

Christchurch City Council

AGENDA

Notice of Meeting:

An ordinary meeting of the Christchurch City Council will be held on:

Date: Thursday 7 September 2017
Time: 9.30am
Venue: Council Chambers, Civic Offices,
53 Hereford Street, Christchurch

Membership

Chairperson	Mayor Lianne Dalziel
Deputy Chairperson	Deputy Mayor Andrew Turner
Members	Councillor Vicki Buck
	Councillor Jimmy Chen
	Councillor Phil Clearwater
	Councillor Pauline Cotter
	Councillor Mike Davidson
	Councillor David East
	Councillor Anne Galloway
	Councillor Jamie Gough
	Councillor Yani Johanson
	Councillor Aaron Keown
	Councillor Glenn Livingstone
	Councillor Raf Manji
	Councillor Tim Scandrett
	Councillor Deon Swiggs
	Councillor Sara Templeton

1 September 2017

Principal Advisor
Dr Karleen Edwards
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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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1. Apologies

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

2. Declarations of Interest

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

3. Public Participation

3.1 Public Forum

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

3.2 Deputations by Appointment

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

4. Presentation of Petitions

There were no Presentation of Petitions at the time the agenda was prepared.

Report from Social and Community Development Committee – 2 August 2017

Item 5

5. Heritage Incentive Grant Approval for the Former St Luke's Vicarage, 185 Kilmore Street, Christchurch

Reference: 17/953177

Contact: Fiona Wykes fiona.wykes@ccc.govt.nz 941 8052

1. Social and Community Development Committee Consideration

1. The Committee discussed and debated the Heritage Incentive Grant Approval for the Former St Luke's Vicarage report and the difficulty in making a decision in relation to this application without having the information available that will be provided on the review of the Heritage and Grant funding.
2. The Committee discussed whether it would be appropriate to defer the decisions until the September meeting when the review of the Fund had been completed and reported back to the Committee.
3. When the Committee voted on the resolutions the vote was tied and the Committee are therefore not recommending an option to the Council, and Council should consider the original recommendations in the report.

2. Staff Recommendations

That the Social and Community Development Committee recommend to Council that it:

1. Approves a Heritage Incentive Grant of up to \$204,892 for conservation, strengthening and repair work to the protected heritage building located at 185 Kilmore Street.
2. Notes that payment of this grant is subject to the applicant entering into a full conservation covenant, with the signed covenant having the Council seal affixed prior to registration against the property title.

3. Social and Community Development Committee Recommendation to Council

Due to a tied vote, the Committee are not making a recommendation to Council and the Council should consider the original Staff Recommendation as follows:

1. Approves a Heritage Incentive Grant of up to \$204,892 for conservation, strengthening and repair work to the protected heritage building located at 185 Kilmore Street.
2. Notes that payment of this grant is subject to the applicant entering into a full conservation covenant, with the signed covenant having the Council seal affixed prior to registration against the property title.

Attachments

No.	Report Title	Page
1	Heritage Incentive Grant Approval for the Former St Luke's Vicarage, 185 Kilmore Street, Christchurch	9

There are no attachments for this report.

Heritage Incentive Grant Approval for the Former St Luke's Vicarage, 185 Kilmore Street, Christchurch

Reference: 17/737987

Contact: Fiona Wykes Fiona.wykes@ccc.govt.nz

941 8052

1. Purpose and Origin of Report

Purpose of Report

- 1.1 The purpose of this report is for the Social and Community Development Committee to recommend that Council approve a Heritage Incentive Grant for the former St Luke's Vicarage at 185 Kilmore Street, Christchurch

Origin of Report

- 1.2 This report is staff generated in response to an application for a Heritage Incentive Grant from the building owner.

2. Significance

- 2.1 The decision in this report is of low significance in relation to the Christchurch City Council's Significance and Engagement Policy.
 - 2.1.1 The level of significance was determined by the heritage classification of the dwelling and the amount of funding requested being less than \$500,000.

3. Staff Recommendations

That the Social and Community Development Committee recommend to Council that it:

1. Approves a Heritage Incentive Grant of up to \$204,892 for conservation, strengthening and repair work to the protected heritage building located at 185 Kilmore Street.
2. Notes that payment of this grant is subject to the applicant entering into a full conservation covenant, with the signed covenant having the Council seal affixed prior to registration against the property title.

4. Key Points

- 4.1 This report supports the [Council's Long Term Plan \(2015 - 2025\)](#):
 - 4.1.1 Activity: Heritage Protection
 - Level of Service: 1.4.2 All grants meet Heritage Incentives Grants policy and guidelines
- 4.2 The following feasible options have been considered:
 - Option 1 – Thirty per cent grant support of eligible items (preferred option)
 - Option 2 – Fifty per cent grant support of eligible items
- 4.3 Options Summary – Advantages and Disadvantages (Preferred Option)
 - 4.3.1 The advantages of this option include:
 - The work will help to ensure the repair, re-use and future protection of this significant heritage building. The application meets all the criteria for a grant as provided in the Heritage Incentives Grants Policy – Operational Guidelines.

- It will help to repair and preserve a building rare in New Zealand for the length of time it retained its original purpose and use as a parish vicarage.
- The building has recognised local and national architectural and social, historical and cultural significance.
- The building will be repaired and retained as a domestic residence thus being used as it was originally intended.
- With the completion of the works outlined, the former vicarage will be repaired and upgraded, and the owners are committed to the continuing use and maintenance of the building.

4.3.2 The disadvantages of this option include:

- This is a large grant for a single building; however it is an investment in an important local landmark and nationally recognised heritage building that might otherwise have been lost.

5. Context/Background

Building Status

- 5.1 The former St Luke's Vicarage is scheduled as a Significant (Group 2) building in the Christchurch District Plan. The building is listed Category I by Heritage New Zealand Pouhere Taonga (HNZPT) List Number 3132. The site has Wāhi Tapu registration – number 7716 – with HNZPT, and as a Wāhi Tapu/Wāhi Taonga site in the Christchurch District Plan. The building has historical significance for its 126 year association with the vicars of St Luke's Church, and high cultural significance as a place sacred to Māori as the burial site of renowned Ngāi Tahu chief Tautahi. The vicarage has architectural significance as one of Robert Speechly's most highly regarded surviving domestic works. The former vicarage and its setting have contextual significance as a picturesque Mid-19th Century dwelling that stands as a reminder of the loss of St Luke's Anglican Church after the 2011 Canterbury earthquake. The former vicarage and its setting has archaeological significance in view of it wāhi tapu status and early colonial development.
- 5.2 The former Vicarage was designed by Robert Speechly, an architect who came to Christchurch, with his pupil William Crisp, to oversee the construction of the Anglican Cathedral. It was built in 1867-68, with the hood over the study window installed two years later in 1870. The building was extended in 1879, to complete the structure as a grand house which included servant's quarters with bell pulls (some of which still remain in place), a central entrance hall with timber panelling and a grand timber staircase. The buildings was used as a vicarage until 1994, at which time it became the administration centre for the Inter-Church Trade and Industry Mission. The book shop Ecclesia Books also used the premises, and it retained some Parish use as well. Please refer to Attachment A, "Statement of Significance" for further information.
- 5.3 The current owners of the building are Ester Vallero and Matt Reid. In relation to the Operational Guidelines 'Potential Conflict of Interest' disclosure, the Committee should note there is no conflict of interest with this application.
- 5.4 The building suffered significant damage in the 2010/2011 Canterbury earthquakes, resulting in it being unsafe to occupy. It has been vacant since this time. The chimneys were removed and the building braced and boarded up, but it has suffered a degree of vandalism since, including some fire damage. The damage to the foundations and structure of the building mean that it is now a very low percentage of new building standard and requires repair and strengthening to make it habitable again.
- 5.5 The total cost for the proposed repair and upgrade of the building (including heritage and non-heritage related costs) is estimated at **\$1,102,395.90**, excluding GST. There is no insurance

payment associated with these works; however once completed the owners will be able to obtain ongoing building insurance. No other grants have been secured to assist with these works.

- 5.6 The proposed works are being overseen by heritage professional Jenny May, and heritage engineer, Andrew Marriott. They comprise structural upgrades, repairs, and reinstatement of heritage features, to the former vicarage. The works include temporarily moving the building off its foundations, to create new foundations, bracing and structurally upgrading the building internally, repairing and reinstating internal joinery, reinstating some former fireplaces, and carrying out maintenance and repair on the windows, weatherboards, doors, roof, and decking. An early water tank will be removed from the roof space to prevent the possibility of further damage. The owners intend to retain this heritage element and re-use it on site in some way. The proposed works will ensure the ongoing retention and increased resilience of this significant heritage building, and enable it to have a sustainable use as a dwelling once again.



Photograph: Former St Luke's Vicarage, 185 Kilmore Street, December 2014, M Vairpiova

6. Option 1 – Thirty per cent grant support of eligible items (preferred)

Option Description

- 6.1 The proposed works are to structurally upgrade and repair the building. They involve temporarily moving the building and creating new foundations, structurally upgrading the interior and carrying out repairs and reinstatement works to the interior and exterior fabric. The existing timber windows and doors will be repaired as necessary and decayed timber

weatherboards will be repaired or replaced. The roof will be replaced, like for like and repainting is also required. A sprinkler system is proposed to help protect the building against fire.

- 6.2 Overall the total heritage and non-heritage works being proposed are priced at \$1,102,395.90 excluding GST. All relevant costs of the heritage related works (\$682,973) are summarised in the table below:

Particulars	Costs (GST exclusive)
Preliminary & General	\$51,206
Scaffolding	\$39,325
Prepared building for relocation	\$14,451
Relocation of building	\$59,687
Strengthening works	\$47,478
Roofing and rainwater goods	\$4,000
Conservation & repair of external joinery and weatherboards	\$49,925
Interior wall lining	\$51,365
Skirting boards and architraves	\$10,136
Removal of water tank	\$5,776
Remove asbestos	\$22,579
Exterior and interior wall repair & conservation	\$150,468
Exterior verandahs	\$11,950
Reinstate fireplaces	\$2,352
Staircase and timber panelling - shellac	\$11,000
Flooring	\$11,783
Services	\$14,530
Sprinkler system	\$74,912
Professional fees/consents	\$50,050
Total of conservation and restoration related work requiring assistance	\$682,973

- 6.3 The Operational Guidelines for the Heritage Incentive Grants Policy provide for a grant of up to fifty percent of the total heritage related costs. The building has historical, and social significance to Canterbury, as well as architectural, aesthetic and technological significance. The site also has high cultural significance. Its ongoing repair, retention and upgrade to enable it to once again be used as a dwelling is worthy of support. Given the high cost of the works, and the current limitations of this grant fund, a grant of thirty percent is suggested as being appropriate for this project.

Proposed Heritage Incentive Grant (thirty per cent of cost of itemised works requiring assistance)	\$204,892
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Significance

- 6.4 The level of significance of this option is low consistent with section 2 of this report. There are no engagement requirements in the Operational Guidelines or Policy for this grant scheme.

Impact on Mana Whenua

- 6.5 The building is on a site of significance to Ngāi Tahu. They have been comprehensively consulted as part of the resource consent application that has been undertaken for the dwelling, and have agreed to the proposal with some conditions, which the owners have agreed to. This being the case the proposed works are not considered to have an adverse impact on Mana Whenua.

Community Views and Preferences

- 6.6 The Heritage Incentive Grants Scheme is aligned to the Community Outcomes *'The city's heritage and taonga are conserved for future generations'* and *'The central city has a distinctive character and identity'*. Heritage Incentive Grants contribute towards the number of protected heritage buildings, sites and objects, which is a measure for these outcomes.

Alignment with Council Plans and Policies

- 6.7 The recommendations of this report align with the relevant strategies, plans and policies as listed below:
- Recovery Strategy for Greater Christchurch – Mahere Haumanutanga o Waitaha
 - The Christchurch District Plan
 - Heritage Conservation Policy
 - Greater Christchurch Urban Development Strategy
 - New Zealand Urban Design Protocol
 - International Council on Monuments and Sites (ICOMOS) New Zealand Charter 1993

Financial Implications

Cost of implementation:

Annual Budget for the Heritage Incentive Grant (HIG) fund	\$719,000
Commitment from 2016/2017	\$76,734
Proposed grant to 129 Cambridge Terrace	\$40,920
Proposed grant to 28 Dublin Street, Lyttelton	\$44,900
Proposed grant to 185 Kilmore Street, Christchurch	\$204,892
Total Available Funds 2016/2017	\$351,554

- 6.8 The Heritage Protection activity includes the provision of advice, the heritage grants schemes, heritage recovery policy, and heritage education and advocacy. The Council aims to maintain and protect built, cultural and natural heritage items, areas and values which contribute to a unique city, community identity, character and sense of place and provide links to the past. The Council promotes heritage as a valuable educational and interpretation resource which also contributes to the tourism industry and provides an economic benefit to the city.
- 6.9 Heritage Incentive Grants and conservation covenants provide financial assistance for the maintenance and enhancement of heritage areas and buildings.
- 6.10 The Heritage Incentive Grant budget is an annual fund provided for in the 2015-25 Long Term Plan.

Legal Implications

- 6.11 Limited conservation covenants are required under the Heritage Conservation Operational Guidelines for properties receiving Heritage Incentive Grants of \$15,000 to \$149,999. A full conservation covenant is required for grants of \$150,000 or more.
- 6.12 Covenants are a comprehensive form of protection of the buildings because they are registered against the property title, ensuring that the Council's investment is protected. A full conservation covenant will be required in association with this grant.

Risks and Mitigations

- 6.13 The grant scheme only allows funds to be paid out upon completion of the works, certification by Council heritage staff and upon presentation of receipts. This ensures that the grant scheme is effective and that funds are not diverted or lost. Covenants also act as a protective mechanism, ensuring the building is retained once the work is undertaken.

Implementation

- 6.14 The grant recipient is expected to acquire all resource, building and other consents required for the works. A resource consent and building consent will be required for these works.
- 6.15 The grant recipient has an eighteen month time period to undertake the works and to claim the grant. An application to extend this timeframe can be made to the Council.

Option Summary - Advantages and Disadvantages

- 6.16 The advantages of this option include:
- The work will help to ensure the repair, re-use and future protection of this significant heritage building. The application meets all the criteria for a grant as provided in the Heritage Incentives Grants Policy – Operational Guidelines.
 - It will help to repair and preserve a building rare in New Zealand for the length of time it retained its original purpose and use as a parish vicarage.
 - It is intended that the building will be brought back into use as a dwelling, its original use, and its ongoing use for most of its existence.
 - With the completion of the works outlined, the building will be repaired and upgraded, and the owners are committed to the continuing use and maintenance of the building.
- 6.17 The disadvantages of this option include:
- This is a large grant for a single building; however it is an investment in an important heritage building that might otherwise have been lost.

7. Option 2 – A higher level of funding

Option Description

- 7.1 As for Option 1 but with a higher level of financial support to the project. Previous HIG Grant support to other projects in the city has varied but has been generally between thirty and fifty percent of the cost of eligible works. A higher grant of fifty percent (\$341,487) is shown in the table below. A higher grant has been considered as a second option, and not the preferred option, due to the limited available funds remaining for 2017/2018 and the knowledge of other grant applications which have been received by Council staff.

Annual Budget for the Heritage Incentive Grant (HIG) fund	\$719,000
Commitment from 2016/2017	\$76,734
Proposed grant to 129 Cambridge Terrace, Christchurch	\$40,920
Proposed grant to 28 Dublin Street, Lyttelton	\$44,900
Proposed grant to 185 Kilmore Street, Christchurch	\$341,487
Total Available Funds 2016/2017	\$214,959

Option Summary - Advantages and Disadvantages

- 7.2 The advantages of this option include:

- It would provide a higher level of support from Council for this important heritage building repair project, at a time of significance loss and damage to heritage buildings in Christchurch and Banks Peninsula.

7.3 The disadvantages of this option include:

- There will be severely limited funds remaining for the rest of the year 2017/2018 to assist with other worthy heritage projects.

Attachments

No.	Title	Page
A	Statement of Significance - Former St Luke's Vicarage, 185 Kilmore Street	

Confirmation of Statutory Compliance

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

(a) This report contains:

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

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

Signatories

Author	Fiona Wykes - Senior Heritage Advisor
Approved By	Brendan Smyth - Team Leader Heritage Carolyn Ingles - Head of Urban Regeneration, Urban Design and Heritage Brendan Anstiss - General Manager Strategy and Transformation

CHRISTCHURCH CITY PLAN – LISTED HERITAGE ITEM AND SETTING
HERITAGE ASSESSMENT – STATEMENT OF SIGNIFICANCE
HERITAGE ITEM NUMBER 315
**FORMER VICARAGE OF THE CHURCH OF ST LUKE THE
EVANGELIST AND SETTING –
185 KILMORE STREET, CHRISTCHURCH**



PHOTOGRAPH: M. VAIR-PIOVA, 2014

HISTORICAL AND SOCIAL SIGNIFICANCE

Historical and social values that demonstrate or are associated with: a particular person, group, organisation, institution, event, phase or activity; the continuity and/or change of a phase or activity; social, historical, traditional, economic, political or other patterns.

The former Vicarage of the Anglican Church of St Luke the Evangelist has historical and social significance for its association with St Luke's Church and its vicars between 1868 and 1994. The vicarage was built in 1867-68 to the design of Robert Speechly, the church on the neighbouring site having been built in 1859, the second church in the parish of Christchurch after St Michael and All Angels'. The construction of the vicarage was prompted by St Luke's becoming a parish church in 1868 and thus having its own resident vicar.

The first vicar to live in the vicarage was the Rev Edward Atherton Lingard (died 1903), who arrived in New Zealand in 1860. Lingard was appointed a master of Christ's College in 1864 and ordained in the same year. He and his wife Eleanor raised at least seven children in the house. The relative wealth of the parish and the social status of the vicar are reflected in the size of the vicarage and the provision of servants' quarters. That said, the Rev Taylor was

reported as having vacated the vicarage in 1919 to take up residence in a smaller house because he found its large size was a strain on both his budget and his wife, who had to maintain it without help from a servant. Nevertheless the building was used a vicarage until 1994 and prior to the Canterbury earthquakes it housed the administration centre for the Inter-Church Trade and Industry Mission (ITIM), who are tenants of the parish.

CULTURAL AND SPIRITUAL SIGNIFICANCE

Cultural and spiritual values that demonstrate or are associated with the distinctive characteristics of a way of life, philosophy, tradition, religion, or other belief, including: the symbolic or commemorative value of the place; significance to Tangata Whenua; and/or associations with an identifiable group and esteemed by this group for its cultural values.

The former Vicarage has cultural significance for its association with the parish of St Luke's and a demonstration of the way of life of parish clergy and their families for 126 years.

The setting of the Vicarage has high spiritual significance to Māori as an urupā, the site regarded as the location of Tautahi's final resting place. It is believed to have been Tautahi's remains that were discovered when excavations for the vicarage were underway. Whether the remains were re-interred or relocated has not been recorded. (HNZ Wāhi Tapu Registration Proposal Tautahi Rua Koiwi). Tautahi was of Ngāi Tahu descent. He established the Tautahi Pa on the site now identified as near the Fire Station on Kilmore Street. Tautahi's high-ranking lineage allowed him to establish authority over a large area of the surrounding swampland. It is from this pa that the broader area of Christchurch takes its name, Otautahi (the place of Tautahi). The site is listed as a wāhi tapu by Heritage New Zealand.

ARCHITECTURAL AND AESTHETIC SIGNIFICANCE

Architectural and aesthetic values that demonstrate or are associated with design values, form, scale, colour, texture and material of the place.

The former Vicarage of St Luke's has architectural significance as Robert Speechly's most impressive Anglican vicarage. Speechly arrived in Christchurch from England in 1864, having been appointed supervising architect for Christchurch Cathedral. He brought with him his articulated pupil, and later partner, William Crisp. Work on the Anglican Cathedral came to a halt soon after the laying of the foundations due to financial constraints, hence Speechly turn his hand to other projects. In order to secure work he offered to design parsonages free of charge. Speechly remained in Christchurch for the four years stipulated in his original contract and during that time he designed only a handful of churches including the Christ's College Chapel (1866) and St Mary's Anglican Church at Addington, (1867).

The building has architectural significance as an Ecclesiologically-correct Anglican vicarage adapted to suit New Zealand conditions and materials. The two-storeyed weatherboard building is a timber interpretation of the Domestic Gothic Revival style. It is restrained in its detailing, the most notable exterior feature being Speechly's distinctive hood over the entrance. It is one of the best-preserved examples of Speechly's domestic work. Notable features in the interior include coved ceilings on the first floor, a gothic arch that separates the entry from the hall and the timber staircase. Servant-bell pulls are also still in place.

TECHNOLOGICAL AND CRAFTSMANSHIP SIGNIFICANCE

Technological and craftsmanship values that demonstrate or are associated with: the nature and use of materials, finishes and/or technological or constructional methods which were innovative, or of notable quality for the period.

The former Vicarage has technological and craftsmanship significance for its ability to demonstrate early colonial methods of construction and for the workmanship of its architectural detailing and internal timberwork.

CONTEXTUAL SIGNIFICANCE

Contextual values that demonstrate or are associated with: a relationship to the environment (constructed and natural) setting, a group, precinct or streetscape; a degree of consistency in terms of scale, form, materials, texture, colour, style and/or detailing in relationship to the environment (constructed and natural), setting, a group, precinct or streetscape; a physical or visible landmark; a contribution to the character of the environment (constructed and natural) setting, a group, precinct or streetscape.

The former Vicarage has contextual significance for its relationship to the site of St Luke's Church and the extant bell tower (1908), as well as the picturesque contribution it makes to the streetscape.

The setting consists of the slightly irregularly shaped rectangular parcel of land that is immediately adjacent to the former church site. The large open site on which the church once stood means that the principal elevation of the vicarage, which faces west, can be clearly seen from Manchester Street. The former vicarage has minimal garden setting and is now rather isolated from its historic residential context in Kilmore Street due to the impact of the 2010 and 2011 Canterbury earthquakes.

ARCHAEOLOGICAL SIGNIFICANCE

Archaeological values that demonstrate or are associated with: potential to provide archaeological information through physical evidence; an understanding about social historical, cultural, spiritual, technological or other values or past events, activities, people or phases.

The former Vicarage and setting has archaeological significance because it has the potential to provide archaeological evidence relating to past building construction methods and materials, and to human activity on the site, including that which occurred prior to 1900. As the burial site of Tautahi, a Ngāi Tahu chief, the setting around the vicarage has archaeological significance, in addition to its cultural significance as a wāhi tapu.

ASSESSMENT STATEMENT

The former Vicarage of the Anglican Church of St Luke the Evangelist and setting has overall significance to Christchurch, including Banks Peninsula. The vicarage has historical significance for its 126-year association with the vicar's of St Luke's Church and high cultural significance as a place sacred to Māori as the burial site of renowned Ngāi Tahu chief, Tautahi. The vicarage has architectural significance as one of Robert Speechly's most highly regarded surviving domestic works. The former vicarage and its setting have contextual significance as a picturesque mid-19th century dwelling that stands as a reminder of the loss of St Luke's Anglican Church after the 2011 Canterbury earthquake. The former vicarage and its setting has archaeological significance in view of its wāhi tapu status and early colonial development.

REFERENCES:

CCC Heritage File

New Zealand Historic Places Trust Register of Historic areas, Wāhi Tapu. *Tautahi Pa* (Christchurch, May 2007)

New Zealand Historic Places Trust Wāhi Tapu Registration Proposal. (2006, September 28) *Tautahi Rua Koiwi*

Ian Lochhead *A Dream of Spires – Benjamin Mountfort and the Gothic Revival* (Christchurch, 1999)

Historic place # 3132 – Heritage NZ List
<http://www.heritage.org.nz/the-list/details/3132>

REPORT DATED: 22 JANUARY 2015, 21 MARCH 2017

PLEASE NOTE THIS ASSESSMENT IS BASED ON INFORMATION AVAILABLE AT THE TIME OF WRITING. DUE TO THE ONGOING NATURE OF HERITAGE RESEARCH, FUTURE REASSESSMENT OF THIS HERITAGE ITEM MAY BE NECESSARY TO REFLECT ANY CHANGES IN KNOWLEDGE AND UNDERSTANDING OF ITS HERITAGE SIGNIFICANCE.

PLEASE USE IN CONJUNCTION WITH THE CCC HERITAGE FILES.

Report from Social and Community Development Committee – 2 August 2017

6. Proposed Names for New Park and New Legal Road in East Frame

Reference: 17/953096

Contact: Russel Wedge russel.wedge@ccc.govt.nz 941 8270

Item 6

1. Staff Recommendations

That the Social and Community Development Committee recommends to Council to:

1. Approve Rauora Park as the reserve name in the East Frame development consisting of five parcels of land between Armagh Street and Lichfield Street (Lots 207, 304, 404, 504, 606 on RMA62031953 Approved Resource Consent Plan dated 14/07/2016).
2. Agree on the preferred name for the legal road to the west of Rauora Park between Armagh Street and Lichfield Street, a part of the East Frame Development (Lots 206, 303, 403, 503, 607 on RMA62031953 Approved Resource Consent Plan dated 14/07/2016).

2. Social and Community Development Committee Recommendation to Council

Part A

That the Council:

1. Approve Rauora Park as the reserve name in the East Frame development consisting of five parcels of land between Armagh Street and Lichfield Street (Lots 207, 304, 404, 504, 606 on RMA62031953 Approved Resource Consent Plan dated 14/07/2016)
2. Approve Huanui Lane as the name for the legal road to the west of Rauora Park between Armagh Street and Lichfield Street, a part of the East Frame Development (Lots 206, 303, 403, 503, 607 on RMA62031953 Approved Resource Consent Plan dated 14/07/2016).

Attachments

No.	Report Title	Page
1	Proposed Names for New Park and New Legal Road in East Frame	22

There are no attachments for this report.

Proposed Names for New Park and New Legal Road in East Frame

Reference: 17/627714

Contact: Russel Wedge Russel.wedge@ccc.govt.nz 941-8270

1. Purpose and Origin of Report

Purpose of Report

- 1.1 The purpose of this report is for the Social and Community Development Committee to consider and recommend to Council the proposed road name and the proposed park name in the East Frame development.

Origin of Report

- 1.2 This report is staff generated resulting from a Working Group with representatives from Christchurch City Social and Community Development Committee, Ōtākaro Limited, Fletcher Living and Matapopore Charitable Trust who were to evaluate and recommend to Council potential names.

2. Significance

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

3. Staff Recommendations

That the Social and Community Development Committee recommends to Council to:

1. Approve Rauora Park as the reserve name in the East Frame development consisting of five parcels of land between Armagh Street and Lichfield Street (Lots 207, 304, 404, 504, 606 on RMA62031953 Approved Resource Consent Plan dated 14/07/2016).
2. Agree on the preferred name for the legal road to the west of Rauora Park between Armagh Street and Lichfield Street, a part of the East Frame Development (Lots 206, 303, 403, 503, 607 on RMA62031953 Approved Resource Consent Plan dated 14/07/2016).

4. Key Points

- 4.1 This report supports the [Council's Long Term Plan \(2015 - 2025\)](#):
 - 4.1.1 Activity: Neighbourhood Parks
 - Level of Service: 6.0.1 Neighbourhood Parks are maintained to specifications so parks are clean, tidy, safe and functional
- 4.2 The following feasible options have been considered:
 - Option 1 – Park Name - Rauora
 - Option 2 - Park Name - Tūora
 - Option 1 – Legal Road – Liverpool Lane

- Option 2 – Legal Road – Huanui Lane

4.3 Option Summary Park Name - Advantages and Disadvantages: Rauora

4.3.1 The advantages of this option include:

- The name Rauora reflects the community's wellbeing and health, a place of gathering
- The reserve has an official name that can be used to locate and promote the reserve
- The reserve name can be promoted with any promotional material associated with the development of the East Frame
- When the land has been vested with Council the reserve can be entered into SAP enabling it to be given a park id and added to a maintenance contract.

4.3.2 The disadvantages of this option include:

- Some people may find the name difficult to pronounce

4.4 Option Summary Legal Road Name – Advantages and Disadvantages: Liverpool Lane

4.4.1 The advantages of this option include:

- The name Liverpool Lane provides a link to Christchurch's history and a former urban landscape that may potentially be lost
- The Lane will have an official name that can be used in locating and promoting the Lane
- The Lane name can be promoted with any promotional material associated with the development of the East Frame
- When the land has been vested with Council the Lane can be entered into SAP enabling it to be added to a maintenance contract.

4.4.2 The disadvantages of this option include

- Some people may consider there should be a stronger connection with the proposed park name Rauora and would recommend Huanui to reinforce the intent of shared landscape and wellbeing.

5. Context/Background

Background – East Frame Anchor Project

- 5.1 The East Frame Anchor Project – Pūtahi Whakaterāwhiti will be a new residential area in the heart of the city, built around the third largest park in Christchurch Central. The new central park extends from the Ōtākaro/Avon River corridor south to Hereford Street forming the eastern structure of the city grid. This new linear park will be flanked by medium density residential development on the eastern and western sides. Adjacent to the park on the western side, the new north-south Lane will provide vehicular access to future residents. The Lane will have a cycle and pedestrian lane parallel to the new central park and will provide connections to the Innovation Precinct and the Avon River corridor (refer **Attachment A**).

Working Group

- 5.2 A Working Group was formed to identify and recommend to Council the proposed names for the new park and new legal road in the East Frame. The Working Group comprised of stakeholders and relevant partners from Ōtākaro Limited, Fletcher Living, Christchurch City Council, and Matapopore Charitable Trust. An independent consultant from Boffa Miskell Limited was engaged in the process to facilitate the Working Group meetings and undertake research into the place histories of the East Frame. The final research report *East Frame*

Legacies was compiled, which explores the historical context for place naming opportunities (refer **Attachment B**). The research report was a reference document for the Working Group to consider when determining relevant and appropriate names for the new park and laneway.

Park Name - Considerations

- 5.3 The park as a public space, is a social space that is open and accessible to everyone, at all times. The park is a place where people can come together to meet, to play, to exercise, to sit and relax, and places for self-expression. The East Frame park is in five separate parcels of land and could be developed as five separate parks but the Working Group considered the park should be considered as one entire park developed to become the central area of the residential areas bordering both sides of the park. The Working Group wanted the park to reflect the community well-being and strengthen the whole network of the East Frame development linking the eastern properties with the western and forming a community focal area, as a central park. The park parcels of land will be vested with the Council as Recreation Reserves under the Reserves Act 1977.
- 5.4 The key design objectives of the new park that relate to conceptualising names for the new park are:
- To recognise the natural, cultural, and built heritage of Christchurch
 - To create a pedestrian and recreational landscape within the central core of the city with links to the Avon River and the Innovation Precinct, and
 - To integrate a Te Ngāi Tūāhuriri/Ngāi Tahu design narratives.
- 5.5 Many of the city's central park names represent the English origins of the city and do not reflect the cultural significance of, and connections to, Christchurch Central for Ngāi Tūāhuriri / Ngāi Tahu. The creation of the new park provides an opportunity to reflect the shared history of the central city and Ngāi Tūāhuriri / Ngāi Tahu identity within the city's landscape.

Legal Road - Lane Considerations

- 5.6 The new north-south road could be considered to be five separate roads. However, it is not common practice in Christchurch to have several names for one stretch of road, especially a road as short as this new north-south road. Christchurch has many roads with one name that are intersected by crossing streets. The Working Group discussed using the term 'Lane' instead of using 'Road' or 'Street' to describe the new legal road. The Working Group believe the term 'Lane' is more representative of the community feel that will be created with the residential properties bordering either side of the Lane and linear park. The use of Lane does not conflict with Council's Policy Roads and Rights-of-Way-Naming. The Lane will be vested with the Council as legal road.
- 5.7 The creation of the new park extended over the legal street that was Liverpool Street, located between Hereford and Cashel Streets. This street was officially closed to allow for the construction of the new central park. While Liverpool Street's name refers to a place in England and some may consider it has no link to Christchurch's identity, although Liverpool Street formed part of the historic urban landscape of Christchurch Central since 1909.
- 5.8 The creation of this new Lane provides an opportunity to reflect the shared history of the central city and Ngāi Tūāhuriri / Ngāi Tahu identity in the central city landscape.

6. Option 1 – Park Name - Rauora

Option Description

- 6.1 The proposed name of 'Rauora' for the East Frame park signifies 'well-being' in a wider, holistic sense. Rau can mean 'leaves', 'greenery', 'many' and 'gathering'. Ora indicates health and wellbeing. Combined they are 'the revitalisation of body and soul' in relation to all living things. Rauora is often used when referring to a community or group of people or plants.

Significance

- 6.2 The level of significance of this option is low and consistent with section 2 of this report.
- 6.3 Engagement requirements for this level of significance are to engage with the Community Board as the park is considered to be a local park and there are very few, if any residential properties adjoining the park.

Impact on Mana Whenua

- 6.4 This option does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does not specifically impact Ngāi Tahu, their culture and traditions. Matapopore Charitable Trust were engaged to represent Ngāi Tahu on the Working Group and have actively participated in the discussions and decision making process.
- 6.5 Matapopore Charitable Trust is the organisation that has been established by Ngāi Tūāhuriri / Ngāi Tahu values, narratives and aspirations, to weave these into the fabric of Anchor Projects and other projects associated with the recovery of greater Christchurch.

Community Views and Preferences

- 6.6 There are no adjoining residential properties specifically affected by this option due to the East Frame is still being developed. The Working Group presented at the Linwood-Central-Heathcote Community Board Seminar on 18 April 2017 on their proposed scope of work.
- 6.7 The Working Group attended the 12 June 2017 Linwood-Central-Heathcote Community Board Seminar to present the Working Group's preferences for the two proposed park and Lane names.
- 6.8 The Community Board informally voted on the options and selected the names recommended. In particular they were supportive of the theme associated to the name options which was "well being".

Alignment with Council Plans and Policies

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

Financial Implications

- 6.10 Cost of Implementation – There is a minor financial implications to provide a reserve sign that complies with the Parks Sign Guidelines.
- 6.11 Maintenance / Ongoing Costs – There are no significant on-going maintenance costs associated with the parks sign
- 6.12 Funding source – The Parks Units Capex Budget for new structures on parks.

Legal Implications

- 6.13 There are no negative legal implications to the naming of the land. The naming of the reserve complies with the Council Policy Register: Naming of Reserves and Facilities.

Risks and Mitigations

- 6.14 There are minimal, if any, risks associated with the naming of the reserve as it complies with the Council Policy Register: Naming of Reserves and Facilities.

Implementation

- 6.15 Implementation dependencies - no known dependencies.
- 6.16 Implementation timeframe – the name can be implemented as soon as the minutes have been approved by Council.

Option Summary - Advantages and Disadvantages

- 6.17 The advantages of this option include:

- The name Rauora reflects the community's wellbeing and a place of gathering and health
- The reserve has an official name that can be used in locating and promoting the reserve
- The reserve name can be promoted with any promotional material associated with the development of the East Frame
- When the land has been vested with Council the reserve can be entered into SAP enabling it to be given a park id and added to a maintenance contract.

- 6.18 The disadvantages of this option include:

- Some people may find the name difficult to pronounce

7. Option 2 - Park Name - Tūora

Option Description

- 7.1 The proposed name of Tūora signifies the wellbeing of people and is associated with future aspirations for this area. Tū means 'to stand'. Ora indicates health and wellbeing. Tūora is to stand in a place of wellbeing'. Tūora is often used when referring to one person, individual, object.

Significance

- 7.2 The level of significance of this option is low and consistent with section 2 of this report.
- 7.3 Engagement requirements for this level of significance are to engage with the Community Board as the park is considered to be a local park and there are very few, if any residential properties adjoining the park.

Impact on Mana Whenua

- 7.4 This option does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does not specifically impact Ngāi Tahu, their culture and traditions. Matapopore Charitable Trust were engaged to represent Ngāi Tahu on the Working Group and have actively participated in the discussions and decision making process.
- 7.5 Matapopore Charitable Trust is the organisation that has been established by Ngāi Tūāhuriri / Ngāi Tahu values, narratives and aspirations, to weave these into the fabric of Anchor Projects and other projects associated with the recovery of greater Christchurch.

Community Views and Preferences

- 7.6 There are no adjoining residential properties specifically affected by this option due to the East Frame is still being developed. The Working Party presented at the Linwood-Central-Heathcote Community Board Seminar on 18 April 2017 on their proposed scope of work.
- 7.7 The Working Group attended the 12 June 2017 Linwood-Central-Heathcote Community Board Seminar to present the Working Group's preference for the two proposed park and laneway names.

Alignment with Council Plans and Policies

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

Financial Implications

- 7.9 Cost of Implementation – There is a minor financial implications to provide a sign that complies with the Parks Sign Guidelines.
- 7.10 Maintenance / Ongoing Costs – There are no significant on-going maintenance costs associated with the parks sign
- 7.11 Funding source – The Parks Units Capex Budget for new structures on parks.

Legal Implications

- 7.12 There are no negative legal implications to the naming of the land. The naming of the reserve complies with the Council Policy Register: Naming of Reserves and Facilities.

Risks and Mitigations

- 7.13 There are minimal, if any, risks associated with the naming of the reserve as it complies with the Council Policy Register: Naming of Reserves and Facilities.

Implementation

- 7.14 Implementation dependencies - no known dependencies
- 7.15 Implementation timeframe - the name can be implemented as soon as the minutes have been approved by Council.

Option Summary - Advantages and Disadvantages

- 7.16 The advantages of this option include:
- The reserve has an official name that can be used in locating and promoting the reserve
 - The reserve name can be promoted with any promotional material associated with the development of the East Frame
 - When the land has been vested with Council the reserve can be entered into SAP enabling it to be given a park id and added to a maintenance contract
 - This name may be easier to pronounce for some people
- 7.17 The disadvantages of this option include:
- Tūora is often used in the singular to refer to the wellbeing of one plant or individual and may not reflect the wellbeing of a community, as would Rauora

8. Option 1 – Legal Road – Liverpool Lane

Option Description

- 8.1 The name Liverpool Lane is in recognition of Liverpool Street which formed part of the cultural English history of Christchurch central city. Liverpool Street was decommissioned as part of the East Frame park construction and lies under the new park. Liverpool Street was established in 1909 and was named after Liverpool, the city and metropolitan borough of Merseyside, England. Reinstatement of this name for the new Lane reasserts connections to this past and the perception of Christchurch as 'the most English of New Zealand Cities'. (Te Ara – Encyclopedia of New Zealand, 2015. Retrieved on 30th June 2017 <https://teara.govt.nz/en/canterbury-region/page-13>.)

Significance

- 8.2 The level of significance of this option is low and consistent with section 2 of this report.

- 8.3 Engagement requirements for this level of significance are to engage with the Community Board as the area is considered to be a local road and there are no residential properties adjoining the road.

Impact on Mana Whenua

- 8.4 This option does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does not specifically impact Ngāi Tahu, their culture and traditions. Matapopore Charitable Trust were engaged to represent Ngāi Tahu on the Working Group and have actively participated in the discussions and decision making process.
- 8.5 Matapopore Charitable Trust is the organisation that has been established by Ngāi Tūāhuriri / Ngāi Tahu values, narratives and aspirations, to weave these into the fabric of Anchor Projects and other projects associated with the recovery of greater Christchurch.

Community Views and Preferences

- 8.6 There are no adjoining residential properties specifically affected by this option due to the East Frame is still being developed. The Working Party presented at the Linwood-Central-Heathcote Community Board Seminar on 18 April 2017 on their proposed scope of work.
- 8.7 The Working Group attended the 12 June 2017 Linwood-Central-Heathcote Community Board Seminar to present the Working Group's preference for the two proposed park and Lane names.
- 8.8 At the final Working Group's meeting on 27 July 2017, the Group reconsidered their preferred order of preference for the Lane name. The outcome of the discussion was a split vote between Liverpool and Huanu for the order of preference. The decision was to keep with the original order of preference previously decided for this report and highlight the tied vote of the Working Group in this report.

Alignment with Council Plans and Policies

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

Financial Implications

- 8.10 Cost of Implementation – There is a minor financial implications to provide a Lane sign in compliance with Council's policy.
- 8.11 Maintenance / Ongoing Costs – There are no significant on-going maintenance costs associated with the Lane sign
- 8.12 Funding source – The Developer (Fletcher Living) funds new Lane signs in new developments.

Legal Implications

- 8.13 There are no negative legal implications to the naming of the legal road. The naming of the Lane complies with Council's Policy on Roads and Rights of Way Naming 2 November 1993.

Risks and Mitigations

- 8.14 There are minimal, if any, risks associated with the naming of the Lane as it complies with the Council's Policy on Roads and Rights-of-Way Naming, 2 November 1993.

Implementation

- 8.15 Implementation dependencies - no known dependencies
- 8.16 Implementation timeframe - the name can be implemented as soon as the minutes have been approved by Council.

Option Summary - Advantages and Disadvantages

- 8.17 The advantages of this option include:

- The name Liverpool Lane provides a link to Christchurch's history and a former urban landscape that may potentially be lost
- The Lane have an official name that can be used in locating and promoting the Lane
- The Lane name can be promoted with any promotional material associated with the development of the East Frame
- When the land has been vested with Council the Lane can be entered into SAP enabling it to be added to a maintenance contract.

8.18 The disadvantages of this option include:

- Some people may consider there should be a stronger connection with the proposed park name Rauora and would recommend Huanui to reinforce the intent of shared landscape and wellbeing

9. Option 2 – Legal Road – Huanui Lane

Option Description

- 9.1 The proposed name of Huanui in mana whenua local dialect means 'pathway'. 'Hua' on its own can mean 'fruit', 'flower', 'abundance', as well as 'asset'. Huanui is considered here as 'a pathway to good health, abundance, plentifulness and is consistent with the notion of 'community wellbeing' intended for this area.

Significance

- 9.2 The level of significance of this option is low and consistent with section 2 of this report.
- 9.3 Engagement requirements for this level of significance are to engage with the Community Board as the area is considered to be a local road and there are no residential properties adjoining the road.

Impact on Mana Whenua

- 9.4 This option does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does not specifically impact Ngāi Tahu, their culture and traditions. Matapopore Charitable Trust were engaged to represent Ngāi Tahu on the Working Group and have actively participated in the discussions and decision making process.
- 9.5 Matapopore Charitable Trust is the organisation that has been established by Ngāi Tūāhuriri / Ngāi Tahu values, narratives and aspirations, to weave these into the fabric of Anchor Projects and other projects associated with the recovery of greater Christchurch.

Community Views and Preferences

- 9.6 There are no adjoining residential properties specifically affected by this option due to the East Frame is still being developed. The Working Group presented at the Linwood-Central-Heathcote Community Board Seminar on 18 April 2017 on their proposed scope of work.
- 9.7 The Working Group attended the 12 June 2017 Linwood-Central-Heathcote Community Board Seminar to present the Working Group's proposed names for the new park and new Lane.
- 9.8 At the final Working Group's meeting on 27 July 2017, the Group reconsidered their preferred order of preference for the Lane name. The outcome of the discussion was a split vote between Liverpool and Huanu for the order of preference. The decision was to keep with the original order of preference previously decided for this report and highlight the tied vote of the Working Group in this report.

Alignment with Council Plans and Policies

9.9 This option is consistent with Council's Plans and Policies

Financial Implications

9.10 Cost of Implementation – There is a minor financial implications to provide a Lane sign in compliance with Council's policy.

9.11 Maintenance / Ongoing Costs – There are no significant on-going maintenance costs associated with the Lane sign

9.12 Funding source – The Developer (Fletcher Living) funds new Lane signs in new developments.

Legal Implications

9.13 There are no negative legal implications to the naming of the Lane. The naming of the Lane complies with Council's Policy on Roads and Rights-of-Way Naming, 2 November 1993.

Risks and Mitigations

9.14 There are minimal, if any, risks associated with the naming of the Lane as it complies with the Council's Policy on Roads and Rights-of-Way Naming, 2 November 1993.

Implementation

9.15 Implementation dependencies - no known dependencies

9.16 Implementation timeframe - the name can be implemented as soon as the minutes have been approved by Council.

Option Summary - Advantages and Disadvantages

9.17 The advantages of this option include:

- The use of Huanui in conjunction with Rauora can reinforce the intent of shared landscape and community wellbeing
- The Lane will have an official name that can be used in locating and promoting the Lane
- The Lane name can be promoted with any promotional material associated with the development of the East Frame
- When the land has been vested with Council the Lane can be entered into SAP enabling it to be added to a maintenance contract.

9.18 The disadvantages of this option include:

- Some people may consider there is a loss of the historic urban landscape of Christchurch's English origins.

Attachments

No.	Title	Page
A	RMA/2015/3536 East Frame Plan Highlighted New Reserve and New Legal Road	
B	RMA/2015/3536 East Frame Legacies - Exploring Historical Context for Place Naming Opportunities 10 April 2017	

Confirmation of Statutory Compliance

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

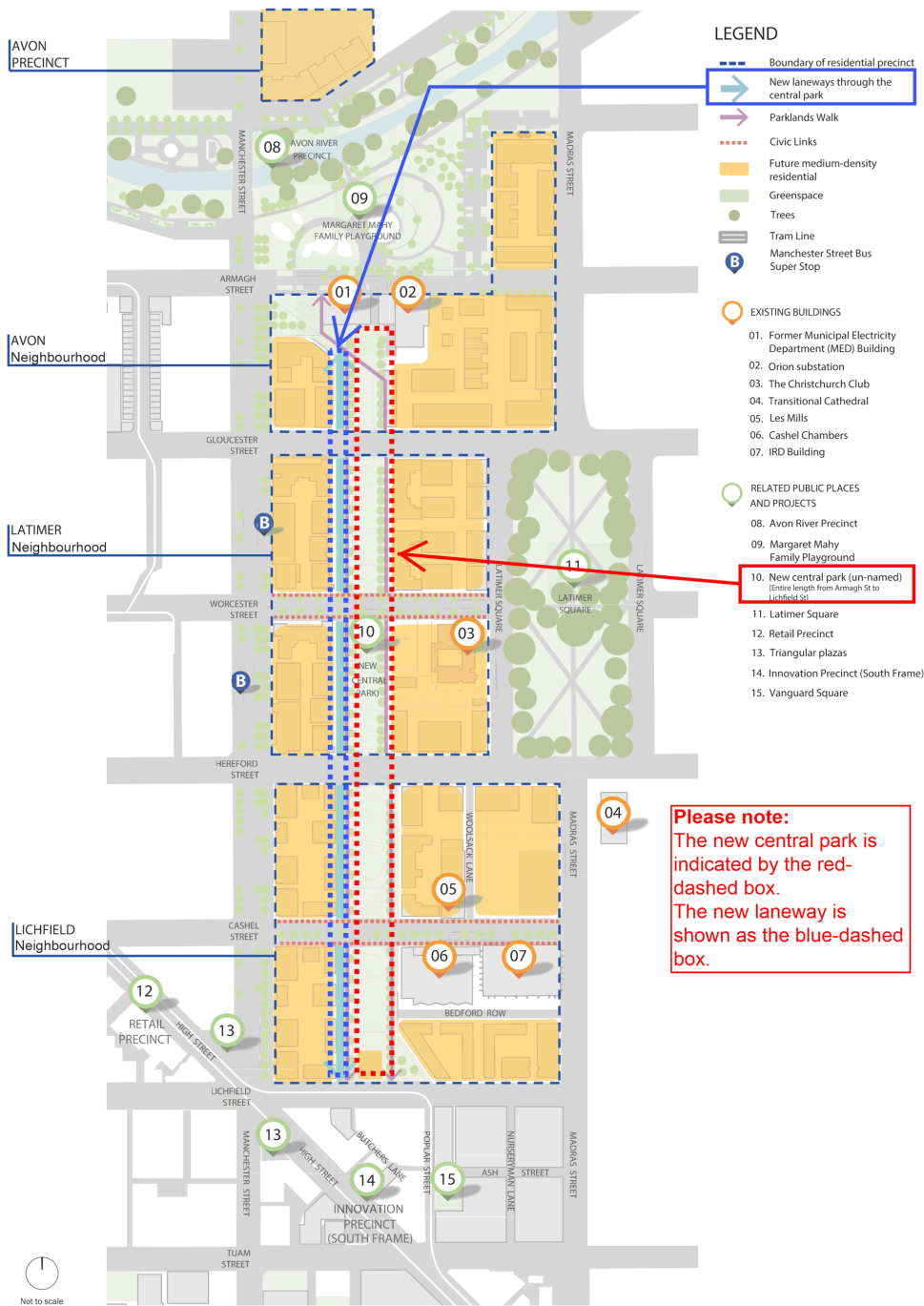
(a) This report contains:

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

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



Signatories

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Exploring historical context for place naming opportunities
Prepared for Ōtākaro Limited

Document Quality Assurance

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Status: Final	Revision / version: [3]	Issue date: 10 April 2017
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Appendices

Appendix 1: Christchurch City Council Naming Policies

Appendix 2: Built History of the East Frame

Appendix 3: East Frame Memory Bank Stories

Figures

Figure 1: Location of Central Park, laneways (blue line), buildings, and residential areas that require names (blue dashed line).3

Figure 2: Area of Christchurch Central where road name resolutions are the responsibility of full Council (source: Christchurch City Council).4

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Figure 3: Aerial of Christchurch Central, 2013 (source: Christchurch City Council).5

Figure 4: Area of Christchurch Central showing the details of natural environment at 1856.....6

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Figure 7: Location of memory bank stories.....12

1.0 Introduction

1.1 The East Frame – Pūtahi Whakaterāwhiti

The East Frame Anchor Project – Pūtahi Whakaterāwhiti (the "East Frame") will be a new residential area in the heart of the city, built around the third largest park in Christchurch Central. Covering 14 hectares, it will include 910 homes that will accommodate over 2,000 people. It is located between Madras Street and Manchester Street, and extends from Lichfield Street in the south to Armagh Street in the north. The current residential proposal for redeveloping this site splits this area into three distinct residential areas, known in current Ōtakaro Limited and Fletcher Living public communications as Avon Precinct, Latimer Precinct, and Lichfield Precinct.

The central park extends the Ōtakaro/Avon River corridor into the structure of the city grid. This new linear public space will be flanked by medium density residential development on both sides. The park has an important role in supporting a new model for inner city living that is attractive, convenient, and sustainable.

1.2 Public Realm Design

Design Philosophy

The overarching vision for the frame is to create a contemporary, linear park space which builds on Christchurch's existing landscape character and urban morphology and adopts sustainability, innovation and placemaking to deliver transformational change for the 'new urban Christchurch.'

Park Framework

The park comprises a simple, robust and flexible structure based around the following key components:

Urban Connector

The important north-south cycling and pedestrian route through the East Frame, the 'urban connector', links the Innovation Precinct to the Avon River Corridor. This route is situated on the western edge of the park, running parallel with vehicular access, which is the more 'public' edge of the park.

East - West Connections

The frame ties into the city centre and eastern suburbs via key east-west connections. Worcester Street is the 'civic and cultural axis', linking the Botanical Gardens, Museum & Art Gallery, Cathedral Square and Latimer Square. Cashel Street is the urban 'processional route', linking the Retail Precinct to the future Stadium, with ability to support an 'event' mode. These axes are defined by urban spaces with shared surfaces and active programming.

Stormwater Infrastructure

Stormwater infrastructure acts as a 'tributary' providing a continuous connecting element between the north and south and an overland flow path connecting to the river. Designed and planted 'basins' provide additional capacity and detention for large scale stormwater events and provide garden settings at the intersections with the east-west streets.

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Lawns & Gardens

The linear quality of the park is reinforced via a series of smaller park spaces or 'gardens'. These are either 'urban', and provided by the east-west street intersections, or 'green' and provided by the stormwater infrastructure. The garden spaces deliberately contrast with open lawn running between the streets, and provide opportunities for gathering, shade and shelter.

Network of Interventions

A series of layers/interventions provide richness, meaning and discovery through the park. These include, simple, elegant bridges navigating across the raingardens, bespoke seating areas, as well as allowance for future interventions such as exercise stations, public art, community gardens, shelter/gathering structures and interpretation.

1.3 Purpose and Scope

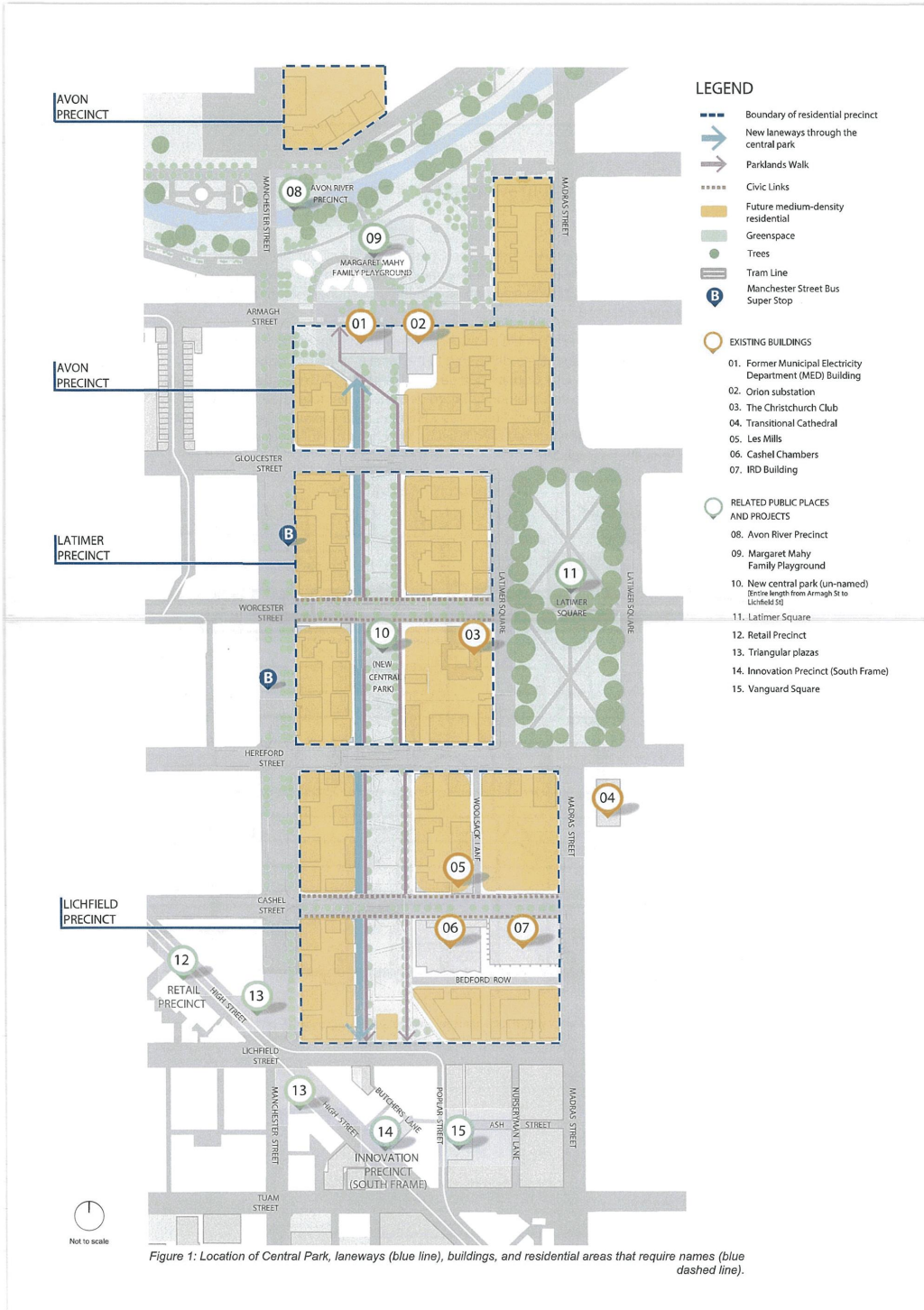
As part of the East Frame project, it has been identified that various new places require names, including streets and parks, of which new streets are legally required to be named before they can be opened to the public. The place naming process can be highly contestable in the creation of place identity, and as such the East Frame Naming Working Group (the "Working Group") has been formed to ensure that relevant partners and stakeholders are involved in the naming process. This working group is made up of representatives from Ōtākaro Limited, Fletcher Living, Christchurch City Council, and Matapopore Charitable Trust.

The intention of this document is to be the point of reference for the Working Group to consider when determining the names for the new places within the East Frame that are to be recommended for approval. It is expected that the Working Group's recommendations on naming themes and names for newly created spaces reflect and acknowledge the past, and thereby enhance the community's sense of place and identity. As a way of ensuring that all histories are considered for naming, this report will explore the environmental, social, cultural, and built histories of the East Frame to identify place legacies.

As noted above, a new central park and a new north-south laneway (both of which can be considered as five separate parts) will be created in the East Frame, both requiring a name(s). In addition to this, the Working Group will consider whether the current precinct names are relevant and appropriate for the neighbourhoods within the East Frame, in terms of enhancing the community's sense of place and identity. The Working Group will also consider whether the former Municipal Electricity Department ("MED") Building situated at the northern end of the East Frame, and the former Inland Revenue Department ("IRD") Building situated to the south require names – this will likely be dependent on the future uses of these buildings and the transfer of naming rights, which is unknown at this point in time.

Figure 1 below shows the distinct components of the East Frame described above, and the location of the areas and buildings that may require names.

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2.0 Statutory Requirements

With respect to legal roads and reserves/parks, the Christchurch City Council has the Roads and Rights-of-Way Naming Policy (1993) and the Naming of Reserves and Facilities Policy (1993) that provide guidance for determining names and the procedures for formal approval. These two policies are attached as Appendix 1.

In short, the process for naming is often led by the entity developing the roads and/or parks, with formal approval of recommendations delegated to the local Community Board – in this case, however, the Christchurch City Council Delegations Register (19 December 2016) states that the Linwood-Central-Heathcote Community Board does not have delegated authority to make decisions on the names of roads and reserves within the area shown in Figure 2 below. Matters relating to roads within the defined area must go directly to the full Council for final approval (p173, Delegations Register).

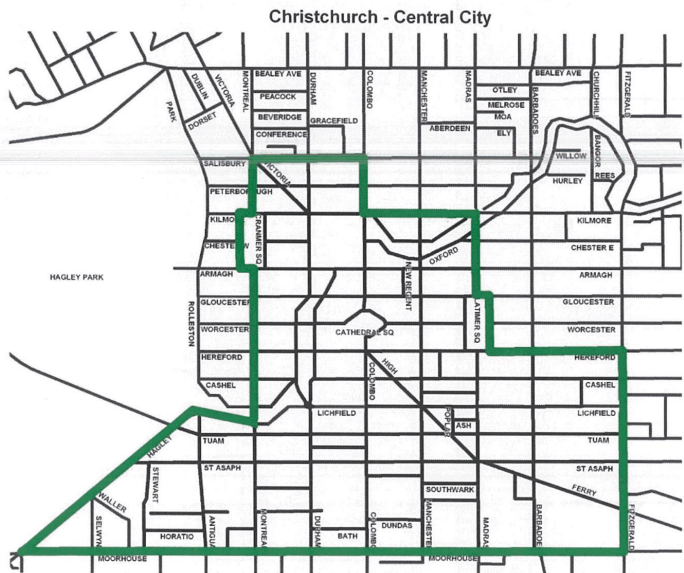


Figure 2: Area of Christchurch Central where road name resolutions are the responsibility of full Council (source: Christchurch City Council).

3.0 Place Legacies

Place names, often a single word or a series of words, distinguish and identify one place from another as a way of facilitating physical navigation. More importantly, place names evoke powerful images and connotations, contributing to the development of sense of place and place identities. It is therefore easy to understand the importance that place naming plays in the social construction of space and the process of attaching meaning to places. It is a powerful vehicle for promoting identification with the past and locating oneself within wider networks of memory. Similar to the passing of surnames from one generation to the next, place names serve as a roadmap that guide us through the histories of a place – whether as a means of remembering the geography and ecology of a place, or as a means of reinforcing social traditions and cultural heritage.

The natural, cultural, social, and built history of Ōtautahi-Christchurch provides distinct elements that are unique to Christchurch Central, elements that play a key role in shaping the ethos of the city, its sense of place and its identity. The following section summarises some of the histories of the East Frame area and Ōtautahi-Christchurch in order to identify place legacies that can contribute to enhancing the sense of place and identity of the East Frame through naming.



Figure 3: Aerial of Christchurch Central, 2013 (source: Christchurch City Council).

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3.1 Natural History

Ōtautahi-Christchurch is situated at the southern end of Te Tai o Mahaanui-Pegasus Bay on the eastern edge of the extensive Canterbury Plains, themselves formed by glacial outwash from the Southern Alps. One of Canterbury's major braided rivers, the Waimakariri River, flows a short distance north of the city. At different times, the site of Ōtautahi-Christchurch has been both far inland (when sea levels were lower during glacial episodes of the Pleistocene) and below sea level. The sea last covered the site of Ōtautahi-Christchurch approximately 7,000 years ago. Since then, sea levels have fallen slightly resulting in gravel and other sediments accumulating against the northern side of the volcanic hills – now known as Horomaka-Banks Peninsula. At different times in the past, Horomaka-Banks Peninsula has been both entirely landlocked and an island (Christchurch City Council, 2003).

The city is built on what was a mosaic of lobes of shingles deposited by the Waimakariri River, swamplands, and waterways, and belts of sandhills running parallel to the coast. Two small spring-fed rivers (the Ōpāwahō-Heathcote and Ōtākaro-Avon) drained the Ōtautahi-Christchurch swamplands into an estuary (Christchurch City Council, 2003).

Christchurch Central lies within an area that was once predominantly swamp, situated behind sand dunes, estuaries, and lagoons. Between the city and Horomaka-Banks Peninsula are the Te Iringa o Kahukura-Port Hills. They are the remnant northern shoulder of an ancient volcano Whakaraupō-Lyttelton, comprising eroded basalt, scoria, and ash layers ranging in age from 9.8 million years to 12 million years.

The natural vegetation of Christchurch Central was a medley of swampland plants (flax and rushes), drier grasslands with shrubby vegetation (kānuka, matagouri, mānatu-ribbonwood, and tī kōuka-cabbage trees) and patches of true forest, dominated by kahikatea.

Before the arrival of human beings, the Port Hills were almost entirely forested, inhabited with now extinct species, such as the moa, the giant rail, the adzebill, and Haast's eagle.

The Christchurch Central area showing waterways, wetlands, and vegetation cover present in 1856 is shown on the Black Maps compiled by J. Thomas and Thomas Cass below (Christchurch City Council, 2006) in Figure 4 below.

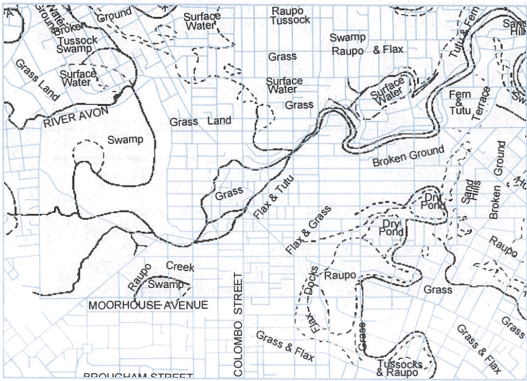


Figure 4: Area of Christchurch Central showing the details of natural environment at 1856.

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3.2 Cultural History

The cultural significance of Christchurch Central to Ngāi Tūāhuriri/Ngāi Tahu is evident in the many oral traditions and historical manuscripts that have recorded the knowledge of traditional customs, whakapapa (genealogy), and histories of this area. For Ngāi Tahu, and Ngāti Māmoë and Waitaha before them, it was the bounty of mahinga kai (places of food gathering and natural resources) that was most significant.

Ngāi Tahu, Ngāti Māmoë, and Waitaha developed detailed cognitive maps to help them navigate the Canterbury Plains, and further afield, to mahinga kai. In these maps were contained the tribe's traditions and histories about the land, which are founded on the naming of landscape features, food resources, and resting places.

The naming process had an order to it, whereby hills and mountains often bore the names of waka and chiefly tīpuna associated with the waka. Other major landscape features, such as, lakes and rivers, also told the stories of ancestral traditions, ancestral waka, and tīpuna (ancestors). As successive tribes migrated to Te Waipounamu, they did not disrupt the oral map that had been drawn by Waitaha, but rather merged their whakapapa overtime into the existing.

Smaller landscape features were also named, these names often related to lesser ancestors, ancestors of later tribes, any the historical events or actions relating to them, or the naming often spoke of the natural resources available there.

The central area of Ōtautahi-Christchurch, formed part of a network of trails which connected the various settlements within the wider Christchurch area and further afield. The Ōtākaro-Avon River was an important part of this network and along its banks were located two kāinga nohoanga (settlements), Puāri and Tautahi. Both these kāinga nohoanga had ceased to act as permanent settlements at some point between 1700 and 1800, but continued to be used as temporary accommodation by Ngāi Tahu travelling through or to this area to gather food or other resources. Outside of the central area of Christchurch there were numerous other kāinga nohoanga and kāinga mahinga kai that were used both as regular and seasonal camping places associated with mahinga kai.

Figure 5 below provides an indication of areas that are of cultural importance for Ngāi Tūāhuriri/Ngāi Tahu that are centred in the inner city.

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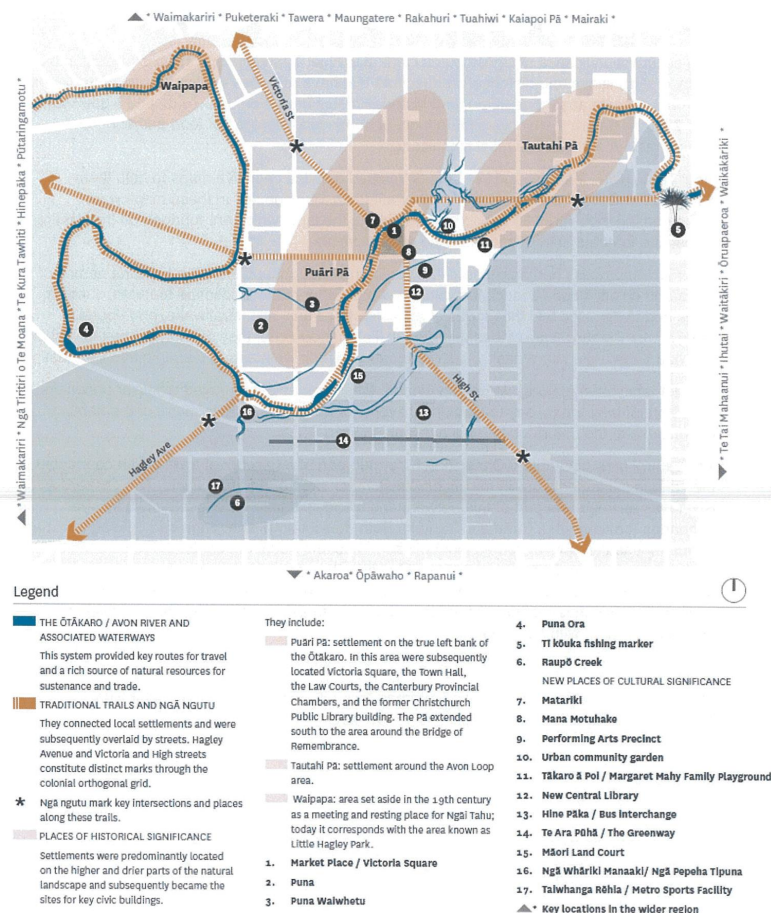


Figure 5: Mana whenua cultural landscape (Source: Matapopore)

3.3 Built History

The city of Ōtautahi-Christchurch today provides physical, relatively intact evidence of the practical and ideological concepts of the Canterbury Association's planned settlement. The formal, geometric lay-out was typical of contemporary approaches to urban design for new towns during this time. Christchurch streets were laid out on a grid pattern, broken by the course of the Avon River and diagonal roads, the first leading from the city to Ferrymead, and the second to the Papanui Bush. Many of the original street names in Christchurch central were named in 1850 by surveyors Captain Joseph Thomas and Edward Jollie after bishoprics (a district under a bishop's control). For example, Armagh, Madras, Lichfield, Manchester, Gloucester, Hereford, and Cashel Streets were all named after bishoprics.

Land was designated for the Cathedral and other churches, a market place, civic buildings, cemetery reserves, and a major area of public open space, Hagley Park – named after Hagley Hall, near Stourbridge, England, the ancestral home of George William Lyttelton (4th Baron Lyttelton and Chairman of the Canterbury Association 1817 – 1876). The other major squares in Christchurch Central, Ridley Square (later Cathedral Square), Cranmer Square, and Latimer Square, were named after martyred Anglican bishops. Victoria Square, originally named Market Square, was renamed to honour Queen Victoria. Land was also set aside between the northern, eastern and southern sides of the grid and the respective Town Belts (later renamed Bealey, Fitzgerald, and Moorhouse Avenues after Canterbury superintendents) for later expansion of the city.

