you are specifically concerned:

1. that the Marine Mammal Observation Zone (MMOZ) should be 500 m from the piling source,
2. that the MMOZ should exclude known dolphin 'hotspots',
3. whether a single observer onsite during active piling is sufficient, and
4. that the inner port is excluded from the shutdown protocol

I understand that the main wharf piling was completed at the end of 2019, and that there is around 4-6 days of marine piling remaining to be completed on the cruise ship berth around April 2020.

Sadly, it is impossible to completely avoid negative impacts on Hector's dolphins arising from marine piling activity. However, the department advises me that mitigation methods were developed to reduce impacts in accordance with the Resource Management Act 1991. You can find the resource consent conditions for LPCs main wharf development at: <https://www.ecan.govt.nz/data/consent-search/>. A Marine Mammal Management Plan (MMMP) was developed as part of the resource consent conditions (Appendix 1). This plan was developed in consultation with marine scientists to minimise potential impacts and manage the risks to marine mammals from piling activities.

The MMMP outlines a 450 m MMOZ, where piling must cease immediately if mammals are observed in this area (Appendix 1). Your letter queried using distances of 500 m and consideration of dolphin 'hotspots'. In addressing both matters, the location and extent of the MMOZ was developed from known noise sensitivity of Hector's dolphins and modelled underwater noise levels caused by piling operations.

Observers operate independently of LPC, they are experts employed by Blue Planet Marine who record and report all findings. Attached is a document providing data on shutdown instances resulting from observer sightings of marine mammals. There were around 100 actions taken as a result of marine mammals being present in the 450 m shutdown zone. Since the onset of piling operations, LPC have provided the department's Mahaanui District office with sighting records and resulting shutdowns, providing good evidence that LPC are actively engaged in the MMMP process (Appendix 2).

The MMMP does not include the inner harbour. This is because the marine piling area is separated by the Eastern Mole (breakwater), although observers do keep watch for any dolphins in this area. It does, however, cover the mouth of the inner harbour and piling ceases immediately if dolphins approach the inner harbour exit. The MMMP also details consideration of the number of dolphins expected in the harbour at different times of the year.

The vigilance of observers to sight Hector's dolphins during piling operations is essential to ensuring mitigation measures are enacted when required. Your letter raises concern that members of the public claim to have sighted dolphins during piling operations. The department recommends that such instances should be notified directly to the LPC and Environment Canterbury, who are the appropriate authorities to investigate.

I trust this information is helpful and wish to thank you for you and your organisation's role in helping to ensure the protection of our taonga marine species. Should you have any further questions please feel free to contact the department's Mahaanui Operations team directly at mahaanui@doc.govt.nz.

Yours sincerely



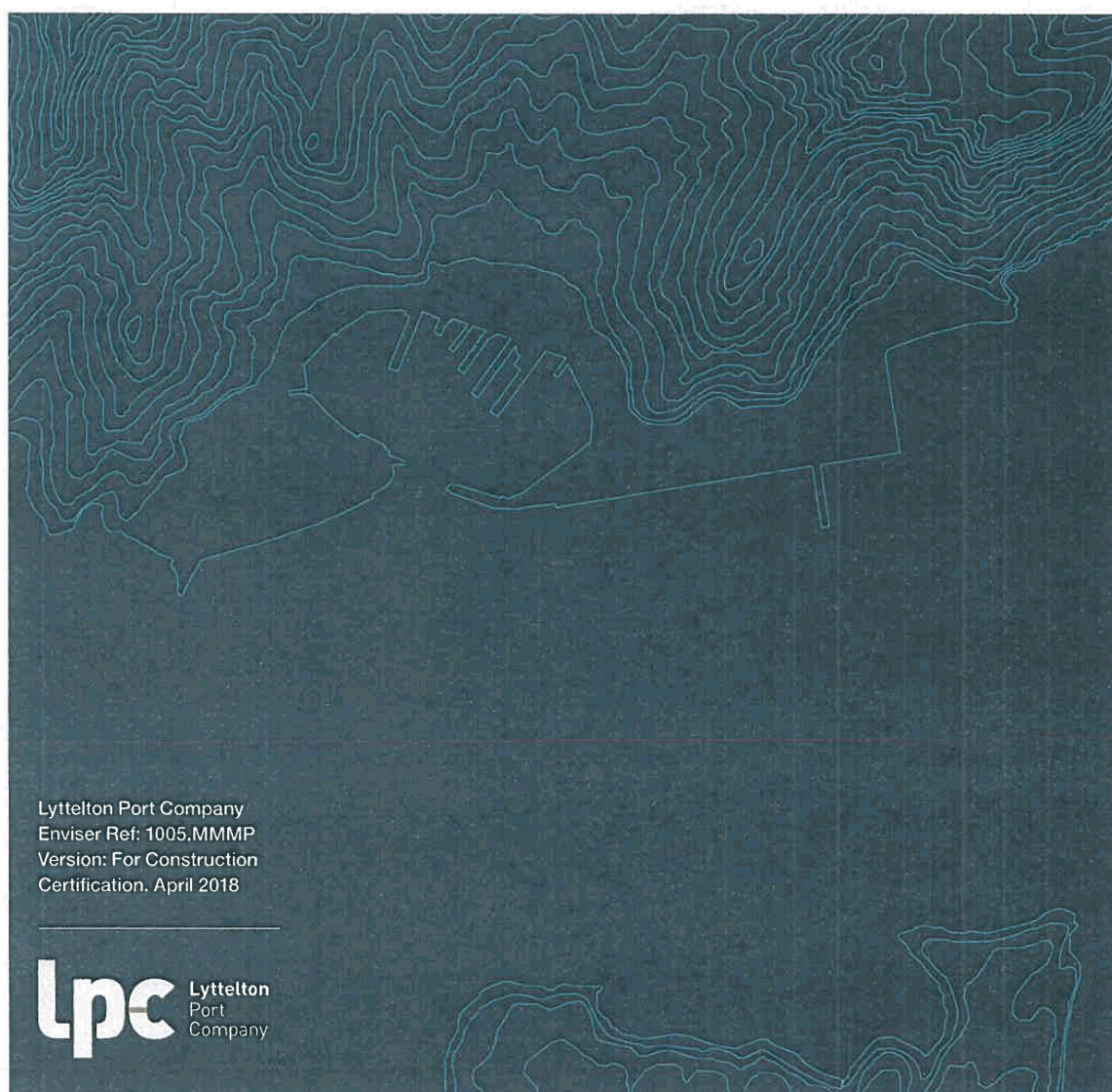
Hon. Eugenie Sage
Minister of Conservation

Appendix 1 – MMMP
Appendix 2 – LPC mammal sighting reports



Marine Mammal Management Plan

LPC Cruise Berth Project



Item 12

Attachment D

Table of contents

1	Introduction	2
1.1	Purpose of the MMMP	2
1.2	Scope of MMMP	3
1.3	Roles and responsibilities	3
2	Environment and project description	4
2.1	Environment	4
2.2	Description of the proposed works	6
2.2.1	Temporary works piling	6
2.2.2	On-land bollard piling	6
2.2.3	Main wharf piling	6
2.2.4	Piling methodology	7
2.2.5	Timeframes	7
2.3	Regulatory requirements	7
3	Environmental risk assessment	8
4	Control measures to minimise noise	9
4.1	Underwater noise levels	10
4.1.1	Method to characterise noise	10
4.2	Potential TTS effects	11
4.2.1	Standard operation procedures (SOP)	12
4.2.2	Marine mammal observers (MMO)	13
4.2.3	Visiting cetaceans	15
4.2.4	Additional control measures	15
5	Monitoring and reporting	16
5.1	Monitoring	16
5.1.1	Visual monitoring	16
5.1.2	Underwater acoustic monitoring	16
5.2	Reporting	17
6	Department of Conservation liaison procedures	17
7	Updating the MMMP	18
8	References	19
9	Applicability	20

Appendices

Appendix A:	Reporting Forms	21
Appendix B:	Whale and Orca Line	24

Foreword

This plan has been collated by Enviser Limited with technical input provided by the following:

- Deanna Clement, Marine Mammal Expert, Cawthron Institute
- Matt Pine, Underwater Acoustics and Marine Mammal Monitoring Expert, Styles Group Ltd
- Darran Humpheson, Underwater Acoustics (sound propagation and modelling) Expert, AECOM

We would also like to thank Andrew Baxter (DOC) and Simon Childerhouse (Blue Planet Marine/Cawthron Institute) for their valued input and review of this MMMP.

Abbreviations

CD:	Chart Datum
LPC:	Lyttelton Port Company
MMMP:	Marine Mammal Management Plan (this plan)
MPMP:	Marine Piling Management Plan
TTS:	Temporary Threshold Shift
MMO:	Marine Mammal Observer
MMOZ:	Marine Mammal Observation Zone

1 Introduction

1.1 Purpose of the MMMP

Lyttelton Port Company (LPC) is undertaking construction of a purpose-built cruise berth to facilitate the return of large cruise vessels to Lyttelton. Construction of the wharf requires driving of tubular steel piles, excavation of the shoreline, dredging of the seabed and placement of rock to prevent erosion and scour.

Pile driving for the wharf and mid-slope retaining wall will generate noise underwater, which could result in effects on marine mammals. This Marine Mammal Management Plan (MMMP) has been prepared to outline in detail the appropriate management responses to ensure any identified adverse effects in relation to marine mammals and cruise berth construction activities are reduced to the greatest extent practicable. The project area is within the Banks Peninsula Marine Mammal Sanctuary and includes habitat for the endangered Hector's Dolphin.

The purpose of this plan is to assess the risk of and provide measures to minimise the effects of underwater noise generated by pile driving activities specifically, as all other effects are considered to be negligible (Clement 2018).

1.2 Scope of MMMP

Three species are identified as being present within the Harbour area and potential influence of underwater noise generated by pile driving activities:

- Hector's dolphin / upokohue (*Cephalorhynchus hectori hectori*);
- New Zealand fur seal (*Arctocephalus forsteri*); and
- Southern right whale (*Eubalaena australis*).

This MMMP describes the monitoring and mitigation measures that will be employed during the Cruise Berth works to minimise effects on these species.

1.3 Roles and responsibilities

Table 1.1 summarises LPC's key project staff and contact details for each. The Project Director is ultimately responsible for implementing this MMMP.

It is the responsibility of LPC to ensure that the Contractor understands and can implement the requirements of this MMMP. The Contractor is responsible for training their staff and ensuring that they understand and are able to implement the requirements of the MMMP.

Table 1.1: Summary of key contacts, roles and responsibilities

Name	Role/Responsibility	Organisation	Contact details
Mike Simmers	Project Director	LPC	mike.simmers@lpc.co.nz 021 821590
Derek McFadden	Project Manager	LPC/Genesis Projects	derek@genesisprojects.co.nz 027 22 66 414
Jared Pettersson	Project Environmental Adviser	LPC/Envirer Ltd	jared.pettersson@lpc.co.nz 021 679 838
Scott Vallely	Contractor Project Lead	HEB	scott.vallely@heb.co.nz 027 459 9933
Werner du Plessis	Contractor Site Manager	HEB	werner.duplessis@heb.co.nz 027 2810418
Dr Deanna Clement	Project Marine Mammal Specialist	Cawthron Institute	deanna.clement@cawthron.org.nz
Dr Matt Pine	Project Underwater Noise Specialist (measurement)	Styles Group	matthew@stylesgroup.co.nz
Darran Humpheson	Project Underwater Noise Specialist (modelling)	AECOM	darran.humpheson@aecom.com

To ensure pile driving crew are aware of the risks and controls to be implemented during cruise berth construction, all pile driving crew will attend the Marine Mammal Observation toolbox talk. This will be given by the marine mammal expert (Deanna Clement, Cawthron Institute) and the Project Environmental Adviser. The Contractor will keep records of who attended the training.

Where required, the Project Environmental Adviser will give training to other relevant project personnel (i.e. site supervisors, project engineers, etc) whenever new piling crew

commence work for the project. Reminders and updated information will be provided in toolboxes throughout the project.

2 Environment and project description

2.1 Environment

Lyttelton Port and the cruise berth construction site are located within the boundaries of the Banks Peninsula Marine Mammal Sanctuary (BPMMS). The Sanctuary covers approximately 413,000 hectares and places restrictions on activities within its boundaries for the protection of marine mammals (in particular the endangered Hector's dolphin/upokohue).

More than 25 cetacean (marine mammal) species have been sighted or stranded within the waters of Banks Peninsula. However, only the Hector's dolphin and New Zealand fur seal reside in the Harbour year-round with the southern right whale often sighted offshore of Banks Peninsula.

