



Te Pātaka o Rākaihautū Banks Peninsula Community Board AGENDA

Notice of Meeting:

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

Date: Monday 10 June 2024
Time: 10 am
Venue: Lyttelton Community Boardroom,
25 Canterbury Street, Lyttelton

Membership

Chairperson	Lyn Leslie
Deputy Chairperson	Nigel Harrison
Members	Tyrone Fields
	Jillian Frater
	Asif Hussain
	Cathy Lum-Webb
	Howard Needham
	Luana Swindells

5 June 2024

Principal Advisor

Penelope Goldstone
Manager Community Governance, Banks
Peninsula
Tel: 941 5689

Liz Beaven
Community Board Advisor
941 6601

liz.beaven@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.

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<https://www.youtube.com/channel/UC66K8mOIfQT3l4rOLwGbeug>

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



What is important to us?

Our Strategic Framework is a big picture view of what the Council is aiming to achieve for our community

Our focus this Council term 2022–2025

Strategic Priorities



Be an inclusive and equitable city which puts **people at the centre** of developing our city and district, prioritising wellbeing, accessibility and connection.



Champion Ōtautahi-Christchurch and collaborate to build our role as a leading New Zealand city.



Build trust and confidence in the Council through meaningful partnerships and communication, listening to and working with residents.

Adopted by the Council on 5 April 2023



Reduce emissions as a Council and as a city, and invest in **adaptation and resilience**, leading a city-wide response to climate change while protecting our indigenous biodiversity, water bodies and tree canopy.



Manage ratepayers' money wisely, delivering quality core services to the whole community and addressing the issues that are important to our residents.



Actively balance the needs of **today's residents** with the **needs of future generations**, with the aim of leaving no one behind.

Our goals for this Long Term Plan 2024–2034

Draft Community Outcomes



Collaborative and confident

Our residents have the opportunity to actively participate in community and city life, have a strong sense of belonging and identity, and feel safe.



Green and liveable

Our neighbourhoods and communities are accessible and well connected, supporting our goals to reduce emissions, build climate resilience and protect and regenerate the environment, especially our biodiversity, water bodies and tree canopy.

To be adopted by the Council as part of the Long Term Plan 2024–2034



A cultural powerhouse

Our diverse communities are supported to understand and protect their heritage, pursue their arts, cultural and sporting interests, and contribute to making our city a creative, cultural and events 'powerhouse'.



Thriving and prosperous

Our city is a great place for people, business and investment where we can all grow our potential, where enterprises are innovative and smart, and where together we raise productivity and reduce emissions.

Our intergenerational vision

A place of opportunity for all.

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



Ngāi Tahu has rangatiratanga over its takiwā – the Council is committed to partnering with Ngāi Tahu to achieve meaningful outcomes that benefit the whole community

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

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Karakia Whakamutunga

Karakia Tīmatanga

Whakataka te hau ki te uru Whakataka te hau ki te tonga Kia mākinakina ki uta Kia mātaratara ki tai E hī ake ana te atakura He tio, he huka, he hau hū Tīhei Mauri Ora	Cease the winds from the west Cease the winds from the south Let the breeze blow over the land Let the breeze blow over the ocean Let the red-tipped dawn come with a sharpened air. A touch of frost, a promise of a glorious day.
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1. Apologies Ngā Whakapāha

An apology for absence was recieved from Jillian Frater.

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 Te Pātaka o Rākaihautū Banks Peninsula Community Board meeting held on [Monday, 6 May 2024](#) be confirmed (refer page 7).

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.

4.1 Lyttelton Community Response Hub

Felicite Jardine, representing Project Lyttelton, will speak to the Board regarding the Lyttelton Community Response Hub.

4.2 Sustainability by Design

Paul Barrett will speak on behalf of Sustainability by Design regarding the Lyttelton Rubbish Hunts.

4.3 Lyttelton Community Reserves Conservation Award Team

Wendy Everingham will speak on behalf of Lyttelton Community Reserves Conservation Award Team regarding the findings of the report that the team commissioned for the community. The report focuses on What's Special Botanically in Whakaraupō Reserve?

4.4 Main Road, Governors Bay Road Works – Notifications to Residents

John Bannock will speak on behalf of Governors Bay Community Association regarding notifications to Governors Bay residents about the recent Main Road, Governors Bay road works.

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 6 May 2024
Time: 10:04 am
Venue: Wairewa Little River Boardroom, 4238 Christchurch
Akaroa Road, Wairewa Little River

Present

Chairperson	Lyn Leslie
Deputy Chairperson	Nigel Harrison
Members	Tyrone Fields
	Jillian Frater
	Asif Hussain
	Cathy Lum-Webb
	Howard Needham via audio/visual
	Luana Swindells via audio/visual

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

Karakia Tīmatanga

The agenda was dealt with in the following order:

1. Apologies Ngā Whakapāha

Part C

Community Board Resolved BKCB/2024/00030

That an apology for lateness received from Tyrone Fields be accepted.

Jillian Frater/Nigel Harrison

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/2024/00031

That the minutes of Te Pātaka o Rākaihautū Banks Peninsula Community Board meeting held on Monday, 22 April 2024 be confirmed.

Nigel Harrison/Jillian Frater

Carried

4. Public Forum Te Huinga Whānui

Part B

There were no public forum presentations.

5. Deputations by Appointment Ngā Huinga Whakaritenga

Part B

There were no deputations by appointment.

6. Presentation of Petitions Ngā Pākikitanga

Part B

There was no presentation of petitions.

7. Reserve Committee Meeting Minutes

Community Board Resolved BKCB/2024/00032 Officer recommendations accepted without change.

Part B

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the minutes of the following Reserve Committees:
 - a. Pigeon Bay Reserve Committee – Unconfirmed Minutes – 20 March 2024.
 - b. Duvauchelle Reserve Committee – Unconfirmed Minutes – 18 March 2024.
 - c. Diamond Harbour Reserve Committee – Confirmed Minutes – 29 January 2024.
 - d. Le Bons Bay Reserve Committee – Unconfirmed Minutes – 8 April 2024.
 - e. Lyttelton Reserves Committee – Unconfirmed Minutes – 8 April 2024.
 - f. Okains Bay Reserve Committee – Unconfirmed Minutes – 17 April 2024.
 - g. Diamond Harbour Reserve Committee – Unconfirmed Minutes – 8 April 2024.
2. Notes the following:
 - a. Resignation of Chris Figg from Pigeon Bay Reserve Committee.

Asif Hussain/Cathy Lum-Webb

Carried

Tyrone Fields joined the meeting at 10.09am during consideration of item 7 – Reserve Committee Meeting Minutes.

8. Awa-iti Reserve Committee Triennial Plan

Community Board Comment

1. Staff read a statement from Dean White, Chairperson, and the Awa-iti Reserve Committee.

Community Board Resolved BKCB/2024/00033 Officer recommendations accepted without change.

Part C

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the information in the Awa-iti Reserve Committee Triennial Plan Report.
2. Accepts and supports the Awa-iti Reserve Committee Triennial Plan through the Long Term Plan (LTP) and Annual Plan (AP) processes.
3. Notes that the decision in this report is assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy.

Lyn Leslie/Tyrone Fields

Carried

Attachments

- A Item 8 - Awa-iti Reserve Committee Triennial Plan - Chairperson Comment - Te Pātaka o Rākaihautū Banks Peninsula Community Board - 6 May 2024

Luana Swindells left the meeting at 10:20am during consideration of item 8 – Awa-iti Reserve Committee Triennial Plan.

9. Rue Jolie/Akaroa Recreation Ground – Road Stopping and Amalgamation with Akaroa Recreation Ground

Community Board Resolved BKCB/2024/00034 Officer recommendations accepted without change.

Part C

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Pursuant to Sections 116 and 117(7) of the Public Works Act 1981 the Council resolves to make application to the Minister of Lands to stop the parcel of road identified as Section 1 SO 594182 and declare it to be amalgamated with the adjoining Reserve land.
2. Authorises the Property Consultancy Manager to finalise all documentation to implement the above resolution.

Nigel Harrison/Asif Hussain

Carried

10. 2023/24 Discretionary Response Fund Application Lyttelton Community House

Community Board Comment

1. Staff updated the Board advising that owing to additional funding being obtained, the applicant is now applying for \$5,000.

Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receive the information in the 2023/24 Discretionary Response Fund Application Lyttelton Community House Report.
2. Note that the decisions in this report are assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy.
3. Approve a grant of \$10,000 from its 2023/24 Discretionary Response Fund to Lyttelton Community House Trust towards wages.

Community Board Resolved BKCB/2024/00035

Part C

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the information in the 2023/24 Discretionary Response Fund Application Lyttelton Community House Report.
2. Notes that the decisions in this report are assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy.

3. Approves a grant of \$5,000 from its 2023/24 Discretionary Response Fund to Lyttelton Community House Trust towards wages.

Tyrone Fields/Cathy Lum-Webb

Carried

11. 2023/24 Discretionary Response Fund Application Lyttelton Energy Transition Society

Community Board Resolved BKCB/2024/00036 Officer recommendations accepted without change.

Part C

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the information in the 2023/24 Discretionary Response Fund Application Lyttelton Energy Transition Society Report.
2. Notes that the decisions in this report are assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy.
3. Approves a grant of \$1,200 from its 2023/24 Discretionary Response Fund to Lyttelton Transition Energy Society Inc. towards establishment costs and community energy workshops.

Cathy Lum-Webb/Asif Hussain

Carried

12. 2023/24 Discretionary Response Fund Application Diamond Harbour and Bays Bowling Club Inc.

Community Board Resolved BKCB/2024/00037 Officer recommendations accepted without change.

Part C

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the information in the 2023/24 Discretionary Response Fund Application Diamond Harbour and Bays Bowling Club Inc. Report.
2. Notes that the decisions in this report are assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy.
3. Approves a grant of \$2,500 from its 2023/24 Discretionary Response Fund to Diamond Harbour Bays Bowling Club Inc. towards the purchase of 10 new "barefoot bowls".

Howard Needham/Cathy Lum-Webb

Carried

13. Te Pātaka o Rākaihautū Banks Peninsula Community Board Plan Monitoring Report

Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receive the information in Te Pātaka o Rākaihautū Banks Peninsula Community Board Plan Monitoring Report.

Community Board Resolved BKCB/2024/00038

Part C

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the information in Te Pātaka o Rākaihautū Banks Peninsula Community Board Plan Monitoring Report.
1. Requests staff advice on the timing of the re-opening of the Council's Biodiversity Fund.
2. Requests an update on Te Pātaka o Rākaihautū Banks Peninsula Stormwater Management Plan and staff advice on how the Community Board is able to have input into the plan.
3. Requests that the Board's Monitoring Plan be updated to include Jillian Frater in place of Reuben Davidson.

Nigel Harrison/Tyrone Fields

Carried

14. Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report - May 2024

Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receive the information in Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report - May 2024 Report.

Community Board Resolved BKCB/2024/00039

Part B

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the information in Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report - May 2024 Report.
2. Requests staff advice regarding the report on the recently held SailGP Debrief with key stakeholders, specifically outlining what went well for the Lyttleton business community and the general community and identifying any areas for improvement.
3. Requests staff advice on the comparison of the past 24 months of Customer Service Request tickets specifically relating to the average open ticket time in Te Pātaka o Rākaihautū Banks Peninsula.
4. Requests staff advice on how the Community Board can be engaged in the upgrading of the Little River Trail terminus.

Jillian Frater/Cathy Lum-Webb

Carried

Howard Needham left the meeting at 11.11am during consideration of item 14 - Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report - May 2024.

15. Elected Members' Information Exchange Te Whakawhiti Whakaaro o Te Kāhui Amorangi

Part B

Members exchanged information on the following topics:

- It was noted that the recently held Akaroa Harvest Festival was a successful fundraiser for the community.
- The opening of “He Ara Roimata ki te Anamata - Takapūneke, our journey, our survivance” exhibition at the Akaroa Museum was well attended.
- A Tree planting community day is going to be held by the Takapūneke Governance group during Matariki 2024.
- The Board were advised that the Wairewa Little River toilets have been tampered with which has extended the timeline for finishing the upgrade of the toilets.
- The Board were advised that the Birdlings Flat Te Mata Hapuku public toilets have been closed and Port-a-loos have been put in place to alleviate the pressure on community facilities.
- The Cooptown shared pathway being built by Waka Kotahi New Zealand Transport Agency is progressing well. The community has voiced concerns about the proposed pedestrian crossing at the Puaha Road/State Highway 75.
- A Lyttleton Community conversation was held, with FENZ in attendance, relating to the logistics of emergencies with large trucks navigating Lyttleton's narrow roads.
- Keep Christchurch Beautiful is holding its school awards next month.
- Banks Peninsula ANZAC services were successful and well attended.
- Members were updated on the progress of the Coastal Hazards Adaptation Planning.
- The Lyttleton Museum is still fundraising to build a museum.
- Concerns have been raised about perceived additional tracks being developed in Uruman Reserve.
- A resilience meeting for Akaroa and the Bays was held with CDEM staff.
- A Working bee has been held at the Catholic Akaroa cemetery.
- The Okains Bay School Community event was well attended. It was noted that the school roll is now standing at 5 pupils.
- The Council is currently hearing oral submissions to its draft Long Term Plan.
- The Board were advised that the Rod Donald Trust is presently interviewing for Trustees.

15.1 Britomart Memorial - Repair

The Board agreed to request staff advice on the planned repairs to the Britomart Memorial in Akaroa.

15.2 Tāwhaki National Aerospace Centre

The Board Chairperson agreed to request an update on Tāwhaki National Aerospace Centre based at Kaitorete Spit.

16. Resolution to Exclude the Public Te whakataunga kaupare hunga tūmatanui

Community Board Resolved BKCB/2024/00040

Part C

That at 11.00 am the resolution to exclude the public be adopted.

Nigel Harrison/Tyrone Fields

Carried

The public were re-admitted to the meeting at 11.49 am.

Karakia Whakamutunga

Meeting concluded at 11.51 am.

CONFIRMED THIS 10th DAY OF June 2024

LYN LESLIE
CHAIRPERSON



7. Reserve Committee Meeting Minutes

Reference Te Tohutoro: 24/719455
Responsible Officer(s) Te Pou Matua: Linda Burkes, Banks Peninsula Governance Advisor
Accountable ELT Member Pouwhakarae: Andrew Rutledge, Acting General Manager Citizens and Community

1. Purpose of Report Te Pūtake Pūrongo

Reserve Committee Minutes have been received from:

Minutes Received	Date
Cass Bay Reserve Committee – Unconfirmed Minutes	22 April 2024
Duvauchelle Reserve Committee – Unconfirmed Minutes	15 April 2024
Lyttelton Reserves Committee – Unconfirmed Minutes	6 May 2024
Duvauchelle Reserves Committee – Unconfirmed Minutes	20 May 2024
Pigeon Bay Reserve Committee – Unconfirmed Minutes	13 May 2024
Diamond Harbour Reserve Committee – Unconfirmed Minutes	27 May 2024

2. Staff Recommendations / Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

- Receives the minutes of the following Reserve Committees:
 - Cass Bay Reserve Committee – Unconfirmed Minutes – 22 April 2024
 - Duvauchelle Reserve Committee – Unconfirmed Minutes – 15 April 2024
 - Lyttelton Reserves Committee – Unconfirmed Minutes – 6 May 2024
 - Duvauchelle Reserve Committee – Unconfirmed Minutes – 20 May 2024
 - Pigeon Bay Reserve Committee – Unconfirmed Minutes – 13 May 2024
 - Diamond Harbour Reserve Committee – Unconfirmed Minutes – 27 May 2024
- Approve the co-option of Cliff Mason as a community representative member of Lyttelton Reserves Committee.

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A  	Cass Bay Reserves Committee 22 April 2024 Unconfirmed Meeting Minutes	24/719457	17
B  	Duvauchelle Reserve Committee 15 April 2024 Unconfirmed Meeting Minutes	24/778827	20
C  	Lyttelton Reserves Committee 6 May 2024 Unconfirmed Minutes	24/874664	22
D  	Duvauchelle Reserve Committee 20 May 2024 Unconfirmed Meeting Minutes	24/920172	26
E  	Pigeon Bay Reserve Committee 13 May 2024 Unconfirmed Meeting Minutes	24/919951	28
F  	Diamond Harbour Reserve Committee 27 May 2024 Unconfirmed Meeting Minutes	24/919007	31

Cass Bay Reserve Committee MEETING MINUTES

Minutes of the Ordinary Meeting held:

Date: 22/04/2024

Time: 7.30

Venue: Banks Peninsula Community Board Meeting Room.

Present

Jenny Healey (chair) Marjorie Russell (minutes Secretary) Warner Russell, Liz Hales, Noraini Abbas, Jeremy Webb, Karen Banwell, Ine Schils.

In Attendance

Staff members: Paul Devlin,

1. Apologies

Chris Nee, Tracy Prince, Taka Kusa, Paul Dahl. Mover- Jenny / Seconder-Marjorie

2. Declarations of Interest

Nil

3. Public Forum

3.1 No attendees

4. Confirmation of Minutes

The minutes of both the last meeting and the record of the groups meeting concerning the councils 10 year plan

Had been circulated. (Because Paul had to leave we moved directly into the area where his input was required. See in General Business.)

5. Matters Arising

5.1. Submissions for our 10 year LTP priority list were sent to the Banks Peninsula Community Board by Jenny for them to put in their submission to council. As a subcommittee of the Board we were not allowed to do our own submission so we do not yet know what they supported. (Jenny's form attached)

5.2 We need a shed for gear and hoses etc, at Steadfast urgently.

Warner proposed and Ina seconded – all in agreement, that we make a request to council for garden shed.

Action: Jenny to contact Paul Devlin.

5.3. Karen asked if Totara were available from TKK again this year? Ina will ask about this. Totara planting we did last year are going well.

6. Health and Safety

6.1 Asbestos, present in bunkers at Steadfast was discussed, see general business below

7. Correspondence

7.1 None presented

9. Update from Working Groups

9.1 None presented

10. General Business

10.1 Asbestos at Steadfast Reserve.:

Paul Devlin presented the updated report on asbestos contamination at HMNZS Steadfast – Summary of asbestos investigation. -and the three Maps from ENGEO that show the locations of asbestos at Steadfast reserve. See attached reports.

10.2 Warner and Jenny to meet with Council Representative and ENGEO people tomorrow to view the planting sites for the next three years to see where more testing for asbestos is required

10.3 Paul reports that there will be no need to close Steadfast. All tracks clear. Tracks can be maintained and mowed. Park is still accessible to the public.

10.4 All bunkers are affected by asbestos. Bunker 10 will probably be restored and cleared. Some stored items may be saved but if the cost of decontamination is more than value, it will be replaced. Buildings will be fenced off. The distance of the fence from the bunker needs to be established. Jeremy asked if it would be possible to plant in the space between fence and bunker buildings with flax to suppress weeds.

10.5 Jenny asked about wearing masks during planting? Answer from Paul – planting is safe but it could be left to individual choice.

10.6 Warning signs to be put in place at the top and bottom of the reserve. Tomorrow more testing will be done near Trapping lines, Future planting areas. Jeremy requested that it be done in the area of the proposed junior mountain bike track in the “Development Plan”. He was concerned that there would be ground disturbance during its construction. All agreed this should be a priority.

10.7 Decontamination of some buildings, ie, boardroom, drill hall, could be done in near future after discussion with the Navy Cadets..

10.8 Environmental Health person from CCC will be contacted for consultation with people who have been in contaminated buildings to explain the risks..

Other General Business:

10.9 Plaque for memorial planting. What’s the plan? – metal plaque on a wooden backing. The words were presented. Noraini will discuss the size etc with the CCC staff who do signage. Noraini and her group are asking for disabled/wheelchair access to the area. 28th July is to be the official recognition of the Memorial planting with an event for invited guests including Cass Bay residents and the Muslim community at Pony Point.

10.10 No news of progress of Pou for “Pony Point”

Paul Devlin left at 8.30.

10.11 Organisation of next plantings:

Sun 23rd of June, in Steadfast. Sat 6th July in Plantation. Possibly add another day. Hamish will bring his Works Skills group in for 1 day in May and another in June for preparation and then planting in the dead poplar areas. – these can go ahead.

Jenny said we had 1600 to 1700 plants to plant this year and she presented where we would plant them. . Community planting day along the fence. Another planting day in the plantation/forest. Also there is planting on the slip for fit people. Also a small area where a large poplar has been removed at the top of the track.

Spraying only in Steadfast. No spraying in Pony Point plantation.

Push for barbeque for volunteers on planting days. Jenny to follow up regarding funding..

Warner will organise pre planting for 23rd June preparation in May. Prep for plantation week before 6th July.

10.12 Ask Council to provide Spraying and chainsaw training for Warner. Warner will contact Rodney Chambers.

10.13 Jeremy is interested in connecting the bike track from Corsair Bay with Steadfast. He and Warner will have a planning walk/reccy to view possibilities.

10.14 Warner, has been in contact with Nick Singleton, concerning removing dead trees on Pony point track. Will happen when fire risk is low.

10.15 All agreed that the development of an access track from Mariner Cove through the plantation to the beach, is a priority before the last section is built on. Jenny has put this in both the Reserves Committee and Residents Association LTP submissions.

Meeting Thursday 20th to plan planting. Venue TBD. People able to attend June planting day- Jenny, Warner, Marjorie, Karen, Liz

11. Next Meeting

3rd July. Venue to be decided..

Meeting finished at 9.30.

UNCONFIRMED

Duvauchelle Reserve Committee

MEETING MINUTES

Minutes of the Ordinary Meeting held:

Date: Monday 15 April 2024
Time: 5.30pm
Venue: Duvauchelle Community Centre

Present: **Chair** Fiona Barnes
Committee Jacque McAndrew, Bruce Watts, Geoff Carter, Ian Whenmouth
In Attendance: **CCC Representative** Colin Jacka
BPCB Representative Nil
Managers Tracy MacLeod
Visitors Nil

1. **Apologies** Nil
2. **Declarations of Interest** Nil
3. **Public Forum** Nil
4. **Confirmation of Minutes**
Motion: That the minutes of the previous meeting held on Monday 18 March 2024 be confirmed.
Moved: Fiona Seconded: Bruce Carried
5. **Matters Arising** Nil
6. **Health and Safety** Nil
7. **Correspondence**
Inward: Carl & Rebecca Tinker - forfeiture of site 19 (Ian to respond)
BPCB 8 April - comment about allocation of permanent sites.
(Colin will present a report to them about the options we have
e.g. exemption to continue {which would need DOC support}).
Outward: John & Denise Brown - approval to change sites (62 to 43) and to arrange shift with
Managers
Democracy Services - LTP Submission for 2024/2025
Motion: That the Inward correspondence be accepted and the Outward be approved.
Moved: Geoff Seconded: Jacque Carried
8. **Staff Financial/Operational Report**
Motion: That the Financial Report for March 2024 as presented be accepted.
Moved: Fiona Seconded: Bruce Carried
9. **Update from Working Groups**
Manager's Report
Easter went well in spite of cancellations due to weather conditions.
The final invoice for sites 97 and 98 has been paid.
There are still 9 Annual Site Holders who may not meet the 16 stay night target.
The leak on Haywards Lane continues.
Kylee and Tracy will formulate a maintenance list for winter.

CCC Rep Report

Item 7

Attachment B

- There are no current plans to appoint a replacement for Dale as we are going into winter. We will utilise staff from Okains as required with an increase in hours in summer.
- The office hours for summer, winter and shoulder seasons need to be formalised, and the camp map needs to be adjusted. Colin has already updated the website.
- There is possibly going to be a change of building rules so no consent will be required for up to 60 m², so this could apply to relocatable cabins, though perhaps not if they have cooking and ablution installations. We will perhaps need to hold off on our proposed cabins until we know if the rules will change.
- A rubbish and recycling station and trailer will be replacing the current individual bins.

10. General Business

Bruce: asked if a female staff member had resigned. This was confirmed.

Fiona: the tree that has been cut down needs to be replaced by 2 more. She will get some ideas to present to the next meeting.

Meeting closed at 6.30 pm

11. Next Meeting: Duvauchelle Community Centre at 5.30pm on Monday 20 May 2024



Lyttelton Reserves Committee MEETING MINUTES UNCONFIRMED

Notice of Ordinary Meeting:

An Ordinary meeting of the Lyttelton Reserves Committee will be held on:

Date: 6 May 2024
Time: 7pm
Venue: Community Boardroom, 25 Canterbury Street,
Lyttelton

1. Meeting Opening and mana whenua learning

Meeting opened at 7:05pm.