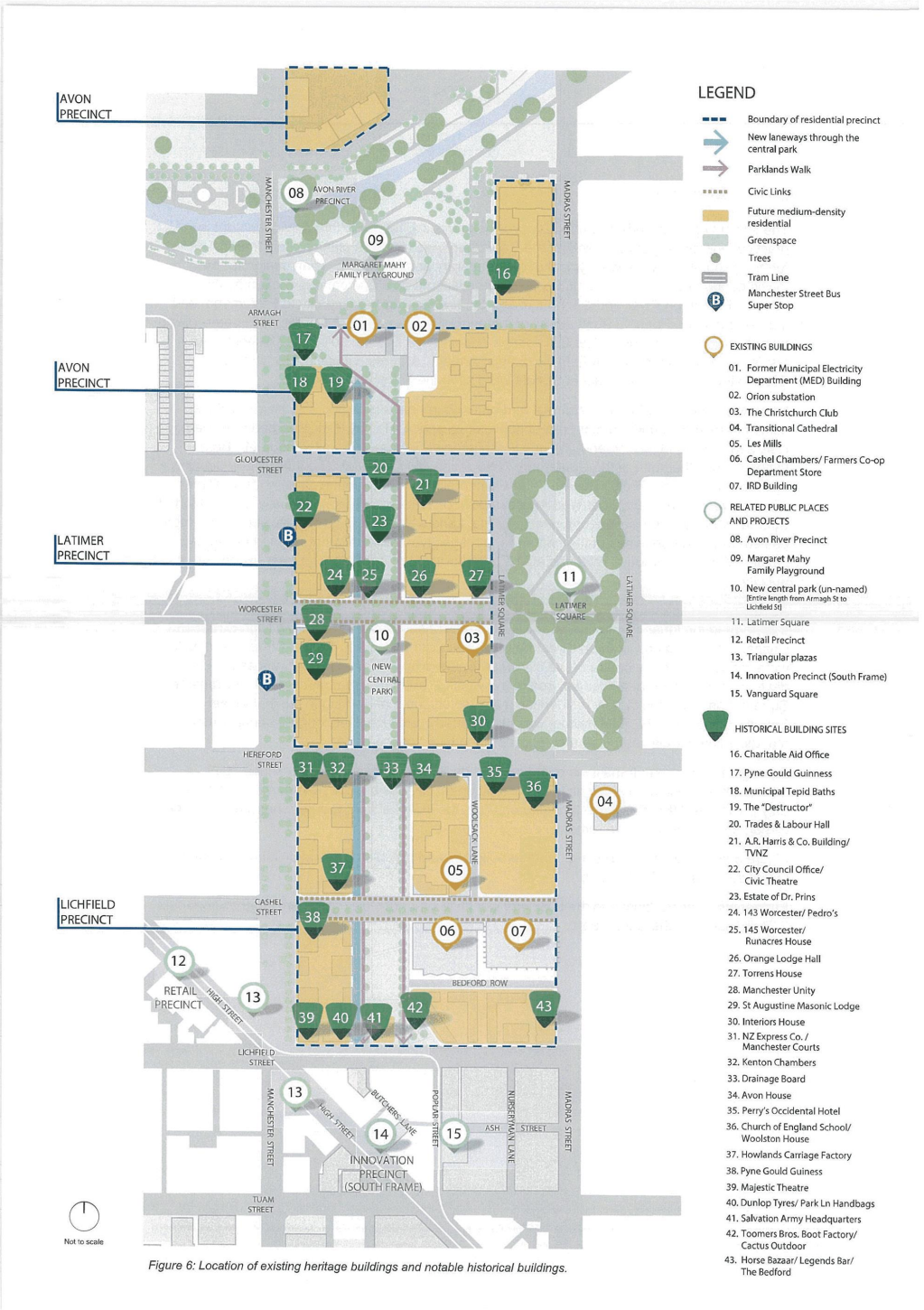
As residential expansion occurred around the edges of the city, commercial development slowly transformed the inner city. In the inner city, the earliest shops were built along High Street and Cashel Street, and on Colombo Street between Hereford Street and Cashel Street. Houses that were initially built in the centre of the city were replaced by commercial buildings as the city developed. However, a residential area to the west of Cathedral Square, centred on Cranmer Square, has remained largely residential and retained some of its historic fabric. Latimer Square, adjacent to the East Frame, was also formerly residential, although it became more markedly commercial than Cranmer Square in the twentieth century.

Through normal urban transitions over time and damaged caused by the 2010 and 2011 earthquakes, much of the historic fabric of the central city has been lost. Within the East Frame, only the former MED Building, Christchurch Club, the IRD Building, Cashel Chambers, Liverpool Street, and Woolslack Lane remain.

Figure 6 below illustrates existing heritage buildings and notable historical building locations identified within the East Frame.

Further information relating to the buildings identified on the below map is provided at Appendix 2: Built History of the East Frame.

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3.4 Social History

Inextricably linked to the built history of Ōtautahi-Christchurch is the social history, that being an individual's or a group's lived experience of the past. In order to capture the lived experience of past Ōtautahi-Christchurch, the East Frame Project Team (during the Canterbury Earthquake Recovery Authority's existence) carried out a project that sought to capture individual's memories of the area within and around the East Frame. Approximately 57 stories were captured through this project. With respect to the purpose of this report, 17 of the stories were considered relevant. These stories related to family businesses, like Westende Jewellers and Bennet's Shoe Shop, and popular social haunts, such as Alvarado's, The Bicycle Thief, and Sammy's Jazz Review Bar.

One respondent who had refurbished Beaufort House 18 months prior to the February earthquake, recalled that this "old 1916 volcanic stone and brick house on the corner of Latimer Square was formerly known as Dorothy's Restaurant, where anyone who was anybody in Christchurch had dined".

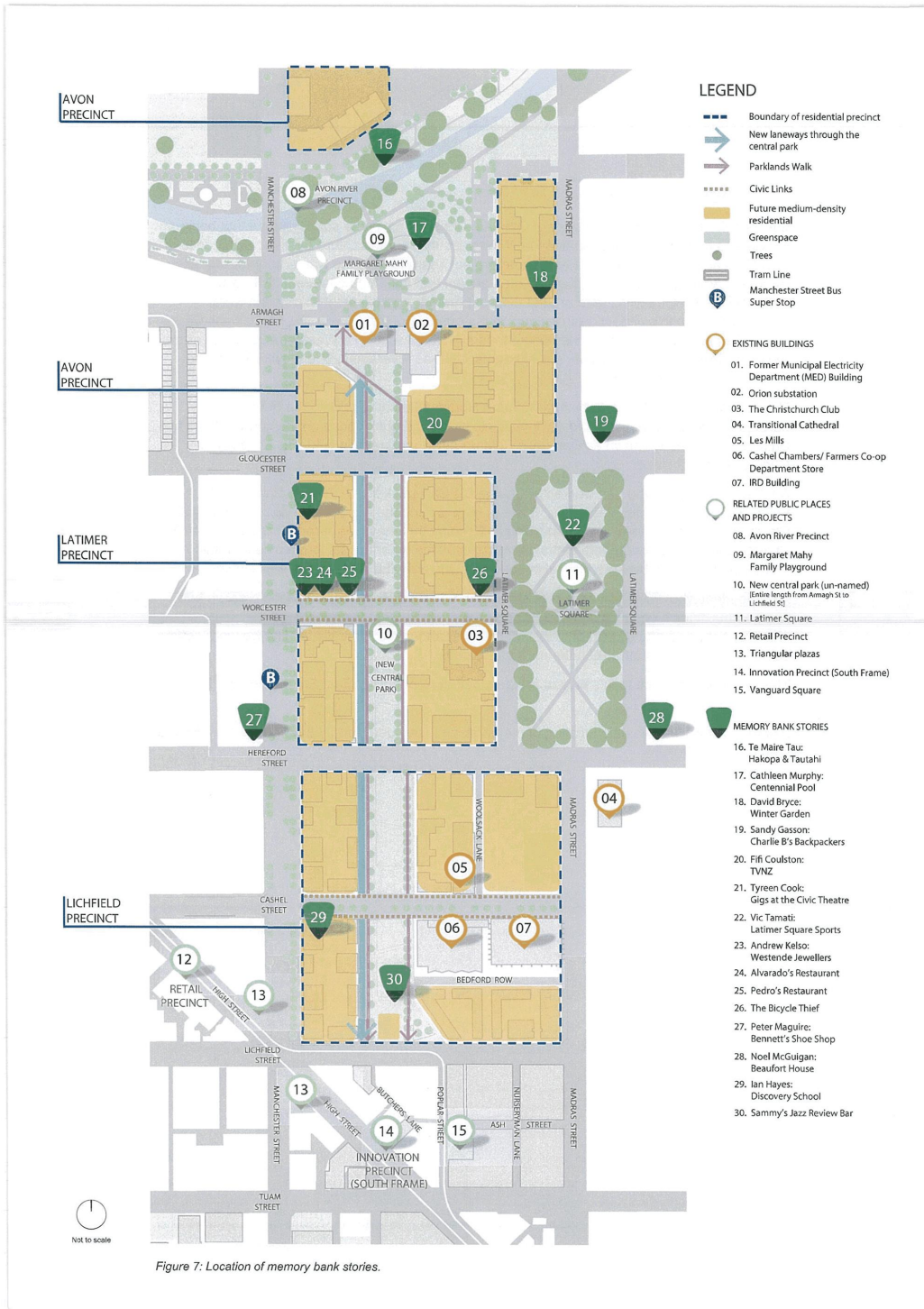
Another respondent who had worked at Charlie B's Backpackers, recalled that the "Buskers Festival was the highlight of the year. Buskers from around the world would come and stay at Charlie's, and pay for their accommodation in \$2 coins that they had earned that day in the city. At night, they would congregate in the garden with all the other guests to practice their talents, and it became a mini buskers festival in our own backyard. The atmosphere was electric".

A respondent who was involved in reenergising the Bedford Row hospitality and creative hub, and had buildings along Lichfield and High Streets, recalled that this area "was the most creative, edgy and grungy part of town before the earthquakes...it really felt like we were getting some forward momentum...then the earthquakes hit".

The full stories relevant to this project are provided at Appendix 3: East Frame Memory Bank Stories.

Figure 7 below illustrates the location of memorable places identified by through the East Frame memory bank process.

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For this reason, it is recommended that the Working Group consider names that acknowledge ancestral traditions and histories about the land that are significant to Ngāi Tūāhuriri / Ngāi Tahu and present three options to full Council for approval, noting the Working Group's preference.

4.2 North-South Laneway Naming Recommendation

Similar to the park, the new north-south laneway could be considered to be five separate laneways. However, it is not common practice in Christchurch to have several names for one stretch of road, especially a road as short as the new north-south laneway. Giving roads that are intersected by streets one name is evident throughout Christchurch.

With that said, the vehicle movement between blocks along the north-south laneway is impeded on Hereford Street by a traffic island. For this reason, it is important, from a wayfinding perspective, that the Working Group considered whether this distinction needs to be made through naming so that people visiting future residents of the East Frame will be able navigate to their desired destination without being redirected off this laneway.

In terms of names, Liverpool Street is an existing laneway situated between Hereford and Cashel Streets, representing a segment of the new north-south laneway. While Liverpool Street's name refers to a place in England and could be considered as having no link to Christchurch's identity, it has been in existence and part of the urban landscape of Christchurch Central for over a century, and warrants consideration of its retention.

It is recommended that the Working Group present three options for the naming of the new north-south laneway to full Council for their approval, stating the Working Group's preference. The recommended three options are:

- Option 1: Retain the Liverpool Street name and extend this name across the entire new north-south laneway, potentially adding a prefix to the Liverpool Street, such as, 'north' for the section between Hereford and Armagh Streets and 'south' for the laneway between Lichfield and Hereford Streets; and
- Option 2: Rename Liverpool Street and provide three possible names for the entire extent of the new north-south laneway, potentially adding a prefix to the chosen names, such as, 'north' for the section between Hereford and Armagh Streets and 'south' for the laneway between Lichfield and Hereford Streets.
- Option 3: Retain the Liverpool Street name and extend this name across the new north-south laneway from Lichfield Street to Hereford Street, and provide three possible names for the extent of the new laneway from Hereford Street to Armagh Street.

It is important to note that in renaming Liverpool Street, Christchurch City Council requires 85% of landowners along a street to agree with changing the name. Given that the land along Liverpool Street is owned by the Crown, this should be straightforward.

4.3 Neighbourhoods

The current neighbourhood names of Avon Precinct, Latimer Precinct, and Lichfield Precinct are already known to the community and are linked to locational references similar to other new neighbourhoods in Christchurch (a recent example is Prestons which is named after the road it can be accessed from), and are part of Fletcher Living's marketing.

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4.0 Recommendations

This report has explored the environmental, social, cultural, and built histories of the East Frame and has identified various place legacies that provide various histories that can inform names for the new central park and the new north-south laneway, and for considering whether to rename the neighbourhoods and existing MED and IRD buildings. Whichever names are chosen by the Working Group to be recommended to full Council for approval, it is important that consideration is given to names that reflect and acknowledge the past, and accordingly names that will contribute to the community's sense of place and identity.

To ensure an efficient process of gaining approval of names from full Council, it is recommended that the Working Group decide on three names for each place or area that requires a name, and arrange names in order of preference. In addition, any names chosen for the central park and laneway will need to be checked with existing park and street names in Christchurch to ensure chosen names are unique.

As well as this, it is recommended that the Working Group brief the Linwood-Central-Heathcote Community Board on the naming identification process the Working Group has followed. Even though this is not required, it is advantageous to obtain the Community Board's endorsement of the process as it is more likely that the Councillors on this Community Board will support the naming recommendations at the full Council meeting. Given that the central park is the third largest park in the central city and parks are highly valued in Christchurch, there is a risk that by not briefing the Community Board, full Council will not approve the recommended names until the Working Group brief the Community Board and seek their feedback, thereby delaying the process.

Furthermore, it is recommended that the working group consider the below matters when choosing names for each of the places or areas requiring names.

4.1 Central Park

The central park is split into five separate areas by the existing roads, and as such there is the potential for this park to have five separate names. However, the park has consistently been referred to as the third largest park in the central city in Ōtākaro Limited and Fletcher Living public communications, has a continuous sight line from one end to the other, and the roads that dissect the park will be designed in a manner that creates a seamless connection between each park segment. Thus by design and physical presence, it is likely to be viewed by the community as one park, rather than five separate parks.

For these reasons, it is recommended that the new central park be given one name. Any other specific locational names within the park will naturally occur over time once the residential community that will border the park is established.

In terms of a naming theme and/or a name, existing Christchurch Central parks' names are distinctively of English origins and there are no parks that reflect the cultural significance of and connections to Christchurch Central for Ngāi Tūāhuriri / Ngāi Tahu. The creation of this new park provides an opportunity to truly reflect the shared history of the central city, and reflect Ngāi Tūāhuriri / Ngāi Tahu identity in the central city landscape.

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It is recommended that the names remain as they are, although 'Precinct' should be replaced with 'Neighbourhood' to instil a sense of community and openness with the wider central city community.

4.4 IRD and MED Building Naming Recommendation

The future use and ownership of these two buildings is unknown at this time, although it is known that these buildings are not likely to stay in Crown ownership. The reality is that any names chosen for these two buildings may not last in perpetuity as the naming rights for the buildings will be transferred to the new owners. It is recommended that no names are chosen for these buildings and rather that this document be passed on to the new owners as an information source for possible future naming.

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Appendix 1: Christchurch City Council Naming
Policies

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2/2/2017

Roads and rights-of-way naming : Christchurch City Council

Roads and rights-of-way naming

Council 2 November 1993

That the following policy be accepted for the naming of roads and rights of way.

1. Proposed names are to be submitted with the application for subdivision consent.
2. Reference is to be made to a current street list of Christchurch when selecting names to avoid duplication.
3. The Developer or Consultant is to consult with the Subdivision Planning Officer (Civic Offices) before submission for an initial check on names.
4. To avoid repeating the whole process, several names should be submitted for each proposed road or right of way in case of rejection. The names to be listed in order of preference.
5. A background to the names, their origins and their link with the area is to be supplied.
6. Where more than one road is being created in a subdivision, a common theme is recommended for the names.
7. Names are to be chosen in proportion to the length of the road. Long names on short culs-de-sac can be very difficult to display on a map.
8. Where a road or right of way name is requested to be changed, a minimum of 85% of residents and owners must give their consent to the change.
9. All new private rights of way are to be called 'Lane'.
10. All new residential complexes of sufficient size to warrant the allocation of a name are to be called 'Courts'.
11. Where a street nameplate is required, the standard Council nameplate shall be erected.
12. When a development company has erected its own ornamental nameplate, in addition to the Council nameplate, and that ornamental nameplate is damaged or stolen, then the Council shall not be responsible for the repair or replacement of that nameplate.
13. Personal names are to be discouraged unless the name submitted has an historical connection with the property being subdivided, or that of a well known local identity or prominent Cantabrian, or New Zealander.
14. It is the Council's prerogative to name streets and the Council may refuse to approve names considered unsuitable for any other reason.

<https://ccc.govt.nz/the-council/plans-strategies-policies-and-bylaws/policies/streets-roads-and-pavements-policies/roads-and-rights-of-way-naming/>

1/1

2/2/2017

Naming of reserves and facilities policy : Christchurch City Council

Naming of reserves and facilities policy

Parks and Recreation Committee, 27 July 1993.

That the following code of practice be approved for the naming of parks and reserves:

1. All reserves vested in or under the control of the Council shall be given an appropriate name. The procedures to be followed shall be as set out in 2 to 5 below
2. Proposed names shall be approved, by resolution of the Council, or where appropriate, recommended for approval to the New Zealand Geographic Board. Naming shall be initiated either at the time of vesting or at the latest, when development proposals for the particular reserve are being considered for adoption.
3. For existing reserves, whether previously formally or informally named, and through common usage are accepted by the community, generally these names shall be retained. Where changes are to be sought, the procedures as outlined for new reserves shall be followed.
4. For reserves having local or major status, naming proposals, including options, shall in the first instance be referred to the appropriate Community Board. To the extent deemed necessary, proposals will then be referred to the community for comment prior to formal adoption and recommendation, to the Council.
5. For reserves having metropolitan status, proposals shall be referred to the appropriate Council Committee (currently Parks and Recreation) for consideration and recommendation to the Council after having been first referred to the Community Board for comment
6. Names approved by the Council for reserves having major status or above, shall be referred to the New Zealand Geographic Board via the local office of the Department of Survey and Land Information, for final approval
7. That the Parks Manager be responsible for organising the formal naming process.

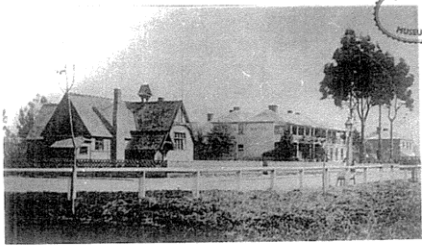


Appendix 2: Built History of the East Frame

Historic building or place	Historical Information
Trades and Labour Hall	<p>The building formally at 194 Gloucester Street was called the Trades and Labour Hall. It has historical and social significance as the first Trades and Labour Council hall in New Zealand, and a centre of union organisation in Canterbury for more than sixty years. The Hall was opened on 26 June 1906 as headquarters for the Canterbury Trades and Labour Council, and originally contained nine rooms and a large meeting hall at the rear. The Council was formed in 1889 as a combined Canterbury trade union organisation. During the 1890s and early 1900s, it worked hard to encourage union formation and affiliation. Its success in this endeavour was signified by the building of the Trades and Labour Hall. This pre-empted similar halls in Auckland and Wellington by several years. In 1916 a second floor was added to the hall at the rear; and in 1924, a third floor to offices at the front to provide space for the Worker's Educational Association (WEA). Although the Canterbury Trades and Labour Council was dissolved in 1937, the building remained a centre of union organisation until 1974. The former hall remained in commercial use (known as Wave House) until the 1990s, when it languished unoccupied and vandalised for several years. After a bid to demolish the building was defeated, it was restored during the early 2000s. Today it houses offices and a restaurant</p>  <p>Photo source: Christchurch City Council, Heritage File.</p>
A. R. Harris and Co. Building	<p>The building at 196 Gloucester Street, known as Marley House, was constructed in the 1880s as the private home of architect William Marley.</p>

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	<p>The building at 202 Gloucester Street, once known as the A. R. Harris & Co. building, was constructed between 1926 and 1927. After American experience with Edison, New Zealander Ambrose Harris returned home and established electrical engineers and retailers A. R. Harris & Co. in Dundas Street in 1912.</p> <p>In 1925 Harris established the Radio Broadcasting Co. of New Zealand (RBC), which was contracted by the government to set up and operate a nationwide broadcasting system, with radio stations in each of the four main centres. The A. R. Harris & Co Building in Gloucester Street was built in 1926-27 to provide premises for Harris's own electrical retail and engineering business, the national headquarters of the RBC (for which Harris served as general manager), and the studio for the Christchurch-based 3YA station (which began transmission on 11 February 1927).</p> <p>In 1932 the RBC was taken over by the Wellington-based New Zealand Broadcasting Board. The building remained the Christchurch home of public radio broadcasting until 1961 when, following the introduction of television the previous year, it became the home of Christchurch station CHTV3.</p>  <p>Photo source: Christchurch City Council, Heritage File.</p>
Brethren Church	Unable to find information on this building
Charitable Aid Office	Unable to find information on this building.
Church of England School	The site of the Church of England School Reserve and a church was opened on this site in 1863 under the charge of Mrs Parkinson. The building was demolished by 1920 and replaced by Woolston House – the headquarters for Sims Cooper, an animal products company which owned the Woolston Tannery and Davis Gelatine.



	 <p>Photo source: Christchurch City Council, Heritage File.</p>
<p>The Christchurch Club</p>	<p>Is a historic gentleman's club club in the central city of Christchurch, New Zealand. The older of the two Christchurch clubs, it was founded by rural landholders in 1856, the rival organisation, the Canterbury Club, was a breakaway that was founded by urban professionals in 1872.</p> <p>The Christchurch Club, originally simply known as The Club, was founded by wealthy runholders in 1856. At first, premises were rented in Durham Street for members who were visiting Christchurch to use. Benjamin Mountfort, Christchurch's pre-eminent architect, was engaged to design the club's building for the site adjacent to Latimer Square on Worcester Street. The design is unusual and unique for Mountfort, and is thought to be a compromise between an Italian Palazzo architecture preferred by the club members that can be found in the Travellers and Reform Clubs in London, and Mountfort's preference for a Gothic architecture. The chosen Italian Villa style was seen as relatively informal yet elegant and rural. The building was erected in 1861–62. Due to the composition of its membership, the Christchurch Club was "an informal seat of power in nineteenth century Canterbury". The building was registered by Heritage New Zealand on 2 April 1985 as a Category 1 historic place.</p>


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	 <p>Photo source: www.heritage.org.nz</p>
Civic Building / Civic Theatre	<p>The Civic was originally known as the Agricultural and Industrial Hall or the Canterbury Hall. It was built in 1900. William Albert Paxton Clarkson and Robert Anderson Ballantyne, architects trading as Clarkson and Ballantyne, designed the building for the 50th jubilee of Christchurch, celebrating the arrival of the First Four Ships in December 1850.</p> <p>In 1917, the building was converted to become a cinema, seating 3,000. It was also converted into a theatre with a seating capacity of 1,400 and the name changed to His Majesty's Theatre. In November 1906, the building suffered a fire which gutted the building, leaving only the façade.</p> <p>Following this, the northern part of the building became the new civic offices for the Christchurch City Council, with the southern part becoming the Civic theatre in the 1920s. The council sold the Civic in 1982 and moved to a new building on Tuam Street.</p> <p>Post 1982, the Civic had various uses, including a restaurant, a bar and a music venue. Some musicians that played at the Civic, include, Salmonella Dub, Shapeshifter, Elemeno P, and Anika Moea.</p> <p>The Civic building was heavily damaged in the February 2011 earthquakes and was subsequently demolished.</p>


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	 <p>Photo source: Christchurch City Council, Heritage File.</p>
Cobb & Co. Christchurch Headquarters	<p>The name, Cobb & Co. did not represent the owner's name. It was a popularly used name by coach proprietors in New Zealand and Australia. From October 1863, Samuel Leander, also known as Sam Lee and Charles Cole ran their Cobb & Co. coaches as well as Cobb & Co's Telegraph Line coaches in Otago and began a service between Dunedin and Christchurch.</p> <p>From July 1864, they began a service from Christchurch to Kaiapoi. This was taken over by William Sansom in 1865, as well as another service which ran to Rangiora. The coach outside the office is Barlows which ran to Papanui, and was formerly owned by Sansom.</p>  <p>Photo source: www.peelingbackhistory.co.nz</p>
Estate of Dr Prins	<p>Estate of Dr Henry Horsford Prins, known as The Pines. Dr Prins came to New Zealand in 1857. Some years later he was appointed</p>

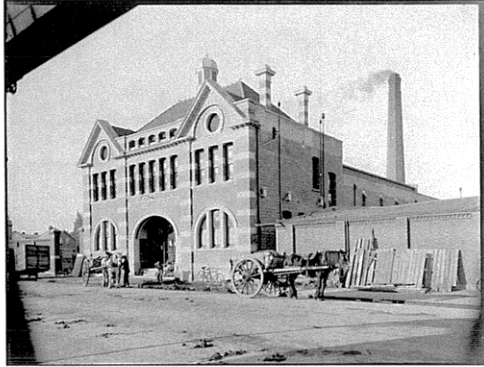
	<p>House Surgeon to the Christchurch Hospital and for six years was in sole charge of the institution. He later went into general practice.</p>  <p>Photo source: Christchurch City Council, Heritage File.</p>
<p>Former Farmers Co-operative Society/Department Store Façade (later known as Cashel Chambers)</p>	<p>The façade of the former Farmers' Co-operative Association has historical and social significance as a remnant of a group of buildings that formerly housed the New Zealand Farmers' Co-operative Association of Canterbury Ltd (widely known as the Farmers Co-op, and distinct from the Farmers' Trading Company, originally a North Island business). The façade is a reminder of a company that was a feature of the Christchurch retail landscape for more than a century. It also represents the central role that department stores played in retail and social life through the late nineteenth and twentieth centuries.</p> <p>Established as a farmers' co-operative stock and station agency in 1881, retail became an increasingly important part of the Co-operative's activities and 'The Farmers' developed into one of the city's major department stores. In 1882 the Co-op purchased their first land in Cashel Street and began the development of a store that eventually occupied much of the block. The business expanded across the South Island before amalgamating with Haywrights in 1980. 'The Farmers' left their Cashel Street buildings in 1985 after trading from the site for 103 years.</p> <p>For the next twenty years the complex was occupied by many small tenants, and known as Cashel Chambers. In the mid-1990s it was vacated and faced demolition. After a large fire much of the site was cleared, but the earliest sections of the façade were retained and incorporated into a new development for the Inland Revenue Department. The refurbished building sustained some slight damage in the Canterbury Earthquakes of 2010-2011. It was subsequently acquired by the Canterbury Earthquake Recovery Authority to give effect to their designation of the block in the Central City Blueprint as part of the East Frame, an area of mixed residential and service character. It remains vacant.</p>

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	 <p>Photo source: Christchurch City Council, Heritage File.</p>
Howlands Carriage Factory	Established in 1864, for manufacturing all kinds of carriages and buggies.
The "Destructor"	<p>By 1900, there was concern over rubbish disposal and its effects on public health. When typhoid and bubonic plague broke out in Sydney, the council looked at replacing the open dumping system with a refuse destructor which separated and burnt the different types of rubbish.</p> <p>Christchurch's new brick destructor contained a tipping platform, hoppers, ovens, furnaces and a 38 metre tall chimney and a power generator plant. Combined plants were a new concept at this time and trapping the hot gases from the furnaces generated electricity. Before 1900, there were only two in the world but by 1906, 60 had been constructed.</p> <p>The Destructor provided electricity for much of Christchurch at the time, and heated the Tepid Baths close by.</p> <p>The below image shows the Destructor smoke stack behind the Tepid Baths on Manchester Street.</p>
Municipal Tepid Baths	<p>For nearly forty years, the Municipal Tepid Baths provided the Christchurch public with heated swimming facilities from 1908 – 1947. When the pools opened on May 14th, 1908, they were the first in the colony. Designed by Christchurch architect, Frederick John Barlow (1868-1939) the red brick buildings and plastered doors and windows, were a mix of classicism and his own unique style to create <i>"the finest indoor swimming pool in Australasia"</i>.</p> <p>The site on Manchester Street was formerly occupied by James Troup's Crown Iron Works but when the city council took over the site, the original building was demolished and the site cleared.</p> <p>There had been much debate over the heating costs. The council overcame the problem partway, by devising a system to use the city's rubbish burning destructor. It would be connected to a hot</p>


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	<p>water system which would supply the baths with continual hot water.</p> <p>The photo below shows the Tepid Baths building with the Destructor smoke stack behind.</p>  <p>Photo source: Christchurch City Council, Heritage File.</p>
The former MED Building	<p>Located at 218 Manchester Street, the former Christchurch Municipal Electricity Department Building is of historical and social significance for its association with the city's electricity supply and the company that provided this essential service. An electricity service was first established in Christchurch in 1903. The first Municipal Electricity Department building on this site was erected in 1918, but was demolished following earthquake damage in the 1930s. The new building, which opened 6 May 1939 was constructed in 1937-9. It housed a showroom and offices for inspectors, managers, engineers and accounts. There was also a demonstration room with a 200 seat theatre, kitchen and projection room. The opening of the building was featured in The Press newspaper at the time, and described as an occasion of 'first rate Civic importance' (The Press 5.5.1939).</p> <p>The building was design by Christchurch architect Victor Hean (1901-1979). Hean was employed at the Christchurch City Council from 1925 as an architectural assistant and draughtsman under the City Engineer, A R Galbraith. He qualified as a registered architect in 1929 and the following year, on Galbraith's recommendation, became assistant architect. He continued to work for the City Council until 1936, producing both strongly classical work such as the Edmonds' Band Rotunda (1929) and the Carlton Mill Bridge, as well as the streamlined Art Deco exterior of the MED Building, Manchester Street, completed in 1939. The style of the building with its horizontal bands of glazing and curved corner elevation can be compared to the former Millers Building, Tuam Street by G.A.H</p>

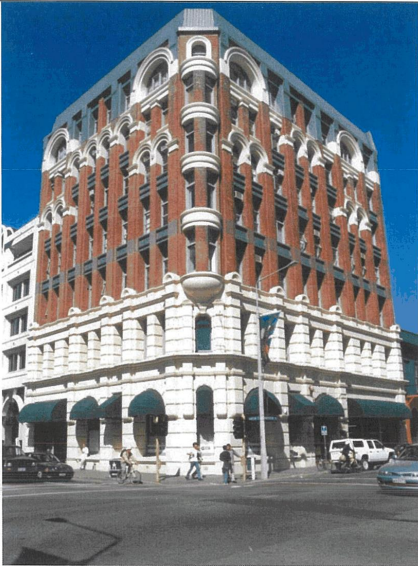

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	<p>Hart (opened 11 May 1939). Hean prepared the design for the exterior of the building in his role as architectural assistant in the City Engineer's Department, but accepted a position in Palmerston North, leaving the staff of the Council's electricity department (RM Jenkin and EJ Marriner) to prepare the detailed structural design and the detailed plans and specifications.</p>  <p>Photo source: www.ketechristchurch.peoplesnetworknz.info</p>
<p>The former MED converter station and substation</p>	<p>Located on Armagh Street, the former MED converter station and substation building is associated with the city's electricity supply. An electricity service was first established in Christchurch in 1903, and a substation was housed on site from 1914. The converter station and substation building was extended in 1928. However, concerns about the resistance of its brick structure to earthquakes following events at Napier prompted its rebuilding in reinforced concrete between May 1932 and February 1933. After the destructor was demolished in 1939, the converter station and substation building was extended eastwards in the same style. This extension approximately doubled the length of its Armagh Street façade.</p> <p>The Armagh Street frontage of the former Municipal Electricity Department building was built in 1928-29. The well-known MED offices were situated next door on the corner of Manchester and Armagh streets, were completed in 1938-39. In its heyday the MED buildings and workshops took over half the block.</p> <p>The MED building was later known as Southpower and evolved into Orion.</p>


	 <p>Photo source: Christchurch City Council, Heritage File.</p>
Manchester Courts / NZ Express Company	<p>The Manchester Courts were an elegant feature of the Christchurch skyline for over a century. Constructed for the New Zealand Express Company in 1905-6, it was New Zealand's first skyscraper and the tallest commercial building in New Zealand time. The New Zealand Express Company, a Dunedin-based general carrying firm established in 1867, was one of the largest employers in New Zealand at the time of building's construction in 1905. The Luttrell Brothers were commissioned to design both their Dunedin and Christchurch offices, in doing so introducing the Chicago style 'skyscraper' to New Zealand.</p> <p>Stylistically, the building is an 'Anglo-American hybrid', including elements of both British Edwardian architecture and the Chicago skyscraper. In line with the Chicago style, it used internal steel frames, allowing for an increase in height and exterior window space. Yet the British influence remains clear: its corner tourelle was far more common within the British tradition than the American one.</p> <p>The building was severely damaged by the 4 September 2010 Earthquake. It was deemed unsafe and was subsequently demolished.</p>

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	 <p>Photo source: Christchurch City Council, Heritage File.</p> 
The Majestic Theatre	<p>Opened on 1st March 1930 The Majestic Theatre was built for John Fuller & Sons and was leased to Christchurch Cinemas Ltd. Billed as 'The Showplace of Christchurch', the exterior was an Art Deco style containing three floors of offices, known as Majestic House.</p> <p>In 1946, it was sold to the Kerridge-Odeon chain, and later that year, it was badly damage by a fire. It was renovated to the designs</p>


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	<p>of architect Harry Francis Willis. In the 1960's, live stage shows became popular at the Majestic Theatre, with 'Startime Spectacular' running for quite some time, and also appearances by pop groups from Great Britain, including The Kinks, The Dave Clark Five and Manfred Mann. In 1964 The Beatles played their only concert in Christchurch at the Majestic – this was their final New Zealand concert.</p> <p>The Majestic Theatre closed on 28th August 1970, and was converted into a nightclub, named Moby Dick's Nite Spot. Six years later it was again badly damaged by fire and the night club closed. It was later owned by the Christchurch Revival Fellowship Church. It was demolished following the February 2011 earthquakes.</p>  <p>Photo source: Christchurch City Council, Heritage File.</p>
Liverpool Street	Has been the name of this street since 1909. Named after Liverpool, a city and metropolitan borough of Merseyside, England.
Perrys Occidental Hotel	<p>Built in 1861 for James Collins to the design of the Architect Samuel Coleridge Farr (1827-1918), the hotel and livery stables were popular with the wives and families of the members of the nearby 1862 Christchurch Club, of which Collins had been the Steward since its foundation in 1856.</p> <p>The hotel was renamed the Occidental in 1889 when John Harris became the Licensee. Benjamin Perry (1845-1926) acquired the License in 1906 and his son Ben (1885-1956) became the Publican when he died. The hotel was popular with the horse racing fraternity during this time. The renowned author Janet Frame was a housemaid-waitress there in 1947.</p> <p>Perry's Occidental Hotel eventually turned into a Backpackers hostel in 1998. With the bedrooms painted in lurid colours, guests also complained that the former hotel was damp and smelly, unsurprisingly it closed in August, 2006.</p>


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	 <p>Photo source: canterburyheritage.blogspot.co.nz</p>
Salvation Army Headquarters	<p>The Salvation Army was established in Christchurch on Sunday May 1883. Led by Captains Pollard, Wright, and Edwards, and later two other Salvationists. The Christchurch Salvation Army occupied a large two story brick building at 115 Lichfield Street. This building was the headquarters for the Salvation Army in New Zealand, and this site is important to the development of the movement.</p>  <p>Photo source: Christchurch City Council, Heritage File.</p>
St Augustine Masonic Lodge	<p>Named after the Patron Saint of the English city of Canterbury, the foundation stone of the second St Augustine Lodge No. 4 building was laid on the 9th of March, 1870 and the first meeting was held there on the 10th of August in the same year.</p> <p>The Lodge was built to the west of the stables situated behind the home of Samuel Bealey (1821–1909), second Superintendent of Canterbury. A large hall was built onto the back of the Lodge in 1883.</p> <p>The Freemasons moved to their third premises in Gloucester Street West in April, 1916. By 1920 two single-storey shops were built on</p>

	<p>the front of their 1870 Manchester Street Lodge, with a third shop occupying the former lane access to the Right hand side. The old building continues to appear in the photographic record until 1968, but had been demolished by 1972.</p> 
The Canterbury Horse Bazaar	<p>Built in 1903, the Former Horse Auction Warehouse, also known as the Horse Bazaar, at 46 Bedford Row has historical and social significance for its association with its original occupants, H Matson and Co., a large firm of auctioneers and stock and station agents, and a household name in Canterbury, which ran a horse auction business on the site from 1903-05. In 1862, Henry Matson founded Matson H and Co., Auctioneers, Stock and Station Agents, Wool Brokers, Grain and Produce Merchants. Henry Matson was in partnership with P O Torlesse in premises on the site of the former Post Office building in Cathedral Square for a short time. Matson and Co. opened stockyards in Lichfield Street in 1866 and operated Matson's Tattersalls Horse Bazaar on the land between Lichfield Street and Bedford Row from 1880. Matson and Co. was the largest local stock and station agency of the time in Canterbury. The business traded for 100 years carried out by four generations of the same family. One of Henry's sons, John Thomas Matson, was an original director of the Canterbury Saleyards, and was elected to the first St Albans Borough Council. His son, John Thomas Matson (jnr) conducted the first ever wool sale in Canterbury and was first chair of the Canterbury Woolbrokers Association and farmed ostriches from his property in Papanui, in the area subsequently named Matson's Road.</p> <p>Following the Horse Bazaar, it became a Flower Market, Legends Bar, and The Bedford venue.</p>


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	 <p>Photo source: www.ketchristchurch.peoplesnetworknz.info</p>
The Winter Garden	<p>Opened in 1927 as a cabaret and social hall, The Winter Garden was a sparkling venue in the Christchurch social scene. Originally a dance studio, the building was refitted for its opening with a sprung floor in the ballroom and the addition of a supper room and kitchen. The original décor was deep maroon suede, and there was a large mural depicting nymphs in a sylvan (forest) setting.</p> <p>In the 1940s, 50s and 60s it was used for debutante balls. Debutantes were presented individually by their fathers before a first father-and-daughter Grand March (or later, a waltz) followed by a "grand curtsy," en mass, prior to the recreational part of the ball (an English colonial tradition).</p> <p>Not only a place of white ball gowns, white gloves and dinner suits, it was also a popular venue for 21st parties to "move on" to after the official party at home (or in a hall) ended, with bookable alcoves available for groups of revelers. Due to six-o'clock closing of alcohol sales at the time, it was not uncommon for partygoers to arrive with small bottles of sherry or Pimms concealed under gowns, capes or jackets. A cabaret was held every Saturday night. Parties could book alcove seating.</p> <p>It was also a centre for fashion and bridal shows. Shapely Christchurch-made clothes were paraded to music arranged by Doug Caldwell and choreographed by Philip Chatfield. Models included New Zealand's then Rose of Tralee, Paula Ryan.</p> <p>The Winter Gardens also hosted a royal visit when the Queen dined there on her 1964 visit.</p>
Toomer Bros. Boot Factory	<p>An important succession of firms occupied the building, which was used as a leather warehouse, boot and shoe factory and tannery from the time it was built until when it was bought by T.H. Green and Co. in 1919.</p> <p>Henry Toomer came from England in 1869 with experience as a boot manufacturer. He and his sons were important figures in</p>


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	<p>Christchurch's leather and footwear manufacturing industries until the early years of the 20th century. He founded the Excelsior Boot Company which appears to have fallen into the hands of the other leading figure in the city's leather and footwear industries, Alfred Tyree, after Toomer's death in 1895. For a time, Alfred Tyree was both involved in the Excelsior company and the principal of a firm which bore his own name.</p> <p>The Excelsior Boot Manufacturing Co. had no fewer than seven factories in 1898, when it was described as boot, leather, grindery and boot machinery merchants and as having premises also in Auckland and London.</p> <p>The building remained connected with the leather trade after it was sold in 1911 to Walter Hill.</p> <p>In 1919 the building became the premises of another important Christchurch firm. T.H. Green and Co., ham and bacon curers, had been founded in 1862 by Thomas Hillier Green. The firm remained in the Lichfield Street building for nearly 48 years, until 1967.</p> 
Former Pyne Gould Guinness	<p>Located at 178 Cashel Street, the former Pyne Gould Guinness building constructed between 1920 and 1922 has social and historical significance as it was built for the largest stock and station agents in Canterbury. Pyne Gould Guinness Ltd (PGG) was formed in 1919 from the merger of three stock and station firms. The new PGG was a substantial farm financier, wool broker, and agent and attorney for investors. During the Depression years of the 1920s and 1930s, Pyne Gould Guinness, along with many other businesses, was faced with difficult economic decisions. However, PGG, along with other companies - such as Dalgety's, the Canterbury Farmers' Co-operative - and the banks, was one of the major mercantile firms that controlled almost all the rural credit by the end of the decade.</p> <p>Pyne Gould Guinness recognised the problem affecting Canterbury farmers and in the late 1920s wrote off £250,000 of debt to enable</p>

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	<p>clients to stay on their farms. Economically, town and country were connected by two agencies – the stock firms and the processing industries. The Pyne Gould Guinness building was a visual reminder that Christchurch had steadily strengthened its position as the economic capital of Canterbury, and that the company itself was the biggest name amongst the local stock firms. The Pyne Gould Corporation as it is now known, continues to trade as a New Zealand business and the company remains based in Christchurch.</p> <p>A restaurant and bar has operated on the ground floor and basement levels since the 1990s – The Loaded Hog and Concrete Club, respectively.</p>  <p>Photo source: Christchurch City Council, Heritage File.</p>
<p>Kenton Chambers / Former T and G Life Assurance Company</p>	<p>Formally located at 190-192 Hereford Street, Kenton Chambers has historical and social significance as an example of the importance placed on corporate architectural identity by insurance companies in New Zealand, as in the USA, during the early 20th century. The scope of the building programmes undertaken by these firms is evidenced in the Christchurch branch of the T & G Mutual Life Assurance Society at 190-192 Hereford Street, built in 1924. The company had been established in 1876 and operated in Australia and New Zealand. During the 1920s and 1930s the company engaged in a building programme, in both Australian and New Zealand cities, constructing distinctive multi-storeyed contemporary buildings on corner sites, often incorporating a tower. T & G remained in the Hereford Street building until the firm merged with National Mutual Life Insurance in 1983. In 1984 the building was purchased by the Britten family and housed a variety of tenants including lawyers, accountants and architects. John Britten, known for his revolutionary motorbike designs, named the building Kenton Chambers, using his middle name.</p>


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	<p>Kenton Chambers also has architectural and aesthetic significance as it reflects the transition between the 19th century historicist tradition and the development of a more modernist approach to architecture. Built in 1924 this Modern Classical building retains the defining features of the classical tradition, including a tripartite arrangement with rusticated base. The modernism of the building rests in the simplicity of the design that relies on the forms rather than decoration for its effect. The Australian architectural firm Henderson, Alsop and Martin, designed the building. Well-known Christchurch architect Cecil Wood was engaged to supervise the construction. Wood established a reputation for his modern classical buildings during the 1920s and 30s. An additional floor was added to the building at a later date. In the early 1990s the interior of the ground floor was refurbished by architect Gavin Willis.</p>  <p>Photo source: Christchurch City Council, Heritage File.</p>
Drainage Board	<p>The building at 198 Hereford Street has historical and social significance as it was designed and built for the Drainage Board in 1907-08. The Drainage Board was established in 1875 to provide for the drainage of the city of Christchurch and surrounding districts. The Drainage Board remained in rented premises until its first purpose built building was constructed in 1908. The two storeyed building at 198 Hereford Street was designed by F.J. Barlow. The engineers, accountants and a map room were on the ground floor, whilst the draughtsmen and the board room were upstairs. The Drainage Board remained in the building until the mid-1960s when they moved into a larger purpose built Paul Pascoe designed building. During the 1970s and 80s the surveyors Davie Lovell-Smith and Partners had offices in the building. Since 1995 the 198 Youth Health Centre has operated from the premises.</p>

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	 <p>Photo source: Christchurch City Council, Heritage File.</p>
Avon House	<p>Formally located at 202 Hereford Street, Avon House was built in the early 20th century. The building was originally known as Wood's building and was associated with Walcot Wood's 'NZ Provision and Production Co.' and Nat Woods' 'Woods and Co.' From 1909 until the 1950s the building was occupied by Zealandia Soap and Candle Co. The firm also had factories at Belfast and Woolston where it produced a range of soaps and candles. In the 1970s the building became home to Avon Fine Prints who specialised in the reproduction of historical New Zealand, Australian, and Pacific prints, maps, and books. From that time onwards the building was known as Avon House. More recent occupants have included the Campbell Grant Art Gallery and Hazard Press, an independent Christchurch publisher. Avon House was demolished following the February 2011 earthquakes.</p>  <p>Photo source: Christchurch City Council, Heritage File.</p>

Torrens House	Designed by the Ministry of Works to house government departments in the 1980s and represented 'state of the art' seismic design.
Former Interiors House	<p>Located at 203 Hereford Street, the former Interiors House building was designed in 1916 by well-known Christchurch architect J.C. Maddison in 1916. Maddison had purchased the land in 1900. The building he designed for the site was for J.B. Clarkson and Company, wholesale importers. Shortly after the building was completed Clarkson and Company linked up with Hope Gibbons Ltd and the combined firm occupied the building until 1921, after which Hope Gibbons became the sole occupants until 1940. Christchurch firm A.M. Satterthwaite and Company then purchased the building and in 1948 also purchased the land to the west. A.M. Satterthwaites were identified in Wises (postal directory of building/house owners) as merchants, importers and manufacturers with branches in Auckland, Hamilton, Hastings, Wellington, Dunedin and London. Whilst continuing to own the building, Satterthwaites leased the building to a range of commercial tenants since 1986, including a home interiors shop and a tertiary institute. The building was demolished following the February 2011 earthquakes.</p>  <p>Photo source: Christchurch City Council, Heritage File.</p>
Former Dunlop Tyres / Park Lane Handbags	<p>Located at 14 Bedford Row (formally 113 Lichfield Street), the building was constructed at the turn of the 20th century. The original part of the building fronting Lichfield Street was built about 1896-8, and the building facing Bedford Row (formally Sammy's Jazz Review) was built by 1910. The two buildings were among many commercial premises established in this part of Lichfield Street during the period 1881 to 1920. This was a time when increasing numbers of successful and wealthy international firms established themselves in Christchurch to serve the growing city. The buildings have been occupied by a number of clothing businesses, retailers and manufacturers over the years. The New Zealand head office and warehouse of the British-based bicycle</p>

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	<p>firm, Dunlop Pneumatic Tyre Co., which had branches in Europe, North America and the colonies, was an early occupant in the Lichfield Street building. Stylish Mantles business was located on the site in the 1960s and 1970s, Pitcaithly's, a customs, shipping and insurance agent was an occupier from the 1940s to the 1970s, and Park Lane Handbags, with which the Lichfield building is most recently associated, operated from the site from the early 1980s to late 1990s.</p>  <p>Photo source: Christchurch City Council, Heritage File.</p>
Manchester Unity	<p>Located at 180 Manchester Street, the site on which the Manchester Unity building is of some historical significance as it was situated on land originally purchased by Samuel and John Bealey in 1852. In 1898 Mrs Atkinson, a widow, purchased the property after a succession of owners. She was the first owner to live on the land, which was by then the same size as the present site. When Mrs Atkinson died in 1919 the property, possibly along with a substantial building was sold to Herbert E Lonsdale and remained in the Lonsdale family until 1959 when the Manchester Unity Independent Order of Oddfellows (NZ) Friendly Society purchased the site for £27,000. The Friendly Society had the building demolished, and commissioned Peter Beaven to design a new building in 1964 and the building was completed by the end of 1965. In 1992 the trustees of the Manchester Unity Friendly Society sold the building to the Dallison family, solicitors of Christchurch. It has since changed ownership several times with the most recent owners and occupiers being the McFarlane Property Group.</p> <p>Peter Beaven, who designed the building, was a leading Christchurch-based architect in New Zealand's modern movement. Beaven also designed the former United Bank Building (the Centra Hotel), the Ramada Inn, Chateau on the Park, and Lyttelton Road Tunnel Administration Building. The Manchester Unity Building is an example of the way in which many of Beaven's chief works have combined modernist principals and construction with local historical references, such as the Gothic and colonial styles of Christchurch architecture.</p>


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	<p>Photo source: Christchurch City Council, Heritage File.</p>
38-143 Worcester Street / Pedros	<p>From 1905-1919 Lonsdale Bros. & Co. jewellery importers, and later wholesale opticians occupied the address. In the 1920s the building saw changes in tenants including: Butlers (NZ) Ltd; importers; manufacturers representative and agent; Victor Electric Company; school of dancing; baths and a clairvoyant. In the 1930s occupants included electrical engineers and merchants, Guthrie Bowron & Co. Ltd. oil and colour merchants and the Fourth Estate Club. The Canterbury Regional Planning Authority occupied the building from 1976-1981. From 1981 to 2010 the building has housed Pedros Restaurant on the first floor, a well-known Spanish restaurant, and one of few long - running restaurants in the City. Pedro Carazo, the owner and chef of the restaurant arrived in New Zealand over 25 years ago. From 1984- 2002 the ground floor housed the well-known Gopal's health food/ vegetarian restaurant.</p>

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145 Worcester Street / Runacres House	<p>Photo source: Christchurch City Council, Heritage File.</p> <p>This building is of historical and social significance for its construction in circa 1924, and use as professional offices. The land on which the building sits was owned by Ranald McDonald, Civil Engineer in 1922. In 1925 owners were Wilfred Ward, and Henry Allison, dental surgeons, and Robert Ward, solicitor. In 1934 the building was known as Hannaford Chambers, and included offices for the British General Electric Company. In 1978 the building was owned by New Zealand Mutual Funds Ltd. In 2009 the building was named Anthony Runacres house, and was occupied by insurance brokers, Anthony Runacres and Associates Ltd.</p>

Appendix 3: East Frame Memory Bank Stories

Cathleen Murphy

Armagh Street resident Cathleen Murphy is passionate about her city. She has lived on her central city street since the late 1980s after choosing to raise her family near the Avon River and Botanic Gardens.

The family of five embraced city life, thriving on their long, skinny section with its spacious garden, complete with two cats and a walnut tree.

Living in the inner-city offers simple pleasures like walking along the river at night time and hopping on trams to visit the Botanic Gardens, she says.

"I've lived here all my life and I'm very attached to this city, anything that happens, especially in the inner-city, I'm very interested in, because I consider this my neighbourhood."

When Murphy's children were small they attended nearby playgroups and schools, connecting Murphy to the area through relationships that endure today.

She remains heavily involved in the Avon Loop Cottage, the Chester Street East community and the Fitzgerald Avenue community garden.

Murphy has witnessed many changes to the inner city since the 1980s, particularly post-quake, some that she still struggles with.

The loss of the Centennial Pool was especially tough.

"That was real blow for me and a lot of people."

The pool served as a social hub for the community, and Murphy still missed her regular swims, followed by fish and chips outside on the riverbank.

Seeing her neighbourhood badly damaged and cordoned off for weeks post-quake was also challenging, she says.

"It was really awful seeing the city in that state, especially the Cathedral. It was always the place you would meet your boyfriend in those days before cellphones, and go off together. It has that sense of history, and people gravitate towards it."

"I am a very visual person and I believe buildings can have a psychological impact on you."

The shared experiences of the earthquakes drew her closer to her neighbours, she says. Five years later they remain close, still swapping the produce of their gardens and trees.

Murphy is hugely enthusiastic about attracting more people to live within the four avenues.

"I really like the idea of more people living in the city, that's what the area really needs. I'm keen on the East Frame idea, it could be great. I'd like for it to be affordable for a diverse range of people - families, older people."

A keen cyclist, Murphy also works in the central city and she remains hopeful cycle lanes discussed for her area will go ahead.

Removing the area's one way streets would also be hugely positive for residents, as she believes the streets to be a barrier to harmonious community living.

"They become a racetrack at certain times of the day, and then they are empty. Why would you want to live, or have a business on a one-way street?"

Andrew Kelso,

After the September earthquake, photographs of the partially collapsed building that housed Westende Jewellers on the ground level and Alvarados restaurant upstairs were beamed around the world.

Westende Jewellers manager Andrew Kelso has since relocated the business to Colombo St in Sydenham.

It is a family business. His father, Roger, died two years ago but his mother, Margaret, remains its owner.

"I think my parents bought the business 40-odd years ago. My father was a police officer and because it dealt in vintage and antique jewellery, you'd have to have a second hand dealers' licence which included a pawn broker's licence.

"As a cop Dad used to visit the shop. Police have to check through the books for names of interest and items of interest.

"Through that, Dad heard the business was for sale so he must have gone home and had a talk to Mum."

The original shop was on the west side of the road but they moved diagonally opposite to 184 Manchester Street. His parents bought that building with an aunt and uncle who had a shoe shop next door.

"When my sister and I were Primary School age, we'd sit out the back with a big roll of chain and a pair of cutters putting on jump rings and catches. I think Dad encouraged a bit of competition so we would work faster.

"I remember when my parents moved across the road, I was knee-high to a grasshopper."

Andrew trained as a secondary school PE teacher with a plan to travel but his part-time job was sitting in the back room of the doing all the engraving work.

"I made a couple of mistakes early on but now I still do some of the trickier work."

He travelled but returned to Christchurch in the late 1990s.

"I started doing more engraving then Dad said that work was drying up so I needed to put a shirt and tie on and come out the front if I wanted to carry on working there."

He remembers his father's stories about late night Friday trading in town.

"He always said the busiest night was Friday after work because guys would come and in and buy engagement rings to pop the question over the weekend.

"We've got customers now whose grandparents or parents came into the Manchester Street store and now they're coming to us. That sort of loyalty from customers is lovely."

He enjoyed the camaraderie of Manchester St shop workers.

"You got to know them really well. We had Alvarados upstairs. Amazingly, the wall might have fallen down but you could still see salt and pepper shakers sitting on the table."

Peter Maguire

Bennetts Shoe Service has been cobbling Cantabrians' footwear back to a state of repair since the 1930s.

The business has had various addresses from Manchester Street to Colombo Street but post-quake, Bennetts has come to rest on Papanui Rd.

Peter Maguire works there as a luggage and canvas repairer.

He has worked in and around Christchurch's Four Aves since moving to the city from Liverpool but he still speaks with a mild Northern lilt.

Before Bennetts, he worked at Hay and Ball camping store for eight years.

"The business at Hay and Ball changed over the years. It moved from families looking for large canvas tents to people looking at smaller tents for tramping or individuals wanting backpacks ahead of their big O.E.

"We used to do a lot of camera bag repairs for TVNZ when they were in town and horse rugs because it used to be a saddler.

"There are still people around with those skills but there are fewer of us."

Hay and Ball closed when its owners retired and there was a proliferation of chain camping stores selling tents with modern materials.

So when Bennetts took over luggage repairs from Hay and Ball, Peter went to work with John and Sandra Oliver.

It was a busy company with six full time staff and a part-timer.

"It did go quiet for a while. Partly it was the financial meltdown but also there were plenty of cheap shoes available.

"Then people started realising that was a false economy and they started buying longer-lasting shoes again.

"British shoes are really popular. I mean, if you are going to spend \$600 on a nice pair of men's shoes you want to keep them going."

At Bennetts, the workers start early so people can make a pre-office hours pick up.

However, they do have some shoes in storage that have been waiting for their owners for up to five years.

Peter believes town could boom again but he has seen shopper numbers dwindle.

"When I worked in Manchester Street it went from as busy as Colombo Street to almost as quiet as a cul-de-sac.

"You need people working in town, shop workers and office workers keep trade moving.

"I come from high density living in Liverpool. The town was small but considering three million people live there, each suburb had its own little shopping strip and it seemed to work.

"Whether it works in Christchurch is the big question because people like this place for space."

Te Maire Tau
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Hakopa Te Ata o Tu was a direct descendant of Tautahi and also a prominent Ngāi Tahu warrior.

In 1868 He laid claim to the Tautahi site – now modern Christchurch – at the Native Land Court presided over by Chief Judge F. D. Fenton at Christchurch. His claim was dismissed on grounds the land was already crown-granted to Europeans.

Hakopa Te Ata o Tu was a famous Ngāi Tahu warrior and his acts of heroism were legendary. His awesome feats included diverting the attention of a charging bull away from his son, encouraging it to follow him down the beach and into the sea and also spearing a huge shark which dragged him until it died from its injuries and exhaustion.

“In the battle for Kaiapoi Pa in 1831, Hakopa Te Ata o Tu was solely responsible for killing one of Te Rauparaha’s principal warriors. It was said he fought like a demon for his home and his people and was one of the last to surrender his patu. Hakopa Te Ata o Tu was eventually captured, but instead of meeting a grisly death, Te Rauparaha congratulated him on his bravery and he was given a position of responsibility at Kapiti Island. It wasn’t long before Hakopa Te Ata o Tu returned to his home marae and became a member of St. Stephen’s Anglican Church at Tuahiwi.”

The great-grandson of Hakopa Te Ata o Tu served in the Māori Battalion during WWII and also lived at Tuahiwi.

Tyreena Cook
021 902 250

Tyreena Cook has fond memories of attending gigs at The Civic on Manchester Street in the early 2000s.

The venue's name refers to its origins, as a former civic building belonging to the Christchurch City Council. It was built in 1900 and was first used as an exhibition hall, a cinema and then a theatre. It burned down in 1917. The northern part of the building was bought by the Council and used as civic offices from 1924- 1980. From 1980 it had many owners and uses – including a restaurant, bar and live music venue.

Tyreena distinctly remembers the heritage features of the former grand old building.

"It had big old wooden staircases and I remember when the whole building was fully opened up as a venue and you could look out down on the crowd from different levels. The toilets were downstairs and there was this funny old red satiny carpet – the kind of carpet you'd expect to see at your Nana's house. On the main dancefloor there were giant pillars and they often got in the way. It was a real pain if you got stuck behind one as you couldn't see what was going on in the stage. It was a pretty awesome venue, there was nothing else like it... there was the Ministry, but that just didn't compare."

Later, sections of the building were closed off to performances.

At the time Tyreena worked at Cosmic Corner which had a small shop in High Street, selling clothing and party paraphernalia and managed the ticketing for many of the alternative gigs in Christchurch.

"My boyfriend at the time, who was later the father of two of my girls, was the manager at Home Bar, which was on Bedford Row, behind Dick Smiths. And because I was involved in ticketing and hung out at Home Bar, we knew a lot of the people involved - my sister's boyfriend was the DJ at The Civic – we were into the music and knew what was going on in the scene really well. "

A stand-out gig for Tyreena was The Black Seeds at The Civic.

"It was before they were really famous and it was mainly their friends and whānau. It was amazing. And there were also the gigs on at Easter weekend, they were multi-zone gigs when you bought one ticket and could attend five or six acts in different zones. It was a really cool crowd and I don't recall any dramas, the only trouble I remember seeing back then was because of drunk rugby heads getting into fights on The Strip over on Cambridge Terrace."

Tyreena also recalls seeing Fat Freddy's Drop as a stand-out gig and was quick to look up what else was on at the time to help trigger her memory. A quick search on-line shows acts by Salmonella Dub, Shapeshifter, Elemeno P and Anika Moa, Opshop and Autozamm, Ladi6, Minuit, The Valves, DJ Nacoa, Brian Jonestown Massacre, Phat 09 featuring Stanton Warriors, Spor and The Upbeats. The Civic also hosted night time performances of the annual busker's festival before it closed down in 2009. The building was heavily damaged in the February 2011 earthquake and was later demolished.

Stephen Goodenough

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Stephen Goodenough and Christine Mahon remember their converted Liverpool Street warehouse for their early family years.

The couple who have a photography business together, purchased the two-storey 1934 Art Deco building of poured concrete construction in 2002. It had previously housed a printer, an architectural practice, financial planners and a travel agency. It had also been vacant for periods of time and sometimes used by the University of Canterbury to display art and sculpture.

The couple gutted the interior, allowing skylights to flood light into the huge open spaces and converted the building into a photography studio downstairs and living areas upstairs. Features of the original building were retained in the Tom Craig design such as restored rimu floors, splashed and stained with historic ink spillages and stones which were left exposed in the concrete walls. The family moved into the building in 2004.

Stephen said the sad thing about losing the building was that it was more than a studio; it was their home.

"If I was busy downstairs in the studio, I could come back upstairs for meals and bedtime stories. Weekends didn't focus on gardening and house maintenance - we'd be off to the beach or bike riding at McLeans Island or Bottle Lake."

Christine says their sons would scooter around the city.

"They were at Discovery 1 School (now called Ao Tawhiti Unlimited Discovery) which we loved because the school used its inner city position to the maximum, the local artists, businesses, Centennial Pool, Aquarium, Museum and Art Galleries were all regular learning spaces. We liked the idea the lads would grow up knowing how to move safely in the city and really knowing their neighbourhood. There were always great exhibitions or cultural events we could enjoy. The students walked past our studio on the way to the Centennial Pool and knowing the security cameras were there, if the door wasn't open to say hi and wave on the way past - they waved frantically to the cameras."

Other families were living in the city at the time but not in close proximity. While they were isolated in some respects, Stephen says he always felt safe and never had any problems.

"Aside from the party buses. We did have some noise problems with them. One night a party bus came past just as a couple were having sex in the street against a fence and the whole busload cheered them on."

Busloads of rowdy revellers would board a bus early in the evening and tour suburban pubs, drinking en route and were then deposited in town at the end of the night with a skinful and nowhere to go. The couple successfully petitioned the council to prevent Party Buses stopping outside their home.

Stephen says he misses the city lifestyle.

"We miss the opportunities that living in the city offered, such as the boys being able to walk by themselves to school, us being able to walk them in, shopping in town, walking to the movies... walking to Centennial Pool. It's the way of life that we really miss..."

Ian Hayes

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Before it merged with its partner school to form Ao Tahiti Unlimited Discovery, Discovery 1 special character school students were taught at an inner-city Christchurch campus. They directed their own learning in a real-world context.

When it was first established in 2001, Discovery 1's 40 students and 7 staff were located above 'The Loaded Hog' bar on Manchester Street. As the roll expanded, the school relocated to the upper levels of 'The Crossing' bus exchange on the corner of Colombo and Cashel Streets.

Being in the city meant limited resources so the school utilised its city surroundings to round out experiences for the students and opportunities for learning.

Deputy Principal Ian Hayes said teachers took turns to take large groups of students into the city for activities including a trip across to Christchurch East School for the Year 7 and 8 technology programme.

Ian Hayes says Latimer Square was a preferred route for the school as it was pedestrian friendly.

"It was a good 15 minutes' walk so sometimes the students would stop off at Latimer Square for lunch or morning tea. They would sit on the grass or on the concrete lighting plinths. Once a little old lady came by concerned that the students were sitting on seats, which had been urinated on. But we never had anything negative happen. We would usually have to do a quick sweep for needles, but that was just common sense because of the nature of Latimer Square at night."

"Between around 9:15 and 9:30 you would get the guys coming out onto the street after a night's stay at the City Mission. They would come across to Latimer Square to hang out. And that was okay. There would usually be interactions with the students that were nice and friendly, we never had any problems."

Prior to the earthquakes, from 2001-2011, Discovery 1 School had a role of around 190 students. All of them would use Latimer Square twice a week for activities such as physical education classes, daily fitness, and training for the cross country and sports games. During summer months the students utilised the available green space at every opportunity. Ball games took place on the western side of the square to avoid the traffic on busy Madras Street. Older students were able to visit the square unattended to sit on the grass and eat their lunch.

"There were always a variety of people about the square at the same time. And that's part of living, working and learning in a city environment. You learn to be aware of what's going on around you and to be respectful of others. It wouldn't be uncommon for students to come across a guy asleep in a sleeping bag on the ground in the Square – and that's all part of it. The city brings a rich environment and there's always something going on for them to be involved in. Latimer Square was a close spot for us to head and I expect when we come back to the city we will head that way again."

Fifi Colston
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When Fifi Colston reminisces about presenting on the What Now children's TV show in the late 1980s and early 90s she says she cringes just slightly... "But it was right for its time. And it was popular, people still remember and say they loved what we were doing".

Fifi was working as a free-lance creative and the What Now magazine art director in the early 80s. When the decision was made to finish up the magazine, Fifi was called up to present an arts and crafts slot on the What Now Show, taking turns with Eddie Sunderland at TVNZ's Gloucester Street studios.

"I never had any TV training and had never been in front of a camera. I learnt my TV presenting skills on the hop. It was once a week, sometimes once every two weeks. I was brought in to do the more, dare I say it... 'girly' arts and crafts – the more decorative stuff."

She made pretty things such as decorative pots out of cast offs and odds and ends ... "and lots of stuff made out of egg cartons. Egg cartons were my thing," Fifi laughs.

"Eddie would make contraptions out of wheels, rocket ships and the sorts of things you would never get away with these days, such as gluing banners onto threads of cotton and supergluing them on to the backs of flies. And it was always with a lot of humour. Kids loved it."

Eddy died from cancer in 1983 aged 44. He was replaced on the show by his identical twin Henry Sunderland, which Fifi says Eddie would have loved; almost like a practical joke on the audience, and with identical talent.

Also working on What Now at the time was Constable Keith and Police dog Sniff and Alistair Kincaid, who would act out all sorts of wacky characters, including the legendary 'Frank Flash'.

Fifi recalls when it was announced that Simon Barnett would be the new host taking over from Danny Watson.

"I remember when we were told and the news went around the office – as well as a photo of Simon in Nelson with his surfboard and he looked very nice, we were very pleased to have him join us!"

At the time Fifi was raising a young family with her husband. She remembers getting up early and crawling across the floor past her son's bedroom so he wouldn't be able to see her leaving for work through the bars of his cot. Then she would call in at McDonalds and to get a coffee and McMuffin – a special treat before parking the car at Latimer Square and heading in to work.

"I was also able to bring the kids into the studio. I remember one time I brought my daughter in and I was busy making something at the craft table – it was being filmed live – and I hadn't noticed she had come over to me and a little hand came up the side of the table determined to grab some of the stuff I was working with. And you would've seen it on screen. It was very funny."

Fifi is a children's book author and is very passionate about crafts and making things. She still works with the What Now crew occasionally.

"It's quite different now and fast moving. There's lots of razzmatazz and quick shots. Back then it was a much quieter show and we did a lot of pre-recorded items. I remember it was quite a departure for me to be working on TV at the time, but I was doing what I love. I passionately believe kids should be making things – it's so good for their fine motor skills, all the cutting and measuring... it's such a lovely thing which is why I carry on with it."

Dean Marshall

Property Investor and building owner Dean Marshall was a key figure in reenergising the Bedford Row hospitality and creative hub prior to the Canterbury earthquakes.

He recalls back in 1998, prior to developing the area, that Christchurch was a difficult city to do business in.

"It was just so hard to operate. Many people were leaving for Australia or greener pastures. It was a period when the Reserve Bank was pushing up interest rates. The impact of this was just a tap on the head for Auckland but down here in Christchurch, it felt like a sledge hammer."

Dean had been to London's Camden Town and loved the eclectic mix of markets, cultures and live music venues. He was also inspired by the inner city lanes which give Melbourne its trendy, edgy vibe. He was convinced the concept could easily translate to the eastern side of Christchurch city.

Dean started purchasing buildings on Bedford Row, Lichfield Street and on High Street with his business partner Shaun Stockman.

"Prior to us getting involved that area was empty and boarded up for about 30 years... But we couldn't do it all on our own, we needed others to come on board," says Dean.

Dean remembers taking fellow investor John Webb for a walk in the area, and was successful in selling him his dream. John Webb went on to invest in Poplar Lane and award-winning Lichfield Lanes.

"John was just about to get on a plane, pack it all in and leave for Byron Bay. I showed him what was here – the beautiful historic buildings, the old Farmers building with its raw industrial doors... the back alleys which later went on to become Poplar Lane. It was easy to see the whole street lined with cafés. That was the vision and we had it – it was the most creative, edgy and grungy part of town before the earthquakes. And it really felt like we were getting some forward momentum," says Dean, "and then the earthquakes hit".

Dean fought hard to save his historic buildings, in particular Sammy's Jazz Review.

"In the end we sold it to the Government. The land was taken for a fraction of what it was worth. The process wasn't a kiwi way of negotiating real estate – it was more English style – very little was in writing, most of the negotiations took place over the phone and it felt like bullying tactics. We had three international valuation firms estimate our properties to be worth triple of what we were paid out for. And all those beautiful buildings didn't need to go – it's such a shame. I still believe Sammy's Jazz Review could've sat perfectly with the grassed area of the stadium fanzone, it's a pity they don't have the foresight or vision to see it."

Dean is a co-founder of CORE, an organisation which he says was set up 'out of pure frustration'.

"I think the Government thought a whole lot of overseas property developers were going to swoop into the city and fund the rebuild. And in the meantime local property owners who were willing to invest were being ignored. Core represents 200 property owners and we know what the issues are

and we have suggestions on how to deal with them and make this city amazing. Right now I still have my foot in both camps on whether we will get there.”

David Bryce

LINK TO IMAGE

http://ketechristchurch.peoplesnetworknz.info/places_and_streets/images/show/885-198-hereford-street-facade#.VmYsR3YrKM8

Dave Bryce started his career on the east of Christchurch City in the early 1970s. He was employed as a surveyor at Davie Lovell-Smith, which at that time had its offices at 198 Hereford Street.

"It was formerly a doctor's home and consulting rooms. It had a huge walk in safe similar to a bank vault where we kept all our files. It was a fine old building with a grand staircase and we took a lot of pride in maintaining the original woodwork. It would've looked very smart with its thick burgundy, pure wool carpet... like the Hyatt Hotel."

In those days, plans were drawn by hand in ink onto transparency paper by draftsmen sitting on stools at enormous, heavy rimu tables. The finished plans were then run through a machine which transferred the lines onto light sensitive paper. Dave says they were then rolled up and put in a cupboard under the stairs filled with ammonia vapour, which would turn the yellow lines black.

"We had an extractor fan to get all the fumes out... I don't think it did any lasting damage to us," adds Dave.

He also remembers when the first computer arrived.

"It had a light diode function on the screen so I guess we had touch screen operation way back then. Only one person was trained to operate it and it was used for land use programming – we were doing work for shopping centres and supermarkets and they would need to know population numbers to help identify areas for development. The computer was a big investment and a controversial one."

Dave was a member of Rotary, which held business lunches on Tuesdays at the Winter Gardens on Armagh Street. At that time Rotary was strictly for men.

"Doreen the secretary was the only woman allowed in the doors," says Dave.

"They had a set up of tables for lunch, a speaker and a pianist, which was me. I played the national anthem, and for grace before the meal.

"I became a member when I was 29 and I distinctly recall the average age of the group was about 60 years old. I was a member for about 20 years and I think I was the youngest one there that whole time."

Davie Lovell-Smith offered surveying, engineering and town planning services. Dave says other agencies – the Catchment Board, Drainage Board and Lands and Survey – which were key to daily business – were all within walking distance.