Hector's dolphin/upokohue is endemic to New Zealand waters. Of the estimated 15,000 Hector's dolphins known to occur around the South Island, approximately 2,000–4,000 dolphins are found in the waters of Pegasus Bay year-round. The dolphins generally reside in the bays and harbours of Banks Peninsula in the summer and autumn months and move further offshore in the cooler months.



Photograph 2.1: Hector's Dolphin (WWF New Zealand)

Several New Zealand fur seal breeding colonies are located throughout the more eastern and southern bays of Banks Peninsula (more than 20 km away from Lyttelton Harbour/Whakaraupō and the offshore disposal ground). However, New Zealand fur

seals often cover large distances away from their breeding grounds and thus are commonly seen within Lyttelton Harbour/Whakaraupō, Port Levy/ Koukourarata and Pegasus Bay.



Photograph 2.2: New Zealand fur seal (DOC image¹)

Periodic and occasional sightings of southern right whales occur each year off Banks Peninsula. In particular, in the northern bays and along the Lyttelton Harbour coastline, as whales migrate back to their traditional wintering and calving grounds around New Zealand. At the current sighting rate, at least one or two southern right whales are expected to appear near Lyttelton Harbour / Whakaraupō each winter where they will remain for anywhere from a few days to several weeks (Cawthron, 2018).

¹<http://www.doc.govt.nz/nature/native-animals/marine-mammals/seals/nz-fur-seal/>



Photograph 2.3: Southern Right Whale and calf

2.2 Description of the proposed works

Construction of the Cruise Berth involves three main components, including temporary works to enable access to the site for construction equipment.

2.2.1 Temporary works piling

Prior to starting the piling for wharf construction, a large number of piles need to be driven to make the land stable enough to withstand the weight of the construction equipment. Two phases of piling are required; the first is on land and will provide support for the main piling crane. These crane support piles comprise two parallel rows running along the Eastern Mole. The seaward piles are larger (710mm diameter) and longer (15m) compared to the Inner Harbour side (610mm diameter and 6-10m long). In total, 187 piles are required for the support piles.

The second phase is a 'pinning wall' on the seaward slope of the Eastern Mole, just below the low tide line. This pinning wall is designed to stabilise the Eastern Mole during construction works and will consist of 79 piles, of 810mm diameter and 39m long.

Whilst these piles are considered temporary in terms of the design process, they will not be removed at completion of the works.

2.2.2 On-land bollard piling

The bow and stern lines from the cruise vessels will be affixed to on-land bollard structures, one for the bow and one for the stern. Each bollard structure comprises two parallel rows of 30 piles, 914mm in diameter and 15m long with a concrete capping beam and connecting steel tie rods. In total, approximately 120 piles will be required for the bollard structures.

2.2.3 Main wharf piling

Construction of the main wharf requires driving approximately 65 piles, 900mm in diameter and driven to depths of approximately 60-70m. A concrete deck will be cast in-situ atop the piles.

2.2.4 Piling methodology

Whilst there may be slight differences in the detail of how each phase is installed, the overall piling methodology is the same for all phases. The steps are as follows:

- A pre-fabricated pile gate (to hold and guide the piles) is positioned on site. Small H piles (or tubular piles) may need to be driven (using vibro methods) to hold the pile gate in place.
- A pile is pitched in the pile gate using a specialised excavator.
- The main piling rig uses a vibro-piling method to drive this pile as far as possible.
- The pitching and vibro-piling are continued until the pile gate is full, typically the pile gate will be designed for four piles.
- The piling head is then changed to a hydraulic hammer and all piles are driven to their design depth.
- For the deeper piles (20m+) additional pile sections will need to be welded onto the already driven piles. Once welded, hydraulic hammering of these extended piles will then continue.
- Once the desired pile depth is reached, the gate is removed and the piles are cut to the desired height.
- The equipment then repositions to the next set of piles and the above is repeated.

For the Cruise Berth, only one piling rig will operate at one time on the site and only in daylight hours. Due to the welding, pile pitching and repositioning of the equipment, actual hydraulic hammering will be limited to at most 6 hours/day, but more likely, will occur intermittently over 2-4 hours within a day.

2.2.5 Timeframes

The Cruise Berth is to be completed for the 2020/2021 summer cruise season. The timing and duration of the piling components are set out in the table below:

Piling phase	Start date	Duration
Crane support piles (on land)	Completed (mid October)	Completed
Pinning wall	Late November	2-3 months
Bollard Structure (on land)	April-May 2019	2 months
Main wharf piling	February 2019	10-11 months

2.3 Regulatory requirements

The management of effects on marine mammals is subject to the provisions of the Resource Management Act 1991, New Zealand Coastal Policy Statement and Regional Coastal Environment Plan for the Canterbury Region.

The construction of the Cruise Berth, including the marine piling, is a permitted activity under the Regional Coastal Plan. To confirm this, LPC sought and received certificates of compliance for the construction activities, these are listed below:

CRC184552 To erect a wharf structure in Area B of the Operational Area of Lyttelton Port.

CRC184553 To disturb the seabed.

Cruise Berth Project
Marine Mammal Management Plan
November 2018

LPC
Lyttelton
Port of
Christchurch

enviser

- CRC184554 To reconstruct an existing seawall within the Operational area of Lyttelton Port.
- CRC184555 To discharge sediment already present in, on or under the seabed into water.
- CRC184556 To discharge dust from unsealed or unconsolidated land.
- CRC184557 To discharge stormwater from a new structure into water.
- CRC184699 To excavate and deposit material.
- CRC184700 To deposit seabed material in, on, or under the foreshore or seabed within the Operational Area of Lyttelton Port.
- CRC184702 To discharge dust from handling of bulk solid materials.
- CRC184703 To discharge dust from outdoor storage of bulk solid materials.

A condition of the permitted activity rule to erect the structure is that marine-based piling be undertaken in accordance with a marine piling management plan (MPMP) and shall cease when marine mammals are within 300m of the pile driving unit and shall only occur in daylight hours. A complying MPMP was submitted with the application for the certificate of compliance.

This MMMP is not a requirement of the certificate of compliance or any consent conditions. LPC recognises the unique position of operating a port in an environment where endangered marine mammals exist and wish to put in place the best practicable mitigation measures. This MMMP sets out those measures and how LPC and the contractor will seek to mitigate effects of the cruise berth construction on marine mammals.

3 Environmental risk assessment

The potential risks to marine mammals associated with the underwater noise generated by pile driving activities has been separately evaluated (Clement 2018). A summary of that evaluation is presented below.

The construction of the cruise berth will involve an increase in mechanical activities that will alter the amount and character of underwater sound in the project area. The underwater noise generated from the different construction activities will vary with the construction stage, piling methods, strike rate and duration, type and size of piles, intermittent versus persistent piling action and the background sound conditions.

Marine mammals use sound for communication, orientation, foraging and predator avoidance. An increase in underwater noise can impact marine mammals, resulting in avoidance of noisy areas, behavioural changes, auditory masking or physical injury.

The unmitigated risk of underwater noise from pile driving operations impacting on marine mammals is assessed as LOW to MODERATE for the following reasons²:

- Pile driving activities within water are not expected to exceed any marine mammal injury threshold criteria (PTS—permanent threshold shift), except within extremely

² Clement D 2018. Cruise Berth Development 2018: Assessment of effects on marine mammals. Prepared for Lyttelton Port of Christchurch. Cawthron Report No. 3251.

close range (i.e. < than 10m); however, *in situ* validation of the actual noise levels is necessary.

- An estimated spatial zone for TTS—temporary threshold shift - to occur will be confined to within 450m of the source, and mainly within nearby Port waters.
- The semi-confined nature of the pile-driving locations means the spatial area for any behavioural responses will be within 1-2 kilometres or mainly mid-Harbour regions; and unlikely to affect most odontocetes or any whales migrating near the entrance or outside of the Harbour.
- Pile driving will be limited to daylight hours only and only one unit will carry out hydraulic impact hammering at any one time; which limits the actual time of hydraulic hammering to at most 6 hours/day but more likely, 2-4 hours/day.
- Recent Hector's dolphin data suggest slightly lower use of mid-Harbour waters compared to Outer Harbour waters within the same season. Animals are present on average 13.7 hours per day over summer in mid-Harbour waters and they occur more often from mid-afternoon to dawn.
- Over winter, Hector's dolphin presence drops to an average of 4.4 hrs a day and they occur more equally throughout the day (i.e. no diurnal patterns)³.
- The greater than two-year duration of the project means that subsequent summer seasons, when dolphins are most prevalent within the Harbour, will be affected.
- Environmental factors, such as soft mud substrates, shallow depths and high sediment load, and seasonal temperature gradients act to dampen underwater noise production, and have been considered in the model estimates; and
- Previous and current exposure to similar types and levels of pile driving noise within Lyttelton Harbour / Whakaraupō has not resulted in any known long-term avoidance behaviours (i.e. these species continue to regularly visit the harbour) or led to any known vessel strikes through acoustic masking.

4 Control measures to minimise noise

Because of the low to moderate risk rating, control measures are required to manage the risks of pile driving activities on marine mammals. These measures are summarised in Table 4.1 and described in more detail in the following sections.

Table 4-1 Control measures

Type of work	Marine mammal risk	Control
Other operation equipment for cruise berth construction (i.e. vessels, rock tipping, dredging)	LOW	Regular maintenance of all pile driving equipment and any associated vessels to reduce noise and vibration, including maintaining and lubricating rotating parts, as required Avoid loose ropes over the side of the vessel and minimise loss of debris from the vessel.

³ Pine (2018) - It is important to note that these data are preliminary, and results are subject to change with more information being gathered over the next few years.

Pile driving within water	LOW to MODERATE	<ul style="list-style-type: none"> Regular maintenance of all pile driving equipment to reduce noise and vibration, including maintaining and lubricating rotating parts as required. <i>In situ</i> noise levels to be measured as soon as practical (see section 4.1.1); if they are found to be different than estimated models, the marine mammal observation zone will be adjusted accordingly. Choose plant/techniques on the basis of minimisation of underwater noise levels (e.g. vibro-driving preferred over impact-driving). Adoption of standard operating procedures for pile driving activities (see section 4.2.1). Appropriately trained marine mammal observer(s) will be continuously on watch for 30-min before, during and for 1-hour after any pile driving activities. Pile driving activities shall cease if a marine mammal comes within a pre-determined marine mammal observation zone (MMOZ) of active pile driving and until the animal has left the zone. Liaise with the Department of Conservation on whale sightings, particularly southern right whales and monitor the Harbour for the presence of other species (see section 6).
---------------------------	-----------------	---

4.1 Underwater noise levels

Several of these measures to control the impacts of underwater noise on marine mammals will be re-evaluated once the *in situ* noise levels of the various pile driving activities are characterised and the model estimates validated. The purpose of characterising the noise is to ascertain the potential for the noise to cause TTS in marine mammals and to refine the proposed measures to reduce this potential effect.

Acoustic monitoring shall be undertaken at the earliest possible date once the pile driving into water has begun to confirm that the actual noise levels associated with activities are as expected (e.g. Cawthron 2018, Humpheson 2018). Using these measurements, the existing spatial acoustic modelling will be validated by the Underwater Noise Specialist. The Marine Mammal Specialist will then recommend any modifications to the proposed control measures, which will be finalised by the Project Manager in consultation with the Contractor and Department of Conservation staff.

4.1.1 Method to characterise noise

In order to characterise the underwater noise, measurements of the underwater noise shall be taken as soon as practicable and during normal operating conditions:

- On each of the different pile diameters used;
- For sufficient time to characterise the noise produced by the piling activity;
- Measured as the one hour cumulative Sound Exposure Level (SEL_{cum(1h)}); and

- $SEL_{cum(1h)}$ shall be derived from the maximum combined noise within mid-water depths (not the surficial layer), from the impact driven and vibro-driven piling operations over a one hour period.