Present

Joshua Merriam, Helen Shaw (Chair), Hamish Fairbairn, Bianca Woyak, Kirsty Brennan

In Attendance

Paul Devlin

2. Apologies

Daryl Warnock, John Garrett.

3. Declarations of Interest

Nil.

4. Public Forum

Katie Dunlop presented on the Whaka-Ora Pest Project. Details below in section 11.2

5. Confirmation of Minutes

Resolution: That the Minutes of the Reserve Committee meeting held on 8 April 2024 be confirmed.

Moved: Helen Seconded: Josh . **Carried**

6. Health and Safety

No new issues identified

7. Matters Arising

Actions from previous minutes

December minutes to be finalised (Helen)	Completed
Gary Broker Seat – Committee to propose location and plaque wording for feedback from family (Helen)	Paul to research the following proposal for consideration by the family: Location: top of 4WD track with views over harbour, the reserve and Foster Tce. Seat: Bianca to send through details of a recycled plastic option. Kirsty to investigate wharf timber. Paul to prepare design Plaque: Helen to draft plaque wording.
Quote to be sought regarding zig zag track regrade (Josh)	Completed
CCC to assess the need for removal of standing dead eucalyptus trees (CCC)	In progress (CCC)

CCC to investigate options and feasibility of water storage at the top of the 4WD track. (CCC)	In progress (CCC)
Whakatauki to be created for Triennial plan (Rewi)	In progress (Rewi)
CCC to send the list of low flammability plants suitable for Urumau in order to source plants (from eco-sourced nurseries). 1000 plants to be ordered. (CCC)	Completed - 600 ordered for this year (Hamish)
Prepare a submission with input from the committee for the CCC LTP (Helen)	Complete
Send DRAFT Triennial Operational Plan to the Community Board for consideration and set a date to present (Helen)	Complete. Helen will find a date to present.
Remove the bridge structure and reinstate drainage channel before forecast rain later in the week between 4WD track and downhill track, above diagonal track. (Kirsty)	Complete

8. Correspondence

Nil.

9. Community representative member

Resolution: the committee recommend that the Community Board agree to co-opt Cliff Mason as the Lyttelton Reserves Committee Community Representative Member.

10. Staff Financial and/or Operational Report

1. Track upgrade - start date pushed back to 20 June.
2. Looking at engineering options for reducing risk of drainage issues from the reserve into a Foster Tce property

11. URUMAU General Business

11.1. Native Planting

The next planting day will be scheduled for end of June. The focus will be on low flammability species in the area below the bench track and above the houses on Foster Tce. Some high flammability species may also be targeted for removal. Committee members will work with homeowners adjacent to the reserve boundary for planting. A letterbox drop will invite the homeowners to meet on site to discuss the planting plan and species. 600 plants have been ordered.

ACTION: Hamish to confirm when plants will be available and to set a date for planting

ACTION: Hamish to prepare a notice for homeowners about the planting day and invite them to a site walkover in early June.

11.2. Pest Plants

Volunteers and contractors have continued to work on weeds in Urumau. Focussing on boneseed and OMB.

11.3. Pest Animals

Katie Dunlop from Whaka-Ora Pest Project (WOPP) provided an update to the group about the

programme. 53 traps have been established in Whakaraupo Reserve and are being serviced by community volunteers. WOPP would like to install 78 traps to in Urumau Reserve with the extension of the WOPP community volunteer network. WOPP have requested that traps and bait are paid for out of the Reserve Committee budget.

The committee agree that the proposed trapping programme by WOPP aligns with the Pest Animal goals and targets in the Triennial Plan and have requested a cost for equipment from WOPP.

ACTION: Helen to follow up on a cost for establishing and maintaining the WOPP pest work in Urumau.

11.4. Track Development

Update - work is now due to start 20 June.

11.5. Track Maintenance & drainage

No update

11.6. Fire prevention

Fire prevention will be the focus of upcoming planting behind houses.

11.7. Erosion & Sediment Control

CCC are working with Foster Tce neighbours on an area of erosion to alter drainage flows away from property.

11.8. Signage

ACTION: Josh to prepare a gap analysis of the signs for existing tracks to discuss at the next meeting.

11.9. Pine & Eucalyptus Plantation

No update

11.10. Engagement

Community Board to sign off Triennial Plan. Following this, the Reserve Committee will prepare some communication to engage with the community. Communication channels will include CCC's Newslite, Bay Harbour News, and the Lyttelton Review.

12. General business

Next Meeting - 3 June 7pm

Meeting closed with a karakia at 8:45pm.

Duvauchelle Reserve Committee MEETING MINUTES

Minutes of the Ordinary Meeting held:

Date: Monday 20 May 2024
Time: 5.30pm
Venue: Duvauchelle Community Centre

Present: Chair Fiona
Committee Bruce Watts, Jacque McAndrew, Ian Whenmouth
In Attendance: CCC Representative Colin Jacka
BPCB Representative Nil
Managers Tracy
Visitors Nil

1. **Apologies** Geoff Carter
Motion: That the apologies be accepted.
Moved: Fiona Seconded: Bruce Carried
2. **Declarations of Interest** Nil
3. **Public Forum**
4. **Confirmation of Minutes**
Motion: That the minutes of the previous meeting held on 15 April 2024 be confirmed.
Moved: Jacque Seconded: Bruce Carried
5. **Matters Arising** Nil
6. **Health and Safety** Nil
7. **Correspondence**
Inward: Jill and Maurice Field - site 97 caravan draw bar issue (Ian to respond)
Outward: Carl & Rebecca Tinker - acknowledgement of forfeiture of site 19
Motion: That the Inward correspondence be accepted and the Outward be approved.
Moved: Ian Seconded: Fiona Carried
8. **Staff Financial/Operational Report**
Motion: That the Financial Report for April 2024 as presented be accepted.
Moved: Fiona Seconded: Bruce Carried
9. **Update from Working Groups**
Manager's Report
The water leak in Haywards Lane has finally been located and fixed.
John Brown has moved his caravan from site 62 to site 43.
Oskar (On Plumbing) is booked in to install the small water tank this coming Thursday 23 May.
The bench-top griller/oven in the kitchen has limited function. We can replace it with a proper oven and stove-top.
Maintenance program continues: All the cabin carpets have been cleaned, kitchen has been painted (with more staining and painting to be done), the flooring in the men's showers in the main block needs touching up, and we need to get a quote for a uniform surface for the kitchen floor.
CCC Rep Report
The BPCB minutes are found on the Community board page of the Council website under "Let's Talk" and the DRC minutes are listed under "local resources". Colin will also put in a link onto the camp website.

For a building costing less than \$ 60,000 the process is getting easier. Our projects will cost more than this amount so we will need to continue with our previous plan. Fiona will contact TranzBuild. Colin will ensure that the Wi-Fi speed is increased before summer.

10. General Business

Jacque & Geoff: have been contacted by BNZ regarding an historical account for which they were they signees.

Motion: That the old bank account be closed by Jacque and Geoff.
Moved: Ian Seconded: Fiona Carried

Fiona: The tree has been removed. She proposes that a Pohutukawa and snow tussocks be planted Near the Norfolk Pine by the boat wash.
ECAN will do plantings along the creek bank to combat erosion.

Bruce: Asked for clarification regarding the report about that Colin will prepare for the Community Board, and should the annual site holders be looking ahead to organise themselves and have a spokesperson to present a submission. Colin agreed, but he will have more detailed information in due course.

Meeting closed at 6.40pm

11. Next Meeting: Duvauchelle Community Centre at 5.30pm on Monday 17 June 2024

Pigeon Bay Reserve Committee

MEETING MINUTES

Minutes of the Ordinary Meeting Held:

Date: Monday 13 May 2024

Time: 2.00 pm

Venue: Pigeon Bay Settlers Hall, Pigeon Bay

Present: Murray Walls (Chair), Brenda Graham, Heather Walls, Charles Stewart-Robinson, Helen van Workum, Peter Barron,

In attendance: Colin Jacka, Chris Figg

1. **Apologies:** Sandra Innes, Asif Hussain, Vincent Luisetti, Jane Harrison

Brenda/Peter

2. **Declarations of Interest:** Brenda Graham, Helen van Workum – Annual Site Holders

3. **Public Forum:** N/A

4. **Confirmation of Minutes:** Minutes held on 20 March 2024 as circulated are confirmed.

Brenda/Helen

5. **Matters Arising:**

- Additional Holding Tank – Chris and Colin to do a cost/benefit analysis on a 3000 – 5000 overflow tank.
Heather/Charles
- Annual Site Holder planting as approved at last meeting – completed.
- Annual Site Holders Fees – Murray to send contact list to Colin in readiness for accounts to be sent by CCC.
- Generic Management Plan update – Colin to send committee an update on progress and to ask Delia attend our next meeting to talk us through the document.
- Options for Annual Sites – Colin to bring forward the report with options on the way forward to align with the community consultation.
- Colin to check if Hydra-Vac has a contract with CCC – to be done.

6. Health and Safety: Nothing to report.

Correspondence:

Inwards

- Pam Richardson – request to advertise meeting

Out

7. Finance/Operational Report:

- As circulated

8. Caretakers Report:

- As Circulated

9. General Business:

- Jane Harrison community consultation – email recieved just prior to meeting saying this is not ready yet. Murray to follow up.
- Community Board extension – the community board gave an extension until October 2024 to report back but with the extremely slow progress that we have made it is unlikely that we will meet this deadline.
- Playground rings – Colin to check with the parks team on where the pull-up rings are and when they will be replaced.
- Mowing – Heather moved that we enquire re the hiring of the communitiy mower to use in the reserve.
Heather/Helen
- Hall Hire Fee – Heather moved that \$200 be paid annually as a donation to the Pigeon Bay Settlers Hall for the use of the supper room.
Heather/Helen

10. Update from Working Groups:

- **Management Structure/Strategic Plan** – Murray, Sandra, Helen
Jane will circulate a draft of the Community Consultation Document as soon as it has been approved and then get the committees feedback.
- **Waste Water Overflow** – Peter, Chris
As per matters arising

- **Rainwater Tank** – This has been installed and thanks went to Chris and Ross.
To be taken off the working groups
- **Shelter** – Peter, Heather – On hold awaiting council decision.
- **Inundation** – Charles. Nothing to update
- **Planting Plan** – Murray. Still to update.
- **Ongoing Plant Maintenance** – Plants are doing well, a few losses, some guards have been removed to allow growth. Peter and Brenda to count losses and report to Paul and potentially get replacements.

Meeting Closed: 3.25 pm

11. Next Meeting:

Date: Tuesday 25 June 2024

Time: 2.00 pm

Venue: Pigeon Bay Settlers Hall, Wharf Road, Pigeon Bay

Diamond Harbour Reserves Committee - (unconfirmed minutes)

Date: Monday 27th May 2024, 7pm to 9pm – Green Room, Diamond Harbour Community Centre

Present: Graeme Fraser - Chair, Paul Dahl – Vice Chair, Robert Goldie, Pete Ozich, Emma Kinnings

Guests: Rodney Chambers (Regional Parks), Hannah Murdoch (Community Parks), Richard Hill

Apologies: Tom Kuenning

Public Forum: Nil

Declarations of Interest: Nil

Health and safety issues or accidents: Nil

Minutes of previous meeting: Confirmed unanimously as accurate record.

1 – DH Reserve Committee/CCC – Co-management Agreement?

The Committee again expressed its disappointment that this agreement has not yet been finalised by Community Board Governance.

- DHRC signed the new Terms of Reference in September 2022, and submitted the required schedule of reserves, work plan and budget in February 2023.
- We had a meeting with Governance and both Parks units to finalise the reserve schedule in November 2023 and were assured that this would be distributed by Governance shortly afterwards so the co-management could commence.
- We are still waiting.

2 Winter activities - School Gully

- Given the imminent fencing of a large part of the gully, this will be our main focus this year, although some plants will also go to other areas.
- Pete is liaising with ranger Matt Rose to ensure no sheep are in the area before it's fenced, as he is organizing a planting session for the Kindy on Wednesday.
- Hannah confirmed that she will start arranging for the drop-off of plants, although with the current dryness, it is unlikely that we will be planting before mid-June. We will probably be able to drop them straight into School Gully, or if not, at the shed.
- **Pete will liaise with Hannah** regarding final quantities of canes, guards, mats and fertilizer tablets.
- Rodney said that he'd try to arrange for someone to bring a posthole auger (and a "whisk" to the site. We probably need 1500-2000 holes dug, so it may take a few visits, or several volunteers.
- Tracks – once the existing fence is removed, Pete suggests a track from the School Track diagonally across to Marine Drive – which could be a forerunner of a permanent laneway when the new Fire Station is developed on the adjacent land. There was agreement that this laneway should be wide enough for 4x4 access, partly to allow fire vehicles to the gully.

3 Other reserves

• Sam's and Morgan's Gullies

- The Committee thanked Rodney for arranging the delivery of our new container shed. This will be used to store our main machines (weedwackers/bushcutters) as well as small quantities of 2 stroke fuel.
- Rodney suggested that bolts could be welded on the inside to allow us to have some shelves and hangers for our equipment.
- Our old shed will be used for planting materials and equipment, as well as the trapping supplies for the nearby WOPP lines (which has two teams of 3 volunteers monitoring every week)

• Coastal Track

- Rodney advised that ranger Nick Singleton had checked out the Purau end of the track and that he agreed it would be better if there was some kind of step/platform there so that walkers did not exit straight out onto the road.

- **Ranui access track**
 - Emma asked if it was OK if she cleared this track which runs from between 21 and 23 Ranui Crescent to the Cliff Track Reserve. Most of us were surprised that this was passable as hadn't been for several years, so Emma was encouraged to continue.
- **Godley Memorial Track**
 - Graeme asked Rodney about the possible removal of an abandoned car next to this track. It's sitting in a vacant lot (97 Marine Drive) which seems to be public land.
 - **Graeme to contact local Fire Station** regarding possible retrieval exercise and it was suggested to also contact a scrap dealer to arrange collection.
- **Purau Recreation Reserve and Beachfront**
 - Paul asked Hannah if she could advise us about what is being planned in these areas.
 - **Hannah to check** and get back to us.

3. Weed control

- **Drone**
 - Pete had enquired about the possibility of having a drone to assist in finding weeds. He trialled Paul Dahl's but the resolution isn't sufficient.
 - Rodney said that Regional Parks may be getting one but the actual model was undecided. It was felt that an effective drone would probably cost at least \$7,000-10,000
 - Paul D's not enough. \$\$\$/permission CAA for over public land
- **Weed workshop**
 - Graeme had attended an event in Little River recently, partly organized by Ecan – which set out to educate local people about “garden escapees”.
 - Graeme is keen on organizing a similar event here, but to focus on just the worst weeds and also to provide advice about eliminating/eradicating weeds.
- **Green Waste Centre**
 - As another way of tackling the weed problem here, Graeme asked what the Committee thought about setting up such a centre. Considerations would be: location (not too close to houses due to smell/noise), staffing (it might only need to be open once or twice a week for a few hours), possibly self-financing if it offered greater convenience for local residents.
 - Rodney suggested contacting “Mainline” to see if they'd be interested in collection.
- **Boat ramp plan at Purau**
 - Rodney advised that there has not been any progress yet in developing the plan for this area.

4 Other business

- **Plant nursery**
 - We discussed the progress of this concept which would have the benefit of increasing the supply of eco-sourced plants in the harbour area.
 - Considerations would include: location, staffing, funding, cooperation with other groups such as the Community Garden Club.
 - Paul suggested that we attempt a stepping-stone approach, so set it up and run it without making it a commercial entity until such considerations were finalized and a proper business plan developed.
- **De-wiring our reserves**
 - Pete suggested that we try to remove all the fences from the gullies, and Graeme advised that he'd been working on the same around Stoddart Point.
 - We agreed that we would have to liaise with both Parks regarding disposal.

Meeting ended 8.30 pm. Next meeting – Monday July 29th - 7pm



8. Akaroa Museum Advisory Committee Meeting Minutes

Reference Te Tohutoro: 24/850128
Responsible Officer(s) Te Pou Matua: Linda Burkes, Banks Peninsula Governance Advisor
Accountable ELT Member Pouwhakarae: Andrew Rutledge, Acting General Manager Citizens and Community

1. Purpose of Report Te Pūtake Pūrongo

Akaroa Museum Advisory Committee Minutes have been received:

Name	Subject
Akaroa Museum Advisory Committee Unconfirmed Meeting Minutes	15 May 2024
Akaroa Museum Advisory Committee Meeting Minute Attachments	15 May 2024
Akaroa Museum Advisory Committee Workshop Notes	15 May 2024
Akaroa Museum Advisory Committee Workshop Minute Attachments	15 May 2024

2. Staff Recommendations / Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the minutes of the Akaroa Museum Advisory Committee:
 - a. Akaroa Museum Advisory Committee Unconfirmed 15 May 2024 Meeting Minutes
 - b. Akaroa Museum Advisory Committee 15 May 2024 Meeting Minute Attachments
 - c. Akaroa Museum Advisory Committee 15 May 2024 Workshop Notes
 - d. Akaroa Museum Advisory Committee 15 May 2024 Workshop Minute Attachments

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
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B  	Akaroa Museum Advisory Committee 15 May 2024 Meeting Minute Attachments	24/850166	37
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D  	Akaroa Museum Advisory Committee 15 May 2024 Workshop Minute Attachments	24/850168	42



Akaroa Museum Advisory Committee OPEN MINUTES

Date: Wednesday 15 May 2024
Time: 2:02 pm
Venue: Akaroa Boardroom, 78 Rue Lavaud Akaroa

Present

Chairperson Pam Richardson - Community Representative
Members Nigel Harrison – Te Pātaka o Rākaihautū Banks Peninsula Community Board Representative
Asif Hussain – Te Pātaka o Rākaihautū Banks Peninsula Community Board Representative
Diana Stronach - Friends of the Museum (FOAM)

Natasha McDonnell
Banks Peninsula Governance Advisor
941 5112
natasha.mcdonnell@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/

Akaroa Museum Advisory Committee
15 May 2024



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

Karakia Tīmatanga

The agenda was dealt with in the following order.

1. Apologies Ngā Whakapāha

Part C

There were no apologies received.

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

Committee Resolved AMA/2024/00006

That the minutes of the Akaroa Museum Advisory Committee meeting held on Wednesday, 21 February 2024 be confirmed.

Pam Richardson/Nigel Harrison

Carried

4. Deputations by Appointment Ngā Huinga Whakaritenga

Part B

There were no deputations by appointment.

6. Akaroa Museum Director's Update to Akaroa Museum Advisory Committee

Committee Comment

1. The Committee thanked the Banks Peninsula Governance Advisor for her work with the Committee, wished her well for the future and welcomed the new Banks Peninsula Governance Advisor to the role.

Committee Resolved AMA/2024/00007

That the Akaroa Museum Advisory Committee:

1. Receives the information in the Akaroa Museum Director's Update to Akaroa Museum Advisory Committee Report.


Nigel Harrison/Asif Hussain

Carried

**Akaroa Museum Advisory Committee
15 May 2024**



Attachments

- A Item 6 - Akaroa Museum Visitor Stats - Akaroa Museum Advisory Committee 15 May 2024 Meeting 

**5. Friends of Akaroa Museum (FOAM) - Presidents Update
Committee Resolved AMA/2024/00008**

That the Akaroa Museum Advisory Committee:

1. Receives the information in the correspondence report Friends of Akaroa Museum (FOAM) – President’s Update dated 15 May 2024.

Pam Richardson/ Diana Stronach

Carried

7. Committee Members’ Exchange of Information Te Whakawhiti Kōrero a ngā Mema Komiti

Part B

- The Committee understands the Friends of Akaroa Museum (FOAM) Inside and Out Garden Tour fundraiser will occur on 23 and 24 November 2024.
- The Friends of Akaroa Museum (FOAM) Annual General Meeting will be held 27 September 2024.
- The Committee encourages Community Board members and Councillors to view the Takapūneke exhibition.
- The Committee heard Friends of Akaroa Museum (FOAM) will not be audited automatically, but are able to voluntarily report on financial activities.
- The Committee heard the Antique Fair will be occurring on 4 and 5 January 2025.

Karakia Whakakapi

Meeting concluded at 2.40 pm.

CONFIRMED THIS 21 DAY OF AUGUST 2024.

**PAM RICHARDSON
CHAIRPERSON**

Item 8

Attachment A



**Akaroa Museum Advisory Committee
MINUTES ATTACHMENTS**

Date: Wednesday 15 May 2024
Time: 2 pm
Venue: Akaroa Boardroom, 78 Rue Lavaud Akaroa

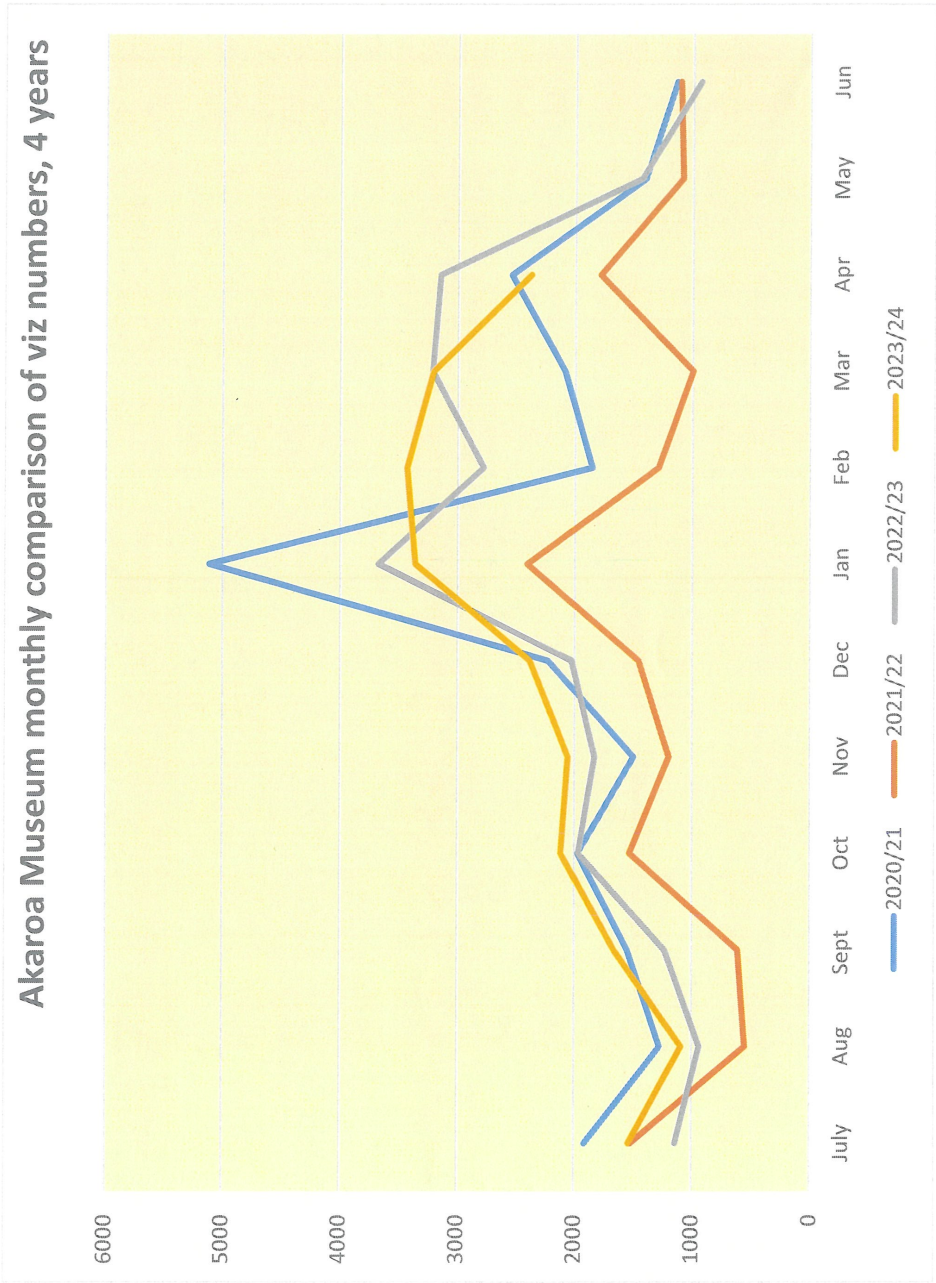
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Akaroa Museum Advisory Committee
15 May 2024

Christchurch
City Council 

Item 8

Attachment B



Attachment A Item 6

Attachment B Item 8



Workshop – Akaroa Museum Advisory Committee NOTES

Date: Wednesday 15 May 2024
Time: 1.01 pm
Venue: Akaroa Boardroom, 78 Rue Lavaud Akaroa

Present

Chairperson Pam Richardson - Community Representative
Members Nigel Harrison – Te Pātaka o Rākaihautū Banks Peninsula Community Board Representative
Diana Stronach - Friends of the Museum (FOAM)

Natasha McDonnell
Banks Peninsula Governance Advisor
941 5112
natasha.mcdonnell@ccc.govt.nz
www.ccc.govt.nz

Please Note:
This forum has no decision-making powers and is purely for information sharing.