"And most of the shopping we needed to do was also close at hand. Farmers was on Cashel Street, it had a whole block which was a network of shops. PSIS was on Worcester Street and we would go down there to bank some savings and have a look at the merchandise.

"We didn't really drink coffee in those days, but on a Friday night we would always go down to the Occidental Hotel for a drink after work. Pedros was probably the first real restaurant in town. It was a special treat to go out to Pedros."

Dave says Latimer Square was his strongest memory of the time, as it was good to have the green space and trees to go for a walk.

"There were also the guys from the City Mission, they were always around. Some areas of the city were completely devoid of poverty, so I noticed them. And I noticed that those sorts of people were around us and needed to be looked after."

Charlie B's Backpackers,

Charlie B's Backpackers on Madras Street was more like a home than a workplace for former general manager Sandy Gasson.

Sandy managed the bustling hub for travelers for more than 20 years. She says staff were more like family than coworkers.

"Despite Charlie B's closing down after the September 2010 earthquake, all the staff still get together at least twice a year to catch up.

"We had such a lovely environment to work in, and I think the building was what really harvested our relationships. We all had such incredible experiences and memories at Charlie's and no earthquake could ever take that away."

At full capacity, Charlie B's could hold 180 guests, with many coming from all around the world to visit Christchurch. Often, Sandy recalls, travellers would book in for one or two nights with the intention of moving on. But a month later, they would find themselves sticking around Charlie's not quite ready to move on. It was just that sort of place.

"The Buskers Festival was a highlight every year. Buskers from around the world would come and stay at Charlie's, and pay for their accommodation with a stack of \$2 coins that they had earned that day in the city. At night, they would congregate in the garden with all the other guests to practice their talents, and it became a mini buskers festival in our own backyard. The atmosphere was electric."

Charlie B's Backpackers was close to Latimer Square. Sandy says there were very few incidents that occurred between guests and the street people that often congregated in the area. "We were very clear with guests when they came to stay exactly what sort of environment they were near, and we told them to respect everyone they came across, no matter their circumstances. In that sense, we found that all of our guests were also respected and we had very few issues with our neighbours.

"I do remember one incident, where we'd just had our Christmas staff do. A few of the girls had gone over to Occidental Hotel, a nearby backpackers with the Bull Bar connected to it. On the way home they were walking through Latimer Square at about 3am when one of the girls tripped and fell in her high heels. She couldn't walk and the other girls had wandered off, not realising what happened. Then, two prostitutes came along and picked the poor girl up, carried her back through the park to the backpackers and then administered first aid on her. It was nice to know they were looking out for her."

Charlie B's suffered more damage in the February 2011 earthquakes, and eventually the building had to be demolished. This was hard to come to terms with, says Sandy, but she is hopeful that a return to the city won't be too far away. "Despite the fact that we lost our beautiful building, I still believe that for every bad experience, something good will come out of it. We hope to one day return to the city, and if we had the means to do it today we'd be straight back in there. But we hope it's only a matter of time before we open our doors again."

Noel McGuigan
021 358 417

Noel McGuigan and his partner Sharon Rees – Thomas could only enjoy the refurbished Beaufort House on Latimer Square for 18 months before they lost it to the 22 February, 2011 earthquake.

The old 1916 volcanic stone and brick house on the corner of Latimer Square was formerly known as Dorothy's Restaurant, where anyone who was anybody in Christchurch had dined.

Noel says after it was sold by Tony and Sam, its well-known about town owners, the restaurant quietly spiralled downhill. "When we purchased it at auction it was basically in the hands of the receiver... While it was a beautiful house and in good condition, the interior – the décor and colours had become a bit passé, so we went to work restoring it back to its original condition more in keeping with the Edwardian arts and crafts era."

The refurbishment took seven months. Once the trades' workers had gone home for the day, Noel took over to plaster and paint until midnight. He slept through the winter in a sleeping bag with no heater.

It reopened as Beaufort House, a special events centre for birthday parties, special occasions, corporate functions and small weddings. The couple also owned Tiffany's Restaurant on Oxford Terrace and staff would work between the two venues as required.

The house came through the September, 2010 earthquake in a repairable condition. Two of the three chimneys toppled into the garden and the remaining loose bricks were removed with a crane and a basket above the roofline.

The February earthquake was an entirely different situation.

"We had part of a US trade delegation for a degustation lunch and a number of guests staying it was a full house... I remember I had just cleared the table after the entrée and as I walked under the staircase it started and my first thought was 'this is going to ruin lunch'. I managed to brace myself under the stairs and it was like the devil had taken hold of the house and was shaking the hell out of it. Then there was the sound of furniture crashing and glass breaking, including the large skylight roof upstairs."

Noel led the guests to safety at Latimer Square... "There was so much dust and smoke, we couldn't see properly and there were people all around crying and bleeding... ten minutes later when the next aftershock rolled through there were 100 year old oak trees moving back and forth like wheat sheaves blowing in the wind."

An entire wall had collapsed from out of the building and sections of bricks were bulging dangerously from the main house.

Sharon realised there was still a staff member unaccounted for. She went up to a policeman and told him...

"He said 'I'm going in and don't you forget that I'm in there' – something I have always remembered. He found Eiko hiding in the upstairs broom cupboard; she was blue in the lips and in total shock. She

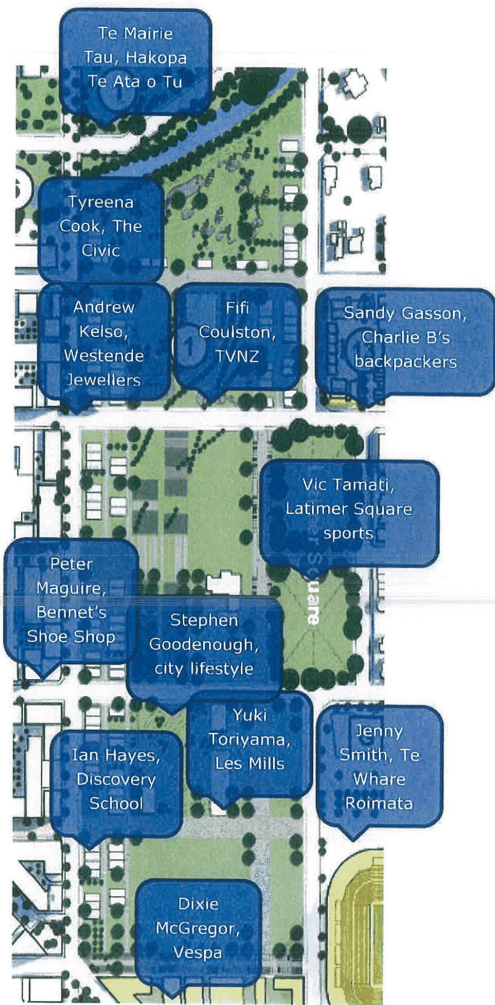
had experienced the Kobe earthquake in Japan in 1995 and was reliving the horror. She knew to go into the smallest space for safety. The skylight glass was crashing down around her above the stairwell," Sharon said.

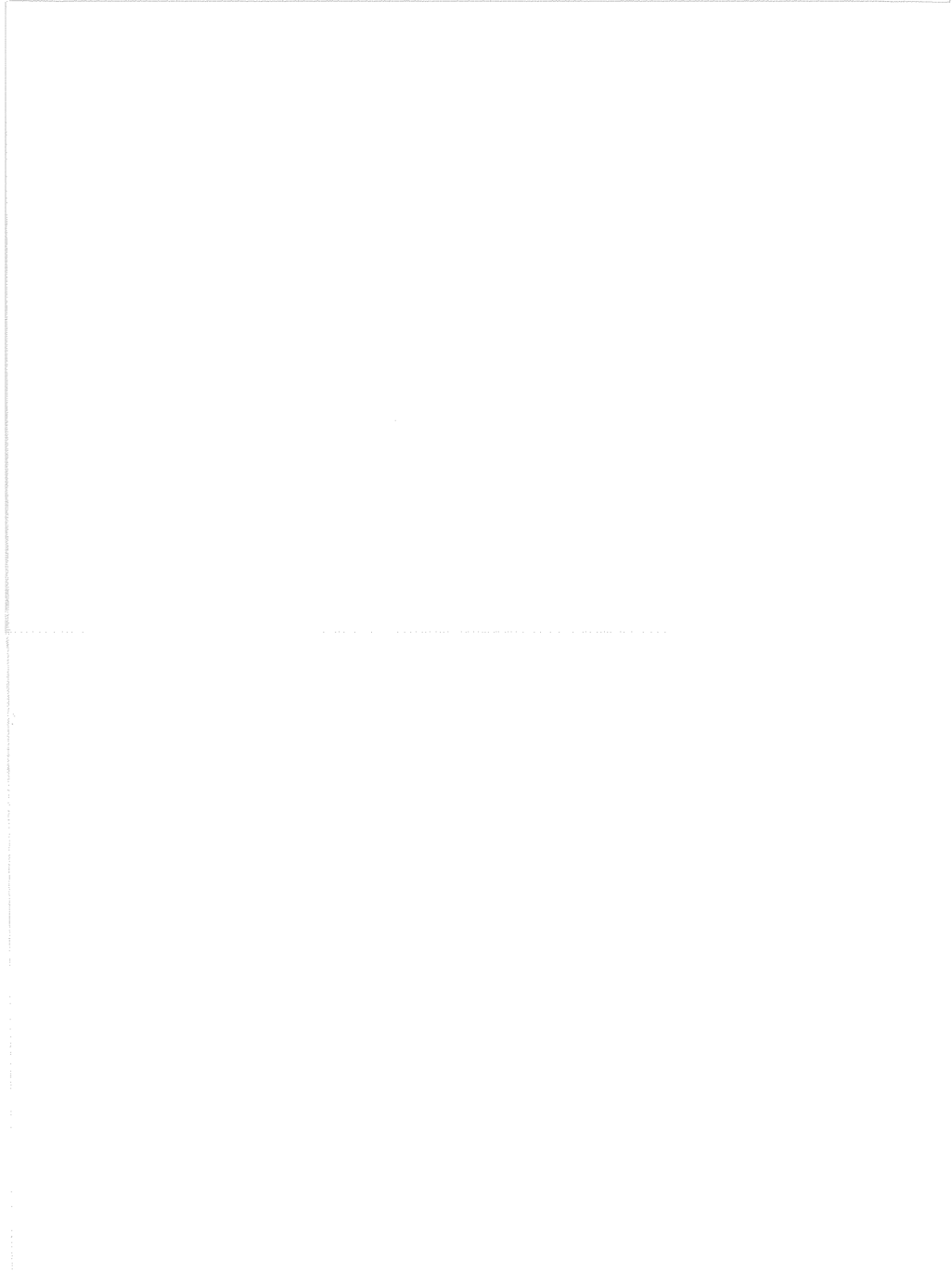
Every day Noel and Sharon talked their way through the red zone cordon to leave food and water for their cat. Once they were declined entry and the Singaporean police had left the food, but the cap was still on the water bottle.

"And then five weeks later there's the cat sitting there on a pile of bricks... he must've been living underneath the house somewhere. We took him out to Akaroa with us. He's 17 or 18 year's old now, but he survived."

Eiko is now married to Richard they own and operate a restaurant in Akaroa living in a completely different setting.

Noel and Sharon now operate two luxury B&B's in Akaroa – Beaufort House and Banks House, both historic 1878 homes.





Report from Social and Community Development Committee – 2 August 2017

Item 7

7. Review of the Terms of Reference for the Social and Community Development Committee and Housing Taskforce

Reference: 17/953169

Contact: Megan Pearce megan.pearce@ccc.govt.nz 941 8140

1. Staff Recommendations

That the Social and Community Development Committee recommend that the Council:

1. Re-name the Social and Community Development Committee to become the Social, Community Development and Housing Committee.
2. Adopt the amended terms of reference attached to this report for the Social, Community Development and Housing Committee.
3. Disestablish the Housing Taskforce.
4. Note that these decisions may have an impact on the terms of reference for other committees of Council, specifically around housing issues, consequently staff will report back to Council should those terms of reference need amending.

That the Social and Community Development Committee, subject to the Council adopting the above recommendations:

5. Establish the Housing Subcommittee reporting to the Social, Community Development and Housing Committee.
6. Confirm the membership of the Housing Subcommittee be Councillors Livingstone (Chair), Buck, Clearwater, Galloway and Johanson.
7. Adopt the terms of reference attached to this report for the Housing Subcommittee.

2. Social and Community Development Committee Recommendation to Council

That the Council:

1. Re-name the Committee to become the Social, Community Development and Housing Committee.
2. Adopt the amended terms of reference attached to this report for the Social, Community Development and Housing Committee.
3. Disestablish the Housing Taskforce.
4. Note that these decisions may have an impact on the terms of reference for other committees of Council, specifically around housing issues, consequently staff will report back to Council should those terms of reference need amending.

Attachments

No.	Report Title	Page
1	Review of the Terms of Reference for the Social and Community Development Committee and Housing Taskforce	101

There are no attachments for this report.

Review of the Terms of Reference for the Social and Community Development Committee and Housing Taskforce

Reference: 17/689539

Contact: Megan Pearce Megan.pearce@ccc.govt.nz

941 8140

1. Purpose and Origin of Report

Purpose of Report

- 1.1 The purpose of this report is for the Social and Community Development Committee (the Committee) to recommend that the Council amend the Committee's name and terms of reference. It is also recommended that the Housing Taskforce be disestablished and replaced with the Housing Subcommittee.

Origin of Report

- 1.2 This report is staff generated in an effort to raise the profile of housing related matters and provide a clear line of reporting on such matters.

2. Staff Recommendations

That the Social and Community Development Committee recommend that the Council:

1. Re-name the Social and Community Development Committee to become the Social, Community Development and Housing Committee.
2. Adopt the amended terms of reference attached to this report for the Social, Community Development and Housing Committee.
3. Disestablish the Housing Taskforce.
4. Note that these decisions may have an impact on the terms of reference for other committees of Council, specifically around housing issues, consequently staff will report back to Council should those terms of reference need amending.

That the Social and Community Development Committee, subject to the Council adopting the above recommendations:

5. Establish the Housing Subcommittee reporting to the Social, Community Development and Housing Committee.
6. Confirm the membership of the Housing Subcommittee be Councillors Livingstone (Chair), Buck, Clearwater, Galloway and Johanson.
7. Adopt the terms of reference attached to this report for the Housing Subcommittee.

3. Key Points

- 3.1 The current committee structure has been operating under adopted terms of reference since February 2017. This has provided adequate time to identify inconsistencies and anomalies to be addressed within the terms of reference and committee structure. For example, the terms of reference for the Housing Taskforce are broader than those for the Committee it reports to.
- 3.2 Housing has also been identified as a priority for the Council and in order to adequately address these issues within the committee structure, it is recommended the status of the Housing Taskforce be changed to that of a formal subcommittee which must then work within the

formalities of the Local Government Act, the Local Government Official Information and Meetings Act, and Standing Orders.

4. Context/Background

Committee structure

- 4.1 At the Council meeting of 15 December 2016 the Council adopted a committee structure for the 2016-2019 triennium. The intention of the committee structure was to support the oversight and monitoring of the Council's strategic directions.
- 4.2 The Housing Taskforce was established reporting to the Social and Community Development Committee. Membership of the Taskforce was Councillor Livingstone as Chair and Councillors Buck and Johanson.
- 4.3 At that meeting, the Council resolved (CNCL/2016/00492) that staff work with the Chairs of each committee to develop terms of reference for those committees and report back to the Council for adoption.
- 4.4 The terms of reference were subsequently considered and adopted by the Council at a meeting on the 9th February 2017 (CNCL/2017/00030).

Social, Community Development and Housing Committee

- 4.5 The committees and subordinate structures have been operating under their current terms of reference since February 2017. As could be expected, there have been some amendments to terms of reference during this period as the committees develop their work programmes.
- 4.6 It has been identified that the current terms of reference for the Housing Taskforce are much broader than those for the Committee, its direct line of report. In order to remedy this anomaly, and to raise the profile of all housing issues within the committee structure, it is proposed to change the name of the Committee to that of the Social, Community Development and Housing Committee and amend the corresponding terms of reference to reflect this intent.
- 4.7 In order to ensure the many aspects associated with "housing" are captured within the realm of the Committee, it is intended to keep the terms of reference very broad and high level. It is intended that the Committee will oversee all housing matters including, but not limited to, policy, asset management and strategic relationships.

Housing Subcommittee

- 4.8 In order to facilitate more robust and transparent decision making, it is recommended that the Housing Taskforce be disestablished by the Council and that the Committee establish the more formal Housing Subcommittee, reporting to the Social, Community Development and Housing Committee.
- 4.9 Currently, the Housing Taskforce is deemed to be a subordinate decision making body and thus not required to adhere to the formalities of the LGA, LGOIMA or Standing Orders. Whilst this results in an agile meeting process, the Council may wish to align this meeting with the principles of s. 14 LGA 2002 and conduct its business in an open, transparent, and democratically accountable manner. This would mean future meetings would operate in accordance with the governance principles of the LGA and LGOIMA and the meetings would have formal agendas, minutes and be open to the public (subject to any specific report being considered in public excluded).
- 4.10 Due to the nature of the subject matter to be dealt with, the Subcommittee may wish to invite non-members with specific knowledge or expertise to attend particular meetings. These

attendees would be able to participate in the discussion and advise Subcommittee members on the relevant agenda items. These attendees would not have voting rights or be able to partake in debate.

- 4.11 Having a more formal process around the Housing Subcommittee would raise the profile of housing issues as the Council has identified that access to adequate and affordable housing is fundamental for healthy communities to thrive.

Attachments

No.	Title	Page
A	Social, Community development and Housing Committee terms of reference	
B	Housing Subcommittee terms of reference	

Confirmation of Statutory Compliance

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

(a) This report contains:

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

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

Signatories

Author	Megan Pearce - Team Leader Hearings and Council Support
Approved By	Lester Wolfreys - Head of Community Support, Governance and Partnerships Mary Richardson - General Manager Citizen and Community

Social, Community Development and Housing Committee - Terms of Reference

Chair	Councillor Clearwater
Membership	Councillor Livingstone (Deputy Chair), Councillor Chen, Councillor Galloway, Councillor Keown, Councillor Johanson, Councillor Scandrett
Quorum	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
Meeting Cycle	Monthly
Reports To	Council

Responsibilities

The focus of the Social, Community Development and Housing Committee is matters relating to social and community wellbeing.

The Committee:

- Promotes active citizenship, community participation and community partnerships
- Seeks to address cultural, social and economic disadvantage and promote equity for all citizens
- Works in partnerships with key agencies, organisations and communities of place, identity and interest
- Is innovative and creative in the ways it contributes to social and community wellbeing

The Social, Community Development and Housing Committee considers and reports to Council on issues and activities relating to:

- Arts and culture including the Art Gallery
- Heritage protection
- Housing across the continuum of social, affordable and market housing, including innovative housing solutions that will increase the supply of affordable housing
- Libraries (including community volunteer libraries)
- Museums
- Sports, recreation and leisure services and facilities
- Parks (sports, local, metropolitan and regional), gardens, cemeteries, open spaces and the public realm
- Community facilities and assets
- Public Health and health in all policies
- Community safety and crime prevention, including family violence
- Civil defence and rural fire management including disaster planning and local community resilience plans
- Community events, programmes and activities
- Community development and support, including grants and sponsorships
- Citizen services
- Community engagement and participation
- Civic and International Relations
- Communities of place, identity and interest.

Delegations

The Council delegates to the Social, Community Development and Housing Committee authority to:

- Approve Heritage Incentive Grant applications up to a value of \$150,000.
- Approve extensions of up to two years for the uptake of Heritage Incentive Grants.

The Committee delegates to the following subcommittees or working groups the responsibility to consider and report back to the Committee:

- Safer Communities Council for matters relating to Safety and Crime Prevention, including Family Violence
- Housing Subcommittee for matters relating to housing as stated in its terms of reference
- Multicultural Subcommittee for matters relating to the multicultural strategy
- International Relations Working Group on matters relating to international relations

Housing Subcommittee - Terms of Reference

Chair	Councillor Livingstone
Membership	Councillor Buck, Councillor Clearwater, Councillor Galloway, Councillor Johanson
Quorum	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
Meeting Cycle	As required
Reports To	Social, Community Development and Housing Committee

Responsibilities

The Housing Subcommittee is responsible for:

- Examining a broad range of issues including homelessness, youth housing, emergency housing, social housing, the future of Council's housing stock, housing affordability schemes for first home buyers, the rental market and housing density
- Reviewing and advising on housing policy, legislation and related issues.
- Overseeing the Council's housing asset management including Otautahi lease and reporting matters
- Providing advice on particular housing matters that support Council's decision making across the continuum of social, affordable and market housing, including innovative housing solutions that will increase the supply of affordable housing
- Facilitating collaborative action across the continuum of social, affordable and market housing with Central Government agencies, e.g. Ministry for Business, Innovation and Enterprise (MBIE), Ministry of Social Development (MSD), The Tenants Protection Association (TPA), NGO's, Te Wai Pounamu Community Housing Providers Network, Housing NZ Corporation (HNZC), and NZ Coalition to End Homelessness (NZCEH)
- Monitoring the delivery of the Housing Policy 2016 priority actions across its 8 key goals
- Overseeing the Social Housing Strategy 2007
- Support Council's participation and leadership within the Christchurch Housing Accord.

The Subcommittee will work in close collaboration and partnership with the community, government and private sectors to find new ways and set clear targets to address housing issues including increasing the supply of affordable and social housing in Christchurch.

The Subcommittee will report back to, and obtain its strategic direction and priorities from the Social, Community Development and Housing Committee on all aspects considered under these terms of reference.

Report from Finance and Performance Committee – 2 August 2017

8. Impact on Business from Council Works

Reference: 17/953034

Contact: Chris Gregory

Chris.gregory@ccc.govt.nz

941 8608

1. Staff Recommendations

That the Finance and Performance Committee recommends that the Council:

1. Receive the information in the report.
2. Note that financial compensation for businesses or other ratepayers affected by the Council's infrastructure works (whether through the rates system or a Grant) is not considered feasible,
3. Require that the managers of all Council infrastructure projects liaise with any businesses, property owners and tenants that front Council infrastructure projects to either enable access for pedestrians and vehicles onto the property or agree practical alternative measures to be implemented.

2. Finance and Performance Committee Recommendation to Council

That the Council:

1. Receive the information in the report.
2. Note that financial compensation for businesses or other ratepayers affected by the Council's infrastructure works (whether through the rates system or a Grant) is not considered feasible.
3. Require that the managers of all Council infrastructure projects liaise with any businesses, property owners and tenants that front Council infrastructure projects to:
 - a. provide best endeavours to minimise disruption.
 - b. either enable access for pedestrians and vehicles onto the property or agree practical alternative measures to be implemented.
 - c. ensure the needs of communities and businesses are identified within the procurement process, and that there is ongoing communication with affected parties.
4. Request management to report on the level of disruption and success of mitigation measures that have been undertaken on significant projects in the public realm in conjunction with the capital watchlist.

Attachments

No.	Report Title	Page
1	Impact on Business from Council Works	108

There are no attachments for this report.

Impact on Business from Council Works

Reference: 17/805048

Contact: Chris Gregory

Chris.gregory@ccc.govt.nz

941 8324

1. Purpose and Origin of Report

Purpose of Report

- 1.1 The purpose of this report is for the Finance and Performance Committee to be updated on the options for addressing the impact of Council infrastructure projects on private businesses, and to make a recommendation to the Council.

Origin of Report

- 1.2 This report is being provided to fulfil the following Council resolution from its meeting of 20 June 2017:

“Request staff to report back on existing processes in relation to work in the public domain and on options for how businesses unreasonably adversely impacted by Council works could be addressed.”

2. Significance

- 2.1 The decision in this report is of low significance in relation to the Christchurch City Council’s Significance and Engagement Policy.
 - 2.1.1 The level of significance was determined by consideration of the Significance and Engagement Policy.
 - 2.1.2 The community engagement and consultation outlined in this report reflect the assessment.

3. Staff Recommendations

That the Finance and Performance Committee recommends that the Council:

1. Receive the information in the report.
2. Note that financial compensation for businesses or other ratepayers affected by the Council’s infrastructure works (whether through the rates system or a Grant) is not considered feasible,
3. Require that the managers of all Council infrastructure projects liaise with any businesses, property owners and tenants that front Council infrastructure projects to either enable access for pedestrians and vehicles onto the property or agree practical alternative measures to be implemented.

4. Key Points

- 4.1 The Council already has a number of processes to control and manage construction activities in the road corridor. These include activities by other agencies such as electricity, telecommunications and private developers.
- 4.2 Staff and contractors work closely with affected parties to mitigate the impacts of Council projects on those businesses, property owners and tenants. However, this is frequently a balance between community expectation and achieving efficiency in the delivery of the capital programme.

- 4.3 Virtually all Council projects provide some form of mitigation whether it is temporary access, temporary routes or traffic management.
- 4.4 On a few occasions mitigations, such as dedicated parking, are provided on a case by case basis where the impact cannot be directly mitigated.
- 4.5 Rates relief for affected property-owners is not considered feasible. Specific objective criteria would be required to define the extent of disruption sufficient to qualify for relief, the amount of rates remission to be provided, and the length of time for which this should be applied. Current rates staff and system resources are inadequate to administer such a remission to the standard required by rates legislation.
- 4.6 Financial compensation by establishing a new type of Grant would be more feasible in that resources already exist to manage this sort of activity. However, there would remain a significant practical difficulty in defining who should qualify and how much should be provided, particularly as there are commonly a number of other factors to be considered beyond the direct impact of the Council works.

5. Context/Background

Background

- 5.1 At its meeting to consider the 2017/18 Annual Plan the Council resolved the following:
“Request staff to report back on existing processes in relation to work in the public domain and on options for how businesses unreasonably adversely impacted by Council works could be addressed.”

The report below outlines the existing formal processes, current project procedures and compensation options.

Council processes for activities in the road reserve

- 5.2 The Council has three processes that control and manage the road corridor (which is defined as fence to fence, not just the roadway itself). Temporary Traffic Management Plans, Corridor Access Requests and Temporary Use of Legal Road permits are the three methods by which the Council manages activities in the road corridor to reduce impacts on road users, neighbours and roading assets.
- 5.3 The Christchurch Traffic Operations Centre (CTOC) manages the **Temporary Traffic Management** process that requires all works in the road to have an approved Temporary Traffic Management Plan. In considering the plan CTOC take cognisance of other proposed works, road safety and traffic flow efficiency. The proposed plan is also considered against the national code for temporary traffic management as an industry benchmark.
- 5.4 Transport Operations staff manage the **Corridor Access Request** process that requires approval before any agency or developer can excavate in the road corridor. This process is intended to protect Council assets such as footpaths and roadways. By knowing who is digging and where, staff can ensure that remediation is up to standard and that any defects, complaints or queries are directed to the correct agency.
- 5.5 Transport Operations staff manage the **Temporary Use of Legal Road Reserve** process that requires approval before any agency or developer can use the road corridor for their own activities. The type of activities covered by these permits include hoardings, skips, storage areas, scaffolding etc. This process is intended to ensure that issues such as public safety, pedestrian routes and wider community/business impacts are considered before the permit is issued.
- 5.6 All three of these processes are intrinsically interlinked and are closely co-ordinated between staff in the relevant teams.

Current process for Council projects

- 5.7 Where any Council infrastructure project is likely to impact on an adjacent business or residential property then the Contractor and the Council Project Manager work with the affected parties to ensure vehicle and pedestrian access is maintained to that business/property. Often this is by defining a safe pedestrian route and/or by providing a temporary crossing for vehicles.
- 5.8 On a very few occasions it is impossible to preserve full access due to the nature of the work. For example;
- open utility trenches in the footpath that prevent pedestrian access to specific premises
 - open trenches that are too wide to bridge with conventional steel plates to provide temporary vehicle crossings.
- 5.9 In some projects the works require the temporary removal of car parking outside of the business in order to undertake the work proposed such as pipe laying or road construction. These car parks are not provided for specific businesses but are for general public use. Usually alternative parking is available nearby further along the road or on adjacent streets.
- 5.10 In a few cases the removal of car parking has been extensive with no viable on-street parking nearby and temporary parking has been provided. This situation is assessed on a case by case basis and on occasions special parking provisions are provided to maintain amenity such as on the current works on Hills Road.
- 5.11 Staff and contractors try to work collaboratively with all parties affected by the works to achieve reasonable solutions, however, on some occasions the extent of the work or its duration mean that not all impacts can be mitigated to the satisfaction of all and staff have to balance community impact against affordability and traffic efficiency. This has often been case in recent times purely due to the extent of the rebuild programme.

Compensation

- 5.12 Financial compensation through the rates system would require the Council to:
- Define a specific type and minimum level of disruption required in order for a property to qualify for a remission, based on objective and measurable criteria (not staff judgement).
 - Ensure that the qualification criteria could be applied to all properties in a way that is equitable (e.g. so that a similar level of relief is provided to properties in similar circumstances).
 - Determine what level of rates relief is appropriate, including a formula if the amount is to be proportional to the level of disruption and/or the value of the property.
 - Estimate the likely cost of such a remission, and be satisfied that it is fair and equitable for this cost to be borne by other ratepayers.
 - Ensure that rates staff and systems are sufficient to process applications promptly, provide on-going monitoring, and end the remission promptly once the temporary disruption has ceased.
- 5.13 As a practical matter, this final requirement cannot be met with existing rates staff and systems. More broadly, it should be recognised that the rates system is governed by specific legislation and is designed to impose a relatively stable level of taxation across the District – it is not intended to provide short-term relief for temporary circumstances. Recent experience with the Council's temporary earthquake-related remissions demonstrated that it is very difficult to

administer such remissions robustly, even when the list of affected properties and the length of time they are affected is significantly more stable than would be likely under a “roadworks remission”.

- 5.14 Financial relief could potentially be provided through the Grants system – a form of “hardship fund” that businesses, tenants, or other affected ratepayers could apply to for consideration of financial support. A new grant would need to be established and funded as existing grants do not cover the situation being considered, but this approach would have the advantage of fewer legal constraints than rates and existing staff and system resources that are designed to provide similar services.
- 5.15 However, there would remain a fundamental problem of definition – how could we objectively define a minimum level of disruption, how could we be satisfied that an applicant really has experienced the extent of financial or other disruption that they are claiming, and how much compensation should be offered in each case?
- 5.16 Moreover, although the linkage between the presence of Council works and ratepayers’ financial or personal disruption is superficially obvious, it becomes more nebulous when used as the basis for financial compensation – for example:
- If a business has declining sales revenue, how much of this may be attributed to Council works and how much to other factors (such as changes in market trends, local demographics, traffic flows, and competition)?
 - For residential ratepayers, how can personal disruption be translated into financial compensation (particularly if most Council activity occurs during working hours)?
 - For all properties, how can the impact of Council-specific works be separated from the often overlapping impact of works from other service providers (such as telecommunications companies) or developers (particularly in the CBD, where rebuilding often encroaches on street space and disrupts neighbouring properties)?
- 5.17 The level of analysis and judgement required to consider these issues thoroughly is likely to be unacceptable, in terms of both the amount of time required to do it and the lack of consistency and transparency in the end result.
- 5.18 Although a far more straightforward and efficient approach could be adopted, this would achieve little more than simply giving a standard amount of money to anyone with roadworks within a certain distance of their property. The extent of disconnect between need and support under such an approach is considered unacceptable.

Attachments

There are no attachments for this report.

Confirmation of Statutory Compliance

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

(a) This report contains:

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

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

Signatories

Authors	Chris Gregory - Head of Transport Steve Ballard - Manager Funds and Financial Policy
Approved By	David Adamson - General Manager City Services Carol Bellette - General Manager Finance and Commercial (CFO)

Report from Finance and Performance Committee – 2 August 2017

Item 9

9. Memorandum of Understanding - the Council, ChristchurchNZ, and Christchurch City Holdings

Reference: 17/953054

Contact: Ian Thomson ian.thomson@ccc.govt.nz 941 8999

1. Staff and Finance and Performance Committee Recommendation to Council

That the Council

1. Approves the draft Memorandum of Understanding as set out in Attachment A, and delegates to the Chief Executive authority to sign the Memorandum of Understanding on the Council's behalf.

Attachments

No.	Report Title	Page
1	Memorandum of Understanding - the Council, ChristchurchNZ, and Christchurch City Holdings	

There are no attachments for this report.

Memorandum of Understanding - the Council, ChristchurchNZ, and Christchurch City Holdings

Reference: 17/762551

Contact: Ian Thomson ian.thomson@ccc.govt.nz

941 8999

1. Purpose and Origin of Report

Purpose of Report

- 1.1 To enable the Finance and Performance Committee to receive and consider the attached draft Memorandum of Understanding before making a recommendation to the Council.

Origin of Report

- 1.2 ChristchurchNZ Ltd has been established as a single entity to represent the Council's interests in tourism, mega and major events, international education, and economic development in Christchurch and Canterbury;
- 1.3 The Council expects the Finance and Performance Committee to provide oversight of the entity (Letter of Expectations of 28 September 2016);
- 1.4 A draft Memorandum of Understanding has been prepared to record arrangements for the monitoring and support of the entity;
- 1.5 This is attached as **Attachment A**, for the Committee's consideration.

2. Significance

- 2.1 The decision to be made by the Council is of low significance, in relation to the Council's Significance and Engagement Policy. No community engagement or consultation is proposed.

3. Staff Recommendations

That the Finance and Performance Committee:

1. Approves the draft Memorandum of Understanding between the Council, ChristchurchNZ Holdings Ltd, ChristchurchNZ Ltd, and Christchurch City Holdings Ltd, as set out in Attachment A;
2. If necessary, requests the General Manager Financial and Commercial to make any non-material changes to the document that may be required by the Committee;
3. Recommends that the Council approves the draft Memorandum of Understanding as set out in Attachment A, and delegates to the Chief Executive authority to sign the Memorandum of Understanding on the Council's behalf;

4. Key Points

- 4.1 The draft Memorandum of Understanding records the monitoring and support to be provided by the Council and Christchurch City Holdings Ltd to ChristchurchNZ Ltd.

5. Context/Background

- 5.1 In 2013 the Council entered into a Memorandum of Understanding with Canterbury Development Corporation Ltd and Christchurch City Holdings Ltd. The purpose was to record

- the monitoring and reporting functions to be put in place following the restructuring of Canterbury Development Corporation Ltd;
- 5.2 Since then Canterbury Development Corporation has been amalgamated with Christchurch and Canterbury Marketing Ltd to form ChristchurchNZ Ltd;
- 5.3 ChristchurchNZ Ltd is wholly owned by ChristchurchNZ Holdings Ltd (previously Transition Holdings Ltd and before that Canterbury Development Corporation Holdings Ltd);
- 5.4 One of the Council's priorities for the establishment of the new entity was for ChristchurchNZ Holdings Ltd to work with the Council and Christchurch City Holdings Ltd on a review of the earlier Memorandum of Understanding;
- 5.5 This has been progressed, and the result is the draft document attached. It provides that:
- Christchurch City Holdings Ltd will meet at least quarterly with ChristchurchNZ Ltd, to be briefed on matters such as ChristchurchNZ Ltd's strategic direction and current areas of focus. They will also share relevant information about economic activity in the Canterbury region;
 - The Council's Finance and Performance Committee will provide the oversight of ChristchurchNZ Ltd referred to in the Council's Letter of Expectations dated 28 September 2016;
 - The Committee will be responsible for receiving and reviewing the annual Statements of Intent prepared by ChristchurchNZ Holdings Ltd and ChristchurchNZ Ltd, and the monitoring and reporting functions set out in the Local Government Act 2002;
 - The Committee will also monitor ChristchurchNZ Ltd's performance against the service levels agreed to with the Council and recorded in the Long Term Plan;
 - Christchurch City Holdings Ltd will be responsible for recommending appointments to the boards of ChristchurchNZ Holdings Ltd and ChristchurchNZ Ltd;
- 5.6 The draft Memorandum of Understanding has been approved by the other parties.

Attachments

No.	Title	Page
A	Draft Memorandum of Understanding	

Confirmation of Statutory Compliance

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

(a) This report contains:

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

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

Signatories

Author	Ian Thomson - Senior Legal Advisor, Governance
Approved By	Rob Goldsbury - Head of Legal Services Carol Bellette - General Manager Finance and Commercial (CFO)

MEMORANDUM OF UNDERSTANDING

PARTIES

1. Christchurch City Council (the Council);
2. ChristchurchNZ Limited (the Company);
3. ChristchurchNZ Holdings Limited (CNZH);
4. Christchurch City Holdings Limited (CCHL);

BACKGROUND

- A. CNZH is wholly owned by the Council, and currently owns all of the shares in the Company;
- B. Both CNZH and the Company are Council-Controlled Organisations for the purposes of the Local Government Act 2002;
- C. CCHL is the wholly owned investment arm of the Council, owning shares in a number of trading companies and providing monitoring and governance oversight to them and other Council-Controlled organisations;
- D. The parties have agreed that the Council will monitor the performance of the Company, with CCHL providing strategic support;
- E. The parties have agreed to record in this document the basis for establishing and maintaining collaborative working relationships that reflect their respective roles.

THE UNDERSTANDING OF THE PARTIES IS THAT:

1. CCHL will be one of the Company's key stakeholders and, with CCHL subsidiaries, has the ability to have a cornerstone role in the development and implementation of major city-wide strategies for which the Company will be responsible. These include the Visitor Strategy, and strategies for economic development in Christchurch and Canterbury.
2. CCHL will meet at least quarterly with the Company, to be briefed on matters such as the Company's strategic direction and current areas of focus, and to share relevant information about economic activity in the region. The parties will also deal with any other significant issues either of them may raise.
3. The Council's Finance and Performance Committee (FPC) will be responsible for providing the oversight of the Company referred to in the Council's Letter of Expectations dated 28 September 2016. The FPC will undertake for the Council its

role in receiving and reviewing the annual Statements of Intent prepared by CNZH and the Company, and the monitoring and reporting functions set out in the Local Government Act 2002.

4. The FPC will also be responsible for monitoring the Company's performance against the service levels agreed to by the Company and the Council and recorded in the Council's Long Term Plan.
5. Staff in both organisations will establish and maintain a collaborative working relationship that will ensure engagement at the appropriate level in respect of matters such as setting service levels, events, economic development, and any other areas of mutual interest or concern. The intention is that any reports to the FPC and recommendations from the FPC to the Council's governing body will have the support of both organisations.
6. All parties will operate on a "no surprises" basis with regard to significant issues. The Company will inform the Council beforehand, or as soon as possible, of any material or significant events that may be discussed in the public arena, or which may require a Council response.
7. The structure of the Company is the result of the amalgamation of two CNZH companies, Christchurch & Canterbury Marketing Ltd and Canterbury Development Corporation Ltd. CNZH and the Company have common board membership.
8. CCHL will be responsible for recommending appointments to the Company's board, in accordance with the Council's policy for the appointment and remuneration of directors to Council-Controlled Organisations.
9. Any recommendations made as a result of the appointments process will be reported by CCHL to the Council for approval (via the FPC). While the common board membership model is in place any changes made will be reflected in the board of CNZH.
10. This document replaces the Memorandum of Understanding between the Council, CCHL, and Canterbury Development Corporation Ltd dated 20 February 2013.

Dated this day of 2017

Memorandum of Understanding

Page 2 of 3

Signed for and on behalf of:
Christchurch City Council

Signed for and on behalf of:
ChristchurchNZ Limited

Signed for and on behalf of:
ChristchurchNZ Holdings Limited

Signed for and on behalf of:
Christchurch City Holdings Limited.

Memorandum of Understanding

Page 3 of 3

Report from Finance and Performance Committee – 2 August 2017

10. Corporate Finance Report for the period ending 30 June 2017

Reference: 17/953073

Contact:	Patricia Christie	Patricia.christie@ccc.govt.nz	941 8113
	Steve Ballard	Steve.ballard@ccc.govt.nz	941 8447

Item 10

1. Staff and Finance and Performance Committee Recommendation to Council

That the Council:

1. [Receives the information in the report](#)
2. [Notes the on-going but temporary Treasury Policy breach for interest rate re-pricing \(hedging\), last ratified at the Council meeting of 25 May 2017.](#)

Attachments

No.	Report Title	Page
1	Corporate Finance Report for the period ending 30 June 2017	122

There are no attachments for this report.

Corporate Finance Report for the period ending 30 June 2017

Reference: 17/767217

Contact:	Patricia Christie	Patricia.christie@ccc.govt.nz	941 8113
	Steve Ballard	steve.ballard@ccc.govt.nz	941 8447

1. Purpose and Origin of Report

Purpose of Report

- 1.1 The purpose of this report is for the Finance and Performance Committee to receive quarterly information relating to the Council's treasury and debtors risks.

Origin of Report

- 1.2 This report is staff generated.

2. Significance

- 2.1 The decision(s) in this report are of low significance in relation to the Christchurch City Council's Significance and Engagement Policy.
- 2.1.1 The level of significance was determined by the impact of the decisions on the community.

3. Staff Recommendations

That the Finance and Performance Committee recommends that the Council:

1. Receives the information in the report
2. Notes the on-going but temporary Treasury Policy breach for interest rate re-pricing (hedging), last ratified at the Council meeting of 25 May 2017.

4. Key Points

Treasury Risk versus Policy Limits

- 4.1 Net Debt for treasury risk management purposes is defined as Council's borrowing (including borrowing from subsidiaries and the Capital Endowment Fund, but excluding any finance leases), less amounts on-lent to CCHL, "borrower note" investments in LGFA (explained under the table below), and cash holdings.
- 4.2 Movements in this Net Debt figure represent Council's net operating and capital spending flows over the period.
- 4.3 At 30 June 2017, Net Debt was \$931 million, an increase of \$217 million over the financial year. Key movements since 30 June 2016 have been:
- a) \$92 million reduction in cash investments, of which:
 - \$9 million was used to meet Council's operating and capital investment cash-flows; and
 - \$83 million was used to repay internal loans from Vbase (Vbase had lent its post-earthquake insurance settlement to Council, in order to obtain more favourable term deposit rates - \$33 million of such internal loans remain as at 30 June 2017).

- b) \$304 million increase in borrowing from the Local Government Funding Agency. This amount was applied as follows:
- \$143 million to fully pre-fund Council's large debt maturity in December, in accordance with the advice of our external treasury advisor, PWC;
 - \$65 million borrowed in advance of requirements to match existing hedging instruments (rather than incur the cost of re-structuring them);
 - \$91 million was on-lent to Christchurch City Holdings Limited (CCHL sources the bulk of its new borrowing from Council, in order to access the favourable borrowing rates available from the Local Government Funding Agency); and
 - \$5 million was invested in LGFA Borrower Notes.

4.4 These changes are shown in the table below:

Current Debt and Investments versus June 2016

	Current	At Jun-16	Full Year Change
CCC External Borrowing	1,657,700,000	1,353,623,000	304,077,000
Borrowing from Vbase	33,339,171	116,616,417	-83,277,246
Borrowing from CEF	73,317,930	72,630,039	687,891
Gross Debt	1,764,357,101	1,542,869,456	221,487,645
On-Lending to CCHL	479,500,000	388,500,000	91,000,000
Borrower Notes	23,627,200	18,424,000	5,203,200
Cash	330,437,282	422,673,605	-92,236,323
Gross Investing	833,564,482	829,597,605	3,966,877
Net Debt for Risk Purposes	930,792,619	713,271,851	217,520,768

* *Borrowing from Capital Endowment Fund (CEF)* – ratepayer-funded interest is paid by Council to CEF, rather than CEF investing in low-returning external investments. \$31 million is still in external investments.

* *Local Government Funding Agency (LGFA) Borrower Notes* – Each time Council borrows from LGFA it must invest a small proportion into a matching LGFA Note to maintain LGFA's required capital adequacy.

4.5 Treasury risk positions are within policy limits, except for interest rate re-pricing. This temporary breach was approved at the 10 March 2016 Council meeting (details below).

Debtors

- 4.6 At 30 June 2017, the debtors' balance stood at \$15.8 million, \$1.3 million higher than reported in March 2017. The increase is primarily due to General Debtors increasing from \$8.7 million to \$11.4 million. This is partially offset by a decrease in Resource Consent debtors from \$3.3 million to \$2.3 million.
- 4.7 Debts of \$139,016 has been written-off during the 2017 financial year compared to \$511,303 for the 2016 financial year. The significant decrease is due to the write off of \$367,329 owed by companies that were placed into liquidation or receivership in the 2016 financial year. Further detail is provided in paragraph 6.4 below.

5. Treasury Report

5.1 Council manages four types of treasury risk relating to its Net Debt:

Treasury Risk	Management Objective
Short-Term Liquidity Risk	<i>To ensure that on-going cash payments can be met in an orderly manner.</i>

Long-Term Funding Risk	<i>To ensure that debt maturities (and anticipated new borrowing) are spread so as to minimise re-financing risk in future years.</i>
Interest Rate Re-pricing Risk	<i>To ensure that interest rates are fixed for varying terms, to minimise the impact of market rate volatility on budgeted interest costs over the Long-Term Planning period.</i>
Counterparty Credit Risk	<i>To minimise the risk of loss due to a counterparty's inability or unwillingness to make payments to Council as they fall due.</i>

Policy Snapshot

Risk Area	Policy Compliance
Liquidity	Within
Funding	Within
Interest Rate Re-pricing	Breach
Counterparty Credit	Within

5.2 Short-term Liquidity Risk

Policy Limit (LGFA Liquidity Ratio must >110%) – Within Limit

External Debt (excl. for CCHL)	1,178,200,000
Committed Facility	100,000,000
Investments (incl. CEF & B/N)	383,564,482
Limit >110%	141%

* Ratio is calculated as the sum of all three, divided by external debt

* Investments include Borrower Notes plus \$29.5 million of realisable external CEF investments

5.3 Long-term Funding Risk

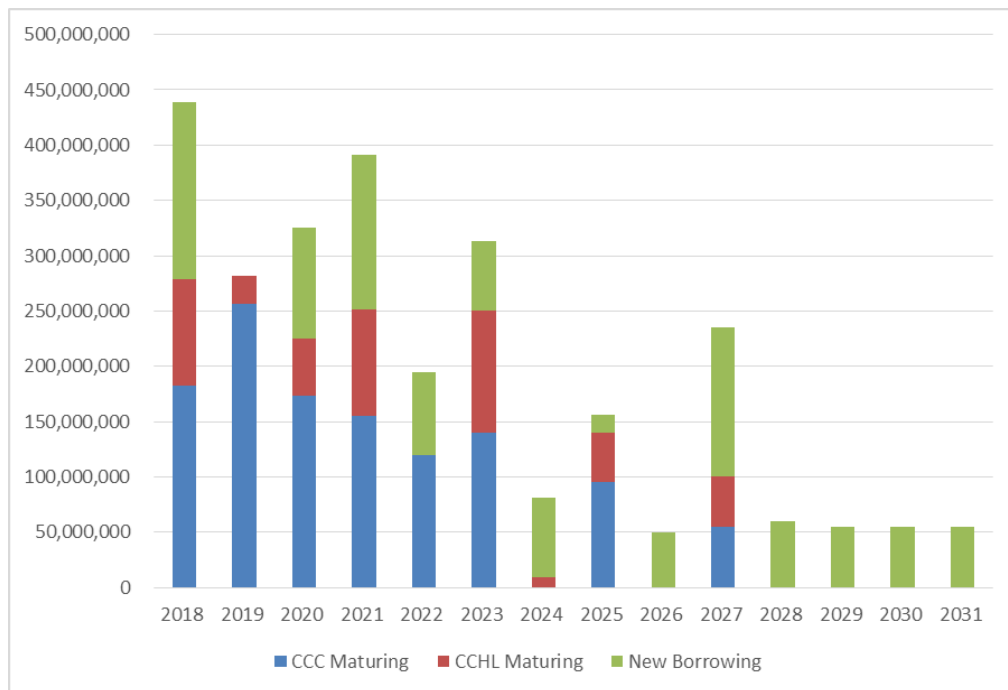
Policy Limit (existing maturities only) – Within Limit

Period	Actual	Minimum	Maximum
0 to 3 years	47%	15%	60%
3 to 5 years	22%	15%	60%
5 years plus	30%	10%	60%

100%

- 5.3.1 In practice, management considers funding risk in terms of both the re-financing of existing maturities and the need to incur new debt to meet negative operating flows, as shown in the chart below.

Council Funding Risk (existing maturities plus expected new borrowing)



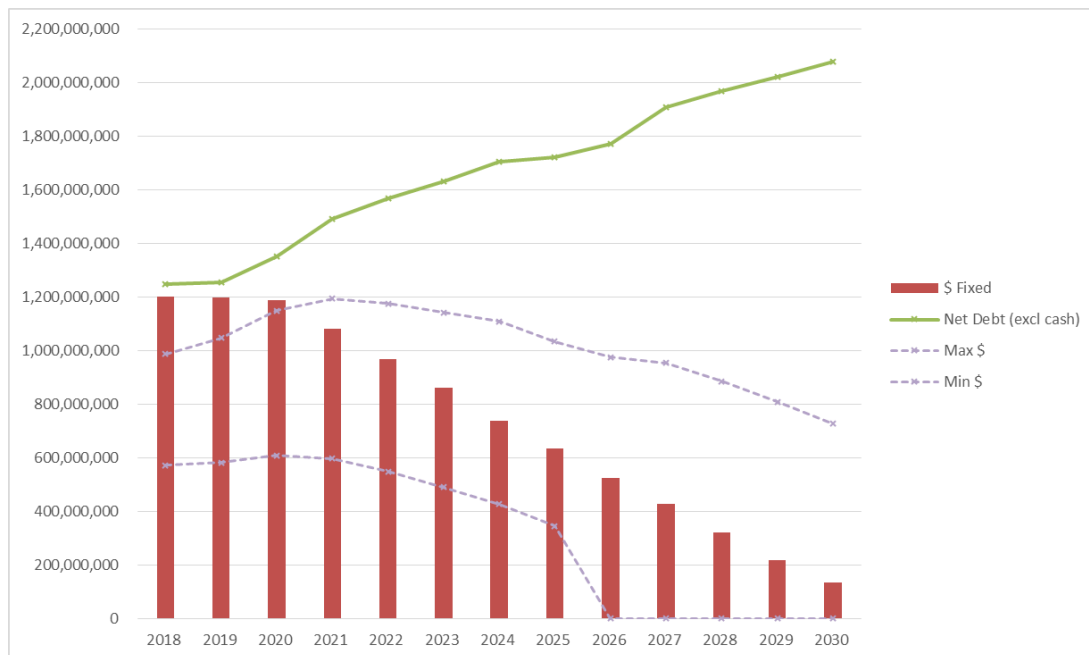
* Blue = Maturity of CCC debt

* Red = Maturity of debt on-lent to CCHL

* Green = expected new borrowing based on the published Draft 2017/18 Plan.

5.4 Interest Rate Re-pricing Risk

Policy Limit – Breach



* Green line = projected Net Debt (excluding term deposits), based on the Draft 2017/18 Plan

* Red bars = amount of debt at contractually fixed rates as at each 30 June

* Dotted lines = Policy Limits (minimum & maximum amount of fixed rate hedging permitted)

- 5.4.1 Hedging levels remain above maximum Policy limits for all financial years to 2019/20.
- 5.4.2 This breach has been created by delays in Council's debt growth – hedging of up to \$1.2 billion from June 2018 originally represented around 60% of anticipated net debt; however, the combination of large insurance settlement and delayed capital programme has caused actual debt growth to be slower.
- 5.4.3 In discussion with Council's external treasury advisor (PricewaterhouseCoopers), management remains of the view that the cost of adjusting the hedging profile is not justified, and that the best course of action is still to retain the existing hedging profile and allow it to come back within Policy limits over time as actual debt levels increase.
- 5.4.4 Councillors last ratified this approach at the 25 May 2017 meeting.

5.5 Credit Risk

Policy Limit – Within Limit

Counterparty	Credit Rating	Exposure	Limit	total exposure comprising:	
Derivative Banks				Deposits	Derivatives
ANZ Bank	"AA" band	131.3	200	131.3	0.0
BNZ Bank	"AA" band	8.1	200	8.1	0.0
Westpac Bank	"AA" band	67.0	200	44.7	0.0
Other Banks					
ASB / CBA Bank	"AA" band	35.0	150		
Kiwi bank	"A" band	47.0	150		
Rabobank	"A" band	61.5	150		
Government & Semi-Government					
NZ Government	n/a	0.0	unlimited		
LGFA	> "A-"	33.6	100		
Other					
Canterbury Museum	unrated	1.1	1.1		
Endeavour I-cap	unrated	0.4	0.4		
Interstar NZ Millenium	"A" band	0.1	0.1		
385.0					

* Derivative exposures are calculated as the current market value plus a buffer to reflect potential future value movements. If the total exposure for any bank is negative (i.e. Council would pay the bank upon termination), then a zero exposure is recorded.

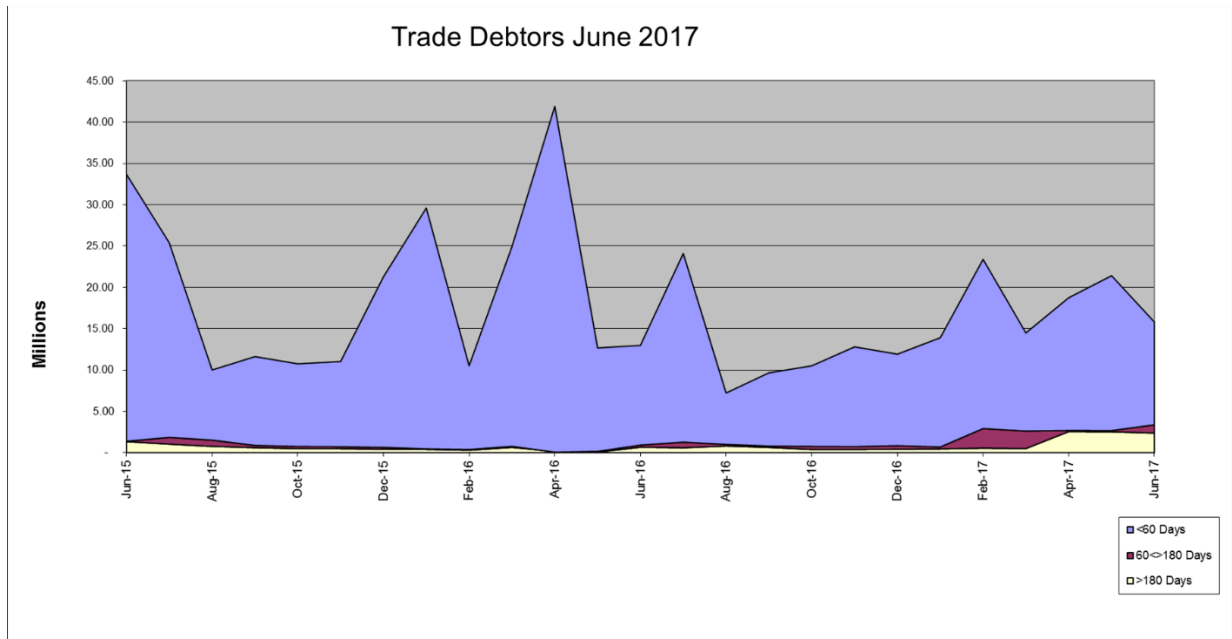


6. Debtors Report

6.1 At 30 June 2017, the debtors' balance stood at \$15.8 million, \$1.3 million higher than reported in March 2017.

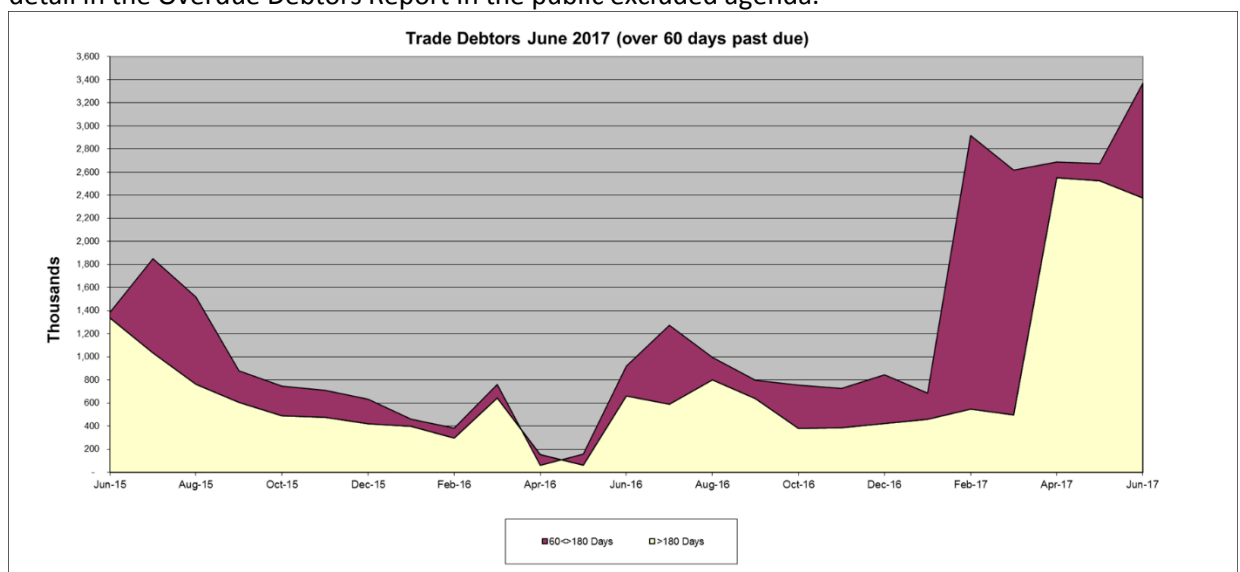
6.1.1 The increase is primarily due to General Debtors increasing from \$8.7 million to \$11.4 million. This is partially offset by a decrease in Resource Consent debtors from \$3.3 million to \$2.3 million.

6.2 The significant debtors within the General Debtors balance of \$11.4 million include; Vbase Limited, Land Information New Zealand and the Ministry of Health. These three debtors account for approximately \$7.4 million of the balance.



Overdue Debtors

6.3 Overdue debtors, (older than 92 days), have increased by \$0.8 million to \$3.4 million (21.31 per cent of total debt compared to 18.06 per cent reported in March 2017). This is covered in more detail in the Overdue Debtors Report in the public excluded agenda.



Debts Written off

- 6.4 Debts of \$139,016 have been written-off during the 2017 financial year compared to \$511,303 compared to last financial year. The detail is below:

Debt written off

	12 months to June 17	12 months to June 16
Residential Rents	909	29,569
Regulatory	15,902	2,862
Dogs	1,243	2,187
Library	74,491	69,323
Sundry	27,933	22,169
Recreation & Sport	6,855	13,203
Customer in Liquidation	3,307	367,329
Street Pole	8,230	4,364
Commercial Rents	146	297
	139,016	511,303

- 6.5 Regulatory debts written off during the year include \$11,500 of resource consent fees approved by Council on 14 July 2016. Sundry debtors written off include \$14,309 of service fees approved by Council on 8 September and an infrastructure damage claim of \$9,893 approved for write off in June 2017.
- 6.6 The significant decrease in debt written off compared to 2016 relates to the \$366,624 owed by companies that were placed into liquidation or receivership in 2016. These debts were written off following Council approval with the majority being provided for at 30 June 2015. A summary report is provided in **Attachment A**.
- 6.7 The library debt written off comprises a large number of relatively small amounts where the debt collection agency has been unable to locate the debtor or the debtor refuses to pay. Only amounts over \$30 are referred to debt collection agencies for collection. Libraries currently have a lending limit of up to a maximum of 30 books at any point in time. This limit is primarily utilised by youth members to develop and support literacy. This limit does not affect the use and enjoyment of other customers.

Attachments

No.	Title	Page
A	Debt Written Off - Summary - 30 June 2017	

Confirmation of Statutory Compliance

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

(a) This report contains:

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

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

Signatories

Authors	Andrea Webb - Financial Accountant Patricia Christie - Manager External Reporting and Governance Steve Ballard - Manager Funds and Financial Policy
Approved By	Diane Brandish - Acting General Manager Finance and Commercial



Attachment A

Debt written off - summary report															
	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total		%
Write Offs > \$2000.00	11,499.99	-	14,309.45	6,758.34	-	-	-	-	-	-	-	9,893.13	42,460.91	30.54%	
Write Offs ≤ \$2000.00	5,673.86	7,387.44	9,728.12	8,055.58	8,297.24	7,945.78	340.00	10,819.81	10,112.05	8,209.99	5,134.57	14,850.35	96,554.79	69.46%	
Total to approve	17,173.85	7,387.44	24,037.57	14,813.92	8,297.24	7,945.78	340.00	10,819.81	10,112.05	8,209.99	5,134.57	24,743.48	139,015.70		
<i>Breakdown:</i>															
Residential Rents	19.80	214.04	532.92	-	-	142.90	-	-	-	-	-	-	908.66	0.65%	
Regulatory	11,499.99	-	-	649.50	-	-	-	-	-	-	-	3,752.84	15,902.33	11.44%	
Dogs	88.00	-	-	-	-	-	179.00	782.00	195.00	-	-	-	1,244.00	0.89%	
Library	3,594.25	4,826.73	7,863.06	6,738.60	7,910.20	6,376.10	-	8,501.86	8,368.10	7,276.80	4,871.37	8,163.82	74,490.89	53.58%	
Sundry	472.68	965.25	14,309.45	-	25.00	-	-	1,535.95	241.02	447.50	5.00	9,930.13	27,931.98	20.09%	
Recreation & Sport	1,500.13	1,381.42	134.85	667.48	362.04	915.42	161.00	-	1,307.93	-	258.20	166.64	6,855.11	4.93%	
Customer in Liquidation	-	-	576.96	-	-	-	-	-	-	-	-	2,730.05	3,307.01	2.38%	
Abandoned Vehicle	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%	
Street Poles	-	-	620.33	6,758.34	-	511.36	-	-	-	339.70	-	-	8,229.73	5.92%	
Commercial Rents	-	-	-	-	-	-	-	-	-	145.99	-	-	145.99	0.11%	
Others	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%	
Total 2016-2017	17,173.85	7,387.44	24,037.57	14,813.92	8,297.24	7,945.78	340.00	10,819.81	10,112.05	8,209.99	5,134.57	24,743.48	139,015.70		
Total 2015-2016	345,069.97	15,966.00	10,622.83	12,223.81	28,807.57	40,503.06	11,467.17	8,770.35	13,348.90	10,116.08	1,963.14	12,443.73	511,302.61		
Variance to Last Year	(327,896.12)	(8,578.56)	13,414.74	2,590.11	(20,510.33)	(32,557.28)	(11,127.17)	2,049.46	(3,236.85)	(1,906.09)	3,171.43	12,299.75	(72,286.91)		

Report from Finance and Performance Committee – 2 August 2017

11. Final 2017/18 Statements of Intent

Reference: 17/953078

Contact: Linda Gibb

Linda.gibb@ccc.govt.nz

941 6762

Item 11

1. Staff and Finance and Performance Committee Recommendation to Council

That the Council:

1. Notes that the final Statements of Intent for 2017/18 have been received from the following groups of Council-controlled organisations:
 - a. Christchurch City Holdings Ltd and its subsidiaries – Christchurch International Airport Ltd, Orion New Zealand Ltd, Lyttelton Port Company Ltd, Enable Services Ltd, City Care Ltd, EcoCentral Ltd, Red Bus Ltd and Development Christchurch Ltd;
 - b. Council-owned organisations and charitable trusts – Vbase Ltd, Civic Building Ltd, ChristchurchNZ Ltd (formerly Transition Holdings Ltd) and Local Government New Zealand, Riccarton Bush Trust, Christchurch Agency for Energy Trust and Rod Donald Banks Peninsula Trust;
2. Notes that the final Statements of Intent for 2017/18 address the Council's comments on the draft documents made at its meeting on 13 April 2017 (Council resolutions CNCL/2017/00109 and CNCL/2017/00110 refer);
3. Notes that the Statements of Intent meet the minimum statutory requirements for information to be provided as set out in clauses 9 and 10 of Schedule 8 of the Local Government Act 2002;
4. Notes that the Statements of Intent were made public by each of the Council-controlled organisations on or before 31 July 2017.

Attachments

No.	Report Title	Page
1	Final 2017/18 Statements of Intent	132

There are no attachments for this report.

Final 2017/18 Statements of Intent

Reference: 17/696505

Contact: Linda Gibb

Linda.gibb@ccc.govt.nz

941.6762

1. Purpose and Origin of Report

Purpose of Report

- 1.1 This report notes the changes made to the 2017/18 Statements of Intent (SOI) for Christchurch City Holdings Ltd (CCHL) and its subsidiaries and for the Council's trading organisations and charitable trusts following their consideration of the Council's comments on the draft documents in April 2017.

Origin of Report

- 1.2 This report is staff generated as a result of final SOIs being received by the Council on or before 30 June 2017.

2. Significance

- 2.1 The decision(s) in this report are of low significance in relation to the Christchurch City Council's Significance and Engagement Policy.
 - 2.1.1 The level of significance was determined by applying the Council's Significance and Engagement Policy, taking into consideration (amongst other things) the possible costs/risks to the Council, ratepayers and the wider community of carrying out the decision, whether the impact of the decision can be easily reversed and the number of people affected and/or with an interest in the matter.
 - 2.1.2 The community engagement and consultation outlined in this report reflect the assessment.

3. Staff Recommendations

That the Finance and Performance Committee recommend that the Council:

1. Notes that the final Statements of Intent for 2017/18 have been received from the following groups of Council-controlled organisations:
 - a. Christchurch City Holdings Ltd and its subsidiaries – Christchurch International Airport Ltd, Orion New Zealand Ltd, Lyttelton Port Company Ltd, Enable Services Ltd, City Care Ltd, EcoCentral Ltd, Red Bus Ltd and Development Christchurch Ltd;
 - b. Council-owned organisations and charitable trusts – Vbase Ltd, Civic Building Ltd, ChristchurchNZ Ltd (formerly Transition Holdings Ltd) and Local Government New Zealand, Riccarton Bush Trust, Christchurch Agency for Energy Trust and Rod Donald Banks Peninsula Trust;
2. Notes that the final Statements of Intent for 2017/18 address the Council's comments on the draft documents made at its meeting on 13 April 2017 (Council resolutions CNCL/2017/00109 and CNCL/2017/00110 refer);
3. Notes that the Statements of Intent meet the minimum statutory requirements for information to be provided as set out in clauses 9 and 10 of Schedule 8 of the Local Government Act 2002;
4. Notes that the Statements of Intent will be made public by each of the Council-controlled organisations on or before 31 July 2017.

4. Key Points

- 4.1 Clause 3 of Schedule 8 of the Local Government Act 2002 (LGA) sets out the process for Council-controlled organisations (CCO) to finalise their SOIs. It provides for CCO boards to consider the comments made by shareholders on the draft documents and to then provide the final SOI to shareholders on or before 30 June each year.
- 4.2 The final SOIs for the following CCOs were received by shareholders by 30 June 2017, all of which address the comments made by the Council on the draft documents at its meeting on 13 April 2017, and set out in paragraph 4.8:
 - **CCHL and its subsidiaries** – Christchurch International Airport Ltd, Orion New Zealand Ltd, Lyttelton Port Company Ltd, Enable Services Ltd, City Care Ltd, EcoCentral Ltd, Red Bus Ltd and Development Christchurch Ltd (CNCL/2017/00109 refers);
 - **Council-owned CCTOs and charitable trusts** - Vbase Ltd, Civic Building Ltd, ChristchurchNZ Holdings Ltd (formerly Transition Holdings Ltd), New Zealand Local Government Funding Agency Ltd, Riccarton Bush Trust, Christchurch Agency for Energy Trust and Rod Donald Banks Peninsula Trust (CNCL/2017/00110 refers); and
 - **Development Christchurch Ltd** – a revised draft SOI was considered by the Council at its meeting on 8 June (CNCL/2017/00179 refers).
- 4.3 CCHL, as shareholder made comments on its subsidiaries' draft SOIs, all of which have been addressed in their final documents. The material changes CCHL sought were to Lyttelton Port Company's (LPC) SOI. The changes mostly reflected the cruise berth decisions made by the Council at its meeting on 23 March (CNCL/2017/00072 refers) which was after LPC's draft SOI was submitted. LPC's revised SOI also notes its contribution to the Council's Antarctic Strategy.
- 4.4 All changes made to CCHL's and its subsidiaries' SOIs are noted in CCHL's report to Council at **Attachment A** to this report.
- 4.5 The final SOIs meet the statutory requirements for content set out in clauses 9 and 10 of Schedule 8 of the LGA.
- 4.6 The LGA does not provide shareholders with an opportunity to further comment on the content of the documents, or to agree or approve them. This is because SOIs are 'owned' by a CCO's board and content is for the board to decide, as long as the statutory requirements of the LGA are met. Shareholders are able to require a CCO to amend its SOI for certain matters, mostly relating to the narrative of its strategic intentions, scope of operations, capability, functions and performance targets.
- 4.7 In accordance with clause 7 of Schedule 8 of the LGA, the final SOIs will be made public on or before 31 July (one month following submission). They are expected to be available on the CCOs' websites, or on the Council's website. Council staff can provide the physical documents on request.

- 4.8 The following table sets out the comments made by the Council on the CCOs' draft SOIs, and the response of those entities following consideration of the Council's comments.

CCTO/Trust	Issues raised by the Council, as shareholder	How addressed
CCHL	Consider reducing the number of performance targets to those that provide greater transparency about the quality and quantity of its activities and responsiveness to shareholders.	Reduced.
CCHL	Including a reference to its public responsibilities when setting remuneration.	Included.
CCHL	Amending information flows to reflect that it now provides regular reports to Council and periodic workshops/briefings together with regular management discussions.	Included.
All CCTOs in the CCHL group	Having both financial and non-financial performance measures for each of the three years that the SOI covers.	CCHL's subsidiaries were encouraged to provide non-financial targets that embrace innovative practices this year (i.e. running an electric bus trial, establishing an innovation hub). Council staff agree with CCHL that it is reasonable that these targets are annual and reassessed each year so they are more concise, achievable and relevant for future years. Financial measures are always provided for the three-year period.
Orion NZ Ltd	Including an obligation to mitigate environmental management risks.	Included.
Development Christchurch Ltd	Reflecting recent Council decisions regarding its land strategy.	Addressed.
Development Christchurch Ltd	Including a narrative of the company's purpose and objectives.	Included.
Development Christchurch Ltd	Adding performance targets that are relevant to the governance nature of the SOI.	Included.