The methodology for collecting the underwater noise measurements shall include:

- Measurements taken during good weather conditions (Beaufort scale 0-3) to minimise natural noise sources (waves etc);
- Use of LPC's existing passive acoustic recorders (CPODs) already deployed at various locations in the harbour will remain for at least the duration of this project at the same locations to collect co-incident data on mammal presence. These devices log the number of dolphin click detections, but do not record the signal's waveform (i.e. audible sound files, digitalised as .WAV files). As such, general noise is not recorded;
- Soundtrap HF autonomous recorders will be used to continuously record all sounds from these same fixed locations, using the following method:
 - Installation of the recorders on the existing moorings that house the CPOD devices;
 - Moorings will be selected to capture the noise at various locations in the Harbour and at varying distances from the source;
 - The recorders will be attached to the line in a way which prevents noise contamination from the mooring or the connection to the mooring;
 - Recordings shall be collected for a duration of at least one month during each type of piling, and
- Additional mobile noise measurements will be collected, also using Soundtrap HF recorders. This will be achieved by:
 - Deploying a recorder (s) from a small vessel with a tether to reduce noise contamination from the vessel;
 - Measure sound at multiple locations around the pile driving source (i.e. multiple bearings), multiple distances (log based, i.e. 50m, 100m, 200m, 500m, 1000m) and at two depths for each location; 1-2m and 5m or mid depth in shallow water locations. Noting that harbour geometry, navigation issues and water depth will restrict the placement of instruments;
 - Recordings should be of a duration that allows for at least three, one hour periods of representative piling to be sampled in good weather over the same day, and
 - Noise levels will be measured to compare with the TTS criteria for ground-truthing and development of underwater noise propagation models.

4.2 Potential TTS effects

For the cruise berth construction project, the TTS threshold has been considered the level for which additional mitigation actions are necessary to protect Hector's dolphin hearing within Lyttelton Harbour from pile driving generated noise. The TTS threshold for Hector's dolphin has been defined as the distance at which the one-hour cumulative

Cruise Berth Project
Marine Mammal Management Plan
November 2018

lpc Lyttelton
Part of
Christchurch

enviser

Sound Exposure level ($SEL_{cum(1h)}$) occurs, measured as either 146 dB re $1\mu Pa^2s$ or $SEL_{cum(24\text{ hour})}$ of 140 dB re $1\mu Pa^2s$ for high-frequency cetaceans (Humpheson 2018). These two exposure durations reflect that there are two established sets of criterion that have been used to establish the TTS threshold. The one hour exposure duration reflects the short nature of the piling (2-4 hours typical) and is based on specific observations of Harbour porpoises (which are known to have similar hearing characteristics as Hector dolphins), whereas the 24 hour duration is based on literature findings of high frequency cetaceans. The size and extent of the marine mammal observation zone (MMOZ) will be based on the furthest of these TTS exposure thresholds.

4.2.1 Standard operation procedures (SOP)

Standard operation procedures (SOP) that must be undertaken by contractors during piling activities to protect against any TTS effects include **pre-start, soft start, normal operation, stand-by operation, shut-down procedures** and **post-piling observation**. The marine mammal observer (MMO) associated with the pile-driving works will be familiar with the SOP and will document the process. A record is to be kept of all sightings, delayed start-up or enforced shut-downs due to presence of marine mammals. Details of any shut down event should be captured on the sighting form (see Appendix A).

4.2.1.1 Pre-start procedure

Potential marine mammal presence should be visually monitored by the MMO(s) for at least 30 minutes before the commencement of the soft start procedure. Particular focus should be put on the MMOZ, but scanning should take place beyond the zone and up to 1 km radius from the source where visibility allows. Observations should be made from the piling rig or a better vantage point if possible [i.e. in the absence of a high vantage point, a large observation zone may require an additional vessel as sufficient observation platform].

4.2.1.2 Soft start procedure

If marine mammals have not been sighted within or are likely to enter the MMOZ during the pre-start procedure, the soft start procedure may commence in which the piling impact energy is gradually increased over a 10 minute time period. The soft start procedure should also be used after long breaks of more than 30 minutes in piling activity and visual observations have ceased. Visual observations for marine mammals within the MMOZ should be maintained by the MMO(s) throughout soft starts. The soft start procedure may alert marine mammals to the presence of the piling rig and enable animals to move away to distances where injury is unlikely.

In some instances, such as pile testing which requires immediate full energy, soft starts will not be possible. Testing situations will only occur in optimal visibility conditions (i.e. MMO can easily and confidently observe the MMOZ for the required period) when the designated MMO shall ensure that the exclusion zone has been closely monitored for 30 minutes and that no mammals have been present in that period.

4.2.1.3 Normal operation procedure

If marine mammals have not been sighted within or are not likely to enter the MMOZ during the soft start procedure, piling may start at full impact energy. MMO(s) should continuously undertake visual observations during piling activities and shut-down periods. After breaks longer than 30 minutes in piling activity and visual observations or were hampered by poor visibility, the pre-start procedure should be used.

4.2.1.4 Stand-by operations procedure

If a marine mammal is sighted near the observation zone during the soft start or normal operation procedures, the operator of the piling rig should be placed on stand-by ready to shut-down the piling rig. The MMO(s) should continuously monitor the marine mammal in sight.

4.2.1.5 Shut-down procedure

If a marine mammal is sighted within or about to enter the shut-down zone, the piling activity should be stopped immediately. If a shut-down procedure occurred and marine mammals have been observed to move outside the observation zone, or 30 minutes have lapsed since the last marine mammal sighting, then piling activities should recommence using the soft start procedure. If marine mammals are detected in the observation zone and poor visibility sets in, operations should switch to poor visibility procedures.

4.2.1.6 Post-piling observations

The MMO(s) should maintain a watch of the MMOZ (and beyond) for at least one hour after pile driving activity has ceased (or as long as daylight allows). In particular, observers are looking for any indication of marine mammal presence in the wider vicinity to evaluate the duration of effect that piling activities might be having.

4.2.1.7 Poor visibility procedure

Poor visibility is defined as sea fog (on the water surface), winds greater than 20knts and/or rain or sun glare that obstructs more than 50% of MMOZ. If these any of these conditions occurs to an extent that makes it too difficult for the MMO to visually inspect the MMOZ for marine mammals, then piling activities should be postponed until conditions improve. If the MMOZ is prone to strong sea chop or afternoon sea breezes (i.e. wind greater than 20knts), and does not adversely affect piling operations, an additional MMO should be employed at a second observation location to ensure adequate coverage of the MMOZ. If, during periods of poor visibility, there are more than three shut-downs due to marine mammals within the MMOZ, piling activities should be stopped for the remainder of the day.

4.2.2 Marine mammal observers (MMO)

As many of the control measures are triggered by the sighting of a marine mammal, a key part of these measures is having a MMO on continuous watch throughout pile driving operations. All MMOs on the project will, at a minimum, have attended and

passed a DOC approved **MMO** training course in accordance with the code of conduct⁴ developed by the Department of Conservation.

The DOC approved MMO training course comprises two parts, an online component and a 3-4 day practical, these will cover:

- Online component
 - NZ law and requirements of the code
 - The role of observers
 - NZ marine mammals
 - Marine Mammal Acoustics and underwater sound
 - General seismic operations
 - Visual observations
 - Navigation
 - Weather and Environmental conditions
 - Passive acoustic monitoring
 - Vessel health and safety
 - General observer issues
- Practical component
 - MMO equipment
 - Navigation (compass use, bearings etc)
 - Calculating distance (reticule binoculars etc)
 - Plotting marine mammal detections and track logs
 - Marine Mammal identification
 - Detection procedures
 - Completing DOC reporting forms

The above standard course material will be supplemented with a piling specific module, developed for Lyttelton's special characteristics and the cruise berth project.

The observer(s) has two general duties;

1. to detect, record and report the presence of marine mammal within the wider operations area, and
2. to enforce noise control measures, including documenting any action taken (if necessary).

Marine mammal sightings will be logged and reported according to the schedule in section 5.2.

Through its normal inspection and validation procedures, LPC will undertake periodic audits of the MMO performance, qualifications and effectiveness. The LPC personnel undertaking the audit(s) will also have attended and passed a DOC approved **MMO** training course in accordance with the code of conduct⁴ developed by the Department of Conservation.

⁴ Code of Conduct for Minimising Acoustic Disturbance to Marine Mammals from Seismic Survey Operations
Cruise Berth Project
Marine Mammal Management Plan
November 2018



Photograph 4.1: Marine mammal observation

4.2.3 Visiting cetaceans

To minimise the risk of any visiting species (e.g. visiting southern right whale or orca) swimming into inner Harbour regions and becoming confused and 'trapped' by pile-driving noise, a central contact point will be established with DOC (and other project staff) to obtain up-to-date regional sighting information for the duration of the project (see section 6). With this information, the MMO can anticipate and verify the potential presence or absence of any other marine mammals sighted in or near the project area.

Specifically, if a southern right whale, orca, or humpback whale is sighted within Lyttelton Harbour/Whakaraupō west of a line between Godley Head and Adderley Head, LPC will investigate, and if their presence is confirmed, pile driving will cease and be suspended until the animal(s) has relocated east of a line between the western headland of Breeze Bay and the eastern headland of Camp Bay (Appendix A).

4.2.4 Additional control measures

Other, more theoretical, mitigation options could be considered and tested during the cruise berth construction period, given that LPC has several future development projects that will also involve extensive pile driving. To evaluate the effectiveness of potential noise reduction options, and alternative observation methods the following controls/methods shall, if possible, also be evaluated:

- Piling modification mitigation options including pile stroke (e.g. change in contact time of the hammer) and contact dampening (e.g. wood, plastic or nylon dolly/cushion block);
- Any other sound isolation or dampening techniques considered practical or warranted by LPC;
- Use of autonomous unmanned aerial vehicles to provide imaging (colour and infra red) of the MMOZ, including investigation of automated warning systems

The results will be reviewed to determine the distance that TTS effects could occur, effectiveness of alternative observation methods and effectiveness of any contingency measures considered to reduce any effects. Actual implemented controls will be dependent on the underwater noise levels recorded and efficacy of the controls/methods.

5 Monitoring and reporting

Monitoring and reporting measures will allow the LPC Project Manager and Contractor to adjust mitigation where necessary to manage any risk of impacts on marine mammals. Monitoring and reporting requirements are set out in the following sections.

5.1 Monitoring

The monitoring of marine mammals focuses on monitoring any behaviour responses of marine mammals to piling operations using visual observations by the MMO(s) on the piling platform (and/ or any alternative observation platform) and passive acoustic detections of Hector's dolphin presence around the Harbour. Combining this monitoring data will determine marine mammal (primarily Hector's dolphin) behavioural responses to the various pile driving activities and noise levels and enable mitigation to be improved, for example more effective sized MMOZ or better observation techniques.

5.1.1 Visual monitoring

Before, during and after pile driving operations, the MMO(s) must visually monitor the area around the pre-determined marine mammal observation zone from the piling activity as well as scanning the wider area of the Harbour.

Each observer will have electronic or hard-copies of the Marine Mammal Sighting forms (Appendix A) with them at all times. When a marine mammal is sighted this will be reported on the sighting form sheets.

- What species of marine mammal is sighted?
- Date and time the marine mammal is sighted?
- At what stage of piling operations is the marine mammal sighted (e.g. pre-start, soft start, normal operation, stand-by operation, shut-down or post operations)?
- At what approximate distance is the marine mammal visible?
- Heading and distance from the vessel.
- Direction in which the animal is travelling.
- If the marine mammal is present while the pile driving operation changes, what is its reaction (eg does it immediately leave, does it leave and return, does it stay)?
- Short description of the animal(s) and their behaviour.
- Mitigation action taken, if any.
- Observer name and position.
- Photographs and video footage are recommended.
- Local weather conditions and sea state.

5.1.2 Underwater acoustic monitoring

Passive underwater acoustic monitoring within the proposal area will occur before, during and after the construction of the cruise berth. Four CPODs (passive acoustic monitoring devices) are installed to gather seasonal data on Hector's dolphin presence and frequency within the Harbour and near pile driving areas, as well as outside the Harbour (e.g. control sites). These devices have gathered over one year of baseline data

Cruise Berth Project
Marine Mammal Management Plan
November 2018



prior to any of the cruise berth construction commencing. These CPODs will remain for the duration of the project and for as long as practical after the project has been completed.

The resulting data from the CPODs, moored Soundtraps and temporary devices (discussed in section 4.1.1) will be used (in conjunction with the visual monitoring data) to verify the predicted visitation/presence of marine mammals to determine use of the project area by marine mammals during active piling operations and to determine the continued presence, or return, of marine mammals in the project area following the completion of pile driving activities.

5.2 Reporting

The following table sets out the reporting frequency.

Table 5-1 Written Report requirements

Information	Timeframe
Marine mammal observer watch and sighting forms must be provided to the LPC Project Manager	Weekly
Providing marine mammal observation sheets and any monitoring data to DOC	Quarterly
Noise verification data collated and reported to LPC Project Manager and DOC	Provide relevant reports to DOC within two weeks of providing to Environment Canterbury
Meetings between LPC Project Manager and DOC staff to discuss monitoring results	Every three months during works and on completion of behavioural and noise monitoring report
All data Cruise Berth Stage Completion Report	Within one year of completing the project

6 Department of Conservation liaison procedures

A two-way liaison with the Department of Conservation shall be established for exchange of marine mammal (southern right whale, humpback whale and orca) sighting data throughout the project.

