Christchurch City Council
AGENDA

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

Date: Thursday 22 June 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

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.
5. Council Minutes - 25 May 2017

Reference: 17/636398
Contact: Jo Daly Jo.daly@ccc.govt.nz 9418581

1. Purpose of Report
   For the Council to confirm the minutes from the Council meeting held 25 May 2017.

2. Recommendation to Council
   That the Council confirm the Minutes from the Council meeting held 25 May 2017.

Attachments

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Signatories

| Author         | Jo Daly - Council Secretary        |


Christchurch City Council
MINUTES

Date: Thursday 25 May 2017
Time: 10.05am
Venue: Council Chambers, Civic Offices, 53 Hereford Street, Christchurch

Present
Chairperson
Deputy Chairperson
Members
Mayor Lianne Dalziel
Deputy Mayor Andrew Turner
Councillor Vicki Buck
Councillor Jimmy Chen
Councillor Phil Clearwater
Councillor Pauline Cotter
Councillor Mike Davidson
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

25 May 2017

Principal Advisor
Dr Karleen Edwards
Chief Executive
Tel: 941 8554

Jo Daly
Council Secretary
941 8581
jo.daly@ccc.govt.nz
www.ccc.govt.nz

Watch Council meetings live on the web:
The agenda was dealt with in the following order.

The Mayor spoke regarding the event that occurred in Manchester on 22 May 2017 and a minute’s silence was held to acknowledge those who lost their lives.

1. Apologies

   Council Resolved CNCL/2017/00153

   That the apology for absence from Councillor East, the apology for lateness from Councillor Scandrett and the apology from the Mayor for early departure be accepted.

   Councillor Keown/Councillor Livingstone Carried

2. Declarations of Interest

   There were no declarations of interest recorded.

3. Public Participation

   3.1 Public Forum

   3.1.1 Rex Harrison, presented his submission to the Council’s Draft Annual Plan 2017/18.

   3.2 Deputations by Appointment

   3.2.1 Duncan Webb, with Matt Bonis in support, spoke regarding item 14: Issues regarding street based sex-work.

   3.2.2 Catherine Healey and Bridie Sweetman from the New Zealand Prostitutes’ Collective spoke regarding item 14: Issues regarding street based sex work.

   3.2.3 Erica Kearse and Shelley Reid from The Salvation Army spoke regarding item 14: Issues regarding street based sex-work.

   3.2.4 Di Lucas and Barry Brooker from the Peterborough Village Inc Soc spoke regarding item 14: Issues regarding street based sex-work.

   3.2.5 Stuart Fletcher spoke regarding item 14: Issues regarding street based sex-work.

   3.2.6 Giles Goulden and Suzanne Goulden spoke regarding item 14: Issues regarding street based sex-work.

   3.2.7 Bernie de Vere, Corporate Property and Marketing Manager, Ceres New Zealand, with David Lynch in support, spoke regarding item 16: Central City Regeneration: Tackling Barrier Sites.

   Councillor Scandrett joined the meeting at 11.10am during item 3.2.5.
14. Issues regarding street based sex-work

It was moved by Councillor Templeton, seconded by Councillor Galloway that the Council direct staff:

1. To take a non-regulatory approach and maintain an active watching brief by:
   a. continuing to work with relevant agencies and residents to address issues arising from street-based sex work; and
   b. providing a report to Council in February/March 2018, with updated information on street based sex-work in Christchurch (and the Council can consider whether it wishes to consider a regulatory approach at that time).

2. Nominate Councillor Cotter and a representative from the Linwood-Central-Heathcote Community Board to join the inter-agency working group.

Councillor Templeton/Councillor Galloway
Lost

Councillors Buck, Galloway, Johanson and Templeton requested their votes in support of the lost motion be recorded.

Council Resolved CNCL/2017/00154

That the Council direct staff to:

1. Continue to work with relevant agencies and residents to address issues arising from street-based sex work;

2. Nominate Councillors Cotter and Swiggs and a representative from the Linwood-Central-Heathcote Community Board to join the inter-agency working group.

3. Bring a report to the Regulatory Performance Committee by end of September 2017 to consider options for a new bylaw clause that regulates the location of street-based sex work away from residential areas to be workshopped with the working group prior to reporting to Council.

Mayor/Councillor Swiggs
Carried

Councillors Johanson and Templeton requested their votes against resolution 3. be recorded.

29. Suspension of Standing Orders

Council Resolved CNCL/2017/00155

That the Council resolve to suspend Standing Order 4.2 relating to meeting duration to enable the meeting to sit continuously for longer than three hours without a ten minute break.

Mayor/Deputy Mayor
Carried
15. Water Management Zone Committees’ Updates

The Council received updates from:

- Paula Smith, Chair of the Banks Peninsula Zone Committee
- Allen Lim, Chair of the Selwyn-Waihora Zone Committee
- Lesley Woudberg facilitator of the Christchurch-West Melton Zone Committee.

Council Resolved CNCL/2017/00156

That the Council:

1. Receive the information in the Canterbury Water Management Strategy Zone Committees’ updates.

Councillor Clearwater/Councillor Cotter Carried

3.2 Deputations by Appointment (Continued)

3.2.8 David Hoburn from the Ministry of Education, supported by Deb Taylor and Susan Schneideman spoke regarding item 7: Redcliffs Park - Land Transactions - Ministry of Education

The meeting adjourned at 1.15pm and resumed at 1.53pm.
Report from Linwood-Central-Heathcote Community Board - 17 May 2017

7. Redcliffs Park - Land Transactions - Ministry of Education
Council Resolved CNCL/2017/00157

That the Council resolve to:

1. Commence public consultation obligations under the Local Government Act 2002, in respect of:
   a) The proposed sale of two parcels of Council owned land at Redcliffs Park to the Crown 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 proposal to cancel 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) The proposal to be appointed 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. 4,057m2 Part Lot 2 Deposited Plan 1228 CB495/17
      v. 1,821m2 Part Lot 3 Deposited Plan 1228 Gazette 1924 p2596

2. Approve the proposed consultation process as outlined in Attachment E, such process to be commenced as soon as practicable.

3. Appoint a Hearings Panel comprising of Councillor Turner as Chairperson, Councillors Templeton and Livingstone and two members nominated by the Linwood-Central-Heathcote Community Board to hear any submissions received, with the Hearings Panel to report the outcome of the consultation process and the submissions received to the Council for decision.

4. Request staff to provide a further report to the Council to accompany the Hearings Panel report following completion of the consultation process, to assist the Council to consider whether or not to support the proposed transfer, cancellation of vesting and new appointment.

Councillor Scandrett/Councillor Buck
Carried

Councillor Johanson requested his vote against resolutions 1, 2 and 4 be recorded.

4. Presentation of Petitions
There was no presentation of petitions.
5. Council and Committee Minutes
Council Resolved CNCL/2017/00158

That the Council confirm the Minutes from the Council meeting held 4 May 2017.

AND

That the Council confirm the Minutes from the Council meeting held 11 May 2017.

AND

That the Council receives the Minutes from the Finance and Performance Committee meeting held 3 May 2017.

Councillor Keown/Councillor Scandrett Carried

6. Council Minutes - 11 May 2017
Council Decision

Refer item 5.

11. Finance and Performance Committee Minutes - 3 May 2017
Council Decision

Refer item 5.

Report from Finance and Performance Committee - 3 May 2017

8. Corporate Finance Report for the period ending 31 March 2017
Council Resolved CNCL/2017/00159

That the Council:

1. Receives the information in the report.
2. Confirms that the on-going Treasury Policy breach for interest rate re-pricing (hedging) remains acceptable, as it has been caused by a delay in Council’s debt growth that will be eliminated over time.

Deputy Mayor/Councillor Scandrett Carried
9. **Performance report for the third quarter to 31 March 2017**
   Council Resolved CNCL/2017/00160
   
   That the Council:
   
   1. Receives the information in the report.
      
      Councillor Manji/Deputy Mayor  Carried

12. **Amended Christchurch Housing Accord**
    Council Resolved CNCL/2017/00161
    
    That the Council:
    
    1. Support the adoption of an amended Christchurch Housing Accord between the Council and the Government.
       
       Councillor Livingstone/Councillor Buck  Carried
       
       Councillors Johanson and Keown requested that their votes against this resolution be recorded.
10. Process for Appointing an Independent Member

Council Resolved CNCL/2017/00162

It was moved by Councillor Johanson, seconded by Councillor Cotter:

4. That the independent member appointed be a non-voting member of the Finance and Performance Committee.

Deputy Mayor/Councillor Cotter  
Carried

Councillor Swiggs requested that his vote against the resolution be recorded.

The division was declared carried by 9 votes to 7 votes the voting being as follows:

For: Deputy Mayor Turner, Councillor Buck, Councillor Chen, Councillor Clearwater, Councillor Cotter, Councillor Galloway, Councillor Johanson, Councillor Livingstone and Councillor Templeton

Against: Mayor Dalziel, Councillor Davidson, Councillor Gough, Councillor Keown, Councillor Manji, Councillor Scandrett and Councillor Swiggs

Council Resolved CNCL/2017/00163

That the Council:

1. Endorses the process as amended for appointing an independent member of the Finance and Performance Committee outlined in Attachment B.

2. Establishes an Appointments Panel and:
   a. Adopts the terms of reference for the panel as set out in Attachment A.
   b. Delegates to the Appointments Panel the authority to appoint an independent member to the Finance and Performance Committee.
   c. Appoints Councillor Manji (Chairperson), Deputy Mayor Turner, Councillor Swiggs and Councillor Gough as members of the Panel with a quorum of three to include the Chairperson and Deputy Chairperson.

3. Amends the membership section of the Finance and Performance Terms of Reference by:
   a. Deleting the words “an independent member to be appointed by the Council” and replacing them with “an independent member appointed by an Appointments Panel established by the Council”.
   b. Inserting the process as endorsed in resolution 1. as an appendix.

4. Resolve that the independent member appointed be a non-voting member of the Finance and Performance Committee.

Councillor Manji/Mayor  
Carried

Councillors Gough, Keown, Scandrett and Swiggs requested their votes against the resolutions be recorded.
Report from International Relations Working Group - 1 May 2017

13. Travel in Support of International Relations

Council Resolved CNCL/2017/00164

That the Council approve:

1. Travel by the Mayor and appropriate Councillors to visit the Sister Cities of Adelaide, Kurashiki, Seattle and Songpa.
2. Attendance by the Mayor at the 2019 New Zealand/China Mayoral Forum in China.
3. Attendance by the Mayor at the 2018 World Cities Summit Mayor’s Forum in Singapore.

Councillor Scandrett/Councillor Chen

Carried

Councillor Johanson was absent from the meeting from 2.48pm to 4.51pm and was not present for consideration or voting on item 13.

17. Proposed Memorandum of Understanding between Busan Metropolitan City (South Korea) and Christchurch City on polar matters

Council Resolved CNCL/2017/00165

That the Council:

1. Note that an Agreement to develop a non-binding Memorandum of Understanding between Busan Metropolitan City and Christchurch City on polar matters was signed on 31 March 2017;
2. Agree that the Mayor have the delegated authority to sign the MoU on behalf of the city of Christchurch on her upcoming visit to Busan on 5 June 2017.

Deputy Mayor/Councillor Davidson

Carried

18. Christchurch City Foundation - Council Appointed Trustees

Council Resolved CNCL/2017/00166

That the Council:

1. Appoint the following two Trustees to the new Christchurch City Foundation:
   a. The Mayor; and
   b. The Deputy Mayor.

Councillor Scandrett/Councillor Swiggs

Carried

The Mayor left the meeting at 2.56pm and the Deputy Mayor assumed the Chair at that time.
16. Central City Regeneration: Tackling Barrier Sites
Council Resolved CNCL/2017/00167

That the Council:

1. Receive the information in this report
2. Endorse the framework and toolkit being used to tackle buildings/sites that are barriers to the recovery of the Central City.
3. Note the potential for future reports seeking resources and/or authorisation for more intensive action where landowners cannot be encouraged to resolve the state of their property.
4. Acknowledges that some of the identified buildings are being actively repaired and physical cordons are necessary on a temporary basis. Noting Council will remain supportive of building owners and developers working to repair their buildings and will support these owners with their projects where this is necessary.
5. Acknowledges that some building owners are still in dispute with insurers or face other complicated issues that are delaying progress. Noting Council will be working and assisting these owners where possible.

Councillor Gough/Councillor Swiggs 

Carried

19. Resolution to Exclude the Public
Council Resolved CNCL/2017/00168

That Paul Munro, Chief Executive Christchurch City Holdings Limited remain after the public have been excluded for Item 25 of the public excluded agenda as he has knowledge that is relevant to that item and will assist the Council.

AND

That Camia Young, Development Manager of Development Christchurch Ltd remain after the public have been excluded for Item 26 of the public excluded agenda as she has knowledge that is relevant to that item and will assist the Council.

AND

That at 3.28pm the resolution to exclude the public set out on pages 223 to 225 of the agenda be adopted.

Deputy Mayor/Councillor Davidson

Carried

Councillor Buck left the meeting at 3.28pm.
The meeting adjourned from 3.28pm and reconvened in public excluded session at 3.36pm.

The public were re-admitted to the meeting at 4.30pm.

Meeting concluded at 4.30pm.

CONFIRMED THIS 22nd DAY OF JUNE 2017

MAYOR LIANNE DALZIEL
CHAIRPERSON
6. Council Minutes - 1 June 2017

Reference: 17/636449
Contact: Jo Daly  Jo.daly@ccc.govt.nz  9418581

1. Purpose of Report
   For the Council to confirm the minutes from the Council meeting held 1 June 2017.

2. Recommendation to Council
   That the Council confirm the Minutes from the Council meeting held 1 June 2017.

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Signatories

| Author       | Jo Daly - Council Secretary |

Christchurch City Council
MINUTES

Date: Thursday 1 June 2017
Time: 10am
Venue: Council Chambers, Civic Offices, 53 Hereford Street, Christchurch

Present
Chairperson
Deputy Mayor Andrew Turner
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 June 2017
Principal Advisor
Dr Karleen Edwards
Chief Executive
Tel: 941 8554

Jo Daly
Council Secretary
941 8581
jo.daly@ccc.govt.nz
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The agenda was dealt with in the following order.

1. **Apologies**
   
   Council Resolved CNCL/2017/00169
   
   That the apology from Mayor Dalziel and the apology for lateness from Councillor Scandrett be accepted.
   
   Deputy Mayor/Councillor Clearwater  
   Carried

2. **Declarations of Interest**
   
   There were no declarations of interest recorded.

3. **Public Participation**
   
   3.1 **Public Forum**
   
   3.1.1 Barrington United Bowling Club
   
   
   Councillor Scandrett joined the meeting at 10.05am.

   3.1.2 Historic Places Trust Canterbury
   

   3.1.3 Packaging Forum
   
   Lyn Mayers from the Packaging Forum made a presentation to the Council.

   **Council Resolved CNCL/2017/00170**
   
   That the Council:
   
   1. Refer the matters raised in the presentation to the appropriate Committee and request an update to that Committee in due course on work underway by staff in response to the 6 April 2017 resolution of the Council in relation to the single use plastic bags item.
   2. Thank the Packaging Forum for the presentation.

   Deputy Mayor/Councillor Cotter  
   Carried
4. **Presentation of Petitions**
   There was no presentation of petitions.

6. **Audit and Risk Management Committee Minutes - 12 May 2017**
   **Council Resolved CNCL/2017/00171**
   
   That the Council receives the Minutes from the Audit and Risk Management Committee meeting held 12 May 2017.

   AND

   That the Council receives the Minutes from the Infrastructure, Transport and Environment Committee meeting held 10 May 2017.

   AND

   That the Council receives the Minutes from the Regulatory Performance Committee meeting held 10 May 2017.

   Deputy Mayor/Councillor Chen  
   **Carried**

7. **Infrastructure, Transport and Environment Committee Minutes - 10 May 2017**
   **Council Decision**
   
   Refer Item 6.

11. **Regulatory Performance Committee Minutes - 10 May 2017**
    **Council Decision**
    
    Refer Item 6.
5. Audit New Zealand - Audit Engagement and Arrangement Letters 2017
Council Resolved CNCL/2017/00172

That the Council:

1. Approve the content of the draft audit engagement letter received from Audit New Zealand.
2. Approve the content of the draft audit arrangements letter received from Audit New Zealand with amended wording with respect to the audit fee that is yet to be advised.
3. Recommend that the Mayor sign the final audit engagement letter and the amended Audit Arrangements letter once received from Audit New Zealand.
4. Note that the final audit fee proposal will be received subsequently.

Councillor Manji/Deputy Mayor  
Carried

Report from Regulatory Performance Committee - 10 May 2017

Council Resolved CNCL/2017/00173

That the Council:

1. Notes that:
   a. this report concerns the review of the Christchurch City Council Marine and River Facilities Bylaw 2008 (the current bylaw)
   b. the review of the current bylaw has resulted in the development of a replacement bylaw, the Christchurch City Council Marine, River and Lake Facilities Bylaw 2017 (the proposed replacement bylaw)
   c. in order to complete the review, revocation and replacement process, legislation requires the Council to consider and determine certain things, and to consult on the proposed replacement bylaw.
2. Receives the attached section 155 analysis report.
3. Resolves to replace the current bylaw with the proposed replacement bylaw as a result of the review and section 155 analysis, in accordance with section 160 of the Local Government Act 2002 (subject to changes as a result of the consultation process).
4. Resolves that the proposed replacement bylaw meets the requirements of section 155 of the Local Government Act 2002, in that:
   a. a bylaw is the most appropriate way of addressing the perceived problems; and
   b. the proposed bylaw (subject to the outcome of the consultation process) is the most appropriate form of bylaw; and
   c. the proposed bylaw gives rise to some implications under the New Zealand Bill of Rights Act 1990 but is not inconsistent with that Act.
5. Adopts the proposed replacement bylaw set out in Attachment B for public consultation subject to the following changes being made to the proposed replacement bylaw:

Clause 3(2) being amended as follows:
(c) Council sea walls
(d) Council boardwalks and viewing platforms, unless they are alongside or partially in a river or lake

Clause 4(2) and the definition of jetty being amended as follows:

JETTY means a structure similar to, but smaller than, a wharf. This will usually be a platform built on piles in a river or lake, or in the sea, that provides access to the water.

6. Notes that a consultation process for the replacement of the current bylaw with the proposed replacement bylaw will be undertaken in a manner that gives effect to the requirements of section 82 of the Local Government Act 2002.

7. Notes that public consultation on the proposed replacement bylaw is planned for the period 3 July 2017 to 6 August 2017, with public hearings planned for late August 2017.

8. Notes the attached indicative consultation information, which is subject to change.

9. Recommends that a hearings panel be appointed to hear submissions on the proposed replacement bylaw, to deliberate on those submissions, and to report back to the Council on the final form of the Bylaw.

Councillor East/Councillor Gough  Carried

Report from Infrastructure, Transport and Environment Committee - 10 May 2017

8. Randall Street - Street Renewal Project

Council Resolved CNCL/2017/00174

That the Council:

1. Approve that the Randall Street – Street Renewal (Chrsytl Street to North Parade) be included in the 2016/17 Street Renewals Programme, as a high priority due to the land drainage recovery programme project programmed for the street.

2. Approve that Randall Street – Street Renewal be funded as part of the 2016/17 Medway Street - Street Renewal project to be carried forward to 2017/18.

Councillor Cotter/Councillor Davidson Carried
Report from Infrastructure, Transport and Environment Committee - 10 May 2017

9. Sumner Lyttelton Corridor Acquisition of Residential Redzone Properties
Council Resolved CNCL/2017/00175

That the Council:

1. Accept the request from the Crown a transfer of the properties identified in attachment 1 subject to:
   a. The vendor disclosing to the purchaser any known rock fall or other risk factors that exist on the properties; and
   b. There is a nominal consideration of $1.

2. Approves that the General Manager Corporate Services be granted delegated authority to negotiate and enter into an agreement for sale and purchase of the properties (if required) and related documentation on such terms and conditions as she considers appropriate and which are consistent with the above resolutions.

3. Notes that while limited immediate maintenance costs can be met within existing allocations, specific provisions for the ongoing management, development and maintenance of these sites will need to be referred to future planning processes.

4. Notes that clause 5.8 of the report has been resolved to the satisfaction of all parties.

Councillor Templeton/Councillor Cotter Carried

Note: Councillor Johanson supported the resolution as it applies to 26 Nayland Street only.

Report from Strategic Capability Committee - 11 May 2017

12. Christchurch Economic Development Strategy
Council Resolved CNCL/2017/00176

That the Council:

1. Refer the Christchurch Economic Development Strategy to a Councillor workshop.

Deputy Mayor/Councillor Chen Carried
14. Resolution to Exclude the Public

Council Resolved CNCL/2017/00177

That at 11.40am the resolution to exclude the public set out on pages 298 to 299 of the agenda be adopted.

AND

To consider the following public excluded attachments to item 13: Development Christchurch Limited – Proposed Property Transfers

- Attachment B: Market Value of Properties.
  
  For the following Sections of the Local Government Official Information and Meetings Act 1987: s48(1)(a); s7(2)(b)(ii), s7(2)(h), s7(2)(i)
  
  Reason: DCL will be looking to conduct a series of future commercial negotiations in respect of these properties for sale and / or redevelopment.
  
  Review Date: 18/05/2017
  
  Review Event: Upon completion of any transactions related to the properties by DCL

- Attachment D: CCHL Report
  
  Under the following Sections of the Local Government Official Information and Meetings Act 1987: s48(1)(a): s7(2)(b)(ii), s7(2)(h)
  
  Reason: This attachment contains commercial information from the Board of CCHL
  
  Review Date: 30/06/2018
  
  Review Event: On completion of transfers to DCL

AND

That Rob Hall of Development Christchurch Limited and Paul Munro of Christchurch City Holdings Limited remain after the public have been excluded for the public excluded attachments for Item 13 of the public excluded agenda as they have knowledge that is relevant to that item and will assist the Council.

Deputy Mayor/Councillor Davidson

Carried

The Council further resolved that Joel Liskey, Steve Clarke and Camia Young of Development Christchurch Limited and Leah Scales of Christchurch City Holdings Limited remain after the public have been excluded for the public excluded attachments for Item 13 of the public excluded agenda as they have knowledge that is relevant to that item and will assist the Council.

Councillor Scandrett/Councillor Templeton

Carried

The meeting adjourned at 11.40am and reconvened at 11.50am in public excluded session.
The public were re-admitted to the meeting at 12.36pm.

The meeting adjourned from 12.36pm and reconvened at 2pm with Councillor Manji in the Chair.

3.2 Deputations by Appointment

3.2.2 Stephen Howard and Murray Horton presented a deputation on the Keep Our Assets Canterbury submission on the proposed property transfers to be considered in item 13: Development Christchurch Limited – Proposed Property Transfers.

3.2.3 Mark Gibson presented a deputation on the New Brighton Union Church submission on the proposed property transfers to be considered in item 13: Development Christchurch Limited – Proposed Property Transfers.

3.2.6 Karol London and David Sheppard presented a deputation on the Peterborough Village Inc submission on the proposed property transfers to be considered in item 13: Development Christchurch Limited - Proposed Property Transfers.

The Council received a written statement from John Cook in support of his submission on item 13: Development Christchurch Limited – Proposed Property Transfers.

Scheduled deputations 3.2.1, 3.2.4 and 3.2.5 did not attend.

The meeting adjourned at 3.02pm and reconvened at 3.24pm.
13. Development Christchurch Limited - Proposed Property Transfers

The Council considered the public excluded attachments to this report in the public excluded section of the meeting.

Councillor Davidson moved by way of amendment 1 that:

1. That the net revenue on the Milton Street site remain with the Council for the duration of the City Care lease.

The amendment was seconded by Councillor Templeton and on being put to the meeting was declared carried.

Councillors East, Galloway, Gough, Keown and Swiggs requested their votes against the motion be recorded.

Councillor Clearwater moved by way of amendment 2 that:

2. Request Development Christchurch Limited, working with Council staff and other relevant stakeholders, to consider including the social housing sites on Barnett Avenue and the relocation of the park on Milton Street (the small park at the corner of Milton and Johnston Streets – not Sydenham Park) in the design of the future housing development on the Milton Street property, with the aim of improving social housing outcomes on the sites and enhancing community and social benefits for the neighbourhood and wider community. (Noting that should there be benefits, then the decision on whether or not the social housing sites and park should be included will be referred back to Council to make).

The amendment was seconded by Councillor Galloway and on being put to the meeting was declared carried.

Councillor Buck moved by way of amendment 3 that:

3. That the Council in regard to the Peterborough Street site in order to achieve positive social, community, environmental and design outcomes is clear in its transfer:
   a. That the development agreement stipulate that the height of the buildings not exceed what is permitted in the District Plan for the site.
   b. That the development provide high amenity value, good scale and permeability.

The amendment was seconded by Councillor Cotter and on being put to the meeting was declared lost.

Councillors Buck and Cotter requested their votes in support of the motion be recorded.

**Council Resolved CNCL/2017/00178**

That the Council:

1. Having received a request from Development Christchurch Limited to transfer to it the following properties:
   a. 82 and 84 Peterborough Street/ 95 Kilmore Street (Peterborough Quarter); and
b. Milton Street (excluding those areas required for existing Council operational uses, i.e. the existing greenspace, water infrastructure & social housing uses), and

c. 25-31, 33-39 and 53-61 Beresford Street, 11 Mafeking Street and 17 Union Street; ("Properties")

2. And that request constitutes an unsolicited proposal that would provide the following unique benefits:

a. to the community by enabling and supporting Development Christchurch Limited to meet the purposes and objectives as set out in its Statement of Intent; and

b. to Development Christchurch Limited by supporting that company’s Land Development Strategy;

3. And having considered the public submissions received and heard by the Council;

4. And noting the information from Christchurch City Holdings Limited;

5. Resolves to transfer the Properties to Development Christchurch Limited;

6. Delegates the authority to determine the price for the transfer to the Chief Executive Officer (or her delegate). In exercising this authority the Chief Executive Officer (or her delegate) must take into consideration the current market value of the properties and any adjustments required to appropriately allocate the risk associated with remediating them;

7. Authorises the Head of Facilities, Property and Planning (or his delegate), working with Development Christchurch Limited, to undertake the following tasks relating to the Milton Street property:

a. Apply for a resource consent to subdivide those areas required for existing operational uses (and to retained by the Council) from the balance of the property to be transferred to Development Christchurch Limited;

b. Registering easements over the property to protect the Council and Orion infrastructure; and

c. Negotiate a lease being between the Council and City Care Limited on terms and conditions acceptable that may subsequently be assigned to Development Christchurch Limited;

8. Directs officers to work with Development Christchurch Limited to find ways of ensuring that the impact of the transfer does not result in an increase in rates and allows Development Christchurch Limited to fulfill the expectations set by Council;

9. Delegates to the Head of Facilities, Property and Planning (or his delegate) authority to negotiate and enter into such legal documentation with Development Christchurch Limited and to do such other things relating to the land transfers as generally set out in this report and otherwise as he shall consider appropriate and expedient to give effect to this resolution (including, but not limited to, the giving of any landowner consents or approvals required as part of the Milton Street subdivision process, the negotiating of the lease with City Care Limited of Milton Street and registering the caveats required by Schedule 9 of the Local Government Act 2002);

10. Agrees to acquire shares in Christchurch City Holdings Limited equivalent to the sale price of the properties once the other conditions in resolutions 1 to 9 are met; and

11. Delegates to the General Manager Finance and Commercial authority to enter into such documentation as is necessary to acquire the shares in Christchurch City Holdings Limited and to do such other things relating to the issue of shares as she shall consider appropriate and expedient to give effect to this resolution.
12. That the Council resolve that the net revenue on the Milton Street site remain with the Council for the duration of the City Care lease.