Item 8

Attachment C

**Workshop - Akaroa Museum Advisory Committee
15 May 2024**



The agenda was dealt with in the following order.

1. Apologies Ngā Whakapāha

There were no apologies received.

**2. Akaroa Museum Acquisitions and Disposals Policy
Committee Briefing, Seminar or Workshop Recommendation**

Dan Smith, Akaroa Museum Collections Manager, presented to the Committee regarding the Akaroa Museum Acquisitions and Disposals Policy which is to be reviewed in 2024.


During the presentation the following points were noted:

- The purpose of the policy is to hold a framework for acquisitions and disposals.
- The policy is reviewed every five years.
- Akaroa Museum staff will run an information session with Friends of Akaroa Museum (FOAM) regarding the Akaroa Museum Acquisitions and Disposals Policy

The Committee agreed to request the Collections Manager to bring a report back to the Committee's 21 August 2024 meeting relating to further review of the Akaroa Museum Acquisitions and Disposals policy.

The Committee agreed to request the Akaroa Museum staff to place an article in the Akaroa Mail increasing awareness community awareness of the process around Museum acquisitions and disposals.

Attachments

- A Item 2 - Akaroa Museum Acquisitions and Disposals Policy November 2019 - Akaroa Museum Advisory Committee Workshop 15 May 2024 

Meeting concluded at 2:01pm



**Workshop - Akaroa Museum Advisory Committee
MINUTES ATTACHMENTS**

Date: Wednesday 15 May 2024
Time: 1.00 pm
Venue: Akaroa Boardroom, 78 Rue Lavaud Akaroa

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Workshop - Akaroa Museum Advisory Committee
15 May 2024

Christchurch
City Council 

Item 8

Attachment D

Akaroa Museum Acquisitions and Disposals Policy

Attachment A Item 2

Attachment D Item 8

Statement of purpose:

Akaroa Museum collects, preserves, researches, interprets, displays and otherwise makes available to the public, material and information relating to the natural and cultural heritage of Banks Peninsula.

November 2019

Akaroa Museum is owned and operated by Christchurch City Council

Approved by the Akaroa Museum Advisory Committee

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1. Introduction

This policy is divided into several sections. The introduction explains the role of this policy, and the mandate of the Museum to collect. The second section outlines the sorts of content in the various Museum collections. The third section outlines the sorts of objects that the museum would like to acquire in the future, and by what means. Sections four through seven outline decision-making criteria and exclusions related to the Museum's collecting activities. Sections eight and nine outline processes for dealing with requests for repatriation and the path for de-accessioning and disposal of objects from the collection.

1.1 Role of this policy

The role of this policy is twofold:

- To bring focus to the Museum's collecting activities;
- To provide a clear path for de-accessioning and disposal of objects no longer required in the collection.

The policy sets limitations and priorities to collecting so the Museum can fulfil its mission in the most direct and effective way. When the Museum accepts an object into its collections, it takes on the responsibility to care for that object (in effect) in perpetuity, with all the resourcing implications that has for a publically funded institution.

The second role of this policy is to lay out a clear path for transparent de-accessioning and disposal of collection items. Although there is a presumption against disposing of objects, objective and informed review of the collections can bring to light irrelevant or excessively deteriorated items that do not warrant further expense from the public purse.

Collections are the heart and soul of a museum, so the Acquisitions and Disposal Policy is of central importance to the way the Museum operates, and a suite of policies and procedures branch out from it to support the collections-related activities.

1.2 Museum development overview

Akaroa Museum meets a public demand for the preservation and interpretation of the unique heritage and history of Banks Peninsula. The Museum was established in the early 1960s by local people to create a museum and collection concerned with this area. Supported by the Akaroa County Council, they formed the Langlois-Eteveneaux House Museum Board. They were aided in their mission with professional advice and mentoring from Canterbury Museum and the New Zealand Historic Places Trust. The Langlois-Eteveneaux House Museum opened in late 1964.

Local authority backing has always been a key part of the Museum's support, and the public demand for a Museum was further recognised on 28 April 1986 when the Museum was wholly vested in Akaroa County Council with the Langlois-Eteveneaux House Trust Board becoming a Council sub-committee, as minuted:

the financial responsibility for the administration and operation of the Museum [shall] become the responsibility of the Akaroa County Council and the ratepayers of the Akaroa County Council.

The title of the Museum was changed to its current form and a paid full-time curator was installed.

In 1989 local government reorganisation resulted in the formation of a new local authority, the Banks Peninsula District Council, and the Board became the Advisory Committee, a sub-committee of the Akaroa/Wairewa Community Board. In 2006 the Banks Peninsula District Council was abolished, and ownership shifted to the Christchurch City Council. Akaroa Museum became part of the Art Gallery unit of the Community Services group, with local input from the Akaroa Museum Advisory Committee remaining through the avenue of the Akaroa/Wairewa Community Board.

Changes in Council organisation now see Akaroa Museum and the Art Gallery Unit in the Citizen and Community Group. The Advisory Committee retains its role but now is a sub-committee of the Akaroa Subdivision of the Banks Peninsula Community Board. The Advisory Committee currently comprises two representatives from the Friends of Akaroa Museum, one representative from the wider community, one from the Ōnuku Rūnanga, and two from the Akaroa Subdivision of the Banks Peninsula Community Board.

As well as collections of moveable cultural and natural heritage, Akaroa Museum manages three heritage buildings, all entered on the Heritage New Zealand List/Rārangi Kōrero, and recorded in the Christchurch District Plan, [Appendix 9.3.7.2 Schedule of Significant Historic Heritage](#). Individual building conservation plans were prepared by Ian Bowman in 2004-5.

Langlois-Eteveneaux House – [Category 1 Historic Place](#), District Plan Heritage Item 762. This building was the original focus of the Museum, and is situated on Historic Reserve land at the corner of rue Balguerrie and rue Lavaud. Built in the early 1840s, the building's layout has changed several times in its history, but was returned in 1964 to its original two-room form with a central passageway. Changes to the Building Code following the Canterbury earthquakes led to the chimney being dismantled in 2011, an archaeological investigation of the fireplace, and the removal of 1960s material and linings in 2016.

Customs House – [Category 2 Historic Place](#), District Plan Heritage Item 726. This is an early 1850s building occupying a site by Daly's Wharf on rue Balguerrie. It became part of the Museum in 1976, opening to the public in 1977. Changes to the Building Code following the Canterbury earthquakes led to the chimney being partially dismantled with the addition of a steel support to the fireplace. The interior underwent restoration in 2016-17.

Court House – [Category 2 Historic Place](#), District Plan Heritage Item 761. The Court House is immediately adjacent to the Museum building. The Court House was built in 1878 on land that had previously been occupied by the French magazine and today has the status of Historic Reserve. The building became part of the Museum in 1990.

Attachment A Item 2

Attachment D Item 8

2. Existing collections

2.1 Introduction

Akaroa Museum has been collecting since 1964 and has a great diversity of collection objects. The number of collection objects is upwards of 50,000 individual items. Although the collections have been developed around a variety of themes (the categories outlined below), a key shared theme shared is an association with Banks Peninsula related individuals and families.

The latter theme is allied to the Museum's genealogical collection which, because it is not made up of original documents, is not covered by this policy. Many visits, enquiries and general interest in the Museum collections are generated through genealogical interests, and the Museum is a hub for genealogical research.

The collections are a public resource. In order to manage this resource the collections are intellectually divided into the categories listed and explained below, however, many objects fit across several categories.

2.2 Description of collection categories

Archaeology – Archaeological material is a primary source of social history information and complements other types of objects in the collection. It includes material retrieved during site works associated with building demolition or construction. Sections 44 – 64 of the [Heritage New Zealand Pouhere Taonga Act 2014](#) cover the definition of, and controls over, archaeological sites and their investigation.

Archives and Ephemera – Archives are unpublished material (although perhaps printed) generated by individuals or groups, and include items such as minutes of meetings, registers and rolls, members' rule books, letters, notes and manuscripts. Important collections include the Akaroa Borough and County Council minute and correspondence books, and material related to roads boards etc. Ephemera is printed material such as tickets, posters, timetables and pamphlets. One of the key sources in the Archives and Ephemera collection is a complete run of the *Akaroa Mail* newspaper (1876 – present).

Costume and Textiles – This collection comprises of 19th and 20th century clothing and accessories, bedding, table linen and other household textiles. The collection contains two items made from the short-lived Akaroa tweed weaving enterprise. Although the clothing collection reflects fashion, it is primarily collected for its association with Banks Peninsula people and contexts. The areas of this collection complement the Social History collecting themes (below):

- Day wear
- Work and occupations
- Leisure and sports
- Evening wear and best clothes
- Holidays
- Weddings and special occasions
- Hats, footwear and accessories

- Bedding and household textiles
- Commercial textiles

Fine Art – Original or limited edition works depicting aspects of Banks Peninsula collected for their artistic and/or documentary qualities such as the landscape paintings by S.C. Farr and Thomas Cane, and more recently (2007) the large photograph, *Rehutai #2* by Neil Pardington.

Library – Published material, both fiction and non-fiction, with a Banks Peninsula subject matter, author or provenance. Books on local history are the most numerous types in this collection.

Natural History – This is a relatively small collection comprising examples of vertebrate zoology, botany and geology.

- Vertebrate Zoology – Mounted birds, a hectors dolphin skeleton, skeletal remains of mammals and birds, birds eggs
- Botany – Dried specimens mounted on sheets mainly of plants identified by Raoul
- Geology – A collection of polished stones, stone collected as examples of raw materials used in Māori stonework

Photographs and Postcards – The photograph collection is a way of recording people, places and events on Banks Peninsula. The collection includes glass and film negatives, a small number of ambrotypes, and prints ranging from *cartes de visite* to digital. Postcards are collected as visual records (for their picture) and also for their text (the written message), which can record revealing impressions of the area and holiday activities. Several commercial photographers, for example, Jessie Buckland from the early 20th century are represented. In 2018 the Museum acquired negatives from the photographer Donald J. McKay, about 40,000 individual frames, ranging in date from the late 1940s to the early 1980s.

Social History – Objects made or related to life on Banks Peninsula that do not fit into the other categories. The original owners may have been Māori or Pākehā, but if the owner was Māori and the object is in this category then the object is not designated as *taonga*. Generally, the themes of this collection fall under the following headings:

- Settlers – This collection includes objects related to whaling and the contact period, and then the first Pākehā settlers to the area, which include things brought to New Zealand in settlers' luggage.
- Daily life – Everyday, often domestic things that could be seen as inconsequential and of little value, but nevertheless help people navigate through their daily lives. Many of these objects gain antique value or 'retro' appeal, but their acquisition into the Museum collection is because they provide insight into the ways people have lived here.
- Work and occupations – There is a substantial collection of objects related to work and economy, such as fishing, agriculture, farming, and timber milling, and to local commercial activities such as shop and hotel keeping, and the

- tourist industry. A small selection of objects also relate to the military careers of several Peninsula men and women.
- Leisure – Individual and group leisure activities and pastimes
 - Religion – Religious affiliation
 - Commemorative or civic occasions
 - Political activity at local or national levels
 - Tourism and holidays – Reflecting Akaroa/Banks Peninsula as a holiday destination, including souvenir objects, and also “bach life”
 - Cross-cultural objects/design – Things that utilise Māori design motifs or incorporate Māori objects, made by Māori and Pākehā. A significant local producer in this arena was J. H. Menzies (1839-1919)
 - Colonial furniture – Locally made furniture especially in native timbers, or imported furniture that reveal aspects of migration, trade and influence

Taonga – Here used in a general sense to refer to any objects produced by local Māori before and after contact with Europeans, or objects that have a historical connection to the area through migration, trade or war. The collection reflects mātauranga Māori with particular reference to Māori lifeways and history in Banks Peninsula. This collection includes pieces in wood, stone and bone, and examples of textile work. Also in this collection are images of ancestors.

Attachment A Item 2

Attachment D Item 8

3. Future collecting

3.1 Process

The development of the Museum's collections through collecting is core to Akaroa Museum's mission (statement of purpose) and enables the Museum to fulfil other aspects of its mission, including interpretation. Collecting is a discriminating activity. Adding objects to the collections uses resources – staff time in research and processing new objects into the collection, and a continuing investment in storage and display space and materials.

When a new object is proposed for the collections the decision is made by the curatorial team – the Museum Director and Collections Manager. From time to time opinions from experts or other types of consultation will be undertaken (for example with the Ōnuku Rūnanga liaison) before a decision is made. The proposed acquisition must meet the parameters outlined in this document and be useful to the Museum in fulfilling its mission. It is preferable that an object is richly informative. A rationale for a proposed acquisition should be articulated as part of the decision making process, and this rationale should be reflected in the permanent record related to that object. The rationale links back to this policy and the statement of purpose.

3.2 Methods of collecting

Active collecting:	Instances where Akaroa Museum actively seeks out objects in one of its collection areas for acquisition. This may be by means of purchase if necessary, but as there is no acquisitions budget this could only be achieved through specific fund raising or special funding.
Opportunistic collecting:	When an opportunity to acquire arises, the acquisition will be considered. This may be by means of purchase if necessary, but as there is no acquisitions budget this could only be achieved through specific fund raising or special funding.
Passive collecting:	If appropriate material is offered as a donation or bequest, the acquisition will be considered

Historically, the Museum has predominantly relied on passive acquisition to develop the collections. In the absence of an acquisitions budget, the Friends of Akaroa Museum from time to time perform an important role of support by making purchases for the collection on behalf of Akaroa Museum.

3.3 Collection categories

Archaeology – The Museum does not actively undertake archaeological fieldwork but will continue to accept donations of locally relevant archaeological finds (passive collecting).

Archives and Ephemera – The Museum will continue to actively collect the *Akaroa Mail* newspaper, for which it has a programme for binding copies into annual volumes. Opportunistic collection of the records of local organisations and passive collecting of other material will be adopted to develop this collection.

Costume and Textiles – Current collecting is focusing on local production and design. In general, collecting should aim to explain an aspect of life on Banks Peninsula. The aim is not to develop a fashion collection. Duplication of objects will be considered if associated information is judged to warrant it. Where duplication is of a poorly provenanced piece, this may be reason for consideration of deaccessioning and disposal. The main lines for development of this collection are through passive or opportunistic means.

Fine Art – The intention is to develop this collection by opportunistic and passive means so as to reflect artistic activity in the area.

Library – Library items are collected as social history objects (e.g. a family bible) and also as items that contribute to the collection of reference/research material. All three methods of collecting apply to this collection.

Natural history – No in-house expertise in natural history collections exists, so collecting in this area will only be through acquisition of existing prepared specimens or collections. Wet collections will not be considered because of the lack of expertise and appropriate storage for spirit preparations. The main lines for development of this collection will be through passive or opportunistic means and will be based on social history themes:

- Collecting as a pastime
- Hunting, shooting, fishing as sport or work
- Purposeful depopulation/repopulation of species
- Recording human impact on the natural environment
- Specimens related to economic activity
- Specimens that illustrate colonisation
- Conservation

Photographs and postcards – Collecting photographs and postcards so as to create a visual archive will continue in passive and opportunistic ways. In particular, early photographs and photographic media (e.g.: daguerreotypes, ambrotypes, *cartes de visite*) which are rare, are particularly useful for information they can yield related to people and buildings on the Peninsula. Increasingly there is competition from private collectors which reduces the quantity of new acquisitions.

Social History – The main lines for development of this collection are through passive or opportunistic means, and will be related to the existing themes listed above (2.2). The aim should always be to explain an aspect of life on Banks Peninsula - not to have “one of everything”. Duplication of objects will be considered if associated

information is judged to warrant it. Where duplication is of a poorly provenanced piece, this may be reason for consideration of deaccessioning and disposal.

Items connected to the settlers that arrived on the *Comte de Paris*, the *Monarch* and early ships to Lyttelton Harbour have a special significance for Banks Peninsula, as are items connected to whaling, or French (naval) occupation. However, these are rare, and their acquisition is in competition with private collectors, Okains Bay Māori and Colonial Museum, and overlaps with the larger institutions, Canterbury Museum and the Museum of New Zealand Te Papa Tongarewa.

Taonga – The main lines for development of this collection are through passive or opportunistic means. The Museum recognises the principles of tino rangitiratanga embodied in Article II of the Treaty of Waitangi. As much as is practicable the management and development of this collection will be in consultation with Ngāi Tahu, through the avenue, initially, of liaison with Ōnuku Rūnanga, and where appropriate, Wairewa Rūnanga or Koukourārata Rūnanga (the three rūnanga in the collecting area). One line of development of this collection will be to bring material in hands of private collectors into the public domain. Collecting in this area overlaps with Okains Bay Māori and Colonial Museum and the larger public institutions, Canterbury Museum and the Museum of New Zealand Te Papa Tongarewa. Communication and decision making in relation to taonga is guided by relevant Museum policy. See also 7.2 below.

Attachment A Item 2

Attachment D Item 8

4. Limitations on collecting

Objects that fit the above collecting criteria may not be deemed fit for acquisition for a variety of additional reasons. The Museum will endeavour to recommend a more appropriate institution for rejected material where possible.

4.1 Geographical Boundary

The Museum will restrict its collecting to objects that are from, or have a relationship to, the Banks Peninsula area (excluding the Lyttelton Harbour basin, refer attached map, Appendix, p.20).

4.2 Legal and Ethical

If the Museum, after going through due diligence (6. below) is not satisfied of the legality of the object, the claim to title of the potential donor/vendor, or finds that obtaining the object would be in some way ethically unsound, then it will not pursue collecting the object. Collecting activity, including dealing with donors or vendors, should not compromise Christchurch City Council's responsibility as a good employer to provide a safe working environment.

4.3 Loans

The Museum will not accept items offered as 'Permanent Loans', and will usually reject an object with limitations to full title. The Museum will however consider 'shared ownership' in certain circumstances. This will require formalisation and may be managed as loans-in, acquired with agreed restrictions, or acquired with agreed short-notice on and off the Museum premises access for cultural reasons. The method of management will be decided on a case by case basis.

4.4 Human Remains

The Museum will not acquire human remains, but will consider objects fashioned from human bone under guidance from Ōnuku Rūnanga and other relevant sources ([Museums Aotearoa Code of Ethics & Professional Practice \(2013\)](#), Appendix B, Human Remains Policy and Practice).

4.5 Adequate Care

The Museum will only collect objects that it deems it is able to give adequate care. Adequate care refers to the physical, intellectual and, particularly for objects such as *taonga*, the spiritual states of the object.

- Reasons for rejecting objects on their physical state include:
 - Size – The object is deemed too large or heavy to store or display either with or without specialist equipment
 - Fragility - An object is too fragile to handle or store or display without specialist equipment or storage facility
 - Condition - An object is unstable or requires a degree of conservation or other intervention that is beyond the resources available (including through grants)
 - Risk - An object is deemed to present an unmanageable danger to staff, visitors or the rest of the collection (e.g. infestation, radioactivity, etc.)

- Reasons for rejecting an object on its intellectual state include:
 - A lack of expertise within the staff to document or interpret an object
 - The extent of a collection presenting an overwhelming burden of work to document adequately and completely
 - A weak provenance or lack of contextual information that research cannot recover
 - Duplication without other claims to uniqueness (e.g. through association)
- Reasons for rejecting an object on its spiritual state include:
 - A spiritual danger or barrier to staff (or potential future staff) or visitors
 - Inability to adequately provide tikanga

4.6 Cost / Ongoing Cost

The Museum may not take up an opportunity to collect an object due to the cost of acquiring the object, or the cost of maintaining, restoring or repairing an object once acquired, with view to 4.5 above.

4.7 Expert Advice

The Museum may not take up an opportunity to collect an object following advice received from colleagues, rūnanga, or other experts in the relevant field during consultation.

Attachment A Item 2

Attachment D Item 8

5. Conflicts of interest

5.1 Institutional conflict

The Museum will be guided by the [Museums Aotearoa Code of Ethics & Professional Practice \(2013\)](#) which promotes consideration of other museums in the area, and of consultation and co-operation between museums. Potential collecting conflicts lie with Okains Bay Māori and Colonial Museum, Little River Railway Trust, Lyttelton Museum, Canterbury Museum, Christchurch Art Gallery and potentially the Museum of New Zealand Te Papa Tongarewa.

Akaroa Museum is the only fully public museum on Banks Peninsula with professionally trained and experienced staff. The Museum will act in what it perceives as the public's and the object's (in terms of physical / intellectual / spiritual) best interest when making acquisitions. Consultation is likely in instances of perceived institutional conflicts of interest.

5.2 Individual conflict

Staff and associated individuals need to declare their private collecting interests, and must not collect in competition with the institution. Such behaviour is unethical and can put the reputation of the institution and its staff at risk. The expectation is that staff will follow the ethical guidelines as laid out in point 3.2.d of the [Museums Aotearoa Code of Ethics & Professional Practice \(2013\)](#).

5.3 Gratuities

Staff will deal with gifts, gratuities, koha, favours or another thing of monetary value by following the appropriate Christchurch City Council policy and in reference to 3.2.b-c. of the [Museums Aotearoa Code of Ethics & Professional Practice \(2013\)](#).

6. Due diligence

6.1 Title and provenance

Prior to acquisition, it is the Museum's responsibility to:

- Examine the chain of title and ensure that the Museum has access to a valid title over the object in question
- Ensure the object is what it is claimed to be, that its provenance is valid

6.2 Legal and ethical observance

The Museum will not acquire by any direct or indirect means any specimen or object that has been collected, sold or otherwise transferred in contravention of any law or treaty of New Zealand or of any other country that New Zealand is signatory to. As employees of Christchurch City Council, Museum staff will act in accordance with Council policies and procedures. The Museum is bound by [Museums Aotearoa Code of Ethics & Professional Practice \(2013\)](#).

6.3 Heritage buildings

Decisions related to the management of heritage buildings will be led by each building's conservation plan, and more broadly by the [ICOMOS New Zealand Charter](#).

Attachment A Item 2

Attachment D Item 8

7. Repatriation

7.1 From Te Pātaka o Rākaihautū Banks Peninsula

Requests for repatriation will be dealt with on a case by case basis. The Museum has a responsibility for the physical, intellectual and spiritual well-being of its collections, as well as an ethical responsibility to recognise *tangata whenua* rights of ownership over taonga Māori. The Museum will look for the best solution to balancing these when dealing with requests for repatriation. Repatriation involves de-accessioning steps 8.3 to 8.6 (below), with the case against retention being built via the claim for cultural ownership made by the party requesting repatriation. Consultation and decision making will be guided by relevant Museum policy.

7.2 To Te Pātaka o Rākaihautū Banks Peninsula

The Museum recognises its role in supporting the repatriation of relevant taonga Māori to Te Pātaka o Rākaihautū Banks Peninsula. Consultation and decision making will be guided by relevant Museum policy.

Attachment A Item 2

Attachment D Item 8

8. De-accessioning and Disposal

8.1 Presumption Against Disposal

There is a strong presumption that once acquired objects should remain in the collection in perpetuity. There may be occasions when collection items are deemed to not be relevant to the collection, and may be considered as candidates for disposal. Disposal can only occur in cases where the Museum is the legal owner of the object.

8.2 Reasons for De-accessioning

An object may be considered for de-accessioning if it falls into one or more of the following categories:

- It is no longer relevant to the overall context of the collection
- It can no longer be properly cared for by the Museum
- It poses a hazard or threat to the other collection items, the museum, or staff or visitors
- Its physical condition has deteriorated to the point where it is beyond conservation and has no use for display or reference
- It has been proved to be a forgery
- It has been shown to have been acquired illegally
- It is cultural material of a type for which repatriation is an appropriate option
- It is of inferior quality, either in itself, or relative to other items, and has no known associations with other collection items

Before progressing, the Museum will confirm that it is legally free to dispose of an item.