The Department of Conservation shall be contacted weekly over the project period to obtain real-time/recent sighting information. Information will be shared with the MMO(s). This will allow project managers to anticipate and mitigate potential interactions with any whale species sighted in and near the project area.

In addition, LPC shall collate and, on a quarterly basis, share any observer sighting data with DOC.

Contact persons and contact details:

Contact person (DOC): Rachel Brown 0275417691 rabrown@doc.govt.nz

Contact person (LPC): Jared Pettersson 021 679 838 jared.pettersson@lpc.co.nz

7 Updating the MMMP

To maintain relevance, this Plan must be reviewed at the following times and amended where necessary:

- Upon completion of the pile driving noise monitoring and spatial acoustic modelling;
- Following collation and reporting of the behavioural and noise monitoring data and before any subsequent seasonal piling stage, particularly the second summer season;
- Following any marine mammal entanglement incident or near incident;
- At the completion of each piling stage;
- If the size or length of the pile changes or the piling method during the project; and
- Any new dolphin sighting or information data as it becomes available.

8 References

Clement D 2018. Cruise berth development 2018: Assessment of effects on marine mammals. Prepared for Lyttelton Port Company Ltd. Cawthron Report No.3251. 29 p. plus appendix.

Humpheson D. 2018. Cruise Berth : Underwater sound levels. Prepared for Lyttelton Port Company Ltd. Report No. 60554229. P. 24.


Pine MK 2018. Acoustic monitoring of Hector's dolphins within Lyttelton Harbour: third quarterly report. Draft report prepared for Lyttelton Port Company Ltd. by Styles Group – Acoustic & Vibration Consultants. 32 p.

9 Applicability

Enviser Ltd has prepared this report for Lyttelton Port Company and contractors delivering the Cruise Berth Project in accordance with the agreed scope. No other party may rely on this report, or any conclusions or opinions within it, for any purpose without the express written permission of Enviser Ltd.

The opinions and conclusions within this report are based on the information that was viewed during preparation of the report.

Prepared for Enviser Ltd by:



Jared Pettersson
Director
CPEng, CMEngNZ, IntPE

Reviewed for Enviser Ltd by:



Director

Marine Mammal Expert



Dr Deanna Clement
Marine Mammal Ecologist
Cawthron Institute



Underwater Noise Specialist



Dr Matt Pine
Marine Acoustician
Styles Group Limited



Noise modelling specialist



Darran Humpheson
AECOM
BSc(Hons), MSc, MIOA, MASNZ



Cruise Berth Project
Marine Mammal Management Plan
November 2018



21

Appendix A: Reporting Forms

Item 12
Attachment D

Cruise Berth Project
Marine Mammal Management Plan
November 2018

lpc Lyttelton
Port of
Christchurch


enviser

MARINE MAMMAL SIGHTINGS FORM				
Date	Pile driver type/name	Pile number	Time at start of encounter	Time at end of encounter
Observer name		Location / position on land		Water depth (metres), Beaufort, glare:
Species		Bearing/angle to animal (when first sighted)	Distance to animal (when first sighted)	
Description (include features: size, colour and pattern, shape and position of dorsal fin, direction and shape of blow)		Total number	Number of adults	
		Number of juveniles	Number of calves	
Behaviour (at start of sighting and any changes observed relative to changes in pile driving activity) (Feeding, resting, travelling, socialising, breaching, bow riding etc – see reference sheets)			Photograph taken	
			Y N Direction of travel (compass) N S NE SW E W SE NW variable stationary	
Direction of travel (relative to platform) Towards Away Parallel (east or west direction) Variable Stationary Other (explain)		Piling activity at first animal detection Normal Soft start Pre-start Post-observation Stand-by Shut-down	Piling activity at last animal detection Normal Soft start Pre-start Post-observation Stand-by Shut-down	
Time animals entered mitigation/exclusion zone	Action taken None required Delayed start Stand-by Shut down		Time animals left mitigation/exclusion zone	
	Length of time mitigation employed			

START A NEW LINE FOR EACH NEW START-UP OF PILE DRIVER.

RECORD FOR ALL WATCHES EVEN IF NO MARINE MAMMALS ARE SEEN

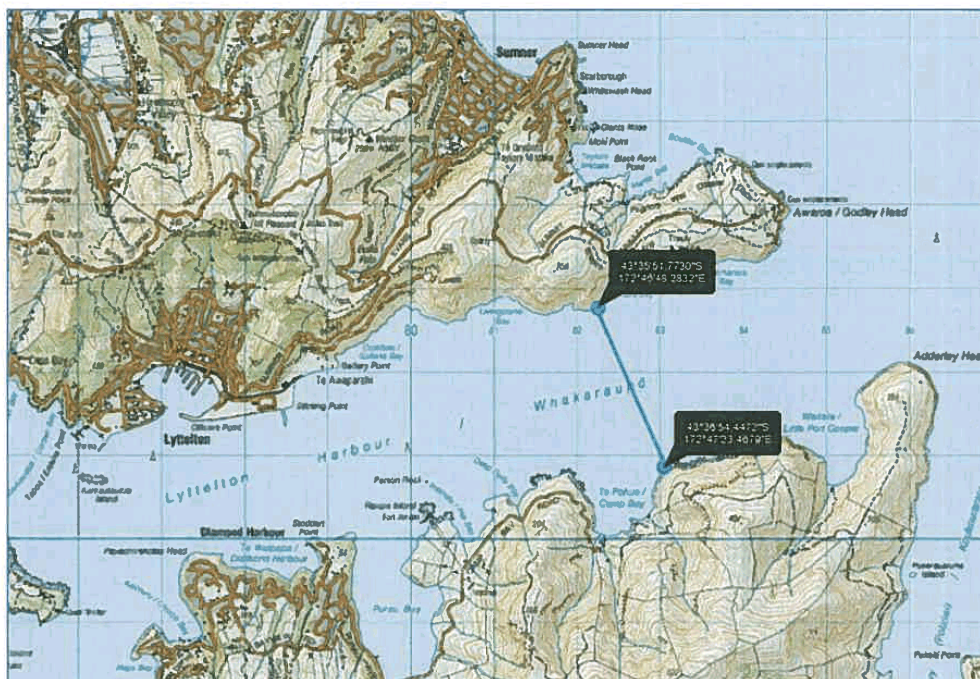
Observer name and location:

Observer watch start/end times:

Piling start/end times:

[illegible]

Appendix B: Whale and Orca Line



Cruise Berth Project
Marine Mammal Management Plan
November 2018

lpc Lyttelton
Part of
Christchurch

enviser

Marine Mammal Sighting Information Summary

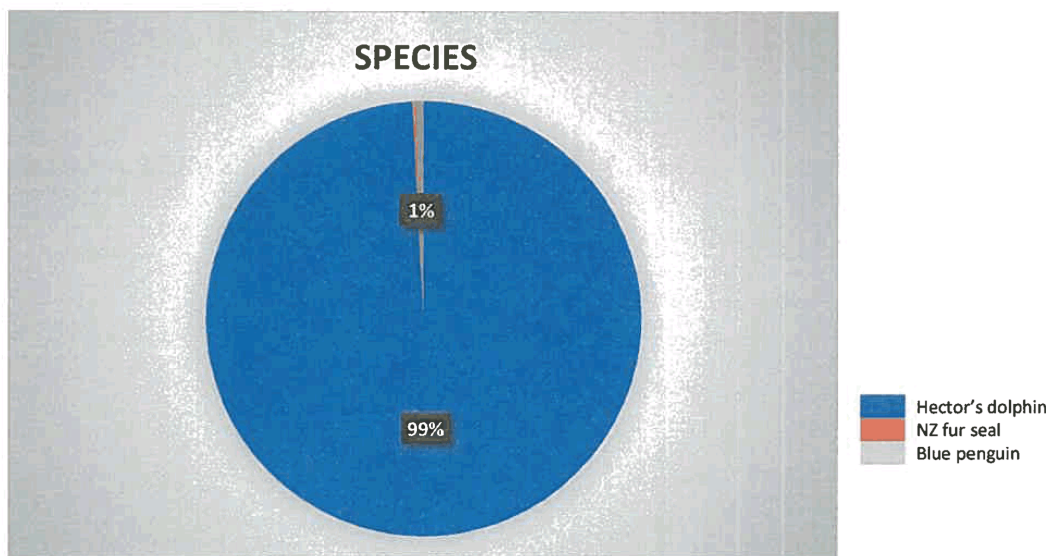
Z berth/HEB worksite

(7 December 2018-17 November 2019)

OVERVIEW OF SPECIES

There was a total of 385 sightings with 1,491 individual marine mammals and 9 blue penguins sighted during the period of 7 December 2018-17 November 2019 from Z berth on the HEB worksite.

Species	Number
Hector's dolphin	1,488
NZ fur seal	3
Blue penguin	9
	1,500



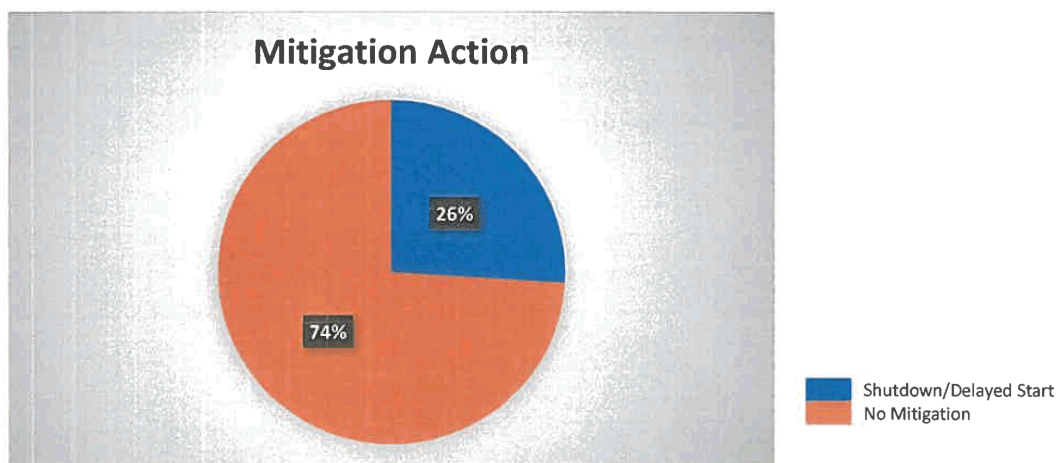
Marine Mammal Sighting Information Summary

Z berth/HEB worksite

(7 December 2018-17 November 2019)

OVERVIEW OF MITIGATION ACTIONS

Of the 385 sightings, 285 (74%) did not require mitigation (30 of these sightings occurred during post piling observation), 86 (22%) resulted in a delay to the start of piling, and 14 (4%) sightings resulted in the shutdown of piling.

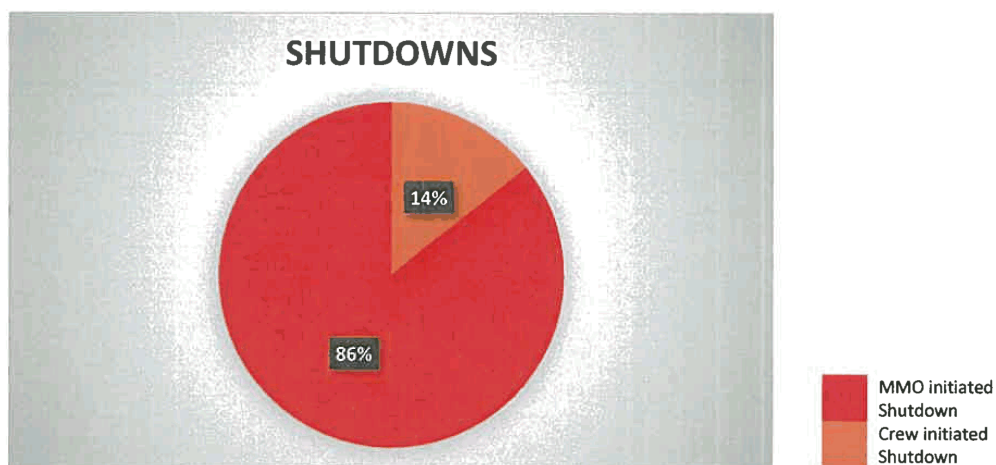


Marine Mammal Sighting Information Summary

Z berth/HEB worksite
(7 December 2018-17 November 2019)

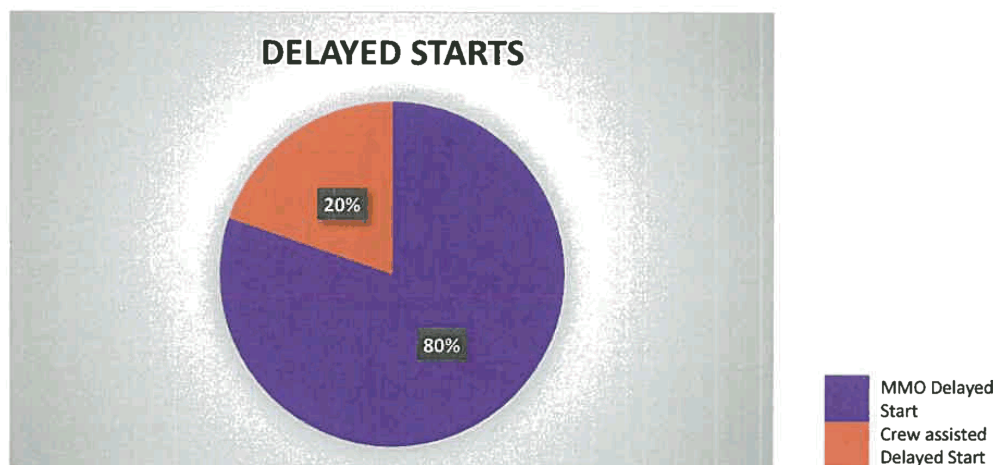
OVERVIEW OF SHUTDOWNS

There was a total of 14 Shutdowns, which included 2 x Shutdowns voluntarily called by the HEB crew.