13. That the Council request Development Christchurch Limited, working with Council staff and other relevant stakeholders, to consider including the social housing sites on Barnett Avenue and the relocation of the park on Milton Street (the small park at the corner of Milton and Johnston Streets – not Sydenham Park) in the design of the future housing development on the Milton Street property, with the aim of improving social housing outcomes on the sites and enhancing community and social benefits for the neighbourhood and wider community. (Noting that should there be benefits, then the decision on whether or not the social housing sites and park should be included will be referred back to Council to make).

Councillor East/Councillor Scandrett  
Carried

Councillors Buck, Gough and Turner left the table for the vote on resolutions 10 and 11:

Councillor Johanson requested his vote against the resolutions be recorded.

Meeting concluded at 4.58pm.

CONFIRMED THIS 22ND DAY OF JUNE 2017

MAYOR LIANNE DALZIEL
CHAIRPERSON
7. Council Minutes - 8 June 2017

Reference: 17/609725
Contact: Chris Turner-Bullock  christopher.turner@ccc.govt.nz  941 8233

1. Purpose of Report
For the Council to confirm the minutes from the Council meeting held 8 June 2017.

2. Recommendation to Council
That the Council confirm the Minutes from the Council meeting held 8 June 2017.

Attachments

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Signatories

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<th>Author</th>
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<tr>
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<td>Christopher Turner-Bullock - Committee Advisor</td>
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Christchurch City Council
MINUTES

Date: Thursday 8 June 2017
Time: 10.02am
Venue: Council Chambers, Civic Offices,
53 Hereford Street, Christchurch

Present
Deputy Chairperson
Members
Deputy Mayor Andrew Turner
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 Aaron Keown
Councillor Glenn Livingstone
Councillor Raf Manji
Councillor Tim Scandrett
Councillor Deon Swiggs
Councillor Sara Templeton

8 June 2017
Principal Advisor
Dr Karleen Edwards
Chief Executive
Tel: 941 8554

Christopher Turner-Bullock
Committee Advisor
941 8233
christopher.turner@ccc.govt.nz
www.ccc.govt.nz

Watch Council meetings live on the web:
The agenda was dealt with in the following order.

1. **Apologies**

   Council Resolved CNCL/2017/00109

   That the apology for absence from the Mayor and Councillor Johanson for absence and Councillor Swiggs for early departure and Councillor Manji for lateness be received.

   Deputy Mayor/Councillor Keown          **Carried**

2. **Declarations of Interest**

   Councillor Livingstone declared an interest in item 6.

3. **Public Participation**

   3.1 **Public Forum**

   Mary Tingi from the Vege Garden Project spoke to the Council regarding the project.

   3.2 **Deputations by Appointment**

   There were no deputations by appointment.

4. **Presentation of Petitions**

   There was no presentation of petitions.

   **Community Boards’ Executive Committee Certificate Presentations**

   The Deputy Mayor presented certificates to those who have given more than 14 years of service to Christchurch Community Boards, as acknowledged at the 2017 New Zealand Community Boards Conference as follows:

   - **Oscar Alpers**
     Spreydon/Heathcote Community Board 1989-2010, Council 1995-2007 (21 years)

   - **Helen Broughton**
     Riccarton/Wigram Community Board 1995-2016, Hornby-Halswell-Riccarton Community Board 2017, Council 2001-2013 (22 years)

   - **Sally Buck**

   - **Val Carter**
     Fendalton/Waimairi Community Board 1995-2016 (21 years)

   - **Phil Clearwater**
     Spreydon Heathcote Community Board 1995-2016, Spreydon Cashmere Community Board 2017, Council 2013-2017 (22 years)

21. Resolution to Include Supplementary Reports
Council Resolved CNCL/2017/00110

That the reports be received and considered at the Council meeting on Thursday, 8 June 2017.

Open Items
22. Port Hills Fire Recovery Report
Deputy Mayor/Councillor Scandrett Carried

Mike Mora, Community Board Chairperson, and Gary Watson, Community Governance Manager, joined the table for items 5 – 7.

5. Halswell-Hornby-Riccarton Community Board Report to Council
Council Resolved CNCL/2017/00111

That the Council:
1. Receive the Halswell-Hornby-Riccarton Community Board report. Carried

Councillor Chen/Councillor Galloway
6. Owaka Basin Land Exchange

Council Resolved CNCL/2017/00112

That the Council:

1. Dispose of the parcels of reserve land shown coloured grey and labelled 55 and 56 on the plan at Attachment A (subject to survey) for roading purposes to the Minister for Land Information as transfers of existing public works under Section 50 of the Public Works Act 1981:
   a. Part Lot 3 DP 447519, held in title 564912 as local purpose (drainage) reserve, labelled 55.
   b. Part Lot 4 DP447519 held in title 564913 as local purpose (access) reserve, labelled 56.

2. Acquire the areas of adjoining road coloured blue on the plan at Attachment A (subject to survey) and labelled 193a and 193b, to be stopped and vested in the Council pursuant to sections 116 and 117 Public Works Act 1981, following construction of the Christchurch Southern Motorway Stage 2.

3. Delegate authority to the Property Consultancy Manager to do all things necessary at his sole discretion to give effect to this resolution and transactions.

4. Initiate and participate in further joint discussions involving the Board, New Zealand Transport Agency and the Halswell Residents’ Association regarding pedestrian and cycling facilities associated with the Christchurch Southern Motorway Stage 2 project.

Councillor Chen/Councillor Galloway

Carried

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7. Yaldhurst Memorial Hall

Council Resolved CNCL/2017/00113

That the Council refer the report back to the Community Board for further consideration.

Deputy Mayor/Councillor Chen

Carried

Councillor Manji joined the meeting at 10.34am.
Councillor Gough left the meeting at 10.36am.

Karolin Potter, Community Board Chairperson and Melanie Coker, Deputy Chairperson joined the table for item 8.

8. Spreydon-Cashmere Community Board Report to Council

Council Resolved CNCL/2017/00114

That the Council:

1. Receives the Community Board report.

Councillor Clearwater/Councillor Scandrett

Carried

Councillor Gough returned at 10.42am.
Councillor Galloway left the meeting at 10.44am and returned at 10.46am.
Sally Buck, Community Board Chairperson and Shupayi Mpunga, Community Governance Manager joined the table for item 9.

9. Linwood-Central-Heathcote Community Board Report to Council

Council Resolved CNCL/2017/00115

That the Council:
1. Receive the Community Board report.

Councillor Templeton/Councillor Swiggs

Carried

Ali Jones, Community Board Chairperson joined the table for item 10.

10. Papanui-Innes Community Board Report to Council

Council Resolved CNCL/2017/00116

That the Council:
1. Receive the Community Board report.

Councillor Davidson/Councillor Cotter

Carried

Councillor Livingstone left the meeting at 11.03am.

David Cartwright Community Board Chairperson and Matthew McLintock, Community Governance Manager, joined the table for item 11.

11. Fendalton-Waimairi-Harewood Community Board Report to Council

Council Resolved CNCL/2017/00117

That the Council:
1. Receive the Community Board report.

Councillor Manji/Councillor Gough

Carried

Councillor Livingstone returned to the meeting at 11.06am. Councillor Gough left the meeting at 11.06am and returned at 11.14am. Councillor Templeton left the meeting at 11.19am and returned at 11.25am.

Christine Wilson, Community Board Chairperson and Joan Blatchford, Community Governance Manager joined the table for item 12.

12. Banks Peninsula Community Board Report to Council

Council Resolved CNCL/2017/00118

That the Council:
1. Receive the Community Board report.

Deputy Mayor/Councillor Cotter

Carried
Kim Money, Community Board Chairperson, and Jo Wells, Community Governance Manager, joined the table for item 13.

13. Coastal-Burwood Community Board Report to Council

Council Resolved CNCL/2017/00119

That the Council:
1. Receive the Community Board report.

Councillor Livingstone/Councillor East

Carried


Council Resolved CNCL/2017/00120

That the Council:
1. Receive the information in this report.

Councillor Scandrett/Councillor Gough

Carried

Councillor Swiggs left for the remainder of the meeting at 11.48am.

15. Chief Executive’s Report May 2017

Council Resolved CNCL/2017/00121

That the Council:
1. Receive the report.

Deputy Mayor/Councillor Templeton

Carried

22. Port Hills Fire Recovery Report

Council Resolved CNCL/2017/00122

That the Council:
1. Adopt the Port Hills Fires Recovery Plan;
2. Note that the medium-term actions are being consider as part of the 2017/18 Annual Plan;
3. Refer the Port Hills fires recovery works, for 2018/19 and beyond, to the draft 2018-28 Long Term Plan.

Councillor Templeton/Councillor Scandrett

Carried
16. Resolution to Exclude the Public
Council Resolved CNCL/2017/00123

That Leah Scales, Chief Financial Officer and Paul Munro, Chief Executive of Christchurch City Holdings Limited and Rob Hall, Chief Executive and Joel Lieschke, Director Corporate Services remain for item 19 and Tom Hooper and Richard Atwood of ChristchurchNZ remain for items 17 and 18 after the public have been excluded as they have knowledge that is relevant to those items and will assist the Council.

AND

That at 11.52am the resolution to exclude the public set out on pages 86 to 87 of the agenda be adopted.

Deputy Mayor/Councillor Gough Carried

The public were re-admitted to the meeting at 2.32pm at which time the meeting concluded.

CONFIRMED THIS 22ND DAY OF JUNE 2017

DEPUTY MAYOR ANDREW TURNER
DEPUTY CHAIRPERSON
8. Enliven Places Projects Fund - Grant Approval - Resourceful Ōtautahi

Reference: 17/576951
Contact: Brindi Joy brindi.joy@ccc.govt.nz 941 8316

1. Innovation and Sustainable Development Committee Recommendation to Council

(Staff recommendation accepted without change)

That the Council:

1. Approves a grant of $29,523 from the Enliven Places Projects Fund to contribute toward the operational and capital costs of Resourceful Ōtautahi Outdoor Craft Workshop green woodworking school in Christchurch.

Attachments

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<td>Enliven Places Projects Fund - Grant Approval - Resourceful Ōtautahi</td>
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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 seek Council approval for a grant of $29,523 from the Enliven Places Projects Fund (formally the Transitional City Projects Fund) to contribute toward the operational and capital costs of operating Resourceful Ōtautahi Outdoor Craft Workshop.
   
   1.2 This project will foster the establishment of New Zealand’s only public green woodworking school. The school’s kaupapa is to use creativity to boost wellbeing and social connectedness by engaging the community in participatory arts, developing purposeful and meaningful work through creativity and in reusing discarded materials, at no cost to the participant.

   **Origin of Report**
   1.3 Applications to the Enliven Places Projects Fund are considered by an interdisciplinary assessment panel (‘the Panel’) of Council staff and a representative of Life in Vacant Spaces Charitable Trust. Decisions over $15,000 require Council approval.
   
   1.4 In March 2017 Council granted $14,993.48 to support the first stage (stage I) of Resourceful Ōtautahi. The grant supported operational and capital costs to establish the school and test the workshop model within the community. The current application identifies a need for an additional $29,523 from Council to fund part of the total costs to deliver the project (stage II) through 2017.

2. **Significance**

   2.1 The recommendations in this report are of low significance in relation to assessment of criteria in the Christchurch City Council’s Significance and Engagement Policy. It is considered that there will be a localised positive impact in the communities in the city affected by this decision; the implementation of the Enliven Places Projects Fund is delivered through existing operational budgets; and no adverse environmental or cultural impacts have been identified by staff.

3. **Staff Recommendations**

   That the Innovation and Sustainable Development Committee endorse and recommend that the Council:
   
   1. Approves a grant of $29,523 from the Enliven Places Projects Fund to contribute toward the operational and capital costs of Resourceful Ōtautahi Outdoor Craft Workshop green woodworking school in Christchurch.

4. **Key Points**

   4.1 Resourceful Ōtautahi is a temporary project to engage Christchurch locals and visitors in a high quality free public green woodworking school on a vacant site in the central city.
4.2 Resourceful Ōtautahi began on 27 February 2017 and will run until end of 2017 on the former Convention Centre site at 95 Kilmore Street. The site is brokered by Life in Vacant Spaces. If demand for the project continues beyond the end of 2017, the project will seek to run longer term of up to 2 years while developing a workshop model/environment that has potential to relocate in the central city as required or desired over time, with the scope to eventually include the model in the East Frame.

4.3 Resourceful Ōtautahi received an Enliven Places Projects grant of $14,993.48 (33.1% of application value) in the 2016/2017 financial year for set up costs and the first two months of the school (stage I). The current application identifies an additional need for $29,523 (48.9% of application value) to fully establish Resourceful Ōtautahi (stage II).

4.4 The application to the Enliven Places Projects fund for $29,523 will support the costs for tutor fees, marketing for greater reach and a retractable canopy so workshops can continue through winter’s inclement weather. The foot traffic will provide support for the Peterborough Village including Peterborough Street Library, mobile food trucks and nearby regeneration efforts including Cultivate Christchurch.

4.5 The Panel reviewed this second application and recommends further funding in this financial year so the project can continue to deliver successful outcomes and noting the potential for added value, as reflected in points 5.13 and 5.15.

5. Context/Background

Enliven Places Projects Fund

5.1 The Transitional City Projects Fund was established in 2012 to support the recovery by lowering barriers and encouraging light-touch projects that help bring life back into the city while development and tenanting decisions are made. Projects take place in vacant spaces. The Fund is unique to Christchurch and represents one of the successful recovery and regeneration investments initiated by Council in the aftermath of the earthquakes.

5.2 The Fund name changed in May 2017 to the Enliven Places Projects Fund to reflect the shift from recovery and transitional to regeneration.

5.3 Since 2014, the fund has seen a shift in applications away from small projects that require less funding ($0-$5k). Applicants are now delivering higher quality projects with greater community outcomes, and so funding requests often reflect this ($5-$15k+).

5.4 A budget of $150,000 was allocated to the Fund in the 2016/2017 financial year. The available balance of the fund for allocation at the time of this report is $89,661.50.

5.5 The total funding allocation recommended in this report is $29,523. As a result of funding this application the remaining balance of the Fund will be $60,138.50 for the 2016/17 year.

5.6 The Central City and Suburban Funds have been well utilised to date with total expenditure of 96% (Central City) and 72% (Suburban) since 2012, supporting projects that have included a Pacifica artists’ performance series from CoCA; artists including Michaela Cox, Gaby Montejo, Juliet Arnott/Rekindle, Tess Sheerin, urban farms Cultivate and Kākano, public theatre with Two Productions Ltd.

5.7 The Fund’s legacy is a wide range of projects that individually and collectively encourage a culture of creativity, innovation, experimentation and volunteering. This in turn means a wide range of short and long term outcomes for community wellbeing, our sense of place and the local economy.
Resourceful Ōtautahi

5.8 Resourceful Ōtautahi is a temporary project to engage Christchurch locals and visitors in a staffed public green woodworking school on a vacant site in the central city. Resourceful Ōtautahi provides free and inclusive practical engagement and learnings to communities and individuals using creativity to improve wellbeing, social connectedness and to support purposeful and meaningful work. The application to the Enliven Places Projects Fund is for assistance with operational and capital costs to run the high quality free public workshops in Christchurch.

5.9 Resourceful Ōtautahi is co-led by Juliet Arnott and Trent Hiles. Both have extensive experience and networks within Christchurch and have committed to remaining in Christchurch to work toward establishing Christchurch as an exemplar for resourcefulness and wellbeing.

5.10 Juliet is the project founder with a 20 year career in Occupational Therapy, which will support the engagement practices around Resourceful Ōtautahi to ensure this is as inclusive, welcoming and safe. Juliet Arnott learned craft traditions in the UK over a 9 year period, and related crafts in Aotearoa. These provide an authentic foundation based on various regional traditions to share with the public in Ōtautahi. Juliet founded Rekindle in Auckland in 2011.

5.11 Trent Hiles brings a wealth of experience in high quality creative projects, public engagement, transitional projects and all round resourcefulness. Amongst many his many practical skills, Trent has a Bachelor of Teaching and Learning, has worked as a teacher and as a Learning Advisor at Unlimited Paenga Tawhiti and Discovery 1. He is a founding co-creator of and educator at Seven Oaks, an independent school based in Opawa. He was a Gap Filler project coordinator from 2011 to mid-2015.

5.12 Resourceful Ōtautahi operates from the vacant former Convention Centre site at 95 Kilmore Street, Central City. Council granted $14,993.48 (33.1% of application value) in the 2016/2017 financial year for set up costs and the first two months of the school (stage I). The current application identifies a need for $29,523 (48.9% of application value) to fully establish the Resourceful Ōtautahi infrastructure and ensure the continuation of the free to the public woodworking school for the remainder of the calendar year (stage II). The applicant seeks funding to cover the costs of additional amenity to ensure classes can operate during winter, costs for tutors to continue workshops and increase their frequency, and costs to increase Resourceful Ōtautahi’s reach through marketing. Total Council contribution to this project in the 2016/2017 financial year would be $44,516.48 (42% of the total project value).

5.13 During the eight weeks of grant funded activity Resourceful Ōtautahi has hosted casual visitors, public workshops, evening and weekend upskilling workshop series, regular group meet-ups and site visits from local and international educational groups. Workshops provided training and resources for all ages and levels of practitioners. A wide range of over 400 participants have visited and/or taken part in the workshops from locals to tourists, university students, visiting academics and homeless. The workshops have also resulted in the training and upskilling of individuals who may in turn become tutors to take the workshops further out into the city.

5.14 Attendance to date has been limited by stretches of inclement weather as well as marketing reach limited to social media and word of mouth. Additional grant funding will help these moving forward.

5.15 The applicant has requested $29,523. The Panel supports the application for Resourceful Ōtautahi and recommended funding to support the school for the remainder of the financial year and the purchase of a retractable canopy. The Panel noted that the programme meets the Enliven Places Projects criteria and that the development of New Zealand’s only public green woodworking school offers an outward facing programme with considerable added value that supports the local community, as reflected in the programme Aims:
• To connect with the public of Ōtautahi and offer them an experience where they feel resourceful and skilful using material resources that are free, from a regenerative source, and occur in abundance in the city

• To engage and draw in the public of Ōtautahi and offer them an experience where they feel connected to others in their community

• To attract and draw visitors to the central city to spend time in a memorable and meaningful way that gives them a unique and local experience (please note, there is no other public green-woodworking school in Aotearoa)

• To demonstrate and make real the vital role resourcefulness plays in relation to addressing the ongoing well-being of individuals and communities, and relate this to often used terms such as: Zero Waste, Resilience and Sustainable Christchurch. This unique focus on resourcefulness in Ōtautahi will portray this city as innovative and genuine in its dedication to a truly healthy city

5.16 While offering significant intangible benefits to the community, wellbeing and connectedness, Resourceful Ōtautahi also offers excellent return on Council investment. The total request of $44,516.48 for both stage I ($14,993.48) and stage II ($29,523) to the Enliven Places Projects Fund grant represents 42% of the total estimated $105,731.22 to deliver the project. Partnership is demonstrated with remaining requirements met and planned to be met through a mix of volunteering (24%), sponsorship (28%) and other non-Council grant funding (6%).

Red Cross

5.17 The project has a collaborative relationship with Red Cross and new Red Cross-funded project to be delivered in the Peterborough Library. The Red Cross team will utilise Resourceful Ōtautahi as an extension of their creative workshops, i.e. referring members of the public to Resourceful Ōtautahi.

95 Kilmore Street – Current and Future Use of the Site

5.18 Following demolition of the Convention Centre in 2012, the site was leased to Life in Vacant Spaces (LiVS) to facilitate temporary activities (http://livs.org.nz/). Since that date approximately 40% of the site has been consistently activated and has proven a high-quality addition to the Central City and to the existing and evolving temporary uses of the former Convention Centre site. The balance of the site has been used by the general public as an unsanctioned car-park.

5.19 The site is currently activated by temporary activities from a range of organisations, including Resourceful Ōtautahi (RŌ) Outdoor Craft Workshop, Gap Filler’s Sound Garden, Michaela Cox’s Faux Arcadia artwork and mobile food carts. This critical mass of temporary activity better supports visitation to the nearby temporary regenerative projects including LiVS’ brokered Cultivate Christchurch, Kākano Café and Cookery School as well as the Peterborough Library.

5.20 In April 2017 Council proposed to transfer three properties to Development Christchurch Ltd (DCL), including 95 Kilmore Street. Public consultation for these land transfers closed 5 May 2017.

5.21 No date is set for a formal land transfer. DCL has indicated it will undertake site specific consultation and engagement prior to making final decisions on the future use of the site and current temporary projects can remain in place until the end of 2017, with the possibly of a later date.

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

| Authors                        | Brindi Joy - Transitional Projects Advisor |
|                               | Ceciel DelaRue - Team Leader Urban Design |
| Approved By                   | Carolyn Ingles - Head of Urban Regeneration, Urban Design and Heritage |
|                               | Brendan Anstiss - General Manager Strategy and Transformation |
9. Innovation and Sustainable Development Committee Minutes - 24 May 2017

Reference: 17/587075
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 24 May 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 24 May 2017.

Attachments

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Signatories

| Author                              | Christopher Turner-Bullock - Committee Advisor |
Innovation and Sustainable Development Committee
OPEN MINUTES

Date: Wednesday 24 May 2017
Time: 1pm
Venue: Committee Room 1, Level 2, Civic Offices, 53 Hereford Street, Christchurch

Present
Chairperson
Deputy Chairperson
Members
Councillor Vicki Buck
Councillor Tim Scandrett
Councillor Mike Davidson
Councillor Jamie Gough
Councillor Glenn Livingstone
Councillor Deon Swinggs
Councillor Sara Templeton
Deputy Mayor Andrew Turner
Councillor Clearwater with voting rights for Public Excluded item 10 — Events and Festivals Fund only.

24 May 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
The agenda was dealt with in the following order.

1. Apologies
   Part C
   That the apologies for lateness from Councillor Swiggs and Deputy Mayor Turner and the apology for early departure from Councillor Gough be received.
   
   Councillor Buck/Councillor Templeton  [Carried]

2. Declarations of Interest
   Part B
   There were no declarations of interest recorded.

3. Confirmation of Previous Minutes
   Part C
   Committee Resolved ISDC/2017/00010

   Committee Decision
   That the minutes of the Innovation and Sustainable Development Committee meeting held on Friday, 7 April 2017 be confirmed.
   
   Councillor Livingstone/Councillor Templeton  [Carried]

4. Deputations by Appointment
   Part B
   4.1 Darren Patterson spoke on behalf of 3R Group Limited regarding the work 3R do to develop and manage take back and recycling programmes and also spoke about the Sustainable Initiatives Fund Trust which provides funding to sustainability projects in Canterbury.

   Committee Resolved ISDC/2017/00011

   Part B
   That the Committee:
   1. Request Darren Patterson return to the Committee with 3-4 projects that his organisation’s would most like to progress in Christchurch.
   2. Request a report back to the Committee in July 2017 on how the Council spends its Waste Minimisation Fund, including the possibility of applications to the Government Waste Minimisation Fund.
3. Request staff discuss with EcoCentral any initiatives that they would like to progress in this area.

Councillor Buck/Councillor Templeton

Carried

Councillor Clearwater joined the meeting at 1.13pm but did not vote on any items other than item 10.

4.2 Dr Sean Barnes will speak on behalf of the Ākina Foundation regarding item 6, Social Enterprise World Forum 2017 update.

5. Presentation of Petitions

Part B
There was no presentation of petitions.

Councillor Swiggs joined the meeting at 1.24pm.


Committee Resolved ISDC/2017/00012

Part B
That the Innovation and Sustainable Development Committee:

1. Note the support provided by the Council for the Social Enterprise World Forum 2017.

2. Note that work is underway to investigate a social enterprise legacy project to enable ongoing social and economic benefits from the Social Enterprise World Forum 2017 to be realised.

3. Note that social enterprise is one example of social innovation and that, by October 2017, staff will provide the Committee with a draft social innovation work programme.

Councillor Templeton/Councillor Swiggs

Carried

7. Enliven Places Projects Fund - Grant Approval - Resourceful Ōtautahi

Committee Decided ISDC/2017/00013 (Staff recommendation accepted without change)

Part A
That the Council:

1. Approves a grant of $29,523 from the Enliven Places Projects Fund to contribute toward the operational and capital costs of Resourceful Ōtautahi Outdoor Craft Workshop green woodworking school in Christchurch.

Councillor Templeton/Councillor Gough

Carried
8 Resolution to Exclude the Public

Part C

That Richard Attwood and Tom Hooper of ChristchurchNZ remain after the public have been excluded for Item 10 of the public excluded agenda as they have knowledge that is relevant to that item and will assist the Committee.

AND

That at 1.58pm the resolution to exclude the public set out on pages 20 to 21 of the agenda be adopted.

The public were re-admitted to the meeting at 3.53pm at which time the meeting concluded.

CONFIRMED THIS 21ST DAY OF JUNE 2017

COUNCILLOR VICKI BUCK
CHAIRPERSON
10. Infrastructure, Transport and Environment Committee Minutes - 7 June 2017

Reference: 17/627884
Contact: Samantha Kelly samantha.kelly@ccc.govt.nz 941 6227

1. Purpose of Report
   The Infrastructure, Transport and Environment Committee held a meeting on 7 June 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 Infrastructure, Transport and Environment Committee meeting held 7 June 2017.

Secretarial Note: The Council considered the Part A matter Item 8: Proposed Christchurch City Biodiversity Fund at its meeting on 20 June 2017.