8.3 Case for De-accessioning

De-accessioning will only be undertaken as a fully informed process, and for sound curatorial or safety reasons. The process of de-accessioning requires rigorous research, and case building for and against retention. Consultation with colleagues and experts outside of the staff of Akaroa Museum may be undertaken as deemed necessary in building of the cases for and against. The initial decision is to be made by the curatorial team (director and collections manager), and the arguments and rationale are to be documented. The decision to progress towards de-accessioning is only made when the case for retention is decidedly weak.

8.4 Contact with Original Donor

The Director shall make every effort to contact and consult with the object's donor prior to progressing the object towards de-accessioning.

8.5 Consideration by the Akaroa Museum Advisory Committee and Banks Peninsula Community Board

The Akaroa Museum Advisory Committee is an avenue for community influence over Museum activities. Details of proposed de-accessions, in the form of a report and recommendation from the Museum Director, will be placed before the Akaroa Museum Advisory Committee for comment. The Director's report on de-accessioning

will be minuted and progress to the Banks Peninsula Community Board for confirmation.

8.6 De-accession Decision

Endorsement of the Director's recommendation for de-accessioning by the Akaroa Museum Advisory Committee and the Banks Peninsula Community Board will lead to the proposed de-accession progressing to the final stage of being signed off by the Director of the Art Gallery Unit of the Christchurch City Council.

8.7 Methods of Disposal

Should the decision be made to de-accession an object, it may be disposed of. For an intact object, the preferred methods of disposal are:

- For the object to remain in the public realm by gift, transfer or sale to another museum or similar public institution
- Return to the original owner

Where the preferred options are unsuccessful, sale of the object on the open market is appropriate. Any proceeds of a sale to another institution or into private hands are to be used only for acquiring further collection items for Akaroa Museum. A badly deteriorated item may be destroyed or recycled.

8.8 Documentation

The process and outcome will be documented and kept on file.

9. Policy review

The Acquisitions and Disposals Policy is a public document and will be reviewed from time to time, at least each five years.

Attachment A Item 2

Attachment D Item 8

10. Appendix
Collecting boundaries (shaded)



Banks Peninsula, Canterbury, New Zealand Andrew Douglas-Clifford, 2018. The Map Kiwi:
<https://www.andrewdc.co.nz/project/banks-peninsula-terrain-map/>. Reproduced by permission.



9. Correspondence - Akaroa Wastewater Project

Reference Te Tohutoro: 24/773974
Responsible Officer(s) Te Pou Matua: Liz Beaven, Community Board Adviser
Accountable ELT Member Pouwhakarae: Andrew Rutledge, Acting General Manager Citizens and Community

1. Purpose of Report Te Pūtake Pūrongo

Correspondence has been received from:



Name	Subject
Akaroa & Bays Forum	Akaroa Wastewater Project

2. Staff Recommendations / Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the information in the correspondence report dated 10 June 2024 from the Akaroa and Bays Forum regarding concerns about the Akaroa Wastewater Project.

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A  	Letter from Akaroa and Bays Forum - Akaroa Wastewater Project - 3 May 2024	24/773975	66

03 May 2024

Banks Peninsula Community Board
P.O. Box 73027
Christchurch

Akaroa Wastewater Project

These comments are made on behalf of the Akaroa and Bays Forum. The Forum currently represents some 24 groups and organisations in our community and has the following objective:

The Akaroa and Bays Forum aims to function as an umbrella group for local organisations in the wider Akaroa area, to provide a platform for exchanging local information, working through community issues, and liaising with the Community Board, Council, and other organisations to work towards good local outcomes.

*The group has the broad goal of **representing the collective goals of the community.***

At the April meeting of Forum, Suky Thompson from Friends of Banks Peninsula (FoBP) addressed members on the issue of the Akaroa Wastewater Project. She reported that the Christchurch City Council had lodged its resource consent application for the Wastewater Project with Environment Canterbury (Ecan), which had reserved its decision on whether the application would be publicly notified. (Note – we have since been informed that Ecan will now publicly notify the application.)

Suky outlined the concerns of FoBP particularly around the high level of stormwater infiltration into the system and the possibility of untreated wastewater discharges to the sea. A copy of the paper Suky tabled is attached with this letter.

The meeting agreed that the Forum should write to the Banks Peninsula Community Board asking it to ask Council to re-examine the whole Akaroa Wastewater project, noting the high level of concern and dissatisfaction in the community around the current application. The Forum is seeking assurances that the community can have confidence in what is currently proposed, and whether there should be an independent peer review in light of the importance and cost of the project.

We are asking that the Community Board consider this request. This is an issue which is very important to many in our community but there is a feeling that the wider community is not aware of its significance or what the projects continuing impact may be on our whenua and harbour.

We are happy to come to speak to the Board about this request.

Regards

Liz Carter
Coordinator
Akaroa & Bays Forum
akaroabaysforum@gmail.com
021 2761975

FRIENDS of Banks Peninsula Inc.

P.O. Box 56, Duvauchelle, Banks Peninsula, Canterbury

Email: friendsbankspeninsula@gmail.com www.fobp.co.nz



Item 9

Attachment A

Akaroa Wastewater Scheme Update – Akaroa & Bays Forum – 9 April 2024

It is concerning that many Akaroa residents are unaware of the major issues surrounding the proposed wastewater scheme. Below is a very basic overview for the Forum to consider:

- The project is now at the resource consent stage. CCC lodged the consent application with ECAN in June 2023, but did not exercise their right as applicant to request public notification, and ECAN has still not made a decision on whether to notify.
- The application is for the disposal of the treated wastewater which is to be irrigated to land at two sites in Robinsons Bay - 4ha on Hammond Point and 31ha in the upper Robinsons Bay Valley. This site will also house the treated wastewater storage tanks which will be used to hold water when there is more than can be irrigated – such as during wet periods in winter.
- There will also be substantial infrastructure in Akaroa including the terminal pump station beside the Freedom Camping Area and the Treatment Plant at the top of Old Coach Road. These structures are covered by consents issued in 2015. Additional infrastructure now needed at Old Coach Road includes a large raw wastewater storage tank, and a constructed wetland that will be used as an overflow area if Robinsons Bay storage is full.
- Friends of Banks Peninsula obtained a copy of the application shortly after it was lodged, and has many concerns with what is proposed. We have been interacting with both ECAN and CCC through email to planners and the LGOIMA process.
- We ask that the Akaroa and Bays Forum also join us in asking that CCC and ECAN publicly notify the application, so that they many issues with it can be brought into the public domain and dealt with appropriately through the consent process.

A summary of our concerns is:

- The project is now estimated to cost \$107 million, of which \$13.9 million has already been spent. This project is the 4th largest capital project in the 10 year LTP budget.
- Despite the very high cost the system has no expansion capability and will serve approximately 1000 properties in Akaroa only (at a cost of over \$100,000 each) – and not have sufficient capacity to add Takamatua households at a later date.
- We are very concerned that CCC are proceeding with this irrigation system without first dealing with the issue of Akaroa's badly leaking pipe network. During the 2020 consultation it emerged that over 60% of water entering the system is infiltration – not human produced sewage. All submitters to the consultation held in 2020 expressed concern about the idea of putting in a fixed capacity irrigation system that was vastly oversized to cope with huge amounts of stormwater infiltrating the network, and the costs and risks this would expose the community to in the future.
- In making their decision to proceed, the Councillors involved recommended that the infiltration (I&I) was brought down to less than 20% of the total sewage, but instead of implementing this, the resource consent is based on it being brought down by only 20%. This means that over 50% of the wastewater flow will still be infiltration, and this will still peak wildly in winter during times of heavy and prolonged rain – the very times when irrigation is the least possible, and so it will all need to be stored until irrigation can resume.

- The Tank storage provided for in the consent application has been vastly undersized - CCC desktop modelling did not factor in I&I from stormwater and ground water continuing to inundate the system long after a rainfall event. They had not applied their modelling to actual rainfall, which has been over 400mm in July for both 2022 and 2023. Friends of Banks Peninsula have brought this to their attention and they are now reviewing their figures.
- Furthermore, the application claimed that because the storage was sufficient for all eventualities, the system was closed. However, now they have admitted that a pipe will lead back down from the treatment plant to Children's Bay and that this is where treated wastewater will overflow if the storage is full. This means wastewater will now be discharged into the shallow mudflats of this heavily used Bay instead of mid harbour as at present.
- The capacity of the terminal pumping station beside the Freedom Camping area will also be exceeded in large weather events such as that experienced in July 2023 meaning raw sewerage will also be released into the harbour at this location. (also not mentioned in their consent application)
- While some work has been done on the pipe network, CCC have provided no evidence that it has succeeded, and the wastewater flows were at the highest ever in the winter of 2023 due to infiltration. There are no plans or budget allocated for further work, and the poor state of the pipe network is likely to get worse over time, increasing the I&I and storage requirements even more. Raw sewage will continue to seep out of the broken network into the environment all around the town, polluting the coastal area. Failing to fix the pipes now and instead spending the funds on huge storage tanks to hold the massive amounts of sewage resulting from the infiltration does not fix the problem. The pipe network will still need to be fixed at some point, and money will have been wasted in the meantime.
- In 2020 the plan had included the church land in Takamatua as well as the two Robinsons Bay sites. When the church refused to sell, CCC simply increased the irrigation rate in Robinsons Bay – meaning more nutrients and water will be concentrated in this one area, and the Geotechnical report included with the application warning of the risk of loess soils developing tunnel gullies and slipping if over irrigated. High plateaus with steep drop offs are also now be irrigated, some already with slips and springs below.
- During the 2020 consultation, many submitters asked for the water to be reused in Akaroa to alleviate summer water restrictions. Re-use provided at this point is limited to irrigating the recreation ground only, and as this is labelled “future project” it is unclear whether the Council intends to implement it at this stage.
- Plans for the membrane filtration treatment plant promised as the way to manage the risks to the environment of pollutants have been scrapped. CCC have not yet made a decision on the type of treatment plant they will build.
- The irrigation field is to be planted with a monoculture of 40,000 kānuka - not the biodiversity forest the community had expected. This creates further risks as kānuka is one of the most highly flammable of native trees and susceptible to myrtle rust.

The principal reason for the new \$107 million wastewater treatment and disposal system is to meet cultural concerns by shifting the treatment plant from Takapūneke and removing wastewater discharge from the Harbour. However, with the amount of infiltration currently going through the system, there is no guarantee that harbour discharges will cease and instead:

- Raw sewage discharges to the harbour will still be very likely due to the limited capacity to pump water up hill to the treatment plant, and may be more likely than the current system
- Treated wastewater will be released to the Harbour - either directly at Childrens Bay, or through run-off at Robinsons Bay (including to freshwater streams) and Hammonds Point at times when there is heavy rain.
- As the severity of storms increases with climate change, and the pipes continue to deteriorate, both of these risks will increase.

Friends of Banks Peninsula will be asking CCC to review their thinking on this project.

In our view it is essential that the pipe network in Akaroa is fully fixed or replaced with a sealed system BEFORE the Council installs a new fixed capacity disposal system. If they are unable or unwilling to do this, then it is critical that the current harbour outfall is retained for emergency overflows, as disposal to mid-harbour is much more environmentally sound than the same overflows occurring at the Childrens Bay foreshore.

We ask that the Akaroa and Bays Forum join us in requesting this \$107million dollar project is publicly notified.

10. Lyttelton Reserves Committee - Urumau Triennial Plan

Reference Te Tohutoro: 24/887049

Responsible Officer(s) Te Pou Matua: Linda Burkes, Banks Peninsula Governance Advisor

Accountable ELT Member Pouwhakarae: Andrew Rutledge, Acting General Manager Citizens and Community

1. Purpose and Origin of the Report Te Pūtaka Pūrongo

- 1.1 This report is to bring the Lyttelton Reserves Committee – Urumau Triennial Plan to Te Pātaka o Rākaihautū Banks Peninsula Community Board for its acceptance and support.
- 1.2 As stated in clause 13 of Te Pātaka o Rākaihautū Banks Peninsula Terms of Reference, a Triennial Plan identifies the Reserve Committees priorities and can be used to report on progress, and to support submissions to the Long Term Plan (LTP) and Annual Plan (AP) processes for funding.

2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the information in the Lyttelton Reserves Committee - Urumau Triennial Plan Report.
2. Accepts and supports the Lyttelton Reserves Committee – Urumau Triennial Plan through the Long Term Plan (LTP) and Annual Plan (AP) processes.
3. Notes that the decision in this report is assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy.

3. Executive Summary Te Whakarāpopoto Matua

- 3.1 This report presents the opportunity to support the Reserve Committee's priorities and support the Urumau Triennial Plan through the Long Term Plan and Annual Plan processes.
- 3.2 The preferred option is to accept and support the Lyttelton Reserves Committee – Urumau Triennial Plan.
- 3.3 This is the preferred option because the Reserves Committee members have collaborated with staff to create this plan based off their priorities. Through the collaboration of this work, staff have approved deliverability for the proposed work within available budgets.

4. Background/Context Te Horopaki

- 4.1 In alignment with Te Pātaka o Rākaihautū Banks Peninsula Reserve Committee Terms of Reference, every Reserve Committee is encouraged to create their Triennial Plan, in collaboration with staff.
- 4.2 Lyttelton Reserves Committee have collaborated with staff to create the attached Urumau Triennial Plan which is now being placed in front of the Board for the Boards acceptance and support through the Long Term Plan and Annual Plan processes.

Options Considered Ngā Kōwhiringa Whaiwhakaaro

- 4.3 The following reasonably practicable options were considered and are assessed in this report:
- Accept and support the Lyttelton Reserves Committee - Urumau Triennial Plan through the Long Term Plan (LTP) and Annual Plan (AP) processes.
 - Do not accept and support the Lyttelton Reserves Committee – Urumau Triennial Plan through the Long Term Plan (LTP) and Annual Plan (AP) processes.

Options Descriptions Ngā Kōwhiringa

- 4.4 **Preferred Option:** Accept and support the Lyttelton Reserves Committee – Urumau Triennial Plan through the Long Term Plan (LTP) and Annual Plan (AP) processes.
- 4.4.1 **Option Description:** Lyttelton Reserves Committee have worked with staff to outline their operational plans for the term, priorities, and goals in a clear and collaborative work programme. The Triennial Plan can be used to report on progress and to support submissions to the Long Term Plan (LTP) and Annual Plan (AP) processes for funding.
- 4.4.2 In alignment with Te Pātaka o Rākaihautū Banks Peninsula Terms of Reference (6 November 2023), the Triennial Plan will be submitted to the Board for their acceptance and support through the LTP and AP processes.
- 4.4.3 **Option Advantages**
- This option allows the Reserves committee to have support for funding through the LTP and AP processes.
 - This option allows Lyttelton Reserves Committee to begin their programme of work.
- 4.4.4 **Option Disadvantages**
- There are no disadvantages to this option.
 - The staff that create the Triennial Plan in collaboration with the Reserves Committee, can do the proposed work within available operational budgets. As such, by staff co-creating the Triennial Plan they are offering deliverability through their approved budgets.

5. Financial Implications Ngā Hīraunga Rauemi

Capex/Opex Ngā Utu Whakahaere

- 5.1 Staff that create the Triennial Plan in collaboration with the Reserve Committee, do so knowing the proposed work is deliverable within the available operational budgets.

6. Considerations Ngā Whai Whakaaro

Risks and Mitigations Ngā Mōrearea me ngā Whakamātautau

- 6.1 There are no risk management implications applicable.

Legal Considerations Ngā Hīraunga ā-Ture

- 6.2 Statutory and/or delegated authority to undertake proposals in the report:
- 6.2.1 Te Pātaka o Rākaihautū Banks Peninsula Reserve Committee Terms of Reference, clause 13.3 states:

The Committee is responsible for preparing a Triennial plan with guidance and support from Council staff. The plan will identify the Committee's priorities and can be used to report on progress and to support submissions to the LTP and AP processes for funding.

6.3 Other Legal Implications:

6.3.1 There is no legal context, issue, or implication relevant to this decision Strategy and Policy Considerations Te Whai Kaupapa here.

6.4 The required decisions

6.4.1 Align with the [Christchurch City Council's Strategic Framework](#).

6.4.2 Are assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy. The level of significance was determined by considering the criteria set out in the Council's Significance and Engagement Policy.

6.4.3 Are consistent with Council's Plans and Policies.

6.5 This report supports the [Council's Long Term Plan \(2021 - 2031\)](#):

6.6 Citizens and communities

6.6.1 Activity: Community Development and Facilities

- Level of Service: 2.2.5.1 Community partner relationships are prioritised, improves and supported by robust information. - 130 Partner Organisations' relationship with Council is health-checked and reported

Community Impacts and Views Ngā Mariu ā-Hāpori

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

6.7.1 Lyttelton, Te Pātaka o Rākaihautū Banks Peninsula.

Impact on Mana Whenua Ngā Whai Take Mana Whenua

6.8 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.

6.9 The decision does not involve a matter of interest to Mana Whenua and will not impact on our agreed partnership priorities with Ngā Papatipu Rūnanga.

6.10 Ngāti Wheke Rūnanga has kaitiakitanga over Lyttelton Reserves Committee, although the acceptance and support of this Triennial Plan does not involve or impact mana whenua.

Climate Change Impact Considerations Ngā Whai Whakaaro mā te Āhuarangi

6.15 The proposals in this report are unlikely to contribute significantly to adaptation to the impacts of climate change or emissions reductions.

6.16 Although the work of the Reserve Committee fulfils an important role in the co-management of reserves, the impact of this decision will not contribute significantly.



7. Next Steps Ngā Mahinga ā-muri

7.1 The Lyttelton Reserves Committee can continue their programme of work for this Term on Urumau Reserve.

7.2 The Reserves Committee will have support for funding through the LTP and AP processes.

7.3 The Lyttelton Reserves Committee will develop a corresponding Triennial Plan for Whakaraupō Reserve.

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A  	Lyttelton Reserves Committee - Urumau Triennial Plan 2023-2025	24/887531	75

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

Document Name – Location / File Link
Not applicable

Signatories Ngā Kaiwaitohu

Author	Linda Burkes - Banks Peninsula Governance Advisor
Approved By	Penelope Goldstone - Manager Community Governance, Banks Peninsula

Lyttelton Reserves Committee

{DRAFT} Urumau Reserve Triennial Goals & Operational Plan 2023-26

Urumau Reserve is a 26 ha public reserve owned by Christchurch City Council (CCC) located on the eastern ridgeline of the Lyttelton township. It provides recreation opportunities and connects other established tracks, as well as providing habitat and connectivity for native flora and fauna.

Urumau Reserve >>- to include perspective from Ngāti Wheke

The Lyttelton Reserves Committee (LRC) are responsible for the co-management and planning of activities within Urumau Reserve and Whakaraupo Reserve. This committee is elected by the local community on a triennial basis to represent community views, thereby providing guidance for management of the reserve by CCC. As stated in the Terms of Reference 2022, the committee shall prepare a Triennial operational plan to identify priorities, goals and a work programme for the three years.

Following public consultation, a development plan for Urumau Reserve was endorsed by the community in 2018. The plan contains a network of existing and proposed tracks for walking and mountain biking as well as areas for native planting. The development plan is used as a basis for planning and decision-making by the LRC. Other plans and activities from adjacent landowners or wider catchment plans can be factored into decision-making, including the Whaka-Ora catchment plan, the Lyttelton Port Company plans for adjoining land, and issues raised by neighbouring landowners and residents.

The focus areas for management within the reserve for the 2023-2026 triennium include native planting, management of pest plants and animals, track development and maintenance and erosion and sediment control. There are a number of hazards relating to the reserve that will require oversight and management including fire and drainage, and the committee will engage with the community on activities in the reserve.

The purpose of this triennial operational plan is to clarify outcomes and guide priorities for work in Urumau Reserve. The operational plan is non-statutory, however it serves as guidance for setting budget allocation and planning activities. The plan should be updated annually in line with budgeting for the reserve.

Ururau Reserve Goals 2023-2025	
Focus Area	Triennial Goals
Native planting	<ul style="list-style-type: none"> To increase the area of eco-sourced native vegetation in the reserve
Pest plants	<ul style="list-style-type: none"> To reduce the threat of weeds in the reserve To target the pest plants according to a prioritised list
Pest animals	<ul style="list-style-type: none"> To reduce the numbers of pest animals within the reserve To target the pest animals according to a prioritised list
Track development	<ul style="list-style-type: none"> Progress development of tracks according to the Ururau Development Plan
Track maintenance and drainage	<ul style="list-style-type: none"> To ensure tracks are in safe and functional condition To ensure surface flow through the reserve is adequately drained without increasing erosion
Fire prevention	<ul style="list-style-type: none"> To reduce the risk of fire spread within the reserve through planting low flammability species and maintaining fire breaks
Erosion and sediment control	<ul style="list-style-type: none"> To identify and reduce areas of erosion within the reserve, refer issues to CCC. To undertake projects in a way that does not contribute to increased sedimentation.
Signage	<ul style="list-style-type: none"> To ensure track signage provides adequate information for safe access in the reserve
Pine and eucalyptus plantation	<ul style="list-style-type: none"> To ensure the pine and eucalyptus plantations are safe for users To encourage native regeneration within the pine forest Prevent new pine growth
Engagement	<ul style="list-style-type: none"> To encourage participation of neighbours, the Lyttelton School and residents, and to regularly engage with interested groups and the wider community.

Ururau Reserve Operational Plan 2023-2025			
Focus Area	Targets FY2024	Targets FY2025	Targets FY2026
Native planting	<ul style="list-style-type: none"> To develop a planting plan that identifies areas to reduce fire risk and mitigate erosion and sedimentation. Planting of 300 native trees with a focus on the west-facing grassy slope Quarterly plant maintenance to involve community, CCC staff and volunteer groups Install a source of water for gravity fed irrigation/watering from the 4WD track Establishment of fire resilient native plants below the bench track with support from adjacent neighbours 	<ul style="list-style-type: none"> Planting 1000 native trees depending on available space & sourcing Quarterly plant maintenance to involve community, CCC staff and volunteer groups 	<ul style="list-style-type: none"> Planting 1000 native trees depending on available space & sourcing Quarterly plant maintenance to involve community, CCC staff and volunteer groups
Pest plants	<ul style="list-style-type: none"> To target the following pest plants: old man's beard, karo spur valerian, boneseed and others To control pest plants by the following methods: Hand removal, Cut n Paste herbicide application, targeted spraying To be guided by CCC on methods of management for the target species. 	<ul style="list-style-type: none"> To target the following pest plants: <i>TBC</i> To control pest plants by the following methods: Hand removal, Cut n Paste herbicide application, targeted spraying To be guided by CCC on methods of management for the target species. 	<ul style="list-style-type: none"> To target the following pest plants: <i>TBC</i> To control pest plants by the following methods: Hand removal, Cut n Paste herbicide application, targeted spraying (if required) To be guided by CCC on methods of management for the target species.