Development Christchurch Ltd	Amending the SOI to reflect that further discussion is required with the Council regarding the extent to which responsibility for projects already provided for in the Council's LTP may be transferred to DCL and the compensation provided for those projects.	Amended.
Development Christchurch Ltd	Removing the words "where appropriate" after "engage in sustainable environmental practices", and include awareness of coastal hazard reports.	Addressed.
Vbase Ltd	Noting that it will investigate options to improve its long-term profitability.	Change to draft SOI: <i>"Options for the future business structure are being discussed with Council"</i> .
Vbase Ltd	If feasible, align the health and safety targets with experience to date and benchmarks.	Addressed.
Vbase Ltd	Whether the section entitled "Contribution to Rebuild" is required given the time that has elapsed since the earthquakes.	Removed.
Vbase Ltd	Removing the request for an operational subsidy for the Town Hall, as the SOI is not the vehicle in which to make such a request.	Removed.
ChristchurchNZ Holdings Ltd (incorporating Christchurch Development Corporation and Canterbury and Christchurch Tourism and ChristchurchNZ Ltd)	Adding that its half-year financial statements will be provided by the end of February each year and will be prepared in accordance with generally accepted accounting practice.	Specifically noted as a reporting requirement.
Riccarton Bush Trust	Including information on its expenditure against the capital grant approved by Council in its half-year and full year reporting.	Specifically noted as a reporting requirement.

Transwaste

Transwaste Canterbury Ltd (Transwaste) is a commercial joint venture that is charged with managing the Canterbury region's waste through its ownership of the Kate Valley Landfill and the Burwood Resource Recovery Park. It is owned 50 percent by Canterbury Waste Services Ltd, a wholly-owned subsidiary of Waste Management NZ Ltd and 50 percent by Canterbury district councils (Selwyn, Waimakariri, Ashburton and Hurunui) and Christchurch City Council. Christchurch City Council is the majority shareholder of the councils' 50 percent share, with 77.8 percent (38.9 percent of the company overall).

The joint venture arrangement reflects the key objectives of collaboration between the local authorities to achieve durable outcomes and to work with the wider community goals of long-term waste minimisation. It is governed by the Canterbury Regional Landfill Joint Committee comprising councillors of all shareholding councils. It is at this Committee that accountability, reporting, monitoring and other governance decisions are made. The Council is not provided with a line of sight to the decisions being taken, and outcomes being generated other than informally from the Councillors appointed to the joint committee.

Staff propose to take this matter up with the joint committee to align its reporting with the Council's governance policy.

Attachments

No.	Title	Page
A	CCHL Report to Council on the changes made to its group's Statements of Intent	

Confirmation of Statutory Compliance

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

(a) This report contains:

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

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

Signatories

Authors	Linda Gibb - Performance Monitoring Advisor Patricia Christie - Manager External Reporting and Governance
Approved By	Diane Brandish - Head of Financial Management



Christchurch
City Holdings
Limited

Report for Council

Date: 7 July 2017

To: Chairperson, Finance and Performance Committee, CCC

From: Leah Scales, CFO, CCHL

Subject: CCHL Group - Final Statements of Intent

Purpose

This is a report submitted for consideration and approval by the Council's Finance and Performance Committee and the Council at their August meetings.

The purpose of this report is to present the final Statements of Intent (Sol) of the Council's subsidiary companies to the Council. These final Sols have been approved by the respective company Boards and have been received by CCHL by 30 June 2017 as required under the Local Government Act. Council now needs to receive and note these final Sols.

Final Sols from the following CCHL companies are available on the CCHL website:

- Christchurch City Holdings Ltd
- Orion New Zealand Ltd
- Christchurch International Airport Ltd
- Lyttelton Port Company Ltd
- Enable Services Ltd
- City Care Ltd
- Red Bus Ltd
- EcoCentral Ltd
- Development Christchurch Ltd

The CCHL parent company Sol was forwarded to Council management prior to the statutory deadline of 30 June 2017.

Statutory framework

The Council's and CCHL's subsidiary companies (CCTOs) are required by statute to submit an annual Sol to their shareholders. A Sol must set out the entity's objectives and performance measures, as well as certain other information.

CCTOs are required by the Local Government Act to deliver to their shareholders a draft Sol on or before 1 March. They must then consider comments on their Sol from their shareholder(s) received by 1 May, and then issue a final Sol by 30 June.

The requested changes from both Council and CCHL to the draft Statement of Intent are highlighted on following pages, along with confirmation of the changes made.

Recommendation

That the Council note the receipt of the Final Statement of Intent.



Leah Scales
CFO, CCHL

Christchurch City Holdings Ltd (CCHL)

Feedback provided by Council 28 April 2017:

- That CCHL consider reducing the number of performance targets included in the document focusing on fewer targets that provide greater transparency about the quality and quantity of its activities and its responsiveness to shareholders.
 - That within the references to the remuneration policy that CCHL's public responsibilities are considered when setting remuneration.
 - That the information flows on page 8-9 of the draft Statement of Intent be amended to reflect that CCHL are now providing regular reports to Council and periodic workshops/briefings together with regular management discussions.

The final CCHL Sol reflects all the above requests.

Subsidiaries

Feedback to all our subsidiaries included the following request:

- Remuneration Policy - we are asking all companies to include the following as part of their remuneration policy statement:
 - o "The company is especially conscious of its public responsibilities in the setting of remuneration for senior executives, which is closely managed by the Board and made publically available via the annual report".

This was picked up by all subsidiaries.

Orion New Zealand Ltd (Orion)

Feedback provided to Orion on their draft Sol:

- Financial Targets - add in Revenue as a Performance target
- Reword the following sentence to include "identify and mitigate":
 - o "The New Zealand Government has made a commitment to reduce carbon emissions via the 2016 Paris Agreement. In support of that commitment, it makes sense for us to identify and mitigate at the major sources of our footprint."

The final Orion Sol reflects all the above requests.

Christchurch International Airport Ltd (CIAL)

No specific requests were made of CIAL however their final Sol did have a change to their Mission statement to include "social and economic":

*"to be a champion airport, acknowledged at home and abroad as the engine room of the South Island's **social and economic** prosperity".*

Lyttelton Port Company Ltd (LPC)

Feedback provided to LPC on their draft Sol:

- Update the acquisition/divestment policy to include the following:
 - o *When the subscription, acquisition or divestment is considered by directors to be significant to the company's business operations, it will be subject to consultation with the shareholders.*
 - o *Major transactions as defined in the Companies Act 1993, s129 (2), will be subject to shareholders' approval by special resolution.*
 - o *Notwithstanding the above, if LPC is considering a significant acquisition or disposal of assets or securities, the shareholders will be consulted with as much lead-time as is commercially practicable in the prevailing circumstances.*
- Page 11 – Social Licence to Operate – change the final sentence to read...
 - o *"We are providing access to the waterfront as part of the redevelopment of our Marina called Te Ana, in accordance with our Lyttelton Port Recovery Plan".*
- Page 12 – Cruise Berth – remove reference to Central Government funding, and note this section is to be updated to reflect the decisions/direction from Council in relation to the proposed Cruise Berth development
- Page 14 – Dividend Policy and dividend targets (page 13) to be updated to reflect the decisions/direction from Council and the MoU between LPC and CCHL, in relation to the proposed Cruise Berth development
- Page 14 – Shareholder returns – update to include - additionally, LPC is contributing to the Antarctic Strategy being developed with the City Council, which will not necessarily drive or deliver fully commercial outcomes.
- Page 17 – Environmental – change the first bullet to read "Implement environmentally sustainable principles in Port operations" and remove from 3rd bullet, "where appropriate" to now read: "Pro-actively consult with the community on environmental issues".
- Page 18 – Healthy Harbour – reference that this is a whole of harbour catchment management plan as referenced by the Lyttelton Port Recovery Plan.
- Page 18 – Local Government Relationships – add a bullet to the list of significant projects that LPC is working on: "Lyttelton Port Recovery Plan Actions"

The final LPC Sol reflects all the above requests.

Enable Services Ltd (ESL)

No specific requests were made of ESL however their final Sol did have the following additions:

Future Mode of Operation:

As Enable reaches the end of our UFB network build programme we are undergoing a transformation that will see our business focus primarily on delivering the best network services and ongoing service experience for our customers – being both our retail service providers, residents and businesses across greater Christchurch. We are investing to understand the needs of our customers and to ensure we are resourced and structured to best meet their needs.

Connection with our community

As a business that requires the people of Christchurch to choose to consume our services, as well as being owned by them, we need to build a deep and meaningful relationship with our community. We will build trust with the people of Christchurch and ensure they know who we are and what we stand for – which is them.

First and foremost we will deliver excellent customer experiences for our community – in all our interactions with them. Beyond this we will engage with our community through initiatives that align with our long-term business objectives while delivering tangible societal benefits.

City Care Ltd (CCL)

Feedback provided to CCL on their draft Sol:

- Page 10 – Strategy – establish a ‘best practice and innovation hub’ to realise and demonstrate our position as an industry-leader. – Explain (provide more detail/clarity) as to what this innovation hub is intended to be, and consider how best to describe a performance measure which can be used to report against this Performance Target.

The final CCL Sol reflected the following changes:

Update to Strategy section to reflect the change in the Citycare Group structure

Update to innovation section:

This innovation hub will better enable Citycare to capture- and appropriately re-purpose – industry best practice, SMART contracting tools and opportunities, innovation field service technologies, etc, also providing a collaborative space through which the business can workshop industry trends and help tailor practical solutions to customers requirements. This presents a virtuous circle opportunity that potentially waves value into Citycare’s service proposition, customer and industry perception of the company as innovators. The focus of the innovation hub will be to initially drive innovation through existing contracts.

Innovation Performance target now includes:

Develop performance measurement for specific innovation being delivered through customer contracts.

Red Bus Ltd (RBL)

Feedback provided to RBL on their draft Sol:

- Develop initiatives to:
 - o Provide environmentally friendly public transport services
 - o Expand their footprint into areas that are complementary to their core urban public transport business
- Page 4 – describe the nature of the targeted Innovation Projects so there is some indication of the nature and purpose of the innovation focus

The final RBL Sol reflects the following changes:

New objective being to develop the initiatives as outlined above.

New performance target:

Scope and trial innovation projects using technological developments as appropriate:

- *Electric bus trial (external funding sought for zero emission trial)*
- *Fuel trial to reduce emissions and carbon footprint(target 3-4.5% reduction at no cost)*
- *Improve urban operational efficiency (improve service as same/lower cost).*

EcoCentral Ltd (ECO)

No additional requests were made of ECO.

Development Christchurch Ltd (DCL)

Feedback provided to DCL on their draft Sol:

- page 1 - under nature and scope of activities add the following objective:
 - o DCL is cognisant of, and will undertake activities (set out in this Sol) that are consistent with Council's values and community, social and environmental objectives.
- page 3 – under the “Development management and implementation” heading – the last bullet point does not reflect DCL's role in development of projects, therefore recommend that DCL consider adding “Develop and” to the start of the bullet point.
- page 6 – recommend rewording of the following statement (“Engage in sustainable environmental practices where appropriate”), including removal of “where appropriate”, and consider adding “and ensure coastal hazard regulatory requirements and risk are managed”
- page 7 - amendment to the second sentence to clarify the funding position, to read:
 - o Further discussion is required with the council regarding the extent to which responsibility for projects already provided for in the Council's Long Term Plan may be transferred to DCL and the compensation provided to DCL for those projects.
- page 9 - add clarification wording (in red) into the Acquisition/Divestment policy as follows:
 - o The subscription or acquisition of securities in any company or organisation or any land development (including any land acquisition/divestment) transactions, or a divestment of part of the existing business (including any land disposal transaction), will only be considered where it is consistent with the company's long-term business objectives (and business plan) and will only be undertaken after full consultation with the shareholder.

The final DCL Sol reflects all the above requests.

Report from Finance and Performance Committee – 2 August 2017

12. Development Christchurch Ltd - Progress Report June/July 2017

Reference: 17/953092

Contact: Rob Hall Rob.hall@dcl.org.nz

Item 12

1. Staff and Finance and Performance Committee Recommendation to Council

That the Council:

1. [Notes the information contained in Development Christchurch Limited's Progress Report for June and July 2017.](#)

Attachments

No.	Report Title	Page
1	Development Christchurch Ltd - Progress Report June/July 2017	144

There are no attachments for this report.

Development Christchurch Ltd - Progress Report June/July 2017

Reference: 17/773812

Contact: Rob Hall Rob.Hall@dcl.org.nz

1. Purpose and Origin of Report

Purpose of Report

- 1.1 The purpose of this report is for the Finance and Performance Committee to note the activities that Development Christchurch Ltd (DCL) has undertaken in June and July 2017.
- 1.2 The information in this report is an update on the activities and projects which DCL is currently undertaking. Reporting of DCL's performance against its Statement of Intent targets is provided quarterly, alongside that of other council-controlled organisations.

Origin of Report

- 1.3 This report was prepared and submitted by the Chief Executive of DCL.

2. Staff Recommendations

That the Finance and Performance Committee recommends that the Council:

1. Notes the information contained in Development Christchurch Ltd's Progress Report for June and July 2017.

3. Key Points

- 3.1 The report from DCL is at **Attachment A**. It contains an update on the following projects:
 - 3.1.1 New Brighton
 - 3.1.2 Peterborough Quarter
 - 3.1.3 Christchurch Adventure Park
 - 3.1.4 Commercial advisory services to the Council.

Attachments

No.	Title	Page
A	Development Christchurch Ltd Report - Public	

Confirmation of Statutory Compliance

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

(a) This report contains:

- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and

- | |
|--|
| <p>(ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.</p> <p>(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.</p> |
|--|

Signatories

Authors	Linda Gibb - Performance Monitoring Advisor Patricia Christie - Manager External Reporting and Governance
Approved By	Diane Brandish - Head of Financial Management Carol Bellette - General Manager Finance and Commercial (CFO)



Development Christchurch Ltd.

To: Finance and Performance Committee – 2 August 2017 meeting
From: Rob Hall, Chief Executive
Date: 19 July 2017
Subject: Development Christchurch Limited Report

1. Overview

This report is to provide the Finance and Performance Committee (FPC) of Council with an update on the activities of Development Christchurch Limited (DCL). It is presented in two parts; this report, which is presented in the public section and a second report, which is tabled in the public excluded part of the FPC meeting.

2. Work Programme Update

2.1 New Brighton

Funding for the hot salt water pools project was approved by Council on 24 June 2017. The project team is finalising the design for the beachside playground, which will be incorporated into the wider beach-front development including the hot salt water pools and surf club redevelopment.

The estimated out turn cost for Phase 1a and 1b remains within the budget of \$8.03m and \$11.17m, respectively.

The Resource Consent application for the beachside playground was submitted on 4 July 2017. Consents are required from both Christchurch City Council (CCC) and Environment Canterbury.

The concept design for the beachside playground has been presented to the community for feedback. Circa 2500 feedback forms have been issued, with over 100 written comments received and in excess of 500 face to face conversations, with all bar one, being very positive. The feedback is being issued to the design team progressively to inform their ongoing design development.

Playground equipment is the critical lead time item for the project as it will be imported from overseas. The specific equipment list is being confirmed and the order will be placed shortly. In order to obtain the best, long-term outcome and maintain a pre-Christmas opening of the park, some equipment may be installed at a slightly later date.

The 'quick wins' component of the New Brighton regeneration project became 'creating momentum' earlier this year and has been successful in contributing towards regeneration. As part of this initiative, DCL has provided funding assistance for:

- ☐ Imagination Station, which in the first two weeks had 700 people visit, 70% of whom indicated they came to New Brighton specifically for Imagination Station and 78% said they would continue to shop in New Brighton after their visit.





Development Christchurch Ltd.

- ☐ ARGO Beach Co-working – Funding for three six-month full time ‘scholarships’ will contribute to expanding New Brighton’s knowledge economy, and provide support for entrepreneurs in the East.
- ☐ The New Brighton Business Landowners’ Association (NBBLA) for a branding and website upgrade for the organisation.
- ☐ Rockabilly Show & Shine – Highly popular annual event that attracts rockabilly and muscle car enthusiasts from around Christchurch and New Zealand for an all day festival and street party. NBBLA is engaging with the business to open at night for this year’s event.
- ☐ Carnaby Lane Refurbishment Project – An initiative from the landowner and businesses of Carnaby Lane to revitalise the lane with new artistic murals, planters, and seating.
- ☐ Renew Brighton – The New Brighton Online website & Facebook to promote New Brighton to visitors by listing local events, businesses, and things to do.
- ☐ The Good Shop, a social enterprise on Carnaby Lane selling artisan goods and hosting a range of community workshops.
- ☐ The Artisan Emporium for marketing and advertising for a collective of small businesses known as ‘105’.

2.2 Peterborough Quarter Limited (PQL)

DCL continue to work with PQL on the development of a deliverable site master plan. See the Development Christchurch Limited Report – August 2017, PUBLIC EXCLUDED, dated 13 July 2017 for further detail.

2.3 Christchurch Adventure Park (CAP)

DCL continues to work closely with the CAP Board and management team in our role as an investor and Board member. Operations at the CAP remain suspended due to damage caused by the March 2017, Port Hills Fire. Clearance of the fire damaged trees is progressing alongside other remedial repair works.

3. Commercial Advisory Services to CCC

See the Development Christchurch Limited Report – August 2017, PUBLIC EXCLUDED, dated 13 July 2017 for further detail.



Rob Hall, FRICS, FCIWEM
Chief Executive
Development Christchurch Limited



Report from Finance and Performance Committee – 2 August 2017

Item 13

13. Memorandum of Understanding - the Council, ChristchurchNZ, and Christchurch City Holdings

Reference: 17/960417

Contact: Ian Thomson ian.thomson@ccc.govt.nz 941 8999

1. Staff and Finance and Performance Committee Recommendation to Council

That the Council:

1. Approves the draft Memorandum of Understanding as set out in Attachment A, and delegates to the Chief Executive authority to sign the Memorandum of Understanding on the Council's behalf.

Attachments

No.	Report Title	Page
1	Memorandum of Understanding - the Council, ChristchurchNZ, and Christchurch City Holdings	150

No.	Title	Page
A ↓	Draft Memorandum of Understanding	153

Memorandum of Understanding - the Council, ChristchurchNZ, and Christchurch City Holdings

Reference: 17/762551

Contact: Ian Thomson ian.thomson@ccc.govt.nz

941 8999

1. Purpose and Origin of Report

Purpose of Report

- 1.1 To enable the Finance and Performance Committee to receive and consider the attached draft Memorandum of Understanding before making a recommendation to the Council.

Origin of Report

- 1.2 ChristchurchNZ Ltd has been established as a single entity to represent the Council's interests in tourism, mega and major events, international education, and economic development in Christchurch and Canterbury;
- 1.3 The Council expects the Finance and Performance Committee to provide oversight of the entity (Letter of Expectations of 28 September 2016);
- 1.4 A draft Memorandum of Understanding has been prepared to record arrangements for the monitoring and support of the entity;
- 1.5 This is attached as **Attachment A**, for the Committee's consideration.

2. Significance

- 2.1 The decision to be made by the Council is of low significance, in relation to the Council's Significance and Engagement Policy. No community engagement or consultation is proposed.

3. Staff Recommendations

That the Finance and Performance Committee:

1. Approves the draft Memorandum of Understanding between the Council, ChristchurchNZ Holdings Ltd, ChristchurchNZ Ltd, and Christchurch City Holdings Ltd, as set out in Attachment A;
2. If necessary, requests the General Manager Financial and Commercial to make any non-material changes to the document that may be required by the Committee;
3. Recommends that the Council approves the draft Memorandum of Understanding as set out in Attachment A, and delegates to the Chief Executive authority to sign the Memorandum of Understanding on the Council's behalf;

4. Key Points

- 4.1 The draft Memorandum of Understanding records the monitoring and support to be provided by the Council and Christchurch City Holdings Ltd to ChristchurchNZ Ltd.

5. Context/Background

- 5.1 In 2013 the Council entered into a Memorandum of Understanding with Canterbury Development Corporation Ltd and Christchurch City Holdings Ltd. The purpose was to record

- the monitoring and reporting functions to be put in place following the restructuring of Canterbury Development Corporation Ltd;
- 5.2 Since then Canterbury Development Corporation has been amalgamated with Christchurch and Canterbury Marketing Ltd to form ChristchurchNZ Ltd;
- 5.3 ChristchurchNZ Ltd is wholly owned by ChristchurchNZ Holdings Ltd (previously Transition Holdings Ltd and before that Canterbury Development Corporation Holdings Ltd);
- 5.4 One of the Council's priorities for the establishment of the new entity was for ChristchurchNZ Holdings Ltd to work with the Council and Christchurch City Holdings Ltd on a review of the earlier Memorandum of Understanding;
- 5.5 This has been progressed, and the result is the draft document attached. It provides that:
- Christchurch City Holdings Ltd will meet at least quarterly with ChristchurchNZ Ltd, to be briefed on matters such as ChristchurchNZ Ltd's strategic direction and current areas of focus. They will also share relevant information about economic activity in the Canterbury region;
 - The Council's Finance and Performance Committee will provide the oversight of ChristchurchNZ Ltd referred to in the Council's Letter of Expectations dated 28 September 2016;
 - The Committee will be responsible for receiving and reviewing the annual Statements of Intent prepared by ChristchurchNZ Holdings Ltd and ChristchurchNZ Ltd, and the monitoring and reporting functions set out in the Local Government Act 2002;
 - The Committee will also monitor ChristchurchNZ Ltd's performance against the service levels agreed to with the Council and recorded in the Long Term Plan;
 - Christchurch City Holdings Ltd will be responsible for recommending appointments to the boards of ChristchurchNZ Holdings Ltd and ChristchurchNZ Ltd;
- 5.6 The draft Memorandum of Understanding has been approved by the other parties.

Attachments

No.	Title	Page
A	Draft Memorandum of Understanding	

Confirmation of Statutory Compliance

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

(a) This report contains:

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

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

Signatories

Author	Ian Thomson - Senior Legal Advisor, Governance
Approved By	Rob Goldsbury - Head of Legal Services Carol Bellette - General Manager Finance and Commercial (CFO)

MEMORANDUM OF UNDERSTANDING

PARTIES

1. Christchurch City Council (the Council);
2. ChristchurchNZ Limited (the Company);
3. ChristchurchNZ Holdings Limited (CNZH);
4. Christchurch City Holdings Limited (CCHL);

BACKGROUND

- A. CNZH is wholly owned by the Council, and currently owns all of the shares in the Company;
- B. Both CNZH and the Company are Council-Controlled Organisations for the purposes of the Local Government Act 2002;
- C. CCHL is the wholly owned investment arm of the Council, owning shares in a number of trading companies and providing monitoring and governance oversight to them and other Council-Controlled organisations;
- D. The parties have agreed that the Council will monitor the performance of the Company, with CCHL providing strategic support;
- E. The parties have agreed to record in this document the basis for establishing and maintaining collaborative working relationships that reflect their respective roles.

THE UNDERSTANDING OF THE PARTIES IS THAT:

1. CCHL will be one of the Company's key stakeholders and, with CCHL subsidiaries, has the ability to have a cornerstone role in the development and implementation of major city-wide strategies for which the Company will be responsible. These include the Visitor Strategy, and strategies for economic development in Christchurch and Canterbury.
2. CCHL will meet at least quarterly with the Company, to be briefed on matters such as the Company's strategic direction and current areas of focus, and to share relevant information about economic activity in the region. The parties will also deal with any other significant issues either of them may raise.
3. The Council's Finance and Performance Committee (FPC) will be responsible for providing the oversight of the Company referred to in the Council's Letter of Expectations dated 28 September 2016. The FPC will undertake for the Council its

role in receiving and reviewing the annual Statements of Intent prepared by CNZH and the Company, and the monitoring and reporting functions set out in the Local Government Act 2002.

4. The FPC will also be responsible for monitoring the Company's performance against the service levels agreed to by the Company and the Council and recorded in the Council's Long Term Plan.
5. Staff in both organisations will establish and maintain a collaborative working relationship that will ensure engagement at the appropriate level in respect of matters such as setting service levels, events, economic development, and any other areas of mutual interest or concern. The intention is that any reports to the FPC and recommendations from the FPC to the Council's governing body will have the support of both organisations.
6. All parties will operate on a "no surprises" basis with regard to significant issues. The Company will inform the Council beforehand, or as soon as possible, of any material or significant events that may be discussed in the public arena, or which may require a Council response.
7. The structure of the Company is the result of the amalgamation of two CNZH companies, Christchurch & Canterbury Marketing Ltd and Canterbury Development Corporation Ltd. CNZH and the Company have common board membership.
8. CCHL will be responsible for recommending appointments to the Company's board, in accordance with the Council's policy for the appointment and remuneration of directors to Council-Controlled Organisations.
9. Any recommendations made as a result of the appointments process will be reported by CCHL to the Council for approval (via the FPC). While the common board membership model is in place any changes made will be reflected in the board of CNZH.
10. This document replaces the Memorandum of Understanding between the Council, CCHL, and Canterbury Development Corporation Ltd dated 20 February 2013.

Dated this day of 2017

Memorandum of Understanding

Page 2 of 3

Signed for and on behalf of:
Christchurch City Council

Signed for and on behalf of:
ChristchurchNZ Limited

Signed for and on behalf of:
ChristchurchNZ Holdings Limited

Signed for and on behalf of:
Christchurch City Holdings Limited.

Memorandum of Understanding

Page 3 of 3

Report from Audit and Risk Management Committee – 23 August 2017

14. Audit New Zealand - Audit Proposal Letter

Reference: 17/928179

Contact: Patricia Christie Patricia.christie@ccc.govt.nz 941 8113

Item 14

1. Staff Recommendations

That the Audit and Risk Management Committee recommend to Council that it:

1. Approve the content of the draft audit proposal letter received from Audit New Zealand.
2. Approve the Mayor signing the final audit proposal letter once received from Audit New Zealand.

2. Audit and Risk Management Committee Recommendation to Council

The staff recommendation was adopted without change.

Part A

That the Council:

1. Approve the content of the draft audit proposal letter received from Audit New Zealand.
2. Approve the Mayor signing the final audit proposal letter once received from Audit New Zealand.

Attachments

No.	Report Title	Page
1	Audit New Zealand - Audit Proposal Letter	158

No.	Title	Page
A ↓	2017 Audit New Zealand Audit Proposal Letter	160

Audit New Zealand - Audit Proposal Letter

Reference: 17/827179

Contact: Patricia Christie Patricia.christie@ccc.govt.nz

941 8113

1. Purpose and Origin of Report

Purpose of Report

- 1.1 The purpose of this report is for the Audit and Risk Management Committee to confirm the audit proposal with Audit New Zealand for the three years beginning 30 June 2017.

Origin of Report

- 1.2 This report is staff generated in response to the receipt of the draft audit proposal letter (**Attachment A**) from Audit New Zealand.

2. Significance

- 2.1 The decision(s) in this report is of low significance in relation to the Christchurch City Council's Significance and Engagement Policy.
 - 2.1.1 The level of significance was determined by the impact of the issues raised in this report.
 - 2.1.2 The community engagement and consultation outlined in this report reflect the assessment.

3. Staff Recommendations

That the Audit and Risk Management Committee recommend to Council that it:

1. Approve the content of the draft audit proposal letter received from Audit New Zealand.
2. Approve the Mayor signing the final audit proposal letter once received from Audit New Zealand.

4. Key Points

- 4.1 The audit proposal letter is the third letter which underpins the annual audit engagement by Audit New Zealand. The other two letters; the engagement letter and audit arrangements letters were considered by the Committee at its last meeting. The audit proposal letter was not available at that time to allow all three to be considered together.
- 4.2 The purpose of the audit proposal letter is to outline the audit fee for the Council for the next three audits and the number of hours that Audit New Zealand are budgeting to spend on the audit.
- 4.3 The audit is expected to require 1,892 hours of staff time in 2017 reducing to 1,772 in 2018 and 2019. The 2017 hours are a 165 hour increase on those budgeted for the 2016 audit. The reasons for the increase are:
 - Additional time to audit the financial prudence disclosures and other Local Government Act disclosures as no provision was made for these in the previous proposal – 25 hours.
 - Review of the new revenue system implemented – 20 hours for 2017 only.
 - Additional time to audit the increased number of asset valuations – 120 hours reducing by 100 hours in 2018 with Council returning to a 'normal' valuation routine.

1.2 These hours translate to the following audit fees:

	2016 (Actual costs) \$	2016 (As agreed) \$	2017 \$	2018 \$	2019 \$
Audit Fee (excluding disbursements and GST)	376,636	320,200	351,548	332,330	336,705

1.3 The fees above also include an estimate of staff salary movements and the Office of the Auditor General overhead charge.

1.4 The fee proposal provided has been reviewed by the Office of the Auditor General. Management have also compared the Council's audit fee against other councils of similar size and the proposed level of fee is not inconsistent.

Attachments

No.	Title	Page
A	2017 Audit New Zealand Audit Proposal Letter	

Confirmation of Statutory Compliance

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

(a) This report contains:

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

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

Signatories

Author	Patricia Christie - Manager External Reporting and Governance
Approved By	Diane Brandish - Head of Financial Management Carol Bellette - General Manager Finance and Commercial (CFO)

AUDIT NEW ZEALAND
Mana Arotake Aotearoa

25 May 2017

Level 3, 335 Lincoln Road
PO Box 2, Christchurch 8140

www.auditnz.govt.nz

Fax: 03 961 3059

Lianne Dalziel
Mayor
Christchurch City Council
PO Box 73015
Christchurch 8154

Copy: Murray Powell
Director Auditor Appointments
Office of the Auditor-General
PO Box 3928
Wellington
Ref: EN/LCA/4-0002

Dear Lianne

Proposal to conduct the audit of Christchurch City Council and subsidiaries on behalf of the Auditor-General for the 2017, 2018 and 2019 financial years

1 Introduction

The Auditor-General has appointed me, Andy Burns, to carry out the audit of Christchurch City Council (the City Council) for the next three years. As required by the Office of the Auditor-General (OAG), I set out below information relating to the audit for the three financial years ending 30 June 2017, 2018 and 2019. The purpose of this proposal is to provide information on:

- the statutory basis for the audit and how audit fees are set;
- the entities covered by this proposal;
- key members of the audit team;
- the hours we plan to spend on the audit and reasons for any change in hours;
- our proposed fees for the audit for the financial years ending 30 June 2016, 2017 and 2018 and reasons for any change;
- assumptions relating to the proposed audit fees, including what we expect of the City Council;
- what the OAG overhead charge provides;
- certification required by the Auditor-General; and
- our commitment to conduct the audit in accordance with the Auditor-General's Auditing Standards.

A BUSINESS UNIT OF THE CONTROLLER AND AUDITOR-GENERAL

2 Statutory basis for the audit and how audit fees are set

The audit of the City Council is carried out under Section 15 of the Public Audit Act 2001, which states that "the Auditor-General must from time to time audit the financial statements, accounts, and other information that a public entity is required to have audited".

Fees for audits of public entities are set by the Auditor-General under section 42 of the Public Audit Act 2001. However, your Council and I have the opportunity to reach agreement first and recommend those fees for approval. The Auditor-General, with assistance from the OAG, will set audit fees directly only if we fail to reach agreement.

Our proposed audit fees are set out in this letter and include an estimate of the reasonable cost of disbursements (including travel and accommodation where necessary).

3 Entities covered by this proposal

This proposal covers the audits of the City Council and group's annual audit only. All other subsidiaries of the City Council, such as Vbase and Christchurch City Holdings Limited are covered by their respective audit proposal letters.

We will issue a separate assurance engagement letter relating to an auditor's report to the City Council's bond trustees (the debenture trust deed assurance engagement).

4 Key members of the audit team

Appointed Auditor	Andy Burns
Engagement Quality Control Reviewer	Karen McKenzie
Audit Manager	Andrew Timlin

We estimate that the following hours will be required to carry out the audits (compared to budgeted and actual data from the previous financial year):

Audit team member	2016 budget	2016 actual	2017	2018	2019
Appointed Auditor	145	133	150	145	145
EQCR Director	15	12	18	18	18
Audit Manager	205	196	220	200	200
Other CA qualified staff	600	704	620	575	575
Non CA qualified staff	630	1,055	730	710	710
Sector specialist support	22	21	19	19	19
Other specialists	0	20	30	0	0
Information systems auditors	105	73	100	100	100
Tax director	5	5	5	5	5
Total audit hours	1,727	2,219	1,892	1,772	1,772

4.1 Reasons for changes in audit hours

The major reasons for the changes in hours for your organisation's audit are:

Reasons for increased or decreased audit hours compared to previous period budgeted hours:	2017	2018	2019
Additional auditing procedures to audit the financial prudence disclosures and other Local Government Act disclosures (no provision was made for these in the 2014-2016 proposal).	25	0	0
Proposed hours to review new Council revenue systems implemented in 2017. This work covers the initial system documentation, identification of controls, walkthrough testing and any further testing if reliance is to be placed on controls.	20	(20)	0
<p>Additional work to audit an increased number of asset valuations in 2017, including:</p> <ul style="list-style-type: none"> • Roading assets under a revised methodology. • Stormwater assets, being revalued for the first time since the Canterbury earthquakes. • Water supply. • Wastewater. • Marine structures. <p>We have estimated that the level of work required to audit the 2017 revaluations will incur the following hours at the staff grades below:</p> <ul style="list-style-type: none"> • Director – 5 hours. • Manager – 20 hours. • CA qualified staff – 65 hours. • Asset specialist staff – 30 hours. <p>As Council will continue to revalue its asset classes in subsequent years, albeit on a more normal level of cyclical revaluations, we have not removed all of the additional 2017 hours from the 2018 budgeted hours. However, valuations in future years are not expected to require the level of hours and additional specialist staff that are required for Council's infrastructure asset valuations.</p>	120	(100)	0
Total increase (decrease) in audit hours	165	(120)	0

5 Proposed audit fees

Our proposed fees for the next three audits (compared to budgeted and actual data from the previous financial year) are:

Structure of audit fees	2016 budget \$	2016 actual \$	2017 \$	2018 \$	2019 \$
Net audit fee (excluding OAG overhead and disbursements)	294,987	294,987	325,579	305,791	309,635
OAG overhead charge	25,213	25,213	25,969	26,539	27,070
Total audit fee (excluding disbursements)	320,200	320,200*	351,548	332,330	336,705
Estimated disbursements	1,000	1,513	1,500	1,000	1,000
Total billable audit fees and charges	321,200	321,713	353,048	333,330	337,705
GST	48,180	48,257	52,957	50,000	50,656
Total (including GST)	369,380	369,970	406,005	383,330	388,361

* Our actual audit costs before disbursements to complete the audit in 2016 was \$376,636 (2,219 hours). In 2015 this was \$455,658 (2,617 hours) and in 2014 \$437,024 (2,439 hours).

The audit fees allow for the audit team to carry out specific tasks identified in the OAG Sector Brief and for the OAG overhead charge. We have also estimated the reasonable cost of disbursements (including travel and accommodation where necessary). Disbursement costs are indicative only and will be charged on an actual and reasonable basis.

The increase in disbursements in 2017 reflects the expected costs related to the use of our asset specialist assisting in our review of the 2017 asset revaluations.

5.1 Reasons for changes in audit fees

The main changes in cost components for future audits are:

Reasons for increased or decreased audit fees compared to previous period budgeted fees.	2017	2018	2019
Additional auditing procedures to audit the financial prudence disclosures and other Local Government Act disclosures (no provision was made for these in the 2014-2016 proposal).	2,500	0	0

Reasons for increased or decreased audit fees compared to previous period budgeted fees.	2017	2018	2019
Additional work to review an increased number of asset valuations in 2017. The estimated fee impact based on the hours outlined in section 4.1 above is \$25,490. As asset revaluations will continue in 2018 (for example Land and Buildings is expected to be revalued), we have not removed the full amount of the additional 2017 costs.	25,490	(21,490)	0
Cost of the additional work to review new Council revenue systems implemented in 2017. This is a one-off in 2017 and the costs are removed in 2018.	2,000	(2,000)	0
Predicted staff salary cost movements.	1,358	4,272	4,375
Total increase (decrease) in audit fees	31,348	(19,218)	4,375

6 Assumptions relating to our audit fee

Our proposed audit fees are based on the following assumptions that:

- The Council will provide to us in a timely manner the complete information required by us to conduct the audit.
- The Council's staff will provide us with an appropriate level of assistance.
- The Council's annual report and financial statements (including Statements of Service Performance) will be subject to appropriate levels of quality review before being submitted to us for audit.
- The Council's financial statements will include all relevant disclosures.
- We will review up to two sets of draft annual reports, one printer's proof copy of the annual report, and one copy of the electronic version of the annual report (for publication on your website).
- There are no significant changes to the structure and/or scale of operations of the entities covered by this proposal (other than as already advised to us).
- There are no significant changes to mandatory accounting standards or the financial reporting framework that require additional work.
- There are no significant changes to mandatory auditing standards that require additional work other than items specifically identified in the tables above.
- There are no significant changes to the agreed audit arrangements (set out in an annual letter we will send you) that change the scope of, or disbursements related to, this audit.

If the scope and/or amount of work changes significantly, we will discuss the issues with the Council and the OAG at the time.

5

7 What the OAG overhead charge provides

Parliament has indicated that it expects the full cost of annual audits under the Public Audit Act (including an OAG overhead charge) to be funded by public entities.

The OAG overhead charge partially funds a range of work that supports auditors and entities, including:

- development and maintenance of auditing standards;
- technical support for auditors on specific accounting and auditing issues;
- ongoing auditor training on specific public sector issues;
- preparation of sector briefs to ensure a consistent approach to annual audits;
- development and maintenance of strategic audit plans; and
- carrying out quality assurance reviews of all auditors, and their audits and staff on a regular (generally, three-year) cycle.

Appointed Auditors are required to return the OAG overhead charge portion of the audit fee, to the OAG.

8 Certifications required by the Auditor-General

We certify that:

- the undertakings, methodology, and quality control procedures that we have declared to the OAG continue to apply;
- our professional indemnity insurance policy covers this engagement; and
- the audit will be conducted in accordance with the terms and conditions of engagement set out in the audit engagement agreement and schedules.

9 Conclusion

As the Appointed Auditor, I am committed to providing you and the Auditor-General with the highest level of professional service. I intend to work with you, the OAG, and the Auditor-General in a partnership environment to resolve any issues that may arise.

If you require any further information, please do not hesitate to contact me.

Please counter-sign this letter (below) to confirm that you, and the governing body of your organisation, agree with its contents. This letter will then form the basis for a recommendation to the Auditor-General on the audit fee that should be set. The schedules of audit hours and fees will also be incorporated into my audit engagement agreement with the Auditor-General to carry out the audit of your organisation as the agent of the Auditor-General.

Yours sincerely



Andy Burns
Director

I accept the audit fees for the audit of the [number of] financial years as stated above.

Full name: Lianne Dalziel Position: Mayor

Authorised signature: _____ Date: _____

Entity name: Christchurch City Council

Actions to take when agreement has been reached:

- 1 Make a copy of this signed proposal and keep it for your file.
- 2 Send the original to: Andy Burns
Audit New Zealand
PO Box 2
Christchurch 8140

15. Audit and Risk Management Committee Minutes - 23 August 2017

Reference: 17/928486

Contact: Margaret
Henderson

Margaret.henderson@ccc.govt.nz

941 8185

1. Purpose of Report

The Audit and Risk Management Committee held a meeting on 23 August 2017 and is circulating the Minutes recorded to the Council for its information.

2. Recommendation to Council

That the Council receives the Minutes from the Audit and Risk Management Committee meeting held 23 August 2017.

Attachments

No.	Title	Page
A 	Minutes Audit and Risk Management Committee - 23 August 2017	168

Signatories

Author	Margaret Henderson - Committee Advisor
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Audit and Risk Management Committee OPEN MINUTES

Date: Wednesday 23 August 2017
Time: 8.30am
Venue: Committee Room 1, Level 2, Civic Offices,
53 Hereford Street, Christchurch

Present

Chair	Ms Sue Sheldon
Deputy Chair	Councillor Raf Manji
Members	Councillor Vicki Buck
	Mayor Lianne Dalziel
	Deputy Mayor Andrew Turner
	Councillor Phil Clearwater
	Councillor Pauline Cotter
	Mr Michael Rondel

18 August 2017

Principal Advisor

Carol Bellette
General Manager Finance and
Commercial

Margaret Henderson
Committee Advisor
941 8185
margaret.henderson@ccc.govt.nz
www.ccc.govt.nz

To view copies of Agendas and Minutes, visit:
www.ccc.govt.nz/Council/meetingminutes/agendas/index

Audit and Risk Management Committee
23 August 2017



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

The agenda was dealt with in the following order.

1. Apologies

Part C

Committee Resolved ARCM/2017/00005

That the apologies for absence from Councillor East and Mr Russell, be accepted.

Deputy Mayor/Mayor

Carried

2. Declarations of Interest

Part B

There were no declarations of interest recorded.

3. Confirmation of Previous Minutes

Part C

Committee Resolved ARCM/2017/00006

That the minutes of the Audit and Risk Management Committee meeting held on Friday, 12 May 2017, be confirmed.

Councillor Cotter/Mr Rondel

Carried

4. Deputations by Appointment

Part B

There were no deputations by appointment.

5. Presentation of Petitions

Part B

There was no presentation of petitions.

6. Audit New Zealand - Audit Proposal Letter

Staff Recommendations

That the Audit and Risk Management Committee recommend to Council that it:

Page 2

**Audit and Risk Management Committee
23 August 2017**



1. Approve the content of the draft audit proposal letter received from Audit New Zealand.
2. Approve the Mayor signing the final audit proposal letter once received from Audit New Zealand.

Committee Decided ARCM/2017/00007

The staff recommendation was adopted without change.

Part A

That the Council:

1. Approve the content of the draft audit proposal letter received from Audit New Zealand.
2. Approve the Mayor signing the final audit proposal letter once received from Audit New Zealand.

Councillor Cotter/Deputy Mayor

Carried

7 Resolution to Exclude the Public

Committee Resolved ARCM/2017/00008

Part C

That David Seath of Deloitte and Andy Burns and Andrew Timlin of Audit New Zealand, remain after the public have been excluded for Item 10 and items 13 and 14 respectively of the public excluded agenda as they have knowledge that is relevant to those items and will assist the Committee.

AND

That at 8.42am the resolution to exclude the public set out on pages 22 to 24 of the agenda be adopted.

Chair Sheldon/Councillor Cotter

Carried

The public were re-admitted to the meeting at 12.11pm.

Meeting concluded at 12.11pm.

CONFIRMED THIS 27TH DAY OF SEPTEMBER 2017

**SUE SHELDON
CHAIR**

Report from Innovation and Sustainable Development Committee – 23 August 2017

16. Presentations Regarding Waste Minimisation

Reference: 17/927909

Contact: Chris Turner-
Bullock christopher.turner@ccc.govt.nz 941 8233

1. Consideration

The Committee received presentations from:

1. Mike Sammons, Sustainability Manager of Foodstuffs and Kate Porter, National Communications and Public Affairs Manager of Countdown on their Waste Minimisation and Recycling Activities.
2. Judi Sefton, Chief Executive Officer of Eco Central on their work and opportunities in the waste minimisation area.
3. Cecilia Clavijo regarding Vita Bag, a reusable bag that can be used as an alternative to plastic bags.

Arising from the presentations received around waste minimisation and recyclable products, the Innovation and Sustainable Development Committee recommends that the Council include provision for recyclable content in its environmental procurement policy when purchasing products.

2. Innovation and Sustainable Development Committee Recommendation to Council

1. [That the Council include provision for recyclable content in its environmental procurement policy when purchasing products.](#)

Attachments

There are no attachments to this report.

Report from Innovation and Sustainable Development Committee – 23 August 2017

Item 17

17. Development Contributions - Small Residential Unit Rebate

Reference: 17/927928

Contact: Gavin Thomas gavin.thomas@ccc.govt.nz 941 8834

1. Innovation and Sustainable Development Committee Recommendation to Council

Part A (Staff Recommendation accepted without change)

That the Council:

1. Agree to the small residential unit development contributions rebate being extended to 31 December 2018 or until the fund is fully allocated, as detailed in the Small Residential Unit Rebate Scheme Criteria (Attachment A of the report).

Attachments

No.	Report Title	Page
1	Development Contributions - Small Residential Unit Rebate	174

No.	Title	Page
A ↓	Small Residential Unit Rebate Scheme Criteria 2017	179

Development Contributions - Small Residential Unit Rebate

Reference: 17/762059

Contact: Gavin Thomas gavin.thomas@ccc.govt.nz

941 8834

1. Purpose and Origin of Report

Purpose of Report

- 1.1 The purpose of this report is for the Innovation and Sustainable Development Committee to recommend to the Council that the Development Contributions Small Residential Unit Rebate is extended beyond its current close-off date.

Origin of Report

- 1.2 This report is staff generated and is responding to a change in the timeline of the current review of the Development Contributions Policy.

2. Significance

- 2.1 The decision in this report is of low significance in relation to the Christchurch City Council's Significance and Engagement Policy.
 - 2.1.1 The level of significance was determined by analysis of the cost to the Council, the risk to the Council and the impact on the community. Analysis shows a low level of significance.
 - 2.1.2 The community engagement and consultation outlined in this report reflect the assessment.

3. Staff Recommendations

That the Innovation and Sustainable Development Committee recommend that the Council:

1. Agree to the small residential unit development contributions rebate being extended to 31 December 2018 or until the fund is fully allocated, as detailed in the Small Residential Unit Rebate Scheme Criteria (Attachment A of the report).

4. Key Points

- 4.1 This report supports the [Council's Long Term Plan \(2015 - 2025\)](#):
 - 4.1.1 Activity: Strategic Planning and Policy
 - Level of Service: 17.0.9 Provision of strategic advice on the social and economic issues facing the city
- 4.2 The following feasible options have been considered:
 - Option 1 – Extend the time limit of the current small residential unit rebate scheme (preferred option)
 - Option 2 – Do nothing
- 4.3 Option Summary - Advantages and Disadvantages (Preferred Option)
 - 4.3.1 The advantages of this option include:
 - Provides the developer of a small standalone residential unit (mostly what were termed family flats) with some relief from the cost of development contributions

- Assists the Council to give effect to the intensification goals of the Land Use Recovery Plan and the Christchurch District Plan
- Provides continuity of the Council's approach to a reduced development contribution requirement for small residential unit developments

4.3.2 The disadvantages of this option include:

- The cost of funding the rebate will come from rates

5. Context/Background

Development Contributions Policy context

- 5.1 The Council's Development Contributions Policy includes an adjustment for residential units with a gross floor area of less than 100 square metres. The adjustment reduces the cost requirement in proportion with the floor area. For example a residential unit with a gross floor area of 70 square metres is required to pay a development contribution that is 70 per cent of the contribution required for a normal residential unit.
- 5.2 The adjustment stops at 60 per cent of the normal development contribution charge. Residential unit developments with a gross floor area of less than 60 square metres must pay 60 per cent of the full charge.
- 5.3 The Council's development contributions policy is currently being reviewed. The review includes a proposal to extend the small residential unit adjustment to 35 square metres. If the Council adopts this proposal as part of a new development contributions policy this will render the current small residential unit rebate redundant.
- 5.4 The review of the development contributions policy has been deferred until September 2017, at the earliest and may be held over until 2018, subject to a Council decision. The delay in completing the review of the policy means continuing the current rebate is required to provide a measure of continuity in policy approach.

Rationale for the small residential unit rebate

- 5.5 The small residential unit rebate scheme was introduced specifically to target development of what were termed family flats (this terminology is no longer used to differentiate developments of that type).
- 5.6 While these types of developments received the small residential unit adjustment provided in the Development Contributions Policy, this stopped at a minimum charge of 60 per cent of the cost of a full residential development contribution charge.
- 5.7 The Council sought to provide further relief for family flat type developments. The rebate scheme enables standalone residential unit developments to claim up to an additional 10 per cent reduction in development contribution charge (meaning a minimum charge of 50 per cent of the full develop contribution charge).
- 5.8 The rebate is not available to multi-unit dwelling developments.
- 5.9 The rebate scheme includes limits on duration and funding. It will run until 31 July 2017 or until the funding of \$80,000 is allocated.

How the rebate has operated

- 5.10 The small residential unit rebate was adopted by the Council on 27 August 2015. Up until 17 July there had been 22 developments qualify for the rebate. Five of these developments have progressed to the stage where the rebate has been provided, with total rebates of \$11,479.74 completed.

- 5.11 The other 17 applications are for developments that haven't yet progressed to the point where the rebate can be completed. The rebate value for these developments in total is approximately \$34,000.00.
- 5.12 This means the approximate amount left from the \$80,000.00 rebate fund approved by the Council in 2015 is \$34,500.00.

6. Option 1 - Extend the time limit of the current small residential unit rebate scheme (preferred)

Option Description

- 6.1 The Council agrees to extend the time limit of the rebate scheme to December 2018 or to when the Development Contributions Policy is amended to provide for a small residential unit adjustment commensurate with the rebate provisions, or when the rebate fund is fully allocated. See Attachment A for proposed scheme criteria.
- 6.2 This will provide continuity for developers of qualifying residential developments until a more wide-ranging adjustment provision is included in the revised Development Contributions Policy.
- 6.3 While the take-up of the rebate is not large, the impact for developers is likely to be extremely positive. As far as we can tell all developments that have qualified for the rebate are for family flat type developments. By their nature these developments are often price-sensitive and the Development Contributions team who deal with the developers have had positive feedback from appreciative rebate recipients.

Significance

- 6.4 The level of significance of this option is low, which is consistent with section 2 of this report.
- 6.5 Engagement requirements for this level of significance are nil.

Impact on Mana Whenua

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

Community Views and Preferences

- 6.7 Developers of qualifying residential homes are specifically affected by this option due to their ability to receive a rebate adjustment. Their views are unknown other than anecdotal support given to Council's development contributions team members.

Alignment with Council Plans and Policies

- 6.8 This option is consistent with Council's Plans and Policies. In particular the District Plan, the Council's Housing Policy and community outcomes.

Financial Implications

- 6.9 Cost of Implementation – Up to \$34,500 funding as approved at the rebate inception.
- 6.10 Maintenance / Ongoing Costs - Nil
- 6.11 Funding source – The gap between the normal development contribution required and the adjusted requirement is funded from rates.

Legal Implications

- 6.12 Not applicable.

Risks and Mitigations

6.13 None identified.

Implementation

6.14 Implementation dependencies - Not applicable

6.15 Implementation timeframe – Not applicable

Option Summary - Advantages and Disadvantages

6.16 The advantages of this option include:

- Provides the developer of a small standalone residential unit (mostly what were termed family flats) with some relief from the cost of development contributions
- Assists the Council to give effect to the intensification goals of the Land Use Recovery Plan and the Christchurch District Plan
- Provides continuity of the Council's approach to a reduced development contribution requirement for small residential unit developments

6.17 The disadvantages of this option include:

- The cost of funding the rebate will come from rates

7. Option 2 – Do nothing

Option Description

7.1 Rebate ceases to be available for developments applying after 31 July 2017.

Significance

7.2 The level of significance of this option is low, which is consistent with section 2 of this report.

7.3 Engagement requirements for this level of significance are Nil.

Impact on Mana Whenua

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

Community Views and Preferences

7.5 Developers of qualifying residential homes are specifically affected by this option due to their ability to receive a rebate adjustment. Their views are unknown other than anecdotal support given to Council's development contributions team members.

Alignment with Council Plans and Policies

7.6 This option is inconsistent with Council's Plans and Policies

7.6.1 Inconsistency – District Plan.

7.6.2 Reason for inconsistency - does not encourage intensification of land use in existing residential zones.

7.6.3 Amendment necessary – adoption of preferred option.

Financial Implications

7.7 Cost of Implementation - Nil

7.8 Maintenance / Ongoing Costs - Nil

7.9 Funding source – Not applicable.

Legal Implications

7.10 Not applicable.

Risks and Mitigations

7.11 Some developments of the type that currently qualify may not proceed due to financial constraints. This will result in affected property owners not being able to undertake family flat type development.

7.11.1 Treatment: This will be addressed at a later date if the Council adopts a reviewed development contributions policy that provides for a less restrictive adjustment than is currently in place.

7.11.2 Residual risk rating: the rating of the risk is Low.

Implementation

7.12 Implementation dependencies - Nil

7.13 Implementation timeframe – Not applicable

Option Summary - Advantages and Disadvantages

7.14 The advantages of this option include:

- No cost to the Council.

7.15 The disadvantages of this option include:

- Lack of policy continuity
- May result in some developments not proceeding.

Attachments

No.	Title	Page
A	Small Residential Unit Rebate Scheme Criteria 2017	

Confirmation of Statutory Compliance

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

(a) This report contains:

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

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

Signatories

Author	Gavin Thomas - Acting Team Leader
Approved By	Helen Beaumont - Head of Strategic Policy Brendan Anstiss - General Manager Strategy and Transformation

Small Residential Unit Rebate Scheme Criteria - 2017

Strategic rationale for scheme - what we want to achieve

Contributes to achieving community outcomes:

Liveable City

- Household location and increased housing density are in line with urban development targets.
- Christchurch has a range of housing types.
- There are affordable housing options in Christchurch.
- There is sufficient housing to accommodate residents.

Consistent with the strategic goals of:

- Christchurch District Plan
- Greater Christchurch Urban Development Strategy (UDS)
- Greater Christchurch Land Use Recovery Plan (LURP)
- Christchurch City Council Housing Policy

Expected strategic outcomes of this rebate scheme are:

- Increased intensification of residential development
 - encouraging minor residential unit developments (on the same site as an existing dwelling) to proceed
 - encouraging the development of smaller housing options in response to the forecast increase in one-person households and an ageing population
- Increase in affordable housing options
- Families can to provide supported housing for family members on an existing property.

Advice for prospective developers

Developers are required to have checked infrastructure capacity BEFORE they decide to prepare a proposal and well before they apply for consents. Given that repairs to infrastructure are ongoing, localised damage and capacity limitations remain which may require on-site solutions involving additional development costs. This is particularly important in relation to storm and waste water. If you are thinking of building a small unit under this rebate please email stormwater_approvals@ccc and wastewatercapacity@ccc.govt.nz with details about the proposed unit location and request a check on capacity. The following information will be required for the assessment:

- Stormwater - Area of existing impervious surfaces on the site, and the additional area of impervious surfaces arising from the development
- Wastewater - Existing number of bedrooms on the site and the proposed additional number of bedrooms from the development.

Further information about your options, if there are constraints, will be provided via these email contacts.

Criteria for the Rebate

Criteria	Description
Location(s)	Any location within the Christchurch City Council territorial boundaries.
Type of development	Any stand-alone residential development that is required to pay development contributions and that has a gross floor area less than 60 square metres (inclusive of a 17.05 square metre allowance for parking). This rebate does not apply to developments that are part of a multi-dwelling unit development.
Trigger to "apply" for rebate	A complete resource or building consent application has been lodged with the Council on or after 1 August 2015 or is being processed ¹ by the Council on or after 1 August 2015 (i.e. the consent has not yet been issued). Applying for a rebate does not guarantee a rebate will be received. If the funding is exhausted there will be no rebate available.
Trigger to receive rebate	First building inspection is passed (and funding is available). If the funding is exhausted before the first building consent is passed affected developers will be advised of the requirement to pay the development contributions as required by their assessment.

¹ "being processed" means an original application is being processed - it does not include consents which have previously been issued but are returned for reconsideration for a minor variation such as an additional billboard.

Extent of rebate	10 per cent of the development contributions required. NOTE: small homes eligible for this rebate already receive a 40 percent reduction of development contributions through the Development Contributions Policy adjustment. This rebate brings the total discount to 50 per cent.
Rebate limit	Not applicable.
Total scheme funding limit	\$80,000
Duration of scheme	<p>This rebate is available from 1 August 2015 for two years (until 5pm 31 July 2017) or until the rebate fund is fully allocated.</p> <p>To qualify at the close of the scheme a development must be under construction before 5pm on 31 July 2017. "Under construction" requires the developer to provide evidence, to the Council's satisfaction, that the foundation is ready for completion i.e. the land has been cleared, excavated and reinforcing steel is in place for the concrete pour for the foundations.</p> <p>This rebate is available from 1 August 2015 until 5pm 31 December 2018 or until the rebate fund is fully allocated.</p> <p>To qualify at the close of the scheme a development must be under construction before 5pm on 31 December 2018. "Under construction" requires the developer to provide evidence, to the Council's satisfaction, that the foundation is ready for completion i.e. the land has been cleared, excavated and reinforcing steel is in place for the concrete pour for the foundations.</p> <p>This rebate scheme will cease to operate prior to the date and funding constraints above if its provisions are superseded by a change to the Council's Development Contributions Policy.</p>

Report from Innovation and Sustainable Development Committee – 23 August 2017

Item 18

18. Development Contributions Policy Review 2017

Reference: 17/927940

Contact: Gavin Thomas gavin.thomas@ccc.govt.nz 941 8834

1. Innovation and Sustainable Development Committee Recommendation to Council

Part A (Staff Recommendation accepted without change)

That the Council:

1. Receive this status report.
2. Agree that the review of the Council's Development Contributions Policy be completed in 2018.

Attachments

No.	Report Title	Page
1	Development Contributions Policy Review 2017	182

Development Contributions Policy Review 2017

Reference: 17/829396

Contact: Gavin Thomas gavin.thomas@ccc.govt.nz

941 8834

1. Purpose and Origin of Report

Purpose of Report

- 1.1 The purpose of this report is to provide the Innovation and Sustainable Development Committee with a report on the status of the review of the Council's Development Contributions Policy and to seek a recommendation to the Council that completion of the review be held over until 2018.

Origin of Report

- 1.2 This report is staff generated and provides an update on Council resolution CNCL/2017/00105 from the meeting of 13 April 2017.

2. Significance

- 2.1 The decision(s) in this report low significance in relation to the Christchurch City Council's Significance and Engagement Policy.
 - 2.1.1 The level of significance was determined by there being no change to current policy proposed at this time.
 - 2.1.2 The community engagement and consultation outlined in this report reflect the assessment.

3. Staff Recommendations

That the Innovation and Sustainable Development Committee recommend that the Council:

1. Receive this status report.
2. Agree that the review of the Council's Development Contributions Policy be completed in 2018.

4. Key Points

- 4.1 A review of the Council's Development Contributions Policy has been undertaken but has not been completed. Reasons for the delay in completing the review are detailed in Section 5 of this report.
- 4.2 The Working Group undertaking the policy review and the Steering Group overseeing this process agree that the review should be completed in 2018 rather than 2017. This will enable all outstanding policy issues to be fully addressed in a new policy. It would also provide certainty for developers in terms of the development contribution charges for the remaining months of the 2017/18 year.
- 4.3 The Council will adopt a new Long Term Plan in June 2018. This will include new information essential to the Development Contributions Policy. This includes:
 - Revised and refined capital expenditure programme
 - Key assumptions for interest and inflation
 - Updated population and business growth modelling

5. Context/Background

Development Contributions Policy requirements

- 5.1 Under section 102 (2)(d) of the Local Government Act (2002) (the Act) the Council is required to have a policy on development contributions (DC) or financial contributions. This Council has had a policy since 2004.
- 5.2 Section 106(6) of the Act requires that a Development Contributions Policy must be reviewed at least once every 3 years using a consultation process that gives effect to the requirements of section 82 of the Act.
- 5.3 The Council's Development Contributions Policy was last reviewed in 2016, with the current policy being adopted by the Council on 22 September 2016.

Policy Review

- 5.4 A further review of the policy has been underway with the aim of having the Council adopt a revised policy in September 2017.
- 5.5 A report detailing key proposed changes to the policy and seeking committee approval for the approach was provided to the Innovation and Sustainability Committee on 22 March 2017. The review addresses the following key policy issues:
 - Increase the use of catchments to calculate and charge the development contributions. Catchments are areas of the city with similar development activity and infrastructure requirements. It is intended to introduce catchments for water supply, wastewater collection, wastewater treatment and disposal, active transport, and public transport.
 - Include specific provision for the Council to cap development contribution charges in situations where the Council believes this to be in the best interests of the community.
 - Clarify provisions relating to Council developments.
 - Convert growth and expenditure data (forecast residential and commercial growth and the cost of providing infrastructure) based on Christchurch City Plan zones to the replacement Christchurch District Plan zones.
 - Clarify explanations regarding the calculation of the demand on network infrastructure from particular types of development.
 - Miscellaneous text changes to improve clarity and readability of the document.
 - Update development contribution charges to be based on the new capital expenditure programme, using catchments as described above.
- 5.6 The Committee and Council agreed with the proposed changes in principle with the draft policy to go to the Council for approval prior to undertaking community engagement.

Current status

1. The project timeline called for the draft policy to be approved by the Council for community engagement at its meeting of 22 June. This has not happened due to a number of issues that have had to be resolved or are still being resolved:
 - **Data cleansing.** A large number of projects are being removed from the SPM data base (proprietary software used to determine the DCs) as they were not being used for DC calculations. The inclusion of these projects was recommended by SPM but significantly increased data maintenance for no benefit.

- **Project information.** The quality and clarity of project information presented in the schedule of growth assets has been variable. There has been an effort to improve this and there is an ongoing process to get all project information clear to readers of the policy.
- **District Plan zones.** The policy uses land-use planning zones to calculate existing and future business growth and floor area which in turn are used for the assessment of development contribution requirements for non-residential developments.

Changing the growth and demand data from old Christchurch City Plan zones to the replacement Christchurch District Plan zones has proved more problematic than expected. Overlaying pre-earthquake building use on new zones has resulted in previously reasonable assumptions of land use no longer being appropriate. We therefore need to make the zone changes and the land use changes simultaneously to achieve an appropriate level of accuracy.

- **Identifying the growth component of a project.** All projects to be funded from development contributions include growth capacity to service new development. This is not always a straightforward process. To ensure we are using a robust approach to allocating the growth component we are seeking an independent external review of the allocations undertaken.
- **Evolving policy issues.** Further work is required to clarify the policy position on the requirement for the Council to pay development contributions for its own developments.

Attachments

There are no attachments to this report.

Confirmation of Statutory Compliance

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

(a) This report contains:

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

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

Signatories

Author	Gavin Thomas - Acting Team Leader
Approved By	Helen Beaumont - Head of Strategic Policy Brendan Anstiss - General Manager Strategy and Transformation

Report from Innovation and Sustainable Development Committee – 23 August 2017

19. Master plan capital projects priorities

Reference: 17/927969

Contact: Carolyn Ingles carolyn.ingles@ccc.govt.nz 941 8902

1. Staff Recommendations

That the Innovation and Sustainable Development Committee recommend that the Council:

1. Receive the information;
2. Note that Council resolution CNC/2017/00086 applies to the matter of funding sought by Development Christchurch Limited for public realm projects in the New Brighton Centre Master Plan and, for that reason, this report excludes funding of New Brighton projects;
3. Confirm that \$30.8 million will be included for consideration in the Draft 2018-2028 LTP for the very high and high priority master plan capital projects; and
4. Consider allocating an additional \$16.4 million in the Draft 2018-2028 Long Term Plan for the lower priority master plan capital projects, but defer delivery of these projects until later years of the Long Term Plan.

2. Innovation and Sustainable Development Committee Recommendation to Council

That the Council:

1. Receive the information;
2. Note that Council resolution CNC/2017/00086 applies to the matter of funding sought by Development Christchurch Limited for public realm projects in the New Brighton Centre Master Plan and, for that reason, this report excludes funding of New Brighton projects;
3. Confirm that \$30.8 million will be included for consideration in the Draft 2018-2028 Long Term Plan for the very high and high priority master plan capital projects; and
4. Not allocate an additional \$16.4 million in the Draft 2018-2028 Long Term Plan for the lower priority master plan capital projects, except as provided for in 5. below.
5. Include funding of approximately \$709,000 for the following projects classed as Lower Priority Projects:
 - a. N1 Colombo Street Public Spaces (\$200k)
 - b. NE2 Scott Park Enhancements (\$159k)
 - c. CCH2 Te Aja O Hineraki/Moa Bone Point Cave (\$100k)
 - d. FM5 Ferrymead Towpath Connection (\$150k)
 - e. C5 Local Landscape and Heritage Interpretations (\$100k)
6. The remaining Lower Priority Projects are not to be considered for funding in the draft 2018-2028 Long Term Plan, but will be reconsidered for funding in future Long Term Plans.

Attachments

No.	Report Title	Page
1	Master plan capital projects priorities	187

No.	Title	Page
A ↓	Attachment A Prioritisation of master plan capital projects - process diagram	193
B ↓	Attachment B Capital Project Prioritisation table	194
C ↓	Attachment C Prioritisation of master plan capital projects - completion totals for each master plan separated by funding levels	195
D ↓	Attachment D Community board master plan capital priorities for 23 Aug 2017 I&SD Committee - 2017-08-07	196

Master plan capital projects priorities

Reference: 17/825423

Contact: Carolyn Ingles carolyn.ingles@ccc.govt.nz

941 8902

1. Purpose and Origin of Report

Purpose of Report

- 1.1 The purpose of this report is to consider the total amount of funding to allocate to suburban centre master plan capital delivery in the Draft 2018-28 Long Term Plan (LTP), and its distribution across the nine adopted master plans. The level of funding in the current 2015-25 LTP is able to deliver some capital projects across several of the master plans and this report informs possible future budget envelopes to deliver other priority projects.

Origin of Report

- 1.2 This report responds to a request by councillors, at the second of two councillor briefings on 7 and 21 March 2017, regarding the master plans' capital programme. Staff were asked to seek input from the relevant community boards to ensure the prioritisation and sequencing of remaining master plan capital projects reflects current community aspirations. Having obtained feedback on the local level priorities from the relevant community boards, staff are now in a position to report back to the Council on the overall priorities across the master plans and associated budget implications. The process undertaken is outlined in **Attachment A**. Further consideration by Council of prioritisation within the overall capital delivery programme will occur as part of the Draft LTP development and associated community engagement processes.

2. Significance

- 2.1 The recommendations in this report are of medium significance in relation to the Christchurch City Council's Significance and Engagement Policy. The people affected are generally limited to the local communities where adopted master plans apply, in which development of the master plans and the subsequent design of associated capital projects have been subject to community engagement. As a result, there is an expectation of funding and delivery, albeit consistent with the Council's financial capacity and the most efficient and effective means of doing so. The main drivers for the proposed reprioritisation of master plan capital projects will result in tangible environmental, social and cultural benefits in the subject centres. Future LTP and Annual Plan processes provide further opportunities for the Council to reprioritise and fund those capital projects deferred for now.

3. Staff Recommendations

That the Innovation and Sustainable Development Committee recommend that the Council:

1. Receive the information;
2. Note that Council resolution CNC/2017/00086 applies to the matter of funding sought by Development Christchurch Limited for public realm projects in the New Brighton Centre Master Plan and, for that reason, this report excludes funding of New Brighton projects;
3. Confirm that \$30.8 million will be included for consideration in the Draft 2018-2028 LTP for the very high and high priority master plan capital projects; and
4. Consider allocating an additional \$16.4 million in the Draft 2018-2028 Long Term Plan for the lower priority master plan capital projects, but defer delivery of these projects until later years of the Long Term Plan.

4. Key Points

- 4.1 Following feedback from those community boards with master plans that have multiple unfunded capital projects, the full range of capital projects has now been prioritised (**Attachment B**). This has resulted in adjustments to an earlier prioritisation process undertaken with assistance from GHD and Development Christchurch Ltd (DCL) as discussed with elected members in March. The movement up or down the priority list is indicated in the third column of the table.
- 4.2 The prioritisation process explained in this report enables councillors to be aware of which capital projects can be delivered, depending upon the quantum of funding allocated through the Draft LTP. The proposed resolutions reflect community board feedback on local aspirations and enable elected members to direct staff as to the appropriate level of budget to implement some or all of the remaining capital projects identified in the nine adopted master plans. While there is a sliding scale of budget options, as shown in the 'cumulative total' column of Attachment B, the recommendations identify an optimal blend of projects to achieve the more critical public realm improvements across all master plan areas.
- 4.3 The proposed prioritisation has also taken into consideration:
 - 4.3.1 The extent to which the existing budget has already been committed (projects shown in green rows in Attachment B); and
 - 4.3.2 Project synergies (i.e. overlap with asset renewal projects), interdependencies and sequencing.
- 4.4 The resulting budget envelope for these very high priority projects (shown in green and blue rows of Attachment B) is \$22.8 million. Additional high priority master plan capital projects require a budget envelope of \$8 million (projects shown in pink rows). The resulting cost estimate which is recommended for early delivery and consideration in the Draft 2018-2028 LTP is \$30.8 million.
- 4.5 Delivery of lower priority master plan capital projects (i.e. projects shown in yellow), which equate to approximately \$16.4 million, can be deferred to later years of the Draft 2018-2028 LTP.
- 4.6 The prioritisation of capital projects and funding allocations across the master plans is shown in **Attachment C**.

Process and scope of work undertaken

- 4.7 Community Board input to prioritising the range of master plan capital projects was undertaken as shown in Attachment A. The focus was on the Lyttelton, Sydenham, Sumner Village, Ferry Road and Main Road Master Plans, as these plans have a multitude of unfunded capital projects requiring further, local level consideration and feedback to inform the prioritisation exercise.
- 4.8 Other master plans did not require further prioritisation conversations with the Community Boards: the New Brighton Centre Master Plan has been subject to separate funding requests from DCL to implement the public realm capital projects; and the remaining master plans either have only one capital project and/or funding already committed to support implementation.