OVERVIEW OF DELAYED STARTS

There was a total of 86 Delayed Starts. This included 2 x Delayed Starts voluntarily called by the HEB crew and 15 x Delayed Starts that were assisted by the HEB crew (i.e. the HEB crew were first to make the sighting and then alerted the MMO).



January 29, 2020

Ms Tori Peden, Chair
Banks Peninsula Community Board
25 Canterbury Street, Lyttelton

PO Box 102
Akaroa 7542

Dear Tori and Community Board Representatives

Re: Cruise Ship Emissions and Related Activity in and Around Akaroa Harbour

I noticed the Board is requesting information from Environment Canterbury regarding compliance of the levels of emissions from cruise ships in the Lyttelton Harbour in today's agenda dated February 3, 2020.

I ask that the Board write a formal request of information from Environment Canterbury regarding compliance of the levels of emissions in the Akaroa Harbour which has hosted more than 638 cruise ships since the Port of Lyttelton was closed due to the 2011 earthquake. Wainui residents have complained of excessive fumes and decimated sea life along the shoreline for years yet little if any monitoring has taken place.



Majestic Princess, November 6, 2019

I understand from the cruise industry that "scrubbers" are currently in use with regard to the Akaroa Harbour to lower emissions. However, they do not appear to be in use on many ships, especially ones that drop anchor out of view of the township. A critical question to ask Environment Canterbury is if the water and chemicals used during the scrubbing process are then discharged into the Akaroa Harbour which is home to numerous Hector's dolphins and other protected wildlife.

It should also be noted that cruise ships enter the Akaroa Harbour along the edge of the Dan Rogers Marine Reserve.



Norwegian Jewel, January 8, 2020



Noordam, January 9, 2020



Seven Sea Voyager, January 16, 2020 anchored out of sight of Akaroa

Thrusters often disturb the seabed although the activity is defended by the cruise industry as well as Environment Canterbury as being essential to allow tenders to pick up and deliver passengers during strong winds. It would perhaps be better if ships were not allowed to entre the Akaroa Harbour under such circumstances based on safety and environmental concerns.



Majestic Princess, November 24, 2019



Golden Princess, November 25, 2019

Cruise ship buses continue to congest Akaroa's narrow streets from October through early April but to date Christchurch City Council has not informed residents regarding how it intends to resolve overcrowding in the township. It is understood that buses will start bringing cruise passengers from Lyttelton to Akaroa in 2020 but the Council has yet to inform ratepayers about how traffic, parking and overcrowding will be mitigated. The issue is one of public health and safety as well as residents being able to function and live comfortably in a small historic town that is their home.

The next cruise season is nine months away. It would be prudent if the cruise industry and the Council took notice of the situation in terms of planning. Direct and honest communication would be appreciated in this regard. An update from the Cruise Action Group would also be appreciated.

Regards,

Victoria Andrews

Cc: Harry Stronach, Akaroa Voice
Mike Norris, Akaroa Civic Trust
Jim Dilley, ECan
Kristine Bouw, CCC



Customer Services
P. 03 353 9007 or 0800 324 636
200 Tuam Street
PO Box 345
Christchurch 8140
www.ecan.govt.nz/contact

19 February 2020

Ms Tori Peden
Chairwoman
Banks Peninsula Community Board

Dear Ms Peden

Vessel Emissions and Related Activity in and Around Akaroa Harbour

I have received your request for information. Please find enclosed details of the matters requested and some additional information that may be useful. I am always available to provide updates to the Board, whether in person or in writing, should that be required.

Yours sincerely



Jim Dilley
Regional Harbourmaster

Encl: **Vessel Emissions and Activity in Akaroa Harbour**

Our ref: NAVI/SCO/PRT/1
Your ref:
Contact: Jim Dilley

Vessel Emissions and Activity in Akaroa Harbour

The information requested is available on the Environment Canterbury website within the pages dedicated to cruise vessel operations¹.

Emissions/Discharges

To provide background on the matter of atmospheric emissions and discharges from vessels I have copied the following explanation from the Ministry of Transport website.²

In December 2019 the Government announced the planned accession to the International Maritime Organization (IMO) convention Marine Pollution (MARPOL) Regulations for the Prevention of Air Pollution from Vessels by late 2021.

MARPOL Annex VI regulates atmospheric emissions from vessels. It is also the platform for IMO action to reduce greenhouse gas emissions from vessels, with further measures set to be adopted in 2023.

The current sulphur limit of 3.5 percent by mass for marine fuels will drop to 0.5 percent when more stringent Annex VI regulations take effect globally on 1 January 2020. Compliance can be achieved by using low sulphur fuel or fitting an exhaust cleaning system known as a 'scrubber' to reduce emissions to a level equivalent to those from low sulphur fuel.

All vessels 'flagged' to Annex VI party states visiting New Zealand will have to comply with the new regulations from 1 January 2020. Similarly, New Zealand-flagged vessels travelling to states that are party to Annex VI will also have to comply.

Subject to the parliamentary international treaty examination process, and legislation changes necessary to implement the convention, New Zealand is expected to accede to Annex VI in late 2021.

On the basis of New Zealand acceding to Annex VI by late 2021, vessels operating only in domestic waters will have until early 2022 to comply, as Annex VI would come into force for New Zealand three months after accession. This gives shipping and fishing industries sufficient time to prepare for the new regulations.

Vessels visiting Akaroa are generally flagged to Annex VI party states and the requirements of MARPOL Annex VI apply to them. This means vessels are either burning a low sulphur fuel or utilising 'scrubbers' when visiting Akaroa. Environment Canterbury has issued guidance to vessels to assist them to ensure they comply with all legislation. A copy of that advice is included at the end of this document.

Regarding scrubbers there are, very broadly, two types of exhaust scrubbers in use to meet the requirements of MARPOL Annex VI:

¹ <https://www.ecan.govt.nz/do-it-online/harbourmasters-office/commercial-vesselping/cruise-vessels/>

² <https://www.transport.govt.nz/sea/marpol-annex-vi-treaty-to-reduce-air-pollution-in-ports-and-harbours/>

- Closed loop scrubbers utilising a closed system that retains all wash water and contaminants onboard the vessel for proper disposal ashore at approved reception facilities.
- Open loop scrubbers utilising a system that discharges wash water to sea. Open loop systems may have a secondary system to remove contaminants from discharged wash water.

Under the Resource Management (Marine Pollution) Regulations 1988 Environment Canterbury is prohibited from controlling atmospheric emissions and/or discharges related to the propulsion of the vessel. However, our advice to vessels is that the use of compliant fuel or closed loop scrubbers is preferred. If an open loop scrubber is to be used it should have discharge water treatment post scrubbers to remove contaminants.

The use of scrubbers does not mean there will be no visible emissions from a vessel. The scrubbers simply remove certain contaminants. The mechanism utilised by scrubbers to remove contaminants may include the use of water droplets being sprayed into the exhaust gas. This helps remove the contaminants but also produces steam which may be visible when it exits from vessels funnel.

Environment Canterbury has conducted detailed studies of air quality at Lyttleton and found that air quality is comfortably within World Health Organisation and national guidelines – despite significantly greater shipping, rail and road traffic than is the case in Akaroa. Given this, we can be confident there are no issues with air quality in Akaroa from vessels.

Seabed Disturbance

Vessels may disturb the seabed by using their propulsion equipment, thrusters, and anchors. This may produce discoloured water near a vessel, similar to the discolouration seen during periods of rough weather. The use of propulsion equipment, thrusters, and anchors is allowed as part of maritime law.

The Resource Management (Marine Pollution) Regulations 1998 applies. Schedule 4, section 15, describes “vessel propulsion” as part of the “normal operations” of the vessel. Environment Canterbury has discussed this with vessel operators and secured agreement that the use of thrusters will continue to be minimised in Akaroa. This season some vessels have cancelled visits to Akaroa when weather conditions have been, or have been forecast to be, unfavourable for tender operations.

Environment Canterbury has no powers to prevent a vessel from entering Akaroa when it is safe for the vessel to do so. The operation of tenders, and whether it is safe to use them, is a matter for the ships master and the regulation is undertaken by the flag state for the vessel. Environment Canterbury does manage the navigation safety of those tenders, once they are navigating on the water, as it does with all vessels.

Additional Information

I can provide some additional information that may be useful to Community Board members and the community.

We have been provided with an indicative schedule for the 2020/2021 cruise season by the cruise vessel agents. The schedule shows 56 cruise vessels with no double vessel days at this time. Whilst this is subject to change it provides an early indication of possible vessel numbers.

This current cruise season Environment Canterbury has been actively managing vessel movements at Akaroa Wharf on behalf of Christchurch City Council. This appears to have good support from the residents, local and cruise operators we speak to. It is expected this arrangement will be reviewed at the end of the cruise season before any decision is made on activities for the 2020/2021 cruise season.

Guidance to Vessel Operators, Industry and Port Companies

Regional Councils, Maritime New Zealand, the Ministry for the Environment and Harbourmasters are currently working on a nationwide strategy to address the implementation of MARPOL VI regulations in New Zealand. While this is being progressed, the following guidance is in place for the waters of the Canterbury region:

Navigation Safety

A Harbourmasters Direction is in place and requires that any vessel wishing to utilise a different fuel for manoeuvring or use in sensitive areas must change over to that fuel prior to entering the region's waters and at least 4 hours prior to arrival at a pilot station or anchorage. The vessel must remain on the same fuel until it has departed from the region's waters and may not change the fuels used whilst within the region's waters.

Discharges and Contaminants

Any contaminants entering the environment can have adverse effects. The requirements of MARPOL Annex VI came into force around the world on 1 January 2020. This note provides guidance on compliance with requirements of MARPOL Annex VI, best practice and the level of public expectation for vessels operating within the Canterbury region's waters.

All vessel within the waters of the Canterbury region should:

- Utilise MARPOL Annex VI compliant fuel: or
- Operate closed loop exhaust gas cleaning systems, certified and approved in accordance with the International Maritime Guidelines and retain any effluent on board until able to dispose of at the next available port facility.

Vessels fitted with open loop scrubbers should:

- Only operate open loop exhaust gas cleaning systems, certified and approved in accordance with the International Maritime Guidelines, if water treatment post scrubbers is in place (i.e. there is no direct untreated discharge to water), and retaining any contaminants on board until able to dispose of at the next available port facility.
- Open loop scrubbers should not be used whilst alongside a berth in port or whilst at anchor.

Please be aware that any reports of an untreated discharge into the coastal marine area will be investigated by the Regional Council's pollution response team.

Further direction will become available as national policy is created.

Good afternoon,

Head of Three Waters and Waste Helen Beaumont has provided the following information about water restrictions in parts of Banks Peninsula, which address issues that have been reported in media and may assist when dealing with residents.

The residents of Akaroa, as well as Takamatua and Duvauchelle, are understandably upset about the abrupt way the water restrictions came into play this year. We did indeed go from no restrictions to Level 4, a total hosing ban, with no water use outside of the house permitted. During summer we usually introduce a lower level of restrictions and only raise the level if absolutely necessary.