Attachments

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<td>Minutes Infrastructure, Transport and Environment Committee - 7 June 2017</td>
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Signatories

| Author                      | Samantha Kelly - Committee and Hearings Advisor |
Infrastructure, Transport and Environment Committee
OPEN MINUTES

Date: Wednesday 7 June 2017
Time: 1.04pm
Venue: Council Chambers, Civic Offices, 53 Hereford Street, Christchurch

Present
Chairperson
Councillor Pauline Cotter
Councillor Mike Davidson
Councillor Vicki Buck
Councillor Phil Clearwater
Councillor Anne Galloway
Councillor Aaron Keown
Councillor Sara Templeton

6 June 2017

Principal Advisor
David Adamson
General Manager City Services
Tel: 941 8235

Samantha Kelly
Committee and Hearings Advisor
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www.ccc.govt.nz

To view copies of Agendas and Minutes, visit:
www.ccc.govt.nz/Council/meetingminutes/agendas/index
The agenda was dealt with in the following order.

1. Apologies
   Part C
   There were no apologies.

2. Declarations of Interest
   Part B
   There were no declarations of interest recorded.

3. Confirmation of Previous Minutes
   Part C
   Committee Resolved ITEC/2017/00019

   Committee Decision
   That the minutes of the Infrastructure, Transport and Environment Committee meeting held on Wednesday, 10 May 2017 be confirmed.

   Councillor Templeton/Councillor Davidson  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.

15. Resolution to Include Supplementary Reports
   Committee Resolved ITEC/2017/00020

   That the reports be received and considered at the Infrastructure, Transport and Environment Committee meeting on Wednesday, 7 June 2017.

   Open Items
   16. Petition: Intersection of Worcester Street at Fitzgerald Avenue remain open to vehicular traffic in all four directions
16. Petition: Intersection of Worcester Street at Fitzgerald Avenue remain open to vehicular traffic in all four directions

Committee Comment
1. The Committee received the petition and requested further advice from staff.

Community Board Recommendation
That the Linwood-Central-Heathcote Community Board:
1. Refers the issues raised about the petition to the Infrastructure, Transport and Environment Committee for their consideration.
2. Thanks Mr and Mrs Britnell for their petition presentation.

Committee Resolved ITEC/2017/00021

Part C
That the Infrastructure, Transport and Environment Committee:
1. Receive the petition and request further information from staff.

Councillor Templeton/Councillor Clearwater Carried

6. Briefing by Green Fuels NZ Limited - Heather Locke

Committee Comment
The Committee received a briefing from Heather Locke and Martin Johnson from Green Fuels NZ Limited regarding the manufacturing of biodiesel and solutions to reduce carbon emissions.

Committee Resolved ITEC/2017/00022

Part C
That the Infrastructure, Transport and Environment Committee:
1. Request a memorandum from staff regarding the use of biodiesel and guidance on crafting a letter to Central Government requesting that they revisit the biodiesel subsidy.

Councillor Keown/Councillor Clearwater Carried

7. Briefing by Glen Kooray

Committee Comment
The Committee received a briefing from Glen Kooray regarding lower speed limits around Christchurch.
8. Proposed Christchurch City Biodiversity Fund

Committee Comment

The Committee accepted the staff recommendation without change.

Staff Recommendations

That the Infrastructure, Transport and Environment Committee recommend that the Council:

1. Receive the information in this report.
2. Approve the establishment of a Christchurch Biodiversity Fund to provide financial assistance to landowners to maintain and enhance indigenous biodiversity, subject to:
   a. The Council approving grant funding of $200,000 per annum to the proposed Christchurch Biodiversity Fund, which will be considered for allocation in the 2017/18 draft Annual Plan.
3. Notes that future grant funding be considered for inclusion in the 2018-2028 Long Term Plan.
4. Delegate authority to the General Manager Strategy and Transformation to approve the allocation of $80,000 to support landowners in the Sites of Ecological Significance (SES) programme for 2016/17 financial year.
5. Delegate authority to the Infrastructure, Transport and Environment Committee to consider and approve applications to the Christchurch Biodiversity Fund.

Committee Decided ITEC/2017/00023

Part A

That the Infrastructure, Transport and Environment Committee recommend that the Council:

1. Receive the information in this report.
2. Approve the establishment of a Christchurch Biodiversity Fund to provide financial assistance to landowners to maintain and enhance indigenous biodiversity, subject to:
   a. The Council approving grant funding of $200,000 per annum to the proposed Christchurch Biodiversity Fund, which will be considered for allocation in the 2017/18 draft Annual Plan.
3. Notes that future grant funding be considered for inclusion in the 2018-2028 Long Term Plan.
4. Delegate authority to the General Manager Strategy and Transformation to approve the allocation of $80,000 to support landowners in the Sites of Ecological Significance (SES) programme for 2016/17 financial year.
5. Delegate authority to the Council to consider and approve applications to the Christchurch Biodiversity Fund.

Councillor Templeton/Councillor Clearwater Carried
9. **Update on Compliance with Drinking Water Standards - Northwest Christchurch**  
  **Committee Comment**  
  The Committee received the information provided in the report and requested further information from staff.

  **Staff Recommendations**  
  That the Infrastructure, Transport and Environment Committee:  
  1. Take note of the information provided in this report, including the revised timeframes for the completion of the Northwest Christchurch well drilling programme.

  **Committee Resolved ITEC/2017/00024**

  **Part C**

  That the Infrastructure, Transport and Environment Committee:  
  1. Take note of the information provided in this report, including the revised timeframes for the completion of the Northwest Christchurch well drilling programme.
  2. Request staff to write to ECan asking for information on quarry compliance in the Christchurch City Council drinking water catchment areas.
  3. Request for staff to circulate the structure of joint working groups from the Mayors Forum downwards, with an expectation of an update through the Mayor’s report.

  Councillor Cotter/Councillor Keown  
  **Carried**

Councillor Galloway left the meeting at 2.32pm.  
Councillor Galloway returned to the meeting at 2.34pm.

10. **Key Findings of the Havelock North Inquiry Stage 1 Report in the Christchurch Context**

  **Staff Recommendations**

  That the Infrastructure, Transport and Environment Committee:  
  1. Take note of the information provided in this report.

  **Committee Resolved ITEC/2017/00025**

  **Part B**

  That the Infrastructure, Transport and Environment Committee:  
  1. Take note of the information provided in this report.

  Councillor Davidson/Councillor Galloway  
  **Carried**
11. ITE Report 3 Waters and Waste - April 2017
Staff Recommendations

That the Infrastructure, Transport and Environment Committee:
1. Receive the information in the 3 waters and waste April 2017 report attached.

Committee Resolved ITEC/2017/00026

Part B

That the Infrastructure, Transport and Environment Committee:
1. Receive the information in the 3 waters and waste April 2017 report attached.
2. Notes that the Committee will receive further information on the private laterals and gully traps programme.

Councillor Templeton/Councillor Davidson  Carried

12 Resoluion to Exclude the Public
Committee Resolved ITEC/2017/00027

Part C

That at 2.57pm the resolution to exclude the public set out on pages 370 to 371 of the agenda be adopted.

Councillor Clearwater/Councillor Galloway  Carried

The public were re-admitted to the meeting at 3.14pm.

Meeting concluded at 3.14pm.

CONFIRMED THIS 29TH DAY OF JUNE 2017.

COUNCILLOR PAULINE COTTER
CHAIRPERSON

Reference: 17/572029
Contact: Mark Pinner Mark.pinner@ccc.govt.nz 941 8578

1. Finance and Performance Committee Recommendation to Council

That the Council:

1. Receives the information in the Report.

Attachments

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<td>Maintenance Levels - Road Maintenance, Land Drainage, Water and Waste Water Maintenance Status Report</td>
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<td>Maintenance Levels Service for Report on Maintenance Levels for Roads, 3Waters for Finance and Performance Committee</td>
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<tr>
<td>B</td>
<td>Transport Contract Management - Updated Business Case (Elaboration) - Presentation for Maintenance Levels report on Roads and 3 Waters May 2017</td>
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</table>
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 informed as to the current levels of service provision concerning Road Maintenance, Land Drainage, Water and Waste Water maintenance contracts and future opportunities.

   **Origin of Report**
   1.2 This report staff generated for the Finance and Performance Committee.

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 as no decision is required.
      
      2.1.2 No community engagement and consultation is required for this report.

3. **Staff Recommendations**

   That the Finance and Performance Committee:
   
   1. Receives the information in the Report,

4. **Key Points**

   **Summary**
   4.1 The maintenance contracts are the cornerstone for the delivery of the activities that are aimed to keep the asset in service and meeting the appropriate levels of service. The effective planning and delivery of these operational and maintenance activities cannot be undervalued as they are the actions that interface on a day-to-day basis with every resident and ratepayer. Non optimisation of maintenance and operational activities can lead to reduced performance, lower reliability, increased overall life-cycle costs for the failure to meet key levels of service such as safety and the protection of public health.

   4.2 Maintenance is both predictive and reactive. One of the key challenges of maintenance is ensuring the balance between the two, delivers the optimum in the reduction of asset deterioration and the delivery of serviceability within the allocated price envelope.

   4.3 The initiatives outlined in this report indicate the direction taken within the maintenance contracts to deliver on this optimisation.
4.4 The Council delivers maintenance of the city’s roads, footpaths, landscapes and waterways through maintenance contracts which are tendered on a cyclical basis (mainly a five year period). The maintenance contracts total $44.5m per annum and include:

4.4.1 All Roads maintenance (5 years) $21m per annum
4.4.2 Road landscapes maintenance (6 years) $2.5m per annum
4.4.3 Land Drainage maintenance (2012-2019) $6m per annum
4.4.4 Water and waste water maintenance (2010-2020) $15m per annum

4.5 The road maintenance and road landscapes maintenance contracts are currently in the market for retendering, with a contract commencement date of 1 October 2017.

4.6 Council has agreed (4 May 2017) to roll over the Land Drainage Maintenance contract for a further 2 year period until 30 June 2019.

4.7 The Water and Wastewater Maintenance Contract currently has a completion date of 30 June 2020.

**Current levels of service**

4.8 **Road Maintenance Levels of Service.**

4.8.1 There are ten Levels of Service that are delivered via the road maintenance contract:

- 16.0.2 Maintain road condition
- 16.0.6 Maintain road marking to required standard
- 16.0.7 Undertake channel sweeping, rubbish and litter collection to agreed standards
- 16.0.8 Maintain the condition of footpaths
- 16.0.9 Maintain resident satisfaction with footpath condition
- 16.0.10 Maintain the perception that Christchurch is a walking friendly city
- 16.0.13 Respond within appropriate timeframes
- 16.0.16 Response times for damaged regulatory signs
- 16.0.17 Sumps inspected
- 16.0.19 Maintain Road infrastructure

We are meeting eight of the ten Levels of Service.

4.8.2 The following Levels of Service are currently predicting that targets will not be met:

- 16.0.2 Maintain road condition:

  The current target is that the average quality of the sealed local road network, as measured by smooth travel exposure is >=71%. The roughness measure was carried out in November 2016 and the result achieved was 67%. The maintenance programmes for the remainder of the year have focussed on (amongst other targets) improving smooth travel experience for the road user. This will be re-measured in November 2017 and we do anticipate a significant improvement.

- 16.0.7 Undertake channel sweeping, rubbish and litter collection to agreed standards:

  The current target requires a reduction in Customer service requests from a baseline of 4400 per annum. Actual figures to the end of April are 4040. Given increased likelihood of leaf Customer Service Requests (CSR’s) (not complaints, but requests to pick up), it is expected that the level will be above the baseline at year end. There has been a greater focus on this activity in recent months. The rebuild programme has
resulted in a large increase in the volume of detritus on city streets which has limited the ability to achieve the performance measure within existing cycles of cleaning. There is a current spike in April (499 CSRs), slightly earlier than the last few years, due to leaf collection being requested. The public are calling in sooner than perhaps they have in the past. This could be a mix of previous under reporting and an increase in public expectations that Council will resolve. For more information on this Level of Service please see Attachment A.

4.8.3 Road Landscape Maintenance Levels of Service.

There is one Level of Service that is delivered via the road landscape maintenance contract:

- 16.0.12 Maintain street landscapes:

  This Level of Service is being met. This is measure by the number of CSR’s that are received per year. This level or service covers berm maintenance, weed control, berm mowing and shrub maintenance. Council’s target is less than 2000 CSR’s per year and as at 25 May 2017 we have had 1780.

  Councillors will also be aware of another level of service that we do not meet and this is street tree compliance with the electrical regulations. Our target is 99% compliance and we currently meet 96.4%, which equates to 533 non-compliant trees. This service is delivered independently of these maintenance contracts and we are working with the Parks Arborist to find solutions where possible.

4.9 Land Drainage levels of service

4.9.1 In Land Drainage there are two key indicator levels of service that serve as a proxy for meeting customer expectations. The first is the annual customer satisfaction survey, and the second are the number of complaints received. These are detailed below.

4.9.2 Level of Service 14.0.3 - Customer satisfaction with Stormwater Drainage Management: >=70%

- Currently signalling AMBER

![Percentage satisfied graph]

4.9.3 From the annual customer satisfaction surveys there was a linear downward trend post-quake that bounced back slightly last year. While we appear to have 'turned the curve' it would be very surprising to see this year’s result back to the target of pre-quake levels.
4.9.4 Level of Service 14.0.12 - Number of complaints received by the Council about the performance of the stormwater system, per 1000 connected properties: 8.5
- Currently signalling AMBER

4.9.5 So far this year to the end of April there have been 1717 calls made, with 1010 customer service requests (inferred complaints about network performance) processed. With approximately 151,218 properties connected we are currently running at: 8.0

4.9.6 Last year’s reported end of year was 8.4 complaints per 1000 connected properties against a target of 9.0.

4.9.7 While these are both hopefully going to come in under the target figures, a real improvement is expected to come in the short term as we use our condition and criticality data to plan and deliver proactive maintenance on a priority basis, which should reduce complaints, improve customer satisfaction and optimise the performance of the land drainage and stormwater network. Again, this should see continuing improvements from next year.

4.10 Water and Wastewater levels of service

4.10.1 The services carried out under this contract include, but are not limited to, the regular and reactive maintenance associated with water and waste water assets. This includes Water supply systems, Waste water collection and transporting systems, maintenance of storm water pumping stations and operation and maintenance of Banks Peninsula waste water and water treatment plants. There are a number of key indicators which help serve the customer expectations (Reactive maintenance) associated with the various water and waste water assets i.e. repairs are to be completed within the time agreed when the work was requested

4.10.2 The following level of service is the main non complying one. Level of Service 11.0.5 – Minimise number of Dry Weather (DW) sewerage overflows – number of overflows from the Council’s sewer system per 1000 connected properties per year: 0.7 To help minimise these the contractor has very strict response requirement as follows;
- Urgent Category Zone 1 (Christchurch, Lyttelton and Governor’s Bay) – Contractor response within 1hr.
- Urgent Category Zone 2 (Banks Peninsula) – Contractor response within 2hrs.
- One day Category – investigated and assessed within one working day.
- Three day Category – Investigated and completed within three working days.

4.10.3 Key performance Indicators (2016/17 - May) so far have been encouraging as we are beginning to embrace the SCIRT legacy and what that will bring in the coming months and years. The majority of the Levels of Service are Green Lights with only the Dry Weather overflows currently an Amber light.

4.10.4 It is only been in the past 2 years that Dry Weather overflows have been part of a mandatory Level of Service and been measured this way. It is currently an Amber light because it is close to the limit (0.7 DW overflows per 1000 connected properties). However if we continue to have a “good month” in May then the Amber light will probably be turned to Green.
Minimise the number of Dry Weather sewage overflows -

4.10.5 FY 2016/2017 (July – May) - There have been a total of 87 DW overflows from the Council’s waste water reticulation due to various issues (tree roots entering the pipes or structural failure etc.)

4.10.6 All notifiable (reaching water bodies) DW overflows are measured against Low Service Damages which attract a penalty for the contractor – Approx. $6K per DW overflow). Please note there has only been 3 notifiable DW overflows for which City Care Limited (CCL) has incurred Low Service damages.

4.10.7 City Care have been targeting these known overflow sites and other potential DW overflow locations by using CCTV/root cutting and pipe repairs etc. This is money well spent and the Council/CCL will continue with this work.

5. Context/Background

Current issues

5.1 Road maintenance issues

5.1.1 Key metrics for road maintenance that are visible to the customer (i.e. road repairs, and footpaths) are generally improving. This is a sign that the Stronger Christchurch Infrastructure Rebuild Team (SCIRT) works are concluding and that good management of the basics by the Roading Team and its Contractors is being undertaken. The focus has been on dealing with safety issues, ensuring good asset management and increased auditing. There are a number of legacy issues that hinder progress, these include:

- Maintenance of the currency of citizen’s CSRs. Contact centre updates are not completed or maintained.
- Non-standard systems and processes.
- Lack of clear reporting metrics and easily visible reporting for contract and asset maintenance management.

5.1.2 The following are a representation of the type of increased operational issues that are putting pressure on funding envelopes and resources:

- Street sweeping is increasing in CBD as areas re-open and frequency needs to increase to meet higher LOS.
- Rubbish collection expectation is increasing from public. This is often on private property.
- On road/off-road cycling facilities require additional sweeping/inspections.
- Significant lengths of (<30m) lengths of non-functioning drainage, i.e. water beyond channel.

5.2 Land drainage maintenance issues

5.2.1 Operational maintenance in Land Drainage, as opposed to Infrastructure Asset maintenance and repairs, includes a number of areas such as planned and reactive litter/debris collection, weed harvesting and bank cutting in waterways. These are areas of ‘visible’ maintenance where issues are directly or indirectly clear to residents. As such they generate a number of complaints each year that are reacted to, but which also serve to inform our future planned, or proactive, approach to operational maintenance.

5.3 Water and Waste maintenance issues

5.3.1 The main source of complaints from residents is planned water shutoffs i.e. City Care replacing a leaking water valve or leaking pipe etc. on part of the city water reticulation. Owners sometimes do not receive/read the WSO (Water shut off – date/approx. time water will be off) notice which is delivered to each affected property 48hrs before their water is turned off.

6. Improvements Implemented

6.1 Road maintenance improvements

6.1.1 Results for the current financial year are showing an improvement over previous years. Some examples are:

- Street and footpath maintenance improvements - better response to pothole repairs, lower numbers reported.
- Prioritising pavement repairs more robustly (based on road demand, location in road (wheel path vs edge of road) and assessment of deterioration) has decreased repeat CSR’s from customers about similar sites/issues (anecdotal).
- Better response to urgent and high priority customer and asset needs – improvement of using funds only where needed and at the right time. For example, not sealing parking lanes of carriageways when resealing, to ensure the money covers longer lengths where people drive over has meant we have resolved more issues.
- Increased focus on customer, i.e. treating rough/ride issues by carrying out more “smoothing” and service cover adjustments.
- Increase in kerb and channel repairs to minimise amenity loss/environmental and safety issues to public living adjacent to or driving through.

6.1.2 The new road maintenance contracts that are currently being tendered have focused on proactive and customer centric results. Some of these key drivers include:

- Increase control and visibility of service and outcomes to meet the Council’s Levels of Service targets and community expectations.
- Collaborate with strategic partners to provide the best service at the best value for citizens.
- Standardise systems and processes enabling common reporting across all transport projects, increasing flexibility in staffing and reducing technical debt.
- Reduce administration costs.
- New areas defined with one specifically concentrating on the central city.
6.2 Land drainage maintenance improvements

6.2.1 We will be continuing to become more proactive and less reactive with our approach to operational maintenance. To this end:

- it was decided by the Council on 4 May 2017 that the Council will extend the term of the current Waterways and Land Drainage Maintenance contract by two years to allow time complete the capture and update of asset data in the Asset Management System to include the extent, condition and criticality of assets in order to cost effectively manage these now and to get best value from future maintenance contracts.

- We will review the criticality ratings, frequency and Levels of Service for scheduled items.

- We will review our Reactive Work over the last three years in order to move a target of 80% of this work to a more cost-effective rolling Planned Maintenance Schedule.

6.2.2 As well as being more cost-effective, it is expected that the new contract will better meet customer expectations and as a consequence the Council will receive fewer complaints and see increased levels of customer satisfaction.

6.2.3 Improving maintenance levels in our waterways is a priority and we have been working on a number of fronts in this regard. Some examples are:

- We received positive feedback from the organisers of the ‘Mother of all Cleanups’ held on 13 May 2017, with only 7.5 Tonnes of rubbish collected, compared to last year’s 20 Tonnes. Proposals being developed for litter booms for both the Avon and the Heathcote should provide further benefits for downstream areas and the Estuary.

- We have taken care to keep litter collection to a high level in areas of the Bank Cutting Trial where we have left the grass to grow for ecological reasons. This, coupled with an extensive public information exercise, has kept complaints to only a handful.

- In areas not within the trial, bank mowing confusion between contracts has led to complaints and Councillor concerns over occasional ‘mohawks’. A recent Memorandum to the Infrastructure, Transport and Environment Committee dated 24 April 2017 explained that council staff have been working to align Land Drainage, Parks and Roading maintenance contracts to avoid this occurring in future.

- Weed growth in the Styx, Avon and Heathcote is another source of complaints as this can have significant effects on river water levels, and therefore actual and perceived flood risk. A review was carried out last year into weed harvesting operations and an optimised programme that is still responsive to seasonal variations has been created. The cutting season was also extended by a month.

6.2.4 The new maintenance contract when fully operational later this year will change operations from a reactive to a pro-active basis, with more work prioritised and directed towards condition and criticality. Also, as the Land Drainage Recovery Programme increasingly delivers capital projects on the ground it is hoped that this will help improve customer satisfaction. Focus and expectations are more on next year’s increase.

6.3 Water and Waste maintenance improvements

6.3.1 As the main source of complaints from residents is planned water shutoffs, we have been working to try and improve public awareness and understanding. City Care and the Council have developed a web based programme which automatically updates a web page (Location plan) on the the Council’s public web site showing the whereabouts of the
repair etc. and the approximate number of properties affected. It will also tell you the time the water was shut off and when the water is turned on. This way the public can go to the website first to check for possible reasons why their water is off before calling the Call Centre. We aim to carry on improving the data information over the coming months. We are also developing web based information pages for the public website to inform/show via a plan when the Council/CCL chlorinates reservoirs (as required by our maintenance procedures) and what areas/properties the chlorine may affect. With regards to waste water reticulation repairs or over pumping and the like we will also thinking of ways to capture the information which may be relevant to the property owner and add it to another web based page for the public to see.

6.3.2 One “positive” from having a contract with three years still to run, is that the contract is a "Living document" which allows the Scope of Service to be adjusted to accommodate the ever increasing number of pump stations or having to maintain new high tech treatment plants. Once the annual running costs of each treatment plant or pump station has been agreed between both parties the item is added to the Council/CCL contract.

6.3.3 Meetings with City Care to discuss the water reticulation, pump stations and reservoirs are held every month which allows both CCL and the Council to be proactive in maintaining the various plant and equipment associated with the water and waste water reticulation.

7. Innovations and opportunities

7.1 Innovations in how we deliver

7.1.1 Across a number of our maintenance contracts numerous innovations are being trialled. They include;

- Integration of GPS to track routine works versus schedules
- Integrate auditing into workflow
- Possible use of smart technology, currently we are establishing a trial on smart refuse bin technology
- Use of GIS to plot activity hotspots
- Analysis of fault finding versus spend – better understanding of backlog
- Real time programming and reporting in new road maintenance contract 1 October 2017, see detail in Attachment B.

7.2 Future opportunities

7.2.1 The maintenance contracts are of a form that does not exclude further opportunities to be delivered either as an add-on or as substitutions. There are also some key legislative opportunities for the Council to review various aspects of the maintenance contracts. They include but are not limited to the following:

- Review the levels of service as part of the approvals of the Service plans leading into the LTP
- Linking capital with asset performance, ratepayer/resident cost and maintenance costs e.g. roughness, smooth travel exposure
- Repackaging of contracts or tasks within contracts
- Integrated performance
- Localism/social enterprise/citizenship activities
- Green versus black versus blue optimising contracts across activities
- Section 17A review – review of service delivery arrangements

Attachments

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<td>Maintenance Levels Service for Report on Maintenance Levels for Roads, 3Waters for Finance and Performance Committee</td>
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<td>B</td>
<td>Transport Contract Management - Updated Business Case (Elaboration) - Presentation for Maintenance Levels report on Roads and 3 Waters May 2017</td>
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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

<table>
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<tr>
<th>Authors</th>
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<tr>
<td></td>
<td>Mark Pinner - Manager City Streets Maintenance</td>
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<tr>
<td></td>
<td>Keith Davison - Manager Land Drainage</td>
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<td></td>
<td>Carolyn Gallagher - Programme Director – Strategic Support</td>
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<td></td>
<td>Timothy Joyce - Team Leader Operations Land Drainage</td>
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<tr>
<td>Lynette Ellis - Manager Planning and Delivery Transport</td>
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<tr>
<td>David Adamson - General Manager City Services</td>
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Appendix A

Level of Service: 16.0.7 Undertake channel sweeping, rubbish and litter collection to agreed standards.

1.0 Introduction:

1.1 Feedback was requested on the above Level of Service. The measure for this is a reduction in the number of Customer Service Requests (CSRs) received by the Contact Centre.

1.2 This Level of Service sits within a group of 21 activities identified in Worksmart as “Street Cleaning”. These are detailed more in the figures below.

2.0 Total Customer Service Requests (CSRs):

2.1 Total CSR number are detailed in figure 1 below.

2.2 The current total CSR numbers for FY2016/17 Q1 to Q3 are 12,292. It is expected that CSRs will total 17,000 to 17,500 at year end. This is an improvement on previous years.

2.3 Over the last 4 years, the average % of total CSR’s by activity group is:

<table>
<thead>
<tr>
<th>Activity</th>
<th>%</th>
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<tbody>
<tr>
<td>Street Cleaning</td>
<td>38.1%</td>
</tr>
<tr>
<td>Street Maintenance</td>
<td>29.5%</td>
</tr>
<tr>
<td>Footpath Maintenance</td>
<td>14.9%</td>
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<tr>
<td>Signs Maintenance</td>
<td>14.8%</td>
</tr>
<tr>
<td>Line Markings</td>
<td>2.5%</td>
</tr>
<tr>
<td>Cycleway Maintenance</td>
<td>0.3%</td>
</tr>
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</table>

2.4 We have simplified the reporting process to be more customer focus going forward. This includes changes to the reporting structure via the customer service centre and improvements to descriptions to help clearly define the problem. The overall trend for reporting on Street Cleaning as a whole has increased year on year since FY2011/12.

3.0 Level of Service reporting:

3.1 For the purposes of reporting the sub-activities of “empty litter bins”, “road side litter”, and “request for sweeping” make up the LOS measure

3.2 The current count for Q1 to Q3 [2,918 CSRs] indicates we could be lower than baseline at year-end. At the current rate the final count could be 3,891 CSRs, which would be under the Baseline for the LOS.