Community Board feedback - summary

- 4.9 Highest priority projects identified by the Linwood-Central-Heathcote Community Board are listed below (details are in **Attachment D**). Those already underway or with budget committed are indicated with an asterisk*:
 - 4.9.1 Sumner Village: Off-street car parking provision*; Marriner Street west and Wakefield Ave enhancements*; Burgess Street shared space*; viewing platform*;
 - 4.9.2 Ferry Road: Woolston (streetscape improvements*, crossing enhancements*, gateway enhancements*, Heathcote Street pocket park and pedestrian bridge, Heathcote & Oak Street upgrade*, Woolston Park transportation improvements*); Estuary Edge/Coastal Pathway connection*; Humphreys Drive pedestrian crossings*;
 - 4.9.3 Linwood Village: streetscape upgrade*; children's integrated play/art feature;
 - 4.9.4 Sydenham: Colombo Street upgrade, cycle safety improvements, pedestrian improvements; Buchan Park remodel*; and
 - 4.9.5 Main Road: Pedestrian crossing improvements; Redcliffs Village upgrade*, Moncks Bay parking and bus stop enhancements*; McCormacks Bay streetscape*; Beachville Road streetscape enhancements*.
- 4.10 There is no funding in the current 2015-25 LTP for projects in Lyttelton. Highest priority projects identified by the Banks Peninsula Community Board are: Pedestrian linkages; Pool garden off-season access; and partial delivery of London St public realm enhancements (reinstatement of paving outside 33-35 London Street).
- 4.11 Both boards also identified projects that could readily be deferred to future years.
- 4.12 The priorities from these two Boards have been merged with priority projects from other master plans in Attachment B.

5. Context/Background

Existing capital project prioritisation

- 5.1 The nine suburban centre master plans were adopted between 2012 and 2015, and involved extensive community engagement. The plans include projects led by local landowners, businesses, the wider community and the Council. Council-led projects are both operational and capital in nature. Budget for several capital projects, across most master plans, was allocated through the current 2015-25 LTP and many of these projects have commenced.
- 5.2 In late 2016, GHD was commissioned to provide cost estimates for, and prioritise, the remaining master plan capital projects. The prioritisation process involved applying an evaluation framework based on three lenses:

- 5.2.1 Delivery – the extent to which the project outcomes, risks and other physical works’ interdependences are well understood (i.e. whether they are low risk, well defined and well aligned in terms of good timeframes for delivery).
- 5.2.2 Amenity – the extent to which the grouping of projects supports a wholly delivered, key spatial outcome (i.e. from the community’s perspective, a particular space appears completed).
- 5.2.3 Commercial – the extent to which each project catalyses economic regeneration (informed via DCL input).
- 5.3 The resulting initial GHD prioritisation of capital projects, by master plan and including New Brighton projects, has been used as a basis for the revised prioritisation table in Attachment B.

Councillors’ request

- 5.4 At present, there is a funding shortfall between the current allocated budget and the costs to deliver the remaining master plan capital projects. In anticipation of obtaining councillor guidance as to the extent of funding (i.e. which budget envelope option) for master plan capital project delivery to include in the Draft 2018-28 LTP, urban regeneration staff gave the following two briefings to councillors:
 - 5.4.1 An overview of the nine adopted suburban centre master plans, on 7 March 2017; and
 - 5.4.2 Delivering the master plans’ capital programme, on 21 March 2017.
- 5.5 Given the time lapse since the master plans were adopted, before providing direction, councillors requested that staff seek input from the relevant community boards as to what they consider to be the capital project priorities, or whether there is a need to review any of the master plans. The purpose of this was to ensure the future prioritisation and sequencing of master plan capital projects reflects current community aspirations.
- 5.6 The process of obtaining feedback from Community Boards is outlined below.
 - 5.6.1 a memo was sent to all community boards to make them aware of the councillors’ request;
 - 5.6.2 staff attended two community board planning workshops of each of the Banks Peninsula and Linwood-Central-Heathcote Community Boards, to:
 - provide the background to master plan development, implementation and capital funding; and
 - obtain the board’s advice on their capital project priorities and the distribution of funding across all master plans, noting that any new ideas could be fed into the draft 2018-28 LTP via the Community Board Plan process and acknowledging that the Boards may also want to undertake a review of the master plans.
 - 5.6.3 A community board planning-related survey also informed the advice of the Linwood-Central-Heathcote Community Board.
- 5.7 Neither the Linwood-Central-Heathcote nor Banks Peninsula Community Boards considered a full-scale review of any of the master plans is necessary at this time. On the contrary, the plan development process was considered robust and, in recognition of their anticipated longevity, both Boards are supportive of, and remain committed to, their respective master plans.

6. Other points to note

- 6.1 GHD cost estimates have been updated where staff considered it was necessary, e.g. a cost estimate was obtained for the reinstatement of paving in Lyttelton (M4) as one did not previously exist.

- 6.2 Some Council-led master plan projects (particularly those that are ongoing or currently subject to preliminary investigations e.g. heritage restoration, Enliven Places projects) are currently or will continue to be funded through other units' existing budgets and did not form part of the reprioritisation exercise.
- 6.3 Any 'new' master plan projects (i.e. projects not identified at the time the master plan was adopted, such as a civic square in Sumner), can be considered through the development of Community Board Plans.
- 6.4 The Council has an important leadership role, in progressing master plan capital projects. Progressing with delivery will support:
- Current community expectations regarding implementation of the existing master plans;
 - Confidence in the centres and support for catalysing private development; and
 - Confidence and reputation regarding implementation capability for any future Council or community-led master plans.

Attachments

No.	Title	Page
A	Attachment A Prioritisation of master plan capital projects - process diagram	
B	Attachment B Capital Project Prioritisation table	
C	Attachment C Prioritisation of master plan capital projects - completion totals for each master plan separated by funding levels	
D	Attachment D Community board master plan capital priorities for 23 Aug 2017 I&SD Committee - 2017-08-07	

Confirmation of Statutory Compliance

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

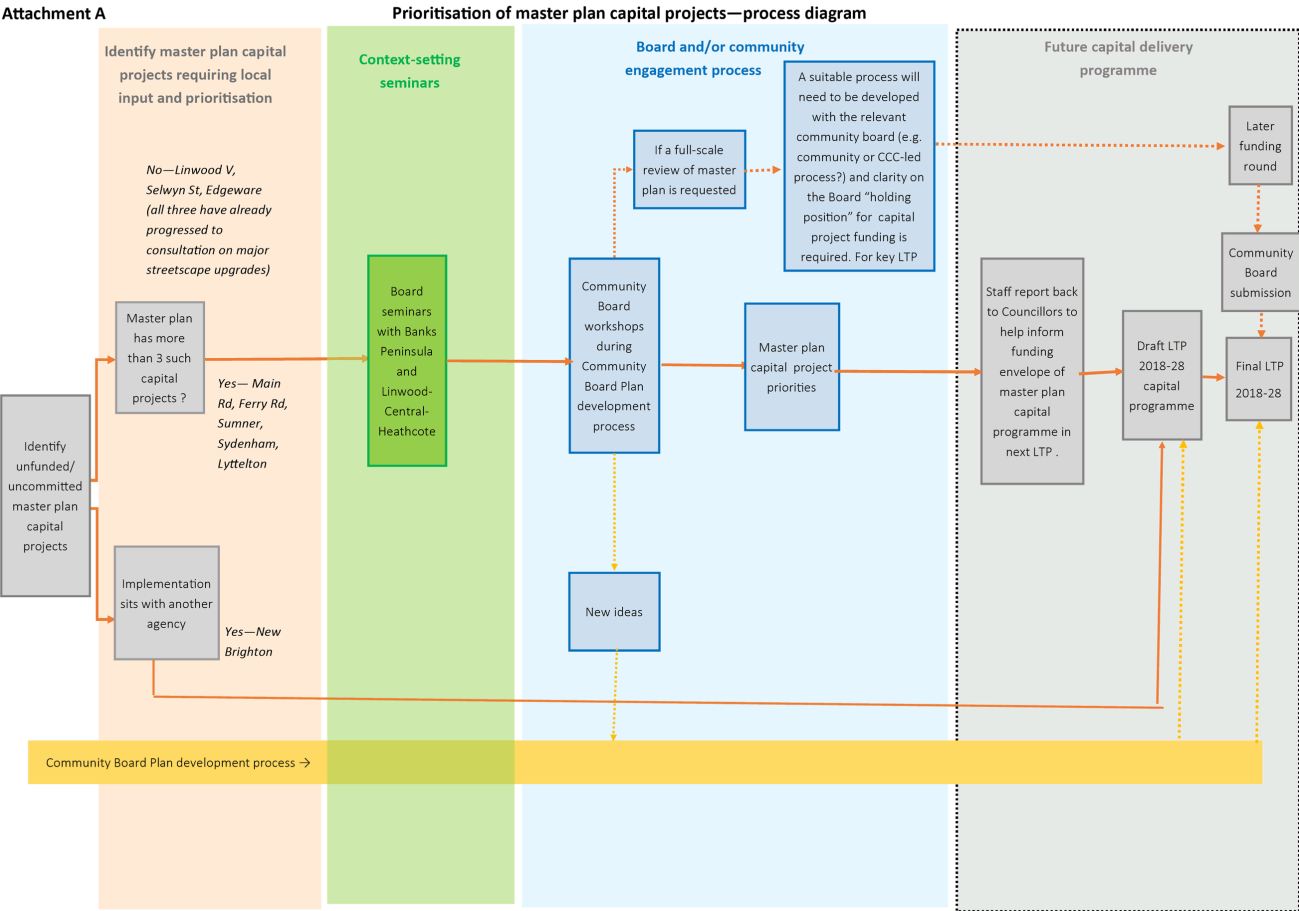
(a) This report contains:

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

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

Signatories

Authors	Miranda Charles - Senior Planner Janine Sowerby - Senior Planner Philippa Green - Finance Business Partner
Approved By	Carolyn Ingles - Head of Urban Regeneration, Urban Design and Heritage Brendan Anstiss - General Manager Strategy and Transformation



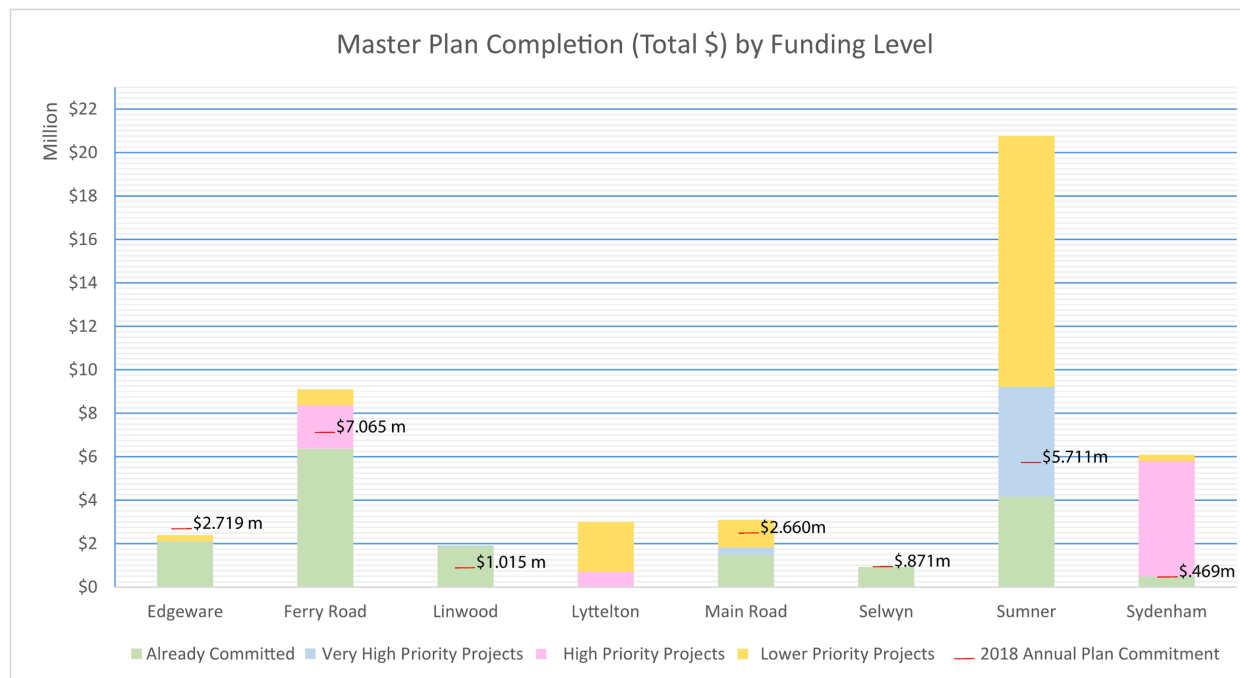


ATTACHMENT B - CAPITAL PROJECT PRIORITISATION

Master Plan	Project	Priority Change	Delivery Lens	Amenity Lens	Commercial Lens	Political Lens	Estimated Cost \$(000)	Cumulative Total \$(000)
Very High Priority Projects - Work Commenced and/or Annual Plan Commitment Exists								
Edgware	Action 1 Streetscape and Movement		N/A	N/A	N/A	A	2,041	2,041
Ferry Road	WL1 Woolston Streetscape Improvements, WL3 Crossing enhancements, WL5 Woolston Gateway Enhancements		N/A	N/A	N/A	A	2,626	4,667
Ferry Road	FR4 Woolston Park Transportation Improvements		N/A	N/A	N/A	A	494	5,161
Ferry Road	WL2 Heathcote & Oak Street Streetscape Improvements		N/A	N/A	N/A	A	2,000	7,161
Ferry Road	FM3 Estuary Edge / Coastal Pathway Connection	↑	A	A	C	B	1,000	8,161
Ferry Road	FM4 Humphreys Drive Crossings		N/A	N/A	N/A	B	247	8,408
Linwood	S1 Streetscape		N/A	N/A	N/A	A	1,866	10,274
Main Road	M7 Moncks Bay Parking and Bus Stop Enhancements		N/A	N/A	N/A	A	509	10,783
Main Road	M2 Redcliffs Village		N/A	N/A	N/A	A	500	11,283
Main Road	M6 McCormacks Bay Streetscape		N/A	N/A	N/A	B	265	11,548
Main Road	M3 Beachville Road Streetscape Enhancements		N/A	N/A	N/A	B	211	11,759
Selwyn	S1 Selwyn Street		N/A	N/A	N/A	A	789	12,548
Selwyn	N1 Selwyn Street Reserve - Landscaping		N/A	N/A	N/A	A	138	12,686
Sumner	P1.1 Marriner Street-west and Wakefield Ave Enhancements		N/A	N/A	N/A	A	1,466	14,152
Sumner	P4.3A Off Street Car Parking Provision		N/A	N/A	N/A	A	395	14,547
Sumner	P1.3.1 Burgess Street Shared Space & P1.3.2 Viewing Platform		N/A	N/A	N/A	B	2,300	16,847
Sydenham	N3 Buchan Park Remodel		N/A	N/A	N/A	A	492	17,339
							17,339	
Very High Priority Projects- Funding Exists								
Linwood	C1 Design & Install Children's Interactive Play Art	↓	A	A	A	A	52	17,391
Sumner	P1.4.1 Marriner Street-east		A	A	B	B	3,000	20,391
Sumner	P1.2.1 The Esplanade Streetscape Enhancements	↑	A	A	B	B	1,750	22,141
Sumner	P1.4.2 Marriner Street-east Viewing Platform	↑	A	B	B	B	300	22,441
Main Road	M10 Pedestrian Crossings	↑	A	C	C	A	350	22,791
Edgware	Actions 2a/b Crossing Points and Wayfinding Signage	↑	A	C	C	B	50	22,841
							5,502	
High Priority Projects								
Ferry Road	WL6 Heathcote Street Pocket Park and Ped Bridge	↑	B	B	A	A	2,000	24,841
Lytelton	N2 Pool Garden Off-Season Access		B	B	B	A	30	24,871
Lytelton	M4 London Street Public Realm Enhancement (Reduced Scope)	↑	B	B	B	A	21	24,892
Lytelton	M3 Pedestrian Linkages	↑	C	B	B	A	650	25,542
Sydenham	M5 Colombo Street Public Realm Improvements, M4 Cycle infrastructure and M3 pedestrian improvements	↑	C	B	C	A	5,300	30,842
							8,001	
Lower Priority Projects								
Sumner	P1.2.3 The Esplanade Open Space Enhancements	↓	B	A	B	B	250	31,092
Sumner	P4.2 Open Space Enhancements		B	B	B	B	1,000	32,092
Sumner	XX Nayland Street-east Enhancements		C	A	B	B	100	32,192
Sydenham	N1 Colombo Street Public Spaces		B	B	B	B	200	32,392
Main Road	CCH1 McCormacks Bay Community Hub		B	B	C	B	550	32,942
Main Road	CCH2 Te Ana O Hineraki / Moa Bone Point Cave		C	A	C	B	100	33,042
Lytelton	M4 London Street Public Realm Enhancement (Remaining Scope)		B	B	B	C	1,000	34,042
Sumner	P5 Gateway Site Development Opportunity		B	C	B	B	200	34,242
Ferry Road	FM5 Ferryroad Towpath Connection		B	C	C	B	150	34,392
Ferry Road	FM1 Ferryroad Streetscape Improvements		B	C	C	B	400	34,792
Ferry Road	FM2 Ferryroad Gateway Enhancements		B	C	C	B	180	34,972
Main Road	CCH3 Tangata Whenua Cultural Interpretation		C	B	C	B	200	35,172
Main Road	NE3 Barnett Park Landscape		C	B	C	B	200	35,372
Main Road	CCH6 Moncks Cave Protection and Amenity Enhancements		C	B	C	B	50	35,422
Main Road	NE2 Scott Park Enhancements	↓	B	B	C	C	159	35,581
Sydenham	C5 Local Landscape and Heritage Interpretations		C	B	C	B	100	35,681
Sumner	P4.3B Off Street Car Parking Provision (Red Zone)		C	B	B	C	500	36,181
Sumner	P3.1 Sumner Mall new road extension		C	B	B	C	8,000	44,181
Sumner	P1.2.2 The Esplanade Road Closure		C	C	B	C	500	44,681
Sumner	P2.1 Lanes and Courtyards Marriner - Esplanade		C	C	B	C	1,000	45,681
Edgware	Action 4 Monitor & Investigate Parking		C	C	A	C	300	45,981
Lytelton	M1 Norwich Quay Amenity Improvements	↓	C	B	B	C	1,300	47,281
							16,439	



Attachment C:



Attachment D – Community board feedback on master plan capital priorities (Linwood-Central-Heathcote and Banks Peninsula)

The Linwood-Central-Heathcote Community Board's capital project priorities with respect to the four master plans within its Board area (i.e. Sydenham, Sumner Village, Ferry Road and Main Road Master Plans) are shown in the table below.

High priority projects are supported by the Community Board for a range of reasons, mainly their contribution to improved pedestrian and cycle safety. In the case of Colombo Street and Woolston village projects (in the Sydenham and Ferry Road Master Plans respectively), Board members support integrated project delivery and sequencing, to optimise regeneration outcomes and delivery efficiencies (i.e. reduce costs and physical disruption). The perceived needs of different communities within the local area also played a part in the Community Board's consideration.

The Board has also noted the existing budget commitments in the current Annual Plan and the pending delivery of several capital projects. In at least two instances, project delivery is well advanced (i.e. P4.3A Off-street car parking provision and P1.1 Marriner Street-west and Wakefield Ave enhancements).

High priority projects - for reasons including the desire to improve pedestrian and cycle safety, optimise project synergies, reflect that the project is included in the existing Annual Plan and/or the delivery of some projects is advancing.

- P4.3A Off-street car parking provision (Sumner Village MP).
- P1.1 Marriner Street-west and Wakefield Ave enhancements (Sumner Village MP).
- WL1 Woolston streetscape improvements, WL3 Crossing enhancements, WL5 Woolston gateway enhancements (Ferry Rd MP), WL2 Heathcote & Oak Street upgrade and WL6 Heathcote Street pocket park and pedestrian bridge (Ferry Road MP).
- FR4 Woolston Park transportation improvements (Ferry Road MP).
- S1 Streetscape upgrade (Linwood Village MP).
- C1 Children's integrated play/art feature (Linwood Village MP).
- M5 Colombo Street upgrade, M4 Colombo Street cycle safety improvements and M3 Colombo Street pedestrian improvements (Sydenham MP).
- N3 Buchan Park remodel (Sydenham MP).
- M10 Pedestrian crossing improvements through the corridor (Main Road MP).
- FM3 Estuary edge/Coastal Pathway connection (Ferry Road MP).
- Redcliffs village upgrade (Main Road MP).
- M7 Moncks Bay parking and bus stop enhancements (Main Road MP).
- FM4 Humphreys Drive pedestrian crossings (Ferry Road MP).
- P1.3.1 Burgess Street shared space and P1.3.2 Viewing platform (Sumner Village MP).
- M6 McCormacks Bay streetscape (Main Road MP).

- M3 Beachville Road streetscape enhancement (Main Road MP).

The Linwood-Central-Heathcote Community Board considered the following two projects could be deferred at this particular time:

- NE2 Scott Park enhancements (The Board believes a comprehensive plan is required for Scott Park, rather than progressing transport improvements in isolation).
- CCH1McCormacks Bay community hub.

Banks Peninsula Community Board priorities

The Banks Peninsula Community Board's capital project priorities with respect to the Lyttelton Master Plan are shown in the table below.

High priority projects - for reasons of ongoing local support; pedestrian, recreational and physical amenity; and impact on private sector confidence.
<ul style="list-style-type: none">• M3 Pedestrian linkages.• N2 Pool garden off-season access.• M4 London St public realm enhancements (partial delivery to reinstate the paving outside 33-35 London Street, likely removed when the former service centre was demolished).
Low priority projects - for reasons of business disruption, reinstatement of the paving outside 33-35 London Street being sufficient for now, being strategically better not to invest presently in an NZTA asset and in recognition that communities elsewhere have a greater need for Council funding.
<ul style="list-style-type: none">• M4 London St public realm enhancements (except for the paving reinstatement prioritised above and its proportion of the cost estimate).• M1 Norwich Quay amenity improvements.

20. Innovation and Sustainable Development Committee Minutes - 23 August 2017

Reference: 17/928145

Contact: Chris Turner-Bullock

christopher.turner@ccc.govt.nz

941 8233

1. Purpose of Report


The Innovation and Sustainable Development Committee held a meeting on 23 August 2017 and is circulating the Minutes recorded to the Council for its information.

2. Recommendation to Council

[That the Council receives the Minutes from the Innovation and Sustainable Development Committee meeting held 23 August 2017.](#)

Secretarial Note: The Part A report on the Innovation and Sustainability Fund Establishment (item 12 of these minutes) will be considered by the Council at its meeting on 14 September 2017.

Attachments

No.	Title	Page
A 	Minutes Innovation and Sustainable Development Committee - 23 August 2017	200

Signatories

Author	Christopher Turner-Bullock - Committee Advisor
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Innovation and Sustainable Development Committee OPEN MINUTES

Date: Wednesday 23 August 2017
Time: 1.03pm
Venue: Committee Room 1, Level 2, Civic Offices,
53 Hereford Street, Christchurch

Present

Chairperson	Councillor Vicki Buck
Deputy Chairperson	Councillor Tim Scandrett
Members	Councillor Mike Davidson
	Councillor Jamie Gough
	Councillor Glenn Livingstone
	Councillor Deon Swiggs
	Councillor Sara Templeton
	Deputy Mayor Andrew Turner

23 August 2017

Principal Advisor

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Christopher Turner-Bullock
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Innovation and Sustainable Development Committee
23 August 2017



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

The agenda was dealt with in the following order.

1. Apologies

Part C

An apology from Councillor Gough for early departure was received.

2. Declarations of Interest

Part B

There were no declarations of interest recorded.

3. Confirmation of Previous Minutes

Part C

Committee Resolved ISDC/2017/00023

That the open and public excluded minutes of the Innovation and Sustainable Development Committee meeting held on Friday, 7 July 2017 be confirmed.

Councillor Buck/Councillor Scandrett

Carried

4. Deputations by Appointment

Part B

There were no deputations by appointment.

5. Presentation of Petitions

Part B

There was no presentation of petitions.

6. Presentation from Mike Sammons of Foodstuffs on their Waste Minimisation and Recycling Activities

Committee Comment

1. The Committee received a presentation from Mike Sammons, Sustainability Manager of Foodstuffs, on their Waste Minimisation and Recycling Activities.

7. Presentation from Countdown on their Waste Minimisation and Recycling Activities

Committee Comment

1. The Committee received a presentation from Kate Porter, National Communications and Public Affairs Manager of Countdown on their Waste Minimisation and Recycling Activities.

8. Presentation from Judi Sefton, Chief Executive of Eco Central

Committee Comment

1. The Committee received a presentation from Judi Sefton, Chief Executive Officer of Eco Central, on their work and opportunities in the waste minimisation area.

9. Presentation from Cecilia Clavijo regarding Small Supermarket Shopping Bags

Committee Comment

1. The Committee received a presentation from Cecilia Clavijo regarding Vita Bag, a reusable bag that can be used as an alternative to plastic bags.

Committee Decided ISDC/2017/00024

Part A

Arising from the presentations received around waste minimisation and recyclable products, the Innovation and Sustainable Development Committee recommends that the Council include provision for recyclable content in its environmental procurement policy when purchasing products.

Councillor Scandrett/Councillor Templeton

Carried

Councillor Gough left the meeting at 1.15pm and returned at 1.20pm.

10. Presentation from Ken Ching, Managing Director Action Bicycle Club Ltd.

Committee Comment

1. The Committee received a presentation from Ken Ching, Managing Director of the Action Bicycle Club Ltd, with the outcomes of their trial of an Electric Bike programme which was a project funded by the Christchurch City Council Innovative Transport fund in 2016.

11. Presentation from Phillip Duval Regarding Electric Bikes

Committee Comment

1. Phillip Duval did not present to this meeting.

Councillor Gough left for the remainder of the meeting at 3pm.
The meeting adjourned at 3.03pm and resumed at 3.15pm.

12. Innovation and Sustainability Fund Establishment

Committee Comment

1. The Committee considered the Innovation and Sustainability Fund Establishment Report.
2. Several of the resolutions were put separately for the Committee to vote on.

Staff Recommendations

That the Innovation and Sustainable Development Committee recommend that the Council:

1. Approve the creation of an Innovation and Sustainability Fund ("Fund") funded by:
 - a. \$400,000 from the Capital Endowment Fund as provided in the 2017/18 Annual Plan; and
 - b. \$100,000 is provided from Councillors Directors Fees to bring the fund to a total of \$500,000 in 2017/18;
 - c. \$500,000 per year to be included in the draft 2018-28 Long Term Plan; \$100,000 of which will be funded from Councillor Director Fees;
2. Request that \$100,000 of the Councillors Director Fees donation be provided to the Fund;
3. Delegate to:
 - a. the Head of Urban Design, Regeneration and Heritage, the delegated authority to approve Innovation and Sustainability Grant applications of up to and including \$15,000 in accordance with the Terms Of Reference for the Fund; and
 - b. the Innovation and Sustainable Development Committee, the delegated authority to approve Innovation and Sustainability Grant applications between \$15,001 and \$100,000, in accordance with the Terms Of Reference for the Fund; and
 - c. the Head of Urban Design, Regeneration and Heritage the delegated authority to determine and carry out the administration requirements for this Fund, and to enter into Funding Agreements with Grant recipients.
4. Approve the Fund's Terms of Reference (**Attachment A of the report**).
5. Approve that any unallocated funds remaining at financial year end (30 June annually) will be recognised as committed, but unallocated on the Balance Sheet and added to the total funding available for allocation.

Innovation and Sustainable Development Committee
23 August 2017



Committee Decided ISDC/2017/00025

Part A

That the Innovation and Sustainable Development Committee recommend that the Council:

1. Approve the creation of an Innovation and Sustainability Fund ("Fund") funded by:
 - a. \$400,000 from the Capital Endowment Fund as provided in the 2017/18 Annual Plan; and

Councillor Swiggs/Councillor Davidson

Carried

Committee Decided ISDC/2017/00026

- b. \$100,000 is provided from Councillors Directors Fees to bring the fund to a total of \$500,000 in 2017/18;
- c. \$500,000 per year to be included in the draft 2018-28 Long Term Plan; \$100,000 of which will be funded from Councillor Director Fees;

Councillor Scandrett/Councillor Buck

Carried

Councillor Swiggs and Deputy Mayor Turner requested their votes against the resolution be recorded.

Committee Decided ISDC/2017/00027

2. Request that \$100,000 of the Councillors Director Fees donation be provided to the Fund;

Councillor Scandrett/Councillor Templeton

Carried

Councillor Swiggs and Deputy Mayor Turner requested their votes against the resolution be recorded.

Committee Decided ISDC/2017/00028

3. Delegate to:
 - a. the Head of Urban Design, Regeneration and Heritage, the delegated authority to approve Innovation and Sustainability Grant applications of up to and including \$10,000 in accordance with the Terms Of Reference for the Fund; and
 - b. the Innovation and Sustainable Development Committee, the delegated authority to approve Innovation and Sustainability Grant applications between \$10,001 and \$100,000, in accordance with the Terms Of Reference for the Fund; and
 - c. the Head of Urban Design, Regeneration and Heritage the delegated authority to determine and carry out the administration requirements for this Fund, and to enter into Funding Agreements with Grant recipients.
4. Approve the Fund's Terms of Reference, as amended by these resolutions (**Attachment A of the report**).

Councillor Templeton/Councillor Davidson

Carried

Committee Decided ISDC/2017/00029

5. Approve that any unallocated funds remaining at financial year end (30 June annually) will be recognised as committed, but unallocated on the Balance Sheet and added to the total funding available for allocation.

Councillor Buck/Councillor Livingstone

Carried

Councillor Scandrett requested that his vote against the resolution be recorded.

14. Development Contributions - Small Residential Unit Rebate

Committee Decided ISDC/2017/00030

Part A (Staff Recommendation accepted without change)

That the Innovation and Sustainable Development Committee recommend that the Council:

1. Agree to the small residential unit development contributions rebate being extended to 31 December 2018 or until the fund is fully allocated, as detailed in the Small Residential Unit Rebate Scheme Criteria (Attachment A of the report).

Councillor Templeton/Councillor Davidson

Carried

15. Development Contributions Policy Review 2017

Committee Decided ISDC/2017/00031

Part A (Staff Recommendation accepted without change)

That the Innovation and Sustainable Development Committee recommend that the Council:

1. Receive this status report.
2. Agree that the review of the Council's Development Contributions Policy be completed in 2018.

Councillor Davidson/Deputy Mayor

Carried

13. Master plan capital projects priorities

Staff Recommendations

That the Innovation and Sustainable Development Committee recommend that the Council:

1. Receive the information;
2. Note that Council resolution CNC/2017/00086 applies to the matter of funding sought by Development Christchurch Limited for public realm projects in the New Brighton Centre Master Plan and, for that reason, this report excludes funding of New Brighton projects;
3. Confirm that \$30.8 million will be included for consideration in the Draft 2018-2028 LTP for the very high and high priority master plan capital projects; and
4. Consider allocating an additional \$16.4 million in the Draft 2018-2028 Long Term Plan for the lower priority master plan capital projects, but defer delivery of these projects until later years of the Long Term Plan.

Committee Decided ISDC/2017/00032

Part A

That the Innovation and Sustainable Development Committee recommend that the Council:

1. Receive the information;
2. Note that Council resolution CNC/2017/00086 applies to the matter of funding sought by Development Christchurch Limited for public realm projects in the New Brighton Centre Master Plan and, for that reason, this report excludes funding of New Brighton projects;
3. Confirm that \$30.8 million will be included for consideration in the Draft 2018-2028 LTP for the very high and high priority master plan capital projects; and
4. Not allocate an additional \$16.4 million in the Draft 2018-2028 Long Term Plan for the lower priority master plan capital projects.
5. Include funding of approximately \$709,000 for the following projects classed as Lower Priority Projects:
 - a. N1 Colombo Street Public Spaces (\$200k)
 - b. NE2 Scott Park Enhancements (\$159k)
 - c. CCH2 Te Aja O Hineraki/Moa Bone Point Cave (\$100k)
 - d. FM5 Ferrymead Towpath Connection (\$150k)
 - e. C5 Local Landscape and Heritage Interpretations (\$100k)
6. The remaining Lower Priority Projects are to remain but prioritised below those listed above.

Councillor Scandrett/Deputy Mayor

Carried

Innovation and Sustainable Development Committee
23 August 2017

Christchurch
City Council 

Meeting concluded at 4.21pm.

CONFIRMED THIS 15TH DAY OF SEPTEMBER 2017

COUNCILLOR VICKI BUCK
CHAIRPERSON

Unconfirmed

21. Strategic Capability Committee Minutes - 15 August 2017

Reference: 17/887748

Contact: Chris Turner-
Bullock

christopher.turner@ccc.govt.nz

941 8233

1. Purpose of Report

The Strategic Capability Committee held a meeting on 15 August 2017 and is circulating the Minutes recorded to the Council for its information.

2. Recommendation to Council

[That the Council receives the Minutes from the Strategic Capability Committee meeting held 15 August 2017.](#)

Attachments

No.	Title	Page
A	Minutes Strategic Capability Committee - 15 August 2017	210

Signatories

Author	Christopher Turner-Bullock - Committee Advisor
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Strategic Capability Committee OPEN MINUTES

Date: Tuesday 15 August 2017
Time: 11.33am
Venue: Committee Room 1, Level 2, Civic Offices,
53 Hereford Street, Christchurch

Present

Chairperson	Mayor Lianne Dalziel
Deputy Chairperson	Deputy Mayor Andrew Turner
Members	Councillor Vicki Buck
	Councillor Phil Clearwater
	Councillor Pauline Cotter
	Councillor Raf Manji

15 August 2017

Principal Advisor

Brendan Anstiss
General Manager Strategy &
Transformation
Tel: 941 8472

Christopher Turner-Bullock
Committee Advisor
941 8233

Christopher.Turner@ccc.govt.nz
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www.ccc.govt.nz/Council/meetingminutes/agendas/index

Strategic Capability Committee
15 August 2017



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

The agenda was dealt with in the following order.

1. Apologies

Part C

That the apology for absence from Councillor East be received.

Councillor Clearwater/Deputy Mayor Turner

Carried

2. Declarations of Interest

Part B

There were no declarations of interest recorded.

3. Confirmation of Previous Minutes

Part C

Committee Resolved SCCM/2017/00010

That the minutes of the Strategic Capability Committee meeting held on Friday, 7 July 2017 be confirmed.

Councillor Cotter/Councillor Manji

Carried

4. Deputations by Appointment

Part B

There were no deputations by appointment.

5. Presentation of Petitions

Part B

There was no presentation of petitions.

6. Council Committee Work Programmes

Committee Comment

1. The Committee discussed the work programmes contained in the report.
2. The Committee noted that the Innovation and Sustainable Development Committee work programme was not included in the report and this was given to members at the meeting to review.
3. The Committee noted that the work programmes should be reviewed quarterly by the Strategic Capability Committee.

Staff Recommendations

That the Strategic Capability Committee:

1. Receive the information.

Committee Resolved SCCM/2017/00011

Part C

That the Strategic Capability Committee:

1. Receive the information.
2. Request that the next iteration of the work programmes include a forward view of what the individual committees would like to achieve over the course of the term, taking into account the strategic directions that have been signed off by the Council.

Councillor Clearwater/Councillor Cotter

Carried

Strategic Capability Committee
15 August 2017

Christchurch
City Council 

7. Implementation Plan - Tsunami Report

Staff Recommendations

That the Strategic Capability Committee recommends that the Council:

1. Adopt the Implementation Plan for the Tsunami Report.
2. Requests a report back on progress in June 2018

Committee Decided SCCM/2017/00012

Part A

That the Strategic Capability Committee recommend that the Council:

1. Adopt the Implementation Plan for the Tsunami Report.
2. Request a report back on progress by the end of 2017.
3. Request a further report on Tsunami Siren options and include information on Tsunami risks.

Mayor/Councillor Clearwater

Carried

Meeting concluded at 12.15pm.

CONFIRMED THIS 14TH DAY OF SEPTEMBER 2017

MAYOR LIANNE DALZIEL
CHAIRPERSON

Report from Strategic Capability Committee – 15 August 2017

22. Implementation Plan - Tsunami Report

Reference: 17/887762

Contact: Mary Richardson mary.richardson@ccc.govt.nz 941 8656

Item 22

1. Staff Recommendations

That the Strategic Capability Committee recommends that the Council:

1. Adopt the Implementation Plan for the Tsunami Report.
2. Requests a report back on progress in June 2018

2. Strategic Capability Committee Recommendation to Council

That the Council:

1. Adopt the Implementation Plan for the Tsunami Report.
2. Request a report back on progress by the end of 2017.
3. Request a further report on Tsunami Siren options and include information on Tsunami risks.

Attachments

No.	Report Title	Page
1	Implementation Plan - Tsunami Report	216

No.	Title	Page
A ↓	Implementation Plan	218

Implementation Plan - Tsunami Report

Reference: 17/770474

Contact: Mary Richardson mary.richardson@ccc.govt.nz

941 8656

1. Purpose and Origin of Report

Purpose of Report

- 1.1 The purpose of this report is for the Strategic Capability Committee to recommend to Council the adoption of the Implementation Plan for the Tsunami Report.

Origin of Report

- 1.2 The Civil Defence Emergency Management (CDEM) Implementation Plan has been created in response to the document "Review of the Tsunami Evacuation in Christchurch City on 14 November 2016" that was carried out by the Christchurch City Council (CCC).
- 1.3 The Council considered the review in April 2017 and requested that staff provide advice on the implementation of those recommendations.

2. Significance

- 2.1 The decision(s) in this report is of low significance in relation to the Christchurch City Council's Significance and Engagement Policy.

3. Staff Recommendations

That the Strategic Capability Committee recommends that the Council:

1. Adopt the Implementation Plan for the Tsunami Report.
2. Requests a report back on progress in June 2018

4. Key Points

- 4.1 The Civil Defence Emergency Management (CDEM) Implementation Plan has been created in response to the document "Review of the Tsunami Evacuation in Christchurch City on 14 November 2016" that was carried out by the Christchurch City Council (CCC).
- 4.2 The purpose of the Implementation Plan is to service those recommendations outlined in the Tsunami Review. It is a CDEM team document
- 4.3 The recommendations and the subsequent actions highlighted in the document will be considered as a high priority for the CDEM unit and will govern the CDEM team's wider work plans. The Implementation Plan will be reviewed as needed by the CDEM Team to reflect further work that may be required to achieve particular recommendation(s) and adapt to the changing Civil Defence needs in the community.

Attachments

No.	Title	Page
A	Implementation Plan	

Confirmation of Statutory Compliance

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

(a) This report contains:

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

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

Signatories

Author	Mary Richardson - General Manager Citizen and Community
Approved By	Mary Richardson - General Manager Citizen and Community



CHRISTCHURCH CITY COUNCIL

CIVIL DEFENCE EMERGENCY MANAGEMENT

IMPLEMENTATION PLAN

2017

In Response to the "Review of the Tsunami Evacuation in Christchurch City on 14 November 2016"





Introduction

The Civil Defence Emergency Management (CDEM) Implementation Plan has been created in response to the document “Review of the Tsunami Evacuation in Christchurch City on 14 November 2016” that was carried out by Christchurch City Council (CCC).

The purpose of the Implementation Plan is to service those recommendations outlined in the Tsunami Review. It is a CDEM team document and have been developed with the CDEM team input, and an opportunity to increase tsunami public awareness; and preparedness in the community.

The recommendations and the subsequent actions highlighted in the document will be considered as a high priority for the CDEM unit and will govern the CDEM team’s wider work plans. The Implementation Plan will be reviewed as needed by the CDEM Team to reflect further work that may be required to achieve particular recommendation(s) and adapt to the changing Civil Defence needs in the community.

Document Structure

The main structure of the document is in table format headed under seven overarching sections. There are appendices, which incorporates key standards to support activities throughout document along with a list of Civil Defence abbreviations.

The Implementation Plan has nine sections:

1. **Decision Making**
2. **Sirens**
3. **Evacuation Plans**
4. **Communications**
5. **Clarification of Lines of Communication**
6. **Messaging to the Public**
7. **Response following Evacuation and the Emergency Operations Centre (EOC)**
8. **Civil Defence Centres (formerly Welfare Centres)**
9. **The Emergency Operations Centre (EOC)**

Each section is headed under the following titles in the table:

- **Recommendation:** the recommendation that has been highlighted in the Tsunami Review;
- **Lead:** Team member’s role and name who will lead the activities to implement the recommendation;
- **When:** Estimated time frame to complete the activity to achieve the recommendation;
- **Action:** Initial activities identified to achieve the recommendation.

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Author: Sonali Chandratilake
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Table 2: Outlines the recommendations and actions that relates to tsunami sirens from the Tsunami Review. 7

Table 3: Outlines the recommendations and actions that relates to evacuation plans from the Tsunami Review. 11

Table 4: Outlines the recommendations and actions that relates to communications from the Tsunami Review. 16

Table 5: Outlines the recommendations and actions that relates to clarification of lines of communication from the Tsunami Review. 18

Table 6: Outlines the recommendations and actions that relates to messaging to the public from the Tsunami Review. 20

Table 7: Outlines the recommendations and actions that relates to response following evacuation and the Emergency Operations Centre (EOC) from the Tsunami Review. 23

Table 8: Outlines the recommendations and actions that relates to Civil Defence Centres (CDCs) messaging to the public from the Tsunami Review. 26

Table 9: Outlines the recommendations and actions that relates to the Emergency Operations Centre (EOC) from the Tsunami Review. 28



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Emergency Management



Table 1: Outlines the recommendations and actions that relates to decision making from the Tsunami Review.

REVIEW OF THE TSUNAMI EVACUATION IN CHRISTCHURCH CITY 14 NOVEMBER 2016 – RECOMMENDATIONS AND ACTIONS				
1. Decision Making				
Recommendations		Lead	When	Action
R1	(a) Discussion to commence between MCDEM, Regional CDEM (Group) and Local CDEM clearly defining: (a) (i) Each agency's roles and responsibilities in local, regional and distant source tsunamis.	Head of CDEM Unit	By 30 June 2018	<ul style="list-style-type: none"> These processes are encapsulated in the in the <i>"National Tsunami Advisory and Warning Plan 2015"</i> from MCDEM and <i>"Civil Defence Emergency Management Group Plan 2014."</i> In turn, processes are incorporated into CCC-CDEM and followed during an event. Furthermore, there are ongoing discussions with key personnel in the sector on how to better carry out this process whilst considering key operational points during an evacuation. In particular, discussions occurring at region and local levels.
	(b) How the national and local panel of scientists will collaborate to determine risks.	Head of CDEM Unit	By 30 June 2018	<ul style="list-style-type: none"> The risks are determined by technical guidance from MCDEM, their technical analysis to determine on the risk for New Zealand, especially tsunami risk. This is then re-evaluated for the local area by a regional Tsunami Panel which includes Technical Hazard Analysts. During an event, the Tsunami Panel is always in discussion with the Group Controller to determine risks, and if need be, communicate with the MDCEM technical experts. This process follows chain of command under MCDEM structure as per document, <i>"National Tsunami Advisory and Warning Plan 2017"</i> MCDEM. The risks are always determined in accordance with

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REVIEW OF THE TSUNAMI EVACUATION IN CHRISTCHURCH CITY 14 NOVEMBER 2016 – RECOMMENDATIONS AND ACTIONS

1. Decision Making

Recommendations	Lead	When	Action
			<p>the <i>Civil Defence Emergency Management Act 2002</i> for the provision of safety to public and protection of property.</p> <ul style="list-style-type: none"> There are current discussions between CDEM-Group and CCC-CDEM on how to improve the existing information flow.
<p>R2</p> <p>Review of the Duty Team Standard Operating Procedure (Duty Officer Standard Operating Procedure) to ensure it aligns with the latest version of the Guide to National Civil Defence Emergency Management Plan on a regular basis.</p>	<p>Operational Readiness Coordinator</p>	<p>By 30 June 2018</p>	<ul style="list-style-type: none"> The Duty Officer Standard Operating Procedure is currently being updated to incorporate the recommendations from <i>"The Guide to National Civil Defence Emergency Management 2015."</i>



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City Council



Table 2: Outlines the recommendations and actions that relates to tsunami sirens from the Tsunami Review.

REVIEW OF THE TSUNAMI EVACUATION IN CHRISTCHURCH CITY 14 NOVEMBER 2016 – RECOMMENDATIONS AND ACTIONS				
2. Tsunami Sirens				
Recommendations		Lead	When	Action
R3	Education to residents on evacuation without relying on sirens and how the sirens will be used - see R14 below.	Community Resilience Coordinator	By 30 June 2018	<ul style="list-style-type: none"> Currently there are multiple education channels to inform residents for an ordered evacuation and/or self-evacuation. <ul style="list-style-type: none"> MCDEM's tsunami awareness campaign – 'Long or Strong, Get Gone' on multiple media channels e.g. T.V. and Radio. This message clearly states not to wait for sirens or official altering campaigns: the earthquake is your warning. CDEM website has information on considerations for looking after your family and neighbors during an emergency like a tsunami. Interactive tsunami hazard maps available from CDEM and Ecan websites. Currently, work is underway to design a Tsunami Public Awareness Plan for tsunami awareness, particularly for communities who are at high-risk. This plan will incorporate information on how the sirens will be used and what the community can do to look after themselves. Furthermore, this work has the potential to be built into the wider scope of a Community Response Plan if the community sees it as fit for them. The plan will identify the number of community plans that will need to be carried.

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REVIEW OF THE TSUNAMI EVACUATION IN CHRISTCHURCH CITY 14 NOVEMBER 2016 – RECOMMENDATIONS AND ACTIONS

2. Tsunami Sirens

Recommendations		Lead	When	Action
R4	The ability to activate the Tsunami Warning System from the CJESP Building.	Operational Readiness Coordinator	By 30 June 2018	<ul style="list-style-type: none"> Work to enable this is currently being scoped by CCC in conjunction with Meerkat Alert Systems.
R5	Reinforcement from CCC to siren installation contractor the necessity to respond urgently to issues that may impact integrity of siren alerting system including specific service levels, if possible.	Operational Readiness Coordinator	By 30 June 2018	<ul style="list-style-type: none"> A maintenance agreement exists with Meerkat Alert Systems Limited ensuring swift action is taken with any issues regarding the Tsunami Warning System. The sirens are officially tested twice a year.
R6	CDEM staff to activate sirens (not rely on a third party).	Operational Readiness Coordinator	By 31 December 2018	<ul style="list-style-type: none"> The capability for CDEM staff to activate the sirens is in place. The SOP for Duty Officer includes instructions on how to activate the sirens. Work is being scoped by Meerkat Alert Systems Limited to upgrade the current operating system for the Tsunami Warning System. If this work is carried out, it will allow easier accessibility for CCC staff to activate the sirens.
R7	Regular training and refreshment training for CDEM staff who activate sirens.	Operational Readiness Coordinator	By 30 June 2018	<ul style="list-style-type: none"> Further training will be provided on how to activate the sirens for CDEM staff. As above, the Duty Officer SOP has instructions on how to activate the sirens.

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REVIEW OF THE TSUNAMI EVACUATION IN CHRISTCHURCH CITY 14 NOVEMBER 2016 – RECOMMENDATIONS AND ACTIONS

2. Tsunami Sirens

Recommendations		Lead	When	Action
R8	Exploration by CDEM and IT staff to reduce system log-in via VPN to activate sirens.	Operational Readiness Coordinator	By 31 December 2018	<ul style="list-style-type: none"> An alternate system is being explored currently whereby shifting the VPN system to a web-based system. This means the sirens can be activated from anywhere with internet capability.
R9	Analysis of current siren modules, determine if appropriate module is in place, explore with other local authorities their systems and taking into account Tsunami Warning Sirens Technical Standards issued by MCDEM.	Operational Readiness Coordinator	By 30 June 2018	<ul style="list-style-type: none"> As per R6, work is being scoped by Meerkat Alert Systems Limited to upgrade the current operating system for the Tsunami Warning System. This system would be programmed with a provision which would enable it to be adapted for pre-recorded voice messaging, if required in the future. The sirens in Christchurch was installed in 2010 before the first release of the National Tsunami Advisory Warning Plan by MCDEM in 2012. The Tsunami Warning System upgrade will the guidelines form the current National Tsunami Advisory Warning Plan 2017.
R10	Identify alternate methods of evacuation communication if sirens fail and include these in Procedure and communicate to residents - see R14 below.	Community Resilience Coordinator	By 30 June 2018	<ul style="list-style-type: none"> Tsunami scenarios for Christchurch are: <ul style="list-style-type: none"> Regional Tsunami with approximately 1-2 hours of warning time (may feel the rolling-motion earthquake). Distance Tsunami with approximately 10-12 hours or warning time [most likely will not feel the earthquake(s)]. Local-source (also called near-source) tsunami with approximately within one hour of triggering event (may feel

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REVIEW OF THE TSUNAMI EVACUATION IN CHRISTCHURCH CITY 14 NOVEMBER 2016 – RECOMMENDATIONS AND ACTIONS

2. Tsunami Sirens

Recommendations		Lead	When	Action
				<p>the long or strong earthquake). Compared to the two former scenarios, local-source has the least likelihood.</p> <ul style="list-style-type: none"> For Christchurch, the likelihood of a regional or a distance tsunami is greater than a local-source. This means, there is time to send evacuation messages. In this instance, there are multiple platforms, other than sirens, for CDEM to communicate evacuation to the public. Currently, they include: <ul style="list-style-type: none"> Television Radio Facebook page – CDEM Red Cross Hazard App – receive alerts to cell phone CDEM Website & CCC Website Group Website CCC Call Centre Newspaper – if time permits and depends on time of day. National Cell Broadcasting System by MCDEM whereby alerts can be sent to any mobile phone without the need to download any apps or subscribe to a service. MCDEM aims to implement this system in late 2017. Other local communication methods may be identified through Community Resilience Plans.

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Table 3: Outlines the recommendations and actions that relates to evacuation plans from the Tsunami Review.

REVIEW OF THE TSUNAMI EVACUATION IN CHRISTCHURCH CITY 14 NOVEMBER 2016 – RECOMMENDATIONS AND ACTIONS				
3. Evacuation Plans				
Recommendations		Lead	When	Action
R11	Develop a Comms Strategy to educate residents on differences between local, regional and distant source tsunamis, how to respond, role of sirens, other methods of communication, evacuation zones, procedures, routes, welfare centres.	Community Resilience Coordinator	By 30 June 2018	<ul style="list-style-type: none"> The Communications Team have engaged with CDEM in April 2017 to develop an initial plan for tsunami public education and will continue to work together especially to create public education materials (e.g. posters) for community tsunami preparedness. These include designing public messaging material for tsunami community workshops, evacuation plans including publications for ongoing community response/resilience plans. CCC-CDEM will continue to engage with the Communication's Team especially as the Community Response Plans are being implemented in the community.
R12	Assist with Police NZ Evacuation Plan review and coordination of all relevant agencies - Fire Brigade, CDHB, Ministry of Education and communities to provide input into the operational Police NZ Evacuation Plan - dovetails with each specific Community Evacuation Plan.	CDEM Planning Coordinator Police NZ	By 30 June 2018	<ul style="list-style-type: none"> CDEM will provide wider support at the request of the Police NZ in an event. There are ongoing discussions with updating the Police Tsunami Evacuation Plan, which is an operational document from Police NZ.

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REVIEW OF THE TSUNAMI EVACUATION IN CHRISTCHURCH CITY 14 NOVEMBER 2016 – RECOMMENDATIONS AND ACTIONS

3. Evacuation Plans

Recommendations		Lead	When	Action
R13	Recommend to Police NZ that Police NZ Evacuation Plan considers home security.	CDEM Planning Coordinator Police NZ	By 30 June 2018	<ul style="list-style-type: none"> This will be discussed by Police NZ to take into consideration whilst taking into account resources and capacity during a large-scale event.
R14	Co-ordinate various agencies and representatives from each community to co-create the specific Community Evacuation Plans covering different responses (local, regional & distinct source tsunami), methods of evacuation (running, cycling, etc.) specific exit routes that reduce traffic congestion, evacuation of vulnerable residents/visitors, night-vs-day scenarios, pet evacuation, direction to specific welfare centre.	Community Resilience Coordinator	By 30 June 2018	<ul style="list-style-type: none"> Work is underway to develop a Tsunami Preparedness Plan for each community that includes tsunami information (e.g. tsunami-source types), and how the community can look after each other during that initial time period post-event. The initial steps to developing this plan is to carry out a community tsunami planning process. Community specific scenarios will be determined by the community such as evacuation of vulnerable residents/visitors and night vs day scenarios which will be built into a tsunami evacuation plan as the community sees fit.
R15	Develop a Comms Strategy to make public each Community Evacuation Plan in all forms, once agreed between agencies and residents.	Community Resilience Coordinator	By 30 June 2018	<ul style="list-style-type: none"> As per R11, the Communications Team have engaged with CCC-CDEM team to design and disseminate public education material. This collaboration will continue as more public education materials are finalised (e.g. Tsunami evacuation Route Maps).

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REVIEW OF THE TSUNAMI EVACUATION IN CHRISTCHURCH CITY 14 NOVEMBER 2016 – RECOMMENDATIONS AND ACTIONS

3. Evacuation Plans

Recommendations	Lead	When	Action
R16 Discussion with Police NZ regarding engaging contractors (or volunteers) to assist Police NZ with traffic management coordination, and to support Police NZ to implement the Police NZ Evacuation Plan.	Head of CDEM Unit Police NZ	By 30 June 2018	<ul style="list-style-type: none"> CCC-CDEM will support Police NZ on public evacuation as requested by Police NZ. The Police NZ Evacuation Plan initially furbished in 2010 is due for an update by Police NZ. Initial steps to updating this document have begun by raising the issue at the next Tsunami Working Group scheduled for 11th July 2017.
R17 Discussion with NZ Police NZ, MCDEM, CDEM Group to identify how to ensure timing of, and information received by agencies from MCDEM, align to allow consistent & clear messaging to residents by all agencies.	Head of CDEM Unit	By 30 June 2018	<ul style="list-style-type: none"> This was raised with MCDEM and Police NZ earlier in the year (2017). Each agency, in particular Police NZ have their own hierarchy to disseminate information. This is a discussion for MCDEM to align those messages at central level so they are timely arrived to each Territorial Authorities and partner agencies. There are ongoing discussions currently taking place with Group-CDEM and CCC-CDEM.
R18 Co-ordinate relevant agencies to ensure current available evacuation maps and map information is shared and that maps align between agencies.	Community Resilience Coordinator	By 30 June 2018	<ul style="list-style-type: none"> The Tsunami Evacuation Zone Map is currently being updated and is expected to be completed by December 2017. This map gives information on different evacuation zones (e.g. red and orange zones), what they mean and what do. The current version of the map can be found on the following websites: <ul style="list-style-type: none"> CCC- CD: https://www.ccc.govt.nz/services/civil-defence/what-to-do-in-an-emergency/tsunami/evacuating/

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REVIEW OF THE TSUNAMI EVACUATION IN CHRISTCHURCH CITY 14 NOVEMBER 2016 – RECOMMENDATIONS AND ACTIONS

3. Evacuation Plans

Recommendations		Lead	When	Action
				<ul style="list-style-type: none"> Environment Canterbury: https://canterburymaps-ecan.opendata.arcgis.com/datasets/tsunami-evacuation-zones CCC-CDEM will continue to identify and work with other agencies to distribute the freely-available Tsunami Evacuation Zone Map. These maps have been developed with the Tsunami Working Group and in agreeance with the wider CDEM partner agencies. The Tsunami Working Group has representatives from different agencies including Christchurch Transport Operations Centre and Police NZ.
R19	Investigate (with input from residents) whether lines on roads, signs erected on roadsides and other visual demarcation points could be used to indicate where evacuation zones are.	Community Resilience Coordinator	By 30 June 2018	<ul style="list-style-type: none"> CDEM will facilitate a workshop with community representatives on different types of demarcation points that will be a fit for their community. There will be a workshop for each community who are at high-risk from a tsunami event and will feed into a wider tsunami preparedness programme.



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3. Evacuation Plans

Recommendations		Lead	When	Action
R20	Explore opportunity to have hazard alerts sent as texts to residents within the evacuation zone in an emergency - see R10 above.	Operational Readiness Coordinator Community Resilience Coordinator	By 30 June 2018	<ul style="list-style-type: none"> The Ministry of Civil Defence & Emergency Management (MCDEM) is leading the implementation of a new nationwide channel for sending alerts about emergencies to mobile phones, called cell broadcasting. This is currently on track to be up and running by late 2017. The CCC-CDEM Unit have endorsed the Red Cross Hazard App, which has the ability to send an alert to those who have the app downloaded to their cell phone. CCC CDEM can send out customised emergency alerts to affected areas. In addition, the Red Cross Hazard App has information on emergency preparedness, including tsunami so that people can prepared before an event. CCC-CDEM is encouraging the public to download the app via council website, CDEM Facebook, and public engagements.



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Table 4: Outlines the recommendations and actions that relates to communications from the Tsunami Review.

REVIEW OF THE TSUNAMI EVACUATION IN CHRISTCHURCH CITY 14 NOVEMBER 2016 – RECOMMENDATIONS AND ACTIONS				
4. Communications				
Recommendations		Lead	When	Action
R21	If EOC activated, one CDEM representative should be sent to ECC to communicate decisions and status back to CDEM & the EOC.	Operational Readiness Coordinator	By 30 September 2017	<ul style="list-style-type: none"> When CCC-CDEM relocates into the CJESP building, the EOC and the ECC will be combined into a single EOC-ECC location. Thus, removing the need to have an ECC representative at the CCC-EOC. The move to the CJESP building is currently scheduled to be completed by 30 September 2017. Currently, under the CIMS structure, if an EOC is activated, the ECC is made aware of via Duty Officer and will communicate closely to give a cohesive response.
R22	During EOC, all on-duty EOC staff to be in the same building wearing civil defence vests to allow ease of role identification.	Operational Readiness Coordinator	By 30 June 2018	<ul style="list-style-type: none"> This message will be reinforced at EOC training sessions as this practice is currently outlined in the EOC SOP. The SOP will also be edited and updated to put further emphasis on the importance wearing EOC role vests during an EOC activation.
R23	CDEM, PIM & EOC to streamline each of their processes to ensure they align. Processes to be reviewed and updated on a regular basis.	Operational Readiness Coordinator	By 30 June 2018	<ul style="list-style-type: none"> The CDEM response is coordinated at an EOC using CIMS and PIM is a function of CIMS. This will be revised at the next EOC SOP review. These processes are aligned from an operational hierarchical point of view and communication channels. These processes will be reviewed and updated in across operational SOPs.



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REVIEW OF THE TSUNAMI EVACUATION IN CHRISTCHURCH CITY 14 NOVEMBER 2016 – RECOMMENDATIONS AND ACTIONS				
4. Communications				
Recommendations		Lead	When	Action
R24	PIM to monitor messaging from other agencies/media and provide updates to CDEM Duty Officer and the Local Controller.	Operational Readiness Coordinator	By 30 June 2018	<ul style="list-style-type: none">Head of CDEM Unit is the main point of contact between the Duty Officer and Local Controller prior to the EOC being activated. Once the EOC is activated, any public information will be controlled through the PIM desk and follow the operational structure of CIMS.

Table 5: Outlines the recommendations and actions that relates to clarification of lines of communication from the Tsunami Review.

REVIEW OF THE TSUNAMI EVACUATION IN CHRISTCHURCH CITY 14 NOVEMBER 2016 – RECOMMENDATIONS AND ACTIONS				
5. Clarification of Lines of Communication				
Recommendations		Lead	When	Action
R25	Duty Officer receives, interprets messages from MCDEM, Group, other agencies, call centre, welfare centres and provides information to Local Controller, Duty PIM, GM, call centre & welfare centre regularly.	Operational Readiness Coordinator	By 30 June 2018	<ul style="list-style-type: none"> The Duty Officer relays messages received from MCDEM, Group and other agencies to the Head of CDEM, who in turn, communicates with the Local Controller and GM before the EOC is activated. Once the EOC is activated, the Response Manager (under CIMS structure) provides the information requested by the Local Controller. The Local Controller then relays information to the CE, Mayor, and the Councillors. This communication hierarchy will be further reiterated at Duty officer training sessions and highlighted in the Duty Officer SOP.
R26	Duty PIM receives and interprets information from Duty Officer, Local Controller, EOC, and provides information to the public and media.	Operational Readiness Coordinator	By 30 June 2018	<ul style="list-style-type: none"> The Duty PIM liaises with the Duty Officer until the EOC is activated. Once this happens, PIM becomes a functional desk at the EOC following the CIMS structure. This structure is currently in place and will be further reinforced at EOC Training sessions.
R27	Local Controller receives information from Duty Officer and making decisions - provides decisions to Duty Officer, PIM and General Manager (GM).	Operational Readiness Coordinator	By 30 June 2018	<ul style="list-style-type: none"> Local Controller receives information via Head of CDEM to communicate information received from the Duty Officer. Head of CDEM and Local Controller in turn communicate with the Mayor and

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5. Clarification of Lines of Communication

Recommendations	Lead	When	Action
			Councillors. This communication pathway is carried out at Duty Officer Training sessions for CDEM staff.
R28 General Manager (GM) receives information from Local Controller and Duty Officer - provides information to Mayor and Councillors.	Operational Readiness Coordinator	By December 2017	<ul style="list-style-type: none"> This is being incorporated into the Duty Officer SOP. Any further developments will be updated in the Duty officer Manual. GM will receive information from Head of Unit and in turn, GM will communicate with the Mayor and Councillors for information and updates. This information will be updated on the Duty Officer SOP.



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Table 6: Outlines the recommendations and actions that relates to messaging to the public from the Tsunami Review.

REVIEW OF THE TSUNAMI EVACUATION IN CHRISTCHURCH CITY 14 NOVEMBER 2016 – RECOMMENDATIONS AND ACTIONS				
6. Messaging to the Public				
Recommendations		Lead	When	Action
R29	Discussion to commence with MCDEM, CDEM Group and other agencies to explore issuing messages to residents through one agency only with a view to agree a process to be adopted.	Head of CDEM Unit	Ongoing	<ul style="list-style-type: none"> CCC-CDEM will discuss this with Canterbury CDEM and the wider sector in the coming future. Furthermore, this has also been raised at a workshop as part of the Ministerial Review meeting that was held on 19th of July 2017.
R30	Consideration whether to merge CDEM EOC and Group ECC.	Head of CDEM Unit	By 31 December 2018	<ul style="list-style-type: none"> Once CDEM moves into the CJESP building, which is currently scheduled to be in September 2017, the CDEM-EOC will be merged with the Group – ECC at CJESP. There will be one ECC where emergency response will be coordinated from.
R31	CDEM Facebook posts to be one rolling post for each event and time stamped for each entry.	Community Resilience Coordinator	Completed May 2017	<ul style="list-style-type: none"> This has been implemented.
R32	IT Support Technician to be dedicated to PIM	Operational Readiness Coordinator	By 30 June 2018	<ul style="list-style-type: none"> IT support is available to each EOC functional area. This will be further simplified at the CJESP building because the EOC/ECC will always be in a 'warm' state.

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REVIEW OF THE TSUNAMI EVACUATION IN CHRISTCHURCH CITY 14 NOVEMBER 2016 – RECOMMENDATIONS AND ACTIONS

6. Messaging to the Public

Recommendations	Lead	When	Action
R33 CDEM to prepare a draft plan detailing proposed public education and communication campaign and provide to GM of CDEM. Plan to include working with other agencies, community boards and residents to co-create the Community Evacuation Plans as well as specific community recovery and resilience plans. Not restricted to tsunami but allow for other risks, pandemics, severe weather etc.	Community Resilience Coordinator	By 30 June 2018	<ul style="list-style-type: none"> An initial draft plan has been created for engaging with the community on tsunami preparedness across the high-risk areas. This plan includes: <ul style="list-style-type: none"> Collaborating with the community to find out knowledge gaps on tsunami preparedness (from the community's point of view); The feedback from each community will feed into an overall tsunami preparedness programme, which can include a Tsunami Evacuation Plan.
R34 Support from Community Governance teams to be enlisted to help co-ordinate the co-creation of Community Resilience Plans.	Community Resilience Coordinator	By 31 December 2018	<ul style="list-style-type: none"> The community resilience coordinators are working with the Coastal Governance Teams to build Community Resilience Plans. This will be an on-going collaboration.



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6. Messaging to the Public

Recommendations		Lead	When	Action
R35	Consistent reminder to CDEM & EOC staff that the affected residents are the priority for any event.	Operational Readiness Coordinator	By 31 st December 2018	<ul style="list-style-type: none">As per the Civil Defence Act 2002, the day-to-day priorities of CDEM is carried out under the importance of prioritising safety of the public any event. This will be reinforced through training activities for CDEM and EOC staff. Furthermore, work will be carried out to raise the EOC profiles and to implement revised training strategy.



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Table 7: Outlines the recommendations and actions that relates to response following evacuation and the Emergency Operations Centre (EOC) from the Tsunami Review.

REVIEW OF THE TSUNAMI EVACUATION IN CHRISTCHURCH CITY 14 NOVEMBER 2016 – RECOMMENDATIONS AND ACTIONS				
7. Response following Evacuation and the Emergency Operations Centre (EOC)				
Recommendations		Lead	When	Action
R36	CDEM, Christchurch Police NZ and Group to establish an evacuation register incorporated into a civil defence website, in accordance with Privacy Act 1993. Consideration to be given to provision for evacuees reporting to welfare centres to register.	Head of CDEM Unit	By 31 December 2018	<ul style="list-style-type: none"> This is a discussion for the next Tsunami Working Group which will be held on 11th July 2017 and further considerations need to be discussed with Police NZ.
R37	Develop a campaign to enlist more community-based volunteers.	Volunteer Coordinator	By 31 December 2018	<ul style="list-style-type: none"> Currently, there are 180 volunteers throughout Christchurch City and Banks Peninsula. There are two region-wide exercises conducted annually and recently those exercises have been replaced by activations whereby community-based volunteers were deployed. These exercises are expected to resume in the coming year taking into account the lessons learnt from the recent activations. Initial discussions have started on a collaborative approach between CCC-CDEM and Group to explore ways of enlisting more volunteers.

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7. Response following Evacuation and the Emergency Operations Centre (EOC)

Recommendations	Lead	When	Action
R38 Council staff with necessary skills to be regularly trained to respond to civil defence emergencies.	Operational Readiness Coordinator	By 31 December 2018	<ul style="list-style-type: none"> There is a target of 200 CCC staff members to be trained in EOC roles. There are various levels of EOC training ranging from basic CIMS structure to EOC desk managers. Training and strategy pathways will be revised. It will be beneficial to introduce CDEM training in the induction staff training at HR. There are training courses offered throughout the year to give the CCC staff the practical skills and knowledge on EOC operations. All managers and team leaders are encouraged to let their staff attend these EOC training sessions. Once the EOC is activated, there needs to be adequate number of staff available to operate the EOC on a roster basis. This is to consider rest periods and to have the capacity to escalate the level of EOC response. Therefore, it is important to reach the target of 200 CCC staff who are adequately trained taking into account that some staff members may be personally affected by the emergency and unable to commence EOC duties.



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7. Response following Evacuation and the Emergency Operations Centre (EOC)

Recommendations		Lead	When	Action
R39	Council to look at recruiting external parties (other agencies & residents) to enlist the assistance of specialised and skilled personnel to staff the EOC.	Operational Readiness Coordinator	By 31 December 2018	<ul style="list-style-type: none">This option is currently being explored by the CCC-CDEM and CDEM-Group.One such plan that has been submitted for approval by CEG and Joint Committee is the Joint Emergency Support Teams (JEST) project. The JEST project aims to create a mobile EOC team that can travel to an activated EOC around the Canterbury Region. Their purpose is to assist with CIMS desktop functions during an EOC activation. The team will consist of current EMOs around the Canterbury Region who will undergo higher level of EOC training (e.g. desk managers' roles and leadership). This means that during an EOC activation this team can travel and assist by working alongside the local council EOC staff.



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Table 8: Outlines the recommendations and actions that relates to Civil Defence Centres (CDCs) messaging to the public from the Tsunami Review.

REVIEW OF THE TSUNAMI EVACUATION IN CHRISTCHURCH CITY 14 NOVEMBER 2016 – RECOMMENDATIONS AND ACTIONS				
8. Civil Defence Centres (formerly Welfare Centres)				
Recommendations		Lead	When	Action
R40	Clear line of communication between CDEM and welfare centres, with one person at each end responsible for communication and information.	Community Resilience Coordinator	By 30 June 2018	<ul style="list-style-type: none"> It is part of the CIMS structure which is the operational system used to run an EOC in response to an event. There will be a review of tools that will be required to enable clear communication pathways. These pathways will be reinforced at community-based volunteer training at EOC training sessions.
R41	CDEM to identify a number of appropriate facilities to act as welfare centres which are outside the evacuation zone.	Community Resilience Coordinator	By 31 December 2018	<ul style="list-style-type: none"> The preliminary assessment of suitable CDC locations has been completed. Further details on the facilities available, floor plan and CDC layout, plus fire and H&S checks still need to be developed. The volunteers will be actively engaged in this process and the list of suitable CDCs will be added as an appendix to the CDC SOP currently being drafted.
R42	CDEM to liaise with welfare staff to determine exact time facilities will be open.	Volunteer Coordinator	By 30 June 2018	<ul style="list-style-type: none"> The chain-of-command would be such that the Duty Officer would liaise with the Head of CDEM and Local Welfare Manager for a prompt decision to be made about the opening of a CDC. The instruction to open the CDC would then be fed through to the Volunteer Coordinator who would advise Welfare Team Leaders as soon as possible. After feedback from the Welfare Team Leaders, the Volunteer Coordinator should have an understanding of the time it

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8. Civil Defence Centres (formerly Welfare Centres)

Recommendations	Lead	When	Action
			would take to establish a CDC. The CDC SOP will outline these arrangements.
R43	CDEM to determine if any specific resources are required to be provided in a welfare centre	Volunteer Coordinator	By 30 June 2018
			<ul style="list-style-type: none"> This goes hand-in-hand with R44 (one below). In stocking the mobile welfare trailers, CDEM and welfare volunteers will identify any specific resources that may be required, and ensure they are available in the trailers. If any specific needs are identified during an event that have not been met via the resources available on site, a request will be sent through to EOC Welfare for additional support.
R44	Resources in centres should be sufficient to provide basic necessities such as food, water, bedding, entertainment for children etc.	Volunteer Coordinator	By 31 December 2018
			<ul style="list-style-type: none"> This need will be met with the mobile welfare trailers that will be able to be deployed to any CDC within Christchurch and Banks Peninsula. The trailers are currently being stocked and will be ready to mobilise from 29 July 2017.
R45	Regular stocktake of welfare centre resources to occur	Volunteer Coordinator	By 30 June 2018
			<ul style="list-style-type: none"> Stock take of the mobile welfare trailers will be done after all events in which they were deployed, plus every 6 months during BAU.