This summer has been different. The streams held up reasonably well through a dry December but then that dry period continued through January (and indeed is still with us). Late in January we had very hot, dry and windy conditions for a number of days in a row, and the flows in the streams, that feed into our water supply, dropped dramatically. With the same hot, dry weather forecast for some time, we needed to take action to prevent possible breaches of our resource consents (taking too much water during times of low flow).

The call was made on 3 February to impose Level 4 restrictions, rather than going to a lower level and having to tighten the restrictions within a couple of days. It's important to note that this call was made within the context of the Council's then-current water conservation campaign, *Water like you oughta*, which began in December and included advertising and communications to Christchurch and Banks Peninsula residents, encouraging them to conserve water outdoors.

We are currently monitoring the stream levels three times a week to ensure we have enough residual flow to meet our consent conditions and to ascertain if the increased flows mean restriction levels can be lowered. Rainfall through January and February has been considerably less than historical averages and stream flows are still very low. Restrictions will not be lifted until streams flows have increased.

Background to the water supply and restrictions

Akaroa and Takamatua are supplied from four streams and two wells. Duvauchelle is supplied from a single stream. The Council takes water in accordance with resource consents issued by Environment Canterbury. We use a plan called the "low flow plan" which is reflective of our conditions set under the consents for these areas. This sets some levels where restrictions may be imposed if pre-extraction stream flows drop below certain triggers.

The Water Supply Wastewater and Stormwater Bylaw provides the framework for water restrictions across the district. Restrictions on the use of water may be imposed by the Chief Executive at any time – this is usually because of drought conditions but may be for any other reason that puts an adequate supply of drinking water at risk.

Regards

Ross Pringle
Chief Advisor to CE
Executive Office



03 941 5682

25 Winchester Street
Lyttelton 8082

PO Box 73027
Christchurch 8154

ccc.govt.nz

12 May 2020

Honorable Kris Faafoi, MP
Minister of Broadcasting, Communications and Digital Media
Minister of Digital Services
k.faafoi@ministers.govt.nz

Honourable Shane Jones, MP
Minister of Infrastructure
Minister of Regional Economic Development
s.jones@ministers.govt.nz

Dear Ministers Faafoi and Jones

The Banks Peninsula Community Board's statutory role is, "to represent, and act as an advocate for, the interests of its community" (Local Government Act 2002, section 52). The Board writes this letter in its capacity as a representative of the communities around Banks Peninsula.

The Board appreciates the Government's commitment to improving broadband connectivity for New Zealanders. However, some settlements on Banks Peninsula do not have access to mobile networks and rely on landlines and slow or non-existent internet service to stay connected. This is unacceptable for communities within greater Christchurch, the second largest city in New Zealand.

It is critical that our communities have access to the broadband infrastructure required to stay reliably connected with each other and key services, particularly while many continue to need broadband for work, remote learning and socialising during the COVID-19 pandemic.

As the Peninsula also periodically becomes isolated during other types of emergencies such as earthquakes and floods, there is a pressing and ongoing need to improve broadband for our communities.

The Board would like fibre broadband to be extended to the following priority communities, which are the most populous settlements on the Peninsula with no planned fibre. This shovel ready initiative would inject jobs into the local economy, aiding recovery from COVID-19.

- Lyttelton West to Charteris Bay (including Lyttelton West, Corsair Bay, Cass Bay, Rapaki, Governors Bay, Allandale, Teddington and Charteris Bay)
- Okains Bay (currently no internet connectivity)
- Pigeon Bay
- Le Bons Bay
- Birdlings Flat



We appreciate the Government's commitment to improving communications. Extending fibre broadband to additional communities on Banks Peninsula would support social and economic recovery from COVID-19 and improve long-term wellbeing.

If you have any questions please do not hesitate to contact me. The Board looks forward to your reply.

Yours faithfully,



Tori Peden
Chairperson, Banks Peninsula Community Board
Christchurch City Council

Cc: Honorable Amy Adams, MP for Selwyn

Date: 29/1/2020

To: Banks Peninsula Community Board
From: Seafarers Welfare Board for New Zealand
Regarding: Public forum (3/2/2020) - Establishing a Port Welfare Committee in Lyttelton.

The Seafarers Welfare Board for New Zealand (SWB) is New Zealand's National Seafarers' Welfare Board (NSWB), under the Maritime Labour Convention (MLC), responsible for overseeing the standard of care for foreign and national seafarers arriving in New Zealand ports.

The MLC came into force for New Zealand on 9 March 2017.

One provision of the MLC (4.4) is that each NZ port should have a 'Port Welfare Committee (PWC)' to ensure the MLC standard of care is being met.
Currently, Lyttelton does not have a PWC.

We would therefore like to talk to the Banks Peninsula Community Board about setting up a PWC in Lyttelton this year; and how your Board may like to assist us in this process.

Please, see the link to a video and information on PWCs.

<https://www.portwelfare.org/welfare-boards-.html>

Your Sincerely,

Reved John McLister
Chairperson, Seafarers Welfare Board for New Zealand
Seafarers Chaplain, Lyttelton



50 Victoria Street
Private Bag 6995
Wellington 6141
New Zealand
T 64 4 894 5400
F 64 4 894 6100
www.nzta.govt.nz

12 May 2020

Tori Peden
Chairperson – Banks Peninsula Community Board
Christchurch City Council
C/o Liz.Carter@ccc.govt.nz

Ref: NZT-4852

Dear Tori

Thank you for your letter of 21 April 2020 regarding people using a picnic area alongside State Highway 75 in Robinsons Bay as a freedom camping site.

As stated in Hon Phil Twyford's reply to Peter Steel, and reiterated in Richard Topham's email of 22 January, Waka Kotahi New Zealand Transport Agency does not have the powers or the resources to restrict the use of rest areas along state highways.

Under the Land Transport Management Act, Waka Kotahi must act in a way that contributes to an effective, efficient and safe land transport system in the public interest. Road safety is a key priority for us – in particular, minimising driver fatigue on the roads by preserving the ability of drivers to stop at rest areas. For that reason, we do not restrict stopping on its land unless there is a clear road safety concern.

We have discussed the Robinson Bay rest area with the Christchurch City Council. The Freedom Camping Act 2011 that councils use to restrict or allow freedom camping on local roads under a bylaw does not apply to the State Highways. As such they are also unable to legally regulate freedom camping in this rest area or meaningfully address this issue.

We have now provided a portaloos at the Robinson Bay rest area, which should reduce the problems raised by Peter Steel. We will continue to monitor this site and ensure that it is kept clean and tidy. Please contact us if this is not the case.

If you would like to discuss this reply with Waka Kotahi, please contact Peter Connors, Manager, System Management – Central South Island, by email to peter.connors@nzta.govt.nz, or by phone on 03 964 2815.

Yours sincerely



Wayne Oldfield
Senior Manager, System Management

9 March 2020

03 941 6633

Christchurch City Council
Alison.McLaughlin@ccc.govt.nz
53 Hereford Street
Christchurch 8154

Lyttelton Recreation Centre
25 Winchester Street, Lyttelton

PO Box 73027
Christchurch 8154

ccc.govt.nz

Hello,

Feedback on the Home-Share Accommodation District Plan Review

The Banks Peninsula Community Board appreciates the opportunity to provide feedback on the Christchurch City Council's Home-Share Accommodation District Plan Review.

The Board's statutory role is, "to represent, and act as an advocate for, the interests of its community" (Local Government Act 2002, section 52). The Board provides this feedback in its capacity as a representative of the communities around Banks Peninsula.

As a popular destination for visitors from the region, country and overseas, there are many home-share accommodation listings across Banks Peninsula that provide job opportunities for locals and a classic Kiwi lifestyle for bach-owners. We have also heard from our communities that there is a lack of affordable housing in some of our settlements, particularly for young families, low income residents and seasonal workers.

We are committed to getting the balance right between tourism opportunities and environmental, social and cultural values.

A one-size fits all approach to home-share accommodation across the Christchurch City Council area may not be suitable for the Peninsula's context. However before forming a view on a preferred option, we look forward to receiving a briefing on the feedback provided by our communities during this consultation period. We will then continue to work with staff on this matter.

If the preferred option requires further consultation, we expect early and quality consultation with Banks Peninsula communities.

Yours sincerely,



Tori Peden

Chairperson
Banks Peninsula Community Board

TO: Christchurch City Council
PO Box 73017
Christchurch 8156
Email: katy.mcrae@ccc.govt.nz

SUBMISSION ON: Draft Annual Plan 2020-21

SUBMISSION BY: Banks Peninsula Community Board

CONTACT: Lyttelton Recreation Centre
PO Box 73027
CHRISTCHURCH 8154
Email: amy.hart@ccc.govt.nz

DATE: 9 April 2020

The Banks Peninsula Community Board appreciates the opportunity to provide a submission to the Christchurch City Council on the Draft Annual Plan 2020-21.

The Board's statutory role is, "to represent, and act as an advocate for, the interests of its community" and "to prepare an annual submission to the territorial authority for expenditure within the community" (Local Government Act 2002, section 52). The Board provides this submission in its capacity as a representative of the communities around Banks Peninsula.

The Board's priorities include managing the impact of tourism on Banks Peninsula, and we acknowledge the uncertainty around the medium to long term impact of COVID-19 on tourism in New Zealand and Banks Peninsula. However the Board remains committed to advocating for a successful and sustainable visitor economy that ensures the Peninsula is prepared for the return of visitors, and is well placed to benefit from the Peninsula's future value as a destination.

Governance staff have advised that the Annual Plan 2020-21 is not the forum for considering new initiatives of additional spending. The Board considered this advice and agrees in principle, but feels that the increased levels of service identified in this submission are of sufficient importance to our community and its economic recovery from COVID-19 to warrant inclusion. We believe staff have the capability to find innovative solutions in delivering them.

The Board wishes to be heard in support of this submission.

Yours sincerely,



Tori Peden
Chairperson, Banks Peninsula Community Board

Banks Peninsula Community Board
Submission on Christchurch City Council Draft Annual Plan 2020-21
6 April 2020
Page 1 of 6

	Issue	Comment
1	Destination Management Plan for Banks Peninsula	<p>Banks Peninsula is a popular tourism destination for residents of Christchurch, New Zealand and overseas. We are committed to supporting the Peninsula's economic recovery from the impact of COVID-19. It is key that in future tourism opportunities are balanced with environmental, social and cultural values so that the Peninsula is an enjoyable place to live and visit with a vibrant tourism economy.</p> <p>A Destination Management Plan for Banks Peninsula is an essential tool in the delivery of a successful and sustainable visitor economy. The Plan should take account of current and future environmental, social, cultural and economic impacts by addressing:</p> <ul style="list-style-type: none"> • Economic recovery from the impact of COVID-19, including support for local businesses and employment opportunities • The needs of the environment, residents, Papatipu Rūnanga and local businesses • The needs of local, national and international visitors • How many and what type of visitors provide the best value for the community • Cruise ship management • Freedom camping • Infrastructure demands • The impact of seasonality on small businesses and the community • Accommodation issues for seasonal and low income workers • Carbon emissions, pollution and waste <p>While ChristchurchNZ's role is to promote tourism and economic development, we believe that the Council has a key role to play in providing leadership so that a Destination Management Plan balances multiple factors, namely environmental, social cultural and economic.</p> <p>The Board requests funding in the Annual Plan for a Council staff resource to scope a Destination Management Plan for Banks Peninsula, with input from Papatipu Rūnanga, residents, local businesses, environmental organisations, ChristchurchNZ and the Board.</p> <p>The Board signals the need for funding in the next Long Term Plan to develop a Destination Management Plan.</p>

Banks Peninsula Community Board
Submission on Christchurch City Council Draft Annual Plan 2020-21
6 April 2020
Page 2 of 6