3.3 There are some key anomalies, such as one complainant who has raised approx. 1,500 CSR’s about sign and line maintenance which makes the situation appear worse.

3.4 There has been an increase in rubbish collection requests over the last few years. Anecdotal reasons could include:

- Vacating houses post re-build/demolition;
3.5 Currently the cost of the initial response has been managed within the existing contracts although dump fees have increased. This is because reactive operations are often included with scheduled street operations and taken to landfill and weighed as one. We will aim under the new contract to identify the split of these costs.

3.6 Practical measures to manage rubbish dumping are hard to effect. Enforcement has followed up but needs significant clear indicators to prove who left the rubbish (address or receipts may not prove fault). CCTV is largely ineffective unless there are key hotspots which are monitored. Hotspots tend to shift easily and readily if they are known to be monitored.

4.0 Maintenance Contracts:

4.1 Existing contract conditions have resulted in a number of concerns. These include:
   □ KPI measures don’t drive performance.
   □ Contractor’s programmes of work are not locked down.
   □ Contractor’s prioritisation of works is not consistent or clear.
   □ No link to Worksmart until the CSR is closed – limited maintenance of the currency of CSRs.
   □ Over the previous contract term, there were significant changes and works to manage around, i.e. SCIRT, Enable’s Fibre programme, CBD, Red Zone changes.

4.2 LTP improvements will include a LOS review with the aim to provide clearer line of sight to contract performance, better measures of customer concerns and clearer understanding of impact of lower renewals investment on OPEX. This could include:
   □ More potholes and pavement repairs.
   □ More footpath repairs.
   □ Re-evaluate sweeping areas for new AAC/ARP and MCR projects for increased sweeping and new sub-divisions.
   □ Consider options for Residential Red Zone.

5.0 New Maintenance Contracts

5.1 There are three contract areas for the new maintenance contracts. These will:
   □ Reflect new Ward boundaries.
   □ North and South are equal network length and hierarchy composition.
   □ Central Business District is separate.
5.2 Central City (CBD) has different drivers, including:
- Focus on cleaning, customers, steady state interventions.
- Newer assets (ARP/AAC) & increasing.
- Rapidly changing demands and usage.
- Utilising industry changes and best practice.

5.3 None of the contracts include:
- Street lighting.
- Traffic signals.
- Landscaping.
- Structures (including bus shelters)

5.4 Significant philosophy changes to the new contracts include demonstrating that the customer is at the heart of all we do. This includes the following:
- Pro-activeness and ownership – we find faults before the customer.
- Delivery – collaborative programme development, approved by Council.
- Quality – no re-work, jobs fully finished.
- Best for all – more defensible decision making.
- Contractors stepping into the CCC/customer shoes.
Figure 1 – TOTAL ROAD MAINTENANCE (CITY STREETS) CSR NUMBERS BY ACTIVITY VS FUNDING (NOTE FIGURES DO NOT INCLUDE Q4 FOR FY16/17)

- Increase in overall Budget in FY14/15 resulted in downward trend in years CSR’s total, although this raised again the following FY15/16. Indicative pro-rated value for FY16/17 is approx. 17,500; lower than previous FY1.
- Spending on street cleaning and litter collection is approx. 32.1% of overall OPEX Budget. Remander is spent on road and footpath repairs, sign and line replacement/maintenance and cycleway maintenance.
- Street Cleaning CSR’s are increasing, so too Road Markings and footpath slightly. All others, including street maintenance, are actually getting lower. Note that CSR’s typically only reflect urgent requests for action, and for roads, there are ride and roughness issues that persist which need investment to smooth the surface or raise or lower service covers.

CITY STREETS MAINTENANCE
ANNUAL OPEX BUDGET VS CSR

City Streets Maintenance – Level of Service and Contract Performance
Figure 2 – TOTAL STREET CLEANING SUB-ACTIVITY BREAKDOWN BY CSR’s BY QUARTER

- Street cleaning CSR’s have shown the most persistent increase over the last few years. There are 21 CSR sub-types that are reported on; too many which clouds reporting, which will be resolved with simpler reporting.
- The key ones, from a customer perspective, are Request Sweeping, Empty Litter Bin and Road Side Litter (collection) which collectively form LOS 16.0.7. The LOS CSR’s are approx. 60% of all Street Cleaning CSR’s.

- **Total Street Cleaning CSRs**
Figure 3 – STREET CLEANING ACTIVITY CSR’s VS LOS CSR’s (Note FY16/17 is only Q1 to Q3)

Indicative prorated values to end of year – total street sweeping 6,220, LOS 3,891 (this would be below baseline).
FIGURE 4 – LOS CSR’s BY QUARTER (Note FY16/17 is only Q1 to Q3)

Indicative prorated values end of year – approx. Q4 figures: Total 974; Empty litter bin 15, Road side litter 834, and Request sweeping 124.
FIGURE 5 – LEVEL OF SERVICE VS FUNDING (Total $ spend for LOS, and its component parts; $’s for litter collection, $’s for road sweeping)

- Note FY16/17 is only Q1 to Q3; indicative prorated value to end of year – 3,891, which would be under the baseline of 4,400.
- Total and individual budgets for components of LOS are largely static over last 5 years, but number of CSR’s by LOS is increasing.
FIGURE 6 - ROADSIDE LITTER MONTH TO MONTH THROUGH YEAR

- Figures increase year on year across all periods.
- There appears to be an increase over the end of one calendar year and at the start of the New Year – possibly coinciding with movements into or out of property, or clear-out for /after Christmas/New Year.
FIGURE 7 – ROASIDE LITTER CSR’s BY QUARTER

- There has been an increasing overall trend, although last 3 quarters in this FY16/17 appears to show a decrease or levelling out.
- The increase since start of FY15/16 coincides with reduction also in Street sweeping.
FIGURE 8 – SWEEPING CRS’s

Number of sweeping CSR’s largely staying in range 500-600 per year, no significant upward trend. Higher numbers in April to June coincides with duplication with leaf collection requests.

From FY15/16 onwards the frequency of sweeping was reduced to save approx. $400k in operational costs. Although there has been an increase in CSR over the last two FY’s, it is not as significant as could have been expected. However, the lack of sweeping will account for, in part, some of the calls for roadside litter collection, if invariably the litter is trapped in the gutter for longer.

The large “Spike” in CSR numbers in March/April 14 are attributable to Storm flooding events (e Dudley Creek).

<table>
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<th>Year</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
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City Streets Maintenance – Level of Service and Contract Performance
**Strategy: Objectives and Case for Change**

**Objective 1:**
- **Economic Case:** Determine Potential Value for Money
  - Annual Investment
    - Capital Costs (Sm): $1,313
    - Whole of Life Costs (Sm): $1,422
    - Cost Benefit Analysis (of monetary benefits and costs at the Public Sector Discount Rate)
      - Net Present Value of Benefits (Sm): 1.00
      - Net Present Costs (Sm): 1.37
      - Benefit Cost Ratio: 0.73
      - Net Present Value (NPV, Sm): 0.29

**Business Needs:**
- Corporate wide standardisation and cost efficiencies can be realised and risks minimised by improved integration between our key systems and the implementation of user-driven reporting of all activities in our transport assets.

**Scope:**
- Development of integrated services to manage Transport Contract management.

**Benefits:**
- Reduced supervisor hours.
- Improved accuracy and currency of information.
- Increased visibility.

**Risk:**
- Business disruption.
- Integration platform readiness.
- Ability to interface with KiwiRail.

**Potential impacts / Dependencies:**
- If one or both policies are not adopted by the Customer Request Change management process.

**Objective 2:**
- To implement ACC 2016 approach to asset management systems and processes.

**Existing:**
- Detailed information on KiwiRail.

**Business Needs:**
- Leveraging the advantages of a standardisation for asset management.
- Standardising reporting.
- Integrating KiwiRail to SAP and Worksmart.

**Scope:**
- Determine and determine the KiwiRail.

**Benefits:**
- Standardisation will enable greater staff.
- Enhanced information.
- Improved reporting across contracts and businesses.
- Benefits to the Advancing Assets Management Programme.
- Reduction in technical debt with systems and processes being standardised.

**Business risks:**
- Reduced business performance due to change.

**Strategic Context:**
- ACC utilises strategic partners to deliver a wide range of maintenance services.

**Financial Case:**
- Financial Costing of Programme
  - Estimated project implementation costs (IT & Business, CAPEx & OPEX)
    - Year 1 $325k
    - Year 2 $323k
    - 5 yr total $343k
  - Direct financial savings
    - $200k
    - $300k
  - Ongoing operating expenses
    - $521k
    - $251k
    - $104k

**Affordability and Funding:**
- Based on the current project cost estimates and quantity direct financial savings, the required 7.5% in operational savings can be achieved fully by City Services.

**Commercial Case:**
- The Potential Deal: Better information flow and reporting is key for managing service delivery and reporting on outcomes to meet ACC levels of Service and community expectations. The integration and reporting of these components are required to ensure Transport meet their performance improvement objectives as part of the Advancing Assets Management programme and achieve financial savings in managing their maintenance contracts.

- Citizen requests are greatly enhanced with “near-real” updates of the RMIs in the contract, ensuring key contract management objectives are met.

**Plan for Successful Delivery:**
- This project will follow council approved processes to ensure the best practice is followed. This includes: elaboration stage gate is completed and signed off, using CPM to assess all risks and issues are recorded and achieved appropriately. Due to time constraints it is proposed that Elaboration delivers the detailed business case to meet the RFP requirements and include sign-off prior to implementation.
12. Parks Maintenance Status Report

Reference: 17/572158
Contact: Andrew Rutledge  Andrew.rutledge@ccc.govt.nz  941 8682

1. Finance and Performance Committee Decisions Under Delegation

That the Finance and Performance Committee:

1. Requests staff to provide advice to the Council on increasing maintenance resourcing, to be considered as part of the 2017/18 Annual Plan.

2. Finance and Performance Committee Recommendation to Council

That the Council:

1. Receives the information in the report.

Attachments

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<tr>
<td>A</td>
<td>Parks Maintenance Reports</td>
<td>91</td>
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</table>
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 informed as to the current levels of service provision in respect to Parks maintenance and to provide information in respect to specific questions raised by members of the Finance and Performance Committee.

   **Origin of Report**
   1.2 This report is staff generated in response to questions raised by Councillor Johanson regarding the current levels of service and performance in relation to those levels of service.

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 as no decision is required.
   2.1.2 No community engagement and consultation is required for this report.

3. **Staff Recommendations**

   That the Finance and Performance Committee:
   1. Receives the information in the report.

4. **Key Points**

   4.1 Questions raised specifically relating to the Parks Unit are:
   
   “Also was there any performance measures on the maintenance of our parks and greenspaces?”

   4.2 The following are the Levels of Service regularly reported against in Councils monthly performance reports. This is measured by several levels of service these are detailed within the current Activity Management Plans for the Councils operative long term plan. The most relevant in respect to parks related maintenance are below.
   
   - ≥ 95% of contract technical specifications pertaining to neighbourhood parks are met
   - ≥ 95% of contract technical specifications pertaining to sports parks are met
   - ≥ 95% of contract technical specifications pertaining to garden and heritage parks are met
   - ≥ 95% of contract technical specifications pertaining to cemetery’s are met

   4.3 The second question relevant to the Parks Unit is as follows:
   
   “Can I please get a more detailed explanation about what is failing and what specific parks this relates to?”
4.4 The information request related to information over the past 3 years. Note that detailed information in respect to quantity of work has only been available since the introduction of a new service contract regime and the associated B2B programme that commenced on the 1st of July 2016. Prior to that from the 1st of July 2014 until the 30th of June 2015, Information only related to the quality of the work achieved against the stated KPI’s. All of the quality inspection information included in this report is a result of independent auditing programmes.

4.5 City Wide Programmed Work Results
The following chart plots the end of year results for the past three years against the performance criteria listed above, citywide. Note that at the time of generating this report, the May 2017 results were not confirmed, therefore all results illustrate finalised results up to the end of the April period.

Appendix 1 illustrates the quality of work achieved as assessed by independent auditing. The auditing is completed following receipt of notification from the contractor that work is complete and to the specified standard. Note that substantive failures to meet targets in the latter quarter of 2016, will mean that, the contracted service delivery will most likely not meet expectation for 2017.

Appendix 2 illustrates the quantity of work achieved. This is a measure of completion of the agreed programme of work required to maintain the asset in a fit for purpose manner. The data is extracted automatically from council’s financial system on a daily basis.

It is clear from that analysis the both the consistency of service standards and the overall quality of the community based contract model has improved with the introduction of the new contract model. Following the mobilisation process the performance across the city in respect to the quality of the completed work has been meeting expectations 44% of the time and in the high performing band 56% of the time. This compares to the previous citywide contract where the quality of work completed met expectations 58% of the time and failed to meet expectations 42% of the time.
4.6 **Detailed analysis of programmed Work by Ward**

The chart in **Appendix 3** details the quality of work to date for each Electoral Ward. As detailed in the background of this report quality scores fit 3 key bands, above 90%, 85-90% and below 85%. The KRA model explained in the background section uses these independently assessed scores to establish whether or not a contractor retains the contract term, gains and extension of 1 year or for below acceptable performance standards, loses 1 year off the contract.

**Appendix 4** details the quantity information in the same way. For quantity of work achieved the minimum standard is 90% of the agreed programme. Failure for two consecutive months results in a year deleted form the contract term.

4.7 **Detailed Analysis of Historically Not Completed Programmed Work by Service Agreement Specification**

**Appendix 5** The information contained within this section lists the work that was not achieved on a location by location basis.

4.8 **Detailed Analysis of Historically Not Completed Programmed Work by Ward by Specification**

**Appendix 6** provides a list of all incomplete tasks in a numerical format under the relevant specified tasks. The last column details the total percentage of tasks.

The total number of Jobs specified citywide per annum is **71,605**. The total for the period ending April was **59,438** with the total not completed as at the end of the April Period being **3,303** or **5.6%**. Of the work not completed **2050 or 3.4%** were not completed in October and November 2016. This corresponds with the service providers losing a year off the total term of the contract for not meeting the agreed performance standards.

4.9 **Unscheduled Work Citywide with a Breakdown by Ward**

**Appendix 7** provides a summary analysis of all of the parks maintenance related Customer Service Requests (CSR) received for the period 1 July 2015 up until the production of this report.

It also details the clearance rate against the jobs received. The cost for this work to date is $304,104. This consumes 100% of the available budget $ 15,000 per month, for reactive maintenance. Reactive maintenance tasks are selected following weekly meetings with staff and the service provider to prioritise the most critical jobs. Prioritisation of the reactive work is based on criticality. The key determinant is health and safety first.

4.10 **Trend Analysis of complaints received from Citizens**

**Appendix 8** details the complaints received from citizens. The most notable trend here is that the peak in complaints at the latter end of the 2016 calendar year coincide with the peak in incomplete programmed work as detailed in section 4.8.

Whilst spring was wetter than previous years and essentially broke a 3 year period of drought like conditions, it was by no means historically significant. The lack of performance was attributed to unpreparedness of the contracted service providers.

4.11 **Detailed List of Historically Not Completed Tasks by Park and Reserve Name.**

**Appendix 9** is presented to answer the question raised by Councillor Johanson in respect to

“Can I please get a more detailed explanation about what is failing and what specific parks this relates to?”

The information provides a full list of incomplete tasks by the location and the frequency of not performed tasks.
4.12 Key Issues

Analysis of customer provided information as well as ongoing discussions with contractors and frontline staff would indicate that the key issues are threefold.

1. Firstly our ability to fund a greater proportion of CSR driven activity. It will never be affordable to manage every request, however a higher target would seem appropriate. As we always have more demand than capacity, labour is provided at a fixed rate via 3 x 2 person response teams, essentially 1 per contract.

2. Secondly regular annual budget cuts, accumulatively 9% over the 3 years spanning 2014 through to 2016 inclusive, has limited the council’s ability to proactively maintain fixed assets such as park furnishings outside if required health and safety checks. Note the Parks budget was increased for the current financial year by $1.9m to compensate for the increased cost associated to removal of glyphosate week killer.

These cuts have meant that decisions not to proactively maintain non green assets have had to be made. This materialises for example as, visible wear and tear, chipped paint and poor presentation of assets.

3. Lastly and possibly the most telling risk is the lack of front line personnel within the parks team. The Urban Park Ranger team is limited to 3 persons covering the entire city and Banks Peninsula. The staff’s ability to trouble shoot and work collaboratively with service providers is limited to reactive responses. Extra front line staff would improve council’s ability to work closely with citizens to provide a more balanced approach to local needs, particularly in high demand seasons. Internal analysis would indicate that this team should increase from three personnel to six.

5. Context/Background

Key Result Area (KRA) Model

5.1 The following KRA Model is utilised for the management of quality assurance processes associated to the contracted work force.

5.2 The KRA Model is a key element of the X20 Performance Provisions. The inputs for the KRA Model are the Contractor’s performance in three component areas, namely:

- Business Practice;
- Quantity Delivered; and
- Quality Delivered.

Each of the Business Practice, Quantity Achieved and Quality Achieved components (the components) provide a gateway to the next component. The outcome of the KRA Model impacts on the duration of the service period of the contract. There are three possible impacts on the service period, namely:

- An increase in the service period by one year;
- No change to the service period; and
- A decrease in the service period by one year.

5.3 Source Data

The source data for the:

- Business Practice component is both the Contractor and the Employer.
- Quantity Delivered is Council’s SAP system.
5.4 Independent Inspection – Operation and Calibration

The Independent Inspection services will be provided by a third party. The Independent Inspection services will operate throughout the service period with reports provided at the end of each assessment interval. From the source data, reports will be generated for the Contractor, the Employer and the public.

For the purpose of calibrating the Independent Inspection service, at the end of each assessment interval during the Transition Period only, the Contractor may document for the Service Manager any areas where it believes the Independent Inspection provider has incorrectly measured its performance and/or misinterpreted the KPI’s.

From the information provided by the Contractor, the Service Manager in their sole discretion may amend or not the reports of the Independent Inspections provider and/or amend the KPI’s to provide clarity.

At the end of the Transition Period, further discussion will be at the sole discretion of the Employer.

5.5 Performance Standards and High Performing Zone

The components have pass/fail performance standards with the Quality component also having a high performing zone.

The performance standards and high performing zones are greater than or equal to:

- Business Practice – 80%
- Quantity Delivered – 90%
- Quality Delivered – 85%
- Quality Delivered: High Performing – 90%

5.6 Calculating Annual KRA Scores and Time in the Zone

The KRA’s will be monitored and assessed monthly and calculated annually. Additional to meeting the performance standards, Contractors must also maintain the performance standards for a minimum of 10 out of 12 months in any contract year with the allowable fails, if any, not being in consecutive months.

The continuity of achieving this “time in the zone” is an important principle of the KRA Model.

5.7 Operation of Component 1 - Business Practice

There are four sub components within Business Practice, namely:

(a) Health and Safety
   - Evidence of compliance to: the statutory requirements; the Contractor’s own policies and operating procedures; and the application of lessons learnt.

(b) Customer
   - Response Team – 90% of prioritised work orders are completed and closed
   - Customer complaints are recorded, categorised, and actioned and lessons learnt identified and implemented.
• 85% of the Specification’s Standard Operating Procedures are delivered to standard.

(c) Environment
  • Evidence of compliance to: the statutory requirements; the Contractor’s own policies and operating procedures; and the application of lessons learnt.

(d) Financial and Administration
  • Forward works programme and forecasts are submitted to the specified methodology and standards (including on accurate, on-time and complete)
  • Claims are submitted to the specified methodology and standards (including on accurate, on-time and complete)
  • Reports submitted in specified formats
  • Evidence presented of training needs and development planning.

Monthly within five working days of the latest date for submission of the claim the Contractor submits a Business Practice Report to the Service Manager detailing the Contractors performance against all the Business Practice performance criteria.

The Employer acting reasonably will within five (5) days of receipt of the Business Practice Report review the Contractors submission and accept or amend the scores. The Employers scores are final and not open to dispute.

To meet the performance standard the Contractor must achieve greater than or equal to 80% for 10 out 12 months in any contract year with the allowable fails, if any, not being in consecutive months.

If the Contractor meets the standard they progress to the next component.

If the Contractor fails to meet the standard their service period decreases by one year.

5.8 Summary of the Process
A summary of the process follows:
5.9 Operation of Component 2 – Quantity Delivered

The Quantity Delivered performance standard is calculated monthly by the Employer by dividing the number of work orders completed and claimed for by the Contractor as a percentage of the total of that month’s programmed work.

To meet the performance standard Contractors must achieve greater than or equal to 90% for 10 out of 12 months in any contract year with the allowable fails, if any, not being in consecutive months.

If the Contractor meets the standard they progress to the next component.

If the Contractor fails to meet the standard their service period decreases by one year.

5.10 Operation of Component 3 – Quality Delivered

The Quality Delivered performance standard is calculated monthly by the Independent Inspection provider based on the sample of work complete inspected in that month. The percentage is calculated by dividing the number of Key Performance Indicators (KPI’s) (KPI’s are documented in the Volume 3 - Technical Specifications) passed as a percentage of the total possible KPI’s inspected in that month.

If the Contractor achieves greater than or equal to 90% and never less than 80% for 10 out of 12 months in any contract year with the allowable fails, if any, not being in consecutive months their service period increases by one year. This is Quality Band 1.
If the Contractor does not achieve Band 1, but achieves greater than or equal to 85% for 10 out 12 months in any contract year with the allowable fails, if any, not being in consecutive months their service period remains unchanged. This is Quality Band 2.

If the Contractor does not achieve Band 1 or 2, but achieves greater than or equal to 75% for 10 out 12 months in any contract year their service period decreases by one year. This is Quality Band 3.

If the Contractor does not achieve either Quality Band 1 or 2 or 3 the Employer may at its sole discretion terminate the contract. This is Quality Band 4.

6. Unit Contract management Methodology

6.1 The parks Unit manages its service delivery through a mixed model. In house staff provide maintenance services to the Botanic Gardens and Hagley Park, the inner city Avon River Precinct, once handed back from Otakaro Ltd, and components of the Regional Parks.

6.2 Contracted service providers are utilised for the provision of
- Local, sports park and cemetery maintenance
- Sexton Services
- Tree maintenance
- Park Building maintenance.

6.3 Of these services the parks maintenance contract is the largest component both physically and in terms of financial commitment from the City’s ratepayers. As at July 2105 the city has been maintained utilising 3 Community based contracts. These contracts are managed via an IT driven Business to Business (B2B) solution. The B2B tool allows the contractor and the Council’s It systems to connect in a real time environment and enables a cost to asset management approach. Appendix 10 illustrates a chart that council staff monitor daily to track progress of the contractor on a daily basis. This enables a degree of proactive communication to occur.

6.4 In addition to Council staff viewing the completed task information the independent auditor also receives a daily download of all completed tasks. From this the auditor selects random jobs to audit both the validity of the financial claim that the work is complete as well as assessing the quality of the work against the specified Key Performance Indicators (KPI). Appendix 11 provides an illustration of the information available to both the council and the service providers illustrating the quality scores as assessed by the independent inspections.