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Table 9: Outlines the recommendations and actions that relates to the Emergency Operations Centre (EOC) from the Tsunami Review.

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9. The Emergency Operations Centre (EOC)				
Recommendations		Lead	When	Action
R46	EOC systems and processes to be reviewed including person with overall responsible, person responsible for each area in EOC, shift/handover process, ensuring templates, databases and other resources are up to date	Operational Readiness Coordinator	By 31 December 2018	<ul style="list-style-type: none"> The EOC processes currently exist. They are updated annually and will be updated. Under the CIMS structure, this is the responsibility of the Response Manager. Currently, there is an Emergency Operations Centre Procedure document. This will need to be closely reviewed to review roles and functions. The importance and functions of the Response Manager will be re-iterated at EOC training sessions.
R47	Establish organisational commitment to ensure EOC staff are well trained, there is sufficient provision for EOC, staff should only be required to work reasonable hours and be provided with food and rest time. Sufficient number of staff to be trained to cover shifts	Operational Readiness Coordinator	By 30 June 2018	<p>As per R35:</p> <ul style="list-style-type: none"> Training and strategy pathways will be revised. There are training courses offered throughout the year to give the CCC staff the practical skills and knowledge on EOC operations. All managers and team leaders are encouraged to let their staff attend these EOC training sessions they will need staff on a roster basis to operate the EOC, taking into account that staff may be



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9. The Emergency Operations Centre (EOC)

Recommendations	Lead	When	Action
			<p>personally affected by the emergency and rest periods required from EOC operations.</p> <ul style="list-style-type: none"> Once the Training Strategy is reviewed, it will be promoted to Leadership Teams' meeting for sign off.
R48	All information requests and dissemination to flow through EOC	Operational Readiness Coordinator	By 30 June 2018
R49	Overall Strategic Plan to be written and communicated by the Local Controller at every briefing	Operational Readiness Coordinator	By 30 June 2018
R50	Trained Local Controllers to increase from 3 to 6	Head of CDEM Unit	Completed April 2017
R51	Consideration to which role is best placed to manage EOC and how EOC	Operational Readiness Coordinator	By 30 June 2018

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9. The Emergency Operations Centre (EOC)			
Recommendations	Lead	When	Action
can function at its optimum at all times			Manger. This will be explored with input from Local Controllers and Head of CDEM.



Links to Further Information

- National Tsunami Advisory and Warning Plan: <http://www.civildefence.govt.nz/assets/Uploads/publications/National-Tsunami-Advisory-and-Warning-Plan/National-Tsunami-Advisory-and-Warning-Plan-SP-0117-revised-May-2017.pdf>
- Civil Defence Emergency Management Act 2002: <http://www.civildefence.govt.nz/cdem-sector/cdem-framework/civil-defence-emergency-management-act-2002/>
- The Guide to National Civil Defence Emergency Management: <http://www.civildefence.govt.nz/assets/guide-to-the-national-cdem-plan/Guide-to-the-National-CDEM-Plan-2015.pdf>
- CIMS: <http://www.civildefence.govt.nz/assets/Uploads/publications/CIMS-2nd-edition.pdf>
- Review of the Tsunami Evacuation in Christchurch City November 2016: <http://www.ccc.govt.nz/assets/Documents/Services/Civil-Defence/Review-of-the-Tsunami-Evacuation-2017.pdf>



Abbreviations and Descriptions

BAU: Business As Usual

CCC-CDEM: Christchurch City Council - Civil Defence Emergency Management

CDEM: Civil Defence Emergency Management

CE: Chief Executive

CEG: Chief Executive Group

CIMS: New Zealand Coordinated Incident Management System

CDC: Civil Defence Centre (i.e. welfare centre)

CJESP: Christchurch Justice & Emergency Services Precinct

Ecan: Environment Canterbury

ECC: Emergency Coordination Centre

EMO: Emergency Management Officers

EOC: Emergency Operations Centre

MCDEM: Ministry of Civil Defence & Emergency Management

SOP: Standard Operating Procedure

Tsunami Working Group: Representatives from various agencies meet to discuss issues and plans pertaining to Tsunami preparedness. Agencies include Group CDEM, Police NZ, Canterbury Transport Operations Centre (CTOC), District Health Boards (DHB), Environment Canterbury (Ecan).



This Implementation Plan has been acknowledged by:

Mary Richardson
General Manager
Citizens & Community
Christchurch City Council

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23. Hearings Panel's Recommendations to the Council on the Redcliffs Park and Redcliffs School Proposed Land Swap

Reference: 17/712725

Contact: Mark Saunders Mark.Saunders@ccc.govt.nz

941 6436

1. Purpose of Report

- 1.1 The purpose of this report is to present to the Council the Hearings Panel's recommendations following the consultation and hearings on the proposed land transaction package with the Ministry of Education referred to as the Redcliffs Park and Redcliffs School Proposed Land Swap.
- 1.2 The Hearings Panel after considering the written and heard submissions received during the consultation and hearings supports the Proposed Redcliffs Park/School Land Swap as part of a package of recommendations set out below.
- 1.3 The Council can accept or reject the Hearings Panel's recommendations, bearing in mind that the Panel has heard and considered the submissions received concerning the proposal to assist the Council in fulfilling its consultation obligations, and noting that the Local Government Act 2002 requires, as one of the principles of consultation, that "the views presented to the local authority should be received by the local authority with an open mind and should be given by the local authority, in making a decision, due consideration" (section 82(1)(e)).
- 1.4 The Council, as the final decision-maker, should put itself in as good a position as the Hearings Panel having considered all the submissions. The written submissions received by the Hearings Panel can be found here: <http://christchurch.infocouncil.biz/> (within the agenda for the meeting of the Hearings Panel on 7 August 2017 and its 3 attached volumes of submissions). The heard submissions that were presented to the Hearings Panel and the Hearings Panel's consideration of all submissions and its deliberations are discussed below to assist the Council in understanding how and why the Hearings Panel has come to its recommendations.

2. Hearings Panel Recommendations

That the Council:

1. Approve the following:
 - a. The sale of two parcels of Council owned land at Redcliffs Park to the Crown at a current market value as assessed by an independent registered valuer appointed by the Council described as:
 - i. 1,075 m2 Lot 2 Deposited Plan 47479 CB27F/183
 - ii. 7,692 m2 Lot 3 Deposited Plan 47479 CB27F/184
 - b. The cancellation of the vesting (in the Council) of the Crown owned land classified as Recreation Reserve at Redcliffs Park described as Reserve 4601 CB616/39 being 1.0304ha in area and to this land being set apart for a school.
 - c. Appointment by the Crown to control and manage the Crown owned land at Redcliffs School described as follows as Recreation Reserve under Section 28 of the Reserves Act 1977 for a new park:
 - i. 4,223m2 Section 1 Survey Office Plan 334406 CFR156004
 - ii. 4,047m2 Part Lot 3 Deposited Plan 1228 CB190/67
 - iii. 3,384m2 Lot 1 Deposited Plan 7624 CB372/72

- iv. 4,957m2 Part Lot 2 Deposited Plan 1228 CB495/17
- v. 1,821m2 Part Lot 3 Deposited Plan 1228 Gazette 1924 p2596
- 2. Request and encourage the Ministry of Education to acknowledge and consider the project in the Main Road Master Plan relating to view shafts and access between Main Road near Moa Bone Cave and the Coastal Pathway and Estuary and to consider ways that this project can inform their planning for the new school site.
- 3. Note the Ministry of Education's commitment to remove the buildings and hardstand and then make good the demolition area to grass or similar, and to build a fence at the new park site. Council requests Council staff and the Community Board to consider which facilities and landscaping might usefully be retained as Council assets on the new park site, and to negotiate the retention of these items with the Ministry of Education.
- 4. Noting the level of service associated to the existing Redcliffs Park and the community's desire to retain this, request Council staff to negotiate a fair and reasonable contribution (accounting for the current condition and book value of the current assets) from the Ministry of Education in respect to retaining that level of service on the new park site.
- 5. Acknowledging the loss of waterfront amenity at the existing park site, allocate the proceeds from the sale of the fee simple land to improve recreational amenity on the new park site and surrounding area.
- 6. Require that all three elements of the transaction referred to in paragraph 1 above proceed.
- 7. Request Council staff to assess the new Redcliffs School site for inclusion in the priority list for a school speed zone.
- 8. Note the Ministry of Education's willingness to contribute towards new traffic management and pedestrian safety systems that may be required.
- 9. Request that Council staff and the Ministry of Education work together to achieve continuity of service and minimal disruption to users of the park.
- 10. Delegate to the Chief Executive the authority to negotiate and enter into such documentation as she considers necessary to implement the above arrangements.

3. Hearings Panel

- 3.1 On 25 May 2017 the Council resolved to undertake public consultation on the Proposed Redcliffs Park/School Land Swap and appointed a Hearings Panel comprised of Deputy Mayor Turner (as Chairperson), Councillor Templeton, Councillor Livingstone, and two members to be nominated by the Linwood-Central-Heathcote Community Board, to hear any submissions received and report the outcome of the consultation process and the submissions received to the Council for decision.
- 3.2 On 29 May 2017 the Linwood-Central-Heathcote Community Board appointed Community Board Members Tim Lindley and Darrell Latham to the Hearings Panel.
- 3.3 For the avoidance of doubt, the legal description of the Proposed Land Swap that the Council resolved on 25 May 2017 to undertake consultation on is essentially unaltered from the legal description of the Proposed Land Swap set out in paragraph 1 of the recommendations above as supported by the Hearings Panel. Paragraphs 2 - 10 of the recommendations above, on the other hand, have been drafted by the Hearings Panel itself as a result of its consideration of the submissions and deliberations.

4. Background

- 4.1 The Council's resolution of 25 May 2017 to undertake public consultation and hearings on the Proposed Redcliffs Park/School Land Swap was Council's active response to the letter received from the Ministry of Education appended as **Attachment A**, which proposes a series of land transactions that would essentially involve the Council and Ministry of Education 'swapping' their respective occupancy of the Council-administered Redcliffs Park site and the Ministry of Education's Redcliffs Primary School site that the School ceased to use as a result of the 2011 Canterbury earthquake events.
- 4.2 The background to this is that on 1 November 2016 the Education Minister at the time announced that Redcliffs School would not reopen on its current site. The purpose of the Redcliffs Park/School Proposed Land Swap would accordingly be to allow a new school development on the current Redcliffs Park site and a new public park on the current Redcliffs School site. The Ministry of Education, including at the hearings heard by the Hearings Panel on 7 August 2017, has clarified that a decision by the Council not to sell the land at Redcliffs Park to the Ministry would not result in the School returning to its current site.
- 4.3 By way of providing more detailed background on the Proposed Land Swap and directing the Council to staff advice previously received on it, the Council is directed to the report it received on the proposal at its meeting of 25 May 2017 (found as Item 7 in the agenda here: http://christchurch.infocouncil.biz/Open/2017/05/CNCL_20170525_AGN_1288_AT.PDF).
- 4.4 For convenience, the proposed layout plan for the new park on the current school site (subject to change) attached to that report is appended hereto as **Attachment B**, and appended as **Attachment C** is the mapping by GNS Science of the fly-rock line, which is the mapped limit of broken rock that has flown/could fly from the cliff face – the hazardous area being excluded from the proposed new park site. Further, the description from the report of the proposed land transactions between the Council and Crown (Ministry of Education) are copied here below.

The Land Transfers Proposed

- 4.5 Both the Council and Crown land holdings consist of individual titles, which in turn are held under different legislation and require separate processes to be applied in order to effect transfer.
- 4.6 The Council occupied land known as Redcliffs Park, to be acquired by the Crown, consists of the following:

Image Reference	Legal Description	Area	Type / Purpose
Area A	Reserve 4604	10,304m ²	Recreation Reserve
Area B	Lot 3 DP 47479	7,692m ²	Fee Simple Land
Area C	Lot 2 DP 47479	1,075m ²	Fee Simple Land
	TOTAL	1.9071ha	

Aerial Image:



Transfer process for Area A – This land totals 1.03ha and is classified as Recreation Reserve under the Reserves Act. This is Crown derived therefore the Council does not own this title but is vested control and management rights from the Crown. Therefore, for the Ministry to ‘acquire’ this land, the Crown simply needs to cancel the ‘vesting’ in Council by setting it apart for a school under section 52 of the Reserves Act.

The Council needs to formally accept this decision and that decision required public consultation under section 78 of the Local Government Act (which this present report is reporting the outcome of).

Transfer process for Areas B & C – These two Fee Simple titles are owned by the Council and are governed under the Local Government Act. The Crown intends to ‘acquire’ this land under section 50 of the Public Works Act for education purposes. This process requires the Crown to pay a market value for the land and improvements and transfer is effected via a standard sale & purchase agreement. The market value (revenue to the Council) will be independently assessed by Council’s valuer; (subject to confirmation) it is expected the valuation will be \$790,000 plus GST (if any).

In order for the Council to make this decision, public consultation was also required to seek the views and preferences of effected and interested parties in accordance with the requirements of sections 78 and 138 of the Local Government Act (which this present report is also reporting the outcome of, since all the consultations required for the proposed land swap were combined).



- 4.7 Crown land to be 'acquired' by the Council, collectively and currently known as Redcliffs School, consists of the following:

Image Reference	Legal Description	Area	Type / Purpose
Area A	Section 1 SO334406	4,223m ²	Education Purposes
Area B	Part Lot 3 DP 1228	4,407m ²	Fee Simple
Area C	Held in gazette	1,821m ²	Public School
Area D	Lot 1 DP 7624	3,384m ²	Fee Simple
Area E	Part Lot 2 DP 1228	4,957m ²	School Site
	TOTAL	1.8792ha	

Aerial Image:



Transfer Process for Areas A to E - The Crown intends to amalgamate these titles, and set them apart as Crown owned Recreation Reserve and then appoint the Council to control and manage under section 28 of the Reserves Act. This process would appoint the Council to control and manage the land for the purpose for which the land is classified (recreation activities). The site is to be cleared of improvements and grassed before the Council receives occupation; however

some assets are still in discussion for retention, for example, the formed car park at the northern end.

In order for Council to accept appointment to control and manage this land it had to first consult publicly in order to consider the views of any parties which may be affected by the decision (again, this is what the present report is also reporting the outcome of).

The Ministry of Education intends to transfer 4,524m² of land on the existing school site that is directly under the cliffs, which is held in two separate titles (Part Lot 8 DP 11088 and Part Lot 2 DP 1228), to Land Information New Zealand under the Public Works Act 1981 to be held as Crown land under the Land Act 1948.

- 4.8 The above processes will occur separately by nature but will be coordinated concurrently in order to provide a workable transition for each party to their intended location.
- 4.9 The Ministry of Education has indicated that, should the Council approve the Proposed Land Swap, it intends to seek planning approval for the new school by inserting a designation for the new school into the District Plan, and potentially changing the underlying zoning of the existing school site to provide for a new park via section 71 of the Greater Christchurch Regeneration Act 2016. Matters of a planning nature will therefore be dealt with under that process, under which both the Council and members of the public have the ability to comment and make submissions.

Relocating Redcliffs Park to the Current School Site

- 4.10 By way of further background, appended as **Attachment D** is a summary prepared by Council Officers, which was available to the Hearings Panel, of the current Redcliffs Park facilities and School site facilities that may be able to be utilised should a decision be made to transfer the activities, together with a summary of the potential loss of current facility provision that will be required to be replaced if the School site is to be used as a Park and the same level of service is provided.
- 4.11 The report Council received on 25 May 2017 usefully summarised what the current Redcliffs Park provides the community as:
- Flat green open space comprising approximately 90 percent of the total park area. Contained within this space are:
 - Two sports fields, one for intermediate soccer and the other for junior soccer, covering a combined area of around 7,200m²
 - Room for informal recreational activities
 - Playground
 - Two car park areas (including one formed on adjoining legal road)
 - Building facilities on the upper Main Road area of the Park.
 - Shrub and tree plantings on the raised ground.
 - Open vista to the Estuary
- 4.12 The Council is directed to the report it received on 25 May 2017 for the full details, but the summary within it of the benefits, risks and disbenefits for Redcliffs Park in relocating it to the current school site follows:

Benefits

The site is suitable, and arguably even preferred, as a replacement for the existing Redcliffs Park site because:

- It provides a comparably flat area able to accommodate the same sports field resource as that currently provided by the existing park site.
- It is much more visible to the wider community due to its long Main Road frontage. This means more visitors can be attracted.

- The new park location will have a higher public profile and be more marketable.
- Close proximity to the existing park site, meaning that existing park users will be reasonably able to access the new site. The close proximity also means that integrated shared public/school use of the two sites can be implemented.
- School site trees, building(s) and carpark may be able to be retained for the amenity and utility of the new park.
- It is not a former landfill site as the existing park site partly is.

Risks

Although the site, or access to it, is subject to some risk of hazards, these are considered to be no more, or even less, than that at other sites, including the current Redcliffs Park site. In particular, these are:

- Tsunami.
- Liquefaction.
- Safety of park visitor access across Main Road.
- Balls potentially leaving the site on to Main Road from the new sports fields.

Disbenefits

Some features of the existing park may be lost or need to be transferred to the school site. In particular, these are:

- Loss of open space (643sqm).
- Loss of unimpeded natural views of the marine environment.
- Loss of current Playground (mitigated by the presence of a similar playground on the Redcliffs school site).
- The Redcliffs Pavilion (transferred if feasible to a new building provided on the new park site, accompanied with a formalised occupation to the Redcliffs Residents Association).

5. Consultation and Submissions

- 5.1 Public consultation on the Redcliffs Park/School Proposed Land Swap was undertaken with feedback invited between 29 May 2017 and 26 June 2017 in accordance with the Council's abovementioned resolutions of 25 May 2017 and an analysis of the written submissions received, which was also available to the Hearings Panel, is appended as **Attachment E**. A copy of the consultation leaflet that submissions responded to is appended as **Attachment F**, and the consultation website is archived here: <https://ccc.govt.nz/the-council/consultations-and-submissions/haveyoursay/show/33>.
- 5.2 Submitters were able to submit their submissions electronically, by post, or by handing them in at Council Libraries or Service Centres. They were asked to indicate if they support the Redcliffs Park/School Proposed Land Swap, do not support it, or support it but have concerns, in addition to being given space to write, if they wished, more detailed comments. They were also asked to indicate if they wished to be heard in person in respect of their submission.
- 5.3 The consultation outreach consisted of: a letter box drop to all affected residents within the school catchment area (which is greater than the Redcliffs census area); wider stakeholders received electronic notification; consultation documents were available city-wide in Council Service Centres and Libraries; notifications were placed in the local newspaper and at each site;

and affected residents and the wider public had the opportunity to meet face-to-face with Council and Ministry of Education staff at a series of drop-in sessions.

- 5.4 Three drop-in sessions were held as part of the public consultation: the first at Redcliffs School bus area (Main Road site) on Tuesday, 6 June 2017 from 2:45pm to 3:45pm; the second at Redcliffs Bowling Club on Wednesday, 7 June 2017 from 5pm to 6:30pm; and the third at Redcliffs Park on Saturday, 10 June 2017 from 10:30am to 11:30am. A closed meeting was also held with the immediate neighbours of Redcliffs Park in the first week of the consultation. It is not possible to say exactly how many people attended the outdoor sessions as these were in public places where attendees were not entirely distinguishable from the general public, and some neighbours of the relevant sites and members of the Redcliffs School Board of Trustees attended more than one session, but Council Officers estimate that collectively the consultation sessions were attended by approximately 70 people.
- 5.5 853 written submissions on the Redcliffs Park/School Proposed Land Swap were received and 849 of these were received in time to be considered as part of the analysis of submissions (**Attachment E**). The Hearings Panel decided to accept all the written submissions received, including 15 late written submissions, so all written submissions received were considered by the Hearings Panel, even those 4 that were too late to be considered within **Attachment E**.
- 5.6 The consultation requirements and principles relevant to the present decision-making process are set out in sections 78 and 82 of the Local Government Act 2002 (which can be found here <http://www.legislation.govt.nz/act/public/2002/0084/latest/DLM170873.html>). The specific section that relates to the consultation that has been undertaken and forms the terms of reference for the Hearings Panel is section 138 of the Local Government Act 2002, which is copied here:

Subpart 3—Restrictions on disposal of parks, reserves, and endowment properties

Parks and reserves

138 Restriction on disposal of parks (by sale or otherwise)

- (1) A local authority proposing to sell or otherwise dispose of a park or part of a park must consult on the proposal before it sells or disposes of, or agrees to sell or dispose of, the park or part of the park.
- (2) In this section,—

dispose of, in relation to a park, includes the granting of a lease for more than 6 months that has the effect of excluding or substantially interfering with the public's access to the park

park—

 - (a) means land acquired or used principally for community, recreational, environmental, cultural, or spiritual purposes; but
 - (b) does not include land that is held as a reserve, or part of a reserve, under the [Reserves Act 1977](#).

Section 138: substituted, on 28 June 2006, by section 13 of the Local Government Act 2002 Amendment Act 2006 (2006 No 26).

- 5.7 As can be observed, section 138 of the Local Government Act 2002 requires the Council to consult on any proposal to dispose of a “park”. In the present circumstances, Council Officers consider that the portion of Redcliffs Park (being Lots 2 & 3 DP 47479) that the Council owns and is proposed to be sold to the Ministry of Education is a “park” as defined in section 138, on the basis that land is held for a “community” purpose.
- 5.8 With respect to the element of the proposal relating to the Council becoming the controller and manager of the land at Redcliffs School as a new recreation reserve, the Council also needs to take into account the views and preferences of interested and affected persons in accordance with section 78 of the Local Government Act 2002. Section 78 does not require the Council to undertake a consultation process in itself but the Council must have some way of identifying the views and preferences of interested and affected persons.
- 5.9 In the present circumstances, the Council has used one consultation process that meets the requirements of section 138 of the Local Government Act 2002 with respect to the proposed

disposal of the portion of Redcliffs Park that the Council owns, to also enable the Council to gather the views and preferences of interested and affected persons in relation to the proposal that the Council administer the current school site as a public park.

6. The Hearing

- 6.1 27 submitters indicated a wish to be heard in person in respect of their submission, and other submitters who made potentially ambiguous marks on their submissions in respect of the offer to be heard were contacted to clarify whether they wished to be heard. The Hearings Panel convened on 7 August 2017 to hear the submitters who were available and still wished to be heard; 23 submitters were accordingly heard that day, counting the Head Girls and Boys of Redcliffs School individually, and including 2 submitters who, though personally unavailable, asked that another submitter speak for them.
- 6.2 Noting that the Council, as the final decision-maker, should put itself in as good a position as the Hearings Panel having heard and read all the submissions, copies of the handouts and the one PowerPoint presentation received from submitters at the hearings will be separately circulated to Councillors.
- 6.3 At the start of the hearings Council Officers presented a brief overview of the Redcliffs Park/School Proposed Land Swap, the public consultation on it, and the analysis of the submissions received. Council Officers also presented some guidance to the Hearings Panel as to which matters addressed in submissions are likely to be relevant to the decisions at hand and which are not; this guidance was accompanied by the memorandum appended as **Attachment G**, which should serve to guide the Council also in its decisions.
- 6.4 In accordance with the guidance in **Attachment G**, an important running consideration for the Hearings Panel was distinguishing matters relevant from those irrelevant to the decisions at hand and not letting irrelevant matters materially influence the decisions – **Attachment G** refers to the decisions at hand as “limited” to the proposed land transactions described as:
- a) Disposal of Existing Park:**
- i) Whether the use of the Crown-owned part of the existing Redcliffs Park should be changed from a recreation reserve to a school; and
 - ii) Whether the Council should sell (at market value) the Council-owned part of the existing Redcliffs Park to the Crown (Ministry of Education); and
- b) Acquisition of New Park:**
- Whether the Council should accept control and management of the Crown-owned land at the existing Redcliff’s School site for use as a recreation reserve.
- 6.5 The Ministry of Education indicated in its submission and at the hearing that, should the Council approve the Proposed Land Swap, it intends to seek planning approval for the new school by inserting a designation for the new school into the District Plan, and potentially changing the underlying zoning of the existing school site to provide for a new park via section 71 of the Greater Christchurch Regeneration Act 2016. Matters of a planning nature will therefore be dealt with under that process, under which both the Council and members of the public have the ability to comment and make submissions.
- 6.6 The Hearings Panel in this connection heeded the staff advice in **Attachment G** that it is important that the matters considered and decided on by the Hearings Panel, and ultimately the Council, do not compromise or impinge on the Regeneration Act process to follow, and the staff recommendation that, as a principle, the Hearings Panel, and ultimately the Council, should not deal in detail with matters that would be expected to be dealt with under the Regeneration Act process.

- 6.7 After hearing from submitters on 7 August 2017 out at the Linwood Boardroom at 180 Smith Street for the convenience of submitters and the interested public, the Hearings Panel reconvened on 11 August 2017 at the Civic Offices at 53 Hereford Street to consider all the submissions and deliberate on the Proposed Redcliffs Park/School Land Swap having Council Officers with relevant expertise on hand at the Civic Offices to assist the Hearings Panel.
- 6.8 The Hearings Panel collated a series of questions arising for it from the hearing of submissions and forwarded the questions to Council Officers and the Ministry of Education as appropriate for written answers to be tabled when it reconvened. A table of written questions and answers was accordingly received at the reconvened meeting on 11 August 2017, and this is appended hereto as **Attachment H** (the memorandum referred to within the answer to Question 11 therein as attached to it is appended to this report as **Attachment I**).
- 6.9 The tracked changes shown within **Attachments H and I** reflect clarifications and corrections that Council Officers conveyed verbally at the reconvened meeting on 11 August 2017 and thus are alterations to the tabled document, but they ensure the Council has the benefit of receiving the same overall information the Hearings Panel did.
- 6.10 Among those submitters that signalled near the hearing date that they no longer wished to be heard in person were Ngāi Tahu Property Limited and Marcus Langman. Their submissions were naturally still considered by the Hearings Panel; Ferrymead Bays Football Club at the hearings indicated concern at their perception those submitters' proposals had the potential to deprive the Club's members of valued training and playing facilities.
- 6.11 The Hearings Panel invited Ngāi Tahu Property Limited a day ahead of deliberations to clarify what "other potential uses...including other services and facilities of benefit to the local community" it believes may be able to occur on parts of the current school site – as indicated in its submission, which suggested further consultation before foreclosing other options for the current school site. The Panel was unable to receive a reply in time, but it may be noted that the Ministry of Education in its handout from the hearings, which is appended as **Attachment J**, usefully indicates that Te Rūnanga o Ngāi Tahu, along with other strategic partners under the Greater Christchurch Regeneration Act, will also have the opportunity to engage and comment on the proposal to provide for a new park at the current school site via the Regeneration Act process.
- 6.12 The Ministry submitted that Ngāi Tahu Property Limited's submission should not give rise to any concern, nor create any delay in making the decisions at hand, noting: the opportunity for Ngāi Tahu to engage during the Regeneration Act process; the Cultural Values Report commissioned; and that (in essence) the proposal does not trigger Ngāi Tahu's right of first refusal under the Ngāi Tahu Claims Settlement Act.
- 6.13 The additional transport assessment looking at the intersection of Main Road, Beachville Road and McCormacks Bay Road referred to in **Attachment J** as being available as soon as finalised, was available to the Panel for consideration after the hearings but before its deliberations and was made public the same day on 10 August 2017 at this government website: <http://shapingeducation.govt.nz/read-more-2/recent-announcements>, the link for which was included on the Council consultation website (see section 5.1 above) as where submitters could read the Ministry of Education's due diligence reports on the relocation of Redcliffs School to Redcliffs Park – the Cultural Values Report mandated by Ngāi Tūāhuriri Rūnanga and commissioned by Council staff and the Ministry of Education can also (since 4 August 2017) be found at that government website.

7. Consideration of Submissions and Deliberations

- 7.1 The Hearings Panel's consideration of the submissions was partly managed through the process of the Panel asking for and receiving the written answers in **Attachments H and I**. It was further managed through verbal clarifications with Council Officers and the Ministry of Education

representative at the reconvened meeting on 11 August 2017, together with the Panel Members' discussions amongst themselves of their concerns and observations about the Proposed Land Swap arising from the submissions received.

- 7.2 **Attachments H and I** accordingly constitute the starting point for understanding the Hearings Panel's consideration of the submissions and how and why it has come to its recommendations, though not all questions and answers were necessarily considered relevant to the decisions at hand and those considered irrelevant did not materially influence the Hearings Panel's recommendations. In relation to the answers to questions relating to matters of a planning nature, the Hearings Panel considered that these will be dealt with under the Regeneration Act process and were careful to ensure that these did not materially influence their recommendations.
- 7.3 The most often cited reasons for submitters not supporting (or supporting but having concerns about) the Proposed Land Swap were the low level of the land at the proposed school site (that submitters associated with risks including that of tsunami) and traffic issues. The Hearings Panel considered all the submissions, but was mindful of the relevance of these issues given the Regeneration Act process to follow, which process it did not wish to impinge upon inappropriately. The Panel was also cognisant that the proposed new park site, being the site of real interest to it in the context of the decisions at hand, is less vulnerable to issues associated with low land and coastal proximity than the current park site.
- 7.4 The Hearings Panel focused its deliberations on its concerns relevant to the decisions at hand and how these might be addressed in its recommendations. Coming to a point where it was satisfied that, if it did recommend to approve the Proposed Land Swap, then it could make further recommendations addressing its concerns, the Hearings Panel found that through the hearings process it had come to be unanimously supportive of the Redcliffs Park/School Proposed Land Swap as the best option in the circumstances for enabling the restoration of the School to Redcliffs without further delay – the Panel being convinced by the submissions received that would be the best outcome for the community.
- 7.5 The Hearings Panel considered the submissions of those who do not support the Proposed Land Swap and the loss of waterfront amenity and proximity for the park. The Panel, however, was swayed by the support in the Redcliffs community for the Proposed Land Swap as the quickest and clearest means of Redcliffs School returning to Redcliffs – observing the clear submission of the Ministry of Education that, should the Council decide to not approve the proposal, it would not reconsider the current site for the School and instead evaluate Barnett Park, which would result in further delays to moving Redcliffs School back into the community.
- 7.6 The Hearings Panel had varying degrees of concern about supporting the Proposed Land Swap centring principally around their inclination to make their approval conditional upon the Ministry of Education bearing the full range of costs associated with, and incidental to, the proposal, such as the cost of traffic realignments.
- 7.7 The Hearings Panel as a result of its deliberations decided to express its relevant recommendations, not as conditions that might unreasonably risk the opportunity to promptly restore the School to Redcliffs, but in terms reflecting the Ministry of Education's willingness (expressed at the hearing) to contribute to costs and work with the Council, taking that in good faith, but also requesting Council Officers to negotiate robustly with the Ministry. In this way, the Hearings Panel arrived at its recommendations that the Council:
- Note the Ministry of Education's commitment to remove the buildings and hardstand and then make good the demolition area to grass or similar, and to build a fence at the new park site. Council requests Council staff and the Community Board to consider

which facilities and landscaping might usefully be retained as Council assets on the new park site, and to negotiate the retention of these items with the Ministry of Education.

- Noting the level of service associated to the existing Redcliffs Park and the community's desire to retain this, request Council staff to negotiate a fair and reasonable contribution (accounting for the current condition and book value of the current assets) from the Ministry of Education in respect to retaining that level of service on the new park site.
- Note the Ministry of Education's willingness to contribute towards new traffic management and pedestrian safety systems that may be required.

7.8 The Hearings Panel as a further result of its deliberations attempted through its recommendations to address its concerns about the loss of the proximity of Redcliffs Park to the waterfront and its associated amenity, and the possible risk to the planned connection between the Coastal Pathway/Estuary and Moa Bone Cave in the Main Road Master Plan. It is in this way that the Hearings Panel arrived at its recommendations that the Council:

- Request and encourage the Ministry of Education to acknowledge and consider the project in the Main Road Master Plan relating to view shafts and access between Main Road near Moa Bone Cave and the Coastal Pathway and Estuary and to consider ways that this project can inform their planning for the new school site.
- Acknowledging the loss of waterfront amenity at the existing park site, allocate the proceeds from the sale of the fee simple land to improve recreational amenity on the new park site and surrounding area.

7.9 Observing that there might be some technical possibility, even if remote, that the Crown could not carry through with the appointment of the Council to control and manage the Crown-owned land at Redcliffs School as a new park, or with classifying the land as a recreation reserve, the Hearings Panel decided to recommend that the Council:

- Require that all three elements of the transaction referred to in paragraph 1 of the recommendations proceed.

The intent being to require that the Proposed Land Swap is treated as a package so that the loss of the current park should in some workable sense be conditional upon the current school site becoming a new park.

7.10 The Hearings Panel's concerns around traffic and pedestrian safety were largely addressed through staff advice though also gave rise to the Panel's recommendation that the Council:

- Request Council staff to assess the new Redcliffs School site for inclusion in the priority list for a school speed zone.

Furthermore, the Hearings Panel in noting the Ministry of Education's abovementioned willingness to contribute towards new traffic management and pedestrian safety systems that may be required had considered its discussion with the Ministry of Education representative at its reconvened meeting on 11 August 2017 where the Ministry representative indicated that the Ministry will contribute to traffic strategies (and associated capital costs) to get children safely to school, and that traffic mitigation measures will be discussed with Council Officers within the Regeneration Plan process. The Hearings Panel also considered that there is a work stream underway to improve pedestrian safety in the area as a result of the local Community Board's concerns about a pedestrian crossing in the area, and the Panel foresaw that this work stream, traffic mitigation measures associated with a land swap, and traffic changes relating to the Master Plan should align.

7.11 The Hearings Panel's desire to accommodate the interest of the users of Redcliffs Park, expressed through submissions, in having equivalent replacement facilities (particularly the

sporting facilities provided by the current park) in place on the proposed new park site at the time of the loss of those facilities from the current park site gave rise to the Panel's recommendation that the Council:

- Request that Council staff and the Ministry of Education work together to achieve continuity of service and minimal disruption to users of the park.

Achieving continuity of service was assumed to involve negotiating for the Ministry of Education to clear the current school site before the current park is lost, though it was also discussed that the timing of the work might provide some mitigation to possible inconvenience in avoiding the time of year when the most utilized sporting facilities are used.

- 7.12 Regarding the answer to Question 14 within **Attachment H** (concerning whether the artificial cricket pitch proposed for the new park by a submitter is feasible), it is noted that the Panel received verbal clarification from Council Officers that that layout with the 40 metre boundary depicted by the submitter would only be suitable for children's play at primary/immediate school level, and that future use of the new park to deliver appropriate levels of service would be determined through business as usual processes.
- 7.13 Regarding the answers to Question 4 and 9 within **Attachment H**, which relate to the usage of the current park and how that might be affected by the Proposed Land Swap, the Panel considered that, while there may not be anything preventing the current usage of the park continuing at the proposed new site, the loss of the waterfront view and proximity, and traffic-related considerations, may make the new site less attractive, particularly for events such as the Summer Starter Challenge. However, the Hearings Panel observed the willingness of Redcliffs School to work with the community suggesting that in appropriate circumstances the School could allow events better suited to the current park site to use the proposed new school grounds out of school hours.
- 7.14 The Hearings Panel had the benefit of having on it a Councillor who was also a member of the Hearings Panel that last year considered the sale of part of QEII Park to the Ministry of Education for the development of the new schools being built on that site. The Hearings Panel, being able to reflect on that experience in addition to staff advice and its consideration of the submissions, recommended that the steps discussed above and embodied in paragraphs 2 - 10 of its recommendations be taken as part of agreeing to the Redcliffs Park/School Proposed Land Swap.
- 7.15 In conclusion, the Hearings Panel after considering the many submissions and wishing to:
- a) seize the opportunity presented by the Proposed Land Swap to see Redcliffs School return to Redcliffs without further delay and give the community a clear path forward (subject to the Regeneration Act process); and
 - b) allow for a robust negotiation of the details of the land transactions by Council Officers that advances the wider interests of ratepayers, park users and local residents by reflecting the Panel's wishes as embodied in its package of recommendations;
- recommends that the Council:
- Delegate to the Chief Executive the authority to negotiate and enter into such documentation as she considers necessary to implement the [recommended] arrangements.

This delegation being conceived to best achieve the Panel's recommendations as a package.

Signatories

Author Mark Saunders - Hearings Advisor

Approved By Deputy Mayor Andrew Turner (Chair of Hearings Panel)
Councillor Sara Templeton (Member of the Hearings Panel)

Attachments

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26 April 2017

The Chief Executive
Christchurch City Council
PO Box 73016
Christchurch 8154

Dear Dr Edwards

Redcliffs Regeneration Project

The Ministry of Education (**Ministry**) proposes to rebuild a new Redcliffs School on Redcliffs Park land and create a new recreation reserve on the existing school land.

Rebuilding Redcliffs School at Redcliffs Park

Redcliffs Park consists of land held by two entities, Christchurch City Council (**Council**) and the Crown (see attached plan 1).

The Ministry wishes to convey its desire to purchase the two parcels of land owned by the Council. The Ministry proposes to achieve this under section 50 of the Public Works Act 1981.

The Ministry understands that Council will consult, under section 138 of the Local Government Act 2002, on the proposal to sell land to the Ministry for education purposes before it agrees to sell the land.

The remaining balance of the park is Crown owned land that is a public reserve administered by Council, under the Reserves Act 1977, for a recreation reserve (**reserve land**). The reserve land would be set apart for a public work for education purposes under section 52(1)(a) of the Public Works Act. This requires the consent of the Minister of Conservation, given after consultation with the Council under section 52(2) of the Public Works Act as the administering body of the reserve.

The Council's response to that consultation with the Minister of Conservation, may also give rise to a decision-making process for the Council. The Ministry understands that the Council may be required, under section 78 of the Local Government Act, to consider the views and preferences of persons likely to be affected by, or who have an interest in, the Council's response to the consultation with Minister of Conservation.

The Ministry fully appreciates and supports the public engagement that Council will look to undertake as part of the Council's response to the requests contained in this letter.

New Park on Redcliffs School Land

The existing Redcliffs School site (attached plan 2) is held by the Ministry for education purposes under the Public Works Act (**school land**).

It is proposed that the school land be cleared of all of buildings currently located there and laid down to grass. As a Crown process, the school land would then be transferred from the Ministry of Education to the Department of Conservation under the Public Works Act for a recreation reserve, and then the Council appointed to control and manage the recreation reserve under section 28 of the Reserves Act. The Ministry understands that Council may be again required to consider, under section 78 of the Local Government Act,

National Office, Justice Centre, 19 Aitken Street, Thorndon, Wellington
PO Box 1666, Wellington 6140, Wellington Phone: +64 4 463 8000 Fax: +64 4 463 8001

education.govt.nz

the views and preferences of persons likely to be affected by, or who have an interest in, the Council's decision to accept the appointment to control and manage the recreation reserve.

All of the parcels that comprise the school land, except one parcel of land (4223m² Section 1 Survey Office Plan 334406 CFR156004), are subject to a right of first refusal to Te Rūnanga o Ngāi Tahu under the Ngāi Tahu Claims Settlement Act 1998. The Crown to Crown transfer under the Public Works Act is an excepted transaction under the Ngāi Tahu Claims Settlement Act, however, notice of the proposed transfer to the Department of Conservation will need to be given by the Ministry to Te Rūnanga o Ngāi Tahu in respect of the relevant land parcels.

For completeness, there are two small parcels of land that are adjacent to the cliffs and that will be transferred to Land Information New Zealand, under the Public Works Act, to be held as Crown land under the Land Act 1948. The land that is proposed to become Crown land are:

1762m² Part Lot 2 Deposited Plan 1228 Gazette 1961 p315

2762m² Part Lot 8 Deposited Plan 11088 Gazette 1966 p1497

Ministry of Education's request to Christchurch City Council

The Ministry therefore formally requests that the Council:

1. Transfers, under section 50 of the Public Works Act for education purposes, two parcels of Council owned land at Redcliffs Park described as:
1075 m² lot 2 deposited plan 47479 CB27F/183
7692 m² lot 3 deposited plan 47479 CB27F/184
2. Agrees to the cancellation of the vesting in the Council of the Crown owned recreation reserve at Redcliffs Park described as 1.0304ha Reserve 4601 CB616/39.
3. Agrees to be appointed to control and manage that land at Redcliffs School described as follows as recreation reserve under section 28 of the Reserves Act for a new park:
4223m² Section 1 Survey Office Plan 334406 CFR156004
4047m² Part Lot 3 Deposited Plan 1228 CB190/67
3384m² Lot 1 Deposited Plan 7624 CB372/72
4957m² Part Lot 2 Deposited Plan 1228 CB495/17
1821m² Part Lot 3 Deposited Plan 1228 Gazette 1924 p2596

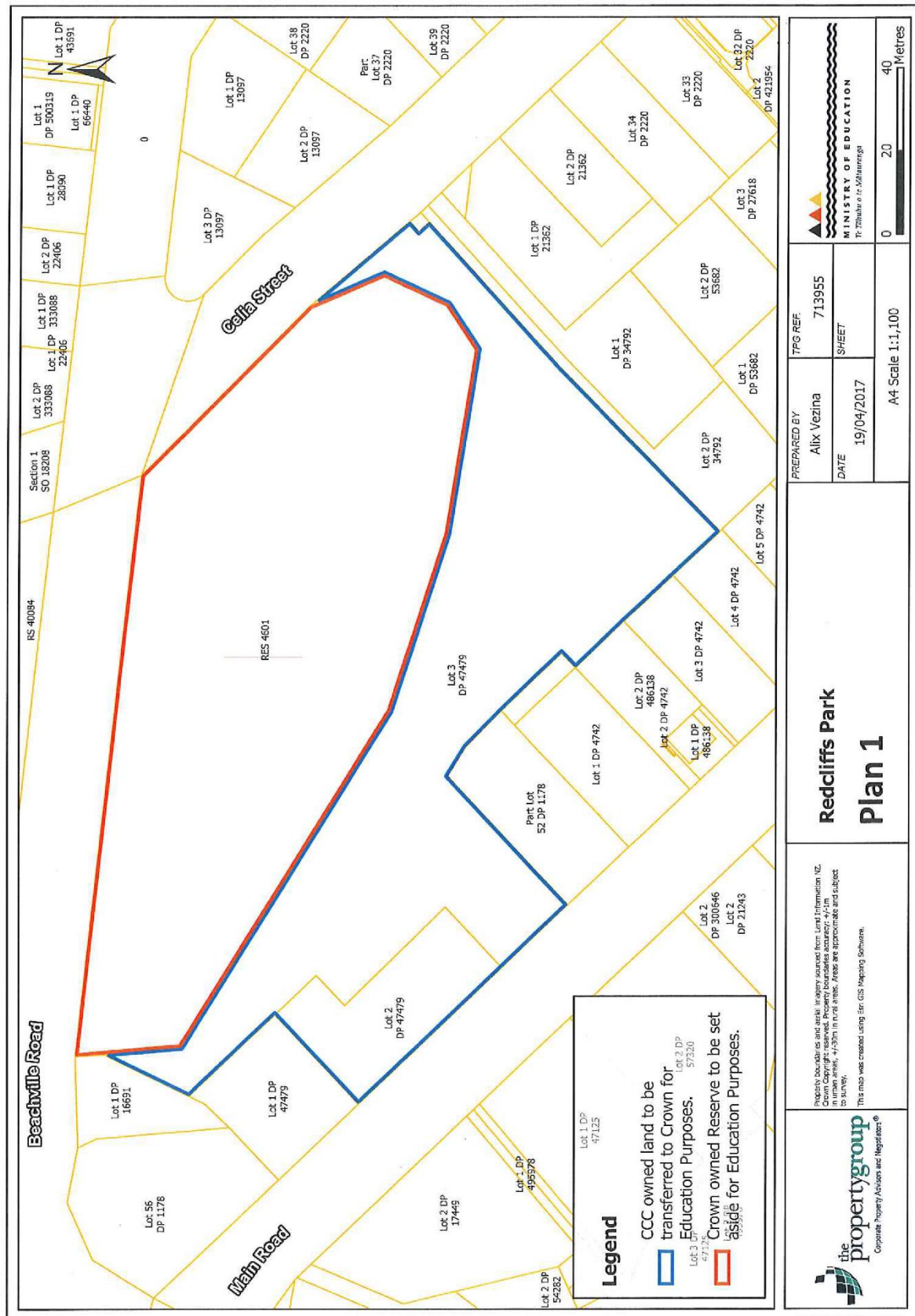
The Ministry is proposing a focused and expedited regeneration process that recognises local leadership that gives great outcomes for everyone. I would be grateful if the Council would consider the above request at the earliest opportunity.

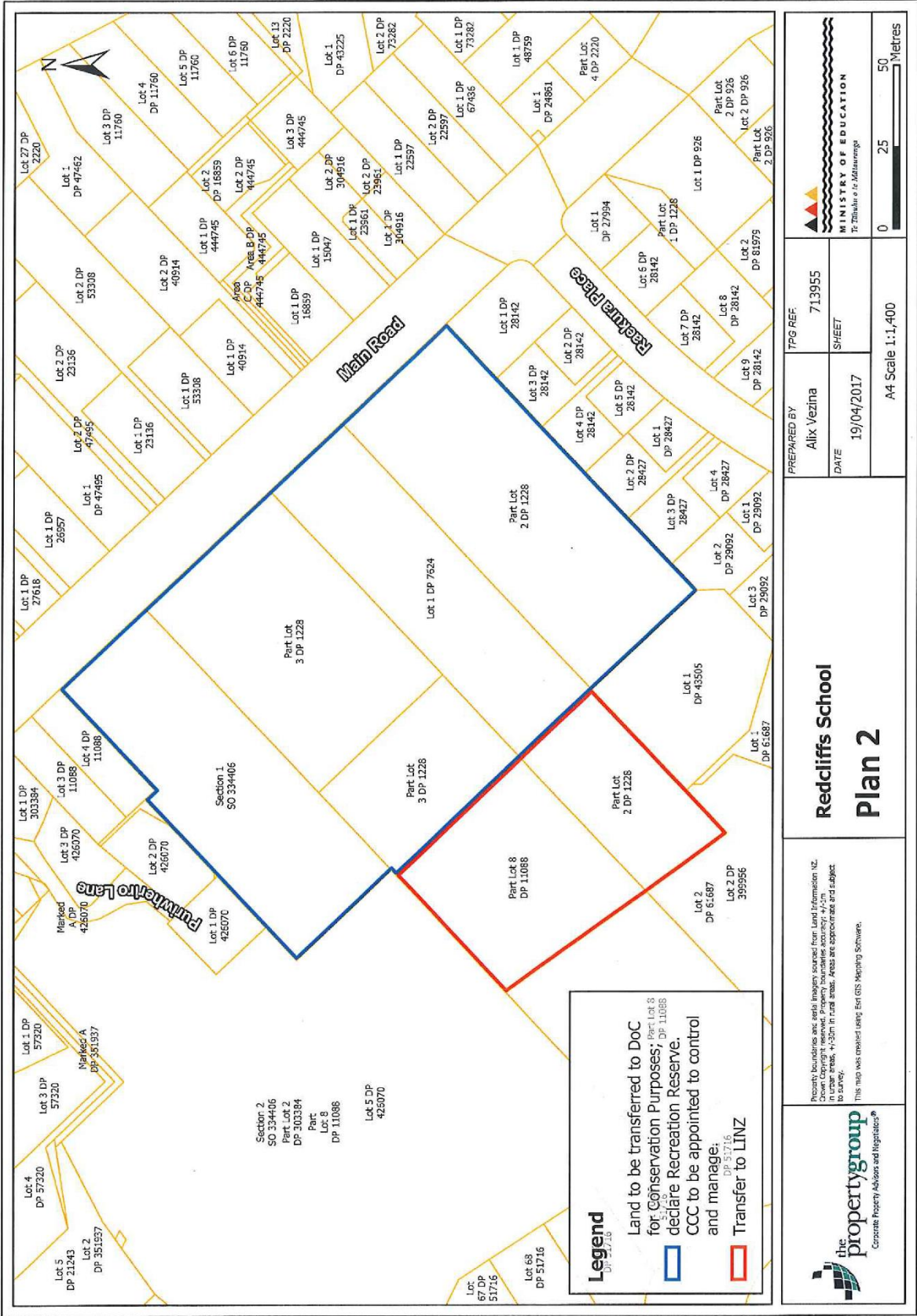
Kind regards

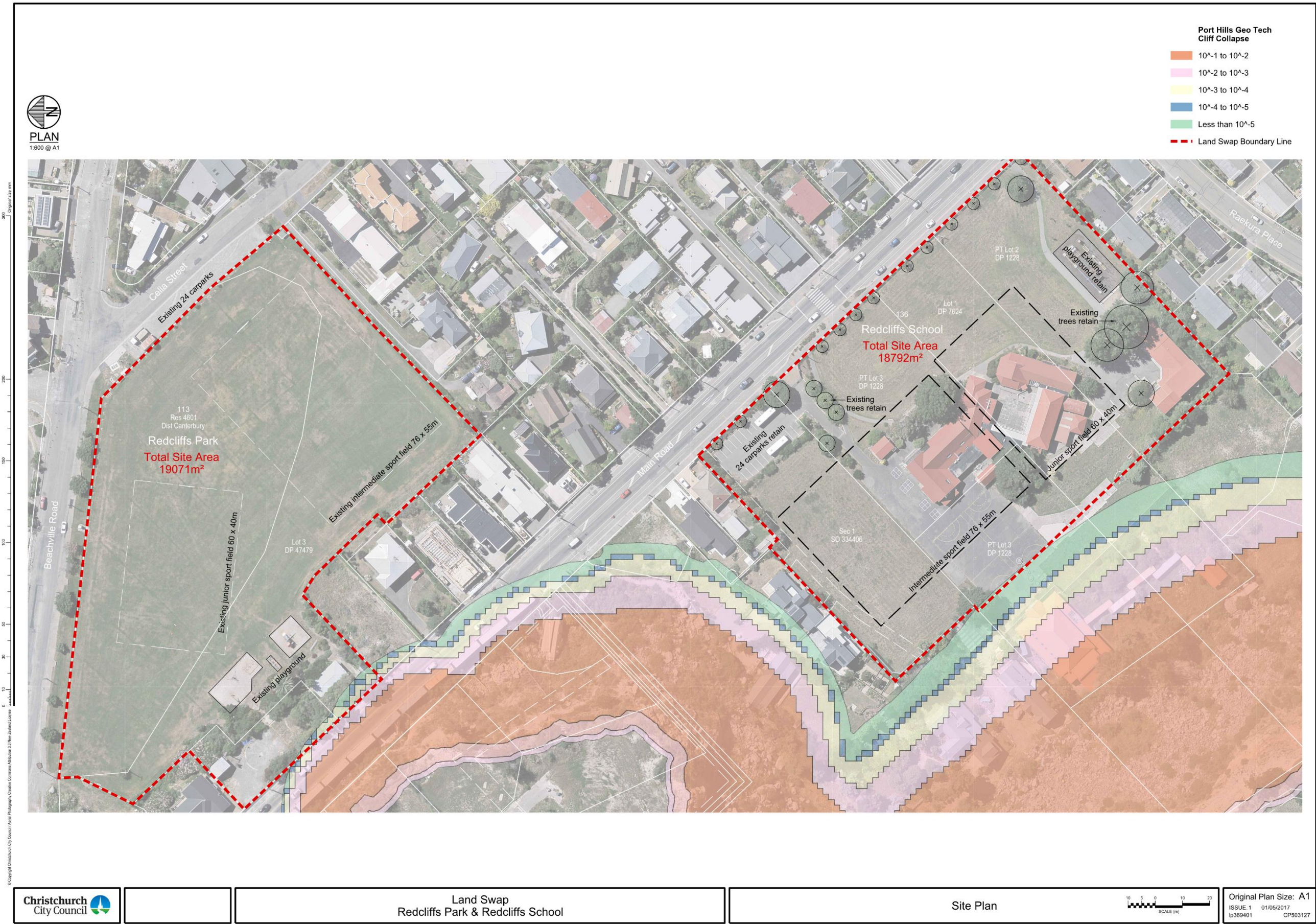


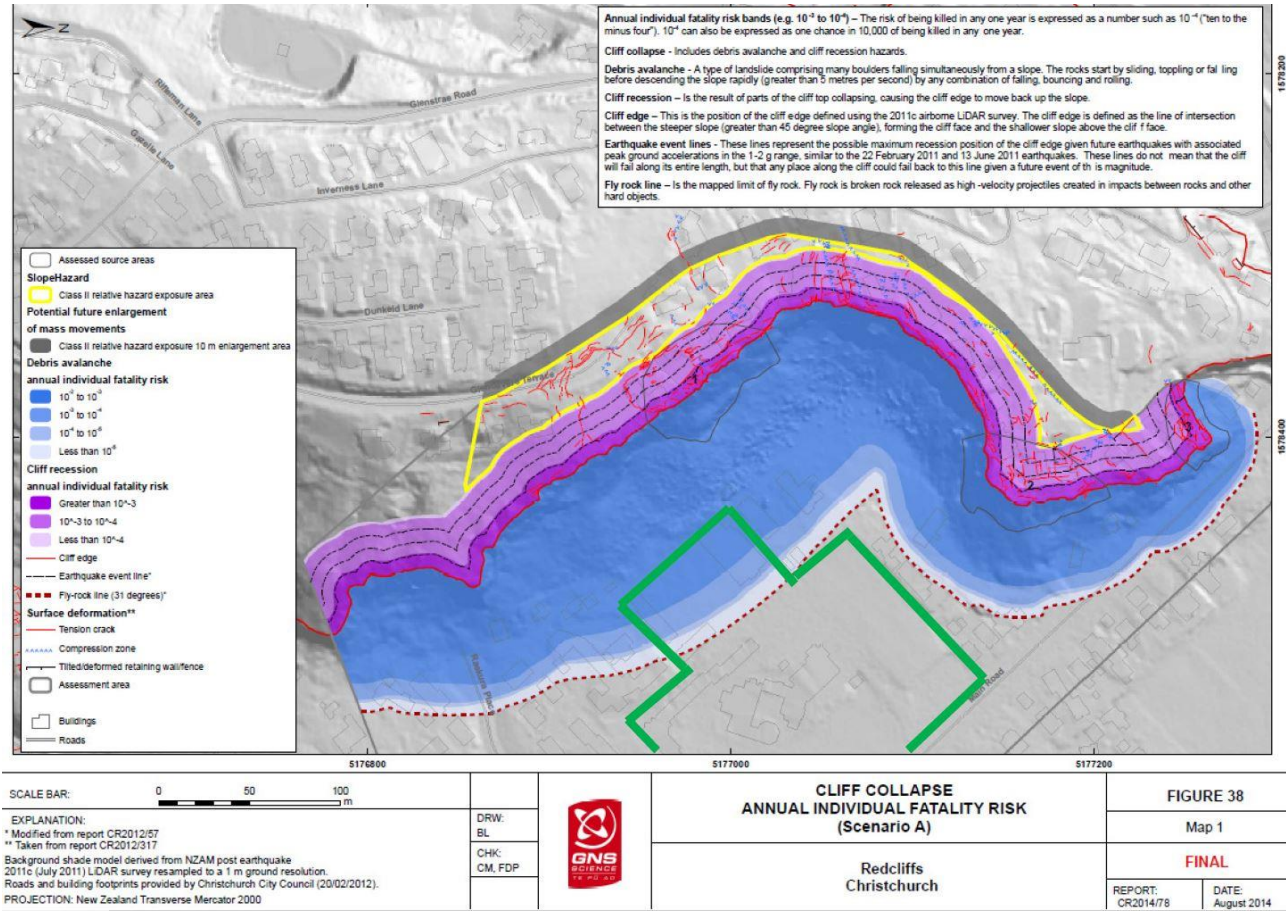
Kim Shannon
Head of Education Infrastructure Service

cc: Steve Sharman, Department of Conservation
Andrew Rutledge, Christchurch City Council















Redcliffs Park - Redcliffs School Facility Comparison

Overview





A proposal has been put forward to land swap the current Redcliffs Park site for the build of a new Redcliffs School. Following the Christchurch earthquakes, the current school site has been determined as unsuitable for any future school development. This summary provides an overview of the current Redcliffs Park facilities and School site facilities that may be able to be utilised should a decision be made to transfer the activities. It then goes onto to identify the potential loss of current facility provision that will be required to be replaced if the school site is to be used as a Park, and the same level of service is provided.





Existing Park: Facilities

Asset Type	Comments	Images
Carpark space for 24 vehicles.	There is also plenty of street parking around the space to accommodate larger numbers when required.	
Buildings include one Public Toilet and a Community Building	In average condition. Basic level of service provided with separate male/female toilets. The former Table tennis Club building is currently closed to public following earthquake damage.	
Sports fields	Two fields that can accommodate both junior and intermediate level soccer.	
Playground includes Cantilever Tyre Swing, Swings (3 x strap seats), see-saw and modular structure	 Average to poor condition scheduled to be renewed in near future.	

Climbing Net	Can be relocated to School if required.	
Trees	Mostly overgrown shrub borders with a few trees included.	N/A
Drainage	There is evidence of poor drainage in areas of the park.	N/A
Irrigation	None	N/A



Current School Site: Park Equivalent Facilities

Asset Type	Comments	Images
Asphalt Carpark for 14 spaces.	In a good condition and location for future off-road parking to accommodate park users. There is heavier traffic on the main street, but opportunities to park out front.	
Asphalt hard surface sports areas	Will require removal as largely covers the area required for playing fields.	N/A
Buildings	Since the earthquakes, some deferred maintenance evident with gutters needing cleaned. There is the potential to retain a building for community use, with some modification, primarily associated to the public accessibility of the toilets. It contains 2 classrooms plus has basic male and female toilets. One of the classrooms has a kitchen bench installed. Heating has been removed.	
Greenspace	Current greenspace is primarily surrounding the school buildings to the perimeter.	
Playground is a Playco Modular Structure. Area approx. 25m x 13m	Average condition. Maintenance check required only. Soft fall and playground needs a general tidy up including painting and staining timber posts. All moving parts will need to be checked and some ropes may need to be replaced, as well d-shackles etc. Due to current standards, the playground cannot be relocated.	

Furniture	Average condition. Park Benches (x2) at pedestrian entrance near playground and some around poplar trees beside playground. These can be kept on site and used as park asset.	
Asphalt path to playground	Average condition. Pathway will need to be renewed in near future, however a general tidy up will be beneficial.	
Sand pit Shade Sails Decking	Average condition - boxed edging of sandpit in good condition. Would require maintenance to have weeds sprayed and a possible top up of sand. Shade sails have been taken down and placed in storage. Posts in good condition. Good condition - general tidy up required, stain and check nails on board etc.	
Fence along roadside	Good condition - would be important to maintain on site as it provides a barrier between parks users and a busy road. There are also gates, which can be locked in the evening.	
Trees	Mostly in good condition. The horizontal elm is thought to be 80-100 years old and should be retained. <i>Schinus molle</i> at entrance to property is in very good condition and uncommon as a species in Christchurch.	N/A.

Current School Site Issues/Gaps

The following site improvements are required to make the school site meet a New Park LoS are;

Asset Type	Gaps	Images
Carpark	Review to meet district plan requirements. May need to add additional capacity to meet the required standards. Sufficient space exists.	
Community Building	Toilets will need to be made fully accessible for public use.	
Public Toilet	New public toilet required. Likely location would be at carpark for a new facility or remodel existing building.	N/A
Junior and intermediate fields	Would require buildings and asphalt to be cleared to allow for remediating with turf. Potential to return high quality trees and design sports fields in an integrated way.	N/A
Playground	The following activities are not present; <ul style="list-style-type: none"> • Seesaw • Swings • Slide 	N/A
Trees	Sports field design should try to retain the quality specimen trees wherever possible.	N/A
Drainage	Good drainage to prevent poor grass development and damage to fields. To be determined.	N/A
Irrigation	Typically not provided at this level of Sports field.	N/A

Summary

The above summary provides an overview of the current state, and provides an overview of additional works required to fill the gaps. The major works likely required are;

- Additional Car parking spaces
- Clear existing infrastructure and build new grass fields (M.O.E Cost)
- Construct new toilets, or modify existing

Costs

The Ministry of Education is responsible for the cost of all removals and remediation of the land. Council would negotiate appropriate specifications as a requirement for any remediation works to avoid unnecessary expenditure.

Christchurch City Council
Redcliffs Park and Redcliffs School Proposed Land Swap

Submissions analysis for presentation to the Hearings Panel

August 2017

Completed by Tessa Zant, Engagement Advisor

Item 23

Attachment E

1. Introduction

Consultation on the proposed land swap took place between 29 May and 26 June 2017. Every residential property, commercial property and absentee landowner, within the Redcliffs School catchment zone, was delivered a consultation document and submission form. Identified stakeholders in the project were sent information by email. As a result, 853 submissions were received. Of these, 849 were received on time and valid for analysis.

2. Overall support for the proposal

The submission form asked respondents to select one of the following:

I/we

- support the proposal
- generally support the proposal but have some concerns
- do not support the proposal

Chart 1 shows the distribution of all responses, while Chart 2 shows the distribution of responses from submitters who live, or work in the school catchment area (including Redcliffs School staff).

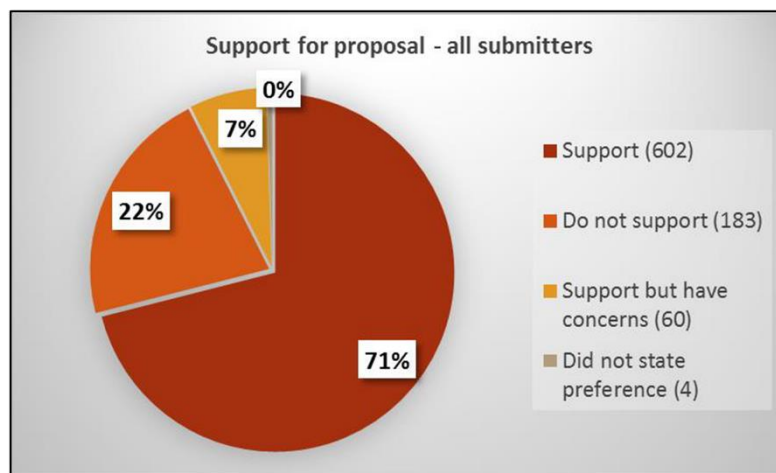


Chart 1

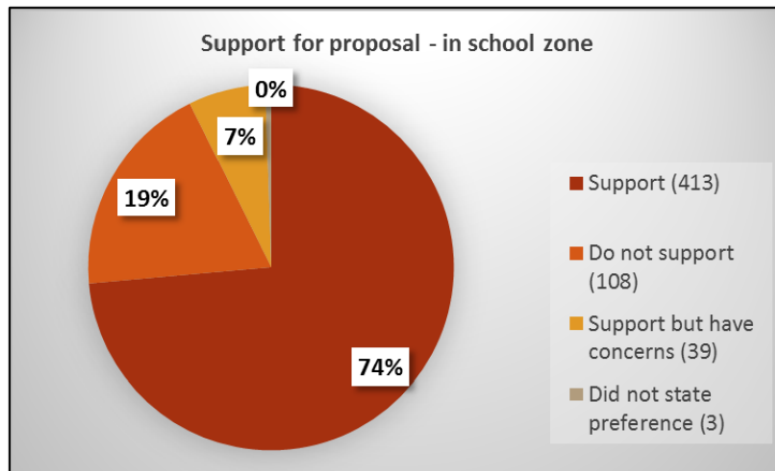


Chart 2 (Including submissions from staff and students at Redcliffs School.)

Submitters were asked if they had any comments on the proposal. The four submissions received that did not select their level of support, showed a clear preference in their text response and were analysed in these groups (three in support and one not in support).

Response details were coded and each submission could receive multiple codes. Analysis of the codes was divided into reasons given for or against aspects of the proposal, which are reported on below. Some details of submissions were outside of the scope of this particular decision and have been passed on to either the ministry of education or The Council Recreation and Parks Unit.

3. Analysis of submissions in support of land swap

Of the 604 submitters in support of the land swap, 365 made comments.

A school in Redcliffs

Chart 3 shows submitter's general support for a school in Redcliffs (not site specific). There were many comments about the need for a school in Redcliffs, with some describing the school as the 'heart of the community'. Fifteen submitters stated that the schools return would help regenerate the area, by encouraging families and their associated business, to return to the area.

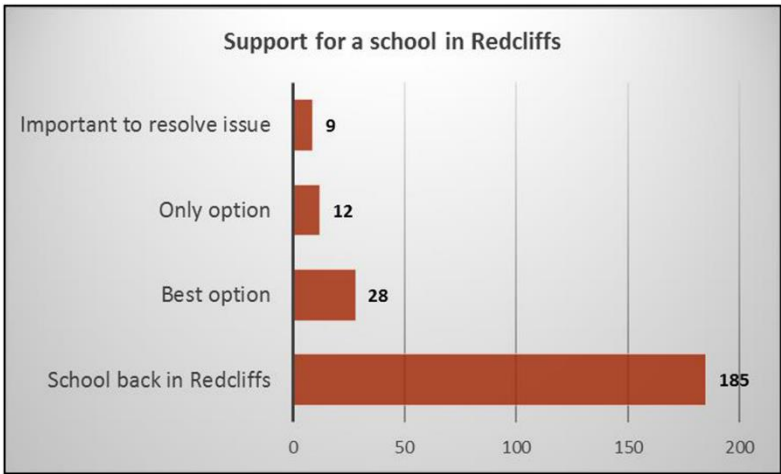


Chart 3

Chart 4 describes the support for a school on the current Redcliffs Park site. 71 submitters felt that there were good transport options provided at the Redcliffs Park site. Some described no longer needing to catch the bus and easier driving, including parking and improved safety by moving the main entry away from Main Road. However, the vast majority of these submitters referred to sustainable transport options and the opportunity provided by the school’s proximity to the Coastal Pathway.

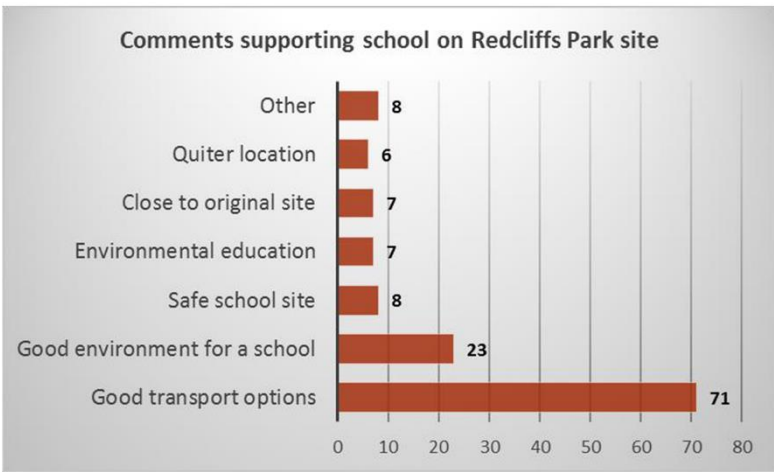


Chart 4

Many submitters also felt the location of the site provided a positive learning environment with good views and peaceful surroundings. Some also felt that the proximity to the estuary provided an opportunity for environmental education.

Some out of scope feedback was provided about the potential school buildings (new, fit-for-purpose, available for community use, sensitive design for the neighbouring residential properties), which will be provided to the Ministry of Education.

Redcliffs Park

Submitters acknowledged that a school at the site would displace the current park. 28 submitters noted that a park would be provided on the current Redcliffs School site. A further eight submitters were specific that the swap should only go ahead if the current school site is certain to be developed as a park. Four submitters felt that the current park site is not well used and would benefit from the move.

Chart 5 shows fewer comments were made by this group about the suitability of the current Redcliffs School site as a park. However, there was interest in the opportunity to redesign Redcliffs Park. 25 submitters suggested added features within the park (in particular a cricket oval) and two asked for further consultation on the final layout. This information has been forwarded to the Council Recreation and Sport Unit.



Chart 5

Comments about the safety of a park at the current Redcliffs School site related to both safety from rockfall and the visibility of the park from Main Road helping crime prevention.

Comments about an increase in recreation space were related to both the increase in park size and availability of the new school fields, for weekend use, by the community.

4. Analysis of submissions generally in support of land swap but with concerns

Of the 59 submissions generally in support of the proposal but with concerns, 57 provided comments.

25 submitters preferred the original school site and four wanted to have a say on any development of the new school. This information has been forwarded to the Ministry of Education. Seven submitters had ideas for the new park and one asked for further consultation on the final layout. This information has been forwarded to the Council Recreation and Sport Unit.

Only one submitter had concerns about the proposed park on the current Redcliffs School site, stating that it must be unsafe if it is too unsafe for a school.

All other concerns related to the suitability of the Redcliffs Park site for a new school. These concerns were the same as the reasons given by submitters who were not in support of the land swap, so the analysis of their comments has been combined in Chart 6.

5. Analysis of submissions not in support of land swap

Of the 183 submissions not in support of the proposal, 170 provided comments.

Most of the comments focussed on the decision to move the school away from the original site. 124 submitters stated the school should go back to the original site, with 62 feeling the move added unnecessary cost and ten feeling that the move extended the time frames for getting the school re-established. This feedback has been passed on to the Ministry of Education. A further ten submitters felt that The Council should reject the proposal, as a means of forcing the Ministry of Education to rethink the planned move away from the current school site.