2	Project Manager for Cruise Ship Planning	<p>For FY2019-20 there is a Council staff resource for cruise ship planning to:</p> <ul style="list-style-type: none"> • Coordinate cruise ship planning across the many public and voluntary agencies involved • Develop a short-term Cruise Ship Plan to respond to the anticipated change in visitor dynamics resulting from the new cruise ship berth in Lyttelton (currently scheduled to open in October 2020). <p>It is critical that this role continues so that Lyttelton and Akaroa are well prepared for the next cruise season and can welcome visitors, thereby aiding the Peninsula's economic recovery from COVID-19 while mitigating any negative impact on the environment and local communities.</p> <p>The Board requests funding in the Annual Plan for this role to continue in FY2020-21.</p>
3	Public Toilets on Oxford Street, Lyttelton	<p>The Lyttelton Harbour Information Centre and the wider community have identified the need for the public toilets adjacent to the Information Centre on Oxford Street to be refurbished and have their capacity increased to meet the needs of existing users as well as visitors arriving at the new cruise ship berth (currently scheduled to open in October 2020). This project would support the visitor economy in the Lyttelton Harbour area, which would aid economic recovery from COVID-19.</p> <p>Staff are currently investigating the scope and budget for this project. The Board requests funding in the Annual Plan for this project if there is a funding shortfall from existing budgets.</p>
4	Public Toilet Hygiene	<p>While one of the key measures to mitigate the spread of COVID-19 is washing hands regularly with soap and water or cleansing with hand sanitiser, some public toilets in Banks Peninsula do not have soap or hand sanitiser.</p> <p>The Board requests that the Council provide soap and/or hand sanitiser in all Banks Peninsula public toilets to meet the agreed service level to provide, manage and maintain toilets in a clean, tidy and safe manner.</p>
5	Lyttelton Harbour Information Centre	<p>The Lyttelton Harbour Information Centre (LHIC) is preparing for the opening of the new cruise ship berth in Lyttelton (currently scheduled for October 2020). LHIC would like to welcome visitors and encourage them to spend time in the Lyttelton Harbour area, which would aid economic recovery from COVID-19, by providing the following services:</p> <ul style="list-style-type: none"> • Two paid frontline staff all day at LHIC on cruise visit days • Provide services for independent operators on cruise days (e.g. ticket sales, crowd management) • Increase availability of commissionable sales products • Provide information and assistance to cruise visitors spending the day in the Lyttelton Harbour area

		<ul style="list-style-type: none"> • Liaise with businesses, tour operators, tourism agencies, cruise ship operators and the harbour basin community • Provide two ambassadors for two hours on board cruise ships on the morning of docking. The ambassadors would provide information and options for passengers not yet committed to an on-shore excursion. (This service was previously provided by ChristchurchNZ, but it is no longer resourced to deliver.) <p>The Council currently provides LHIC with a \$10,000 annual operating grant. The Board supports LHIC's Annual Plan submission requesting an additional modest operating grant so that it can provide some of the services above. The Board signals the need for increased annual funding in the next Long Term Plan to enable all of the services above to be provided on an ongoing basis.</p>
6	Akaroa and Lyttelton Design Review Panels	<p>The Akaroa and Lyttelton Design Review Panels provide effective design advice on local developments. This advice aligns with the requirements of the Christchurch District Plan and is often incorporated into staff planning reports and the applicants' final designs, which improves design and urban environment outcomes.</p> <p>The Council allocated funding in the 2019-20 Annual Plan for an honorarium of \$200 per meeting and mileage reimbursements to Panel members at the Inland Revenue rate. Some of this budget currently remains as the Panels were on hold over the 2019 election period.</p> <p>If the members of these bodies do not receive an honorarium, there is a risk that their professional skillset will not be retained and the quality of advice will decrease. The Board requests that any remaining funds in this budget are carried forward to FY2020-21. The Board will be requesting ongoing funding through the Long Term Plan.</p> <p>Please note: The Urban Design, Resource Consent and Community Governance Teams will continue to provide advice and support to the Panel and applicants from within existing budgets.</p>
7	Banks Peninsula Community Sports Complex	<p>The Banks Peninsula Community Sports Complex Group would like to partner with the Council to develop a Sports Complex in Akaroa. The Board requests that staff continue to work with the Group to form a partnership to enable the Sports Complex to be developed. The Board signals the need for funding in the next Long Term Plan for this project, including renewing the Akaroa tennis and netball courts.</p>

8	Reserve Management Committees	<p>There are fifteen Reserve Management Committees (RMC) on Banks Peninsula, which are sub-committees of the Board. The RMCs work in conjunction with Council staff to carry out work on reserves that vary from campgrounds to multi-use recreational spaces and often include community halls. Members contribute significant volunteer time to this role.</p> <p>The Council allocated \$130,000 in FY2019-20 for modest capital projects in RMC areas that do not have standalone funding in the Long Term Plan. These projects are identified by RMCs, which has empowered them to drive projects that benefit local residents and build stronger, more connected communities.</p> <p>Awa-iti, Cass Bay, Le Bons Bay and Lyttelton RMCs have made submissions requesting funding for a range of projects. The Board requests that any remaining funds in the RMC Capital Projects budget are carried forward to FY2020-21 to enable these valuable projects to be completed.</p> <p>The Board also supports submissions from the Garden of Tane and Robinsons Bay Reserve Management Committees requesting that any remaining capital renewal funds for Project ID 3113 and 422 are carried forward to FY2020-21 to enable these programmes to be completed.</p>
9	Cass Bay Playground	<p>The Cass Bay Playground is well used by local residents and a large number of visitors as the settlement has become a summer destination for Christchurch City. The playground lacks accessible equipment, which prevents children with disabilities from enjoying integrated play with their siblings and friends.</p> <p>The Board acknowledges the Cass Bay Reserve Management Committee's submission on this matter, and signals the need for funding in the next Long Term Plan to renew the playground with accessible equipment when it is at end of life.</p>
10	Banks Peninsula Reserves Management Plan	<p>The Banks Peninsula Reserve Management Plan is funded and under development. This will provide a strategic direction for management, protect biodiversity and conservation values and guide and promote recreational activities.</p> <p>The Board supports the Lyttelton Reserves Management Committee's submission supporting the development of the Banks Peninsula Reserve Management Plan.</p>
11	Port Hills Parks Plan	<p>The Port Hills Parks Plan has committed funding in FY2020-21. This will set a strategic direction for management of this area, protect biodiversity and conservation values and guide and promote recreational activities.</p>

		The Board supports the Cass Bay Reserve Management Committee's submission supporting the development of the Port Hills Parks Plan.
12	Okains Bay Potable Water Supply	The Board supports the Okains Bay Reserve Management Committee's submission supporting the Okains Bay Potable Water Supply (Project ID 52902).
13	Capital Programme	The Board supports all of the capital projects in Banks Peninsula proposed in the Draft Annual Plan.

Banks Peninsula Community Board

January 2020

Significant Council Project in the Board Area

5.4 Infrastructure projects underway

Project: **Akaroa Wharf Renewal**
Project Phase: Plan / Investigation and Scheme Design

The renewal of the Akaroa Wharf considers the replacement of the existing wharf and requires careful consideration of functional requirements, heritage and community inputs. Repair works are currently underway in order to keep the structure functional for up to 5 years, before which time the new wharf should be constructed. Works were delayed due to weather conditions and delays in the manufacture of the pile bracing with works anticipated to be completed in early January 2020.

The design team is currently developing a series of options which will be consulted on early in 2020. Each design is being tested through a multi-criteria assessment with 2 workshops held on 9th and 19th of Dec 2019 which considered the range of issues to be considered as a part of the final design including but not limited to; heritage, commercial use, costs, maintenance costs, cultural considerations and ecological impacts. The outputs of the multi-criteria assessment will provide a framework for the decision-making process that can be used by staff as a part of the public consultation process.

An update was provided to the Community Board on 2 December 2019 which included the consultation, current design process and next steps.

Project: **Awa-iti Domain Tennis Courts Renewal**
Project Phase: Execute / Construction

Physical works underway December 2019.

Project: **Cass Bay Playground Toilet Renewal**
Project Phase: Execute / Detailed Design

January 2020

The Exeloo has been ordered for delivery in April 2020. Detailed design is complete. contract documents are being prepared to go out to tender in February along with Roto and Stoddard's Point projects.

Project: **Cressy Tce Retaining Wall Renewal**
Project Phase: Close / Defects Liability

Project to repair the existing EQ damaged retaining wall beneath the road on Cressy Terrace. The project was completed November 2019.

Project: **Cressy Terrace Tennis Courts**
Project Phase: Execute / Detailed Design

The earthquake caused damage to the tennis courts causing cracks and uneven areas on the court surface.. This project is currently in the Detailed Design Stage and is due for completion May 2020.

Project: **Delivery Package Community Parks Buildings Renewals**
Project Phase: Execute / Detailed Design

This delivery package is for the Stoddard's Point toilet renewal. Detailed design is complete and the Exeloo toilet manufactured and delivered early. Installation will be combined with other toilets in Cass Bay and Roto Reserve. Completion will now be April. Some MBIE funding has been approved.

Project: **Delivery package for Memorials**
Project Phase: Execute / Construction

This is a delivery package of 5 heritage assets requiring earthquake repairs or restoration. A Condition and Conservation Report has been received for the Akaroa Whaling Try Pots. This will help guide staff on the best conservation treatment for these assets.

Project: **Delivery Package FY17 - Neighbourhood Parks - Green Assets**
Project Phase: Execute / Construction

Delivery Package Neighbourhood Parks for the renewal of green assets (gardens, hedges, natural areas, turf) at the end of their useful life. Does not include trees and Neighbourhood Parks new green assets. Financial year 20 work includes new planting in Governors Bay Reserve

Project: **Delivery Package Marine Seawall Renewals**
Project Phase: Execute / Construction

To renewal seawalls around Banks Peninsula and coastal areas. Some walls will require input from other Council asset Units and New Zealand Transport Agency (NZTA).
Financial year 2020 work is:

1. Akaroa township seawall repairs between the wharf and fire station - in consent phase
2. Akaroa boat park seawall repairs - in consent phase

Project: **Delivery Package Marine Structures Renewals**
Project Phase: Execute / Construction

This programme of work is for the renewal of marine structures around Banks Peninsula which includes wharfs (excludes Akaroa wharf), jetties, slipways and boat ramps.

Project: **Diamond harbour track and signage renewal**
Project Phase: Execute / Defects Liability

Additional track work and planting completed, and signage has been installed.

Project: **Diamond Harbour Wharf**
Project Phase: Initiate / (Concept) Programme Planning

Work is currently underway to understand the operational requirements for the ferry. A conservation plan for Diamond Harbour Wharf has been requested which will support the planning for any proposed changes to the wharf.

Project: **Garden of Tane Renewals**
Project Phase: Execute / Construction

Capital works to be undertaken in line with the reserve management plan and through consultation with the Reserve Management Committee. For financial year FY20 work is planned on drainage, trees and planting.

Project: **Governors Bay Community Centre & Pool Reserve - Play and Recreation Facilities (New)**
Project Phase: Execute / Construction

To provide upgrade of the park for the community with play and recreational equipment, landscaping and furniture. In construction and due for completion by Christmas

Project: **Head to Head Governors Bay to Allandale Seawall Renewal**
Project Phase: Plan / Investigation and Scheme Design

Staff are currently investigating options and working on designs for various sections of the sea wall between Allandale and Governors Bay.

Works to be staged over the 3 Financial Years where budget has been allocated. This will be reported to the Community Board to determine the appropriate next steps.

Delays due to the uncertainty around access along the foreshore for trucks delivering rocks due to slumping issues on Jetty Road. Considering options for this at the moment

Project: **Head to Head Walkway**
Project Phase: Execute / Construction

This project is to provide/construct a walkway around Lyttelton Harbour from Godley Head to Adderley Head.

Consultation on the route between Orton Bradley Park and Charteris Bay was undertaken during February/March 2019, the Community Board have approved one section of the route between the Charteris Bay Yacht Club and Paradise Beach. Staff are working closely with the local residents to determine the best route option between Orton Bradley Park and Paradise Beach. Staff are also working on sections of track upgrades, signage and route options for the rest of the Head to Head route.

This will be reported via the Head to Head Working Party and the Community Board in due course.

Project: **Little River Play and Recreation Development**
Project Phase: Initiate / Investigation and Scheme Design

Staff are working with the Community Group to develop their vision for the space. This will be reported back to the Community Board in due course.

Project: **Little River Railway Goods Shed**
Project Phase: Execute / Construction

Project Construction is complete with site disestablishment underway

Project: **Naval Point Development Plan**
Project Phase: Plan / (Concept) Programme Planning

The development of a preferred and refined option is underway with the design team meeting regularly with stakeholders and user groups in completing the layout. Staff have also been meeting with and receiving urban design and transportation advice in order to support pedestrian access to and from the site. The key elements to be confirmed include the future of the Magazine Bay Marina, the location of a haul out yard and the final positioning of the Marine Rescue Centre Trust.

The contract for the urgent health & safety repair works to the Magazine Bay marina to support the current berth holder licences is underway and will be completed in late February 2020.

Project: **Okains Bay Renewal**
Project Phase: Execute / Construction

Okains Bay Reserve - renewal of playground safety surfacing, landscaping, and furniture replacement. FY20 work is for a community planting and sand dune protection.

Project: **Park Maintenance Facility Renewals**
Project Phase: Plan / (Concept) Programme Planning

The preparation and establishment of facilities for the new Parks Maintenance teams. The Duvauchelles facility is currently being worked on to bring the building up to code.