Attachments

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<thead>
<tr>
<th>No.</th>
<th>Title</th>
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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

<table>
<thead>
<tr>
<th>Author</th>
<th>Andrew Rutledge - Head of Parks</th>
</tr>
</thead>
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<tr>
<td>Approved By</td>
<td>Mary Richardson - General Manager Customer and Community</td>
</tr>
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## Attachment A

### Item 12

**Appendix 1: Parks Unit Scheduled Maintenance KRA Quality**

Parks Unit Scheduled Maintenance KRA Quality City Wide for FY 2015, FY 2016 and FY 2017 YTD as at End of April 2017 Contract Period

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**Parks Unit Scheduled Maintenance KRA Quality by Contract Area for FY 2015, FY 2016 and FY 2017 YTD as at End of April 2017 Contract Period**

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- 1 -
### Appendix 3 - Parks Unit Scheduled Maintenance KRA Quality by Ward for FY 2017 YTD as at End of April 2017 Contract Period

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**Appendix E - Incomplete Scheduled Maintenance Jobs by Ward for FY 2017 as at End of April 2017 Contract Period**

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**Scheduled Maintenance Jobs Incompletion Rate for FY 2017 as at End of April 2017 Contract Period**

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Item No.: 12
## Appendix A - Incomplete Scheduled Maintenance Job List for FY 2017 as at End of April 2017 Contract Period

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# Appendix 9 - Incomplete Scheduled Maintenance Job List for FY 2017 as at End of April 2017 Contract Period

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Item No.: 12
Page 102
## Council

22 June 2017

### Attachment A

#### Item 12

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#### Appendix A - Incomplete Scheduled Maintenance Job List for FY 2017 as at End of April 2017 Contract Period

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### Appendix 9 - Incomplete Scheduled Maintenance Job List for FY 2017 as at End of April 2017 Contract Period

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### Attachment A

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### Appendix 9 - Incomplete Scheduled Maintenance Job List for FY 2017 as at End of April 2017 Contract Period

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### Appendix 9 - Incomplete Scheduled Maintenance Job List for FY 2017 as at End of April 2017 Contract Period

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# Appendix 9 - Incomplete Scheduled Maintenance Job List for FY 2017 as at End of April 2017 Contract Period

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- 26 -
# Appendix 9 - Incomplete Scheduled Maintenance Job List for FY 2017 as at End of April 2017 Contract Period

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### Appendix 9 - Incomplete Scheduled Maintenance Job List for FY 2017 as at End of April 2017 Contract Period

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### Ward: WYCOLA PARK
- **Service Tasks:**
  - Chemical Weed Control and Loose Litter
  - Play and Fitness Equipment Maintenance
  - Papaw Tree Silting: Arakiraka
  - Sport Winter Line Marking Set Out and Maintain
  - Turf Amenity Maintenance: Mowing
  - Turf Sport Winter Active Mowing
- **Months:**
  - Jul: 1
  - Aug: 1
  - Sep: 1
  - Oct: 1
  - Nov: 1
  - Dec: 1
  - Jan: 1
  - Feb: 1
  - Mar: 1
  - Apr: 1

### Ward: FAMILY RESERVES
- **Service Tasks:**
  - Turf Amenity Maintenance: Mowing
  - Turf Informal Maintenance: Mowing
  - Turf Amenity Maintenance: Mowing
- **Months:**
  - Jul: 1
  - Aug: 1
  - Sep: 1
  - Oct: 1
  - Nov: 1
  - Dec: 1
  - Jan: 1
  - Feb: 1
  - Mar: 1
  - Apr: 1

### Ward: BEEFAC T CEMETERY
- **Service Tasks:**
  - Garden Amenity Maintenance
- **Months:**
  - Jul: 1
  - Aug: 1
  - Sep: 1
  - Oct: 1
  - Nov: 1
  - Dec: 1
  - Jan: 1
  - Feb: 1
  - Mar: 1
  - Apr: 1

### Ward: BERRIDGE RESERVE
- **Service Tasks:**
  - Turf Amenity Maintenance: Mowing
  - Turf Informal Maintenance: Mowing
- **Months:**
  - Jul: 1
  - Aug: 1
  - Sep: 1
  - Oct: 1
  - Nov: 1
  - Dec: 1
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  - Feb: 1
  - Mar: 1
  - Apr: 1

### Ward: BOTTLE UNK FOREST
- **Service Tasks:**
  - Turf Amenity Maintenance: Mowing
- **Months:**
  - Jul: 1
  - Aug: 1
  - Sep: 1
  - Oct: 1
  - Nov: 1
  - Dec: 1
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  - Feb: 1
  - Mar: 1
  - Apr: 1

### Ward: CASTLE RESERVE
- **Service Tasks:**
  - Turf Amenity Maintenance: Mowing
  - Turf Amenity Maintenance: Mowing
  - Turf Amenity Maintenance: Mowing
- **Months:**
  - Jul: 1
  - Aug: 1
  - Sep: 1
  - Oct: 1
  - Nov: 1
  - Dec: 1
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  - Mar: 1
  - Apr: 1

### Ward: ENGLISH PARK
- **Service Tasks:**
  - Chemical Weed Control and Loose Litter
- **Months:**
  - Jul: 1
  - Aug: 1
  - Sep: 1
  - Oct: 1
  - Nov: 1
  - Dec: 1
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  - Feb: 1
  - Mar: 1
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### Ward: FEATHERBIRD PLAYGROUND
- **Service Tasks:**
  - Turf Amenity Maintenance: Mowing
- **Months:**
  - Jul: 1
  - Aug: 1
  - Sep: 1
  - Oct: 1
  - Nov: 1
  - Dec: 1
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  - Feb: 1
  - Mar: 1
  - Apr: 1

### Ward: GAVANIA GARDENS RESERVE
- **Service Tasks:**
  - Chemical Weed Control and Loose Litter
  - Turf Amenity Maintenance: Mowing
- **Months:**
  - Jul: 1
  - Aug: 1
  - Sep: 1
  - Oct: 1
  - Nov: 1
  - Dec: 1
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  - Mar: 1
  - Apr: 1

### Ward: KIRKRNVAH HALL RESERVE
- **Service Tasks:**
  - Turf Amenity Maintenance: Mowing
- **Months:**
  - Jul: 1
  - Aug: 1
  - Sep: 1
  - Oct: 1
  - Nov: 1
  - Dec: 1
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  - Apr: 1

### Ward: KIRKRNVAH RESERVE
- **Service Tasks:**
  - Turf Amenity Maintenance: Mowing
- **Months:**
  - Jul: 1
  - Aug: 1
  - Sep: 1
  - Oct: 1
  - Nov: 1
  - Dec: 1
  - Jan: 1
  - Feb: 1
  - Mar: 1
  - Apr: 1

### Ward: MACPHERSON PARK
- **Service Tasks:**
  - Chemical Weed Control and Loose Litter
  - Turf Amenity Maintenance: Mowing
- **Months:**
  - Jul: 1
  - Aug: 1
  - Sep: 1
  - Oct: 1
  - Nov: 1
  - Dec: 1
  - Jan: 1
  - Feb: 1
  - Mar: 1
  - Apr: 1

### Ward: MALVERNS PLAYGROUND
- **Service Tasks:**
  - Turf Amenity Maintenance: Mowing
- **Months:**
  - Jul: 1
  - Aug: 1
  - Sep: 1
  - Oct: 1
  - Nov: 1
  - Dec: 1
  - Jan: 1
  - Feb: 1
  - Mar: 1
  - Apr: 1

### Ward: MALVERN PARK
- **Service Tasks:**
  - Chemical Weed Control and Loose Litter
  - Sport Summer Line Marking Set Out and Maintain
  - Sport Winter Line Marking Set Out and Maintain
  - Turf Amenity Maintenance: Mowing
  - Turf Sport Summer Active Mowing
- **Months:**
  - Jul: 1
  - Aug: 1
  - Sep: 1
  - Oct: 1
  - Nov: 1
  - Dec: 1
  - Jan: 1
  - Feb: 1
  - Mar: 1
  - Apr: 1

### Ward: CURRIMA RESERVE
- **Service Tasks:**
  - Chemical Weed Control and Loose Litter
  - Furniture BBO Clean
  - Sport Winter Cricket Block Maintenance
  - Sports Areas Mark and Maintain
  - Turf Amenity Maintenance: Mowing
  - Turf Informal Maintenance: Mowing
- **Months:**
  - Jul: 1
  - Aug: 1
  - Sep: 1
  - Oct: 1
  - Nov: 1
  - Dec: 1
  - Jan: 1
  - Feb: 1
  - Mar: 1
  - Apr: 1

### Ward: MACRANEL RESERVE
- **Service Tasks:**
  - Turf Ornamental Maintenance: Mowing
- **Months:**
  - Jul: 1
  - Aug: 1
  - Sep: 1
  - Oct: 1
  - Nov: 1
  - Dec: 1
  - Jan: 1
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  - Apr: 1

### Ward: HENDERSON ESTATE RESERVE
- **Service Tasks:**
  - Chemical Weed Control and Loose Litter
- **Months:**
  - Jul: 1
  - Aug: 1
  - Sep: 1
  - Oct: 1
  - Nov: 1
  - Dec: 1
  - Jan: 1
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### Appendix 9 - Incomplete Scheduled Maintenance Job List for FY 2017 as at End of April 2017 Contract Period

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## Appendix 9 - Incomplete Scheduled Maintenance Job List for FY 2017 as at End of April 2017 Contract Period

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All Assessments - Eastern Weed Control | May - 2017 (Contract Period 2016-2017)

Specification Component:
Specified Outcome: No weeds over 120mm or larger than 30x30mm present or controlled chemically.

All Assessments for Eastern C4.1 - Weed Control
May, 2017

Eastern YTD trend by Specification Code C4.1 - Weed Control

- 43 -
13. Tuam Limited - Dividend payment

Reference: 17/572219
Contact: Patricia Christie Patricia.Christie@ccc.govt.nz 941 8113

1. Finance and Performance Committee Recommendation to Council

   That the Council:

1. Note that the future need to retain Tuam Limited as a separate legal entity is still being determined.

2. Approves the payment of a cash dividend of $814,374 to the Council on 28 June 2017. Noting that:
   a. this dividend is considered a major transaction under section 129 of the Companies Act 1993 which requires shareholder approval.

3. Delegates to the Chief Executive and the General Manager Finance and Commercial the authority to sign the shareholder resolution approving the dividend on behalf of the Council.

Attachments

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<td>A</td>
<td>Tuam dividend shareholder resolution</td>
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1. **Purpose and Origin of Report**

   **Purpose of Report**
   1.1 The purpose of this report is for the Finance and Performance Committee to recommend to Council that it approve the payment of a cash dividend by Tuam Limited (Tuam) to Council in accordance with the major transactions provisions of the Companies Act 1993.

   **Origin of Report**
   1.2 This report is staff generated.

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 applying the Council’s Significance and Engagement Policy, taking into consideration the possible costs/risks to Council, ratepayers and the wider community of carrying out the decision.

   2.1.2 Given the low significance of the decision and the commercial nature of the decision community engagement in relation to these decisions is not considered appropriate.

3. **Staff Recommendations**

   That the Finance and Performance Committee recommends that the Council:

   1. Note that the future need to retain Tuam Limited as a separate legal entity is still being determined.

   2. Approves the payment of a cash dividend of $814,374 to the Council on 28 June 2017. Noting that:

      a. this dividend is considered a major transaction under section 129 of the Companies Act 1993 which requires shareholder approval.

   3. Delegates to the Chief Executive and the General Manager Finance and Commercial the authority to sign the shareholder resolution approving the dividend on behalf of the Council.

4. **Key Points**

   4.1 Tuam Limited indicated in its 2017 Statement of Intent (SOI) that it intended to pay a $46 million cash dividend to Council in July 2016. In determining the amount of the dividend the Tuam directors were mindful of ensuring that there was sufficient cash retained to meet the company’s liabilities and estimated future costs.

   4.2 Tuam Limited did not provide Council with a draft 2018 SOI on the basis that an assessment of its future had been undertaken and an amalgamation with another group company was to be proposed to Council. Council staff are still considering an appropriate entity for Tuam to amalgamate with. As this decision is expected to be made within the next year it is considered appropriate to pay an additional dividend to Council of the surplus cash. Tuam is a non-trading
entity and it is proposed that it be added to the exempt council controlled company list when the annual plan is approved in June.

4.3 At 27 June 2017 it is forecast that Tuam will have a surplus cash balance of $814,374 after allowing for expected future costs and the directors have recommended that this be distributed to Council by way of a cash dividend.

4.4 Section 129 of the Companies Act 1993 requires a company to obtain shareholder approval prior to entering into a major transaction. For the purposes of the Companies Act a major transaction is one which affects more than 50% of a company’s assets. It is forecast that immediately prior to the payment of a dividend Tuam Limited will have net assets of $822,565 and as the major transaction threshold is met and shareholder approval is required.

4.5 Subject to shareholder approval this dividend will be paid on 28 June 2017.

5. Context/Background

5.1 Tuam Limited is owned 100% by the Council. Prior to the earthquakes it owned the former Council offices in Tuam Street and a number of smaller buildings opposite on the south side of Tuam Street. These buildings were sold to the CCDU as part of the blueprint for the city.

5.2 The final sales price for these transactions was agreed in February 2016, when the Council settled its insurance claims arising from the earthquakes.

Dividend

5.3 At 27 June it is forecast that Tuam will have net assets of $822,565. Allowing for future costs a cash dividend of $814,374 can be paid.

5.4 The Companies Act 1993 provides that a company cannot enter into a transaction in which it will acquire or dispose of assets which are more than 50% of the value of the company’s assets prior to the transaction without a special resolution of the shareholders approving the transaction.

5.5 An $814,374 dividend represents 99% of Tuam’s asset value prior to the payment of the dividend.

5.6 The shareholder resolution approving the dividend is at Attachment A. The solvency of Tuam immediately after payment of the dividend has been assessed and the company will have sufficient cash to meet its liabilities as they fall due.

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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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<th>Author</th>
<th>Patricia Christie - Manager External Reporting and Governance</th>
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<td>Approved By</td>
<td>Diane Brandish - Head of Financial Management</td>
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<td>Carol Bellette - General Manager Finance and Commercial (CFO)</td>
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Item No.: 13  Page 138
Resolution of shareholders
(Companies Act 1993, Sections 107(1)(a), 122, 129)

Tuam Limited
("the Company")

Pursuant to section 107 of the Companies Act 1993 the shareholder of the Company agrees to the payment of a dividend as of 28 June 2017, otherwise than in accordance with section 53 of the Act, of $0.0324 per ordinary share of the Company totalling $814,374.00 (with no imputation credits attached) to be paid to the holders of ordinary shares registered as at the close of business on that date.

It was noted by the shareholder that the board had satisfied itself before the distribution evidenced by this agreement, that the Company would satisfy the solvency test immediately after the exercise of the power.

Dated this _____ day of ______________ 2017

Signed by the shareholders pursuant to section 122 of the Companies Act 1993;

________________________ Shareholders

Christchurch City Council

Reference: 17/572265
Contact: Rob Hall Rob.Hall@dcl.org.nz

1. Finance and Performance Committee Recommendation to Council

That the Council:

1. Receives the information in the update report from Development Christchurch Limited.

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Development Christchurch Limited - Update Report

Reference: 17/496762
Contact: Rob Hall Rob.Hall@dcl.org.nz

1. Purpose of Report
   1.1 This report is to provide the Finance and Performance Committee with an update on the activities of Development Christchurch Limited, and requests the Committee’s recommendation that the Council receives the report.

2. Staff Recommendations
   That the Finance and Performance Committee recommends that the Council:
   1. Receives the information in the update report from Development Christchurch Limited.

3. Key Points
   3.1 The report from Development Christchurch Limited is attached as 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

Attachments

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<td>Aidan Kimberley - Committee and Hearings Advisor</td>
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<td>Patricia Christie - Manager External Reporting and Governance</td>
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To: Finance and Performance Committee – 31 May 2017 meeting

From: Rob Hall, Chief Executive

Date: 16 May 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
The project remains on programme for the Beachside Playground (Phase 1a) to be open in December 2017 and within budget. The wider Hot Pools (Phase 1b) remain on target for completion in December 2018.

Select Evolution New Zealand (SENZ) have been appointed to develop the concept design work for the beachside playground and water-play facility. The preliminary design is due to be issued in May 2017.

DCL have worked with the Community Board and will commence engaging with the wider community, including schools to have their input into the final design in June 2017. In addition, DCL are preparing a public facing summary of the Implementation Plan that will place the Hot Pools and Playground in the context of the wider New Brighton regeneration project. This will be released at the same time as the engagement on the Playground design.

The proposed total budget is $19.2m, funding of $8.03m has been approved and the remaining $11.17m is subject to approval through the current Annual Planning process. The $11.17m provides for the HSWP phase 1b, $1m towards the New Brighton Surf Lifesaving Club proposed new facility. It also provides for coastal protection measures along the adjacent foreshore to protect the beach front assets.

Through the Creating Momentum Regeneration Fund, DCL has assisted some community projects and initiatives in New Brighton that support regeneration. To date, DCL has granted funding to support the New Brighton Online promotional website, two surfing events, and a community led revitalisation project for Carnaby Lane which will help energise the Mall area. A number of other applications are currently being reviewed, including a ‘pop-up imagination Station’.
2.2 Peterborough Quarter Limited (PQL)
PQL were earlier identified as the Council’s preferred purchaser for the site through a competitive tender process. DCL are progressing a development agreement with PQL. Work with PQL progresses with more detail on the proposed building design and business model being advanced following a presentation to the Urban Design Panel. Work has progressed to ‘high level’ architectural input and commercial negotiations with potential tenants and operators of the proposed facilities.

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 are presently suspended due to damage caused by the Port Hills Fire in March 2017. Clearance of the fire damaged trees is underway alongside other remedial repair works. The CAP Board are developing a programme and business plan for the full recovery of the facility.

3. Commercial Advisory Services to CCC

Rob Hall, FFICE, FICMEM
Chief Executive
Development Christchurch Limited
15. Finance and Performance Committee Minutes - 31 May 2017

Reference: 17/572395
Contact: Aidan Kimberley  Aidan.kimberley@ccc.govt.nz  941 6566

1. Purpose of Report
The Finance and Performance Committee held a meeting on 31 May 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 Finance and Performance Committee meeting held 31 May 2017.

Attachments

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<td>Minutes Finance and Performance Committee - 31 May 2017</td>
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Signatories

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<tr>
<th>Author</th>
<th>Aidan Kimberley - Committee and Hearings Advisor</th>
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Finance and Performance Committee
OPEN MINUTES

Date: Wednesday 31 May 2017
Time: 9am
Venue: Council Chambers, Civic Offices,
53 Hereford Street, Christchurch

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<td>Chairperson</td>
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30 May 2017
Principal Advisor
Carol Bellette
General Manager Finance and Commercial
Aidan Kimberley
Committee and Hearings Advisor
941 6566
aidan.kimberley@ccc.govt.nz
www.ccc.govt.nz

To view copies of Agendas and Minutes, visit:
www.ccc.govt.nz/Council/meetingminutes/agendas/index
The agenda was dealt with in the following order.

1. **Apologies**
   
   Part C
   
   **Committee Resolved FPCM/2017/00018**
   
   That the apology from Mayor Lianne Dalziel and apology for early departure from Councillor Gough be accepted.
   
   Councillor Swiggs/Councillor Davidson  
   
   **Carried**

2. **Declarations of Interest**

   Part B
   
   There were no declarations of interest recorded.

3. **Confirmation of Previous Minutes**

   Part C
   
   **Committee Resolved FPCM/2017/00019**
   
   **Committee Decision**
   
   That the minutes of the Finance and Performance Committee meeting held on Wednesday, 3 May 2017 be confirmed, subject to the following amendment:
   
   1. Removing Councillor Gough’s apology for early departure.
   
   Councillor Davidson/Councillor Gough  
   
   **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.
Committee Decided FPCM/2017/00020

Part A

That the Finance and Performance Committee recommends that the Council:

1. Receives the information in the Report,

Councillor Gough/Councillor Johanson Carried

7. Parks Maintenance Status Report
Committee Decided FPCM/2017/00021

Part C and A

That the Finance and Performance Committee:

1. Recommends that the Council receives the information in the report.
2. Request staff to provide advice to the Council on increasing maintenance resourcing, to be considered as part of the 2017/18 Annual Plan.

Councillor Johanson/Councillor Galloway Carried

8. Tuam Limited - Dividend payment
Committee Decided FPCM/2017/00022

Part A

That the Finance and Performance Committee recommends that the Council:

1. Note that the future need to retain Tuam Limited as a separate legal entity is still being determined.
2. Approves the payment of a cash dividend of $814,374 to the Council on 28 June 2017. Noting that:
   a. this dividend is considered a major transaction under section 129 of the Companies Act 1993 which requires shareholder approval.
3. Delegates to the Chief Executive and the General Manager Finance and Commercial the authority to sign the shareholder resolution approving the dividend on behalf of the Council.

Councillor Gough/Deputy Mayor Carried
Committee Decided FPCM/2017/00023

Part A

That the Finance and Performance Committee recommends that the Council:

1. Receives the information in the update report from Development Christchurch Limited.  
   
   Councillor Swiggs/Councillor Gough

   **Carried**

10. Resolution to Exclude the Public
Committee Resolved FPCM/2017/00024

Part C

That the following people remain after the public have been excluded for the respective items of the public excluded agenda as they have knowledge that is relevant to those items and will assist the Committee:

a. Paul Munro and Leah Scales of Christchurch City Holdings Limited for items 12, 14 and 15.

b. Tom Hooper of Transition Holdings Limited for item 18.

c. Helena McIntyre and Alex Skinner of the World Buskers Festival Trust for item 18.

d. Rob Hall, James Stewart, Joel Lieschke and Steve Clarke of Development Christchurch Limited for item 12.

AND

That at 10:19am the resolution to exclude the public set out on pages 92 to 94 of the agenda be adopted.

   Deputy Mayor/Councillor Davidson

   **Carried**

The public were re-admitted to the meeting at 12:44pm.

Meeting concluded at 12:44pm.

CONFIRMED THIS 5TH DAY OF JULY 2017

COUNCILLOR RAF MANJI
CHAIRPERSON
16. Temporary Alcohol Ban in Riccarton Racecourse Area on New Zealand Cup Day 2017

Reference: 17/595317
Contact: Evangeline Emerenciana Evangeline.emerenciana@ccc.govt.nz 941 8579

1. Regulatory Performance Committee Recommendation to Council

That the Council:

1. Resolves it is satisfied that:
   a. There is evidence that the area to which the Alcohol Restrictions in Public Places Bylaw 2009 (the Bylaw) applies has experienced a high level of crime or disorder and that this can be shown to have been caused, or made worse, by alcohol consumption in the area; and
   b. The Bylaw, as applied by the resolution:
      i. is appropriate and proportionate in the light of the evidence; and
      ii. can be justified as a reasonable limitation on people’s rights and freedoms.

2. Resolve to impose a temporary alcohol ban in the area of the Riccarton Racecourse, namely: both sides of the streets being Yaldhurst Road to Middlepark Road; Epsom Road to Racecourse Road; Buchanans Road to Masham Road to Yaldhurst Road (see Attachment A – map) from 7am to 12 midnight on 18 November 2017 (New Zealand Cup Day).

3. Request that a Public Notice be placed in the newspaper and signage be provided in key public places covered by the alcohol ban.

Attachments

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<td>A</td>
<td>Attachment A - Map showing the proposed Riccarton Racecourse temporary alcohol ban area</td>
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Temporary Alcohol Ban in Riccarton Racecourse Area on New Zealand Cup Day 2017

Reference: 17/496701
Contact: Evangeline Emerenciana Evangeline.Emerenciana@ccc.govt.nz 8579

1. Purpose and Origin of Report

Purpose of Report
1.1 The purpose of this report is for the Regulatory Performance Committee to recommend that the Council introduce a temporary alcohol ban in surrounding areas of Riccarton Park on 18 November 2017, New Zealand Cup Day, from 7am to 12 midnight.

Origin of Report
1.2 This report is being provided to fulfil the Council’s resolution (CNCL/2017/00141) on 11 May 2017 meeting:

Direct staff to investigate a temporary liquor ban being applied in the immediate area of the Riccarton Racecourse, namely Yaldhurst Road to Middlepark Road, Epsom Road to Racecourse Road, Buchanans Road to Masham Road and Masham Road to Yaldhurst Road for its Cup Day on Saturday 18 November 2017 from 7am to 12midnight, and to report back to the Council by July 2017, through the Regulatory Performance Committee.

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 low level of significance was determined by the relatively small group of people affected, or with an interest in the decision of the Council.

2.1.2 The community engagement and consultation undertaken included emails and telephone calls to identified as potentially affected local residents, local alcohol on- and off-license premises, other businesses, residents associations, Community Neighbourhood Support groups, schools, and face-to-face meetings with the Tri-agency Licensing group, including the New Zealand Police, and Canterbury Racing management.

3. Staff Recommendations

That the Regulatory Performance Committee recommends that the Council:

1. Resolve it is satisfied that:
   a. There is evidence that the area to which the Alcohol Restrictions in Public Places Bylaw 2009 (the Bylaw) applies has experienced a high level of crime or disorder and that this can be shown to have been caused, or made worse, by alcohol consumption in the area; and
   b. The Bylaw, as applied by the resolution:
      i. is appropriate and proportionate in the light of the evidence; and
      ii. can be justified as a reasonable limitation on people’s rights and freedoms.

2. Resolve to impose a temporary alcohol ban in the area of the Riccarton Racecourse, namely: both sides of the streets being Yaldhurst Road to Middlepark Road; Epsom Road to Racecourse...
Road; Buchanans Road to Masham Road to Yaldhurst Road (see Attachment A – map) from 7am to 12 midnight on 18 November 2017 (New Zealand Cup Day).

3. Request that a Public Notice be placed in the newspaper and signage be provided in key public places covered by the alcohol ban.

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 (preferred option) – impose a Temporary Alcohol Ban on New Zealand Cup Day in the designated area (see Attachment A) around Riccarton Racecourse on 18 November 2017 from 7am to 12 midnight.
- Option 2 – Do not impose a Temporary Alcohol Ban on New Zealand Cup Day in the designated area (see Attachment A) around Riccarton Racecourse on 18 November 2017.

4.3 Option Summary - Advantages and Disadvantages (Preferred Option)

4.3.1 The advantages of this option include:
- New Zealand Police can control and monitor the inappropriate drinking of alcohol in public places around Riccarton Racecourse prior on New Zealand Cup Day event.
- Lessening disorder and offensive behaviour caused by people preloading in public places.
- General safety for all visitors to the New Zealand Cup Day event and local residents will be improved.

4.3.2 The disadvantages of this option include:
- There are some cost implications for the Council if the ban is approved i.e. public notices and ban signs.
- Alcohol bans reduce choices for responsible alcohol consumers.

5. Context/Background

5.1 The Council, at its 11 May 2017 meeting, adopted the recommendations from the Halswell-Hornby-Riccarton Community Board regarding the Temporary Alcohol Ban in the vicinity of the Riccarton Racecourse area on 18 November 2017. The Council resolved to have staff investigate the possibility of another temporary alcohol ban being applied in the immediate area of the Riccarton Racecourse on New Zealand Cup Day 2017 event from 7am to 12 midnight, and to report back to the Council by July 2017, through the Regulatory Performance Committee.

5.2 The Community Board’s recommendations to the Council for an investigation were made following correspondence received at its 11 April 2017 meeting from the management of the Riccarton Park Function Centre and Canterbury Racing requesting for a temporary alcohol ban for the Riccarton Park Racecourse areas on New Zealand Cup Day, Saturday, 18th of November this year. It is their opinion that the continuation of alcohol ban will provide safer environment for the public and residents surrounding the Riccarton Park.
5.3 A similar alcohol ban request was made in 2015 and 2016 by the management of the Riccarton Park Function Centre and Canterbury Racing to the Riccarton-Wigram Community Board through deputation on 4 August 2015, and correspondence received by the Board at its 14 April 2016 meeting, respectively.

5.4 New Zealand Police monitored the crowd at the New Zealand Cup Day for the last two years. They note that several thousand more people attend Riccarton Park races on the Saturday than attend Addington on the Tuesday. The figure noted by Police in 2014 was well excess of 20,000 spectators, about 20,000 in 2015, and 15,000 in 2016.

5.5 The Council imposed a temporary ban of alcohol consumption in public areas surrounding the Riccarton Racecourse on New Zealand Cup Day in 2015 and 2016 to address the preloading problems and reduce the risks associated with inappropriate levels of alcohol consumption.

5.6 Since the ban was imposed two years ago, the Police note the level of antisocial behaviour has improved. They reported that the percentage of people drinking in and around the Cup Day venue was less in 2015 compared to previous years when no ban was in place. In 2016, while the levels of intoxication were still unacceptable, compliance rates to the alcohol ban continued to improve as fewer empty bottles were found, and feedback received from local residents was positive.

5.7 New Zealand Police expect that as people get familiar with the ban, preloading will eventually reduce and peoples’ behaviour before they get to the event will improve. They cited successes around the implementation of the Central City Alcohol Ban in February 2011 where assaults have declined at a compounding annual rate of 6% over a number of years. In 2014, at Addington Cup Day, Police detected only 23 people breaching the ban in the immediate area outside the main gates – as a result of the introduction of a similar ban and high police visibility outside the venue.

5.8 The Alcohol Restrictions in Public Places Bylaw 2009 will be reviewed in 2018 as part of the regular bylaw review programme and a permanent ban in Riccarton Racecourse on New Zealand Cup Day could be included in the reviewed bylaw.

6. Option 1 - Impose a Temporary Alcohol Ban from 7am to 12 midnight on 18 November 2017 New Zealand Cup Day (preferred)

Option Description

6.1 The Council imposes a Temporary Alcohol Ban in the immediate area of the Riccarton Racecourse, namely both sides of the streets being Yaldhurst Road to Middlepark Road, Epsom Road to Racecourse Road, Buchanans Road to Masham Road and Masham Road to Yaldhurst Road (refer to Attachment A – map) on 18 November 2017 New Zealand Cup Day, Saturday from 7am to 12 midnight.