	<ul style="list-style-type: none"> • Pest plant management to involve community, CCC staff and volunteers 	<ul style="list-style-type: none"> • Pest plant management to involve community, CCC staff and volunteer groups 	<ul style="list-style-type: none"> • Pest plant management to involve community, CCC staff and volunteer groups
Pest animals	<ul style="list-style-type: none"> • Develop a pest animal management and monitoring plan • Establish a trap network and bait stations • Actively manage pest animals through trapping and baiting • To target the following species: possums, rats, mice, hedgehogs and mustelid species • Pest animal management to involve community, contractors, CCC staff, and volunteers 	<ul style="list-style-type: none"> • Increase the trap network and bait stations • Undertake monitoring to inform the trapping plan • Actively manage pest animals through trapping and baiting • To target the following species: possums, rats, mice, hedgehogs and mustelid species • Pest animal management to involve community, contractors, CCC staff and volunteers 	<ul style="list-style-type: none"> • Increase the trap network and bait stations • Undertake monitoring to inform the trapping plan • Actively manage pest animals through trapping and baiting • To target the following species: possums, rats, mice, hedgehogs and mustelid species • Pest animal management to involve community, contractors, CCC staff and volunteers
Track development	<ul style="list-style-type: none"> • Prioritise tracks for development • SHARED: Development of the diagonal track • WALK: Walking track from fire break to 4WD • Assess feasibility of Gilmour Tce MTB track 	<ul style="list-style-type: none"> • MTB: Extension of MTB from 4WD track • SHARED: Assessment of Timeball loop 	
Track maintenance	<ul style="list-style-type: none"> • Ensure tracks are in safe and functional condition • Ensure surface flow through the reserve does not increase erosion • Establish an MoU with the Lyttelton MTB Club for the maintenance of tracks 	<ul style="list-style-type: none"> • Ensure tracks are in safe and functional condition • Ensure surface flow through the reserve does not increase erosion • Enact MoU with the Lyttelton MTB Club for the maintenance of tracks 	<ul style="list-style-type: none"> • Ensure tracks are in safe and functional condition • Ensure surface flow through the reserve does not increase erosion • Enact MoU with the Lyttelton MTB Club for the maintenance of tracks

	<ul style="list-style-type: none"> • CCC to inspect tracks with regards to overgrowth, drainage and culverts, surface condition and track structures • Plan and implement maintenance as required 	<ul style="list-style-type: none"> • CCC to inspect tracks with regards to overgrowth, drainage and culverts, surface condition and track structures • Plan and implement maintenance as required 	<ul style="list-style-type: none"> • CCC to inspect tracks with regards to overgrowth, drainage and culverts, surface condition and track structures • Plan and implement maintenance as required
Fire prevention	<ul style="list-style-type: none"> • CCC and FENZ to inform best practice for fire management and prevention • Align low flammability species with planting plan in high risk areas • Work with adjacent residents on boundary fire management 	<ul style="list-style-type: none"> • CCC and FENZ to inform best practice for fire management and prevention • Align low flammability species with planting plan in high risk areas • Work with adjacent residents on boundary fire management 	<ul style="list-style-type: none"> • CCC and FENZ to inform best practice for fire management and prevention • Align low flammability species with planting plan in high risk areas • Work with adjacent residents on boundary fire management
Erosion and sediment control	<ul style="list-style-type: none"> • Annual walk over in spring to identify where there are areas of erosion within the reserve, refer issues to CCC. • Align areas at risk of erosion and sedimentation as a planting priority. 	<ul style="list-style-type: none"> • Annual walk over in spring to identify where there are areas of erosion within the reserve, refer issues to CCC. • Align areas at risk of erosion and sedimentation as a planting priority. 	<ul style="list-style-type: none"> • Annual walk over in spring to identify where there are areas of erosion within the reserve, refer issues to CCC. • Align areas at risk of erosion and sedimentation as a planting priority.
Signage	<ul style="list-style-type: none"> • Identify gaps where signs needed for existing tracks • Request new signs. • Maintain existing signs • Naming of tracks to be completed in consultation with Ngāti Wheke. 	<ul style="list-style-type: none"> • Maintain existing signs • Place signage on new tracks as they are developed 	<ul style="list-style-type: none"> • Maintain existing signs • Place signage on new tracks as they are developed

Pine and eucalyptus plantation	<ul style="list-style-type: none"> • Allow for native plant regeneration to occur within pine and eucalyptus plantations • Actively manage juvenile pines and weeds in alignment with the weed plan • Maintain safety in the pine and eucalyptus plantations by identifying and controlling hazard trees 	<ul style="list-style-type: none"> • Development of a plan for the pine and eucalyptus plantations. • Establish management areas for pine management and native regeneration 	<ul style="list-style-type: none"> • Progress the pine plantation plan and management
Engagement	<ul style="list-style-type: none"> • Develop communications plan • Share Reserve Committee goals and operational plan as per communications plan • Contribute to community education of target weeds and planting of eco-sourced plants. 	<ul style="list-style-type: none"> • Communications to follow Communications Plan and include: <ul style="list-style-type: none"> ○ Communicate with immediate neighbours, Lyttelton Primary School and the wider Lyttelton community ○ Community engagement through letterbox drops, CCC communication channels and the Bay Harbour News • Seek out volunteers who wish to contribute to the implementation of the operational plan 	<ul style="list-style-type: none"> • Communications to follow Communications Plan and include: <ul style="list-style-type: none"> ○ Communicate with immediate neighbours, Lyttelton Primary School and the wider Lyttelton community ○ Community engagement through letterbox drops, CCC communication channels and the Bay Harbour News • Seek out volunteers who wish to contribute to the implementation of the operational plan

11. Akaroa Recreation Ground - Part change in Reserve classification to Local Purpose(Community Buildings) Reserve

Reference Te Tohutoro: 24/478595

Responsible Officer(s) Te Pou Matua: Elizabeth Hoskins, Property Consultant

Accountable ELT Member Pouwhakarae: Brent Smith, Acting General Manager City Infrastructure

1. Purpose and Origin of the Report Te Pūtake Pūrongo

- 1.1 The purpose of this report is to request that the Te Pātaka o Rākaihautū Banks Peninsula Community Board approves the implementation of the Reserves Act 1977 processes to:
 - a. Reclassify part of the Akaroa Recreation Ground around the existing Sports Pavilion building, from Recreation Reserve to Local Purpose (Community Buildings) Reserve subject to Minister of Conservation approval.
- 1.2 This will ensure the occupation by the Akaroa Playcentre in part of the existing sports pavilion is then compatible with the correct reserve classification and will allow a new lease to be agreed with this tenant. Approval for any new lease will be the subject of a later report to the Board for approval.
- 1.3 There are restrictions in the Recreation Reserve classification on use of the facility for lease outside of Recreation and Sport. This process will rectify this and allow a wider use for community use at the facility.

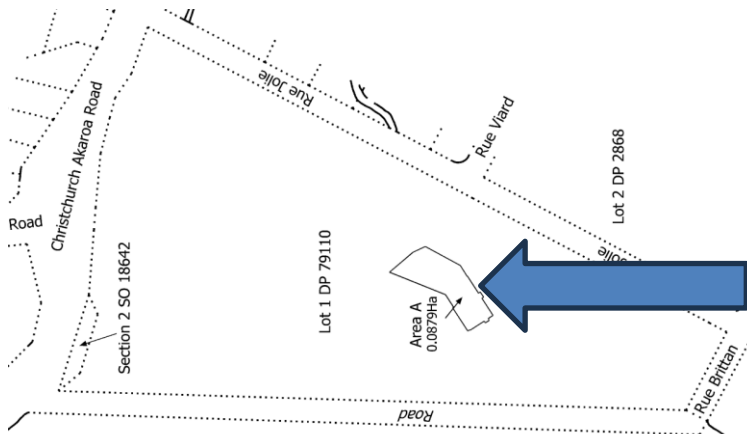
2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Notes all public notification requirements have been met under section 24(2) for this proposed change which was publicly notified in April, and no objections were received.
2. Approves under section 24(1)(b) of the Reserves Act 1977, subject to Minister of Conservation approval, the change of part of the recreation reserve classification to local purpose (community building) reserve in respect of the 879 m2 being part of Lot 1 DP 79110. Area A is shown in the attached SO plan 596624 which is the location of the sports pavilion.
3. Recommends the Manager Property Consultancy seek approval by the Minister of Conservation (power delegated to Council Chief Executive) and recommends that the Chief Executive exercise their delegation in this instance to this change in classification of Area A SO 596624 to local purpose (community buildings) reserve.
4. Authorises the Manager Property Consultancy with the consent of the Minister of Conservation to finalise all processes and documentation to complete the reclassification.
5. Notes that the decision in this report is assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy.

3. Executive Summary Te Whakarāpopoto Matua

- 3.1 The Akaroa Recreation Ground is classified as Recreation Reserve and the Akaroa Sports Pavilion within the Reserve is occupied in part by the Akaroa Playcentre.
- 3.2 The Akaroa Sports Pavilion within the grounds has restrictions on its wider use as a community facility outside sport and recreation, such as a play centre, due to the Recreation Reserve status.
- 3.3 To ensure community use is compatible with the classification, a change is required to reclassify the land around the building to local purpose (community buildings) reserve. As well as allowing the building to have a wider use by the community it will legitimise the occupation of the playcentre as a community function. Area A (879m²) is the area to be reclassified and surrounds the current sports pavilion.



- 3.4 Decisions for approval are sought from the Community Board and Minister of Conservation to proceed and complete the necessary process to achieve this reclassification under the Reserves Act 1977.

4. Background/Context Te Horopaki

- 4.1 The Akaroa Recreation Ground is classified as Recreation Reserve and the Akaroa Sports Pavilion within the reserve is occupied in part by the Akaroa Playcentre.
- 4.2 The playcentre has been in occupation since 1993 under a sublease approved by the Banks Peninsula District Council in 1995. This sublease expired in 2014 and the tenant has been in holdover ever since.
- 4.3 To ensure their use is compatible with the correct reserve classification, a change is required to reclassify the land around the building to local purpose (community buildings) reserve. This would also allow a wider community use of the whole building and legitimise the occupation of the playcentre as a community function.
- 4.4 This process to reclassify part of a reserve requires approval of the Council (delegated to Community Boards) and Minister of Conservation (delegated to the Chief Executive) under the Reserves Act 1977.
- 4.5 The following related memos/information were circulated to the members of the meeting:

Date	Subject
26/03/ 2024 Memo	Reclassification of part of Recreation Reserve to Local Purpose (Community Buildings) Reserve memo prior to first public notice.

- 4.6 The following related information session/workshops have taken place for the members of the meeting:

Date	Subject
	N/A

Options Considered Ngā Kōwhiringa Whaiwhakaaro

- 4.7 The following reasonably practicable options were considered and are assessed in this report:
- **Option 1** Reclassify the part of this land around the sports pavilion to local purpose (community buildings) reserve.
 - **Option 2** Maintain Recreation Reserve with only recreation and sports use of the building allowed.
- 4.8 The following **Option 3** was considered but ruled out:
- Relocating the Playcentre (a charitable trust) to an alternative site. This is impractical and a costly option with limited suitable facilities available in the area.

Options Descriptions in Detail Ngā Kōwhiringa

- 4.9 **Option 1 - Preferred Option:**
- 4.9.1 **Reclassification around the existing building in the reserve to local purpose (community buildings) reserve.**
- 4.9.2 **Option Advantages**

- This reflects and legitimises the current use of part of the building and allows wider community use of the facilities.
- A community-based tenant can therefore enter into a lease for their occupation of the building, which gives security of tenure on agreed terms for both parties.

4.9.3 Option Disadvantages

- There are no disadvantages.

4.9.4 Option 2

4.9.5 Maintain Recreation Reserve classification around the building.

4.9.6 Option Advantages

- There are no advantages with this option.

4.9.7 Option Disadvantages

- Restricts the use of the building to sport and recreation only.
- Does not serve the need for wider community use.
- Is inconsistent with the many reserves in Christchurch region which are occupied by kindergartens or other community-based tenants.
- For security of tenure and occupation on agreed terms, the tenant will need to exit these facilities which they have occupied since 1993.

Analysis Criteria Ngā Paearu Wetekina

4.10 There was no significant analysis required here.

5. Financial Implications Ngā Hīraunga Rauemi

Capex/Opex Ngā Utu Whakahaere

	Recommended Option	Option 2
Cost to Implement	Internal staff costs	Internal staff costs minimal
Maintenance/Ongoing Costs	No change	No change
Funding Source	Parks Unit	Parks Unit
Funding Availability	Parks Planning operational budget.	Nil as no action
Impact on Rates	No change	No change

6. Considerations Ngā Whai Whakaaro

Risks and Mitigations Ngā Mōrearea me ngā Whakamātautau

6.1 There are no significant risks identified with this process and implementation.

Legal Considerations Ngā Hīraunga ā-Ture

6.2 Statutory and/or delegated authority to undertake proposals in the report:

6.2.1 The Council has delegated its powers to undertake the Reserves Act reclassification approval to proceed to Community Boards.

6.2.2 If a decision is made to proceed, an application to Minister of Conservation (decision delegated to the Council Chief executive) will be sought for their approval of the proposed reclassification.

6.3 Other Legal Implications:

6.3.1 The proposed change in classification of part of the reserve are legal processes under the Reserves Act 1977.

Strategy and Policy Considerations Te Whai Kaupapa here

6.4 The required decisions:

6.4.1 Align with the [Christchurch City Council's Strategic Framework](#). This will allow a wider range of community activities within this reserve and may improve occupancy rates of the current building.

6.4.2 Are assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy. The level of significance was determined as there will be no change to any access or appearance of the reserve.

6.4.3 Are consistent with Council's Plans and Policies.

6.5 This report supports the [Council's Long Term Plan \(2021 - 2031\)](#):

6.6 Citizens and communities

6.6.1 Activity: Community Development and Facilities

- Level of Service: 2.0.1.1 Support the development of strong, connected and resilient communities by supporting the provision of a sustainable network of community facilities. - 80 - 84 Facilities

6.7 Parks, heritage and coastal environment

6.7.1 Activity: Parks and Foreshore

- Level of Service: 6.8.5 Satisfaction with the overall availability of recreation facilities within the city's parks and foreshore network. - Resident satisfaction with the availability of recreation facilities across the parks and foreshore network: >= 70%.

Community Impacts and Views Ngā Mariu ā-Hāpori

6.8 A public notice identifying the land to be reclassified had no submissions. Any impact on the community would be considered positive given the reclassification will allow a wider community use for the facilities.

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

6.9.1 Te Pātaka o Rākaihautū Banks Peninsula Community Board.

Impact on Mana Whenua Ngā Whai Take Mana Whenua

6.10 The decisions do 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.

6.11 The decision is not a matter of interest to Mana Whenua and will not impact on our agreed partnership priorities with Ngā Papatipu Rūnanga.

6.12 MKT were approached and they advised no further iwi engagement was required in relation to the process and reclassification to local purpose (community buildings) reserve.





Climate Change Impact Considerations Ngā Whai Whakaaro mā te Āhuarangi

- 6.15 The proposals in this report are unlikely to contribute significantly to adaptation to the impacts of climate change or emissions reductions.
- 6.16 There will be no change to the general use of the facilities and the reserve.

7. Next Steps Ngā Mahinga ā-muri

- 7.1 The Property Consultancy team will obtain Minister of Conservation approval (delegated to the Council Chief Executive) and then complete the process for reclassification through LINZ.

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A  	AREA A on SO 596624 to be reclassified	24/489169	87

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

Document Name – Location / File Link
Not applicable

Signatories Ngā Kaiwaitohu

Author	Elizabeth Hoskins - Property Consultant
Approved By	Angus Smith - Manager Property Consultancy Kelly Hansen - Manager Parks Planning & Asset Management Rupert Bool - Acting Head of Parks



Title Plan - SO 596624

Item 11

Attachment A

Survey Number	SO 596624
Surveyor Reference	RPS5420 Rue Jolie Playcentre (304/6745)
Surveyor	Nicholas Robert Saunders
Survey Firm	Christchurch City Council - Capital Programme Group
Surveyor Declaration	I Nicholas Robert Saunders, being a licensed cadastral surveyor, certify that-- (a) this dataset provided by me and its related survey are accurate, correct and in accordance with the Cadastral Survey Act 2002 and Cadastral Survey Rules 2021; and (b) the survey was undertaken by me or under my personal direction. Declared on 15 Mar 2024 03:33 PM

Survey Details			
Dataset Description	Area A Proposed Local Purpose (Community Buildings) Reserve		
Status	Approved as to Survey		
Land District	Canterbury	Survey Class	Class A
Submitted Date	15/03/2024	Survey Approval Date	18/03/2024
		Deposit Date	

Territorial Authorities	
Christchurch City	

Comprised In	
RT CB45A/1127	

Created Parcels			
Parcels	Parcel Intent	Area	RT Reference
Area A Survey Office Plan 596624	Reserve Reclassification	0.0879 Ha	
Total Area		0.0879 Ha	

Area Schedule

Surveyor Reference: RPS 5420 – Akaroa Playcentre Reclassification



Land Registration District

Canterbury

Plan Number

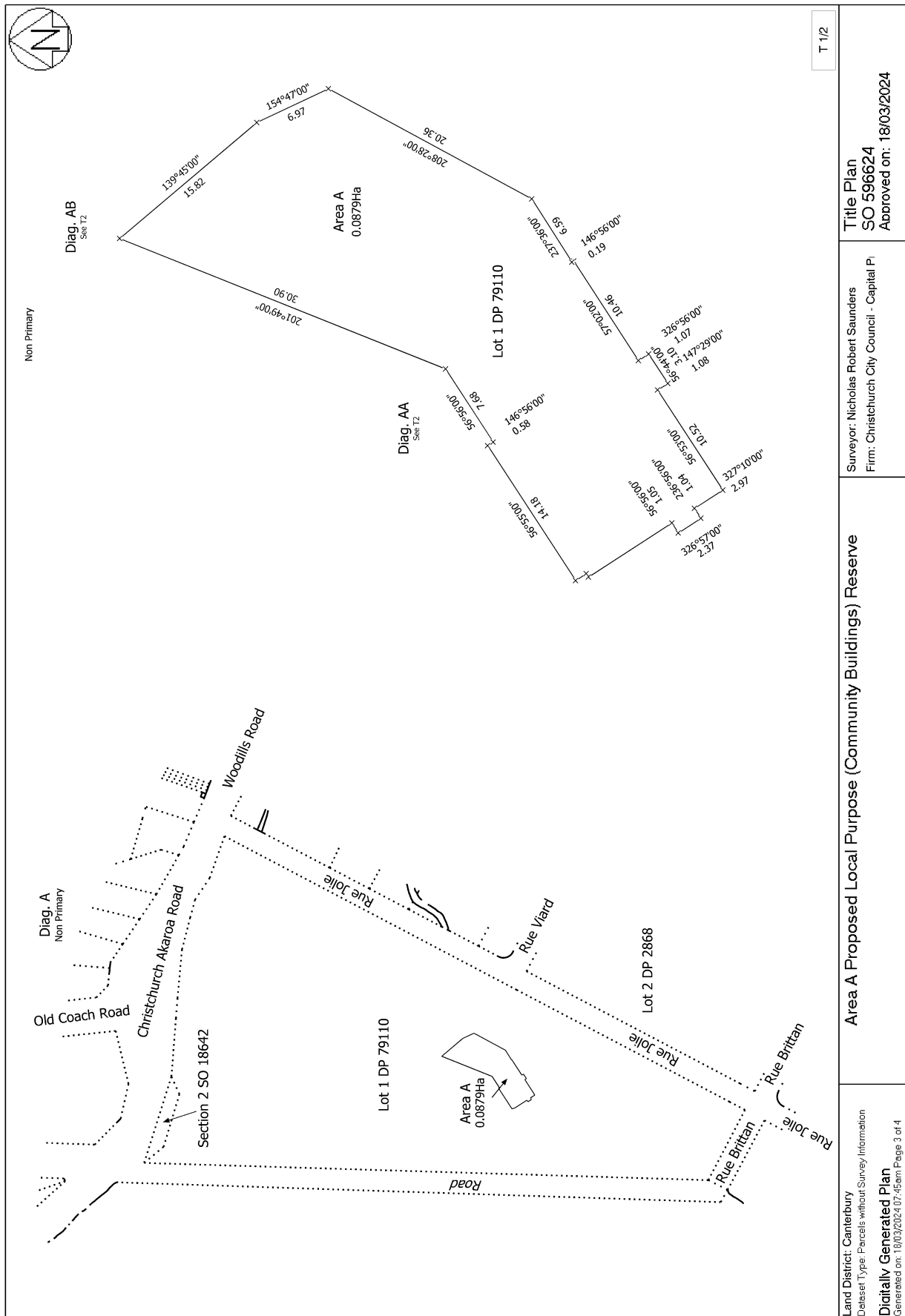
SO 596624

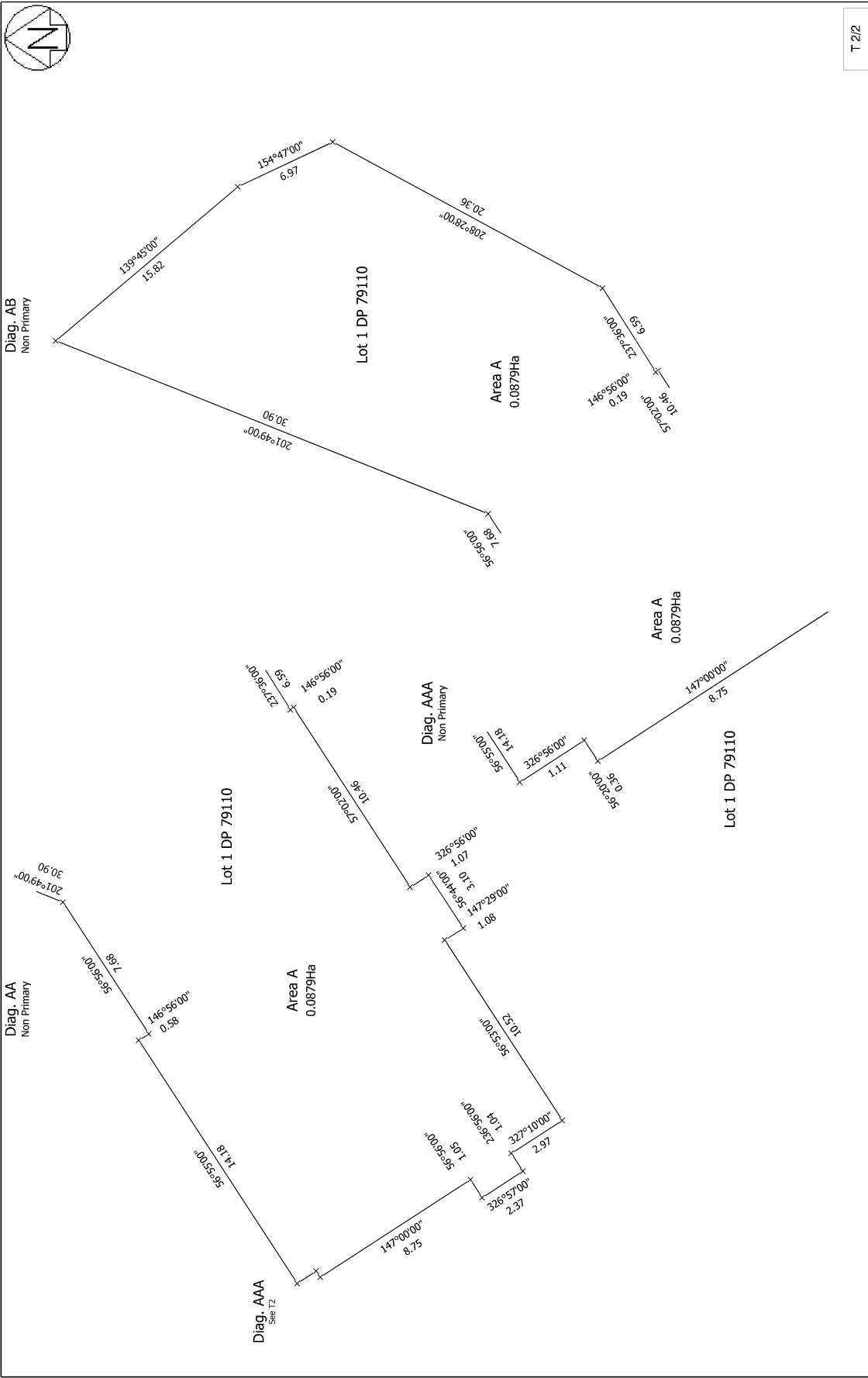
Territorial Authority (the Council)

Christchurch City Council

SCHEDULE of AREAS

Land for Local Purpose (Community Buildings) Reserve (Section 24 Reserves Act 1977)			
Shown	Description	Estate Record	Area
Area A	Lot 1 DP 79110	RT CB45A/1127	0.0879 Ha





Land District: Canterbury Dataset Type: Parcels without Survey Information Digitally Generated Plan Generated on: 18/03/2024 07:45am Page 4 of 4	Area A Proposed Local Purpose (Community Buildings) Reserve	Surveyor: Nicholas Robert Saunders Firm: Christchurch City Council - Capital P Title Plan SO 596624 Approved on: 18/03/2024	T 2/2
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12. Better off Funding Change of Purpose Request - Akaroa Area School and Community Pool

Reference Te Tohutoro: 24/847297

Responsible Officer(s) Te Pou Matua: Dane Moir, Community Development Advisor; Steffi Brightwell, Community Development Advisor

Accountable ELT Member Pouwhakarae: Andrew Rutledge, Acting General Manager Citizens and Community

1. Purpose and Origin of the Report Te Pūtake Pūrongo

- 1.1 The purpose of this report is for the Te Pātaka o Rākaihautū Banks Peninsula Community Board to consider the change of purpose for funding from its **Better-Off Fund** as listed below.