Project: **Port Levy Toilet Block Renewal**
Project Phase: Plan / Investigation and Scheme Design

Project to upgrade the toilet facilities in Port Levy (including landscaping)
Staff are currently investigating options and liaising with the local Runanga, these will be reported to the Community Board in due course to determine appropriate next steps.
Derelict bach on Council land demolished October 2019.

Project: **Robinsons Bay Reserve Renewals**
Project Phase: Execute / Construction

Project is for the development of Robinsons Bay Reserve and repairs on the wharf. The Reserve Committee and Parks Unit are working on the last information panels to be installed in the reserve. Project to be completed end of FY20.

Project: **Signal Box - Norwich Quay**
Project Phase: Execute / Investigation and Scheme Design

Procurement is in progress

Project: **Stanley Park Renewal**
Project Phase: Execute / Construction

This project is an ongoing project that involves the completion of works detailed in the Management Plan. Upgrade of the main park entrance steps, crossing, and planting. Construction of new entrance steps is let. Prefabricating of the handrail and stone work has taken longer than expected so site works to now start after new years and closer to the end of Jan to avoid the busy holiday period.

Banks Peninsula Community Board

February 2020

Significant Council Project in the Board Area

5.4 Infrastructure projects underway

Council current construction projects map

<https://ccc.govt.nz/the-council/future-projects/current-capital-works-programme-map>

Project: **Akaroa Wharf Renewal**
Project Phase: Plan / Investigation and Scheme Design

The design team is developing a series of options which will be consulted on early in 2020. Each design is currently being tested through a multi-criteria assessment (MCA). December workshops considered a range of issues as a part of the final design including; heritage, commercial use, costs, maintenance costs, cultural considerations and ecological impacts to name a few. The MCA is currently being reviewed and input provided by Ōnuku on the potential cultural implications of each option. The outputs of the MCA will provide a framework for the a decision-making process that can be used by staff as a part of the public consultation process.

An update was provided to the Community Board on 2 December 2019 which included the consultation, current design process and next steps. The next Community Board update is planned for 6 April 2020 and will include a communications plan for the review of options for the wharf. The MCA and options analysis and costing will also be taken to Council in advance of the public consultation process.

Repair works to the wharf started on 21 October 2019 but have been delayed due to weather conditions and delays in the manufacture of the pile bracing. Anticipated completion date is April 2020.

Project: **Awa-iti Domain Tennis Courts Renewal**
Project Phase: Execute / Construction

Physical works underway December 2019. Completion anticipated February 2020.

Project: **Cass Bay Playground Toilet Renewal**
Project Phase: Execute / Detailed Design

The Exeloo has been ordered for delivery in April 2020. Detailed design is complete. Project is out to tender.

Project: **Cressy Terrace Tennis Courts**
Project Phase: Execute / Detailed Design

The earthquake caused damage to the tennis courts causing cracks and uneven areas on the court surface.. This project is currently in the Detailed Design Stage and is due for completion May 2020.

Project: **Delivery Package Community Parks Buildings Renewals**
Project Phase: Execute / Detailed Design

Installation will be combined with other toilets in Cass Bay and Roto Reserve. Completion of work continues to be April.

Project: **Delivery package for Memorials**
Project Phase: Execute / Construction

This is a delivery package of 5 heritage assets requiring earthquake repairs or restoration. A Condition and Conservation Report has been received for the Akaroa Whaling Try Pots. This will help guide staff on the best conservation treatment for these assets.

Project: **Delivery Package - Neighbourhood Parks - Green Assets**
Project Phase: Execute / Handover

Delivery Package Neighbourhood Parks for the renewal of green assets (gardens, hedges, natural areas, turf) at the end of their useful life. Does not include trees and Neighbourhood Parks new green assets. Financial year 2020 new planting in Governors Bay Reserve are completed

Project: **Delivery Package Marine Seawall Renewals**
Project Phase: Execute / Investigation and Scheme Design

To renewal seawalls around Banks Peninsula and coastal areas. Some walls will require input from other Council asset Units and New Zealand Transport Agency (NZTA).

Financial year 2020 work is:

- Akaroa township seawall repairs between the wharf and fire station - in consent phase
- Akaroa boat park seawall repairs - in consent phase

Project: **Delivery Package Marine Structures Renewals**
Project Phase: Execute / Construction

This programme of work is for the renewal of marine structures around Banks Peninsula which includes wharfs (excludes Akaroa wharf), jetties, slipways and boat ramps.

Project: **Diamond harbour track and signage renewal**
Project Phase: Execute / Defects Liability

Additional track work and planting completed, and signage has been installed.

Project: **Diamond Harbour Wharf**
Project Phase: Plan / (Concept) Programme Planning

Ongoing work to understand the operational requirements for the ferry continue as does the delivery of a Conservation Plan which will support the planning for any proposed changes to the wharf.

Project: **Garden of Tane Renewals**
Project Phase: Execute / Construction

Capital works to be undertaken in line with the reserve management plan and through consultation with the Reserve Management Committee. For financial year FY20 work is planned on drainage, trees and planting.

Project: **Governors Bay Community Centre & Pool Reserve - Play and Recreation Facilities (New)**
Project Phase: Close / Defects Liability

To provide upgrade of the park for the community with play and recreational equipment, landscaping and furniture. Project completed

Project: **Head to Head Governors Bay to Allandale Seawall Renewal**
Project Phase: Plan / Investigation and Scheme Design

Staff are currently investigating options and working on designs for various sections of the sea wall between Allandale and Governors Bay.

Works to be staged over the 3 Financial Years where budget has been allocated. This will be reported to the Community Board to determine the appropriate next steps.

Delays due to the uncertainty around access along the foreshore for trucks delivering rocks due to slumping issues on Jetty Road. Considering options for this at the moment

Project: **Head to Head Walkway**
Project Phase: Execute / Construction

This project is to provide/construct a walkway around Lyttelton Harbour from Godley Head to Adderley Head.

Consultation on the route between Orton Bradley Park and Charteris Bay was undertaken during February/March 2019, the Community Board have approved one section of the route between the Charteris Bay Yacht Club and Paradise Beach. Staff are working closely with the local residents to determine the best route option between Orton Bradley Park and Paradise Beach. Staff are also working on sections of track upgrades, signage and route options for the rest of the Head to Head route.

This will be reported via the Head to Head Working Party and the Community Board in due course.

Project: **Little River Coronation Library**
Project Phase: Concept / Investigation and Scheme Design

The Project is now off hold and investigations are underway

Project: **Little River Play and Recreation Development**
Project Phase: Initiate / Investigation and Scheme Design

Staff are working with the Community Group to develop their vision for the space. This will be reported back to the Community Board in due course.

Project: **Little River Railway Goods Shed**
Project Phase: Execute / Handover

Project Construction is complete .

Project: **Naval Point Development Plan**
Project Phase: Plan / (Concept) Programme Planning

The development of a preferred and refined option is underway with the design team meeting regularly with stakeholders and user groups in completing the layout. Staff have also been meeting with and receiving urban design and transportation advice in order to support pedestrian access to and from the site. The key elements to be confirmed include the future of the Magazine Bay Marina, the location of a haul out yard and the final positioning of the Marine Rescue Centre Trust.

The contract for the urgent health & safety repair works to the Magazine Bay marina to support the current berth holder licences is underway and will be completed in late February 2020.

Project: **Okains Bay Campground Pavilion Earthquake Repair**
Project Phase: Concept / Investigation and Scheme Design

The project has been rescope and is completing required approvals to proceed.

Project: **Okains Bay Renewal**
Project Phase: Execute / Construction

Okains Bay Reserve - renewal of playground safety surfacing, landscaping, and furniture replacement. FY20 work is for a community planting and sand dune protection.

Project: **Park Maintenance Facility Renewals**
Project Phase: Plan / (Concept) Programme Planning

The preparation and establishment of facilities for the new Parks Maintenance teams. The Duvauchelles facility is currently being worked on to bring the building up to code.

Project: **Port Levy Toilet Block Renewal**
Project Phase: Plan / Investigation and Scheme Design

Project to upgrade the toilet facilities in Port Levy (including landscaping)
Staff are currently investigating options and liaising with the local Runanga, these will be reported to the Community Board in due course to determine appropriate next steps.
Derelict bach on Council land demolished October 2019.

Project: **Robinsons Bay Reserve Renewals**
Project Phase: Execute / Construction

Project is for the development of Robinsons Bay Reserve and repairs on the wharf. The Reserve Committee and Parks Unit are working on the last information panels to be installed in the reserve. Project to be completed end of FY20.

Project: **Signal Box - Norwich Quay**
Project Phase: Execute / Procurement

Procurement is in progress

Project: **Stanley Park Renewal**
Project Phase: Execute / Construction

This project is an ongoing project that involves the completion of works detailed in the Management Plan. Upgrade of the main park entrance steps, crossing, and planting. Construction of new entrance steps is in construction with a completion of March 2020.

Banks Peninsula Community Board

Community Parks Bi-Monthly Area Report – April 2020

1.1 Local Parks Update

1.1.1 With the dry park conditions at the moment and slow grass growth, the Community Parks Team in Duvauchelle has been able to start tidying up parks and walkways, trimming overgrown shrubs and mulching garden beds.

1.2 Sports Parks Update

1.2.1 Post summer sport season, all sports fields on the peninsula are being marked out for winter sports codes.

1.3 Capital Works Projects

1.3.1 Awa-iti Domain – Repair of Tennis Courts finished.

1.4 Community Park Maintenance Schedule

Activity	Frequency per month
Ornamental mowing	5
Amenity mowing	2
Ornamental garden maintenance	5
Winter sport field mowing	5
Winter sport line marking	3
Chemical weed control	1
Bin Emptying	As required
Play and Fitness Equipment Check	1
Drinking Fountain Clean	5

Little River Heritage Park – Park tidy up work by Community Parks Team



Tidying up walkways



What the walkways looked like before.



Ron Nuttall Walkway.

Before:



After:



Banks Peninsula Discretionary Response Fund 2019/20		Board Approval
Previous BUDGET	\$22,951.00	
Transfer of remaining unallocated funds (to be determined) from the 2019/20 Strengthening Communities Fund to the 2019/20 Discretionary Response Fund	\$18,735.00	
Returned grants	\$2,000.00	
Total BUDGET	\$43,686.00	
Youth Development Fund		
<i>Allocations made</i>		
Ruby Baynes	\$300.00	9/07/2019
Benjamin Baynes	\$300.00	9/07/2019
Ellie Stephenson	\$100.00	9/08/2019
Anne-Marie Beach	\$100.00	9/08/2019
Ruby Gilligan	\$200.00	8/10/2019
Elanor Manning	\$300.00	17/02/2020
Youth Development Fund Allocated	\$1,300.00	
In Assessment		
In Assessment Balance	\$ -	
Declined		
Pending Board Approval		
Diamond Harbour Youth and Community Trust - Diamong Harbour Youth Project	\$4,000	
Lyttelton Boat Safety Association - Historic Lyttelton Rowing Club Building Rescue	\$2,000	
Pending Board Approval Balance	\$ 6,000.00	
Discretionary Response Fund		
<i>Allocations made</i>		
Board Project: Summer with your Neighbours	\$3,000.00	5/08/2019
Board Project: ANZAC Day Services	\$2,000.00	5/08/2019
The Akaroa Gallery Inc - The Kelliher Art Trust Touring Exhibition	\$1,000.00	19/08/2019
Royal New Zealand Plunket Trust - Lyttel Tumblers Programme	\$640.00	18/11/2019
Diamond Harbour Bridge Club - Dealer 4 Card Shuffler Machine	\$2,000.00	18/11/2019
Diamond Harbour School - Swimming Pool Holiday Hours	\$1,550.00	2/12/2019
Christchurch City Council - Norman Kirk Memorial Pool Lifeguards	\$4,200.00	16/12/2019
Governors Bay Community Association - Governors Bay Community Fete	\$1,600.00	17/02/2020
Lyttelton Information and Resource Centre Trust - Harbour Brochure	\$6,000.00	17/02/2020
Discretionary Response Fund Allocated	\$21,990.00	
TOTAL: Discretionary Response Fund Unallocated	\$20,396.00	
Shape Your Place Toolkit	\$ 7,000.00	
<i>Allocations Made</i>		
Project Lyttelton - Multi-Functional Room Design Plan - Lyttelton Recreation Centre Activation Project	\$ 5,780.00	18/11/2019
Shape Your Place Toolkit Allocated	\$ 5,780.00	
TOTAL: Shape Your Place Toolkit Unallocated	\$ 1,220.00	

13. Elected Members' 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.