A school on Redcliffs Park

Most of the remaining commentary from this groups focussed on the suitability of the Redcliffs Park site for a new school. Chart 6 shows the reasons given by submitters for their lack of support for the move and includes the comments made by submitters who supported the proposal but had some concerns.

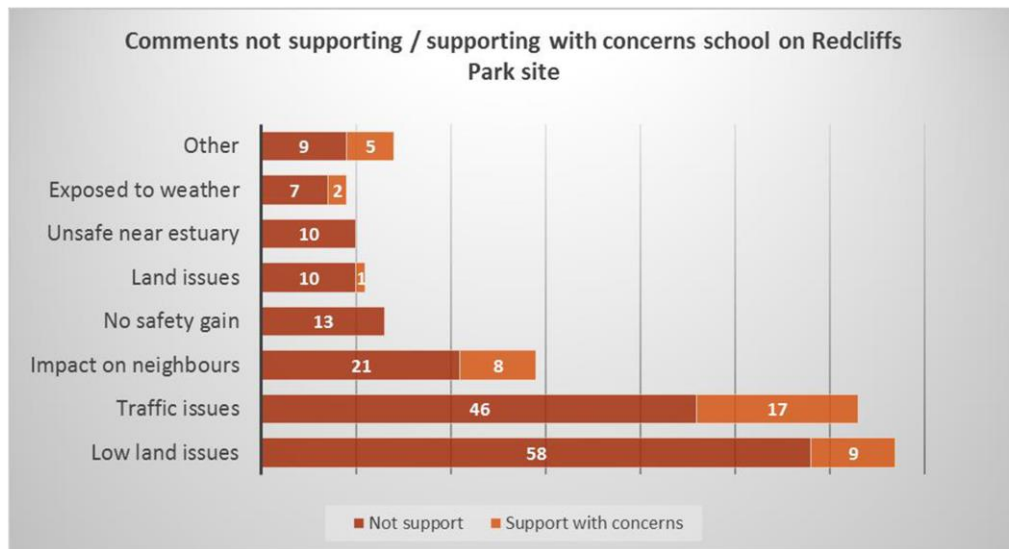


Chart 6

Many submitters were worried about the low level of the land, which was described as regularly flooding from both precipitation and coastal inundation. It was also felt that sea level rise would contribute further to the issue. Risk from tsunami (included in 'Low land issues') was perceived to be greater at this site than at the current school site, both due to the proximity to the estuary and a lack of quick evacuation options, with Main Road between the proposed school and higher ground.

Submitters who were concerned about the traffic implications of a school on the park site expected increased congestion on Beachville Road and Celia Street, a lack of parking and issues created by cars turning at the Main Road intersections with Celia Street and Beachville Road. There was a perceived lack of safe pedestrian options and pupils being dropped off on Main Road, close to the bend, was a concern.

Submitters' comments about the impact on neighbours related to noise, home values and any obstruction of their view.

Some submitters felt that there was no improvement in safety from rockfall by moving the school to the park site, while others felt that the proximity to the estuary worsened safety, with a perceived increased risk of drowning.

Redcliffs Park

Submitters also commented on the value of Redcliffs Park remaining in its current location. In Chart 7 the most popular reason given was the lack of seaside parks in Christchurch and the unique aspect at Redcliffs Park looking out over the estuary. Many felt that this made it an ideal picnicking spot and a favourite for locals and annual events.

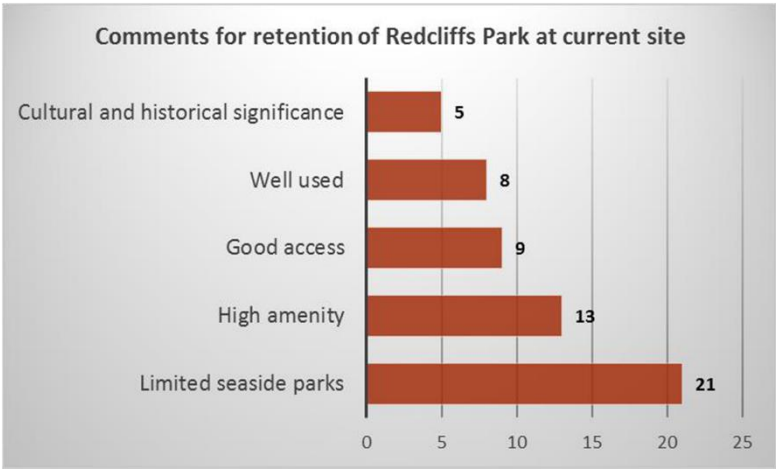


Chart 7

There was also a perceived loss of amenity in moving the park to the current school site with comments about a loss of view, tranquillity and privacy.

Comments about better access at the current site related to both parking and the proximity of the Coastal Pathway.

Chart 8 shows the reasons provided not to move the park to the Redcliffs School Site. Some submitters stated that if the area was not safe enough for a school then it must not be safe enough for a park, while others felt it was an unnecessary cost for The Council to remediate the new site and replace all of the infrastructure for a new park.

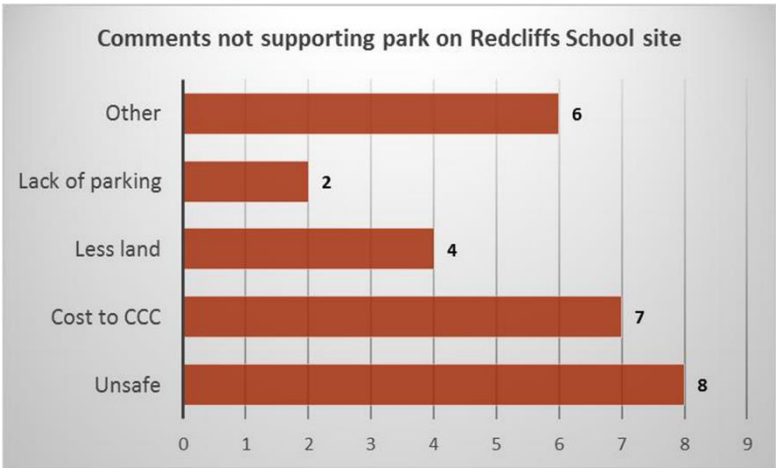


Chart 8

Future consultation on the
use of Redcliffs Park

We are not deciding how Redcliffs Park land is used once the MoE has ownership. That is for the MoE to determine. It is expected that the MoE will use the Greater Christchurch Regeneration Act to deal with planning matters and they will invite written public comment as part of that process.

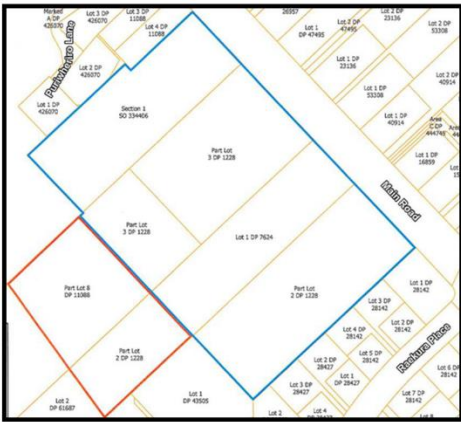
At this stage, we are only asking for feedback on the land swap between ourselves and the Crown. Please indicate whether or not you support the proposal, on the feedback form provided.



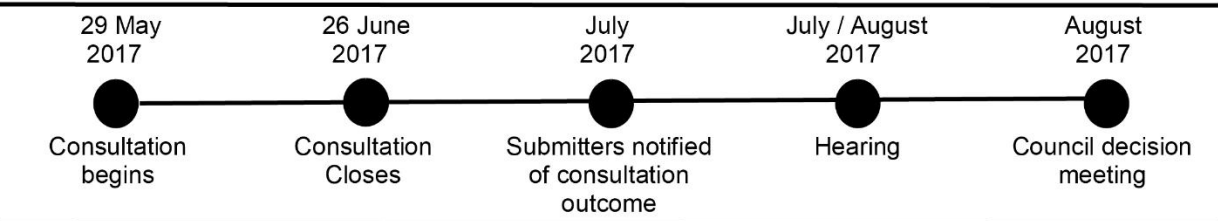
Redcliffs Park area A (Crown-owned), B and C (Council-owned)

Details of proposed land
swap

- Redcliffs Park (area A) - We propose agreeing to the use of this Crown-owned land being changed, from a recreation reserve to a school, under section 52(1) of the Public Works Act.
- Redcliffs Park (area B and C) - We propose selling these two parcels of land to the MoE, under the Public Works Act, for full market value (yet to be negotiated).
- Redcliffs School site - We propose accepting this Crown-owned land for use as a recreation reserve and accept control and management of the land, under section 28 of the Reserves Act.



Redcliffs School land suitable for recreation reserve (blue) and land transferred to LINZ (red)



Tessa Zant
Senior Engagement Advisor

✉ Christchurch City Council
PO Box 73013
Christchurch 8154

☎ (03) 941 8935
Tessa.zant@ccc.govt.nz

To comment on the plan and find out more:

🖥 go online www.ccc.govt.nz/haveyoursay

✉ complete the enclosed freepost form

Ensure your submission reaches us by:
5pm, Monday 26 June 2017



haveyoursay
ccc.govt.nz/haveyoursay

Christchurch
City Council

May 2017

Redcliffs Park and Redcliffs School
Proposed Land Swap

haveyoursay
ccc.govt.nz/haveyoursay

Christchurch
City Council

Background

Following the earthquakes, Redcliffs School has been unable to operate at its site at 140 Main Road. Since June 2011, staff and pupils from the school have been based at the Van Asch Deaf Education Centre, Sumner. Buses are provided between Redcliffs and Sumner for the 180 pupils, aged 5-13.

The Ministry of Education (MoE) will not re-open the school on its current site and propose moving the school to Redcliffs Park. The MoE has asked that Christchurch City Council consider swapping Redcliffs Park for the similarly sized school site, to enable this to occur.

It is proposed that the land from the current school site be transferred to the Department of Conservation and managed by the Council as a recreation reserve. Redcliffs Park would become the new location for the school.



ccc.govt.nz/haveyoursay

Community drop-in sessions

Redcliffs School bus area: Tuesday 6 June, 2.45-3.45pm

Redcliffs Bowling Club: Wednesday 7 June, 5.00-6.30pm

Redcliffs Park: Saturday 10 June, 10.30-11.30am

Consultation is open until **5pm, Monday 26 June 2017**

WE KEEP.

Our city beautiful
for everyone.

We are
Christchurch.

Christchurch
City Council

We are
Local Government.

Redcliffs Park site

Redcliffs Park is 19071m² and is used primarily for soccer during winter on an intermediate and junior sized field. Close to the Main Road entrance there is a small children's playground and toilet block, as well as a pavilion which is closed due to earthquake damage.

The MoE carried out an in-depth feasibility study looking at where Redcliffs School could be relocated and Redcliffs Park was the preferred option due to its size, location within the Redcliffs community and ease of access. The MoE propose locating school buildings on the elevated southern section of the park. Given the required floor area for the primary school development it is likely that some building footprint may extend into the existing playing fields area (visit ccc.govt.nz/haveyoursay for more detail).

The school would become operational by Term Three, 2019.

Redcliffs School site

The MoE has opted to move Redcliffs School from its current site. Some of the land at the current site is unusable due to the risk of rockfall and will be transferred to Land Information New Zealand. The remaining 18431m² will provide sufficient room to relocate both sports fields from Redcliffs Park and accommodate informal recreational activity (see indicative plan below).

The school playground, parking and many of the existing trees can be retained. However, a new toilet block would need to be constructed.



Redcliffs Park and Redcliffs School proposed land transfers

Christchurch City Council
Legal Services Unit

MEMORANDUM

Date: 7 AUGUST 2017

From: ROBERT O'CONNOR (Associate General Counsel, Legal Services Unit)

To: THE HEARINGS PANEL, REDCLIFFS PARK/SCHOOL PROPOSED LAND SWAP

LEGAL COMMENT ON HEARING PANEL PROCESS AND DELIBERATIONS

1. Context and the large number of submissions

The proposal emanates from a lengthy and contentious process undertaken by the Ministry of Education to decide the future of Redcliffs School following the earthquakes.

As a result the Council has received a very large number of submissions which address a number of the issues in the public domain relating to the future of Redcliffs School.

For this reason, it may be helpful to the Hearings Panel to provide some guidance as to which matters are likely to be relevant to the decision before the Council and which are not.

2. Hearings Panel and Council may only consider relevant matters

It is a fundamental tenet of local authority decision-making that a decision-maker should only take account of matters which are relevant to the decision at hand.

It follows that a decision-maker should not, as far as is possible, take account of matters which are irrelevant to the decision at hand. If a Hearings Panel or a Council takes account of irrelevant matters when making a decision then a risk is created that the decision could be set aside by the Court.

3. Decision before the Hearings Panel and Council

The decisions before the Hearings Panel and the Council are as follows:

- a) Disposal of Existing Park:**
 - i) Whether the use of the Crown-owned part of the existing Redcliffs Park should be changed from a recreation reserve to a school; and
 - ii) Whether the Council should sell (at market value) the Council owned part of the existing Redcliffs Park to the Crown (Ministry of Education); and
- b) Acquisition of New Park:**

TRIM:

Whether the Council should accept control and management of the Crown-owned land at the existing Redcliff's School site for use as a recreation reserve.

The decisions before the Hearings Panel and the Council are therefore limited to the land transactions described above to give effect to a 'transfer' of the park asset from the existing park site to the existing school site.

4. What is relevant and what is irrelevant - guidelines?

At a high level matters that relate to the decisions required will be relevant and matters that do not will be irrelevant. Sometimes, it can be hard to distinguish between what is relevant and what is irrelevant. If submitters refer to what may be irrelevant matters, you should not let these materially influence your decision.

As a guide to determining relevance of matters being considered the following guidelines may assist:

a) Disposal of Existing Park

"Onsite matters" will probably not be relevant. "Onsite Matters" here refers to matters relating to the use of the existing park land itself for a school (i.e. how the school is intended to operate or the appropriateness of the site for use as a school are likely to be irrelevant matters).

"Offsite matters" will probably be relevant. "Offsite Matters" here refers to matters which give rise to an effect or an impact outside the existing park land. This includes any impact on the Council's responsibilities or budgets (i.e. the cost of any traffic or other road works required to facilitate the use of the site for a school).

b) Acquisition of New Park

Both "Onsite" (i.e. the use of the land as a park) and "Offsite" (i.e. impacts or effects of such use on Council road or land outside the park) matters will probably be relevant.

5. Subsequent planning process under the Greater Christchurch Regeneration Act

The Crown (Ministry of Education) has indicated that it intends to afterwards seek planning approval for the new school and the new park via the 'Regeneration Plan' process contained in the Greater Christchurch Regeneration Act ("Regeneration Act").

Matters of a planning nature will therefore be dealt with under that process.

Under the 'Regeneration Plan' process both the Council and members of the public have the ability to comment and make submissions.

The Crown enacted the Regeneration Act as an important instrument to support the regeneration of Christchurch following the earthquakes. This was supported by the Council. By dealing with planning matters relating to Redcliffs School and Redcliffs Park via the Regeneration Act the Crown has indicated that it views these activities as part of the regeneration of Christchurch. Therefore, it is important that the matters considered and decided on by the Hearings Panel, and ultimately the Council, do not compromise or impinge on the Regeneration Act process to follow afterwards. For this reason it is recommended that,

Page 3 of 3

as a principle, that the Hearings Panel, and ultimately the Council, does not deal in detail with any matters that would be expected to be dealt with under the 'Regeneration Plan' process. Such matters could include the extent and design of any traffic or other environmental mitigations required as a result of the siting of the proposed new school on the existing park site.

Robert O'Connor
Associate General Counsel
Legal Services Unit

Ext: 8575

Attachment G Item 23

Redcliffs Park and Redcliffs School Proposed Land Swap Hearings Panel – Panel's questions referred for answers following the hearing of submissions

Panel's Questions	Answers (unless otherwise indicated provided by Council Officers)
<p>1. Member Latham's question:</p> <p>With respect to Redcliffs Park, the Council does not own the title but is vested control/management rights from the Crown. Therefore for the MOE to acquire this land the Crown simply needs to cancel the 'vesting' in Council under section 27 of the Reserves Act.</p> <p>Should the land swap with Redcliffs Park and Main Road School site proceed and the Main Road site becomes a Recreation Reserve, does this mean that the Crown retains ownership of the land and can cancel the vesting rights of the proposed Recreation Reserve under section 27 of the Reserves Act at any future time?</p>	<p>Some confusion has arisen because of the reference to section 27 of the Reserves Act. While section 27 does indeed require the consent of the Council before a vesting of a reserve in it is revoked, section 27 doesn't actually apply to an "appointment to control and manage" a reserve under s28 as is proposed.</p> <p>Thus the answer to Darrell's questions should read as follows:</p> <p>1. If the proposal proceeds and the ex-School site becomes a recreation reserve, does the Crown retain ownership of the land?</p> <p>Answer - Yes, but subject to the Council's control and management under s28.</p> <p>2. Can the Crown "cancel the vesting rights of the proposed Recreation Reserve under section 27 of the Reserves Act at any future time?"</p> <p>Answer - The s28 "appointment to control and manage" procedure is a different procedure to the "vesting" is a reserve in the Council. Thus, as s27 only applies to the "vesting" of reserve in the Council and not to an "appointment to control and manage", s27 is therefore not applicable.</p> <p>The question is therefore presumed to be - can the Crown cancel an "appointment to control and manage" at any future time?</p> <p>The answer to this question is technically yes as section 28 does not contain an express requirement for the prior consent of the administering body (i.e. Council) as is contained in s27.</p> <p>However, the Department of Conservation (Steve Sharman) has indicated as follows:</p> <ul style="list-style-type: none"> a) The Department's practice is that revocations of appointments to control and manage reserve do not occur without the consent of the administering body (i.e. the Council). b) There are hundreds of such appointments across the country and no recent examples are known of where such a revocation has occurred without the consent of the administering body; c) It is thought that such revocations are only likely to occur in circumstances where the administering body (i.e. the Council) has been found to be acting grossly improperly or incompetently in the administration of the reserve in question; d) The Department considers that it is the role of local authorities to determine the number and distribution of reserves across a locality or district and accordingly the Department does not have a policy or process to rationalise or dispose of reserve land.

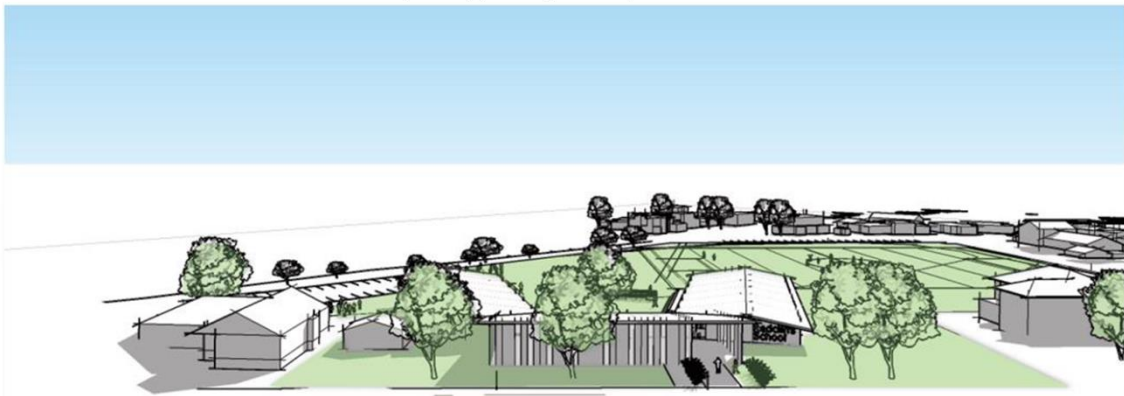
	<p>e) It is therefore considered that it is highly unlikely that revocation of the appointment of the Council to "control and manage" the new reserve would ever occur, unless such was requested by the Council.</p>
<p>2. Member Lindley's question:</p> <p>The Main Road Master Plan shows a walk route and picnic area skirting the north-west side of Redcliffs Park, terminating in a viewing area opposite Moa Bone cave and a space for interpretative information boards and storytelling. In what way can the Main Road Master Plan concepts be included in considerations for the development of the land for the school? Does it need Council to retain a corridor along the north-west edge of the park or can it be dealt with in the general planning?</p>	<p>Main Road Master Plan Project CCH2: Te Ana O Hineraki/Moa Bone Point Cave and Te Rae Kura/Redcliffs Park</p> <p>The intention of this project was to recognise the cultural and historic significance of Te Ana O Hineraki/Moa Bone Point Cave, and the surrounding area.</p> <p>This was to be achieved by:</p> <ul style="list-style-type: none"> - Providing improved access to Te Rae Kura/Redcliffs Park - creating a view shaft between estuary and Te Ana O Hineraki/Moa Bone Point Cave - to create narrative and interpretive elements opposite Te Ana O Hineraki/Moa Bone Point Cave to highlight its national significance, and the historically important role it has played. <p>This project has not had any further developed design other than what was shown in the master plan but was anticipated to be led in conjunction with MKT, who during consultation expressed strong views and interest in the project moving forward.</p> <p>The imaginary provided by MOE during the consultation process indicates that working with MOE in the future planning and development of the proposed school may present opportunities for these elements to be incorporated.</p> <p>This project is not currently funded.</p>



Diagram from the Main Road Master Plan





	<p>Graphic supplied by Ministry of Education</p>  <p>Indicative Concept Drawings Subject to Masterplanning and Detailed Design</p>
<p>3. Member Latham's question:</p> <p>Could the Ministry of Education (MOE) please clarify if they will meet the <u>full</u> costs associated with any changes required in the current Redcliffs School site becoming a recreation reserve and Redcliffs Park becoming a school site, or, to what extent they will meet the costs?</p>	<p>This question was referred to the Ministry of Education, and the Ministry responded as follows:</p> <p>The Ministry of Education will meet the costs to remove the buildings, any hardstand and then make good the demolition area to grass or similar. At this stage we are expecting to demolish or remove all structures from the site.</p>

4. Deputy Mayor Turner's question:

Could the Panel have more information around any usage figures for the Park?

Redcliffs Park – Has an Intermediate Football, and a Junior Football Field.
Allocated Club: Ferrymead Bays.

Mainland Football booked both fields Monday to Friday, 3pm-9pm (6 hours) from 2nd April - 28th August 2016. As well Saturday and Sundays 9:15am-5pm (7:45 hours) from 2nd April - 28th August 2016. Mainland Football booked these fields for practice/training purposes, usage during this period has not been recorded.

Mainland Football Game Draw Data 2016											
Field Name	Number of Games Played										
	9 Apr 2016	16 Apr 2016	30 Apr 2016	7 May 2016	21 May 2016	4 Jun 2016	11 Jun 2016	25 Jun 2016	23 Jul 2016	6 Aug 2016	20 Aug 2016
Redcliffs Park Pitch - Football (Intermediate) 1	0	0	0	0	0	0	0	0	0	0	0
Redcliffs Park Pitch - Football (Junior) 1	1	1	1	2	2	2	2	2	2	1	2

Redcliffs Park Pitch - Football (Junior) 1 was used by:

- Mainland Football - Connetics Girls 10th Grade.
- Mainland Football - Connetics Girls 11th Grade.

Mainland Football Game Draw Data 2017																	
Field Name	Number of Games Played																
	1 Apr 2017	29 Apr 2017	6 May 2017	13 May 2017	20 May 2017	27 May 2017	3 Jun 2017	10 Jun 2017	17 Jun 2017	24 Jun 2017	1 Jul 2017	8 Jul 2017	22 Jul 2017	29 Jul 2017	5 Aug 2017	12 Aug 2017	19 Aug 2017
Redcliffs Park Pitch - Football (Intermediate) 1	1	2	1	0	1	0	1	0	1	0	1	0	2	0	1	1	0
Redcliffs Park Pitch - Football (Junior) 1	2	1	2	1	2	2	2	2	2	1	2	1	1	1	2	1	2

(Please note that it is difficult to determine training use and that needs to be considered when any drawing conclusions on total field usage.)

<p>5. Deputy Mayor Turner's question:</p> <p>What is the possibility and likelihood of the School land not being classified as recreation reserve (with reference to the Ngāi Tahu submission)? What would the implications be? To what extent is it a risk and how it could any risk be mitigated?</p>	<p>Both the Ministry of Education and the Ministry of Conservation have indicated in writing to the Council that the intention is to treat the proposed land swap as a single package. It is therefore considered highly unlikely that the ex-School site, if the Council agrees to the proposal as a whole, would not be classified as a recreation reserve and the Council not appointed to "control and manage" the reserve. Indeed, both Ministries have advanced the process sufficiently to the point where they have formally asked the Council to consent to this occurring.</p> <p>With reference to the Ngāi Tahu submission, Ngāi Tahu's right of first refusal under the Ngāi Tahu Claims Settlement Act only arises in the event of a "disposal" of land by the Crown. The proposal to classify the ex-School site as a recreation reserve and to appoint the Council to "control and manage" it does not constitute a disposal by the Crown, and thus will not trigger the first right of refusal in favour of Ngāi Tahu.</p> <p>While it is considered that the risk of the component parts of the "land swap" being treated by the Crown as separate is minimal, the Hearings Panel could, if recommending approval of the proposal to the Council, expressly require that the proposed "land swap" is treated as a package. Council staff can provide the wording for any resolution as required.</p>
<p>6. Councillor Templeton's question:</p> <p>How many residential properties are adjacent to the Park site and how many are adjacent to the School site?</p>	<p>There are 11 residential properties which immediately adjoin the current park site. There are additional properties which have a direct view of the park from their location.</p> <p>There are 8 residential properties which immediately adjoin the current school site. There are additional properties which have a direct view of the park from their location.</p> <p><i>Accounting for red-zoned residential sites adjoining the sites: there is only 1 additional property that adjoins the current school site which appears to have been acquired by the Crown under the CERA Act; and none adjoin the current park site.</i></p>
<p>7. Councillor Templeton's question:</p> <p>MOE is remediating the old School site, but would MOE be putting any rockfall protection/fencing in place between the park and LINZ land?</p>	<p>This question was referred to the Ministry of Education, and the Ministry responded as follows:</p> <p>The Ministry of Education will erect a standard residential 1.8m timber paling fence on the boundary with the adjoining parcels of land to the north and the west. To the west, the fence will be located along the boundary line with the two parcels of land that are being transferred to LINZ.</p>

<p>8. Councillor Livingstone's question:</p> <p>Is the seismic assessment just based on ground acceleration known from the recent Christchurch earthquakes or does it include an assessment in relation to an event on the Alpine Fault?</p>	<p>The seismic assessment which underwrites the Port Hills Geotechnical life risk assessment work pertains to the Canterbury Earthquake Sequence ground accelerations and decay period and does not include any other events like the Alpine Fault.</p>
<p>9. Member Lindley's question:</p> <p>What events have been held on Redcliffs Park in the past, and what events could no longer be held on the site if the Park moves to the current School site?</p> <p><i>(Member Lindley clarifies: The main one has been the end location of the Summer Starter fun run, with about 5000 people competing and ending at Redcliffs Park which was set up for food, entertainment and supporting organisation marquees. It is an annual event and would be the biggest. There have been smaller events on the coastal pathway but not sure if they used the park.)</i></p>	<p>Events usage in 2016:</p> <ul style="list-style-type: none"> - 21st - 28th November 2016 Summer Starter Challenge Event - 8 December 2016 Christmas Picnic <p>There are no known encumbrances to the current Redcliffs School site hosting the events in the future.</p>

<p>10. Councillor Livingstone's question:</p> <p>How does the Council and MOE "life risk" modelling compare and what does it take into account? How might we approach "life risk" differently if it relates to a Park, rather than a School (there was an indication that the assessment would be different if a School, rather than Park, is being considered for the current School site)?</p>	<p>The MOE study undertaken at the new school site calculated a life risk (as an annual individual fatality risk -AIFR) for slope instability using specific occupancy parameters for a school environment. The Council work done by GNS although using a similar methodology (annual individual fatality risk) used a more generic occupancy, based on a resident living in their home for 67% of the time. So although they are similar life risk calculations their occupational parameters used are slightly different.</p> <p>Likewise for a park one could calculate an annual individual fatality risk for a park user, but this would be based on a different societal occupation parameter, i.e. how much time would an individual spend in the hazard exposure area. However, in the case of a park (like a school) a different life risk metric may be used which looks more at a generic societal risk where you look at the risk posed to a group as opposed to an individual. This would be the case where a group say watching a game of football would be in the hazard area but you may use an annual individual risk calculation if the park was a low occupancy one where the odd person wanders through the environment.</p>
<p>11. Deputy Mayor Turner's question:</p> <p>Can the Panel have information on the number of accidents in the area (road accidents) and on what opportunities to mitigate these there may be?</p>	<p>A seven page memorandum replying to this question is attached, which might be summarised as follows:</p> <p>A few specific crash types have been identified, over a 10 year period. These include:</p> <ul style="list-style-type: none"> • Loss of control on Main Road near Celia Street– probably attributable to the post-earthquake condition of the road • Loss of control on Main Road on the corner at Beachville Road, due to speed and geometry • Failure to Give way at Main Road / Augusta Street intersection • Rear end crashes – at the existing zebra crossing <p>It is shown that most of the existing crash 'trends' have already been will be mitigated through design changes in the environment, including the repair of the road (from earthquake damage), and have already been mitigated through the signals at the New World Supermarket development and a splitter island on the Main Road bend at Beachville Road. The 'rear end' crashes are typical of Arterial Road operations (and not high on Main Road).</p> <p>Although there is no existing identifiable crash trends which would be likely to occur into the future, all future Planning, for example, the Master plan scheme will be required to account for and design for safety. As a standardised process, the Master plan scheme (and any other project which results in changes to operations) will be required to be Safety Audited at various stages of the design process.</p>

<p>12. Deputy Mayor Turner's question:</p> <p>Is there an intention to raise the land (at the Park)? (Are there incidents of flooding at the Park that would give rise to this intention?) And if there is an intention to raise the land at the Park, what types of consents would there need to be in respect of raising the land? What consenting would there need to be around associated earthworks and what assessment of the effects on neighbouring properties would there be as part of the consent process?</p>	<p>Whether or not there is any filling on the lower part of the site has not yet been decided by MOE.</p> <p>The Greater Christchurch Regeneration Act process which will follow the land swap decision will enable the Council to provide comments from its flooding engineers to the MOE on filling and its effects in regard to flood hazard. The lower portion of the site is at one of the lowest levels in Redcliffs and acts as an informal detention area for rainfall flooding, thereby protecting neighbouring properties. Flooding of the lower portion of the site does occur and modelling predicts that flooding will occur in future.</p> <p>We expect that if a requirement for a designation for "education purposes" is confirmed by the Minister, then an outline plan of works will still need to be provided to Council, and building consents will still be required.</p>
<p>13. Councillor Livingstone's question:</p> <p>Can the Panel have confirmation of whether the Park is in a Flood Management Area and what the relevant provisions are for the Area and the consent requirements are regarding floor level heights.</p>	<p>The lower part of the current Redcliffs Park (playing fields etc) is in a Flood Management Area in the District Plan, requiring minimum floor heights of above the 1 in 200 year water level and restricting filling, in respect of an RMA process. The MOE have stated that the school buildings will be designed to achieve these minimum floor heights, even if the GCRA "planning" process is used rather than the RMA. The lower part of the site is also within a High Flood Hazard Management Area, meaning that in the event of a 1 in 500 year flood, water depth or velocity would be significant.</p> <p>It is anticipated that Council will make more detailed comments on flooding, and coastal inundation matters through the GCRA process.</p> <p>The higher part of the current park site near Main Road is not within either of these two flood management areas.</p> <p>The current school site which would become a park, is sufficiently elevated so as to not be within either of these areas.</p>



14. Member Lindley’s question:

Regarding the sketch (page 110 of the Agenda - copied below) supplied by submitter, Tim Hoban, of playing fields, is it feasible to have that layout (i.e. an artificial cricket pitch between the two soccer fields), and, if not, how may we be able to incorporate an artificial cricket pitch?

Yes placement of an artificial cricket pitch between the two fields is feasible. Installation would be subject to funding.



**Christchurch City Council
City Services Team
Planning & Delivery (Transport)**

Memorandum

Date: 10th August 2017
From: Mark Gregory (Transport Network Planner)
To: Redcliffs Land swap Hearings Panel
CC: Glenda Dixon, Robert O'Connor, Richard Holland
Re: Reply to question on crash history from Deputy Mayor Turner

The question has been raised a question, which may be split into two components:

1. Can the panel have information on the number of road accidents in the area?
2. What opportunities might there be to mitigate these?

Summary

A few specific crash types have been identified, over a 10 year period. These include:

- Loss of control on Main Road near Celia Street– probably attributable to the post-earthquake condition of the road
- Loss of control on Main Road on the corner at Beachville Road, due to speed and geometry
- Failure to Give way at Main Road / Augusta Street intersection
- Rear end crashes – at the existing zebra crossing

It is shown that most of the existing crash 'trends' have already been mitigated through design changes in the environment, including [the repair of the road \(from earthquake damage\)](#), signals at the New World Supermarket development and a splitter island on the Main Road bend at Beachville Road. The 'rear end' crashes are typical of Arterial Road operations (and not high on Main Road). [Proposed repairs to](#)

CITY ENVIRONMENT - ASSET & NETWORK PLANNING -TRANSPORT

[Main Road \(expected around 2018\) will most likely remediate those crashes occurring as a result of the post-earthquake conditions of the road.](#)

Although there is no existing identifiable crash trends which would be likely to occur into the future, all future Planning, for example, the Master plan scheme will be required to account for and design for safety. As a standardised process, the Master plan scheme (and any other project which results in changes to operations) will be required to be Safety Audited at various stages of the design process.

Item 23

Attachment I

CITY ENVIRONMENT - ASSET & NETWORK PLANNING -TRANSPORT

Question 1: Crash history

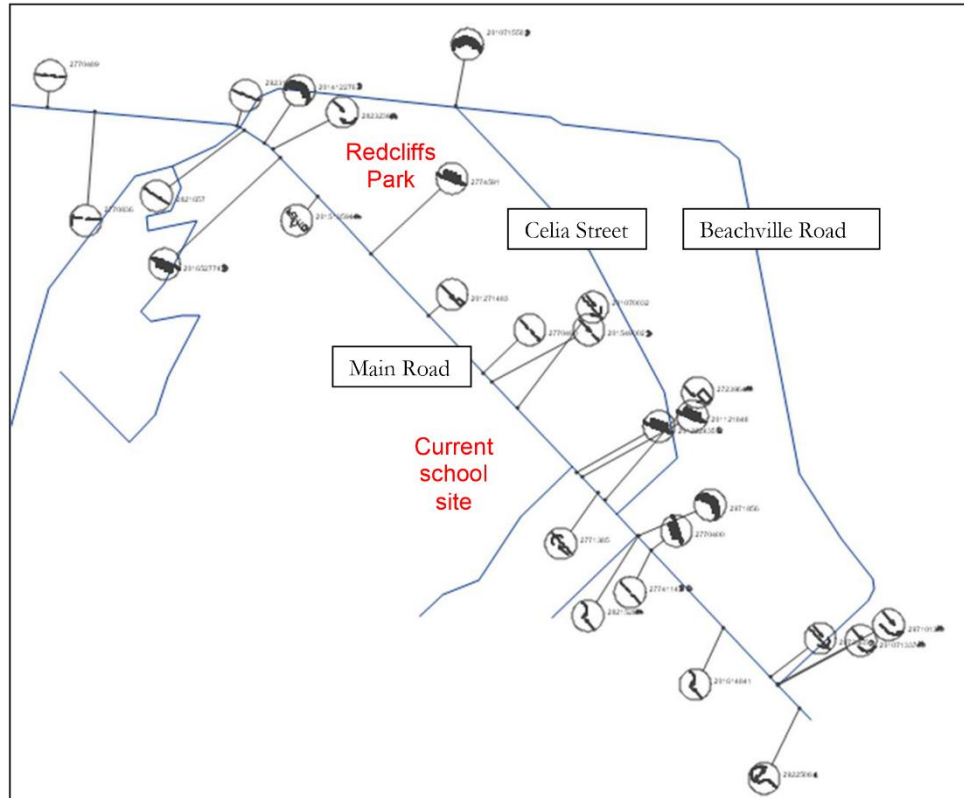
The number of road accidents is usually measured across a 5 year period; however, in this case it would be useful to look longer term, considering the level of 'abnormality' affecting the network since the Seismic Events of 2010 – 11. This includes road closures, and the lack of school traffic (including pedestrians) in the past 5 years.

Therefore, a 10 year history has been considered, in order to identify hazards. The NZTA 'Crash Analysis System', which keeps detailed records of reported crashes, has been consulted for the surrounding network.

Figure 1 includes a 'Collision diagram' of the network, including Main Road between the Causeway and Augusta Street. (This includes both of the sites subject to the Panel's enquiry).

All crashes referred to are 'reported crashes'; the Crash Analysis System does not account for unreported crashes.

Figure 1: Ten year crash history: Main Road between the Causeway and Augusta Street:



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Figure 1 shows a 26 crashes within the area over 10 years. It should be noted that in the first 5 years there were 26 crashes, and in the most recent 5 years there have been 10 crashes.

In 2007 alone there were 11 crashes; more than in the entire recent 5 year period combined.

The identified crash types and patterns are summarised:

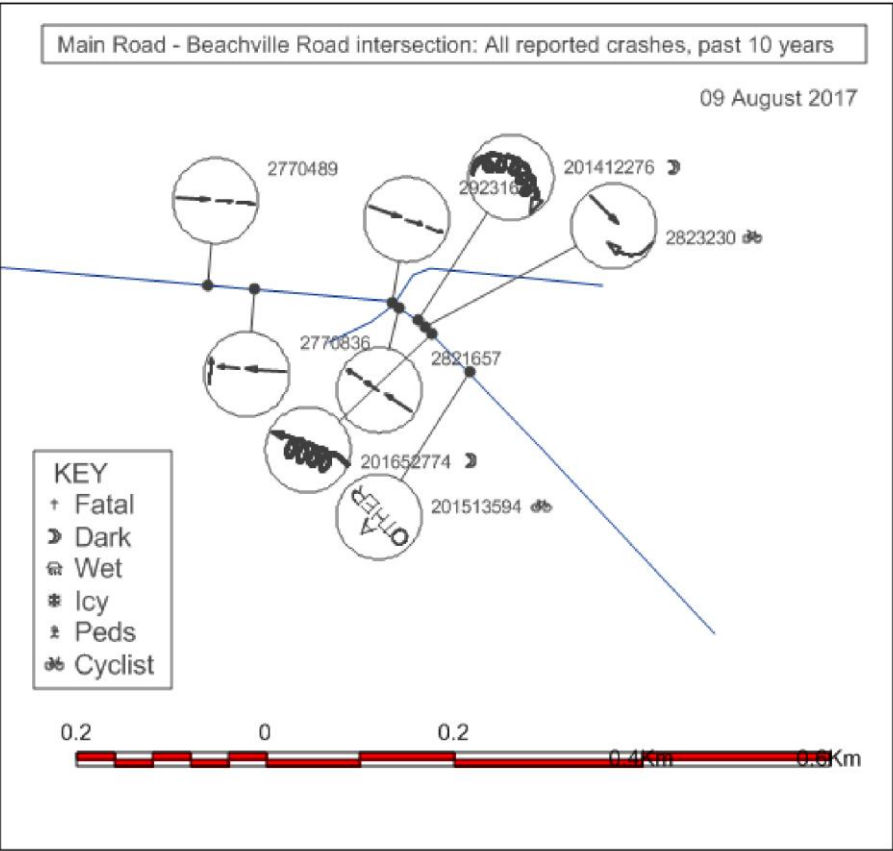
- Loss of control crashes: have occurred in two 'grouped' locations:
 - On the corner of Main Road (at Beachville Road, owing to a mix of speed and geometry. One of the crashes was attributed in part to 'fatigue'.
 - On the straight section of Main Road around the Celia Street intersection. Given the dates of these particular occurrences, they are likely attributed to the post-Earthquake road conditions.
- 'Rear end' crashes: have occurred in two 'grouped' locations
 - The existing zebra crossing; one on 2007 and one in 2015. The first was of a 'new driver / under instruction' and the second is suspected to have involved alcohol. No injuries (including to pedestrians) were reported in either crash.
 - Close to the Main Road / Beachville Road intersection. There have been two crashes which may have involved intersection operations (i.e. associated with vehicles being rear ended whilst slowing due to turning movements). These crash types are typical for an Arterial Road, and the number of such crashes over a 10 year period is not especially high.
- 'Failure to Give way' crashes – at Main Road / Augusta Street (two) and two others close by.
- Other crash types are generally more dispersed and do not reflect a pattern which suggests design problems.

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One submitter¹ paid particular attention to might be paid to the corner of Main Road at the Beachville Road and McCormack Bay Road intersections. His specific concern was the suggestion that there have been crashes resulting in fatalities.

Review of the data base over 20 years shows that there have been no fatalities.
Figure 2 shows a 'close up' of the recorded crashes:

Figure 2: Ten year crash history at Main Road / Beachville Road intersection



Of the 4 'loss of control' crashes, three have been entered into the Crash Analysis system as 'non-injury' crashes. One (involving a vehicle approaching from the east, April 2014) was attributed to alcohol and resulted in two serious injuries.

¹ Mr Crichton, submission reference 3493

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Question 2: What options might there be to mitigate these?

It is likely that most of the identified environmental attributes to the recorded crashes have already been treated:

- a. In 2015, the 'New World' supermarket opened a store at the Main Road / Augusta Street corner. This resulted in the installation of signals at this intersection. The effect of this is that the design environment has effectively changed with an increase in management of operations. This will most likely the address the identified 'failure to Give way' crash types as the movements are now signal controlled.
- b. ~~The SCIRT works in the area have repaired the damaged road, and The upcoming repairs to Main Road it is therefore unlikely that will mitigate those~~ loss of control crashes identified on the 'straight' section of Main Road (around the Celia Street intersection) ~~will continue to occur in the future.~~
- c. The corner of Main Road at Beachville Road now includes a splitter island, as shown in the aerial photo:



The island has the effect of 'channelising' and forcing vehicle operators to appraise their speed on entry to the corner.

CITY ENVIRONMENT - ASSET & NETWORK PLANNING - TRANSPORT

Conclusion

The ten and twenty year analyses have been able to capture periods of 'normal' (pre earthquake) demands. However the data is of limited value at this stage owing to the latent changes to the network, as well as the repairs to the road (which was likely to be a key attribute to several post-earthquake crashes).

This does not mean that there are no underlying hazards; but that they are not yet identified, even with the most up to date data.

The approach moving forward will include that any changes to the network, for example, the Master plan scheme, will be safety audited at various design stages. This is a standardised practice whereby suitably trained professionals, who are independent of the project process, will evaluate proposed changes in terms of identifying potential hazards and requiring changes in the design to mitigate these risks.

Council has data as well which is used to inform planning and design processes, such as speed data. Although the crash rate on the Main Road corner (at Beachville Road) is considered to be low presently, we know that the 85th percentile speed is 52.2km/h and this will require some monitoring and review. The Masterplan, and any other subsequent planning processes will need to seek to reduce the speed on the approach to this corner, and potential remediation measures are available, depending on the characteristics of the project.

I will be pleased to elaborate on, or answer any further questions that you might have.

Mark Gregory,
10th August 2017.

Submission by the Ministry of Education at the Hearings Panel on Monday 7 August 2016

SUBMISSION OF MINISTRY OF EDUCATION

Introduction

1. On 26 June 2017, the Ministry of Education provided the Christchurch City Council (Council) with its submission in support of the proposal to sell the land that Council owns at Redcliffs Park to the Ministry of Education (referred to as “the Ministry”) to give effect to the relocation of Redcliffs School to Redcliffs Park.
2. It is also proposed that the Redcliffs School site would be managed by the Council as recreation reserve for a park.
3. The essence of the land swap that is to build a new school and provide for a new park at Redcliffs.
4. The Ministry takes, as read, its submission to Council.
5. Important issues have been raised in the submissions, both for and against, the proposal to sell the land to the Ministry. For clarification, the Ministry wishes to address the following issues, noting that no new material is being introduced to the Hearings Panel:
 1. A decision by Council not to sell the land to the Ministry would not result in Redcliffs School returning to the Redcliffs School site at 140 Main Road, Redcliffs;
 2. Further assessment that has been undertaken for the intersection of Main Road, Beachville Road and McCormacks Bay Road from a transport perspective;
 3. Addressing the risk issues that have been identified, including why the existing school site is “OK” for a park, but not for a school;
 4. Processes for consultation and engagement between the Ministry and Te Rūnanga o Ngāi Tahu; and
 5. The planning permissions process to designate a new school and new park, including the Ministry’s consultation with Te Rūnanga o Ngāi Tahu.
1. ***No Return to Redcliffs School Site***
6. A decision by Council not to sell its land at Redcliffs Park will not result in Redcliffs School returning to Redcliffs School site at 140 Main Road, Redcliffs.
7. The previous Minister of Education, Hon Hekia Parata, decided to relocate Redcliffs School to Redcliffs Park. This decision was made following a study which assessed the feasibility of relocating Redcliffs School to an appropriate alternative site within the Redcliffs community and a number of other sites were also considered at that time. The Redcliffs Park site is the preferred site on which to build a new Redcliffs School.
8. To keep the community involved in this process the Ministry of Education released the information around the relocation of Redcliffs School in the Shaping Education website <http://shapingeducation.govt.nz/read-more-2/recent-announcements>. These reports

have also been available throughout the Council's consultation on the sale of its land at Redcliffs Park through a link from the Council's website.

9. The Ministry submits that relocating the school to Redcliffs Park is the best option for the future of the school and community. Redcliffs Park provides the school with room to grow in the future, and provides potential options for creating shared facilities which will benefit the community as a whole.
10. Should the Council decide to not to sell its land at Redcliffs Park for a new school to be build, it is not the Ministry's intent to re-consider the Redcliffs School site or to revisit the Minister's decision not to build on that site. Rather, the Ministry would evaluate the next best site that was evaluated, that is Barnettts Park, and this would result in further delays to moving Redcliffs School back into the community.
2. **Further assessment for the intersection of Main Road, Beachville Road and McCormacks Bay Road from a transport perspective**
11. A Transport Assessment commissioned by the Ministry identified that the intersection of Main Road, Beachville Road and McCormacks Bay Road required further evaluation from a transport perspective. The original Transport Assessment is available on the Ministry's website <http://shapingeducation.govt.nz/read-more-2/recent-announcements>. An additional assessment looking specifically at the intersection has been completed and as soon as it is finalised will also be available on the website.
12. The additional assessment, which includes traffic modelling, has showed that the effects on the intersection of Main Road/McCormacks Bay Road/Beachville Road are expected to be minor except for two 15 minute periods in the afternoon peak and potentially in the morning peak.
13. Traffic signals are often used to manage traffic flows at intersections. However, these require careful consideration as all directions of traffic become subject to control. The additional assessment report states that in the case of this intersection, traffic signals are not considered an appropriate option because:
 - a. Traffic signals would only reduce side road delays at the intersection for approximately 2% of the day and would increase delays for all traffic (including Main Road) for the rest of the day, and;
 - b. Installing traffic signals would likely introduce new safety issues at the intersection.
14. Overall, retaining intersection in its current form and improving the safety for students walking near this intersection is considered the best outcome, bearing in mind that the designation process will involve further evaluation including with the Council's traffic engineers.
15. The Ministry is aware that the Council are working on a masterplan for the Main Road in Redcliffs. If the decision of Council is to sell the land to the Ministry, then the Ministry would be committed to working with the Council, as the road controlling authority, to

put mitigation strategies in place to improve the safety of students in their journey to school. This would include appropriate contribution to the costs.

3. **Identifying and addressing the risk issues that have been identified, including why the existing school site is “OK” for a park, but not for a school**
16. The Ministry considers that Redcliffs Park is suitable for a new school to be built upon and the basis for this has been set out in the Ministry’s submission. The Ministry has undertaken extensive due diligence which has been made available for the public consultation process through a link from the Councils website to MOE’s website at www.shapingeducation.govt.nz/recent-announcements.
17. The Ministry will provide, in its design and specifications for the new school, for field drainage to be installed across the playing field area to improve the new school’s resilience to flooding. The Ministry recognises that Redcliffs Park land is within a flood management zone.
18. The Ministry has considered the suitability of Redcliffs Park for a new school, bearing in mind that children are required to attend school and the teachers, along with other school staff are generally present at the school for five and up to eight hours a day, five days of the week.
19. It is for the Council to consider the suitability of Redcliffs School land for a new park as is indicated in the Council report relating to the risk from rockfall at the existing school site in Attachment A section 8.2.
4. **Processes for consultation and engagement between the Ministry and Te Rūnanga o Ngāi Tahu**
20. For the purpose of clarification, the land at the existing Redcliffs School is held by the Crown for a public work, for education. Te Rūnanga o Ngāi Tahu would have a right of first refusal if the existing Redcliffs School land was declared surplus for disposal under the Ngāi Tahu Claims Settlement Act 1998. Ngāi Tahu Property Limited is recognised as that part of Te Rūnanga o Ngāi Tahu that the Ministry engages with to meet its obligations under the Ngāi Tahu Claims Settlement Act.
21. We had a Cultural Values report completed. This report is available with the other Ministry reports. The Report supports the Ministry relocating the school to the Redcliffs Park site.
22. Although the report is not as explicit on the existing school site becoming a park, the report does acknowledge that the existing site is already highly modified, and that development and future use by people is anticipated.
23. The Ministry is confident that it has demonstrated its commitment to meaningful participation from Manawhenua in the articulation of manawhenua values. Further, the Ministry considers that appropriate processes are in place for further consultation and communication with Ngāi Tahu through:

- a. Commissioning the Cultural Values Report which has been mandated by Ngāi Tūāhuriri Rūnanga and carried out by MKT.
- b. The Ministry giving the excepted transaction notice under the Ngāi Tahu Claims Settlement Act for the Redcliffs School site to transfer to the Department of Conservation, once it has a decision from Council that it agrees to manage and control a new park; and
- c. Ngāi Tahu's opportunity to engage in further consultation as strategic partner during the proposal to amend the Christchurch District Plan processes under the Greater Christchurch Regeneration Act 2016 for a new school and park.

24. Ngāi Tahu Property Limited's submission should not give rise to any concern by the Hearings Panel or the community. Nor should it create any delay in the Council's timing for its decisions on whether to sell the land that it owns at Redcliffs Park for a new school and to agree to control and manage the Redcliffs School land as a community park.

5. Consultation proposed for the planning permissions process to designate a new school and new park

25. Should the decision be made by the Council to sell the land to the Ministry, the next process is to designate the Redcliffs Park site for educational purposes and change where appropriate the underlying zoning on the existing school site to provide for the new park. A designation and zone change is proposed to be progressed through the Greater Christchurch Regeneration Act.

26. The Council, stakeholders and the community will be invited to provide comment during the planning permissions process. Te Rūnanga o Ngāi Tahu, along with the other strategic partners under the Greater Christchurch Regeneration Act, have the opportunity to engage and comment on the proposal to amend the Christchurch District Plan to provide for a new school and a new community park.

Conclusion

27. This concludes the Ministry's submission to the Hearings Panel. I am happy to address any questions that the Hearings Panel has. Thank you.

24. Amendments to RMA Delegations and new RMA Fees

Reference: 17/776749

Contact: Vivienne Wilson Vivienne.wilson@ccc.govt.nz

941 8963

1. Purpose and Origin of Report

Purpose of Report

- 1.1 The purpose of this report is to recommend to Council that it make changes to delegations to staff as outlined in this report and commence the process to introduce new fees in response to the Resource Legislation Amendment Act 2017.

Origin of Report

- 1.2 This report is staff generated.

2. Significance

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

3. Staff Recommendations

That the Council:

1. Relying on clause 32 of Schedule 7 of the Local Government Act 2002 and for the purposes of the efficiency and effectiveness in the conduct of the Council's business, and relying on sections 34 and 34A of the Resource Management Act 1991, and any other applicable statutory authority,
 - a. Delegate to the persons set out in Attachment A (as shown and highlighted) the responsibilities, duties, and powers as shown; and
 - b. Amend the delegations set out in Attachment A (as so shown and highlighted).
2. Notes that the delegations shown in green in Attachment A come into force on 18 October 2017, and the rest of the delegations and amendments to delegations come into force on the date of this resolution.
3. In accordance with sections 36 and 36AA of the Resource Management Act 1991 commences the special consultative procedure in relation to the proposed charges/fees as follows:
 - a. A deposit of \$800 is proposed for permitted boundary activity applications:
 - b. A deposit of \$1,000 is proposed for processing permitted marginal or temporary non-compliances:
 - c. That the processing of permitted boundary activity applications and processing permitted marginal or temporary non-compliances be charged at officer time assessed at the hourly rates in the existing Resource Management Fees Schedule set under the Annual Plan.
4. Adopts a 'statement of proposal' (as set out in Attachment B)

5. Notes that public consultation is planned for mid September to mid October, with public hearings (if required) around late October 2017.
6. That if submitters wish to make an oral submission a hearings panel is appointed to hear submissions on the new charges, deliberate on those submissions, and report back to the Council on the final form of the new charges; but that if no submitters request an oral hearing, the Council will deliberate on the submissions and consider the final form of the new charges.

4. Key Points

- 4.1 This report supports the [Council's Long Term Plan \(2015 - 2025\)](#):
 - 4.1.1 Activity: Resource Consenting
 - Level of Service: 9.2.6 Ensure resource consent decision-making is robust and legally defensible Activity: Resource Consenting
- 4.2 The following feasible options have been considered:
 - Option 1 – Amend the delegations and introduce new fees (preferred option)
 - Option 2 – Do not amend the delegations or introduce new fees
- 4.3 Option Summary - Advantages and Disadvantages (Preferred Option)
 - 4.3.1 The advantages of this option include:
 - Staff have the necessary delegations in place to act on any matter before the Council except for those matters specifically reserved to Council.
 - The Council is able to charge for its consenting activities in an appropriate manner that enables the Council to recover its reasonable costs.
 - Overall the Council is promoting one of the new procedural principles of the RMA which is to use timely, efficient, consistent, and cost-effective processes that are proportionate to the functions or powers being performed or exercised.
 - 4.3.2 The disadvantages of this option include:
 - There are no identified disadvantages. The Council supports the principle of delegating decision-making to the lowest competent level. The Council should be in a position of recovering its reasonable costs.

5. Context/Background

Amendments to RMA delegations

- 5.1 On 10 December 2015, the Council resolved to make a new suite of delegations to the Chief Executive and other staff, and also resolved to adopt a new Delegations Register.
- 5.2 The register is set out as follows:
 - Contents
 - How this delegation register works
 - Delegations policy
 - Part A – Statutory and Other Delegations to the Chief Executive
 - Part B – Statutory and Other Delegations to Staff
 - Part C – Statutory and Other Delegations from the Chief Executive to Staff

- Part D – Council to Community Boards, Committees, Sub-Committees, and Other Subordinate Decision-making Bodies

- 5.3 Part B of the register provides for delegations directly to staff because the law does not allow for sub-delegations of these matters, or it has been determined to delegate these matters directly to staff. For example, delegations under the Resource Management Act 1991 (RMA) or the Local Government (Rating) Act 2002.
- 5.4 Staff have identified a number of changes that need to be made to the register in Parts B and D with respect to the RMA delegations. These changes include some overall improvements to the way in which the delegations are expressed and change some of the authorised delegates.
- 5.5 The changes also correspond to the Resource Legislation Amendment Act 2017 which amends the RMA, the Reserves Act 1977, the Public Works 1981 and other statutes. The overarching purpose of the Resource Legislation Amendment Act is to create a resource management system that achieves the sustainable management of natural and physical resources in an efficient and equitable way.
- 5.6 To this end, the Amendment Act inserted a new provision in the RMA which provides as follows:

18A Procedural principles

Every person exercising powers and performing functions under this Act must take all practicable steps to—

- (a) *use timely, efficient, consistent, and cost-effective processes that are proportionate to the functions or powers being performed or exercised; and*
- (b) *ensure that policy statements and plans—*
 - (i) *include only those matters relevant to the purpose of this Act; and*
 - (ii) *are worded in a way that is clear and concise; and*
- (c) *promote collaboration between or among local authorities on their common resource management issues.*

- 5.7 Some of the changes to the RMA came into force on 18 April 2017. Other changes come into force on 18 October 2017.

Changes to RMA fees

- 5.8 The RMA amendments include two new application types that are not covered by the existing Resource Management fees set via the Annual Plan.
- Permitted boundary activity (section 87BA):
 - Permitted marginal or temporary non-compliance (section 87BB).
- 5.9 The new provisions come into force on 18 October 2017. A special consultative procedure will be required to set new fees outside the Annual Plan process.
- 5.10 A deposit of \$800 is proposed for **permitted boundary activity applications**. The processing of the application will then be charged at officer time assessed at the hourly rates in the existing Resource Management Fees Schedule set under the Annual Plan.
- 5.10.1 This application type relates to breaches of District Plan rules on the size or position of a building in relation to the property boundary. These will be a permitted activity (i.e. no resource consent required) if written approval is obtained from the owners of the adjoining property and there are no other rules breached. Boundary rules covered by this provision include recession planes and building setbacks from neighbouring boundaries, but exclude boundaries with public land such as roads or reserves. Plans and other supporting information must be submitted to the Council, then a written notice is issued confirming that the activity is permitted.

- 5.10.2 The proposed fee will cover administration associated with lodging the application, time spent by the planner checking the plans and written approvals, and time spent by a senior officer confirming that a permitted activity notice can be issued. The proposed deposit is the same as a Certificate of Compliance, which is a similar process under the RMA.
- 5.11 A deposit of \$1,000 is proposed for **permitted marginal or temporary non-compliances**. Processing will then be charged at officer time assessed at the hourly rates in the existing Resource Management Fees Schedule set under the Annual Plan.
- 5.11.1 This new provision enables Councils to treat an activity as permitted (i.e. no resource consent required) if there is only a 'marginal or temporary' rule breach. After assessing the activity against the criteria set out in the RMA the Council can issue a written notice determining that the activity is permitted.
- 5.11.2 The proposed fee will cover administration associated with lodging the application, time spent by the planner assessing the effects of the activity and preparing a report, and decision-making by a delegated officer. The time involved is likely to be similar to a simple resource consent application as the same tasks need to be undertaken by staff.
- 5.12 It is proposed to use deposits in the first instance. The proposed fees will enable the Council to recover the cost of application processing. Any unused portion of the deposits will then be refunded, or alternatively any additional costs will be invoiced.
- 5.13 The Processing Fees that are currently set out in the Fees and Charges Schedule in the Annual Plan 2017/2018 are as follows:

Processing Fees	
If the cost of processing exceeds the Deposit (Minimum Application Fee) an invoice will be sent for the additional processing fees. Alternatively, the balance of the deposit will be refunded if it is not required for processing. Interim invoices may be issued on a monthly basis where the deposit is exceeded but processing is not yet complete.	
The time taken to process an application, will be charged the relevant scheduled hourly rate, plus the actual cost of any external specialists/consultants/commissioner and disbursements. Time will be charged at the hourly rate applicable at the time the work was carried out.	
Administration	\$105.00
Planner Level 1	\$155.00
Planner Level 2 and 3 and specialist input (junior and intermediate level) from another Council department	\$185.00
Senior Planner, Team Leader, Manager, and specialist input (senior level) from another council department	\$205.00
External specialist and consultant	Actual Cost
Where a consultant processes an application, provides specialist input, or is a hearings adviser	Actual Cost
Where a Commissioner is required to make a decision on an application	Actual Cost
Cost of Councillors/Community Board Members attending hearing	Actual Cost
Cost of Joint Design Approvals Board members attending meeting (Central City applications)	Actual Cost
Reports commissioned by the Council	Actual Cost
Disbursements (including advertising and service of documents)	Actual Cost
Printing	Actual Cost
Certificate of Title documents (if not provided with application)	\$5.00 per page

6. Option 1 - Amend the delegations and introduce new fees (preferred)

Option Description

- 6.1 There are two parts to this option. First, amend the delegations to staff outlined in this report and as shown in Attachment A. Secondly, commence the special consultative procedure to make changes to the fees as discussed at paragraphs 5.8 to 5.13 above.

Significance

- 6.2 The level of significance of this option is low consistent with section 2 of this report.
- 6.3 The changes to the delegations relate to internal council processes. The changes to the Council fees reflect new provisions and processes in the RMA.

Impact on Mana Whenua

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

Community Views and Preferences

- 6.5 With respect to the delegations part of this option, the community views are not specifically affected because the changes to the register relate to internal Council processes.
- 6.6 With respect to the charges part of this option, the Council is required to undertake a special consultative procedure. Community views and preferences will be gathered as a part of the special consultative procedure.

Alignment with Council Plans and Policies

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

Financial Implications

- 6.8 Cost of Implementation – There is minimal staff costs to implement the change in delegations. There are the usual costs to undertake a special consultative procedure.
- 6.9 Maintenance / Ongoing Costs – Introducing the new charges will enable the Council to recover the reasonable costs incurred by the Council for the new consenting activities.
- 6.10 The proposed fees relate to processing of applications and the like that will benefit individual persons, rather than the community as a whole. The applications and processing will be a result of the actions of the applicants.
- 6.11 Setting the new fees as deposits will enable the actual costs incurred to be recovered from applicants, based on the time taken. Any used portion of the deposit will be refunded, or alternatively any additional costs will be invoiced.

Legal Implications - delegations

- 6.12 Sections 34 and 34A of the RMA set out the powers of the Council to make delegations of functions, powers and duties under the Act.
- 6.13 Section 34(1) of the RMA provides as
- (1) *A local authority may delegate to any committee of the local authority established in accordance with the Local Government Act 2002 any of its functions, powers, or duties under this Act.*

6.14 Section 34A provides as follows:

- (1) *A local authority may delegate to an employee, or hearings commissioner appointed by the local authority (who may or may not be a member of the local authority), any functions, powers, or duties under this Act except the following:*
 - (a) *the approval of a proposed policy statement or plan under clause 17 of Schedule 1:*
 - (b) *this power of delegation.*
- (2) *A local authority may delegate to any other person any functions, powers, or duties under this Act except the following:*
 - (a) *the powers in subsection (1)(a) and (b):*
 - (b) *the decision on an application for a resource consent:*
 - (c) *the making of a recommendation on a requirement for a designation.*

6.15 The proposed changes to the delegations do not infringe the restrictions in the RMA.

6.16 The proposed changes relate to statutory provisions that came into force on 19 April 2017 and statutory provisions that will come into force on 18 October 2017. The delegations relating to provisions that come into force on 18 October 2017 will only be able to be exercised on and from that date.

Legal Implications - charges

6.17 Sections 36 and 36AAA set out the power of the Council to fix charges. Charges set under this section must be either specific amounts or determined by reference to scales of charges or other formulae fixed by the local authority.

6.18 Section 36(3) states that charges may be fixed under this section only—

- (a) *in the manner set out in section 150 of the Local Government Act 2002; and*
- (b) ***after using the special consultative procedure set out in section 83 of the Local Government Act 2002; and***
- (c) *in accordance with section 36AAA.*

6.19 Section 36AAA requires that when fixing charges under section 36, a local authority must have regard to the criteria set out in the section. These criteria are as follows:

- (2) *The sole purpose of a charge is to recover the reasonable costs incurred by the local authority in respect of the activity to which the charge relates.*
- (3) *A particular person or particular persons should be required to pay a charge only—*
 - (a) *to the extent that the benefit of the local authority's actions to which the charge relates is obtained by those persons as distinct from the community of the local authority as a whole; or*
 - (b) *where the need for the local authority's actions to which the charge relates results from the actions of those persons; or*

...
- (4) *The local authority may fix different charges for different costs it incurs in the performance of its various functions, powers, and duties under this Act—*
 - (a) *in relation to different areas or different classes of applicant, consent holder, requiring authority, or heritage protection authority; or*
 - (b) *where any activity undertaken by the persons liable to pay any charge reduces the cost to the local authority of carrying out any of its functions, powers, and duties.*

6.20 Paragraphs 6.10 and 6.11 above explain how the proposed charges/fees relate to the section 36AA criteria.

- 6.21 On 18 October 2017, the Council will be authorised to charge under a new provision of the section 36(1) of the RMA being
- (ae) charges payable by persons proposing to undertake an activity, for the carrying out by the local authority of its functions in relation to issuing a notice under section 87BA or 87BB stating whether the activity is a permitted activity:*

- 6.22 Relying on section 11 of the Interpretation Act 1999 and case law, the Legal Services Unit considers that the Council is able to commence the process for setting new charges/fees under the RMA using the special consultative procedure but the Council should wait until section 36(1)(ae) comes into force before resolving the charges following the consultation process.

Risks and Mitigations

- 6.23 Risk - there are no identified risks caused by the change to delegations or the introduction of the new charges.

Implementation

- 6.24 Implementation timeframe - the amended delegations will be recorded in the Council's Delegations Register by the Legal Services Unit as soon as possible. The amended delegations will be exercised as and when required.
- 6.25 The new charges should be in place as soon as possible after 18 October 2017 when the balance of the amendments to the RMA come into force.

Option Summary - Advantages and Disadvantages

- 6.26 The advantages of this option include:
- Staff have the necessary delegations in place to act on any matter before the Council except for those matters specifically reserved to Council.
 - The Council is able to charge for its consenting activities in an appropriate manner that enables the Council to recover its reasonable costs.
 - Overall the Council is promoting one of the new procedural principles of the RMA which is to use timely, efficient, consistent, and cost-effective processes that are proportionate to the functions or powers being performed or exercised.
- 6.27 The disadvantages of this option include:
- There are no identified disadvantages. The Council supports the principle of delegating decision-making to the lowest competent level. The Council should be in a position of recovering its reasonable costs.

7. Option 2 – Do not amend the delegations or introduce new fees

Option Description

- 7.1 Do not amend the delegations as outlined in this report or commence the process to introduce new fees.

Significance

- 7.2 The level of significance of this option is low consistent with section 2 of this report

Impact on Mana Whenua

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

Community Views and Preferences

- 7.4 With respect to the delegations part of this option, the community views are not specifically affected because the changes to the register relate to internal Council processes.
- 7.5 With respect to the charges part of this option,

Alignment with Council Plans and Policies

- 7.6 This option is not consistent with Council's Plans and Policies
- 7.6.1 Inconsistency – In its Delegations Policy, the Council supports the principle of delegating decision-making to the lowest competent level.
- 7.6.2 Reason for inconsistency – Not making appropriate delegations does not support this policy.
- 7.6.3 Amendment necessary – no.

Financial Implications

- 7.7 Cost of Implementation – there are no implementation costs with this option.
- 7.8 Maintenance / Ongoing Costs – If the Council does not introduce the new charges, the Council will not be able to recover the reasonable costs incurred by the Council for the new consenting activities.
- 7.9 Funding source – as above.

Legal Implications

- 7.10 If the Council does not amend the delegations as indicated in Attachment A, there is a real risk that decisions will not be made within the statutory timeframe.

Risks and Mitigations

- 7.11 As noted above, if the Council does not amend the delegations as indicated in Attachment A, the Council (elected members) will need to make all decisions as there will be no staff with delegated authority. This will in practice be unworkable.

Implementation

- 7.12 Implementation dependencies - as above

Option Summary - Advantages and Disadvantages

- 7.13 The advantages of this option include:
- There are no identified advantages of this option
- 7.14 The disadvantages of this option include:
- Significant time delays because decisions will need to be made by the whole Council and statutory time frames will not be met. We would need to discount processing fees because the Council will not be meeting its statutory timeframes.
 - The Council will not be able to recover its reasonable costs for the new consenting activities.