Funding Request Number	Organisation	Original project	New project	Amount Granted	Amount for change of purpose
00065835	Akaroa Area School Board of Trustees	Solar Panels for Pool	Solar Pool Cover	\$10,000	\$10,000

- 1.2 There is currently a balance of \$ 236,000 remaining in the fund.

2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the information in the Better off Funding Change of Purpose Request - Akaroa Area School and Community Pool Report.
2. Notes that the decisions in this report are assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy.
3. Approves a change of purpose of \$10,000 granted from its Better-Off Fund from Solar Panels for Akaroa Area School and Community Pool to the Pool Solar Pool Cover project.

3. Key Points Ngā Take Matua

Strategic Alignment Te Rautaki Tīaroaro

- 3.1 The recommendations above are aligned to the Council's Strategic Framework and in particular the strategic priorities of a Collaborative and Confident City and A Cultural Powerhouse City. The projects also align with the Te Haumako Te Whitingia Strengthening Communities Together Strategy.
- 3.2 The purpose of the fund is to partner with organisations and groups to support local initiatives, projects, and activities through additional Community Board funding, including a focus on supporting local action to increase climate resilience.
- 3.3 Projects will improve well-being by building social capital, encouraging participation, increase accessibility and connectedness – generating opportunities for youth, and diverse communities and increasing local pride.

- 3.4 When considering allocation of funds, priority will be given to projects/initiatives that contribute towards the following outcomes:
- Increasing the tree canopy across the city and our regional parks
 - Enhancing biodiversity
 - Safer neighbourhoods
 - Repairing infrastructure and facilities
 - Responding to climate change through adaptation planning
 - Encouraging active travel
- 3.5 Projects should also show a strong alignment to the Council's Te Haumako Te Whitingia Strengthening Communities Together Strategy.
- 3.6 Priority will also be given to projects that directly contribute towards achieving Community Board Plan priorities.

Decision Making Authority Te Mana Whakatau

- 3.7 The Community Board has the delegated authority to determine the allocation of the **Better-Off Fund** for each community.
- 3.7.1 Allocations must be consistent with any policies, standards or criteria adopted by the Council.
- 3.7.2 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

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

Discussion Kōrerorero

- 3.11 At the time of writing, the balance of the **Better-Off Fund** is as below.



Total Budget 2023/25	Granted To Date	Available for allocation	Balance If Staff Recommendation adopted
\$300,000	\$64,000	\$236,000	\$236,000

- 3.12 Based on the current **Better-Off Fund criteria**, the applications listed above are eligible for funding.



- 3.13 The Solar Panels project is no longer continuing as the Board of Trustees were unable to raise the remaining funds for the project and they would be requesting a change of purpose for the \$10k granted in November.
- 3.14 The attached Project Brief(s) provide detailed information for the change of purpose. This includes organisational details, project details, financial information, and a staff assessment.

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A  	Better-Off Fund Project Brief for Akaroa Area School and Community Pool - Solar Pool Cover	24/866031	94

Signatories Ngā Kaiwaitohu

Authors	Dane Moir - Community Development Advisor Steffi Brightwell - Community Development Advisor
Approved By	Penelope Goldstone - Manager Community Governance, Banks Peninsula Matthew McLintock - Manager Community Governance Team

BETTER-OFF FUND PROJECT BRIEF

SECTION ONE: APPLICANT DETAILS

Name of Community Board	Staff member and position	Staff member contact details (email & phone)
Te Pātaka o Rākaihautū	Steffi Brightwell Community Development Advisor	03 941 5670 steffi.brightwell@ccc.govt.nz

SECTION TWO: PROJECT DETAILS

Name of Project	Project Description
Akaroa Area School & Community Pool – Solar Pool Cover	<p>This project is a Solar Pool Cover. The Board of Trustees has identified a pool cover as an urgent need to ensure that the pool remains operational. The Solar Pool Cover keeps heat in and transfers warmth through the covers to the water when the sun is out. They suggest these covers can increase the temperature of the pool between 4-6 degrees. This would reduce electrical costs and help reduce the carbon footprint of the pool.</p> <p>The pool is located at Akaroa Area School, 141 Rue Jolie, Akaroa 7520. The pool was fundraised for, built by, and is owned by the Board of Trustees who understand it to be a community resource and asset. Ministry of Education declined to fund the pool as it is not considered a Ministry of Education asset.</p> <p>This supports the Board of Trustees in their attempt to ensure that the Pool remains sustainable and accessible to a variety of user groups.</p>

Alignment to Funding Priorities

Better-Off Fund Priorities	Council Strategies	Community Board Plan Priorities
<ul style="list-style-type: none"> Partner with organisations and groups to support local initiatives, projects and activities. Supporting local action to increase climate resilience. Improving wellbeing by increasing accessibility and connectedness. 	<p>Strengthening Communities Together Strategy -</p> <ul style="list-style-type: none"> Pillar 1 People: 1.4, 1.5, 1.7 Pillar 2 Place: 2.1, 2.2, 2.3 Pillar 4 Preparedness: 4.1, 4.3 <p>Physical Recreation and Sport Strategy 2002 -</p> <ul style="list-style-type: none"> Facilities and Environment. Availability and Accessibility. 	<ul style="list-style-type: none"> Proactive planning for climate change. Improve infrastructure to support community resilience. Good social and physical connections.

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SECTION THREE: PROJECT DELIVERY

1. Will the project be delivered in partnership with an external community organisation? Yes

If Yes

Name of Organisation	Contact person and position	Contact details (email & phone)
Akaroa Area School Board of Trustees	Charlotte Osborne	03 304 8554 bill.osborne@xtra.co.nz

2. Will the project be delivered by the local Community Governance Team? No

3. Will the project be delivered by another Council Unit? No

Has the Unit Head agreed to the project? NA

SECTION FOUR: PROJECT BUDGET

Total Cost of Project \$ 11,906 incl. GST

Budget items requested

Item	Amount
Solar Pool Cover	\$ 11,906
TOTAL	\$ 11,906

Are there any other sources of funding contributing to the project? No

Other funding source	Amount
	\$
	\$
TOTAL	\$

Any other comments on budget?

The Board of Trustees is committed to meeting any shortfall.

SECTION FIVE: TIMEFRAMES AND REPORTING

Expected start date of project:	June 2024
Expected end date of project:	June 2024

Reporting – How will you report to the Board on progress of the project and how often?
Akaroa Area School Board of Trustees will provide a report to the Community Board upon completion of the project.

SECTION SIX: STAFF ASSESSMENT

The Board of Trustees have demonstrated a commitment to future proofing the pool so that it can remain a sustainable, well utilised resource for Akaroa and neighbouring communities. The pool is a valuable resource to the wider community and creates accessible exercise opportunities for vulnerable populations. Projects involving the Pool have difficulty finding other funders - Some funders have been reluctant to fund an asset that is located on a Ministry of Education site, Gaming Trusts generally prioritise funding to the areas that have gaming machines leaving Akaroa rarely eligible and funders who take into account the number of people impacted by the project are deterred by the remote nature leaving the pool with a limited number of possible users. During the 2022/2023 season there were 539 community users.

The project aligns with Council Strategies and Community Board Priorities.

Strengthening Communities Together Strategy:

- Pillar 1 People: Supporting groups involved in providing recreation, reducing loneliness and addressing social isolation.
- Pillar 2 Place: Encouraging communities to create and sustain a sense of local identity and ownership.
- Pillar 4 Preparedness: The project seeks to create a more sustainable heating solution.

Physical Recreation and Sport Strategy 2002:

- By improving accessibility and availability of recreation and exercise facilities for the Akaroa community.

Alignment with Community Board Priorities:

- Partner with organisations and groups to support local initiatives, projects and activities.
- Supporting local action to increase climate resilience.
- Improving wellbeing by increasing accessibility and connectedness.

SECTION SEVEN: STAFF RECOMMENDATION

Recommended for funding? Yes for change of purpose

Amount recommended: \$ 10,000

13. 2023/24 Discretionary Response Fund Application - Akaroa Volunteer Fire Brigade

Reference Te Tohutoro: 24/823309

Responsible Officer(s) Te Pou Matua: Steffi Brightwell, Community Development Advisor

Accountable ELT Member Pouwhakarae: Andrew Rutledge, Acting General Manager Citizens and Community

1. Purpose and Origin of the 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 2023/24 Discretionary Response Fund from the organisation(s) listed below.

Funding Request Number	Organisation	Project Name	Amount Requested	Amount Recommended
00067184	Akaroa Volunteer Fire Brigade	Thermal Imaging Drone	\$10,000	\$5,000

- 1.2 There is currently a balance of \$22,653 remaining in the fund.

2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the information in the 2023/24 Discretionary Response Fund Application - Akaroa Volunteer Fire Brigade Report.
2. Notes that the decisions in this report are assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy.
3. Approves a grant of \$5,000 from its 2023/24 Discretionary Response Fund to Akaroa Volunteer Fire Brigade towards the Thermal Imaging Drone.

3. Key Points Ngā Take Matua

Strategic Alignment Te Rautaki Tīaroaro

- 3.1 The recommendations above are aligned with the Council's Strategic Framework and in particular the strategic priority of balancing the needs of today's residents with the needs of future generations. The project also aligns with the Te Haumako Te Whitingia Strengthening Communities Together Strategy.

Decision Making Authority Te Mana Whakatau

- 3.2 The Community Board has the delegated authority to determine the allocation of the Discretionary Response Fund for each community.
- 3.2.1 Allocations must be consistent with any policies, standards or criteria adopted by the Council.
- 3.2.2 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

- 3.3 The decisions in this report are assessed as low significance based on the Christchurch City Council’s Significance and Engagement Policy.
- 3.4 The level of significance was determined by the number of people affected and/or with an interest.
- 3.5 Due to the assessment of low significance, no further community engagement and consultation is required.


Discussion Kōrerorero

- 3.6 At the time of writing, the balance of the 2023/24 Discretionary Response Fund is as below.

Total Budget 2023/24	Granted To Date	Available for allocation	Balance If Staff Recommendation adopted
\$52,930	\$35,690	\$22,653	\$20,653

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

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Akaroa Volunteer Fire Brigade - Discretionary Response Fund Banks Peninsula Matrix 10 June 2024	24/860414	99

Signatories Ngā Kaiwaitohu

Author	Steffi Brightwell - Community Development Advisor
Approved By	Penelope Goldstone - Manager Community Governance, Banks Peninsula

2023/24 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.

00067184	Organisation Name	Name and Description	Total Cost	Contribution Sought Towards	Staff Recommendation	Priority
	Akaroa Volunteer Fire Brigade	Thermal Imaging Drone Purchase of Thermal Imaging Drone to assist in fire-fighting and search and rescue.	\$15,000 Requested \$10,000 (67% requested)	Thermal imaging drone - \$10,000	\$ 5,000 That the Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of \$5,000 from its 2023-24 Discretionary Response Fund to the Akaroa Volunteer Fire Brigade towards the Thermal Imaging Drone.	2

Organisation Details Service Base: 49 Beach Road, Akaroa Legal Status: Registered Charity Established: 25/09/2023 Target Groups: Safety Annual Volunteer Hours: 0 Participants: 1,100 Alignment with Council Strategies Strengthening Communities Together Strategy – Objective 4.1: Work with communities to prepare for and respond to emergencies. Community Board Priority – Proactive planning for climate change. CCC Funding History None	Other Sources of Funding Akaroa Lions grant - \$5,000 Shortfall will be met through community fundraising. Staff Assessment Akaroa Volunteer Fire Brigade has served Akaroa and the Bays communities since 1877. The Brigade operate with minimal financial resource providing a crucial service. Their contribution to the local community extends well beyond extinguishing fires. This has included working to secure an accessible supply of diesel for community and hospital use in the event of an emergency. Fire and Emergency New Zealand (FENZ) do not have funds available due to the number of Brigades that they would need to resource. The Brigade has not sought Community Board funding in the past and are proactive in local fundraising efforts. The Brigade will fundraise for the balance through community fundraising. The Brigade currently has no eye in the sky technology (such as drones). This technology enables the Brigade to see through smoke, monitor fire spread, locate people and more. Without it the Brigade risk losing critical time in their emergency responses, which in turn risks lives, property and vegetation. Despite proven benefits only a small number of Brigades have drones, and these have been privately funded. This application aligns with the Community Board Plan Priorities: <ul style="list-style-type: none"> Proactive planning for climate change Protect and enhance biodiversity on Banks Peninsula Improve infrastructure to support community resilience
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14. 2023/24 Discretionary Response Fund Application - Te Mata Hapuku Birdlings Flat Community Centre

Reference Te Tohutoro: 24/864484

Responsible Officer(s) Te Pou Matua: Jane Harrison Community Development Advisor

Accountable ELT Member Pouwhakarae: Andrew Rutledge, Acting General Manager Citizens and Community

1. Purpose and Origin of the 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 2023/24 Discretionary Response Fund from the organisation(s) listed below.

Funding Request Number	Organisation	Project Name	Amount Requested	Amount Recommended
00067184	Te Mata Hapuku Birdlings Flat Community Centre	Community Hub Establishment	\$1,958	\$1,958

- 1.2 There is currently a balance of \$22,653 remaining in the fund.

2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the information in the 2023/24 Discretionary Response Fund Application - Te Mata Hapuku Birdlings Flat Community Centre Report.
2. Notes that the decision in this report is assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy.
3. Approves a grant of \$1,958 from its 2023/24 Discretionary Response Fund to Te Mata Hapuku Birdlings Flat Community Centre for the establishment of a Community Hub.

3. Key Points Ngā Take Matua

Strategic Alignment Te Rautaki Tīaroaro

- 3.1 The recommendations above are aligned with the Council's Strategic Framework and in particular the strategic priority of balancing the needs of today's residents with the needs of future generations. The project also aligns with the Te Haumako Te Whitingia Strengthening Communities Together Strategy.

Decision Making Authority Te Mana Whakatau

- 3.2 The Community Board has the delegated authority to determine the allocation of the Discretionary Response Fund for each community.
- 3.2.1 Allocations must be consistent with any policies, standards or criteria adopted by the Council.

3.2.2 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


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

Discussion Kōrerorero

At the time of writing, the balance of the 2023/24 Discretionary Response Fund is as below.

Total Budget 2023/24	Granted To Date	Available for allocation	Balance If Staff Recommendation adopted
\$52,930	\$35,690	\$22,653	\$20,653

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Te Whare Tapere O Te Mata Hapuku Society Incorporated - Discretionary Response Fund Banks Peninsula - Matrix - 10 June 2024	24/860237	103

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

Document Name – Location / File Link
Not applicable

Signatories Ngā Kaiwaitohu

Author	Jane Harrison - Community Development Advisor
Approved By	Penelope Goldstone - Manager Community Governance, Banks Peninsula

2023/24 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.

00067164	Organisation Name	Name and Description	Total Cost	Contribution Sought Towards	Staff Recommendation	Priority
	Te Whare Tapere o Te Mata Hapuku Society Incorporated	Establishment of Community Hub and Emergency Response Plan This application is for a contribution towards purchasing equipment for a Community Hub and the contents of a First Aid Kit.	\$ 1,958 Requested \$ 1,958 (100% requested)	Purchasing equipment for the establishment of a Community Emergency Hub in Birdlings Flat First Aid Kit - \$690 Hub equipment - \$620 Radio and solar package - \$648	\$ 1,958 That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of \$1,958 from its 2023-24 Discretionary Response Fund to Te Mata Hapuku Birdlings Flat Community Centre for equipment for a Community Hub.	2

Organisation Details Service Base: Private address Legal Status: Incorporated Society Established: 13/11/2019 Target Groups: Community Development Annual Volunteer Hours: 200 Participants: 220 Alignment with Council Strategies <ul style="list-style-type: none"> Climate Change Strategy Strengthening Communities Together Strategy CCC Funding History 23/24 SCF \$3,000 22/23 Place Partnership Fund \$11536 21/22 Place Partnership Fund \$700 20/21 - SCF \$1200	Other Sources of Funding None Staff Assessment In the event of a natural disaster the Birdlings Flat Community could be in a very vulnerable situation perhaps isolated for an extended period. As a community they want to build resilience through the establishment of a Community Hub and an Emergency Response Plan. The Birdlings Flat community has established a group to create a Community Emergency Response Plan, including setting up a Community Emergency Hub at Te Mata Hapuku Birdlings Flat Community Centre that can be activated when necessary during a civil defence emergency. This group is also part of the wider Wairewa Community Emergency Preparedness Planning group, comprising representatives from Little River, Okuti Valley and Wairewa Marae. The group has been proactive in organising meetings with Council staff from the local Governance Team, Civil Defence and Emergency Management (CDEM) and Parks and also held a public meeting attended by a representative from Fire and Emergency New Zealand. Using the Council resources provided by CDEM staff, they have compiled a list of equipment necessary to establish a community hub, including a radio to be used when other forms of communication are down and a comprehensive First Aid Kit. This application is for purchasing that equipment. This application aligns with the Community Board Plan priorities of proactive planning for climate change and good social and physical connections for our communities and the following Council strategies and policies: <ul style="list-style-type: none"> Strengthening Communities Together Strategy Climate Change Strategy
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15. 2023/24 Discretionary Response Fund Application - Stoddart Cottage Trust

Reference Te Tohutoro: 24/895328

Responsible Officer(s) Te Pou Matua: Andrea Wild, Community Development Adviser

Accountable ELT Member Pouwhakarae: Andrew Rutledge, Acting General Manager Citizens and Community

1. Purpose and Origin of the 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 2023/24 Discretionary Response Fund from the organisation(s) listed below.

Funding Request Number	Organisation	Project Name	Amount Requested	Amount Recommended
67718	The Stoddart Cottage Trust	Dehumidifier Purchase and Gallery Hanging System	\$2,450	\$2,450

- 1.2 There is currently a balance of \$22,653 remaining in the fund.

2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the information in the 2023/24 Discretionary Response Fund Application - Stoddart Cottage Trust Report.
2. Notes that the decisions in this report are assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy.
3. Approves a grant of \$2,450 from its 2023/24 Discretionary Response Fund to The Stoddart Cottage Trust towards the purchase of a dehumidifier and a gallery hanging system.

3. Key Points Ngā Take Matua

Strategic Alignment Te Rautaki Tīaroaro

- 3.1 The recommendations above are aligned with the Council's Strategic Framework and in particular the strategic priority Be an inclusive and equitable city which puts people at the centre of developing our city and district, prioritising wellbeing, accessibility and connection. The project also aligns with the Toi Ōtautahi - Arts and Creativity Strategy.
- 3.2 The recommendations are consistent with the Strengthening Communities Together Strategy, People Pillar, Object 1.5: Support groups involved in providing access to arts, culture, heritage, recreation, and those who care for the environment.

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 decisions in this report are assessed as low significance based on 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 2023/24 Discretionary Response Fund is as below.

Total Budget 2023/24	Granted To Date	Available for allocation	Balance If Staff Recommendation adopted
\$52,930	\$30,277	\$22,653	\$20,203

3.8 Based on the current Discretionary Response Fund criteria, the applications listed above are eligible for funding.

3.9 The attached Decision Matrix provides detailed information for the applications. This includes organisational details, project details, financial information, and a staff assessment.

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	The Stoddart Cottage Trust - DRF 2023-24 Banks Peninsula Matrix - Dehumidifier and Hanging System	24/905699	107

Signatories Ngā Kaiwaitohu

Author	Andrea Wild - Community Development Advisor
Approved By	Penelope Goldstone - Manager Community Governance, Banks Peninsula

«FUNDING_POOL» 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.

00067718	Organisation Name	Name and Description	Total Cost	Contribution Sought Towards	Staff Recommendation	Priority
	The Stoddart Cottage Trust	Dehumidifier Purchase and Gallery Hanging System Funding is sought towards a dehumidifier and a gallery hanging system for the cottage.	\$ 2,450 Requested \$ 2,450 (100% requested)	\$2450 - Dehumidifier and Hanging System	\$ 2,450 That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of \$2,450 from its 2023/24 Discretionary Response Fund to The Stoddart Cottage Trust towards a dehumidifier and gallery hanging system.	2

<p>Organisation Details</p> <p>Service Base: 2 Waipapa Avenue. Diamond Harbour, 8972</p> <p>Legal Status: Charitable Trust</p> <p>Established: 16/11/1998</p> <p>Target Groups: Heritage</p> <p>Annual Volunteer Hours: 2989</p> <p>Participants: 6,717</p> <p>Alignment with Council Strategies</p> <ul style="list-style-type: none"> Strengthening Communities Together - Objective 1.5 Support groups involved in providing access to arts... Objective 2.1 Encourage communities to create and sustain a sense of local identity and ownership. Toi Ōtautahi - Arts and Creativity Strategy Community Board priority - Good social and physical connections for our communities <p>CCC Funding History</p> <p>2020-21 SCF \$5K Activating Spaces</p> <p>2020-21 Creative Communities \$1780 Creative Cottage</p> <p>2022-23 Creative Communities \$3085 Sonic Stoddart.</p>	<p>Other Sources of Funding</p> <p>Donations, Craft Cooperative earnings.</p> <p>Staff Assessment</p> <p>Stoddart Cottage (The Cottage) was built c. 1860 and was one of the founding buildings in the settlement of Diamond Harbour. In 1913-4 the cottage was purchased by the Lyttelton Borough Council. In 1986 a group of community volunteers undertook a major restoration of the cottage. The Stoddart Cottage Trust was formed to enable the community to activate the space.</p> <p>The Cottage has an Artists in residence programme, and there is a Craft Cooperative shop in the two back rooms where up to thirty local artists from around the harbour sell their artwork. Some of the money earned by the Craft Cooperative store goes towards the running costs of the cottage.</p> <p>The Stoddart Cottage Trust (The Trust) would like to purchase a dehumidifier to improve the long-term preservation of significant works on paper in their artefact collection displayed at Stoddart Cottage. These include original watercolours by Margaret Stoddart (1865-1935) who was born there. The Trust have been collecting data which has shown wide fluctuations in temperature and humidity within the cottage. This is bad for the paintings and a dehumidifier would help with this.</p> <p>The Trust would also like to purchase and install a manufactured hanging system to simplify the mounting of monthly exhibitions in the main gallery. Currently this is very time consuming as every work has to be hung using measured catgut from hooks on the picture rail. The end result can be uneven and paintings need to be straightened frequently. The new hanging system would speed up the process significantly, especially for exhibitions with many smaller works to which the Stoddart Cottage gallery is well suited. The Trust state that as well as looking more professional a hanging system would make it less likely that art falls off the wall and gets damaged.</p> <p>Rationale for staff recommendation:</p> <ul style="list-style-type: none"> Project aligns to the Strengthening Communities Together Strategy and to the Toi Ōtautahi - Arts and Creativity Strategy. Project aligns with the Community Board priority - Good social and physical connections for our communities The dehumidifier will help protect important art works that are part of New Zealand's history The hanging system will simplify the work involved in the monthly exhibitions
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16. 2024 Community Boards' Conference - Board Members Attendance

Reference Te Tohutoro: 24/783168

Responsible Officer(s) Te Pou Matua: Liz Beaven, Community Board Advisor

Accountable ELT Member Pouwhakarae: Andrew Rutledge, Acting General Manager Citizens and Community

1. Purpose and Origin of the Report Te Pūtake Pūrongo

- 1.1 The purpose of this report is for Te Pātaka o Rākaihautū Banks Peninsula Community Board to consider appointing two members to attend the Community Boards' Conference 2024 in Wellington from 22 to 23 August 2024.
- 1.2 In order to secure the 'early bird' lower registration rate, and accommodation, the Board need to confirm two members to attend the conference at its 10 June 2024 meeting.
- 1.3 This report is staff generated.

2. Officer Recommendations Ngā Tūtohu



That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the information in the 2024 Community Boards' Conference - Board Members Attendance Report.
2. Approves two Board members attendance to the Community Boards' Conference in Wellington from Wednesday 21 to Friday 23 August 2024.

3. Background/Context Te Horopaki

- 3.1 The conference is being held in Tākina Wellington Convention & Exhibition Centre Te Whanganui-a-Tara Wellington from Wednesday 21 August to Friday 23 August 2024.
- 3.2 The conference theme is Community Resilience. There will be a diverse range of guest speakers as well as sessions, aimed at providing delegates to participate fully and take away ideas that they can implement within their own environment.
- 3.3 The Community Board Conference programme is attached (refer **Attachment A**).
- 3.4 The conference registration fee for each attendee is \$895 for early bird registration (prior to 12 July 2024) or \$995 for standard registration. This cost covers attendance at all conference business sessions and catering as indicated in the programme.
- 3.5 The conference cost per attendee including accomodation is approximately \$1,100.
- 3.6 The cost of attendance is provided for in the Board's 2024-25 operational budget.