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 level of significance are low. Stakeholders were contacted to inform them of the proposed ban through face to face meetings, emails, and phone calls.

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 Local residents and businesses, community groups and residents’ associations, Tri-agency Licensing Group, New Zealand Police, Halswell-Hornby- Riccarton Community Board, and event organisers are specifically affected by the alcohol ban due to the impact of the alcohol related problems or preloading on Racecourse Cup Day and consulted. All those who provided feedback support the alcohol ban.

6.6 Of 65 stakeholders contacted, 20 provided inputs and expressed support for the proposed temporary alcohol restrictions. Their views are as follows.

6.6.1 The Halswell-Hornby-Riccarton Community Board recommended the Council direct staff to investigate the practicality of another alcohol ban for this year’s Cup Day with similar conditions to those imposed in 2015 and 2016.

6.6.2 The Tri-Agency Group, including New Zealand Police support the continuation of the ban in Riccarton Racecourse area on Cup Day 2017 event. They express that while there was still excessive preloading resulting in numerous breaches and fines at the 2016 event, the level of intoxication compared to 2015 had improved.

6.6.3 Staff consulted New Zealand Police to ascertain their support for another alcohol ban and enforce the ban. New Zealand Police support another ban and note that while the number of violations to the Bylaw at the 2016 Cup Day is still significant, they have not received negative feedback in relation to alcohol consumption from neighbours.

6.6.4 The Council Licensing Inspector and Community and Public Health Licensing Officer support for another temporary alcohol ban put in place for the 2017 Cup Day event. They believe that making this ban permanent on a yearly basis will assist in reducing nuisance behaviour associated with alcohol consumption to protect local residents and visitors to the event.

6.6.5 Staff consulted eight alcohol licenced businesses (three on-licence, three off-licence and two both on- and off-licence premises) located around the proposed ban area. One licenced alcohol supports the ban for this year’s Cup Day and agrees that it should be made permanent. No response was received from the other seven licenced premises.

6.6.6 Staff also consulted 18 other businesses in the area. One business Licensee strongly supports a yearly ban as empty bottles were still found in carpark left by intoxicated young people in 2016 Cup Day.

6.6.7 Seven local residents submitted their comments and expressed support to a yearly ban. Two local residents noted that the 2016 enforcement arrangement worked excellently with fewer problems compared with previous years.

6.6.8 Five community groups and residents’ associations support the alcohol ban on New Zealand Cup Day as a good move to keep the neighbourhoods safe. They expressed the view that the ban should be made permanent for every Cup Day. One neighbourhood support group noted that while problems associated with drinking alcohol are still evident, the ban has helped significantly in Peerswick Street and Avonhead areas. Another neighbourhood support group suggest that alcohol restrictions should be made 24 hours on New Zealand Cup Day to lessen inappropriate behaviour of rowdy crowds.

Alignment with Council Plans and Policies

6.7 This option is consistent with the Council’s Plans and Policies.

Financial Implications

6.8 Cost of Implementation – The approximate cost of $3000 (public notices, updating previous signage, and signs installation and removal) will be covered from existing budgets.

6.10 Funding source – Strategic policy and planning budget.

Legal Implications

6.11 Before making a resolution, using the Council’s Alcohol Restrictions in Public Places Bylaw 2009 (the Bylaw), the Local Government Act 2002 (s147b) requires that the Council must be satisfied that –

(a) There is evidence that the area to which the bylaw applies (or will apply by virtue of the resolution) has experienced a high level of crime or disorder that can be shown to have been caused or made worse by alcohol consumption in the area; and

(b) The bylaw, as applied by the resolution, -

   (i) Is appropriate and proportionate in the light of the evidence; and

   (ii) Can be justified as a reasonable limitation on people’s rights and freedoms.

The information that covers these matters is included in 6.12.

6.12 The Christchurch City Council Alcohol Restrictions in the Bylaw allows the Council to put a Temporary Alcohol Ban Area in place by resolution. Clause 5 of the Bylaw specifies a number of matters the Council must consider before it imposes a Temporary Alcohol Ban – that the resolution must describe the specific area of the Temporary Alcohol Ban Area and the times, day or dates during which the alcohol restrictions apply to any public places in the area.

6.12.1 In accordance with Clause 5(1) of the Bylaw, the proposed resolution describes the specific area to which the Temporary Alcohol Ban will apply and the times and date that will apply. The specific area is outlined in Attachment A. The ban will apply on 18 November 2017 (New Zealand Cup Day 2017) from 7am to 12 midnight.

6.12.2 With respect to the consideration in Clause 5(2) of the Bylaw, the following is noted:

- **Clause 5(2)a – whether the proposed bans relate to events**

  The proposed temporary alcohol ban relates to New Zealand Cup Day event at Riccarton Park Racecourse. The Cup Day is an iconic event on ‘Show and Cup Week’ calendar for many Cantabrians. Over the last few years, it has attracted around 18,000 to 21,000 visitors.

  The crowd numbers have historically exceed 20,000 visitors. In 2016, this number reduced to around 15,000 due to poor weather on Cup Day.

- **Clause 5(2)(b) – the nature and history of alcohol-related problems usually associated with the areas, together with any anticipated alcohol-related problems**

  The Riccarton Park and Canterbury Racing management host race meetings throughout the year but only on Cup Day is there significant evidence of alcohol related harms in public places.

  Preloading is endemic to this event. In 2014 the New Zealand Police noted large crowds of spectators arriving en-masse and consuming alcohol which created an unacceptable effect on the amenities of the surrounding streets. The preloading drinking associated with alcohol-related disorder occurring at the event in the afternoon has been the source of complaints from local businesses and residents in the Riccarton Park area.

  On the 2015 Cup Day when the alcohol ban was first imposed, significant number of people still violating the ban conditions with high levels of intoxication. The
number of alcohol-related violence and antisocial behaviour, however, has reduced.

On 2016 New Zealand Cup Day, there was evidence that some people still had too much alcohol to drink, and broken bottles on footpaths were seen. The New Zealand Police noticed that the rain in the morning kept young people away until afternoon between 2pm to 3pm when an influx of young people, showing noticeable signs of intoxication, started coming to the event venue. Most people apprehended for breaching the alcohol ban had preloaded and as a consequence more people were turned away at the gate compared to previous years.

New Zealand Police consider disorderly and antisocial behaviour as the biggest issue as a result of the inappropriate consumption of alcohol.

- **Clause 5(2)(c) – whether the benefits to local residents and to the city would outweigh the restrictions the resolution would impose on local residents and other people, including those who may be attending any events, in the area covered by the resolution.**

  Alcohol bans tend to assist operators of licensed premises to moderate behaviour outside licensed premises. New Zealand Police say bans work well when there is high Police visibility and enforcement.

  Compliance rates have continued to improve on Cup Day as the alcohol ban is becoming part of the event. Police experience shows that it takes some years and a consistent marketing and enforcement strategy to get significant reductions in offending.

  With the positive feedback received, it is apparent that many residents in the area consider the benefits of an alcohol ban outweigh the restrictions.

  New Zealand Police express that this temporary alcohol ban should be made permanent ban on New Zealand Cup Day on a yearly basis. This view is also held by the Alcohol Licensing Officers of the Council and Community and Public Health.

- **Clause 5(2)(d) – any information from the Police and other sources about the proposed dates, the event or the area to be covered by the resolution**

  The Tri-agency Licensing Group, including the New Zealand Police believe that the proposed alcohol ban area as described (see **Attachment A**) should remain unchanged. The alcohol ban from 7am to midnight on 18th of November 2017 New Zealand Cup Day covers the event without unduly restricting day to day activities of those residents who are caught by the ban.

  The New Zealand Police recommend that the Council adopts a further temporary alcohol ban for 2017 New Zealand Cup Day.

6.12.3 Any other information the Council considers relevant

The management of Riccarton Park Function Centre and Canterbury Racing support making the proposed temporary alcohol ban a permanent ban in 2018. The event organisers will continue to ensure that alcohol ban information reaches the general public through newsletters, press releases, online ticketing sales webpage, social media, or other marketing portfolio to increase ban compliance level.

**Risks and Mitigations**

6.13 Not all visitors aware of the alcohol ban conditions put in place on Racecourse Cup Day – undermines the effectiveness of ban.
6.14 This could result in continued alcohol-related nuisance and failure to meet the objective of the ban.

6.14.1 Treatment: The Council and event organisers ensure good communication and wider reach of information (i.e. social media, etc.), media release provided to stakeholders. Police could also increase workforce visibility in the immediate areas outside the venue.

6.14.2 Residual risk rating: The risk is assessed as low.

Implementation

6.15 Implementation dependencies - New Zealand Police have powers to enforce the Bylaw, including the power to search containers and vehicles in public places for alcohol, seize and remove alcohol, and arrest any person who is found to be breaching the Bylaw. The alcohol restrictions apply to public places such as streets, reserves and walkways over which the Council has control.

6.16 Implementation timeframe – If the Council resolves to impose a temporary alcohol ban, Council staff have 16 weeks to implement the decision (including media release, public notice, putting alcohol ban signs, and ban enforcement).

Option Summary - Advantages and Disadvantages

6.16.1 The advantages of this option include:

- New Zealand Police can control and monitor the inappropriate drinking of alcohol in public places around Riccarton Racecourse prior on New Zealand Cup Day event.
- Lessening disorder and offensive behaviour caused by people preloading in public places.
- General safety for all visitors to the New Zealand Cup Day event and local residents will be improved.

6.16.2 The disadvantages of this option include:

- There are some cost implications for the Council if the ban is approved i.e. public notices and ban signs.
- Alcohol bans reduce choices for responsible alcohol consumers

7. Option 2 - Do not impose Temporary Alcohol Ban on Racecourse New Zealand Cup Day 2017

Option Description

7.1 The Council resolves not to impose a temporary alcohol restriction in designated ban areas at Riccarton Park Racecourse on 18 November 2017 New Zealand Cup Day event.

Significance

7.2 The level of significance of this option is relatively low, consistent with the analysis as per the Significance and Engagement Policy.

7.3 Engagement requirements for this level of significance are low for stakeholders who will be directly affected with the risks associated with excessive alcohol consumption by individuals or groups attending the Racecourse Cup Day event.

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 Local residents, businesses, residents associations, community groups, Riccarton Park Function Centre and Canterbury Racing managements are specifically affected by this option due to the potential problems associated with alcohol-related behaviour and were consulted.

7.6 While this option would mean no ban, all stakeholders consulted and responded support a temporary alcohol ban and agreed to making the ban permanent on Cup Day event on a yearly basis.

Alignment with Council Plans and Policies

7.7 This option is consistent with the Council’s Plans and Policies

Financial Implications

7.8 Cost of Implementation – No cost is required for this option

7.9 Maintenance / Ongoing Costs – Not applicable

7.10 Funding source – Not applicable

Legal Implications

7.11 No legal implications as the Council does not impose a temporary ban.

Risks and Mitigations

7.12 By not imposing an alcohol ban on New Zealand Cup Day there would be alcohol-related risks to local residents and businesses in Racecourse and neighbouring areas as well to other Cup Day visitors.

7.13 There is a risk that local residents and businesses will continue to feel unsafe, and that littering and other nuisance behaviour increase on New Zealand Cup Day. Increased alcohol preloading behaviour, and the New Zealand Police would have little control on people drinking alcohol in the immediate areas surrounding the New Zealand Cup Day venue.

7.13.1 Treatment: Police may be able to manage some of the behaviour although minus the ban being a key tool they say in making valuable contribution to policing.

Implementation

7.14 Implementation dependencies - Not applicable

7.15 Implementation timeframe – Not applicable

Option Summary - Advantages and Disadvantages

7.16 The advantages of this option include:

7.16.1 No implementation costs to the Council as no communications or signs need to be put up on Cup Day.

7.17 The disadvantages of this option include:

7.17.1 Alcohol-related problems will continue in the Riccarton Racecourse area on New Zealand Cup Day.
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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<tr>
<th>Author</th>
<th>Evangeline Emerenciana - Policy Analyst</th>
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<tr>
<td>Approved By</td>
<td>Ruth Littlewood - Senior Policy Analyst</td>
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<td>Helen Beaumont - Head of Strategic Policy</td>
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<td>Brendan Anstiss - General Manager Strategy and Transformation</td>
</tr>
</tbody>
</table>
Attachment A - Map Showing the Proposed Riccarton Park Racecourse Temporary Alcohol Ban Area.
17. Regulatory Performance Committee Minutes - 7 June 2017

Reference: 17/595350
Contact: Aidan Kimberley Aidan.kimberley@ccc.govt.nz 941 6566

1. Purpose of Report
   The Regulatory Performance Committee held a meeting on 7 June 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 Regulatory Performance Committee meeting held 7 June 2017.

Attachments

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<tr>
<td>A1</td>
<td>Minutes Regulatory Performance Committee - 7 June 2017</td>
<td>164</td>
</tr>
</tbody>
</table>

Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Aidan Kimberley - Committee and Hearings Advisor</th>
</tr>
</thead>
</table>
Regulatory Performance Committee
OPEN MINUTES

Date: Wednesday 7 June 2017
Time: 9:01am
Venue: Committee Room 1, Level 2, Civic Offices,
53 Hereford Street, Christchurch

Present
Chairman Councillor David East
Deputy Chairman Councillor Jamie Gough
Members Councillor Jimmy Chen
Councillor Anne Galloway
Councillor Tim Scandrett
Councillor Sara Templeton

6 June 2017

Principal Advisor
Leonie Rae
General Manager Consenting & Compliance

Aidan Kimberley
Committee and Hearings Advisor
941 6566
aidan.kimberley@ccc.govt.nz
www.ccc.govt.nz

To view copies of Agendas and Minutes, visit:
www.ccc.govt.nz/Council/meetingminutes/agendas/index
The agenda was dealt with in the following order.

1. **Apologies**
   Part C
   **Committee Resolved RPCM/2017/00015**
   That the apology from Councillor Livingstone and apology for early departure from Councillor Chen be accepted.
   Councillor Scandrett/Councillor Chen  
   Carried

2. **Declarations of Interest**
   Part B
   There were no declarations of interest recorded.

3. **Confirmation of Previous Minutes**
   Part C
   **Committee Resolved RPCM/2017/00016**
   
   **Committee Decision**
   That the minutes of the Regulatory Performance Committee meeting held on Wednesday, 10 May 2017 be confirmed.
   Councillor Chen/Councillor Galloway  
   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.
   Councillor Templeton joined the meeting at 9:04 am.
6. Temporary Alcohol Ban in Riccarton Racecourse Area on New Zealand Cup Day 2017

Committee Decided RPCM/2017/00017

Part A

That the Regulatory Performance Committee recommends that the Council:

1. Resolve it is satisfied that:
   a. There is evidence that the area to which the Alcohol Restrictions in Public Places Bylaw 2009 (the Bylaw) applies has experienced a high level of crime or disorder and that this can be shown to have been caused, or made worse, by alcohol consumption in the area; and
   b. The Bylaw, as applied by the resolution:
      i. is appropriate and proportionate in the light of the evidence; and
      ii. can be justified as a reasonable limitation on people’s rights and freedoms.

2. Resolve to impose a temporary alcohol ban in the area of the Riccarton Racecourse, namely: both sides of the streets being Yaldhurst Road to Middlepark Road; Epsom Road to Racecourse Road; Buchanans Road to Masham Road to Yaldhurst Road (see Attachment A – map) from 7am to 12 midnight on 18 November 2017 (New Zealand Cup Day).

3. Request that a Public Notice be placed in the newspaper and signage be provided in key public places covered by the alcohol ban.

Councillor Scandrett/Councillor Chen  Carried

7. Update of the Building Consenting Unit

Committee Resolved RPCM/2017/00018

Part C

That the Regulatory Performance Committee receive the information in this report.

Councillor Templeton/Councillor Gough  Carried


Committee Resolved RPCM/2017/00019

Part C

1. That Regulatory Performance Committee receive the information in this report.

Councillor Templeton/Councillor Scandrett  Carried
9. Presentation - Alcohol Licensing Unit

Allison Houston, Team Leader Alcohol Licensing, addressed the Committee regarding the work of the Alcohol Licensing Team.

Councillor Scandrett left the meeting at 10:13 am.

Councillor Chen left the meeting at 10:15 am.

Meeting concluded at 10:26am.

CONFIRMED THIS 26TH DAY OF JULY 2017

COUNCILLOR DAVID EAST
CHAIRMAN
18. CCC Smokefree 2025 Action Plan

Reference: 17/590698
Contact: Evangeline Emerenciana evangeline.emerenciana@ccc.govt.nz 941 8999

1. Social and Community Development Committee Consideration

The Committee commented on the possible need for receptacles for cigarette butts to be available outside bars, a campaign about picking up cigarette butts, and communications with multicultural community groups.

2. Staff Recommendations

That the Social and Community Development Committee:

1. Recommends that the Council:
   a. Supports the national goal of a Smokefree New Zealand 2025
   b. Agrees to the proposed Council Smokefree 2025 Action Plan

2. Notes that the Council will implement the Smokefree 2025 Action Plan in partnership with Community and Public Health (Canterbury District Health Board) and the Cancer Society.

3. Notes that staff will provide the Social and Community Development Committee with annual progress reports on the implementation of the Smokefree 2025 Action Plan.

3. Social and Community Development Committee Recommendation to Council

That the Council:

1. Supports the national goal of a Smokefree New Zealand 2025.
3. Notes that the Council will implement the Smokefree 2025 Action Plan in partnership with Community and Public Health (Canterbury District Health Board) and the Cancer Society.
4. Notes that staff will provide the Social and Community Development Committee with annual progress reports on the implementation of the Smokefree 2025 Action Plan.
5. Requests staff to give consideration to a campaign to address the disposal of cigarette butts in public places, in support of environmental health, and to report back to the Social and Community Development Committee.
## Attachments

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<thead>
<tr>
<th>No.</th>
<th>Report Title</th>
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<tbody>
<tr>
<td>1</td>
<td>CCC Smokefree 2025 Action Plan</td>
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<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
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<tbody>
<tr>
<td>A</td>
<td>Proposed CCC Smokefree 2025 Action Plan</td>
<td>177</td>
</tr>
<tr>
<td>B</td>
<td>The CCC smokefree initiatives (2008 to 2016)</td>
<td>180</td>
</tr>
</tbody>
</table>
1. **Purpose and Origin of Report**

   **Purpose of Report**
   1.1 This report seeks the Social and Community Development Committee’s recommendation to the Council that it approves the Smokefree 2025 Action Plan.

   **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 engagement and consultation carried out comprises meetings with the Canterbury District Health Board, Community and Public Health, the Cancer Society, and internally with relevant Council units.

3. **Staff Recommendations**

   That the Social and Community Development Committee:

   1. **Recommends that the Council:**
      a. Supports the national goal of a Smokefree New Zealand 2025
      b. Agrees to the proposed Council Smokefree 2025 Action Plan
   2. **Notes that the Council will implement the Smokefree 2025 Action Plan in partnership with Community and Public Health (Canterbury District Health Board) and the Cancer Society.**
   3. **Notes that staff will provide the Social and Community Development Committee with annual progress reports on the implementation of the Smokefree 2025 Action Plan.**

4. **Key Points**

   4.1 This report supports the [Council’s Long Term Plan (2015 - 2025)](https://ccc.govt.nz):

   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 (preferred option)– Agree to the Smokefree 2025 Action Plan ([Attachment A](#))
      - Option 2 - Do not agree to the proposed Smokefree 2025 Action Plan

   4.3 **Option Summary - Advantages and Disadvantages (Preferred Option)**
      1.1.1 4.3.1 The advantages of this option include:
• It demonstrates the Council’s support of the national goal of a Smokefree New Zealand by 2025.
• It provides a holistic approach for the Council to implement smokefree initiatives with smokefree partners.
• It provides opportunities for the Council to implement a plan to promote positive role modelling to children and youth through behaviour change by smokers.
• It helps with the denormalisation of smoking in public places.

4.3.2 The disadvantages of this option include:
• Some residents and visitors who smoke may not support the initiatives under the action plan.

5. Context/Background

5.1 In 2009 the Council approved a Smokefree Public Places Policy. Under this policy, the Council encourages people to not smoke at Council playgrounds, parks and reserves; and promotes smokefree events. Compliance by individuals with the policy is voluntary. The policy has been updated as follows:
• 2014 – integrated smokefree conditions into social housing tenancy agreements
• 2015 – extended the smokefree policy to principal entrances and exits of Council-owned buildings and facilities, including bus passenger shelters
• 2016 – adopted the Creating a Smokefree Auahi Kore Workplace policy
• 2016 – provided support to Community and Public Health and the Cancer Society’s Fresh Air Project pilot (voluntary smokefree outdoor dining areas).

5.2 The Council’s smokefree initiatives over the last nine years are summarised at Attachment B.

The national smokefree goal

5.3 In 2011 the Government adopted the smokefree 2025 goal for New Zealand – the term smokefree being aspirational and the goal to reduce smoking levels to five per cent or less by 2025. The goal is to be achieved by:
• protecting children from tobacco marketing and promotion
• providing the best possible support for quitting.

5.4 According to the 2013 Census in Christchurch, the prevalence of regular smoking (i.e. one or more cigarettes per day) was approximately 13.5 per cent among adults (15 years of age and older). This compares with Wellington’s rate of 9.5 per cent, Auckland’s rate of 11.6 per cent and the national average of 13.7 per cent.

5.5 The Ministry of Health is the main organisation responsible for implementing the smokefree target nationwide. The national smokefree 2025 goal is reliant on government agencies, local governments, and non-government organisations to help reduce smoking rates.

5.6 Local government can help achieve the national target through organising a Worldwide Smokefree Day event (31 May annually), encouraging smokefree community facilities, and promoting smokefree workplaces.

Local governments supporting smokefree goal

5.7 A number of councils in New Zealand including Wellington City, Auckland City and Central Otago District Councils have adopted a smokefree action plan and policy as part of their commitment to the country’s smokefree 2025 goal.

5.8 In the Canterbury region, five district councils – Ashburton, Hurunui, Kaikoura, Waimate, and Westland – have endorsed the Smokefree New Zealand 2025 goal.
The Christchurch City Council proposed smokefree action plan

5.9 Community and Public Health and the Cancer Society are committed to continue working on a vision for a smokefree city with the Council. They have emphasised the important role of local Councils in helping achieve the goal of a Smokefree New Zealand 2025. The partners have encouraged the development of a Council-led action plan.

5.10 To enable the Council to further support the national goal, a Council Smokefree 2025 Action Plan has been prepared (see Attachment A).

6. Option 1 – Agree to the ‘CCC Smokefree 2025 Action Plan’ (preferred)

Option Description

6.1 The Council adopts the proposed Smokefree 2025 Action Plan in support of the national goal of a Smokefree Aotearoa by 2025.

6.2 The Smokefree 2025 Action Plan focusses on promoting the Council’s voluntary smokefree policy and further extending its ‘no smoking environment’ in Council-owned public spaces. The plan will commence in 2017. Initiatives include:
   - Investigating voluntary smokefree outdoor dining in Council leased footpaths
   - Support a smokefree campaign on World Smokefree Day (31 May annually)
   - Integrate Council smokefree policy information in the Employee Induction Pack
   - Training for Council’s frontline staff on ways to best communicate and encourage a ‘no smoking environment’.

6.3 Staff will create an internal Council Smokefree Action Plan Group to oversee implementation of the action plan.

6.4 The action plan group will provide annual progress reports on the implementation of the Smokefree 2025 Action Plan to the Social and Community Development Committee.

6.5 The plan will be implemented in partnership with Community and Public Health and the Cancer Society. These organisations have offered assistance with a range of action plan initiatives, for example providing briefings on issues like E-cigarettes, vaping, and smokefree outdoor dining.

Significance

6.6 The level of significance of this option is low consistent with section 2 of this report. Engagement requirements for this level of significance are also low.

Impact on Mana Whenua

6.7 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

6.8 Staff consulted Community and Public Health and the Cancer Society on the proposed Action Plan. The smokefree partners support the Action Plan and welcome it as a clear demonstration of the Council’s commitment to working collaboratively to becoming a smokefree city. The partners also stressed that the action plan provides the opportunity for the Council to actively communicate its smokefree policy to the public.

6.9 Relevant Council staff were consulted. They support the plan and agree to include the relevant actions in their respective work programmes and to deliver within the timeframes specified.

Alignment with Council Plans and Policies

6.10 This option is consistent with Council’s Plans and Policies, in particular the Smokefree Public Places Policy.
Financial Implications
6.11 Cost of Implementation – There will be costs in terms of staff time and for smokefree signage. These costs will be absorbed by the relevant Council units.

6.12 Maintenance / Ongoing Costs – No maintenance cost are required at this time. There may be costs required for replacement of smokefree signs, which if needed will come from existing budgets of the relevant Council units.

6.13 Funding source – Relevant Council units have confirmed they will accommodate the planned activities in their work programmes and within their budgets.

Legal Implications
6.14 There are no legal implications.

Risks and Mitigations
6.15 There are no anticipated risks.

Implementation
6.16 Implementation dependencies – If approved by the Council the action plan will be implemented by the relevant Council units/teams. An internal smokefree group will oversee implementation.

6.17 Implementation timeframe - If approved, activities will be rolled out based on the timeline reflected in the Action Plan over the next nine years.

Option Summary - Advantages and Disadvantages
6.18 The advantages of this option include:
- It demonstrates the Council’s support of the national goal of a Smokefree New Zealand by 2025.
- It provides a holistic approach for the Council to implement smokefree initiatives with smokefree partners.
- It provides opportunities for the Council to implement a plan to promote positive role modelling to children and youth through behaviour change by smokers.
- It helps with the denormalisation of smoking in public places.

6.19 The disadvantage of this option include:
- Some residents and visitors who smoke may not support the initiatives under the action plan.

7. Option 2 – Do not agree to the proposed ‘Smokefree 2025 Action Plan’

Option Description
7.1 The Council does not adopt the proposed Smokefree 2025 Action Plan.

Significance
7.2 The level of significance of this option is low. Engagement requirements for this level of significance are not required.

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 Smokefree partners believe that the Council has a great opportunity to formalise its leadership in making contribution to the national goal of a Smokefree New Zealand by 2025, and to the vision of a smokefree city.

Alignment with Council Plans and Policies
7.5 This option is consistent with the Council’s Plans and Policies.

Financial Implications
7.6 Cost of Implementation – not applicable
7.7 Maintenance / Ongoing Costs – not applicable
7.8 Funding source – not applicable

Legal Implications
7.9 There are no legal implications with this option.

Risks and Mitigations
7.10 The Council may be perceived by Community and Public Health and the Cancer Society as not fully supporting the smokefree initiatives and the inter-agency partnership.