Attachments

No.	Title	Page
A ↓	Amendments to Delegations	320
B ↓	Statement of Proposal	348

Confirmation of Statutory Compliance

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

(a) This report contains:

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

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

Signatories

Authors	Vivienne Wilson - Senior Solicitor Catherine Elvidge - Principal Advisor Resource Consents John Higgins - Head of Resource Consents Richard Osborne - Head of Planning and Strategic Transport
Approved By	Rob Goldsbury - Head of Legal Services Leonie Rae - General Manager Consenting and Compliance Brendan Anstiss - General Manager Strategy and Transformation

ATTACHMENT A

AMENDMENTS TO DELEGATIONS AS SET OUT BELOW

Page 52, Part B, Sub-part 1

4. Resource Management Act 1991

Hearings Panel	HP
Commissioner	C
General Manager Consenting and Compliance	GMCN
Head of Resource Consents	HRC
Planning Administration Manager	PAM
Planning Team Leader	PTL
Principal Adviser – Resource Consents	PAR
Senior Planner	SP
Planner or any person who is engaged as a consultant planner to the Council	P
General Manager Strategy and Transformation	GMST
Head of Planning and Strategic Transport	HPST
Team Leader City Planning	CPT
Principal Adviser, Planning	PAP
General Manager Corporate Services	GMCP
Head of Regulatory Compliance	HRCP
Manager Property Consultancy	MPC
General Manager City Services	GMCS
General Manager Customer and Community	GMCC
Head of Transport	HOT
Head of Parks	HOP
Head of Legal	HOL
Associate General Counsel	AGC
Corporate Counsel	CoC

Section	Delegation	HP	C	GMST	GMCN	HRC	PAM	PTL	PAR	SP	P	HPST	CPT	PAP	HRCP	Officer position
10(2)	To consider and make a decision on an application to extend the period for which existing use rights apply, including identifying people for affected party approval under section 10(2)(ii).	✓	✓		✓	✓	✓	✓	✓							
11(1)(b)	Authority to sign certificates in respect of the subdivision of land being acquired or disposed of by the Council.															✓ GMCP or GMCS or HOT or MPC
36	To provide an estimate of the additional fees likely to be imposed.				✓	✓	✓	✓	✓	✓		✓	✓		✓	
36(5) (3), 36(5) and 149ZD	To require additional fees to be paid over and above any prescribed fees, in order to enable the Council to recover its actual and reasonable costs of processing an application.	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓		✓	
36(5)	To remit the whole or part of a charge.				✓	✓	✓								✓	
36(6)	To provide an estimate of the additional fees likely to be imposed.				✓	✓	✓	✓	✓	✓		✓	✓		✓	
36AAB	To remit the whole or part of a charge.			✓	✓	✓	✓	✓				✓	✓		✓	
37 and 37AA	To waive or extend any time limits.	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓		

Section	Delegation	HP	C	GMST	GMCN	HRC	PAM	PTL	PAR	SP	P	HPST	CPT	PAP	HRCP	Officer position
38	To authorise persons to be enforcement officers under this section.				✓										✓	
39B(3) and (4)	To determine whether there are exceptional circumstances that warrant not all of the persons being accredited.			✓	✓											
40	To exercise the powers under section 40(2) and 40(3) in relation to hearings.	✓	✓													
41B	To direct the applicant and submitters to provide briefs of evidence before a hearing.	✓	✓													
41C	To make directions and requests before or at hearings.	✓	✓													
41D	To make a direction striking out a submission, before, at, or after a hearing	✓	✓													
42	To make an order in relation to the protection of sensitive information.	✓	✓													
42A	To require the preparation of a report.	✓	✓													
44A	To amend the plan or proposed plan to remove a duplication or conflict with a national environmental standard.			✓	✓											
55(2)	Duty to amend the plan or proposed plan if directed by national policy statement.			✓	✓											

Section	Delegation	HP	C	GMST	GMCN	HRC	PAM	PTL	PAR	SP	P	HPST	CPT	PAP	HRCP	Officer position
58(2)	Duty to amend the plan or proposed plan if directed by national planning standard.			✓												
58(4)	To exercise the Council's powers under this section in relation to discretionary directions.			✓								✓				
80C	To decide to apply to the Minister to use the streamlined planning process.			✓												
87BA(2)(a)	To issue a written notice confirming that an activity is a permitted boundary activity.				✓	✓	✓	✓	✓	✓						
87BA(2)(b)	To return an application for a boundary activity to the applicant if it is not a permitted activity, with written reasons.				✓	✓	✓	✓	✓	✓						
87BB(1)(d)	To determine that an activity is a permitted activity where a non-compliance is marginal or temporary.		✓		✓	✓	✓	✓	✓							
87E	To make a decision on a request by the applicant for an application to be referred directly to the Environment Court.	✓	✓													
88(3)	If an application does not include an adequate assessment of environmental effects or the information required by Schedule 4 or by regulations, to, within 10 working days after the application was first lodged, determine that the application is incomplete and				✓	✓	✓	✓	✓	✓						

Section	Delegation	HP	C	GMST	GMCN	HRC	PAM	PTL	PAR	SP	P	HPST	CPT	PAP	HRCP	Officer position
	return the application, with written reasons for the determination to the applicant.															
91	To determine not to proceed with the notification or hearing of an application on the grounds that other resource consents are required (in accordance with this section.).	✓	✓		✓	✓	✓	✓	✓	✓						
91C(2)	To decide whether to return an application to the applicant or continue to process the application, if it has been suspended for a total of 130 or more working days.				✓	✓	✓	✓	✓							
92 92A	To require further information to be provided or to commission a report under section 92, and to set a timeframe for provision of the information under section 92A(2).	✓	✓		✓	✓	✓	✓	✓	✓	✓					
95A-95F 95A-95G	To determine all notification matters under these sections.	✓	✓		✓	✓	✓	✓	✓	✓						
97(4)	To decide to adopt an earlier submission closing date for limited notified applications where all affected persons have provided the Council with a submission, written approval, or notice that they will not make a submission.				✓	✓	✓	✓	✓							
99	To invite or require an applicant and/or submitters to attend a pre-hearing meeting.	✓	✓		✓	✓	✓	✓	✓							

Section	Delegation	HP	C	GMST	GMCN	HRC	PAM	PTL	PAR	SP	P	HPST	CPT	PAP	HRCP	Officer position
99	To appoint a person to be the chairperson of a pre-hearing meeting (the chairperson must prepare a report for the authority before the hearing).				✓	✓	✓	✓	✓							
99A(1)	To refer an applicant and/or submitters to mediation.	✓	✓		✓	✓	✓	✓	✓							
99A(3)	To refer to mediation an applicant and submitters, with the consent of all of the persons being referred; and to appoint a mediator and report the outcome of the mediation to the consent hearing meeting (Pre-hearing mediation.)	✓	✓		✓	✓	✓	✓	✓							
100	To determine whether a hearing in respect of a resource consent application is necessary.	✓	✓		✓	✓	✓	✓	✓							
102	To determine that a joint hearing is unnecessary.	✓	✓		✓	✓	✓	✓	✓							
103	To determine that a combined hearing is unnecessary.	✓	✓		✓	✓	✓	✓	✓							
104A 104B 104C 104D 105 106	To consider and make a decision on any resource consent application which has not been publicly notified and does not require a hearing.				✓	✓	✓	✓	✓	✓						
104A 104B 104C 104D 105 106	To consider and make a decision on any resource consent application, including hearing the application if required.	✓	✓													

Section	Delegation	HP	C	GMST	GMCN	HRC	PAM	PTL	PAR	SP	P	HPST	CPT	PAP	HRCP	Officer position
108 108A 108AA 109	To impose conditions on resource consents, and to sign documents varying, cancelling or renewing bonds and covenants. (Refer also to section 220 for conditions on subdivision consents)	✓	✓		✓	✓	✓	✓	✓	✓						
109(3) – (5)	To decide that officers and/or agents of the consent authority will enter onto the land subject to bonded work, to ascertain whether the work has been completed, and to complete the work, if the consent holder fails to do so. To decide to recover the cost from the bond, and to register the shortfall as a charge on the land.				✓	✓									✓	
110	If a resource consent lapses, is cancelled or is surrendered and the activity does not proceed, to refund a financial contribution to the consent holder less a value equivalent of the costs incurred by the consent authority in relation to the activity and its discontinuance.				✓	✓										
124	To exercise the consent authority's discretion to allow exercise of an existing consent while applying for a new consent, in accordance with this section.		✓		✓	✓										
125	To consider and make decisions on an application to extend the lapse period of a resource consent, where the original application was not publicly				✓	✓	✓	✓	✓	✓						

Section	Delegation	HP	C	GMST	GMCN	HRC	PAM	PTL	PAR	SP	P	HPST	CPT	PAP	HRCP	Officer position
	notified and did not require a hearing.															
125	To consider and make decisions on an application to extend the lapse period of a resource consent.	✓	✓													
126	To cancel a resource consent, and consider and make a decision on an application to revoke the cancellation notice and state a period after which a new notice may be served, for any consent that has been given effect to but has not been exercised for a continuous period of 5 years.	✓	✓		✓	✓	✓									
127	To consider and make decisions to change or cancel any condition imposed on a resource consent, including notification decisions, where the original application was not publicly notified and did not require a hearing.				✓	✓	✓	✓	✓	✓						
127	To consider and make decisions to change or cancel any condition imposed on a resource consent, including notification decisions and hearing the application if required.	✓	✓													
128 to 132	To decide to serve notice on a consent holder of the Council's intention to review the conditions of a resource consent, and decide as to notification, and to consider and make a decision on the	✓	✓		✓	✓	✓	✓	✓							

Section	Delegation	HP	C	GMST	GMCN	HRC	PAM	PTL	PAR	SP	P	HPST	CPT	PAP	HRCP	Officer position
	review, including cancellation of the consent.															
133A	To issue an amended resource consent.	✓	✓		✓	✓	✓	✓	✓	✓						
138	To determine whether to refuse to accept the surrender of all or part of a resource consent.	✓	✓		✓	✓	✓	✓	✓	✓						
139	To issue a certificate of compliance.		✓		✓	✓	✓	✓	✓	✓						
139(4)	To require further information to be provided in order to determine if a certificate of compliance must be issued.		✓		✓	✓	✓	✓	✓	✓	✓					
139A	To issue an existing use certificate.	✓	✓		✓	✓	✓	✓	✓	✓						
139A(3)	To require further information to be provided in order to determine if an existing use certificate must be issued.	✓	✓		✓	✓	✓	✓	✓	✓	✓					
139A(8)	To revoke an existing use certificate if it was issued based on inaccurate information.	✓	✓		✓	✓	✓									
142	To request the Minister to make a direction to call in a matter that is or part of a proposal of national significance.				✓											
149Q	To receive report from EPA and to make comments on minor or technical aspects of it.				✓											

Section	Delegation	HP	C	GMST	GMCN	HRC	PAM	PTL	PAR	SP	P	HPST	CPT	PAP	HRCP	Officer position
149T	To give notice on Council's behalf under s274 of a matter of national significance that the Minister has called in and directly referred to Environment Court.				✓											
149V	To lodge appeal to the High Court on question of law on Council's behalf.			✓	✓											
149W(2)	To amend the proposed plan, change or variation under clause 16(1) of Schedule 1 as soon as practicable after receiving the notice of decision of the Board or Court and approve it under clause 17 of Schedule 1 and give public notice of it under clause 20 of Schedule 1.			✓	✓											
149ZD	To recover costs incurred by the Council from the applicant and to provide an estimate of costs when required to do so by the applicant.				✓											
168A	Authority to lodge notice of requirement on behalf of Council.															GMCS or GMCC
168A	To determine all notification matters under this section and associated sections, and make associated prehearing decisions under sections 99 to 103.		✓		✓											
168A	To consider a notice of requirement by the territorial authority and decide to confirm, modify, impose conditions on or withdraw the requirement.		✓													

Section	Delegation	HP	C	GMST	GMCN	HRC	PAM	PTL	PAR	SP	P	HPST	CPT	PAP	HRCP	Officer position
169	To determine all notification matters under this section and associated sections, and all decisions under sections 96 to 103				✓	✓	✓	✓	✓	✓						
169	To request further information on a notice of requirement.	✓	✓		✓	✓	✓	✓	✓	✓	✓					
170	If proposing to publicly notify a proposed plan within 40 working days of receipt of a requirement, to include the requirement in the proposed plan, with the consent of the requiring authority.			✓	✓							✓				
171	To consider a notice of requirement and any submissions received and recommend to the requiring authority that it confirm, modify, impose conditions on or withdraw the requirement.	✓	✓													
174	To appeal to the Environment Court against a decision of a requiring authority on a designation.	✓	✓		✓											
176 and 178	The power to give the consent of the Council as the requiring authority to the use of land subject to a requirement or designation for which they are responsible.	✓		✓												✓ GMCC or GMCP or GMCS or HOT or MPC
176A(2)	To waive the requirement for an Outline Plan		✓		✓	✓	✓	✓	✓	✓						

Section	Delegation	HP	C	GMST	GMCN	HRC	PAM	PTL	PAR	SP	P	HPST	CPT	PAP	HRCP	Officer position
176A(4)	To request changes to an Outline Plan	✓	✓		✓	✓	✓	✓	✓	✓						
176A(5)	To appeal to the Environment Court against a decision by a requiring authority not making the changes to an outline development plan requested by the Council.	✓	✓		✓											
181(1) and (2)	For an alteration of a designation, the same delegations as those set out above under sections 168A to 176 for a new designation.	✓	✓		✓											
181(3)	To alter a designation in the plan or a requirement in the proposed plan if the alteration is a minor change in effects or boundaries.			✓	✓	✓	✓	✓	✓	✓						
181(3)	To agree to an alteration to an existing designation in a district plan, or a requirement in its proposed district plan.	✓	✓		✓	✓	✓	✓	✓	✓						
182(5) and 196	To decide whether to decline to remove part of a designation or heritage order from the district plan.	✓	✓													
184 184A	To consider and make decisions on an application to extend the lapse period of a designation.	✓	✓													
189A	Authority to lodge notice of requirement for a heritage order on behalf of Council															GMST Or GMCC
189A	To determine all notification matters under this section and	✓	✓		✓	✓	✓	✓	✓	✓						

Section	Delegation	HP	C	GMST	GMCN	HRC	PAM	PTL	PAR	SP	P	HPST	CPT	PAP	HRCP	Officer position
	associated sections, and make associated prehearing decisions under sections 99 to 103.															
189A	To consider a notice of requirement for a heritage order by the territorial authority and decide to confirm, modify, impose conditions on or withdraw the requirement.		✓													
190	To request further information on a notice of requirement for a heritage order.	✓	✓		✓	✓	✓	✓	✓	✓						
190	To determine all notification matters under this section and associated sections, and make associated prehearing decisions under sections 99 to 103.	✓	✓		✓	✓	✓	✓	✓	✓						
191	To consider a notice of requirement for a heritage order and any submissions received and recommend to the requiring authority that it confirm, modify, impose conditions on or withdraw the requirement.	✓	✓													
193	To give written consent in relation to the land protected by the Council's heritage order.			✓	✓											✓ GMCP or GMCS or HOT or MPC
195	To appeal to Environment Court against heritage protection authority's decisions under sections 193 or 194.	✓	✓													

Section	Delegation	HP	C	GMST	GMCN	HRC	PAM	PTL	PAR	SP	P	HPST	CPT	PAP	HRCP	Officer position
195A(1) and (2)	For an application by the Heritage Protection Authority to alter a heritage order, the same delegations that apply with respect to sections 189 to 195.	✓	✓		✓											
195A(3)	To alter a heritage order in the plan or a requirement in the proposed plan if the alteration is a minor change in effects or boundaries.	✓	✓	✓	✓	✓	✓	✓	✓							
195B(5)	To make a written objection or submission to the Minister on the Minister's proposal to transfer responsibility for an existing heritage order to another heritage protection authority.			✓												
195C	To amend the district plan by noting a transfer of responsibility for a heritage order.			✓												
198C	To make a decision under section 198C on a request made under section 198B for direct referral of a notice of requirement for a designation or heritage order to the Environment Court.	✓														
198D	To approve the content of a consent authority report on a requirement that has been directly referred to the Environment Court.				✓	✓	✓									
220	To impose conditions on a subdivision consent.	✓	✓		✓	✓	✓	✓	✓	✓						

Section	Delegation	HP	C	GMST	GMCN	HRC	PAM	PTL	PAR	SP	P	HPST	CPT	PAP	HRCP	Officer position
221(2)	To be an "authorised person" to sign a consent notice.				✓	✓	✓	✓	✓	✓	✓					
221(3)	To vary or cancel any condition contained in a consent notice with the same delegations as set out above for a resource consent application under sections 88 to 121.	✓	✓		✓	✓	✓	✓	✓	✓						
222	To issue a completion certificate for matters subject to performance bonds, and to extend the time period for completion.				✓	✓	✓	✓	✓	✓						
223(3)	To be an "authorised officer" to certify that a survey plan has been approved.				✓	✓	✓	✓	✓	✓	✓					
224(c)	To be an "authorised officer" to certify compliance with the conditions of a subdivision consent, or, in respect of the conditions that have not been complied with, that a completion certificate, a consent notice has been issued or a bond has been entered into.				✓	✓	✓	✓	✓	✓	✓					
224(f)	To be an authorised person to provide the certificate under this section for a subdivision effected by the grant of a cross lease or company lease or by the deposit of a unit plan.				✓	✓	✓	✓	✓	✓	✓					
226(1)(e)	To certify as an "authorised officer" any plan of subdivision or copy				✓	✓	✓	✓	✓	✓						

Section	Delegation	HP	C	GMST	GMCN	HRC	PAM	PTL	PAR	SP	P	HPST	CPT	PAP	HRCP	Officer position
	thereof, which has not had a previous statutory approval.															
234	To vary or cancel the instrument creating an esplanade strip as set out in this section.	✓	✓		✓	✓	✓	✓	✓	✓						
234(7)	To certify as an "authorised officer" specifying the variations to the instrument or that the instrument is cancelled as the case may be.				✓	✓	✓	✓	✓	✓						
235	To enter into an agreement to create an esplanade strip for any of the purposes specified in section 229.															✓ GMCP or GMCS or HOT or MPC
237B	To agree with the registered proprietor of land to acquire an easement over the land and to execute the easement and to agree to vary or cancel any such easement.															✓ GMCP or GMCS or HOT Or MPC
237C	To close an access strip or esplanade strip during periods of emergency or public risk likely to cause loss of life, injury, or serious damage to property.															✓ GMCP or GMCS or HOT Or MPC
237D	To given written agreement to all or part of an esplanade reserve ceasing to be vested in and administered by the territorial authority and instead vesting in the Crown or regional council.															✓ GMCP or GMCS or HOT Or MPC

Section	Delegation	HP	C	GMST	GMCN	HRC	PAM	PTL	PAR	SP	P	HPST	CPT	PAP	HRCP	Officer position
239	Authority to certify survey plans subject to specified interests.				✓	✓	✓	✓	✓	✓						
240	To sign covenants pursuant to section 240(3) and certify cancellation of covenants under section 240(5)(b), as an "authorised officer".				✓	✓	✓	✓	✓	✓						
241	To cancel an amalgamation condition under section 241(3), and to certify cancellation as an "authorised officer" under section 241(4)(b).	✓	✓		✓	✓	✓	✓	✓	✓						
243	To provide written consent for the surrender, transfer or variation of an easement under section 243(a), to revoke a condition requiring an easement under section 243(e), and to certify cancellation of the condition as an "authorised officer" under section 243(f)(ii).	✓	✓			✓	✓	✓	✓	✓						
267	To participate in a conference and make decisions on behalf of the Council.			✓	✓	✓	✓	✓	✓	✓		✓	✓	✓		HOL or AGC or CoC
268A	To participate in a mandatory alternative dispute resolution process and make decisions on behalf of the Council.			✓	✓	✓	✓	✓	✓	✓		✓	✓	✓		HOL or AGC or CoC
269-291	Authority to determine and direct Council involvement in Environment Court proceedings.			✓	✓	✓						✓				

Section	Delegation	HP	C	GMST	GMCN	HRC	PAM	PTL	PAR	SP	P	HPST	CPT	PAP	HRCP	Officer position
292	Authority to seek that Environment Court remedy defect in plan.			✓	✓							✓				
294	Authority to seek that Environment Court review a decision or rehear proceedings.			✓	✓	✓						✓				
299-308	Authority to determine and direct Council involvement in High Court and Court of Appeal proceedings.			✓	✓	✓						✓				
310 and 311	To apply to the Environment Court for a declaration and all steps incidental to seeking that declaration.			✓	✓	✓									✓	
315	To seek consent of the Environment Court and to comply with an enforcement order on behalf of a person who has failed to comply with an order.				✓	✓									✓	
316 to 320	Authority to initiate enforcement order and interim enforcement order proceedings, and take all steps incidental to seeking the order.				✓	✓									✓	
321	To apply to the Environment Court to change or cancel an enforcement order.				✓	✓									✓	
325A	To consider applications to change or cancel an abatement notice.				✓										✓	
332 and 333	To provide written authorisation to enforcement officers under these sections.				✓										✓	

Section	Delegation	HP	C	GMST	GMCN	HRC	PAM	PTL	PAR	SP	P	HPST	CPT	PAP	HRCP	Officer position
336	To decide on an application for property seized under sections 323 or 328 to be returned, and to dispose of the property where authorised under section 336.				✓										✓	
338	Authority to initiate any prosecution and make decisions on any matter relating to any such prosecution.				✓										✓	
357D	To hear and make decisions on any objection made under section 357 or section 357A.	✓	✓													
357D	To consider and determine an objection to the conditions imposed on a resource consent under section 357A.				✓	✓	✓	✓	✓							
357D	To hear and determine an objection to additional fees under section 357B.		✓													
Sch 1 cls 3, 3C	To determine whether consultation has already occurred under other enactments, and to decide who to consult with under cl 3(2).			✓												
Sch 1 cls 6(2), and 6A(3)	To make submissions on Council's behalf.			✓												
Sch 1 cl 8,	To make further submissions on Council's behalf.			✓												
Sch 1 cl 8AA	To invite submitters to a meeting or refer matters to mediation.			✓												
Sch 1 Cl 8B	To hold a hearing into submissions on its proposed policy or plan and	✓	✓													

Section	Delegation	HP	C	GMST	GMCN	HRC	PAM	PTL	PAR	SP	P	HPST	CPT	PAP	HRCP	Officer position
	to recommend decisions to Council.															
Sch 1, cl 8C	To determine whether a hearing is required.			✓												
Sch 1 cl 9(1)	To consider a notice of requirement and any submissions received and recommend to the requiring authority that it confirm, modify, impose conditions on or withdraw the requirement.	✓	✓													
Sch 1. Cl 9(2)	To consider a notice of requirement by the territorial authority and decide to confirm, modify, impose conditions on or withdraw the requirement.		✓													
Sch 1 cl 10	To hear and consider submissions and make recommendations to Council on provisions and matters raised in submissions.	✓	✓													
Sch 1 cl 14	Authority to lodge an appeal with the Environment Court.	✓		✓												
Sch 1 cl 16	To amend the proposed plan in the circumstances set out in this clause.			✓								✓	✓			
Sch 1 cl 16A(2)	To hear and consider submissions on any variation and to recommend decisions to Council.	✓	✓													
Sch1 cl 20A	To amend the operative plan to correct minor errors.			✓								✓	✓			

Section	Delegation	HP	C	GMST	GMCN	HRC	PAM	PTL	PAR	SP	P	HPST	CPT	PAP	HRCP	Officer position
Sch1 cl 23	To require further information to be provided under clause 23(1) or to commission a report under clause 23(3).			✓								✓	✓			
Sch1 cl 24	To decide to modify a request.			✓								✓	✓			
Sch1 cl 25(2)(a) and 40, and cl 29	Power to hear and make recommendations on provisions and matters raised in submissions.	✓	✓													
Sch1 cl 28	Power to send a notice and deem a plan change request to have been withdrawn			✓								✓				
Sch1 cl 32	Authority to certify as a correct copy material incorporated by reference			✓								✓				
Sch 1 cl 42	To agree to a notice of requirement proceeding through the collaborative process and to nominate a representative for the collaborative group.			✓								✓				
Sch 1 cl 43(5)	To approve a commission of a report.			✓								✓				
Sch 1 cl 50(1)	To make submissions on Council's behalf.			✓												
Sch 1 cl 51	To prepare a report under this clause.	✓	✓													
General	To issue a certificate under the certification provisions of the District Plan. (For example, and without limitation minimum floor					✓	✓	✓	✓	✓	✓					

Section	Delegation	HP	C	GMST	GMCN	HRC	PAM	PTL	PAR	SP	P	HPST	CPT	PAP	HRCP	Officer position
	level certificate, wastewater capacity certificate).															
General	To appoint a commissioner or commissioners.	✓		✓	✓	✓	✓	✓	✓			✓	✓			
General	To instruct counsel to represent the Council where the Council is a party in any proceedings before the Environment Court, as the case may be.			✓	✓	✓						✓				
General	To authorise an officer holding one of the authorised positions listed below to participate in mediation or any other alternative dispute resolution process (not covered by sections 267 or 268A) of any proceeding before the Environment Court that does not arise out of the First Schedule of the Resource Management Act 1991, including the power to commit the Council to a binding agreement to resolve the proceeding provided it does not require any Council expenditure not authorised by a Council delegation. The authorised positions are as follows: <ul style="list-style-type: none"> ▪ Head of Resource Consents ▪ Planning Administration Manager ▪ Team Leader Planning ▪ Senior Planner ▪ Principal Adviser – Resource Consents 	✓	✓		✓	✓										

Section	Delegation	HP	C	GMST	GMCN	HRC	PAM	PTL	PAR	SP	P	HPST	CPT	PAP	HRCP	Officer position
	<ul style="list-style-type: none"> Head of Legal Associate General Counsel Corporate Counsel Subdivisions Officer Senior Solicitor or Solicitor, Legal Services Unit 															
General	To authorise any officer approved by either the Head of Legal Services or the Head of Planning and Strategic Transport to participate in a mediation of any proceedings before the Environment Court other than a proceeding under the Resource Management Act 1991. Except on proceedings arising from the full Council, the authority shall include the power to commit the Council to a binding agreement to resolve the proceeding, and shall be on such terms and conditions as the General Manager Strategy and Transformation considers appropriate.			✓	✓	✓										
General	To lodge submissions on behalf of the Council on any proposed district plan (including the Christchurch Replacement District Plan) or variation to a proposed district plan administered by the Council, or on any Council initiated or privately initiated change to a district plan administered by the Council, or on any notice of requirement for a designation or on any notice of requirement for a heritage order.			✓								✓				

Section	Delegation	HP	C	GMST	GMCN	HRC	PAM	PTL	PAR	SP	P	HPST	CPT	PAP	HRCP	Officer position
General	To lodge submissions on behalf of the Council on any Proposed Regional Plan or variation to a Proposed Regional Plan, or any change to a Regional Plan, or any Proposed Regional Policy Statement.			✓	✓											
General	To lodge submissions on behalf of the Council on any proposed District Plan or variation to a Proposed District Plan in neighbouring territorial authority districts.			✓	✓											
General	To lodge appeals against decisions of the Canterbury Regional Council and of neighboring territorial authorities on Proposed Regional Policy Statements, Proposed Regional Plans, Proposed District Plans, resource consents and on Variations and Changes to Proposed or Operative Regional Policy Statements, Regional Plans, and District Plans.			✓	✓											
General	To make submissions on individual notified regional land use consents and water, discharge and coastal permits where (a) there are special matters of metropolitan importance; or (b) There are special matters of importance to the local community or local environment; or			✓	✓											

Section	Delegation	HP	C	GMST	GMCN	HRC	PAM	PTL	PAR	SP	P	HPST	CPT	PAP	HRCP	Officer position
	(c) There are technical skills or knowledge which the Council can contribute to achieving a better outcome for the community.															
General	To make submissions on applications for resource consents applied for in territorial authority districts adjoining the city.			✓	✓											
General	Authority to sign the Owaka Basin Stormwater Design Memorandum of Understanding with the New Zealand Transport Agency on behalf of the Christchurch City Council.			✓	✓											
General	Authority to agree to any further negotiated outcomes between Christchurch City Council, New Zealand Transport Agency, the Board of Inquiry, and other parties reached before or during the hearing of submissions on the Notice of Requirement. Jointly with the Chairperson of the Infrastructure, Transport and Environment Committee			✓	✓											
General	To approve individual Heritage Incentive Grants to owners of heritage buildings, places or objectives listed in the City Plan or the Banks Peninsula District			✓												



Section	Delegation	HP	C	GMST	GMCN	HRC	PAM	PTL	PAR	SP	P	HPST	CPT	PAP	HRCP	Officer position
	Plan up to \$15,000 and in accordance with the Council's heritage grant policies. Staff are to report to the Communities, Housing and Economic Development Committee twice a year listing such grants within the previous six months.															
General	PRESTONS ROAD LIMITED AND DEVELOPMENT BONDS - Authority to negotiate, agree and enter into the necessary documentation and take the necessary steps required to give effect to such bonding agreements.			✓												

6. Canterbury Earthquake (Christchurch Replacement District Plan) Order 2014

Clause	Delegation	C	GMST	HPST
CI4	To make a change of minor effect to a plan change decision on a proposed change that commenced before this Order commenced.	✓	✓	✓
CI22	Power to send a notice and deem a plan change request to have been withdrawn.	✓	✓	✓
Sch 1 CI 1	Authority to decide whom to consult with.	✓		
Sch 1, CI4(8)	With the consent of the requiring authority or heritage protection authority, to include the requirement in a proposal.		✓	✓
Sch 3 CI1	To appoint an officer to attend every hearing conducted by the hearings panel.	✓		
Sch 3 CI 14	To make comments on minor or technical aspects of a draft report of a decision relating to requirements.	✓		

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2. District Plan Appeals Subcommittee

Delegations	Date Amended
To consider and resolve any consent orders requested in respect of any proceedings before the Environment Court regarding any appeal on the Christchurch District Plan City Plan ('City Plan') or Banks Peninsula District Plan ('District Plan').	
To authorise counsel and Council witnesses to call evidence in support of a compromise position or positions in the alternative for the purpose of endeavouring to agree with the parties in terms of a consent order in respect of any proceedings before the Environment Court arising out of the Council's decisions on the Christchurch District Plan City Plan or District Plan.	
<p>To authorise any one or more officers holding the positions listed below to participate in a mediation of any proceeding before the Environment Court arising out of the First Schedule to the Resource Management Act 1991.</p> <p>(a) This authority shall include the power to commit the Council to a binding agreement to resolve the proceeding, provided it does not require any Council expenditure not authorised by a Council delegation.</p> <p>(b) Any authority given under this delegation shall be on such terms and conditions as the Subcommittee considers appropriate.</p> <p>Authorised positions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Solicitor, Legal Services Unit <input type="checkbox"/> Head of Legal <input type="checkbox"/> Associate General Counsel <input type="checkbox"/> Corporate Counsel <input type="checkbox"/> Head of Planning and Strategic Transport <input type="checkbox"/> Team Leader City Planning <input type="checkbox"/> Principal Advisors, Planning <p>(c) The exercise of such delegated powers be reported to the Council on a six monthly basis.</p>	
<p>To authorise any two or more officers who, for the time being, hold any of the following positions to jointly consider, and resolve by consent order, any appeal to the Environment Court against a decision of Council on submissions to the Christchurch District Plan City Plan or District Plan, where the appeal relates to an alteration of minor effect or the correction of a minor error.</p> <p>Authorised positions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Solicitor, Legal Services Unit <input type="checkbox"/> Head of Legal <input type="checkbox"/> Associate General Counsel 	

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<div><div>Corporate Counsel</div><div><div><input type="checkbox"/> Head of Planning and Strategic Transport</div><div><input type="checkbox"/> Team Leader City Planning</div><div><input type="checkbox"/> Principal Advisors, Planning</div></div></div>	
<div>To make decisions, on behalf of the Council, in relation to any High Court proceedings arising out of decisions by the Environment Court on the Christchurch District Plan City Plan or District Plan provided such decisions are consistent with professional advice. Where the Subcommittee is not able to do so the Subcommittee will refer its recommendation to the Council for a decision.</div>	

New Fees under the Resource Management Act 1991

Statement of Proposal

The Council is consulting on two new proposed fees under the Resource Management Act 1991 (RMA) and we want to know what you think about these new fees.

The Government recently amended the RMA through the Resource Legislation Amendment Act 2017.

The changes to the RMA include two new resource consent processes – permitted boundary activities and permitted marginal or temporary non-compliances. The new provisions come into force on 18 October 2017.

The Council wants to be able to recover its costs in administering these new provisions. The RMA requires that we consult using the “special consultative procedure” to set these new fees.

The Council has considered other reasonably practicable options in setting these fees. Aside from charging these fees, the only other option is to not charge for processing these applications. The Council does not favour this approach. The applications are largely made for individual benefit and the application costs should therefore be met by the applicant.

What are the new processes?

Permitted boundary activity applications (section 87BA)

This application type relates to breaches of District Plan rules on the size or position of a building in relation to the property boundary.

These will be a permitted activity (i.e. no resource consent required) if written approval is obtained from the owners of the adjoining property and there are no other rules breached.

Boundary rules covered by this provision include recession planes and building setbacks from neighbouring boundaries, but exclude boundaries with public land such as roads or reserves.

Plans and other supporting information must be submitted to the Council, then a written notice is issued confirming that the activity is permitted.

Permitted marginal or temporary non-compliance (section 87BB):

This new provision enables Councils to treat an activity as permitted (i.e. no resource consent required) if there is only a 'marginal or temporary' rule breach. After assessing the activity against the criteria set out in the RMA the Council can issue a written notice determining that the activity is permitted.

What are the proposed new fees?

For the permitted boundary activity applications, we are proposing a deposit of **\$800** with the application.

This will generally cover administration tasks, time spent by the planner checking the plans and written approvals, and time spent by a senior officer confirming that a permitted activity notice can be issued. The proposed deposit is the same as a Certificate of Compliance, which is a similar process under the RMA.

For permitted marginal or temporary non-compliances, we are proposing a deposit of **\$1,000**.

This will cover administration, time spent by the planner assessing the effects of the activity and preparing a report, and decision-making by a delegated officer. The time involved is likely to be similar to a simple resource consent application as the same tasks need to be undertaken by staff.

Both fees are initial deposits, then the actual costs will be calculated when processing is completed. Officer time will be charged at the hourly rates in the existing Resource Management Fees Schedule set under the Annual Plan. **You can find a link to the Fees and Charges Schedule here:**

Any unused portion of the deposits will be refunded, or alternatively any additional costs will be invoiced.

Further information

More information about the new fees can be found on the Council's website: www.ccc.govt.nz/

Alternatively, you can contact:

[Officer's name \(contact details\)](#)

What happens next?

- ☐ Submissions close on [day, date] October 2017.
- ☐ A Hearings Panel will hear submissions in October if required.

- ☐ The Council will consider all submissions, make its decision and then let submitters know the outcome.
- ☐ The new charges are expected to come into force during November 2017.

Insert Have your Say Material

25. Annual Plan Contribution to Christchurch Yacht Club

Reference: 17/874435

Contact: Kirsty Mahoney kirsty.mahoney@ccc.govt.nz 03 941 5330

1. Purpose and Origin of Report

Purpose of Report

- 1.1 The purpose of this report is to report to Council on the options to assist the Christchurch Yacht Club in completing construction of the replacement base for its boat shed, and recommending that the provisional funding of \$239,000 in the 2017/18 Annual Plan, is subject to a legal agreement between the Christchurch City Council and the Christchurch Yacht Club to ensure enduring public access to the Coastal Pathway, and adjoining deck area and ramps.

Origin of Report

- 1.2 This report is being provided to fulfil the Council resolution CAPL/2017/00022 – Coastal Pathway, which was carried at the Council meeting held on 20 June 2017, in relation to the Council Annual Plan 2017/18.

2. Significance

- 2.1 The decision in this report is of low significance in relation to the Christchurch City Council's Significance and Engagement Policy.
 - 2.1.1 The level of significance was determined by comparing factors relating to this decision against the criteria set out in the Council's Significance and Engagement Policy.

3. Staff Recommendations

That the Council:

1. Support the funding of \$239,713 for the Christchurch Yacht Club construction of its replacement base, subject to the following conditions:
 - a. There is enduring public access in perpetuity to the Coastal Pathway, and adjoining deck area and ramps providing access to the beach area below.
 - b. The design and specifications of the replacement base are consistent with the developed design for the Coastal Pathway.
2. Authorise staff to negotiate with the Christchurch Yacht Club and develop terms and conditions of a funding agreement.

4. Key Points

- 4.1 This report supports the Council's Long Term Plan (2015-2025):
 - 4.1.1 Activity: Recreation and sport facilities
 - Level of Service: Support community based organisations and networks to develop, promote and deliver recreation and sport in Christchurch.
- 4.2 The following feasible options have been considered:
 - Option 1 – The preferred option is to support the funding of the Christchurch Yacht Club construction of its replacement base, subject to the conditions of enduring public access in perpetuity to the Coastal Pathway, adjoining deck area and ramps, and consistent design and specifications with the developed design for the Coastal Pathway.

- Option 2 – Support the funding of the Christchurch Yacht Club with no conditions.
- 4.3 Option Summary – Advantages and Disadvantages (Preferred Option)
- 4.3.1 The advantages of this option include:
- Ensuring public access for current and future generations to the coastal environment in this area
 - Ensuring consistent design of the replacement base with the Coastal Pathway developed design.
- 4.3.2 The disadvantages of this option include:
- Funding for the yacht club is dependent on compliance with these conditions

5. Context/Background

- 5.1 The Linwood-Central-Heathcote Community Board and Christchurch Yacht Club submitted on the 2017-18 Annual Plan requesting support to enable joint public / club use of recreational decks and launching ramps as part of the Coastal Pathway in Moncks Bay.
- 5.2 Christchurch Yacht Club requested a further \$239,713, over and above the Coastal Pathway project contribution. Their memo outlining their rationale and funding breakdown is attached at Appendix A.
- 5.3 The Council adopted the Mayor's recommendation under resolution CAPL/2017/00022:
That the Council:
- a. *Bring forward the Moncks Bay section of the Coastal Pathway works, alongside the proposed Boat Shed, to be delivered within the existing capital budget, from the 2018/19 year to the 2017/18 year to ensure the project is aligned with the redevelopment of the Christchurch Yacht Club's base.*
 - b. *Request staff report to the Council by the end of August 2017 on options to assist the Christchurch Yacht Club in completing construction of its replacement base, in recognition of the public amenity and use offered by the development which is adjacent to the Coastal Pathway, noting a provisional allocation has been included in the Annual Plan 2017/18 but this cannot be accessed until the Council received and made a decision on the options report.*
- 5.4 Any public funding from the Coastal Pathway project budget and/or 2017/18 Annual Plan should be subject to an agreement between the Christchurch City Council and the Christchurch Yacht Club for enduring public access in perpetuity to the Coastal Pathway, and to the adjoining deck and ramps to allow access to the beach area below. The design and specification of the boat ramp, deck, handrails etc are to match the approved Coastal Pathway developed design.

Christchurch Yacht Club

- 5.5 The Christchurch Yacht Club (CYC) has an existing building consent for the rebuild of the boat shed located in Moncks Bay (Building Consent No. 2015/7144).
- 5.6 The existing building consent includes provision for the 4m wide coastal pathway at the rear of the replacement boat shed, as well as public access from the coastal pathway to the deck area and ramps of the replacement boat shed.
- 5.7 The Coastal Pathway project team has met with the Christchurch Yacht Club, at its request, to discuss potential amendments to the existing building consent on 27 Jun 2017, and 11 Jul 2017 in relation to the balustrade design, and its return and end posts, along with the way in which the balustrade is attached to the deck.

- 5.8 The existing design of the balustrade around the edge of the deck area is consistent with the approved developed design for the Coastal Pathway project.
- 5.9 The coastal pathway project team has provided advice to Christchurch Yacht Club in relation to the balustrade design, structural elements, and the building consent process. It is noted that any amendment to the existing building consent by the Christchurch Yacht Club may need to go through a determination process.
- 5.10 The additional funding request from the Christchurch Yacht Club of \$239,713 outlined in the 2017/18 Annual Plan is separate from the agreed contribution from the Coastal Pathway Project.

Coastal Pathway Project

- 5.11 The Coastal Pathway project is a 6.5km long shared pathway that extends from Ferrymead Bridge to Scarborough Beach, generally following the coastline. Approximately 3.5km of the coastal pathway has been constructed to date, between Ferrymead Bridge and Tram Stop, Redcliffs.
- 5.12 The section of the coastal pathway between Rapanui / Shag Rock and Sumner Beach is currently in detailed design, and construction is planned to commence in early 2018.
- 5.13 The section of the coastal pathway between Tram Stop, Redcliffs, around Moncks Bay to Rapanui / Shag Rock is planned to commence detailed design in late 2017.
- 5.14 The Coastal Pathway project budget has \$327,595 allocated towards the construction of the Christchurch Yacht Club replacement base within the 2017/18 budget, to assist with construction that is consistent in its design with the coastal pathway developed design. The nominated sum of \$327,595 has been assessed and verified by the Council's Quantity Surveyor in April 2015 as a fair and reasonable contribution for the shared path that Christchurch Yacht Club will be constructing on behalf of the Coastal Pathway project. This calculation is based on 168m² of the boardwalk in front of the deck that forms part of the Coastal Pathway shared path from Tram Stop to Shag Rock.
- 5.15 The current cost forecast for the coastal pathway project indicates that the project will have an approximately \$10.5 million shortfall for the construction of the Moncks Bay section.

6. Option 1 – Funding with Conditions – Preferred Option

Option Description

- 6.1 The preferred option is to support the funding request of the Christchurch Yacht Club for its construction of the replacement base, subject to the conditions of enduring public access in perpetuity to the Coastal Pathway, and to the adjoining deck and ramps to allow access to the beach area below, and consistent design and specifications with the developed design for the Coastal Pathway.

Significance

- 6.2 The level of significance of this option is low consistent with Section 2 of this report.
- 6.3 Engagement requirements for this option lie with the Christchurch Yacht Club, who have approved building and resource consents for the replacement base construction.

Impact on Mana Whenua

- 6.4 The construction of the replacement base does affect mana whenua, and it is the responsibility of the Christchurch Yacht Club to engage with the mana whenua. It is noted that the funding of this grant does not impact on the mana whenua.

Community Views and Preferences

6.5 Engagement with the community has taken place through the Annual Plan process.

Alignment with Council Plans and Policies

6.6 This funding is consistent with the Council's Plans and Policies and is recommended through the Annual Plan 2017-18.

Financial Implications

6.7 This funding has been allocated provisionally in the Annual Plan 2017/18 within the grants annual plan budget under Recreation and Sports Facilities activity.

Legal Implications

6.8 This funding is recommended to be allocated subject to conditions, which are the developed through a funding agreement between the Christchurch City Council and the Christchurch Yacht Club.

Risks and Mitigations

6.9 There are no known significant risks.

Implementation

6.10 The funding is recommended to be given to the Christchurch Yacht Club once construction of the replacement base is underway.

Option Summary – Advantages and Disadvantages

6.11 The advantages of this option include:

- Ensuring public access for current and future generations to the coastal environment in this area.
- Ensuring consistent design of the replacement base with the Coastal Pathway developed design.

6.12 The disadvantages of this option include:

- Funding for the yacht club is dependent on compliance with these conditions.

7. Option 2 – Funding with No Conditions

Option Description

7.1 The alternative option is to support the funding request of the Christchurch Yacht Club for its construction of the replacement base, with no conditions attached.

Significance

7.2 The level of significance of this option is low consistent with Section 2 of this report.

7.3 Engagement requirements for this option lie with the Christchurch Yacht Club, who have approved building and resource consents for the replacement base construction.

Impact on Mana Whenua

7.4 The construction of the replacement base does affect mana whenua, and it is the responsibility of the Christchurch Yacht Club to engage with the mana whenua. However, the funding of this grant does not impact on the mana whenua.

Community Views and Preferences

7.5 Engagement with the community has taken place through the Annual Plan process.

Alignment with Council Plans and Policies

- 7.6 This funding is consistent with the Council's Plans and Policies and is recommended through the Annual Plan 2017-18.

Financial Implications

- 7.7 This funding has been allocated provisionally in the Annual Plan 2017/18.

Legal Implications

- 7.8 It is recommended that a funding agreement be drawn up between the Christchurch City Council and the Christchurch Yacht Club.

Risks and Mitigations

- 7.9 There is a risk in the future that public access is prohibited by the Christchurch Yacht Club, and the design of the replacement base is inconsistent with the approved developed design for the Coastal Pathway project, if conditions are not attached to the funding provided by the Christchurch City Council through the Annual Plan.

Implementation

- 7.10 The funding is recommended to be given to the Christchurch Yacht Club once construction of the replacement base is underway.

Option Summary – Advantages and Disadvantages

- 7.11 The advantages of this option include:

- Funding is provided to Christchurch Yacht Club without conditions attached.

- 7.12 The disadvantages of this option include:

- Protection of enduring public access in perpetuity to the coastal environment is not ensured.
- There is potential for the design and specifications to be inconsistent with the approved developed design for the Coastal Pathway.

Attachments

No.	Title	Page
A ↓	CYC Memo, dated 29/09/2016	357

Confirmation of Statutory Compliance

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

(a) This report contains:

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

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

Signatories

Authors	Kirsty Mahoney - Project Manager Lynette Ellis - Manager Planning and Delivery Transport
Approved By	Lynette Ellis - Manager Planning and Delivery Transport Peter Langbein - Finance Business Partner David Adamson - General Manager City Services

Funding

Project costs

The first two land based construction tenders were both considerably higher than expected being around \$1.9m exclusive of GST with the prospect of further increases once the site was opened up. Overheads already incurred for the design, resource consent, title survey and other matters would add another \$122,000 to these figures. These high prices were largely reflective of risk because of the difficult access to the site from Main Road and the unknown conditions for piling.

The Club took time to remove the excessive allowances for risk by considering steel fabrication and corrosion treatment off site and then installation from a floating pontoon. Two test piles were driven to confirm piling conditions. Changes were made to the steel substructure joist spacing to reduce the onsite work involved in deck laying. Changes were also made to the ramps to reduce costs.

In August 2016 CYC had the new design Quantity surveyed followed by a retendered in September 2016. Both analyses concurred within \$64000 of each other. This resulted in a budget of \$1.5 exclusive of GST based on a fixed price steel fabrication and installation, followed by a simpler deck laying job. Overheads of approximately \$120000 already spent by CYC are included in this figure as are contingencies and normal margins.

Those costs, based on the tenders, are broken down in:

Prebuild & overheads	\$142,360
Steelwork (piling & substructure)	\$620,019
Decking & ramps	\$411,929
Boatshed	\$339,309
Total	\$1,513,617

\$1.17m

Even at this price the cost is much higher than CYC had expected but that is largely because the Club did not anticipate the public usage costs and the longevity built into material choices.

Club funding

The Club has raised \$607500 towards the project. This includes:

Insurance settlement	\$35,000
CCT seeding grant	\$95,000
FSTL Grant towards test piling	\$17,500
Lottery grant (to be spent by November 2016)	\$150,000
CEAT grant (pegged to commencing the ramps)	\$110,000
NZCT grant (available when construction starts)	\$200,000
Total	\$607,500

Funding continued

Funding Proposal

Clearly CYC has almost enough funds to start a staged build but insufficient to complete the project. Some of those funds are time limited and all of them will soon permanently disappear if the project does not go ahead to at least the decked stage.

CYC is keen for this project to get established whilst resources are available. To this end CYC is prepared to put all its funds and efforts into achieving a decked structure without the boatshed.

CYC would like to enter contracts to complete the pile driving, steel work and decking as soon as possible and then to move onto the shed as funds are guaranteed or become available.

The cost to the completed deck with balustrade will be \$1,174,308

Funding Request of Council

CYC would like Council to consider funding or guarantee to fund the following:

- 1) The cost of the completed walkway section of the decked structure on a per sqm basis.
- 2) The funding shortfall to the finished decking stage in recognition of the public access, utility and longevity of the Rowing Shed node as part of the Coastal Pathway experience.

Walkway section (164sqm of 554sqm)	\$327,595
Public utility	\$239,713
Total	\$567,308

Timing

If funding can be guaranteed then the project can commence almost immediately. Lead times will be 4 months for material indentation and fabrication, 4 months for piling and steelwork and 2 months for decking.

Council funding could be matched against outgoings.

Plans, QS's and Tenders are available to support these figures.

Management Agreement

CYC is aware that a management agreement will need to be created to cover the public usage, public liability and maintenance obligations and looks forward to getting to that stage.

Richard Ineson,
Commodore
Christchurch Yacht Club Inc.
Main Road,
Moncks Bay.
29/9/2016

Report from Development Forum – 17 August 2017

26. Off-street free parking

Reference: 17/898573

Contact: Aaron Haymes Aaron.haymes@ccc.govt.nz 941 8999

1. Development Forum Consideration

During the Forum's discussion of this item, the following points were raised:

- There were diverging points of view of the impact the free parking initiative might have. The majority supported the initiative suggesting it would attract new customers to the central city and raise the profile of new parking facilities. But others were concerned it would only draw customers away from private parking facilities without increasing the overall customer base.
- It was acknowledged that the Central City faces a challenge in attracting customers and raising the profile of existing parking facilities.
- The Forum agreed that a long term Central City parking strategy is needed to keep the Central City competitive and recommended that the Council work with Development Christchurch Limited on this. The Forum expressed enthusiasm for the concept of a 'Christchurch Card' which could operate through either a card or a smartphone app, and could allow customers to accumulate credit when they shop in the Central City which they could use to 'validate' their parking or pay for other transport services.

2. Development Forum Recommendation to Council

That the Council:

1. Agrees:
 - a. to provide one hour free parking in Council off-street sites for four months from the opening of the Lichfield Street car parking building.
 - b. to fully review the initiative while it is operating.
 - c. to consult on whether the initiative should be extended during the 2018 Long Term Plan process.
2. Undertakes a joint Central City marketing campaign between private sector central city business interests and the Council.
3. Converts all Council managed paid off-street parking to short stay.
4. Instruct Development Christchurch Limited and Council staff to develop a wider central city parking strategy, including:
 - a. An investigation into extending this scheme to privately owned car parking buildings;
 - b. options around validation and/or a targeted rate;and to report back to the Development Forum within three months.

Attachments

No.	Report Title	Page
1	Off-street free parking	361

Off-street free parking

Reference: 17/849161

Contact: Aaron Haymes Aaron.haymes@ccc.govt.nz 9418075

1. Purpose and Origin of Report

Purpose of Report

- 1.1 The purpose of this report is for the Development Forum to consider options and effects of providing up to two hours' free off-street parking in the central city.

Origin of Report

- 1.2 This report is being provided to fulfil 2017 Annual Plan Resolution 14892

2. Significance

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

3. Staff Recommendations

That the Development Forum recommends that the Council:

1. Discuss benefits and effects of accepting option one with agreement to recommend the same to Council subject to verification of available budget.
2. Consider a joint central city marketing campaign between private sector central city business interests and the Council.
3. Discuss and agree to recommend that the Council should progress the option to convert all Council managed paid off-street parking to short stay.

4. Key Points

- 4.1 This report supports the [Council's Long Term Plan \(2015 - 2025\)](#):
- 4.1.1 Activity: Parking
- Level of Service: 10.3.3 Improve customer perception of the ease of use of Council parking facilities
- 4.2 The following feasible options have been considered:
- Option 1 – Limited free parking and marketing campaign (preferred option)
 - Option 2 – Free weekend parking at all Council managed sites
 - Option 3 - Two hours free parking at all Council managed sites
- 4.3 Option Summary - Advantages and Disadvantages (Preferred Option)

4.4 The advantages of this option include:

- Relatively low impact to private sector parking operators.
- A central city marketing campaign in conjunction with one hour's free parking will likely increase visits to all parking facilities, both private sector and public.
- Likely to be popular with the general public.
- Simple to implement.
- Allows for a future decision to either extend or cease, depending on effectiveness and impacts.

4.5 The disadvantages of this option include:

- When the Lichfield facility opens an occupancy baseline will not exist to help understand the effects of this option. A risk exists that if other effects influence occupancy they cannot be identified separately.
- Costs of around \$600k could be considered high in terms of value for money against alternative ways to encourage visits to the central city, for example marketing alone.

5. Context/Background

Central city parking facility ownership profile

- 5.1 Prior to the Canterbury earthquakes Christchurch City Council managed nearly all large scale central city parking facilities. The Council lost most of its facilities as a result of the earthquakes and as the rebuild has progressed this profile has changed with the private sector now responsible for the majority of major facilities in the city. The Council currently manages 386 off-street spaces for use by the public and with the addition of 805 spaces at Lichfield Street this will increase to 1,191 spaces in October this year.
- 5.2 The private sector currently manages 2,010 parking spaces between four major parking facilities and an additional 5,194 casual off-street spaces, mostly on ground level sites. This equals a total of 7,204 spaces under private sector management.
- 5.3 At an average establishment cost of around 30k per car parking space this represents an estimated investment of around 60m for the four major buildings.

Private sector managed major parking facilities	
Site	No. of spaces
West End	680
The Crossing	400
Hereford	580
Innovation	350
Total	2010

- 5.4 Privately managed sites include a number of spaces that are reserved.
- 5.5 Council managed facilities are listed in the table under current occupancy below.

Current occupancy

- 5.6 The table below includes information on occupancy for Council managed sites, including analysis of the three month period May to July in 2016 and 2017.

Council managed off-street parking July 2017											
				3 month analysis, occupancy by month May - July 2016/ 2017						Occupancy 3 month average	
Site	Rate/ hr	No of Spaces	All day rate	May 2016	May 2017	June 2016	June 2017	July 2016	July 2017	2016	2017
New Regent St	\$1.00	70	No	18%	38%	29%	60%	23%	31%	23%	43%
105 Worcester	\$2.00	44	Yes \$5.00	77%	88%	77%	94%	74%	96%	76%	93%
Rolleston Ave	\$3.10	58	No	50%	51%	51%	83%	47%	52%	49%	62%
Aldersgate	\$2.00	80	Yes \$8.00	74%	84%	78%	91%	60%	94%	71%	90%
Art Gallery	\$2.00	105	No	–	30%	–	51%	–	30%	–	37%

- 5.7 Key indicators from the three month analysis of Council managed parking:

- Of significance, growth in occupancy has occurred at a time when large numbers of new private parking spaces in major facilities have become available, noting that during the 2016 three month period The Crossing, West End and Hereford car parks were not open.
- Sites that include provision for all day commuter parking all have high occupancy and therefore these spaces are likely preventing access by short-stay users.
- Short stay dedicated sites indicate a steadily growing occupancy but still include ample capacity at current demand levels.

Community Views and Preferences

- 5.8 Parking asset owners and operators are specifically affected by any decision to offer free parking due to their financial commitment to parking assets in the central city. Full consultation has not been undertaken for this report. Staff have discussed the idea of a portion of time provided as free off-street parking verbally with several stakeholders and views given are as follows.
- 5.9 Parking asset owners felt that a decision to offer free parking at Council facilities would seriously undermine the confidence of private sector investors contemplating provision of city parking facilities. There was a view that any offering needed to achieve a level playing field.
- 5.10 A view was that the city needed stability and that continuing to change the rules becomes confusing for citizens so a preference was to set a fixed regime and not chop and change.
- 5.11 Members of the retail business community were generally supportive of the idea of providing free parking.
- 5.12 Views of individuals visiting the central city seem to vary with most people appreciating that it was common to pay for parking in a city centre and that private asset owners need to achieve a return on investment.
- 5.13 Most people that were asked about parking and their views on a portion of time for free were more concerned with the rate per hour for parking than the fact that it was a requirement to pay.

A comment was made that providing any free parking can contribute to the difficulty gaining general acceptance by the public that parking spaces cost money to provide and are something that users need to pay for.

Considerations in determining options

- 5.14 An option of subsidising all off-street private parking was not progressed after considering the complexity of determining which sites and operators would qualify for Council subsidies. Major parking buildings within the central city were obvious candidates but then drawing a line at those would mean that a large number of smaller sites would be at a disadvantage. The smaller sites make up 5,194 of the total off street parking stock of 7,204 spaces. Managing the distribution of funds to sites would result in complications determining the level of short stay, long stay and reserved parking which changes daily.
- 5.15 The preferred option is as a result of conversations that revealed that many people in the city were still finding out about new central city facilities and were not aware of their options. It seems that a large number of people don't know about some of the major parking facilities in the city. People are still getting used to the new city and that is taking some time. It's evident that people are returning to the central city by the level of increased activity in the streets and by considering the statistics on parking occupancy. A decision to offer parking incentives should accelerate that process. Some opinions about the difficulty finding parking are distorted by the fact that people don't know where they can find parking. It is possible that many people are avoiding the city because it is unfamiliar to them.
- 5.16 The number of options that are possible are almost limitless so it intended that the development forum will discuss the various considerations aspects suggested and could decide to mix and match or add detail to the options provided, such as time frames for free parking or an option of only marketing and reviewing the effects before deciding to offer free time.
- 5.17 An option of free Saturday and Sunday parking was put forward although the brief was to consider up to two hours free parking as it is popular in other districts, encourages activity on the weekends and provides a lower cost option than the other two options.
- 5.18 The effects on business of large numbers of people expected to return to the central city this year are also somewhat unknown. The Justice Precinct, Hoyts Cinema, The Crossing and The Terrace developments are likely to generate high levels of activity that will start to change views about the central city and contribute greater levels of revenue for central city businesses.
- 5.19 An option to do nothing was not included in the report however there is no compulsion to accept any of the options proposed in this report.

6. Option 1 – Limited free parking and marketing campaign (preferred)

Option Description

- 6.1 This option includes one hour of free parking at Council operated sites for a limited period of time. The intention is to encourage people into the central city to gain familiarity and form new habits and includes a marketing plan that would seek to promote the central city as a place to visit.
- 6.2 One hour of free parking would be provided at the Lichfield car park building, the Art Gallery and the New Regent Street site from the opening of the Lichfield car park building on the 28th October for a period of three months.
- 6.3 The permanent pricing regime for the Lichfield facility will encourage short-stay users to stay and not feel they need to rush back to their cars to leave. This will be achieved by charging a lower rate up until four hours and then a higher rate for subsequent hours. The reason the rate needs to increase is to ensure that commuters don't use the short stay parking for all day stays.
- 6.4 It is also suggested that the Council convert all day parking to short-stay at the Worcester and Aldersgate sites which would provide an additional 124 short stay spaces. If this decision is made then these sites should also be included as one hour free.
- 6.5 A comprehensive marketing plan would ensure that citizens of Christchurch understand where all private sector and Council facilities are and how to get to them.
- 6.6 The Council has an expert marketing team with significant experience and capability. The private sector could choose to partner with the Council by making a financial contribution to a high quality marketing campaign that would include television advertising to promote the central city.

Significance

- 6.7 The level of significance of this option is consistent with section 2 of this report.
- 6.8 Engagement requirements for this level of significance are to inform.

Impact on Mana Whenua

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

Community Views and Preferences

- 6.10 Parking asset owners and operators are specifically affected by this option due to their financial commitment to parking assets in the central city.
- 6.11 Parking asset owners felt that a decision to offer free parking at Council facilities would seriously undermine the confidence of private sector investors contemplating provision of city parking facilities. There was a view that any offering needed to achieve a level playing field.
- 6.12 This option strikes a balance where impacts on private operators are mitigated by providing a marketing campaign that will bring additional patronage to those sites. A time limit on of three months also avoids any longer term effects on private operators.
- 6.13 A limited time option allows the Council and development community to monitor the effects and consider extending if it is appropriate to do so.

Alignment with Council Plans and Policies

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

Financial Implications

- 6.15 Cost of Implementation – Some cost is involved in reconfiguration of electronic control equipment. This is estimated at around 2k in external fees to change for a three month period.
- 6.16 The reduction in revenue is estimated in the table below. The estimates include an allowance for the occupancy expected during the three month period from the end of October 2017. This includes growth and higher occupancy in the summer season.
- 6.17 It is anticipated that the Lichfield facility will open with some short and some long-stay parking so the occupancy percentage reflects estimated short-stay occupancy during the three month period.
- 6.18 The cost estimates assume that each space will turn over 4 times per day.

Site	Estimated occupancy	Monthly cost	Cost over three months
New Regent St	65%	\$5,460	\$16,380
105 Worcester	95%	\$10,032	\$30,096
Rolleston Ave	90%	\$19,418	\$58,254
Aldersgate	90%	\$17,280	\$51,840
Art Gallery	50%	\$7,968	\$23,904
Lichfield	60%	\$135,000	\$405,000
Totals	-	\$195,158	\$585,474

- 6.19 A comprehensive marketing plan (excluding television advertising) is estimated to cost around 100k.
- 6.20 Funding source – Parking revenue for this period has already been allocated to Annual Plan costs. It is likely that revenue for Lichfield Street will cover some costs however that will affect any ability to assign revenue to a return on capital investment. Budget details to be further determined with Councils finance staff if a decision is made to progress this option.

Legal Implications

- 6.21 No legal implications identified.

Risks and Mitigations

- 6.22 A full risk assessment has not been carried out for this option.

Implementation

- 6.23 Implementation dependencies - Confirmation of budget. Planning and implementing across Council teams.
- 6.24 Implementation timeframe – In time for opening of the Lichfield car park facility on the 28th of October.

Option Summary - Advantages and Disadvantages

- 6.25 The advantages of this option include:
- Low impact to private sector parking operators
 - A central city marketing campaign in conjunction with one hours free parking will likely increase visits to all parking facilities, both private sector and public.

- Likely to be popular with the general public.
- Relatively simple to implement.
- Allows for a future decision to either extend or cease, depending on effectiveness and impacts.

6.26 The disadvantages of this option include:

- When Lichfield opens we won't have an occupancy baseline to understand the effects of this option. A risk exists that if other effects influence occupancy they cannot be separated.
- Costs of around 600k could be considered high in terms of value for money against alternative ways to encourage visits to the central city, for example marketing alone.

7. Option 2 – Free weekend parking at all Council managed sites

Option Description

- 7.1 This option includes all day free parking in Council managed sites on Saturdays and Sundays. Time limits would still apply. The option could include a longer term arrangement or trialed for a limited period.

Significance

- 7.2 The level of significance of this option is consistent with section 2 of this report.
- 7.3 Engagement requirements for this level of significance are to inform.

Impact on Mana Whenua

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

Community Views and Preferences

- 7.5 Parking asset owners and operators are specifically affected by this option due to their financial commitment to parking assets in the central city.
- 7.6 The impacts of free parking are likely to be more significant on private sector facilities than option one but less significant than option two.
- 7.7 Based on comments from private sector parking operators an option that provides all day free parking on weekends is likely to meet some objection.

Alignment with Council Plans and Policies

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

Financial Implications

- 7.9 Cost of Implementation - Costs to implement are similar to option one.
- 7.10 Maintenance / Ongoing Costs – Costs to the Council for all day free weekend parking are less than a seven day one hour option and are represented in the table below.

Site	Estimated occupancy	Daily cost	Monthly Cost
New Regent St	65%	\$364	\$2,912
105 Worcester	95%	\$668	\$5,344
Rolleston Ave	90%	\$1,295	\$10,360
Aldersgate	90%	\$1,152	\$9,216
Art Gallery	50%	\$840	\$6,720
Lichfield	60%	\$9,000	\$72,000
Totals	-	\$13,319	\$106,552

- 7.11 Funding source – No current budget allowance. It is likely that revenue for Lichfield Street will cover some costs however that will affect to some extent any ability to assign revenue to a return on capital investment. Details to be further determined with Councils finance staff if a decision is made to progress this option.

Legal Implications

- 7.12 No legal implications identified.

Risks and Mitigations

- 7.13 A full risk assessment has not been carried out for this option

Implementation

- 7.14 Implementation dependencies - Confirmation of budget. Planning and implementing across Council teams.
- 7.15 Implementation timeframe – In time for opening of the Lichfield car park facility on the 28th of October.

Option Summary - Advantages and Disadvantages

- 7.16 The advantages of this option include:

- Lowest cost option.
- Perception of high value to the public.
- Encourages weekend activity.

- 7.17 The disadvantages of this option include:

- Only effective at encouraging people into the city on the weekend however this may be sufficient to help familiarise people with the central city and change habits.
- Discourages turnover. Difficult to manage occupancy and enforce turnover.
- Not as many businesses open on Sundays to take advantage of this option.

8. Option 3 – Two hours free parking at all Council managed sites

Option Description

- 8.1 This option is to provide the first two hours free at all Council off-street managed sites. The option could include a longer term arrangement or trialled for a limited period.

Significance

- 8.2 The level of significance of this option is consistent with section 2 of this report.
- 8.3 Engagement requirements for this level of significance are to inform.

Impact on Mana Whenua

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

Community Views and Preferences

- 8.5 Parking asset owners and operators are specifically affected by this option due to their financial commitment to parking assets in the central city.
- 8.6 The impacts of two hours free parking are likely to be significant on private sector facilities.

Alignment with Council Plans and Policies

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

Financial Implications

- 8.8 Cost of Implementation – Costs to implement are similar to option one.
- 8.9 Maintenance / Ongoing Costs – Cost impacts to the Council are significantly greater than a one hour option due to the fact that many short stay visits are not more than two hours. The result is that very low levels of revenue would be produced by short stay parks and parking operational costs would not be met and require additional rates funding. For example the average Art Gallery transaction is \$5.69. Two hours free would take \$4.00 from this average transaction rate.
- 8.10 Cost estimates for this option calculated by doubling costs per month in the table included in option results in monthly costs of around 400k.
- 8.11 Funding source – No current budget. Parking revenue is assigned to Annual Plan costs. Further work would be undertaken with Council Finance staff to verify funding source if this option is chosen.

Legal Implications

- 8.12 Currently no legal implications have been identified.

Risks and Mitigations

- 8.12.1 A full risk assessment has not been undertaken for this option.

Implementation

- 8.13 Implementation dependencies - Confirmation of budget. Planning and implementing across Council teams.
- 8.14 Implementation timeframe – In time for opening of the Lichfield car park facility on the 28th of October.

Option Summary - Advantages and Disadvantages

- 8.15 The advantages of this option include:
- High popularity with the general public and popular in other districts.
 - Likely to produce good results but may be no more effective than marketing.
- 8.16 The disadvantages of this option include:
- Costs significantly higher than a one hour option due to the fact that many short stay visits are not more than two hours. Very low levels of revenue would be produced by short stay parks and parking operational costs would not be met and require additional rates funding.

- High impact on private sector operators.
- Greater effect on the uptake of transport choices.
- Greater effect on citizens acceptance of paid parking.

Attachments

There are no attachments to this report.

Confirmation of Statutory Compliance

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

(a) This report contains:

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

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

Signatories

Author	Aaron Haymes - Manager Operations (Transport)
Approved By	Chris Gregory - Head of Transport David Adamson - General Manager City Services

27. 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 RELEASED
28	POTENTIAL PROPERTY PURCHASE	S7(2)(B)(II)	PREJUDICE COMMERCIAL POSITION	COUNCIL MAY DECIDE TO ENTER INTO NEGOTIATIONS TO PURCHASE A PROPERTY. IF IT DID SO RELEASE OF THIS INFORMATION WOULD IMPACT ON COUNCIL'S ABILITY TO ACHIEVE A FAIR VALUE FOR THE PROPERTY	ON COMPLETION OF THE PURCHASE
29	ROBERT MCDUGALL GALLERY - FUTURE USE	S7(2)(B)(II), S7(2)(H), S7(2)(I)	PREJUDICE COMMERCIAL POSITION, COMMERCIAL ACTIVITIES, CONDUCT NEGOTIATIONS	THE ESTIMATED COSTS ASSOCIATED WITH THE STRENGTHENING AND REPAIR WORKS, AS WELL AS THE FUNDING REQUIREMENTS FROM THE MUSEUM ARE COMMERCIALLY SENSITIVE AT THIS STAGE. UNTIL SUCH TIME AS CONTRACTS ARE ENTERED INTO, RELEASING THE INFORMATION IS LIKELY TO UNDERMINE COUNCIL AND THE MUSEUM'S NEGOTIATION POSITIONS.	ONCE CONTRACTS ARE ENTERED INTO BY COUNCIL AND ONCE THE MUSEUM HAS CONFIRMED THAT THE INFORMATION IS NO LONGER CONFIDENTIAL.
30	DEVELOPMENT CHRISTCHURCH LTD - PROGRESS REPORT FOR JUNE/JULY 2017	S7(2)(B)(II)	PREJUDICE COMMERCIAL POSITION	TO ALLOW DCL TO PROTECT ITS COMMERCIAL POSITION IN NEGOTIATIONS FOR CONTRACTS ON PARTICULAR PROJECTS.	WHEN CONTRACTS ARE COMPLETED
31	OVERDUE DEBTORS OVER \$20,000 AT 30 JUNE 2017	S7(2)(A)	PROTECTION OF PRIVACY OF NATURAL PERSONS	OVERDUE DEBTORS SHOULD REMAIN CONFIDENTIAL TO ASSIST IN THE COLLECTION OF THESE DEBTS.	WHEN LEGAL PROCEEDINGS ARE COMMENCED

32	THE CROSSING CAR PARK - REVIEW BY THE OFFICE OF THE AUDITOR-GENERAL	S7(2)(C)(I), S7(2)(H)	PROTECTION OF SOURCE OF INFORMATION, COMMERCIAL ACTIVITIES	TO ALLOW THE OFFICE OF THE AUDITOR-GENERAL TO HAVE ADVANCED NOTICE THAT THE LETTER ATTACHED TO THE REPORT WILL BE RELEASED TO THE PUBLIC.	10 DAYS FROM THE DATE THE LETTER IS SENT TO THE OFFICE OF THE AUDITOR-GENERAL
33	INTERNAL AUDIT STATUS REPORT	S7(2)(E), S7(2)(F)(II), S7(2)(J)	PREVENTION OF MATERIAL LOSS, PROTECTION FROM IMPROPER PRESSURE OR HARASSMENT, PREVENTION OF IMPROPER ADVANTAGE	PREVENT THE USE OF INTERNAL AUDIT FINDINGS BEING UTILISED FOR IMPROPER ADVANTAGE.	CONSIDERATION OF RELEASE WHEN REPORTED FINDINGS HAVE BEEN CLOSED.
34	RISK MANAGEMENT STATUS REPORT	S7(2)(C)(II), S7(2)(F)(II)	PREVENT DAMAGE TO THE PUBLIC INTEREST, PROTECTION FROM IMPROPER PRESSURE OR HARASSMENT	PREVENT THE IMPROPER USE AND MISINTERPRETATION OF INFORMATION.	CONSIDERATION OF RELEASE PENDING STATUS OF RISKS AND MANAGEMENT ACTIVITY.
35	AUDIT NEW ZEALAND - INTERIM MANAGEMENT REPORT FOR THE YEAR ENDED 30 JUNE 2017	S7(2)(H), S7(2)(J)	COMMERCIAL ACTIVITIES, PREVENTION OF IMPROPER ADVANTAGE	THIS REPORT DISCUSSES AREAS OF THE THE COUNCIL'S INTERNAL CONTROL FRAMEWORK AND WORK THAT IS STILL TO OCCUR. PUBLIC KNOWLEDGE OF SOME ITEMS IN THIS REPORT COULD ALLOW CONTROL DEFICIENCIES TO BE EXPLOITED FOR IMPROPER ADVANTAGE.	THE FINAL MANAGEMENT REPORT IS TYPICALLY TABLED IN A PUBLIC MEETING

36	PUBLIC EXCLUDED AUDIT AND RISK MANAGEMENT COMMITTEE MINUTES - 23 AUGUST 2017			REFER TO THE PREVIOUS PUBLIC EXCLUDED REASON IN THE AGENDAS FOR THESE MEETINGS.	
37	DEVELOPMENT CHRISTCHURCH LTD - FURTHER UPDATE	S7(2)(B)(II), S7(2)(F)(II), S7(2)(H)	PREJUDICE COMMERCIAL POSITION, PROTECTION FROM IMPROPER PRESSURE OR HARASSMENT, COMMERCIAL ACTIVITIES	NEGOTIATIONS FOR A COMMERCIAL FINANCING INSTRUMENT ARE LIKELY TO FOLLOW DECISIONS MADE IN THIS PAPER	AT THE APPROVAL OF THE GENERAL MANAGER, FINANCE AND COMMERCIAL