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A  	2024 Community Boards' Conference - Programme	24/783017	111

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

Document Name – Location / File Link
Not applicable

Signatories Ngā Kaiwaitohu

Author	Liz Beaven - Community Board Advisor
Approved By	Penelope Goldstone - Manager Community Governance, Banks Peninsula

Wānanga a te Poari Hapori Community Board Conference	
WEDNESDAY 21 AUGUST DAY ONE	THURSDAY 22 AUGUST DAY TWO
7.00AM	Registrations open
9.00AM	<u>Session one: Bringing localism to life</u> Minister for Local Government address Panel discussion
11.00AM	Connect and refuel break
12.00PM	<u>Session two: Resilience as an elected member</u>
2.00PM	Connect and refuel break
3.00PM	<u>Session three: Tackling climate change with grassroots solutions</u>
5.30PM	Community Boards Dinner and Awards Night
WEDNESDAY 21 AUGUST DAY ONE	THURSDAY 22 AUGUST DAY TWO
7.30AM	Registrations open
9.00AM	<u>Session four: Localism in action – working with communities to build resilience</u>
11.00AM	Connect and refuel break
12.00PM	<u>Session five: Building strong connections with communities and relationships with councils</u>
2.00PM	Connect and refuel break
3.00PM	<u>Session six: Conference wrap up (as part of the SuperLocal conference)</u>
4.00PM	Event concludes

17. Te Pātaka o Rākaihautū Banks Peninsula Community Board
Area Report - June 2024

Reference Te Tohutoro: 24/747034
Responsible Officer(s) Te Pou Matua: Penelope Goldstone, Community Governance Manager
Accountable ELT Member Pouwhakarae: Andrew Rutledge, Acting General Manager Citizens and Community

1. Purpose of Origin of the Report Te Pūtake Pūrongo

- 1.1 This report provides the Board with an overview of initiatives and issues current within the Community Board area.
- 1.2 The is a monthly staff-generated report.

2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

- 1. Receives the information in the Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report - June 2024.

3. Community Support, Governance and Partnership Activity

3.1 Community Governance Projects

Activity	Detail	Timeline	Strategic Alignment
Walnut Stream Planting (Akaroa)	Staff worked with Hannah Murdoch (Community Partnerships Ranger) to establish a project partnership with Akaroa Area School. The school students will undergo a planting project around Walnut Stream behind The Gaiety.	Completed	<ul style="list-style-type: none">Protect and enhance biodiversity in Banks PeninsulaGood Social and Physical Connections for our communities
Removing the Barriers to Access Swimming (Akaroa)	In response to the Community Board’s request, staff have looked into options for reducing the barriers for swimming at Akaroa Area School and Community Pool. The Recreation, Sport and Events unit have indicated that they may be able to fund a grant of \$1,000-\$3,000 to subsidise the cost for pool keys for the 2024/2025 summer season. The Recreation, Sport and Events unit have asked staff to look into the best way for this to be allocated. This could be provided to the school or to a local community group and could be applied	Ongoing	<ul style="list-style-type: none">Good Social and Physical Connections for our communities

Activity	Detail	Timeline	Strategic Alignment
	<p>as a discount to community families or cover the full cost of the key for a smaller number of families.</p> <p>The Community Board is ask to consider how the grant could be allocated.</p>		
Birdlings Flat Community Emergency Response	As a continuation of their emergency response planning, a CPR and defibrillator training session was held in Birdlings Flat in May. There are now a number of “SAMS” in the community – residents with First Aid and CPR training – who are able to assist in case of emergency.	Ongoing	Proactiveplanning for climate change – Resilience plans are completed for at least four settlements across Banks Peninsula with others underway.
Little River Big Ideas update	The Little River Wairewa Community Trust have completed the information gathering phase of this project, having consulted widely throughout the Wairewa area. The next step is to compile the information and create an updated version of the document which will be used to inform the priorities of the Trust’s work, including partnering with Council to meet community needs and aspirations where possible.	Ongoing	Good Social and Physical Connections for our communities
Le Bons Bay Charitable Trust	The Le Bons Bay Reserve Committee is working with governance staff to develop a Trust Deed with the aim of forming a Charitable Trust to manage the Le Bons Bay Community Hall.	Ongoing	Good Social and Physical Connections for our communities
Port Levy Community Facility	Working with group to co-ordinate upgrades to the facility. Works are being priced up and we are working with facilities to understand how this can be managed.	Ongoing	Good Social and Physical Connections for our communities
Okains Bay emergency response planning	Working with local residents to understand specific needs so that we can support them in developing a plan and assisting with mitigation measures. Residents are working on their emergency plan and staff are supporting them to collate needs and then develop an action plan.	Ongoing	Resilience planning
Whakaraupō Lyttelton Harbour Community Groups Network Meeting	Held at Stoddart Cottage where the Trust presented the history of the cottage before group members shared what was happening in their communities/organisations.	Bi-monthly Network meetings	Good Social and Physical Connections for our communities

Activity	Detail	Timeline	Strategic Alignment
	Participants from : Diamond Harbour Community Association, Diamond Harbour Youth & Community Trust, Project Lyttelton, Community Board, Diamond Harbour Civil Defence, Cat Rescue Group, Diamond Harbour Emergency Hub, Te Ahu Patiki Community Garden, MP for Banks Peninsula and Christchurch City Council.		
Spruce-up for Collett's Corner, Lyttelton	Christchurch City Council is working with the property owner to revitalise the vacant site at the corner of London and Oxford streets in Lyttelton. Work at the site, known as Collett's Corner, starts in July 2024. The low-cost, light-touch temporary improvements focus on safety and access improvements, such as rebuilding the stairs, adding handrails, and upgrading the path. The overall aim is to provide a nice space for people to use in a way that supports nearby businesses and benefits the community until the land is developed. The Council's Enliven Places Programme works with property owners to revitalise vacant sites for local communities until they can be developed. Many of the sites were left vacant after the demolition of buildings damaged in the 2010 and 2011 earthquakes.	July 2024	Good Social and Physical Connections for our communities

3.2 Community Funding Summary

3.2.1 **Discretionary Response Fund** - as at 16 May 2024 the Discretionary Response Fund unallocated balance for 2023/24 is \$22,653. During its meeting on Monday 6 May 2024 the Board granted \$5,000 to the Lyttelton Community House to help with wages for a Support Service Role; \$1,200 was granted to Lyttelton Energy Transition Society towards the cost of establishment and workshops; \$2,500 was granted to the Diamond Harbour & Bays Bowling Club to purchase a set of Barefoot Bowls. The Summary of funding granted for Discretionary Response and Youth Development is attached. **(Attachment A)**

3.2.2 **Strengthening Communities Fund** – Applications are being assessed and a decision report will go to the Board at their August 2024 meeting.

3.3 Participation in and Contribution to Decision Making

3.3.1 **Report back on other Activities contributing to Community Board Plan**

- A progress report on the Community Board Plan was provided to the Board at their 6 May 2024 meeting.

3.3.2 **Council Engagement and Consultation.**

- **Board's Long Term Submission** - The Board Chairperson and Deputy Chairperson's 2 May 2024 presentation on behalf of the Board to the Council's hearing of submissions on its draft Long Term Plan 2024-34 is recorded at [this link](#).
- **Have your say** – at the time of writing the report there were not open consultations within Te Pātaka o Rākaihautū Banks Peninsula.

3.3.3 **Start Work Notices** - Various Start Work Notices have been sent to the Board throughout the month. All Board area and city-wide start work notices can be found at: <https://ccc.govt.nz/transport/works>.

3.3.4 **Planned road works and closures** - Planned road works and closures are indicated on the map at the [Traffic Updates page at this link](#). Additionally, a Smartview of nearby road works and closures is available at the following link: <https://smartview.ccc.govt.nz/travel/roads>.

3.3.5 **SmartView** - The Council's [SmartView page](#) gives users access to a range of real-time information about the city, including data on how to find local mountain bike tracks and also check that they are open, the number of spaces available in car park buildings, the nearest bus stop and the time of the next arrival, air quality, how to get to places, events, where to see street art, weather updates and the latest airport arrivals and departures.



3.4 **Governance Advice**

3.4.1 **27 Hunters Road & 43 Whero Avenue, Diamond Harbour – FENZ and Te Pā o Rākaihautū Unsolicited Proposals** – On 22 April 2024 the Board meet to consider the Part A Report - 27 Hunters Road & 43 Whero Avenue, Diamond Harbour – FENZ and Te Pā o Rākaihautū Unsolicited Proposals. The Board heard from 11 deputations prior to making its recommendations to the Council. The report will be considered by the Council's 5 June 2024 meeting.

3.4.2 **Hui a Hapori Community Open Forum** – The Board received Hui a Hapori Community Open Forum Public Forum presentation at its 20 May 2024 Information Session:

- Pest Free Banks Peninsula.

3.4.3 **Board Requests** – the Board made the following requests at its 6 May 2024 Meeting:

- Requests staff advice on the timing of the re-opening of the Council's Biodiversity Fund.
- Requests an update on Te Pātaka o Rākaihautū Banks Peninsula Stormwater Management Plan and staff advice on how the Community Board is able to have input into the plan.
- Requests that the Board's Monitoring Plan be updated to include Jillian Frater in place of Reuben Davidson.
- Receives the information in Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report - May 2024 Report.

- Requests staff advice regarding the report on the recently held SailGP Debrief with key stakeholders, specifically outlining what went well for the Lyttleton business community and the general community and identifying any areas for improvement.
- Requests staff advice on the comparison of the past 24 months of Customer Service Request tickets specifically relating to the average open ticket time in Te Pātaka o Rākaihautū Banks Peninsula.
- Requests staff advice on how the Community Board can be engaged in the upgrading of the Little River Trail terminus.
- Agreed to request staff advice on the planned repairs to the Britomart Memorial in Akaroa.
- The Board Chairperson agreed to request an update on Tāwhaki National Aerospace Centre based at Kaitorete Spit.

3.4.4 **Board Information Sessions/Workshop** – the Board received the following briefings during May 2024:

- Akaroa Wastewater Scheme Project Update.

3.4.5 **Site Visit** – The Board attended a site visit to the Gaiety on Monday 20 May 2024 after its Information Session.

4. Advice Provided to the Community Board Ngā Kupu Tohutohu ka hoatu ki te Poari Hapori

4.1 **Water Fowl Pollution** – In reply to the Board’s 26 February 2024 Briefing request regarding how the Canadian Geese population could be reduced in Rapaki Bay.

Staff have advised:

Canada geese are not listed as a pest species in Canterbury therefore there is no formalised coordination to reduce numbers across the region. For them to be managed as a pest species they would need to be included in Environment Canterbury’s pest management plan, or a national strategy undertaken. Population control is known to be an issue across New Zealand and in many parts of the world (especially where they are present near airports).







The Council is not mandated to control numbers, yet it does allow hunting on its land and carries out control of nests during the breeding season in an attempt to hold the increase or reduce the overall population across Christchurch. Staff are aware that in other areas of the peninsula control has been carried out by coordinated locals with the support of landowners and communications with police etc.

Any landowner may carry out control (because they are not a protected species) but there needs to be consideration to ensure it doesn’t simply disperse birds to new sites (shooting is a key mechanism driving that outcome), and to ensure non-target indigenous species are not excessively disturbed (which is generally unlawful and counter to Council’s indigenous biodiversity obligations).

The increase noted in Rapaki Bay may be a seasonal fluctuation. Our bird monitoring has shown within Christchurch there’s relatively small resident populations which are added to seasonally by a substantial influx of birds that have bred elsewhere in Canterbury but utilise the city wetlands and harbours from late summer through autumn and winter.

- 4.2 **Banks Peninsula Public Toilets** – a memorandum in reply to the Board Board’s 12 December 2022 request: *The Board agreed to request a briefing from staff on the availability, condition and the need for additional toilets in Banks Peninsula. (Attachment B).*
- 4.3 **Reserve Committees’ Special Conditions Progress Update** - A memorandum updating the Board on the Reserve Committees’ Special Conditions **(Attachment C).**
- 4.4 **Customer Services Request Report** - providing an overview of the number of Customer Service Requests that have been received, including the 1 April to 31 April 2024 is attached. **(Attachment D).**
- [Snap Send Solve](#) is the smartphone app the Council offers to help make reporting issues easy, and it is still possible to [report issues online](#), by calling Council on 03 941 8999 or visiting one of the Council’s [Service Centres](#).
- 4.5 **Graffiti Reports** – The Graffiti Insight and Monthly Reports for April 2024 is attached. **(Attachment E and Attachment F).**

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Banks Peninsula Discretionary Response Fund Summary - May 2024	24/898430	119
B 	Memorandum: Reserve Committees' Special Conditions Progress - 2 May 2024	24/747206	120
C 	Memorandum: Banks Peninsula Public Toilets - 29 May 2024	24/916754	123
D 	Customer Service Requests - April 2024	24/816828	130
E 	Graffiti Insights Report Banks Peninsula - April 2023	24/794340	131
F 	Graffiti Report - April 2024	24/847370	133

Signatories Ngā Kaiwaitohu

Authors	Liz Beaven - Community Board Advisor Steffi Brightwell - Community Development Advisor Linda Burkes - Banks Peninsula Governance Advisor Jane Harrison - Community Development Advisor Adrianna Hess - Support Officer Dane Moir - Community Development Advisor Andrea Wild - Community Development Advisor
Approved By	Penelope Goldstone - Manager Community Governance, Banks Peninsula Matthew McLintock - Manager Community Governance Team John Filsell - Head of Community Support and Partnerships

Banks Peninsula Discretionary Response Fund 2023/24		Board Approval
BUDGET		
Available Budget DRF 23-24	52,930	
Unused DRF/YDF Funds Returned		
Total BUDGET	52,930	
ALLOCATIONS MADE:		
Discretionary Response Fund		
Summer With Your Neighbours - Board Project	3,000	7/08/2023
Community Service Awards - Board Projects	3,000	7/08/2023
ANZAC Wreaths & Grant - Board Project	1,000	7/08/2023
Lyttelton Community House Trust - Funding for a commercial oven	2,413	10/07/2023
Project Lyttelton Inc - Lyttelton Emergency Hub equipment and 1st Aid Training	3,486	11/12/2023
Little River Farmers Market - Insurance and Purchase of Amp	2,000	11/12/2023
Te Ahu Pātiki Charitable Trust - Fire Risk Analysis Report	4,000	12/02/2024
Lyttelton Harbour Business Association - SailGP Fanzone	2,541	11/03/2024
Lyttelton Toy Library - Coordinator and equipment	3,550	8/04/2024
Little River Support Group - Pool Caretaker Wages	2,000	8/04/2024
Lyttelton Community House - Support Services Role	5,000	6/05/2024
Lyttelton Energy Transition Society - Establishment and workshops	1,200	6/05/2024
Diamond Harbour & Bays Bowling Club - Purchase of Barefoot Bowls	2,500	6/05/2024
Discretionary Response Fund Allocated	35,690	
Discretionary Response Funding Returned		
Lyttelton Community House Trust - Funding for a commercial oven rcvd 20/09/2023	- 2,413	
Akaroa District Promotions - Lumiere d'Akaroa Lighting Festival 2021/22	- 4,000	
	- 6,413	
Youth Development Fund		
Izzy Hoult - Royal NZ Ballet National Mentor Programme 5-8 Oct 2023	150	30/09/2023
McKenzie Drage - Spirit of Adventure Development Voyage 13-23 Nov 2023	150	30/09/2023
Liam O'Donnell - NZ Team for Pacific Games 2023 - Honiara, Solomon Islands	200	30/09/2023
Julia Peden - She Shines on Dance Tour, April '24 - New York and Orlando	200	30/10/2023
Abby Laird - Future Problem Solving Conference - USA	300	8/04/2024
Youth Development Fund Allocated	1,000	
TOTAL: Discretionary Response Fund Allocated	30,277	
TOTAL: Discretionary Response Fund Unallocated	22,653	
Pending Board Approval		
Akaroa Volunteer Fire Brigade - Thermal Imaging Drone	5,000	
Te Mata Hapuku Birdlings Flat Community Centre - Community Hub Establishment	1,958	
Stoddart Cottage Trust - Dehumidifier and Gallery Hanging System	2,450	
Pending Board Approval Balance	\$ 9,408.00	
TOTAL: DRF Remaining if Pending approved	13,245	

Memos



Memo

Date: 29 April 2024
From: Natasha McDonnell, Banks Peninsula Governance Advisor
To: Te Pātaka o Rākaihautū Banks Peninsula Community Board
Cc: Te Pātaka o Rākaihautū Banks Peninsula Community Governance Team
Reference: 24/458983

Reserve Committee Special Condition Update to Tē Pātaka o Rākaihautū Banks Peninsula Community Board

1. Purpose of this Memo Te take o tēnei Pānui

- 1.1 At the 9 October 2023 Board meeting, the Board extended the original six-month Reserve Committee special condition deadline relating to Allandale, Ataahua, Le Bons Bay, Little Akaloa and Pigeon Bay Reserve Committees to be twelve months from 9 October 2023.
- 1.2 As a reminder, the special conditions for the Lyttelton Reserve Committee were met within the original six-month timeframe and therefore that committee was not included within the extended time period.
- 1.3 This memo serves as the six-month update to Te Pātaka o Rākaihautū Banks Peninsula Community Board on the progress of the Reserve Committee special condition progress.
- 1.4 The information in this memo is not confidential and can be made public.
- 1.5 For the Boards information, although not operating under a special condition, Awa-iti Reserve Committee were continuing to hold funds in a bank account which is unaligned with the Terms of Reference. This committee has subsequently transferred the funds to Council and closed their account.

2. Update Te take o tēnei Pānui

- 2.1 The special conditions placed on Reserve Committees at the Boards 12 December 2022 meeting are as follows:

Allandale	That the Committee has six months from the Committee's Triennium Election Meeting to explore options of registering as an Incorporated Society or other legal entity
Ataahua	That the Committee has six months from the Committee's Triennium Election Meeting to explore options around hall bookings and people camping overnight on the grounds and report to the Board.
Awa-iti	No additional conditions.
Cass Bay	No additional conditions.
Diamond Harbour	No additional conditions.
Duvauchelle	No additional conditions.

Memos

Garden of Tane	No additional conditions.
Le Bons Bay	That the Committee has six months from the Committee's Triennium Election Meeting to explore their options of registering as an Incorporated Society or other legal entity and report to the Board.
Little Akaloa	That the Committee has six months from the Committee's Triennium Election Meeting to explore their options around handling money, the non-conforming campground, and facility management, and report to the Board.
Lyttelton Recreation Ground	No additional conditions.
Lyttelton Reserves	That Andrew Turner be the Board appointed Chairperson of the Lyttelton Reserves Committee. The position to be reviewed six months after the Triennium Election Meeting.
Okains Bay	No additional conditions.
Pigeon Bay	That the Committee has six months from the Committee's Triennium Election Meeting to explore their options of registering as an Incorporated Society or other legal entity and report to the Board.
Robinsons Bay	No additional conditions.
Stanley Park	No additional conditions.

2.2 All special condition Reserve Committees have made progress towards their specific conditions. This progress is outlined below:

Allandale	Exploration of alternative entities has been put on hold pending a decision report to the Community Board on the future of the Allandale Hall, relating to the presence of high fungal spores in the building.
Ataahua	<p>The committee have considered options such as establishing an umbrella group with another local legal entity. The committee were hesitant in registering as an alternative legal entity due to low numbers of people involved.</p> <p>The committee now accept that Council will need to take over management of the hall as the committee does not have the capacity to form an Incorporated Society.</p> <p>Staff and committee are continuing conversations regarding the best way forward for use and management of the hall.</p>
Le Bons Bay	<p>The Committee is working with staff to further understand the suitability of an Incorporated Society or Trust. The Committee have received all relevant materials to make their decision and are continuing conversations with staff, who are ready to assist with the registration process when appropriate.</p> <p>Presently, a Trust is the preferred option owing to the number of officers required for an Incorporated Society.</p>

Memos

Little Akaloa	<p>Current preferred option is to amalgamate all local groups (Reserve Committee, Foreshore Group etc.) into one alternative legal entity.</p> <p>Staff have provided information describing the difference between an Incorporated Society and a Trust. Conversations are continuing within the Committee and with the other groups to discern which structure is preferable.</p> <p>The Committee continues to handle money however is being assisted with transferring funds to Council and closing the account.</p>
Pigeon Bay	<p>Pigeon Bay Reserve Committee have transferred all funds to Council and closed their account.</p> <p>Committee currently working with staff on community consultation relating to registering as an incorporated society. This consultation will focus on the potential benefits and detriments to the local community and create an opportunity for the local community to have their say on the structure of the Committee.</p>

3. Conclusion Whakakapinga

- 3.1 Each committee has been making progress towards achieving their special condition. Staff have been working closely with the Committees to move towards Terms of Reference alignment.
- 3.2 As conversations regarding alternative structure suitability for the groups progress, staff will work with the Committees to consult with their communities and produce a proposal for discharge (should discharge be the preferred outcome for the Committee and community).
- 3.3 Irrespective of whether a committee chooses to register as an alternative legal entity or remain status quo, a proposal will be produced and placed in front of the Board for their acceptance and support.
- 3.4 Such proposal will include consultation illustrating community support, a draft financial/business plan (if the group is wanting to be discharged from the reserve committee structure), a draft lease that is acceptable to the group, and how bookings and payments would operate for any income from the reserve/facility (if the group is wanting to remain status quo as a reserve committee).

Attachments Ngā Tāpirihanga

There are no attachments to this memo.

Signatories Ngā Kaiwaitohu

Author	Natasha McDonnell - Banks Peninsula Governance Advisor
Approved By	Penelope Goldstone - Manager Community Governance, Banks Peninsula

Memos



Memo

Date: 14 February 2024
From: Maria Adamski, Senior Parks Asset Planner
To: Liz Beaven, Community Board Advisor
Cc: Te Pātaka o Rākaihautū Banks Peninsula Community Board
Reference: 24/811287

Banks Peninsula Public Toilets

1. Purpose of this Memo Te take o tēnei Pānui

- 1.1 The purpose of this memo is to provide an update to the Te Pātaka o Rākaihautū Banks Peninsula Community Board on Banks Peninsula public toilets.
- 1.2 The information in this memo is not confidential and can be made public.

2. Origin Te Pūtake tanga mai

- 2.1 The memo has been prepared in response to an action generated by the Te Pātaka o Rākaihautū Banks Peninsula Community Board.
- 2.2 At its meeting on 12 December 2022 the Board discussed the issues around the availability, condition, and the need for additional toilets in Banks Peninsula.
- 2.3 The Board agreed to request a briefing from staff on the availability, condition, and the need for additional toilets in Banks Peninsula.
- 2.4 The Community Board Advisor has confirmed that a memo with the information is sufficient to respond to the request.

3. Decisions Required Ngā take me whakatau

- 3.1 No decisions are required, for information only.

4. Key Points Ngā Take Matua

Availability of Toilets

- 4.1 There are 41 public toilets situated in Te Pātaka o Rākaihautū Banks Peninsula Community Board area. Appendix A and Figures 1 and 2, show the location of the toilets on Banks Peninsula.
- 4.2 Public toilets are available 24/7 other than Little River Railway Station where they are locked overnight.
- 4.3 At times, toilets are closed for maintenance or repairs. A portaloo is supplied if all the toilets at a site are closed.
- 4.4 Many of the public toilets are situated near the coast, serving publicly accessible bays.

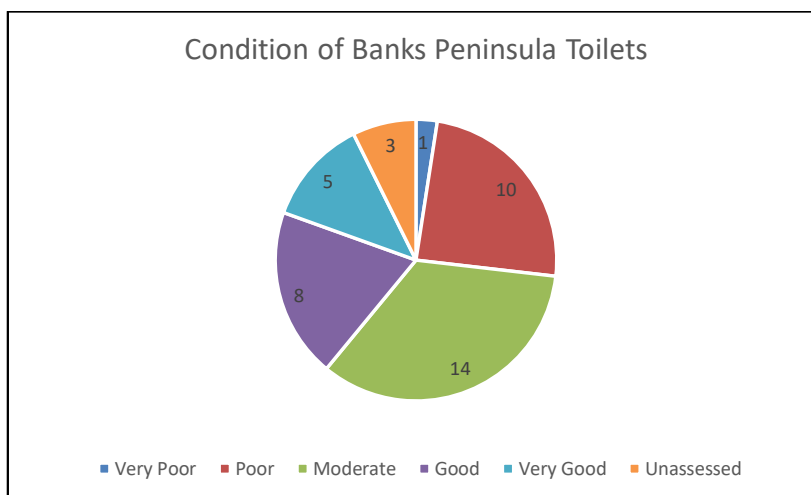
Memos



- 4.5 The toilet block at Garden of Tane, near the Catholic Cemetery car park, has been permanently closed since the 2000s and is to be demolished.