Implementation
7.11 Implementation dependencies - Not applicable
7.12 Implementation timeframe – Not applicable

Option Summary - Advantages and Disadvantages
7.13 The advantages of this option include:
   • Nil
7.14 The disadvantages of this option include:
   • Not maximising the opportunities provided by working in partnership to achieve wider smokefree initiatives.

Attachments

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</tr>
<tr>
<td>B</td>
<td>The CCC smokefree initiatives (2008 to 2016)</td>
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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

<table>
<thead>
<tr>
<th>Author</th>
<th>Evangeline Emerenciana - Policy Analyst</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved By</td>
<td>Helen Beaumont - Head of Strategic Policy</td>
</tr>
<tr>
<td></td>
<td>Brendan Anstiss - General Manager Strategy and Transformation</td>
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Smokefree 2025 Action Plan

The Goal
To become a 'Smokefree City' by 2025.

Introduction
The Christchurch City Council Smokefree 2025 Action Plan offers a range of collaborative initiatives to demonstrate the Council’s commitment to positive health and wellbeing outcomes.

The Council smokefree policy is not to ban smoking, but to provide a voluntary environment where people can choose to be responsible and comply not to smoke in public places in the spirit of promoting healthy environment and lifestyle choices.

Purpose
The purposes of the CCC Smokefree 2025 Action Plan are to:

- improve the health and well-being of the Christchurch community by reducing the prevalence of smoking in the City, and
- contribute to national goal of achieving a Smokefree New Zealand by 2025.

The implementation approach
The CCC Smokefree 2025 Action Plan will be implemented from 2017 to 2025, and focuses on three key areas:

1. investigating of extending the Smokefree Public Places Policy to other Council-owned public areas, and respond to regulatory changes/issues (e.g. vaping, e-cigarettes, etc.)
2. communicating Council smokefree policy through promotion and advocacy, including events held in Council-owned public lands, and
3. supporting Council smokefree workplace practices.

CCC will work with Community and Public Health and the Cancer Society to ensure that smokefree messages are communicated clearly to the public, and quit support are made accessible to the community.
## Council Smokefree 2025 Action Plan

**Smokefree Actions and Activities in Public Places, 2017 - 2025**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timeframe</th>
<th>Responsibility</th>
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</thead>
<tbody>
<tr>
<td><strong>Expanding Smokefree Environment in Public Places</strong></td>
<td></td>
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<tr>
<td>Investigate expanding the voluntary smokefree policy to include outdoor dining areas in Council-leased footpaths</td>
<td>2017/18</td>
<td>Leasing Team</td>
</tr>
<tr>
<td>Investigate the potential impact of ‘vaping/e-cigarettes’ and ‘tobacco supply’ on the Smokefree Public Places Policy (with Canterbury District Health Board through Community and Public Health and the Cancer Society)</td>
<td>2018/19</td>
<td>Policy Team</td>
</tr>
<tr>
<td>Meet as smokefree partners (CCC, CDHB/CHW, and Cancer Society)</td>
<td>Bi-annually</td>
<td>Policy Team and relevant Council units</td>
</tr>
<tr>
<td><strong>Communicating Council SF Policy through Promotion and Advocacy</strong></td>
<td></td>
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<tr>
<td>Support policy awareness amongst residents in Christchurch by integrating a smokefree question into the General Service Satisfaction Residents Survey</td>
<td>annually</td>
<td>Monitoring and Research Team</td>
</tr>
<tr>
<td>Increase policy awareness amongst Council staff on the:</td>
<td>2017/18</td>
<td>Policy Team</td>
</tr>
<tr>
<td>- Briefing results of the Voluntary Outdoor Dining Trial of Community and Public Health’s Fresh Air Project to relevant Council staff</td>
<td></td>
<td>Health and Safety Team</td>
</tr>
<tr>
<td>- Opportunities to find about smoking cessation support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increase policy awareness amongst businesses by:</td>
<td>Ongoing</td>
<td>Leasing Team</td>
</tr>
<tr>
<td>- Send letters to existing lessees with outdoor dining leases with the Council about the voluntary smokefree policy</td>
<td>2018 and onwards</td>
<td></td>
</tr>
<tr>
<td>- Refer the Council’s voluntary smokefree policy to new outdoor dining lease agreements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increase policy awareness amongst the hospitality sector by:</td>
<td>2017/18</td>
<td>Alcohol Licensing Team</td>
</tr>
<tr>
<td>- Creating a link to the Council’s voluntary smokefree policy on the alcohol licensing public webpage</td>
<td></td>
<td>Food Safety and Health</td>
</tr>
<tr>
<td>- Provide a link to the Council’s voluntary smokefree policy webpage in all written communications to hospitality licenses</td>
<td>2017/18</td>
<td></td>
</tr>
<tr>
<td>- Email copies of smokefree messages to Hospitality NZ for them to use in their venues, if they choose to</td>
<td>annually, if required</td>
<td></td>
</tr>
<tr>
<td><strong>Support a smokefree campaign on World Smokefree Day, 31 May (yearly)</strong></td>
<td>annually</td>
<td>Strategic Communications Team</td>
</tr>
<tr>
<td>- Sharing key smokefree messages and activities via the Council’s staff intranet/Internet</td>
<td></td>
<td>HR - Health and Safety Team</td>
</tr>
<tr>
<td>- Promote World Smokefree Day on the Council’s Facebook page and digital news platform (e.g. Newsline, etc.)</td>
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<tr>
<td>- Council related Smokefree success stories / initiatives</td>
<td></td>
<td></td>
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<tr>
<td>- Promoted through Newsline as appropriate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilise national smokefree marketing campaign collateral and messages for digital and related initiatives e.g. at Council-led events, parks &amp; parking areas (Council-owned), Council-owned buildings and community facilities. Include links to cessation support, wherever possible.</td>
<td>annually</td>
<td>PIP Editorial Team/Strategic Communications Team, HR - Health &amp; Safety Team, Events Team</td>
</tr>
<tr>
<td><strong>Continue to promote ‘no smoking’ at Council-led events, through:</strong></td>
<td>ongoing</td>
<td>Events Partnerships &amp; Development – Events Unit</td>
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<tr>
<td>- Use of smokefree signage for Council-led events</td>
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<tr>
<td>- Integrate messages onto LED screens, voice over, ground announcements, MC shout outs</td>
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### Smokefree Actions and Activities in Public Places, 2017 - 2025

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td><strong>Increase policy awareness amongst people organising other events on Council-owned lands by</strong></td>
<td>Events Partnerships &amp; Development – Events Unit</td>
</tr>
<tr>
<td>- <strong>Including the promotion of smokefree messages in all communications</strong></td>
<td></td>
</tr>
<tr>
<td>- <strong>Continue to include smokefree conditions in the Funding Contracts, where possible, for Council-funded events in public places</strong></td>
<td></td>
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<tr>
<td><strong>Ensure that new and existing Council parks and facilities meet the requirements of the CCC smokefree policy.</strong></td>
<td>Parks Unit - Libraries &amp; Information Unit - Recreation &amp; Sports Unit - Capital Delivery Community</td>
</tr>
<tr>
<td>- <strong>Parks</strong></td>
<td></td>
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<tr>
<td>- <strong>New Central Library/Knowledge Centre</strong></td>
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<tr>
<td>- <strong>New and repaired recreation &amp; sports facilities including leased and/or CCC-managed campgrounds</strong></td>
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</tr>
<tr>
<td>- <strong>New and repaired community facilities/social housing/heritage buildings</strong></td>
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### Making Council workplace smokefree & supporting internal Council and frontline staff

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td><strong>Implement the Council’s ‘Creating a Smokefree Aotearoa Workplace’ Policy</strong></td>
<td>HR-Health &amp; Safety Team</td>
</tr>
<tr>
<td><strong>Include ‘Christchurch commitment to becoming smokefree’ on Council’s recruitment webpage</strong></td>
<td>HR – Recruitment Team</td>
</tr>
<tr>
<td><strong>Include Council smokefree policy information in the Employee Induction Pack</strong></td>
<td>HR-Recruitment Team</td>
</tr>
<tr>
<td><strong>Integrate Council smokefree policy in the updating of the Induction Manual ‘Getting Started for New Team Members’</strong></td>
<td>HR-Recruitment Team</td>
</tr>
<tr>
<td><strong>Help connect smoking Council staff wanting to quit with cessation support services thru me@ccc</strong></td>
<td>HR-Health &amp; Safety Team</td>
</tr>
<tr>
<td><strong>Provide training for Council’s frontline staff on ways to best communicate and encourage ‘no smoking environment’:</strong></td>
<td>HR-Health &amp; Safety Team</td>
</tr>
<tr>
<td>- <strong>parking services</strong></td>
<td></td>
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<tr>
<td>- <strong>regional parks</strong></td>
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<tr>
<td>- <strong>gardens &amp; heritage parks</strong></td>
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<tr>
<td>- <strong>Neighbourhood and Sports Parks</strong></td>
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CCC Smokefree Initiatives
The last nine years
(2008 to 2016)

The Council adopted a Smokefree Public Places Policy covering Council-owned or controlled key areas such as: open public places, events in public lands, main entrances and exits of community facilities and buildings, bus passenger shelters, and Council work place.

The policy is a non-regulatory as it seeks not to unduly infringe the ability of others who wish to smoke in Council-owned public places.

The policy as a tool is educational with positive messages that encourage people to refrain from smoking in certain public places and events. The policy also encourages people to be responsible and not smoke around children and young people in places where people are gathered. The Council smokefree policy relies on the public being well-informed about the policy purpose.

In the last nine years, the Council has initiated a range of key smokefree actions in partnership with the Canterbury District Health Board through Community and Public Health and the Cancer Society.

2008 Prior to the 2009 policy, the Council ran a trial smokefree event called ‘Smokefree Playgrounds Celebration’ in Wycoll Park in May 2008. The positive promotion in this trial of smokefree messages and strong support from the community festival paved the way for the adoption of the Smokefree Public Places Policy in 2009.

2009 The Council has approved its first Smokefree Public Places Policy in 2009 covering Council-owned parks, playgrounds, reserves, sport parks, reserves, and gardens; and Council-led events. The development of this Policy has been undertaken in partnership with Community and Public Health and the Cancer Society. This placed the Council as an early adopter of smokefree policy in New Zealand.

2014 Smokefree conditions are integrated into new Council social housing tenancy agreements requiring tenants not to smoke indoors. The Council also designates all new or refurbished units as smokefree. A smoking cessation support for tenants is also provided in partnership with Community and Public Health.

2015 The Council decided to extend the Smokefree Policy to include all principal entrances and exits of Council-owned buildings and facilities, including Council Civic Offices, and to Council bus passenger shelters. This demonstrates the Council’s commitment to healthy lifestyles, and protection of the welfare and well-being of children/tamariki and their families/whanau.

CCC hosted the ‘Partnerships as Pathways to Smokefree 2025’ organised by Smokefree Canterbury through Cancer Society.

2016 The Council adopted the ‘Smokefree Aushi Kone Workplace’ policy and guidelines to promote and support the health and wellbeing of the Council employees. The Guidelines endorse a proactive approach to creating a smokefree culture within the work place to protect non-smokers and encourage smokers to quit.

The Council provided support to Community and Public Health and the Cancer Society’s Fresh Air Project pilot (voluntary smokefree outdoor dining areas). Final results of the pilot will be reported to Council in July 2017.

Installed smokefree signs in tram shelters.
19. Draft Healthy Food Action Plan

Reference: 17/590817

Contact: Debbie Hogan  debbie.hogan@ccc.govt.nz  941 8994

1. Social and Community Development Committee Recommendation to Council

(Staff recommendation accepted without change)

That the Council:


Attachments

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<tr>
<td>A</td>
<td>Healthy Food Actions - Final Draft Healthy Food Action Plan 2017_05_11</td>
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</table>
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 the Council adopt the Healthy Food Action Plan 2017.

   **Origin of Report**
   1.2 This report is being provided to fulfil Council resolution CNCL/2016/00444 to champion a healthy city approach that supports the Food Resilience Policy 2014.

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 action plan being low cost focusing on encouraging education and community awareness of healthy food.

   2.1.2 No community engagement and consultation has been undertaken.

3. **Staff Recommendations**

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


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: 17.0.29 Support the implementation of the Council’s food resilience policy and action plan

   4.2 The following feasible options have been considered:
   
   - Option 1 – Adopt the Healthy Food Action Plan (preferred option)

   4.3 Option Summary - Advantages and Disadvantages (Preferred Option)

   4.3.1 The advantages of this option include:

   - Improving access to healthy food for Christchurch citizens.
   - Building on existing successful Council projects and activities, introducing these into communities where access to healthy food may be limited.
   - Implementing the Council’s desire to champion a healthy city approach that supports the Food Resilience Policy 2014 and its outcomes, including people being able to more easily access low cost, healthy, fresh fruit and vegetables.
   - Complement the work of external organisations in Christchurch involved in promoting and facilitating the uptake of healthy food and healthy lifestyles.
4.3.2 The disadvantages of this option include:

- The action plan may be viewed by some citizens as not being part of Council’s core business.
- Additional Council resource may be needed to undertake actions.

4.4 This report only contains one option in relation to the Healthy Food Action Plan. This preferred option directly responds to the Council’s resolution CNCL/2016/00444, which directed staff to report back with a draft schedule of actions to demonstrate that the Council champions healthy options.

5. **Context/Background**

**Champion a healthy city approach**

5.1 On 22 September 2016 the Council resolved (CNCL/2016/00444) to champion a healthy city approach that supports the Food Resilience Policy 2014, along with a number of supporting actions. This report responds to the direction that staff report back in eight months with a draft schedule of actions to demonstrate that the Council champions healthy options.

5.2 As a champion of healthy options/city, the Council contributes towards creating, and contributing to, environments that support and encourage healthy lifestyles for citizens. This is done through the provision of clean water, provision of urban green spaces and facilities for recreation. The Council also facilitates community gardens, plants fruit and nut trees on public land and provides funding for community initiatives.

5.3 Undertaking other non-regulatory actions to improve the availability of healthy food within Christchurch and encourage healthy choices will also contribute towards a healthy city. This will assist to reduce lifestyle related health conditions are on the increase, such as obesity, type-2 diabetes and cardiovascular disease. According to the Ministry of Health Annual Update of Key Results 2015/16, obesity in children increased from 8.4% in 2006 to 11% in 2016 while in adults it has increased from 27% to 32% over the same time period.

5.4 The draft Healthy Food and Drink Policy is the subject of a separate report on this agenda. The draft Healthy Food and Drink Policy is an action under the Healthy Food Action Plan, to promote a healthy food environment.

**Development of Healthy Food Action Plan**

5.5 A project team was established to explore development of a schedule of actions for healthy options. The project team included staff from the Parks, Recreation & Facilities, Three Waters and Waste and Strategic Policy Units along with the Principal Advisor-Sustainability and the Community Recreation Advisor for Linwood-Central-Heathcote.

5.6 Actions explored focused on expanding existing Council non-regulatory activities or projects to improve citizens access to healthy food, identifying opportunities where there may be gaps and opportunities to utilise existing partnerships. Actions also needed to complement initiatives undertaken by the Canterbury District Health Board and other key organisations working in Christchurch to promote and improve healthy food choices.

5.7 The Canterbury District Health Board has provided input into the development of the Healthy Food Action Plan.

**Purpose of Healthy Food Action Plan**

5.8 The Healthy Food Action Plan (Attachment A) establishes 18 actions that the Council can facilitate, support and implement to improve access to healthy food within Christchurch, making healthy food choices easy.
5.9 Actions include increasing the number of community gardens and edible planting on public land, mapping all edible trees on public land, expanding the Edible Garden awards and trialling community fridges and other sharing/gifting economy initiatives.

5.10 The Healthy Food Action Plan adopts a collaborative approach involving multiple Council units, local community boards and existing partnership networks such as the Food Resilience Network. A number of actions can be implemented by local community boards, providing opportunities for active citizenship.

5.11 The Healthy Food Action Plan will be implemented under the Food Resilience Policy. This will support priorities of the Food Resilience Policy to increase the availability of fresh, healthy food and support community education and knowledge.

5.12 The Healthy Food Action Plan will be published on the Council website. The Healthy Food Action Plan will be a living document, reviewed in mid-2019 to measure progress and to refresh the actions.

6. **Option 1 – Adopt the Healthy Food Action Plan (preferred)**

   **Option Description**
   6.1 This option adopts the Healthy Food Action Plan. The action plan is a non-statutory document that will be implemented by the Council, local community boards and build on existing partnerships and networks. Such partnerships include the Food Resilience Network, which is a collaboration of organisations, including the Council, supporting local food resilience.

   **Significance**
   6.2 The level of significance of this option is low consistent with section 2 of this report.

   6.3 Engagement for this level of significance is not required.

   **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 This option implements the Food Resilience Policy, which was consulted on when developed. Community support is increasing for local food resilience and for healthy food choices, which was demonstrated by the delegation to Council in August 2016 from the Linwood community on fast food outlets.

   **Alignment with Council Plans and Policies**
   6.6 This option is consistent with Council’s Plans and Policies.

   **Financial Implications**
   6.7 Cost of Implementation – Some actions are able to be absorbed into existing budgets, while others will rely on facilitating community groups to access grant funding. Any additional support and resourcing needed will be sought separately through the Annual Plan/Long Term Plan process. This is estimated to be low cost.

   6.8 Maintenance / Ongoing Costs – Funding for ongoing costs will be sought separately through the Annual Plan/Long Term Plan process.

   6.9 Funding source – Relevant units with responsibility specified in the draft action plan.

   **Legal Implications**
   6.10 There are no legal implications with adopting the Healthy Food Action Plan.
Risks and Mitigations
6.11 There are no risks identified with the Council agreeing to the option.

Implementation
6.12 Implementation dependencies - nil
6.13 Implementation timeframe – It is proposed that most actions will be implemented by early 2019.

Option Summary - Advantages and Disadvantages
6.14 The advantages of this option include:
- Improving access to healthy food for Christchurch citizens.
- Building on existing successful Council projects and activities, introducing these into communities where access to healthy food may be limited.
- Implementing the Council’s desire to champion a healthy city approach that supports the Food Resilience Policy 2014 and its outcomes, including people being able to more easily access low cost, healthy, fresh fruit and vegetables.
- Complement the work of external organisations in Christchurch involved in promoting and facilitating the uptake of healthy food and healthy lifestyles.

6.15 The disadvantages of this option include:
- The action plan may be viewed by some citizens as not being part of Council’s core business.
- Additional Council resource may be needed to undertake actions.

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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

<table>
<thead>
<tr>
<th>Author</th>
<th>Debbie Hogan - Senior Policy Planner</th>
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<tr>
<td>Approved By</td>
<td>Helen Beaumont - Head of Strategic Policy</td>
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<td></td>
<td>Brendan Anstiss - General Manager Strategy and Transformation</td>
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</table>
Healthy Food Action Plan 2017

Purpose of the Healthy Food Action Plan
A healthy community and environment are vital for a successful and thriving city. This action plan is aimed at improving the availability of healthy food within Christchurch and to encourage health food choices throughout the community, particularly for young and vulnerable people. Caring for those most in need and supporting healthy eating in families will contribute towards creating a strong and healthy community for generations to come.

The purpose of this action plan is to: make healthy food choices easy.

Council current support for healthy food

The Council plays a key role in creating, and contributing to, environments that support and encourage a healthy city and healthy communities. This support includes provision of clean water supply, wastewater treatment, solid waste disposal, cycleways, urban green spaces and recreation facilities. In more recent years the Council has implemented other healthy city actions including:

- **Community Gardens:** There are 25 community gardens throughout Christchurch where people grow and share fresh, healthy food. Community gardens are supported by Community Boards and the Council provides some financial support through community grants.
- **Edible Garden Awards:** An awards programme administered by the Council in partnership with the Canterbury Horticultural Society aimed at acknowledging and supporting individuals, schools and communities who are actively involved in the growing of their own food.
- **Food Foraging and Edible Parks:** Planting fruit and nut trees on public land for everyone to share.
- **Council-owned social housing units:** Edible plants are incorporated into the landscaping of the Council’s social housing units.
- **Community funding:** Council funding is available for healthy eating/healthy lifestyle community initiatives including community grants and the Transitional City Fund.
Food Resilience Policy 2014

This action plan will support the objective of the Food Resilience Policy 2014:
A food resilient Christchurch with thriving social, economic and physical environments providing healthy, affordable and locally grown food for all people.

This action plan will specifically implement the following priorities:

- Encourage the establishment of productive gardens on suitable land around the city that is not in Council ownership, for example homes, schools, church land, institutions and market gardens.
- Support initiatives that increase the availability, distribution and affordability of fresh, healthy food in our communities, for example farmers markets, green grocers, local food cooperatives and community kitchens.
- Support community education through community gardens and other local initiatives that increase knowledge of how to grow, harvest, prepare and consume healthy locally grown food to support edible gardens and a thriving local food economy.
### Actions Menu

**Key:** CCC – Christchurch City Council; CDHB – Canterbury District Health Board

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<tr>
<th>Action area</th>
<th>Action</th>
<th>Lead and support</th>
<th>Target completion</th>
<th>Measure of success</th>
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<tbody>
<tr>
<td>Healthy Food</td>
<td>1. Christchurch City Council adopts a Healthy Food Policy for all Council owned or managed facilities and events.</td>
<td>CCC (Strategic Policy, Events, Libraries, Recreation and Facilities), CDHB Community and Public Health</td>
<td>September 2017</td>
<td>Healthy Food Policy adopted</td>
</tr>
<tr>
<td>Food environment mapping</td>
<td>2. a. Complete mapping of all publicly available fruit and nut trees, local food markets, ‏’’ edible schools’, ‏’’ community gardens, fruit and vegetable co-ops and fresh greengrocers.  ‏ ‏ ‏ ‏ b. Make the map available online.</td>
<td>CCC (Parks, Transport, Urban Design), Food Resilience Network</td>
<td>April 2018</td>
<td>GPS edible trees on public land</td>
</tr>
<tr>
<td>Healthy Food</td>
<td>3. Develop or support programmes that encourage the growing, cooking or eating of healthy food in schools and early child care centres.</td>
<td>Food Resilience Network (side collaboration, media)</td>
<td>On-going</td>
<td>All schools have thriving edible gardens that support learning and the school community</td>
</tr>
<tr>
<td>Food environment mapping</td>
<td>4. a. Identify if there are food deserts in Christchurch (i.e. where access to healthy food is limited).  ‏ ‏ ‏ ‏ b. Use the results of the mapping to proactively reduce ‘ food deserts’ through actions 3, 6, 7, 12 and 13.</td>
<td>CCC (Urban Design, Strategic Policy), Food Resilience Network, CDHB Community and Public Health</td>
<td>December 2018</td>
<td>Food deserts are identified and related action plans developed</td>
</tr>
<tr>
<td>Edible plants</td>
<td>5. Establish an affordable supply of quality edible plants to be used for community projects in Canterbury. This could be the Green Effect Trust’s Trees for Canterbury model.</td>
<td>Food Resilience Network</td>
<td>December 2018</td>
<td>An affordable supply of quality edible plants is established</td>
</tr>
<tr>
<td>Edible plants</td>
<td>6. Increase edible planting on council-owned and managed land to improve accessibility to fresh, local produce</td>
<td>CCC (Housing, Parks, Transport)</td>
<td>On-going</td>
<td>Edible plantings are used on Council land</td>
</tr>
<tr>
<td>Edible plants</td>
<td>7. Influence the Urban Tree Forest plans to encourage the use of edible trees</td>
<td>CCC (Parks)</td>
<td>December 2018</td>
<td>Planting of edible trees is supported by the Urban Tree Forest plans</td>
</tr>
<tr>
<td>Action area</td>
<td>Action</td>
<td>Lead and support</td>
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<tr>
<td>Edible Plants</td>
<td>8. Engage with landscape professionals on the value, importance and practicalities of edible planting in Christchurch.</td>
<td>Local Community Boards, CCC (Community Support, Governance &amp; Partnership)</td>
<td>June 2018</td>
<td>Seminar held</td>
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<td></td>
<td>CCC (Strategic Policy)</td>
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<tr>
<td>Water</td>
<td>9. Actively promote Christchurch’s high quality tap water as the primary “beverage of choice”</td>
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<td></td>
<td>10. Investigate opportunities to improve access to drinking water in public spaces and places through provision of drinking fountains and water bottle fills</td>
<td>CCC (Parks, Recreation &amp; Sports, Transport)</td>
<td>December 2018, then on-going</td>
<td>Top water is the first choice of beverages</td>
</tr>
<tr>
<td>Love Food Hate Waste</td>
<td>11. Establish new or build on existing sharing/gifting economy for produce and edible plants e.g. share tables, community fridges, on-line sharing platforms</td>
<td>Local Community Boards, CCC (Community Support, Governance &amp; Partnership, Solid Waste), local cafes and restaurants</td>
<td>Ongoing</td>
<td>Increase in sharing/gifting for edibles</td>
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<tr>
<td>Love Food Hate Waste</td>
<td>12. a. Establish a trial community fridge in a number of locations, and</td>
<td>CCC (Solid Waste, Parks, Recreation &amp; Sports, Transport, Community Support, Governance &amp; Partnership, Local Community Boards)</td>
<td>December 2017 then on-going</td>
<td>Guidelines are promoted online and through community groups</td>
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<tr>
<td></td>
<td>b. Establish guidelines for community fridges and encourage their set up</td>
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<tr>
<td>Edible plants</td>
<td>13. Investigate the opportunity to utilise the old Tea House in the Christchurch Botanic Gardens as an environment-centred/educational facility for teaching the community how to grow and cook food, minimise food waste and compost.</td>
<td>CCC (Parks, Solid Waste)</td>
<td>December 2018</td>
<td>Educational facilities are set up in the Tea House</td>
</tr>
<tr>
<td>Edible plants</td>
<td>14. Expand the Edible Garden Awards across all wards in the District and consider introduction of a new award category in the Edible Garden Awards for businesses</td>
<td>Local Community Boards, CCC (Community Support, Governance &amp; Partnership)</td>
<td>December 2018</td>
<td>All wards have Edible Garden Awards</td>
</tr>
<tr>
<td>Action area</td>
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<tr>
<td>Edible plants</td>
<td>15. Investigate establishing an edible gardens category in the Garden Pride Awards.</td>
<td>Local Community Boards, CCC (Community governance team).</td>
<td>June 2018</td>
<td>Edible gardens are a category in the Garden Pride Awards.</td>
</tr>
<tr>
<td>Green prescriptions</td>
<td>16. Investigate opportunities for introducing discounted recreation facility entrance fees for citizens on green prescriptions</td>
<td>CCC (Recreation and Facilities)</td>
<td>June 2018</td>
<td>Green prescriptions include reduced recreation facility fees.</td>
</tr>
<tr>
<td>Healthy food</td>
<td>17. Investigate opportunities to develop healthy options sponsorship and awards for sports and community events</td>
<td>CCC (Recreation and Facilities, Parks, Events), Local Community Boards</td>
<td>December 2018</td>
<td>Healthy options sponsorship is available for sports and community events.</td>
</tr>
</tbody>
</table>

Implementation and review

This action plan will be implemented under the Food Resilience Policy 2014. The action menu establishes the completion targets and measures of success. Most actions will be undertaken internally by Council units working together, with support from external organisations and partnerships. Actions are designed so that local community boards could implement them in their local areas if they are desirable in their communities.