Condition of Toilets

- 4.6 Public toilets are condition assessed every five years on a scale of 1 - very good to 5 - very poor.
- 4.7 All Banks Peninsula toilets were last assessed between 2019 to 2021 except for the portaloos at Sandy Bay, Takamatua, Tumbledown Bay, and a recent addition at Magnet Bay.
- 4.8 Maintenance items identified in the assessment are programmed for repair.
- 4.9 Those toilets that are rated as 4 - poor or 5 - very poor are investigated further by staff to determine if they require refurbishment or renewal.
- 4.10 The condition of the Banks Peninsula toilets is shown in the image below.



- 4.11 One toilet at Duvauchelle Showgrounds, identified as a long drop, has been assessed as being in very poor condition. Ten toilets have been assessed as poor. Staff prioritise these poor condition facilities for works. See Table 1 in Appendix A for a detailed list of these buildings and the planned interventions.
- 4.12 Four toilets have been identified as earthquake prone. The Tikao Bay and Purau toilets are identified for renewal in the Long Term Plan. Strengthening is being planned for the French Farm toilet, while the aged toilet adjacent to the hall in Awa-iti Domain is scheduled for demolition in FY25.
- 4.13 Several Banks Peninsula toilets are closed.
- Birdlings Flat Toilet - Works are being undertaken to repair and replace broken and aged components in the toilet. Parts are supplied from Australia. Further investigation is underway on the septic system which is 16 years old. There have been reports of an increase in recreational visitors to the Birdling Flats area. The investigation will consider refurbishment and increasing capacity. Portaloos are on site.
 - Diamond Harbour Beach Toilet - The composting toilet has failed and is to be renewed. Access to remove existing and install a new system is challenging at this site. There are alternative toilets at Stoddart Point Reserve carpark and at the rugby ground.
 - Garden of Tane toilet - The removal of the existing disused public toilet block located adjacent to the Catholic Cemetery Car Park is identified in the Garden of Tane Scenic

Memos



Reserve Management Plan. The toilet block is not to be replaced. Demolition has not yet been planned.

Need for additional toilets.

- 4.14 A toilet has been requested at Duvauchelle Boat Ramp through Long Term Plan submissions. Funding has been allocated to investigate the necessity for a toilet in this location in FY25.
- 4.15 The Cemeteries Master Plan has identified a new toilet for Duvauchelle Cemetery. Planning has not yet been initiated for this project.
- 4.16 Provision for toilets at Misty Peaks are outside the current 10-year Long Term Plan.
- 4.17 No further investigation has been carried out to determine if additional toilets are required on Banks Peninsula.
- 4.18 When assessing if an additional toilet is required staff consider the following:
 - Changes in the community such as population density, tourist or visitor numbers, and events and activities.
 - Whether there is a suitable location, ability to connect to a reticulated water and waste system, and accessibility.
 - Community feedback and complaints.
 - Cost and budget.

Issues

- 4.19 The decision-making process regarding the refurbishment or renewal of existing toilets begins by evaluating their condition, strength, and age to compile a shortlist. The subsequent stage involves examining factors such as usage patterns, performance, demand, and any associated issues.
- 4.20 Toilets on Banks Peninsula face several key problems:
 - Sea level rise will affect toilets in close proximity to the sea. When renewing coastal toilets, the strategy is to install relocatable toilets. While retreat is a possibility, the availability of land for relocation may be challenging, and even if available, the new site could be inconveniently distant from recreational areas.
 - As the number of visitors and daily usage increases, particularly during the summer months, composting or low-use toilets are proving insufficient.

5. Financial Implications Ngā rara ahumoni

- 5.1 Budget Code: CPMS 77202 Duvauchelle Boat Ramp Public Toilets FY25 \$5,000 to carry out investigation.
- 5.2 CPMS 65442 Banks Peninsula Public Toilets Renewals – FY24/25 \$109,000, 25/26 \$221,000, 26/27 \$106,000.

6. Next Steps Te neke whakamua

- 6.1 Continue investigation, planning and delivery of toilet facilities on Banks Peninsula.

Attachments Ngā Tāpirihanga

No.	Title	Reference
A	Appendix Banks Peninsula public toilets memo	24/822013

Memos



Signatories Ngā Kaiwaitohu

Author	Maria Adamski - Senior Parks Asset Planner
Approved By	Kelly Hansen - Manager Parks Planning & Asset Management Al Hardy - Manager Community Parks Rupert Bool - Acting Head of Parks

Memos

Appendix A: Banks Peninsula Toilets



Figure 1 – Location of Banks Peninsula Toilets

Memos



Figure 2 – Akaroa Harbour

Memos

Table 1 – Planning for very poor and poor condition assessed Banks Peninsula Toilets.

Description	Condition	DEE	Age	Action
Duvauchelle Showgrounds	Very Poor			Long drop, carry out secondary investigation
Ataahua Domain Toilet	Poor	>67	1980s	No planning started
Little River Bowling Green	Poor	34-67	Pre 1924	No planning started
Okuti Valley Reserve	Poor			Long drop, carry out secondary investigation
Stanbury Reserve	Poor	34-67		Recent maintenance work. Refurbishment being planned.
Diamond Harbour (Rugby Club)	Poor	34-67	1953	No planning
Camp Bay Road	Poor	>67		No planning, strengthened in 2016
Jetty Road, Port Levy	Poor	>34		Funded for renewal CPMS17916 FY24/25
Naval Point Marina Car Park	Poor			Naval Point redevelopment. Planning for renewal
Pigeon Bay Boat Park	Poor	>67	1977	Refurbished in FY22 including new roof.
Tikao Bay Toilets	Poor	<34		Funded for renewal and connection to the wastewater system, CPMS65442 BP Public toilets Renewals
Purau	Closed	<34		Renewal CPMS65442 BP Public toilets Renewals
French Farm	Moderate	<34		No planning started to strengthen
Old Toilet Awa-iti	Closed	<34		Demolish in FY25

Ticket Report

01 04 2024 - 30 04 2024

Filter by Ward

Banks Peninsula

Filter by month

2024 (Year) + April (Month)

Tickets Reported in April 2024

490

Reported Tickets last mont

Status as of Report Date

Programmed Work

10

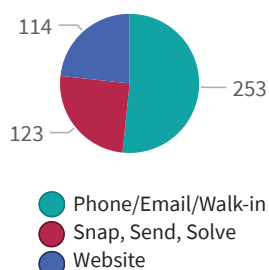
Open

197

Closed/Resolved

283

Channels



Currently Open Tickets

197

Open Tickets

12

avg open ticket age (days)

65

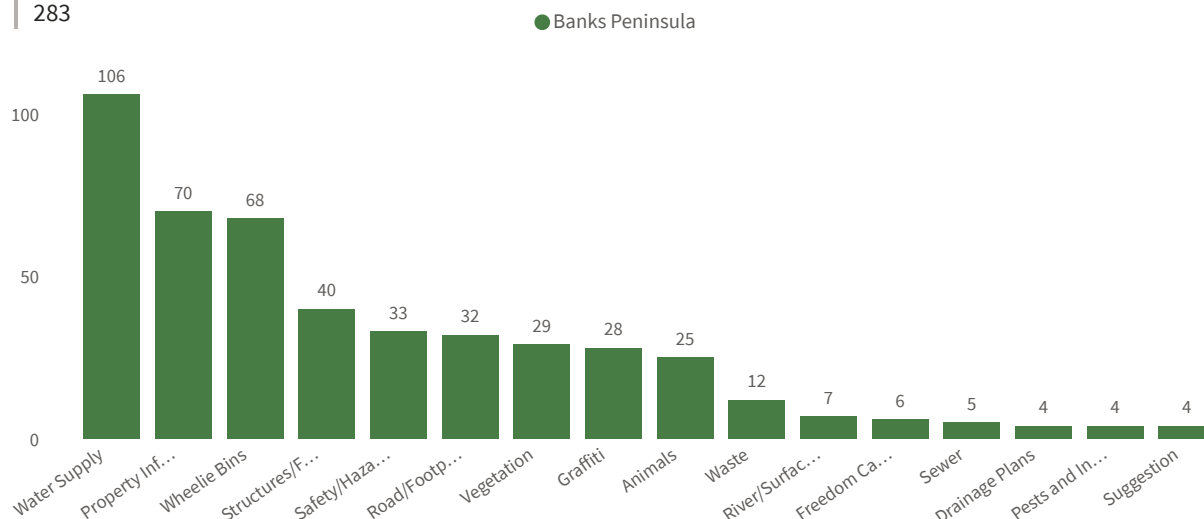
Escalated tickets*

1356

Total Currently Open Tickets

*Open as of report date, reported during filtered period

Top 15 Incident Categories



Top 10 Object Categories

# Tickets	ObjectCategory
75	Water Leak
43	Damaged Bin
42	Residential Property Files
21	Building Maintenance
21	Residential LIM
18	Water Supply
13	Garden/Landscaped Area
13	Graffiti - Fence, building or structure
12	Trees
10	Council Furniture/Equipment
10	Litter
10	Road/Hard Surface


Report date:
01 May 2024

Graffiti Insight Banks Peninsula





graffiti
PROGRAMME

April 2024

By Ward

Ward	# of Tickets - Latest Month	# of Tickets - Previous Month	% Monthly Change	# of Tickets	Cleaned Graffiti Square Metres
Banks Peninsula	27	24	13% 	27	94
Total	27	24	13%	27	94

By Suburb

Suburb	# of Tickets - Latest Month	# of Tickets - Previous Month	% Monthly Change	# of Tickets	Cleaned Graffiti Square Metres
Lyttelton	23	19	21% 	23	91
Akaroa	2	1	100% 	2	2
Wainui	1			1	1
Diamond Harbour		3	-100% 		
Governors Bay	1	1	0% 	1	
Total	27	24	13%	27	94

By Street

Street	# of Tickets - Latest Month	# of Tickets - Previous Month	# of Tickets	Cleaned Graffiti Square Metres
Governors Bay Road \ Omaru Road, Lyttelton	2		2	28
Albion Square	2		2	22
Godley Quay, Voelas to Cyrus Williams	1		1	15
Corsair Bay Reserve	1		1	12
Governors Bay Road, Rapaki to Omaru	1		1	8
Canterbury Street \ London Street, Lyttelton	1		1	5
Akaroa Boat Park	1		1	2
London Street, Sumner to Canterbury	2	1	2	1
Cenotaph War Memorial	1		1	1
Stanbury Reserve	1		1	1
Canterbury Street, Norwich to London	1		1	
Canterbury Street, Ripon to Days	2		2	
Coastal Cliff Reserve		2		
Coronation Hill Reserve		1		
Dyers Pass Road, Summit to Governors Bay	1		1	
Godley Quay	1	2	1	
Governors Bay Road \ Bayview Place, Lyttelton		1		
Governors Bay Road \ Sandy Beach Road, Governors Bay	1	1	1	
Governors Bay Road, Omaru to Sandy Beach		3		
Kennedys Bush	1		1	
London Street	2	1	2	
London Street \ Canterbury Street, Lyttelton	1		1	
Naval Point		1		
Oxford Street \ London Street, Lyttelton		1		
Oxford Street, Norwich to Sumner	1	1	1	
Park Terrace Reserve		1		
Reserve Terrace \ Sumner Road, Lyttelton		1		
Rue Benoit, Beach to Muter		1		
Seaview Terrace, Cressy to Brittan		1		
Simeon Quay, Norwich to Godley	2		2	
Somes Road \ Canterbury Street, Lyttelton	1		1	
Sumner Road, Old Sumner - Lyttelton to Summit		2		
Sumner Road, Reserve to Old Sumner - Lyttelton		1		
Waipapa Avenue		1		
Total	27	24	27	94

Graffiti Insight
Banks Peninsula

graffiti
PROGRAMME

April 2024

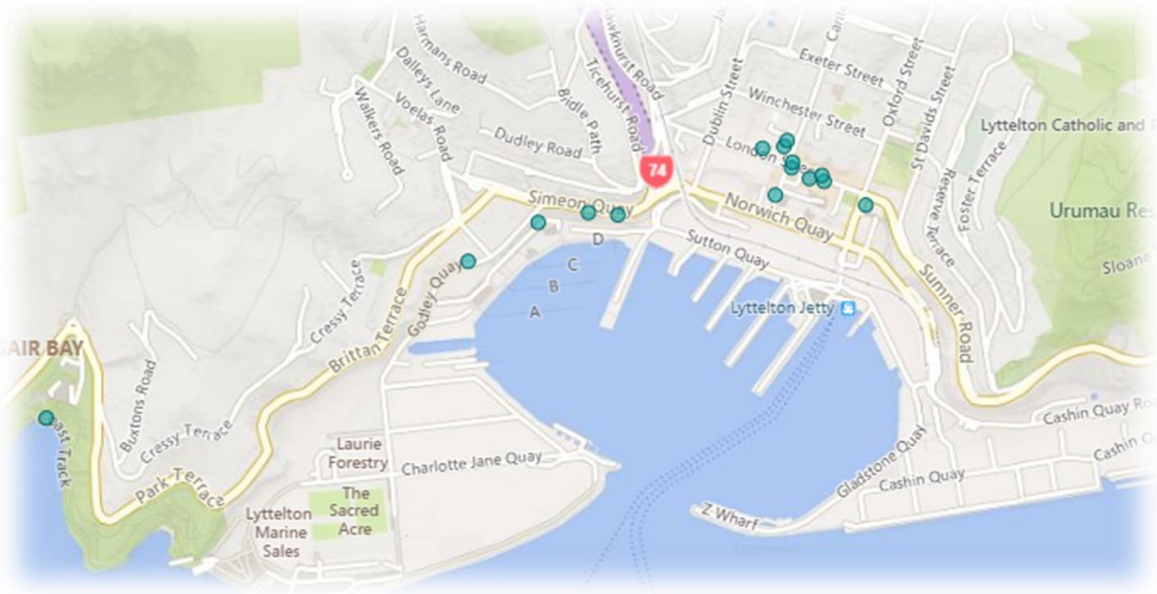
Frequently Reported TAGS

- Kino
- Goms
- Kojo
- Taunt

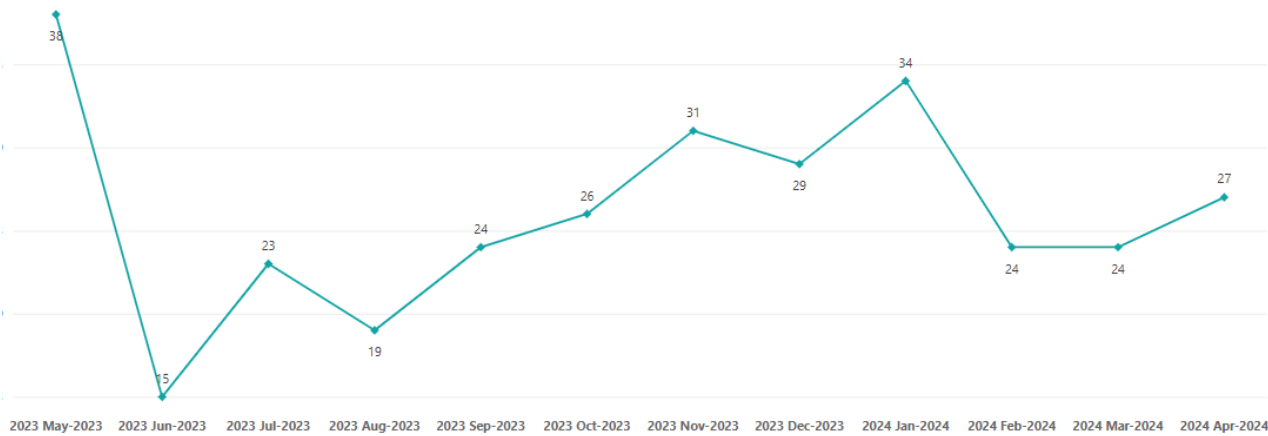
Reporters

Reporter Type	Reports Sent	Total
Non Volunteer	19	19
Friend Volunteer	7	7
Group Volunteer	1	1
Total	27	27

Map View



Yearly Overview



GRAFFITI SNAPSHOT

April 2024

Ward & Suburb Insights

2159

Total Reports

3561_{m2}

(Council & Public
Property)

Ward Reporting

This is an indication (compared to the previous month) of how active our citizens are. Several people may report the same “tag” so this is not the best way to determine the amount of graffiti present.

Ward	# of Tickets - Latest Month	# of Tickets - Previous Month	% Monthly Change	# of Tickets
Banks Peninsula	27	24	13%	27
Burwood	59	78	-24%	59
Cashmere	125	112	12%	125
Central	907	793	14%	907
Coastal	183	131	40%	183
Fendalton	39	44	-11%	39
Halswell	28	17	65%	28
Harewood	40	52	-23%	40
Heathcote	171	192	-11%	171
Hornby	62	55	13%	62
Innes	70	63	11%	70
Linwood	127	119	7%	127
Papanui	38	30	27%	38
Riccarton	110	44	150%	110
Spreydon	162	163	-1%	162
Unknown	3	19	-84%	3
Waimairi	8	9	-11%	8
Total	2,159	1,945	11%	2,159

Ward Removal

This is an indication (compared to the previous month) of how much graffiti has been removed. This gives a better indication of the amount of graffiti present.

Ward	Cleaned Graffiti latest month - mtrs2	Cleaned Graffiti previous month - mtrs2
Banks Peninsula	94	135
Burwood	81	58
Cashmere	153	94
Central	674	929
Coastal	439	432
Fendalton	41	196
Halswell	69	80
Harewood	309	379
Heathcote	807	924
Hornby	60	141
Innes	108	127
Linwood	312	224
Papanui	41	45
Riccarton	103	177
Spreydon	235	141
Waimairi	36	8
Total	3,561	4088

Reporting Hot Spots

Streets/Locations with the most reported graffiti

Street	# of Tickets - Latest Month	# of Tickets - Previous Month
Victoria Square	23	6
Avon Riverbank Central City	20	24
Hagley Park South	19	10
Armagh Street	17	4
Rauora Park	17	4
Colombo Street	15	28
Cathedral Square	14	7
Centennial Park	14	21
Hereford Street	12	3
Keyes Road, Dennitt to Bowhill	12	
Linwood Avenue	12	2
Manchester Street	12	8
Sheldon Park	12	8
Barrington Park	11	3
Kilmore Street	11	4
Gloucester Street	10	4
Hagley Park North	10	7
Cashel Street	9	5
Margaret Mahy Family Playground	9	9
Oxford Terrace, Club to Gloucester	9	
Oxford Terrace, Gloucester to Armagh	9	2
Stanmore Road	9	3
Thomson Park	9	18
Cathedral Square, Worcester to Colombo	8	9
New Brighton Beach Developed	8	2
Washington Way Reserve	8	5

Removal Hot Spots

Locations with the most graffiti removed (m2)

Street	Cleaned Graffiti Square Metres
Thomson Park	225
Carlyle Street	166
Sheldon Park	152
Washington Way Reserve	111
Carlyle Street, Colombo to Buchan	103
Falsgrave Street, Talfourd to Lismore	85
Walter Park	84
Cumnor Terrace, Marshall to Garlands	74
Avon Park, Avonside	70
Sheldon Park, Belfast	60
Colombo Street	48
South New Brighton Park	48
Halswell Domain	44
Bradford Park, Sydenham	42
Christchurch Southern Motorway, Christchurch Southern to Christchurch Southern	40
Johns Road	40
Spreydon Domain, Spreydon	38
Cathedral Square, Worcester to Colombo	34
Linwood Park	33
Oxford Terrace \ Club Lane, Central City	30
Lismore Street	30
Upper Riccarton Domain	30
Governors Bay Road \ Omaru Road, Lyttelton	28
South New Brighton Park, near the corner of Estuary Road and Beatty Street, South New Brighton	28

GRAFFITI SNAPSHOT

April 2024

Further Insights

Reporting Activity

Reporter Type	202403	202404
Individual Volunteer	899	948
Non Volunteer	557	595
Friend Volunteer	375	498
Group Volunteer	113	102
Total	1,944	2,143

% of Reports made by Volunteers

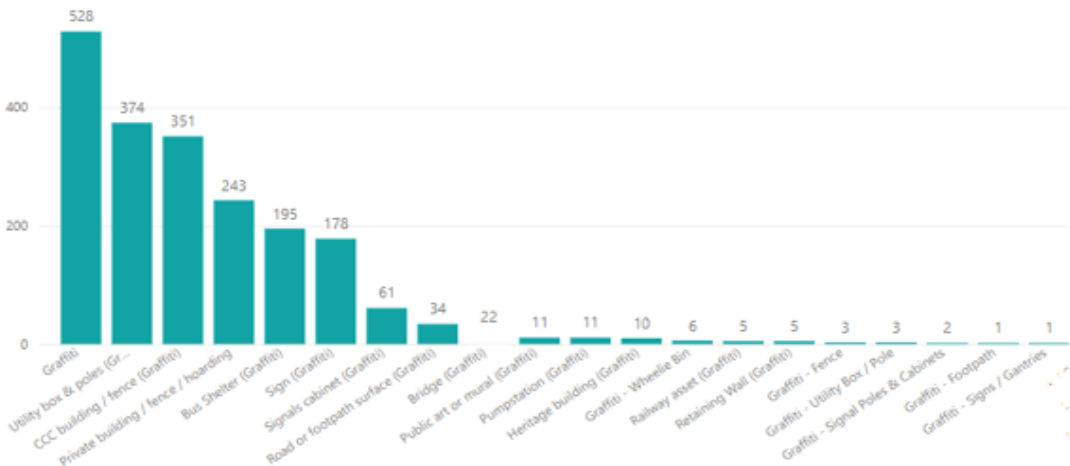


Top 5 Volunteer Reporters

Graeme (409)
Peter
Jacob
Jo
Anne

Monthly Draw Winner: Neil and Margaret

Reports by Asset Type



Latest Murals



The new A-MAZE-INK art trail is a gift to artists from Climate Action Campus with assistance from the Graffiti Programme. The space offers artists their own outdoor studio to develop and hone their skills and repaint as often as they wish.

Octogenarian, Reng Yu Chen, respectfully known as Mr Chen, is the oldest artist who involved In the project, whilst 17-year-old Amelia Green is one of the youngest artists to take part.

Not only do the murals bring life to the campus but they deter from graffiti vandalism too!

The A-Maze-Ink art maze (24 Cowlshaw St) will be officially open to the public
Saturday 22nd of June 10am – 12pm

18. Elected Members' Information Exchange Te Whakawhiti Whakaaro o Te Kāhui Amorangi

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.

Karakia Whakamutunga

Unuhia, unuhia Unuhia ki te uru tapu nui Kia wātea, kia māmā, te ngākau, Te tinana te wairua i te ara takatā Koia rā e Rongo, whakairia ake ki runga Kia tina! TINA! Hui e! TĀIKI E!	<i>Draw on, draw on, Draw on the supreme sacredness To clear, to free the heart, the body and the spirit of mankind Rongo, suspended high above us (i.e. in 'heaven') Draw together! Affirm!</i>
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19. Resolution to Exclude the Public

Section 48, Local Government Official Information and Meetings Act 1987.

I move that the public be excluded from the following parts of the proceedings of this meeting, namely items listed overleaf.

Reason for passing this resolution: good reason to withhold exists under section 7.

Specific grounds under section 48(1) for the passing of this resolution: Section 48(1)(a)

Note

Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

“(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof):

- (a) Shall be available to any member of the public who is present; and
- (b) Shall form part of the minutes of the local authority.”

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

ITEM NO.	GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	SECTION	SUBCLAUSE AND REASON UNDER THE ACT	PLAIN ENGLISH REASON	WHEN REPORTS CAN BE REVIEWED FOR POTENTIAL RELEASE
20.	PUBLIC EXCLUDED TE PĀTAKA O RĀKAIHAUTŪ BANKS PENINSULA COMMUNITY BOARD MINUTES - 6 MAY 2024			REFER TO THE PREVIOUS PUBLIC EXCLUDED REASON IN THE AGENDAS FOR THESE MEETINGS.	