All actions are subject to securing funding through the Christchurch City Annual Plan and Long Term Plan.

The action plan is a living document. Actions will be reviewed annually in July, to measure progress on implementation and assess if actions need to be amended or new actions added.
20. Approval for a Conservation Covenant Consent for 53 Gloucester Street, Christchurch

Reference: 17/590941  
Contact: Brendan Smyth brendan.smyth@ccc.govt.nz 941 8934

1. Social and Community Development Committee Recommendation to Council

(Staff recommendation accepted without change)

That the Council:

1. Approve a Conservation Covenant Consent for the repair and upgrade works to 53 Gloucester Street, Christchurch and covered by RMA/2017/407, subject to the following condition:

   a. That a full photographic record be made of each of the fireplaces before deconstruction commences. Photographs should be labelled with location, date and photographer’s name, and submitted with a plan showing photograph locations. These should be submitted to the Christchurch City Council’s Heritage Team on a computer memory stick, or electronically by either email or via the website: https://wetransfer.com/ to heritage@ccc.govt.nz

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<tbody>
<tr>
<td>A.</td>
<td>Statement of Significance, 53 Gloucester Street</td>
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</table>
1. Purpose and Origin of Report

Purpose of Report
1.1 The purpose of this report is to request that the Social and Community Development Committee recommend to Council to approve a Conservation Covenant Consent for works to the building at 53 Gloucester Street, Christchurch.

Origin of Report
1.2 This report has been generated by a request from the building owner as part of their earthquake repair process.

2. Significance

2.1 The decision in this report is considered as 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 status of the building and the nature of the works proposed.

2.1.2 There is no community engagement and consultation required by the decision sought in this report.

3. Staff Recommendations

That the Social and Community Development Committee recommend that Council:

1. Approve a Conservation Covenant Consent for the repair and upgrade works to 53 Gloucester Street, Christchurch and covered by RMA/2017/407, subject to the following condition:

   a. That a full photographic record be made of each of the fireplaces before deconstruction commences. Photographs should be labelled with location, date and photographer’s name, and submitted with a plan showing photograph locations. These should be submitted to the Christchurch City Council’s Heritage Team on a computer memory stick, or electronically by either email or via the website: https://wetransfer.com/ to heritage@ccc.govt.nz

4. Key Points

4.1 A Full Conservation Covenant is registered on the title of the property at 53 Gloucester Street, Christchurch. The owner of this property wishes to undertake repair and upgrade works as part of earthquake repairs and upgrades for the building. They are requesting a Conservation Covenant Consent for the works as outlined below and as covered in part under RMA/2017/407.
5. Context/Background

Brief History of Mildenhall

5.1 *Mildenhall* is a Spanish Mission-style two storey block of flats, designed in 1935 by the architect William Trengrove for the Owen family. It is a ‘Significant’ scheduled heritage item in the proposed Christchurch District Plan (pCDP). Please see attached Statement of Heritage Significance. In consideration of the payment of a Heritage Incentive Grant of $12,800 to assist with reroofing and re-painting, the owner entered into a Heritage Conservation Covenant with the Christchurch City Council in 2010 for a period of ten years. Under this covenant, the owner is not permitted to demolish or remove any part of the heritage fabric of the building.

5.2 *Mildenhall* sustained moderate damage in the Canterbury Earthquakes, including the loss of the three external plastered brick chimney tops. The owner intends to undertake a programme of repair, alteration and upgrade. This programme includes the removal of the remaining interior portion of the brick chimneys and ten associated fireplaces. The chimney tops above the roofline are to be reconstructed to original form and appearance in lightweight materials. Although it is intended that interior detail will also be reinstated following full relining, this reinstatement does not include the fireplaces and interior elements of the chimneys. The void left by the removal of the chimneys is to be repaired and the replication of surrounding detail will include rimu flooring to match the original.

5.3 The owner has applied for resource consent for the reconstruction of the external chimney tops - which is a Controlled Activity under the pCDP. The removal of the internal chimneys and fireplaces does not require resource consent because it is part of the interior fabric of the building and the interiors of heritage buildings are generally not protected under the current pCDP. This does not however preclude the owner from the requirement to obtain Conservation Covenant Consent for that portion of the works.

5.4 The owner has justified the full demolition of the chimneys primarily for reasons of structural safety. The visible brick fireplaces and chimney breasts are integral to the full chimneys and therefore must also necessarily be fully deconstructed to meet engineering requirements. Council staff support this approach, given that the fireplaces are functionally redundant, are not major architectural features, and their removal will provide valuable additional living space in these relatively small flats. This will make the flats easier to let and enhance the economic viability of the building for future use and retention. In addition, the replication of the chimney tops provides some mitigation for the loss of the chimneys within the building. It is recommended therefore that the heritage Conservation Covenant Consent be granted, subject to the following condition:

That a full photographic record be made of each of the fireplaces before deconstruction commences. Photographs should be labelled with location, date and photographer’s name, and submitted with a plan showing photograph locations. These should be submitted to the CCC Heritage Team on a computer memory stick, or electronically by either email or via the website: [https://wetransfer.com/](https://wetransfer.com/) to heritage@ccc.govt.nz

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## 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.

<table>
<thead>
<tr>
<th>Signatories</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Author</strong></td>
</tr>
</tbody>
</table>
| **Approved By**      | Carolyn Ingles - Head of Urban Regeneration, Urban Design and Heritage  
                       | Brendan Anstiss - General Manager Strategy and Transformation |
DISTRICT PLAN – LISTED HERITAGE PLACE
HERITAGE ASSESSMENT – STATEMENT OF SIGNIFICANCE
HERITAGE ITEM NUMBER 218

Dwellings and Setting, Mildenhall – 53
Gloucester Street, Christchurch

PHOTOGRAPH: M. VAIR-PIOVA 4/12/2014

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.

Mildenhall has historical and social significance as an example of a new mode of domestic arrangement - the flat - that became popular in New Zealand towns and cities in the interwar period.

Between the late 1920s and WWII a demand grew up in New Zealand cities for apartment-type accommodation. This trend was driven by a variety of circumstances – fashion, social change and economics – and led both to the subdivision of larger houses and the construction of new purpose-built blocks. Mildenhall was developed in 1935-1936 by investors Ruth and Bernard Owen, who had purchased the property in April 1935. The block was originally reported as containing nine flats with an additional seven room residence at the northern end. The flats were a mix of bedsits and two bed units. Currently it contains nine units. As the building was nearing completion in February 1936, the Press reported that Christchurch had never seen such intense activity in the erection of buildings of this type. Other blocks of flats constructed in this period included St Elmo Courts (1930, demolished), Victoria Mansions (1936), West Avon (1936), and The Maisonettes (1939-1941). Mildenhall was owned by the Owen family until 1975; members remain prominent property investors in...
the inner city today. It sustained minimal damage in the Canterbury Earthquakes of 2010-2011, and remains in residential use.

**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.

Mildenhall has cultural significance as demonstration of the way in which the rapid social and cultural change of the interwar period led to new ways of living with single people or small couples residing in smaller living environments in close proximity to others rather than in single detached houses.

**Architectural and Aesthetic Significance**

Architectural and aesthetic values that demonstrate or are associated with: a particular style, period or designer, design values, form, scale, colour, texture and material of the place.

Mildenhall has architectural and aesthetic significance as an early example in Christchurch of a linear apartment block, as a Spanish Mission style building, and for their design by noted local architect William Trengrove.

Mildenhall was designed in 1935 by architect William Trengrove and completed in early 1936 by contractors Peter Graham and Son at a cost of more than £9,000. The block was designed in a stripped Spanish Mission style with Palladian windows, logia, and a recessed fountain on the Gloucester Street elevation. The interior of each of the self-contained flats was in keeping with the streamlined functional design of the period. Many similarly planned blocks were built across the city in the decades which followed. The Spanish Mission was a popular design alternative to the prevailing Art Deco and Moderne styles in the 1920s and 1930s. Its most prominent manifestations in Christchurch were Christchurch's New Regent Street shops (1932) and The Lodge hotel in Hanmer (mid 1930s).

William Trengrove established his practice in Christchurch in 1922. He designed many houses in the city in the interwar period, and with the Statham block (1928, demolished) began a relationship between his firm and Cathedral Grammar School which is ongoing. In 1953 John Trengrove took over his father's practice, which continues as Trengrove Architects.

**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.

Mildenhall has technological significance for its earthquake-resistant reinforced concrete construction, which reflected new building regulations brought in after the 1931 Hawkes' Bay earthquake. The flats have exterior cavity walls to control temperature variation and ceilings were designed to eliminate the sound between the ground and first storeys.

**Contextual Significance**

Contextual values that demonstrate or are associated with: a relationship to the environment (constructed and natural), a landscape, setting, group, precinct or streetscape; a degree of
consistency in terms of type, scale, form, materials, texture, colour, style and/or detail; recognised landmarks and landscape which are recognised and contribute to the unique identity of the environment.

Mildenhall and its setting have contextual significance in relation to the historic western inner city residential area, which contains a wide variety of dwellings spanning the period from settlement to the present day. The block relates particularly to other prominent interwar blocks in the vicinity, including West Avon in Montreal Street and Victoria Mansions on Victoria Street (both 1936). Also close by at the intersection of Montreal and Gloucester Streets are two heritage-listed Victorian dwellings, the townhouse Orai (1884) and a c.1875 villa.

The setting of Mildenhall consists of a long narrow parcel of land that is largely covered by the listed building. There are trees planted along the east and west side boundaries and a carpark to the rear of the building. Mildenhall has landmark significance as it is built close to the street boundary and is easily visible from Gloucester Street behind a low wall and garden planting.

ARCHAEOLOGICAL AND SCIENTIFIC SIGNIFICANCE
Archaeological or scientific values that demonstrate or are associated with: the potential to provide information through physical or scientific evidence an understanding about social, historical, cultural, spiritual, technological or other values of past events, activities, structures or people.

Mildenhall Flats and their setting have archaeological significance because they have the potential to provide archaeological evidence relating to past construction methods and materials, and human activity on the site, possibly including that which occurred prior to 1900. The site is shown as vacant in T S Lambert's 1877 map of the central city.

ASSESSMENT STATEMENT

Mildenhall and its setting has overall heritage significance to the Christchurch district including Banks Peninsula. The flats have historical and social significance as an inter-war apartment block built at a time when this new typology was increasing in popularity. The flats have cultural significance as demonstration of the way in which the rapid social and cultural change of the interwar period led to new ways of living. The flats have architectural and aesthetic significance as an early example in Christchurch of a linear apartment block, as a Spanish Mission style building, and for their design by noted local architect William Trengrove. The flats have technological significance as they were described as earthquake resistant at the time of construction and employed techniques to control temperature and noise. The flats have contextual significance for their relationship to other heritage listed residential buildings within the vicinity, particularly nearby apartment blocks of the same period, and their contribution to the streetscape. The flats and setting are also of archaeological significance for the potential to hold archaeological evidence including that which pre dates 1900.

REFERENCES:

CCC Heritage files – Mildenhall

The Press 20 February 1936.

REPORT DATED: 11/02/2015

PLEASE NOTE THIS ASSESSMENT IS BASED ON INFORMATION AVAILABLE AT THE TIME OF WRITING. DUE TO THE ONGOING NATURE OF HERITAGE RESEARCH, FUTURE REASSSESSMENT 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.
21. Heritage Incentive Grant Approval for part of the Duncan's Building, 143-157 High Street, Christchurch

Reference: 17/590982
Contact: Brendan Smyth brendan.smyth@ccc.govt.nz 941 8934

1. Social and Community Development Committee Recommendation to Council

    That Council:
    1. Approve a Heritage Incentive grant of up to $362,675 for conservation and maintenance work for the protected heritage building located at 143-157 High Street, Christchurch.
    2. Note that payment of this grant is subject to the applicants entering a full conservation covenant with the signed covenant having the Council seal affixed prior to registration against the property titles.

Attachments

<table>
<thead>
<tr>
<th>No.</th>
<th>Report Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<th>No.</th>
<th>Title</th>
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<tbody>
<tr>
<td>A</td>
<td>Duncan's Building Statement of Significance</td>
<td>207</td>
</tr>
</tbody>
</table>
Heritage Incentive Grant Approval for part of the Duncan's Building, 143-157 High Street, Christchurch

Reference: 17/394916
Contact: Brendan Smyth brendan.smyth@ccc.govt.nz 941 8934

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 Council approve a Heritage Incentive Grant for work to the building at 143-157 High Street, Christchurch. This grant approval request is for eight units of the total of sixteen units of the Duncan’s Building.

Origin of Report
1.2 This report is staff generated in response to an application for Heritage Incentive Grant funding from the owner of the eight units of the building.

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.

2.2 The level of significance was determined by the heritage classification of the building and the amount of funding requested being less than $500,000.

3. Staff Recommendations

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

1. Approve a Heritage Incentive grant of up to $362,675 for conservation and maintenance work for the protected heritage building located at 143-157 High Street, Christchurch.

2. Note that payment of this grant is subject to the applicants entering a full conservation covenant with the signed covenant having the Council seal affixed prior to registration against the property titles.

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 - Fifty per cent grant support of eligible items (preferred option)
- Option 2 - Thirty per cent grant support of eligible items.

4.3 Option Summary - Advantages and Disadvantages (Preferred Option)

4.3.1 The advantages of this option include:
The work to preserve the façade will ensure the future protection and ongoing use of this significant heritage facade. This application meets all the criteria for a grant as provided in the Heritage Incentive Grants Policy – Operational Guidelines.

The building will continue to be a notable feature in the street scene and townscape of Christchurch.

4.3.2 The disadvantages of this option include:

- This is a relatively large grant to a single building however the sum will be spread across a number of property titles and along a substantial length of street frontage.
- A commitment will be required from the following years funding but this will still leave substantial sums for other grant applicants.

5. Context/Background

Building Status

5.1 The entire Duncan’s Building between 135 and 165 High Street, is listed as a Group 2 ‘Significant’ building in the new Christchurch District Plan. The building is also registered Category II by Heritage New Zealand Pouhere Taonga (HNZPT) registration number 1864. Refer to Attachment A “Statement of Significance” for further information.

5.2 The current owner of the eight units of the building from 143 to 157 and applicant for the grant is ‘Duncan’s Lane Limited’. This particular cluster of eight units within the building has not been collectively the subject of previous Council Heritage Incentive Grant funding.

Photograph, 1980’s (prior to street trees)

Brief History of the Duncan’s Building, High Street

5.3 The building occupies the south-western side of High Street between St Asaph and Tuam Street. It is made up of what initially were sixteen individual commercial and residential units. Each unit was two storeys high and contained a ground floor retail or workshop space with a storage space, office or living space above. The substantial ground floor to ceiling heights resulted in
unusually long timber staircases. Over the years the original sixteen units have been changed with some being amalgamated and most being extended at the rear. The shop front portions have all been changed to suit the changing needs of small commercial operations which included cafés, restaurants and retail space. The main street first floor brick façade was largely intact prior to the earthquakes with only relatively minor and reversible changes.

5.4 The construction of the sixteen unit building was from simple unreinforced brickwork for the structural walls and timber for floors and roof structure. The main street façade was formed with a continuous line of brickwork punctuated with grand arched sash windows and topped with a parapet which included decorated pediments. This part of the façade also includes decorated bands of plastered brickwork and this brickwork part of the street façade has high heritage and architectural value. Over time this basic structure had been enhanced in some units with seismic upgrades which generally consisted of internal steel columns bolted to the solid brick party walls and the external walls. Diaphragms were installed on some units and floor, roof and wall connections were strengthened. Different ownership however, lead to sporadic upgrading across the entire building and there was no coherent strategy for the entire building.

Earthquake Damage

5.5 The entire Duncan’s building sustained significant damage in the 2010 and 2011 Canterbury earthquake sequence. Numbers 163-165 in particular were very badly damaged as a result of the upper levels of the adjacent four storey ‘Billen’s’ Building collapsing onto them. It is likely that these two end units will be at least partially demolished as part of further make safe works. The façade of Number 135 also collapsed and has not been repaired by the owner. The units at 137 -139 have been repaired as have the units at 159-161. It is believed that these units performed better in the earthquakes than some of the other units due to significant seismic upgrade works that had already been completed.

5.6 The eight units of the building from 143 to 157 sustained structural damage throughout but particularly to the rear where numerous ‘ad hoc’ extensions had been added over the years in unreinforced brickwork. There are many substantial cracks and buckled arches above openings which are clearly visible from the laneway to the rear of the building. It is likely that similar substantial structural damage has occurred internally in the masonry walls. Rather than attempt to repair these rear portions of the building the new owner has elected to focus repair efforts on the street facing façade. The rear portions will be dismantled and the masonry components will be reused in the construction of a new continuous building behind the retained façade. A resource consent application has been submitted for this partial demolition and alteration works (RMA 2017/670).

6. Option 1 - Heritage Incentive Grant of 50% of the cost of the repair and maintenance works (preferred)

Option Description

6.1 The building owner has submitted a breakdown of cost estimates for the proposed stabilisation and rebuild works for the High Street façade as summarized in the table below. These figures do not include demolition costs and the costs for new items on the façade such as the new verandah, shop front glazing and doors. These items will be new contemporary elements designed to be complementary to the retained masonry façade. The figures also do not include the costs of the new buildings required to the rear of the facade. A three metre deep portion of the new building has been included as this is required to permanently support the retained original High Street façade at ground, first floor and roof level.
6.2 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 facade has high historical and architectural value and retention and repair is worthy of support. It is proposed that a grant of fifty percent would be appropriate for this project.

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Costs (GST exclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steel propping and façade support work</td>
<td>$90,000</td>
</tr>
<tr>
<td>New foundations including excavation by hand below façade</td>
<td>$116,000</td>
</tr>
<tr>
<td>New steel support frame to façade brickwork</td>
<td>$50,000</td>
</tr>
<tr>
<td>New concrete ground floor as part of façade support (3m deep)</td>
<td>$42,000</td>
</tr>
<tr>
<td>New concrete first floor as part of façade support (3m deep)</td>
<td>$42,000</td>
</tr>
<tr>
<td>New steel roof structure as part of façade support (3m deep)</td>
<td>$30,000</td>
</tr>
<tr>
<td>Refurbishment of façade sash windows</td>
<td>$32,000</td>
</tr>
<tr>
<td>Brick pointing and plaster repairs to main facade</td>
<td>$172,500</td>
</tr>
<tr>
<td>Scaffolding for main facade</td>
<td>$25,000</td>
</tr>
<tr>
<td>Resource consent and other preliminary and general costs</td>
<td>$125,850</td>
</tr>
<tr>
<td>Total of conservation and restoration related work</td>
<td>$725,350</td>
</tr>
</tbody>
</table>

6.3 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

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

Community Views and Preferences

6.5 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

6.6 The recommendations of this report align with the relevant strategies, plans and policies as listed below:

- 6.6.1 Christchurch Central Recovery Plan
- 6.6.2 Christchurch District Plan
- 6.6.3 Heritage Conservation Policy
- 6.6.4 Greater Christchurch Urban Development Strategy
- 6.6.5 New Zealand Urban Design Protocol
- 6.6.6 International Council on Monuments and Sites (ICOMOS) New Zealand Charter 1993 for

Financial Implications

Cost of Implementation:
6.7 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.

6.8 Heritage Incentive Grants and conservation covenants provide financial assistance for the maintenance and enhancement of heritage areas and buildings.

6.9 Funding source - The Heritage Incentive Grant budget is an annual fund provided for in the 2015-25 Long Term Plan.

Legal Implications

6.10 Heritage Incentive Grants and conservation covenants provide financial assistance for the maintenance and enhancement of heritage areas and buildings.

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 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 for each of the property titles.

Risks and Mitigations

6.13 The grant scheme only allows funds to be paid out upon completion of the works 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 Implementation dependencies - The grant recipient is expected to acquire all resource, building and other consents required for the works.

6.15 Implementation timeframe - 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 Committee.
**Option Summary - Advantages and Disadvantages**

6.16 The advantages of this option include:

- The work will ensure the future protection and ongoing use of this significant heritage facade. This application meets all the criteria for a grant as provided in the Heritage Incentive Grants Policy – Operational Guidelines.
- The building will continue to be a notable feature in the street scene and townscape of Christchurch.

6.17 The disadvantages of this option include:

- This is a relatively large grant to a single building however the sum will be spread across a number of property titles and along a substantial length of street frontage.
- A commitment will be required from the following years funding but this will still leave substantial sums for other grant applicants.

7. **Option 2 - A lower level of funding**

**Option Description**

7.1 Option 2 would be for a lower level of financial support to the project. Grant support has varied on previous projects but has been generally between thirty and fifty percent of the cost of eligible works. A lower grant of thirty percent ($217,605) is shown in the table below. Other grant levels are obviously possible between the two options. Apart from the level of financial support, this option has all the same impacts and alignments as Option 1:

<table>
<thead>
<tr>
<th>Annual Budget for the Heritage Incentive Grant (HIG) fund</th>
<th>$740,800</th>
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</thead>
<tbody>
<tr>
<td>Approved grant to 34 St David’s Street, Lyttelton</td>
<td>$15,589</td>
</tr>
<tr>
<td>Approved grant to 13 Oxford Street, Lyttelton</td>
<td>$29,250</td>
</tr>
<tr>
<td>Approved grant to 39 Kahu Road, Christchurch (War Memorial)</td>
<td>$3,312</td>
</tr>
<tr>
<td>Approved grant to 75 St David’s Street, Lyttelton</td>
<td>$127,415</td>
</tr>
<tr>
<td>Approved grant to 311 Montreal Street, Christchurch</td>
<td>$3,667</td>
</tr>
<tr>
<td>Approved grant to 39 Kahu Road, Christchurch</td>
<td>$62,326</td>
</tr>
<tr>
<td>Approved grant to 63 Savills Road, Tiptree Cottage</td>
<td>$117,480</td>
</tr>
<tr>
<td>Proposed grant to 37 Valley Road, Cashmere</td>
<td>$39,889</td>
</tr>
<tr>
<td>Proposed grant to 209 Tuam Street</td>
<td>$55,931</td>
</tr>
<tr>
<td>Proposed grant to 143-157 High Street</td>
<td>$217,605</td>
</tr>
<tr>
<td><strong>Total Available Funds 2016/2017</strong></td>
<td><strong>$68,336</strong></td>
</tr>
</tbody>
</table>

**Option Summary - Advantages and Disadvantages**

7.2 The advantages of this option include:

- Relative to Option 1, this is a lower level of financial commitment from the Council which will leave more funds available for other projects. However, the end of the financial year is approaching and any funds remaining unallocated will not be carried forward for other projects next year.

7.3 The disadvantages of this option include:

- This would be a lower level of support from Council for a significant heritage building maintenance project at a time of significant loss and damage to heritage buildings in the Central City and Banks Peninsula.
**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**

<table>
<thead>
<tr>
<th>Author</th>
<th>Brendan Smyth - Team Leader Heritage</th>
</tr>
</thead>
</table>
| Approved By        | Carolyn Ingles - Head of Urban Regeneration, Urban Design and Heritage  
                    Brendan Anstiss - General Manager Strategy and Transformation |
Chapter 9 - Natural and Cultural Heritage

DISTRICT PLAN – LISTED HERITAGE PLACE
HERITAGE ASSESSMENT – STATEMENT OF SIGNIFICANCE
HERITAGE ITEM NUMBER 274

COMMERCIAL BUILDING AND SETTING, DUNCAN’S
BUILDINGS– 135, 139, 141, 143, 145, 153, 155, 157,
159, 161, 163, 165 HIGH STREET, CHRISTCHURCH

PHOTOGRAPH: M. VAIR-PIOVA, 5/12/2014

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.

Duncan’s Buildings has historical significance as an Edwardian dual-function terrace built for Mr E R Duncan, who also resided here and conducted a stationery and fancy goods store in one of the shops. The 1905 building contained 16 individual shops and first floor dwellings and therefore offered retailing on a smaller scale to the larger neighbouring High Street stores such as Butterfield, A J Whites, Strange’s building and Para Rubber. The shops hosted a variety of businesses throughout the early years, including confectioners, fruiterers,
butchers, furniture dealers and hairdressers and the building is now in a series of individual
ownerships.

The High Street was an important commercial area in early Christchurch, which developed
significantly in the second half of the 19th century. This commercial and business area has
both historical and social significance for its association with the development of the central
city and the establishment of many well-known Canterbury businesses. Duncan's Buildings
continued to be used as an integrated block of retail and restaurants with offices/living space
above until the Canterbury earthquakes of 2010-2011. The block was severely damaged in
the earthquakes and remains a cordoned off area where a repair and structural upgrade
programme is to be developed.

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.

Duncan's Buildings has cultural significance as a demonstration of a way of life in which
small-scale retailers and other business operators would typically live above their business
premises.

ARCHITECTURAL AND AESTHETIC SIGNIFICANCE
Architectural and aesthetic values that demonstrate or are associated with: a particular style,
period or designer, design values, form, scale, colour, texture and material of the place.

Duncan's Buildings has architectural significance for its commercial classical design by
Alfred (1865-1924) and Sidney (1872-1932) Luttrell. The Luttrell Brothers settled in the city in
1902 and became particularly known for their commercial architecture, racing grandstands
and Catholic churches. The Luttrells' chief contribution to New Zealand architecture was the
introduction of the 'Chicago Skyscraper' style with the Lyttelton Times building in Cathedral
Square (1902, demolished), and the New Zealand Express Company buildings in
Manchester Street (1905-7, demolished) and Dunedin (1906-16).

Duncan's Buildings is a continuous two-storey terrace on the western side of High Street,
north of its intersection with St Asaph Street. The building's facade features the
constructional polychromy of brick and Oamaru stone and each bay has a pair of round-
headed windows on the first floor beneath a unifying entablature and parapet. Three
pediments are interspersed along the length of the parapet, with the stone inscription reading
"Duncan's - AD 1905 - Buildings". Suspended verandahs shelter the ground floor and various
alterations have been made to individual shops over the years. Severely damaged in the
earthquakes the buildings have yet to have a repair and structural upgrade programme
developed.

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.

Notified 25 July 2015
Chapter 9 - Natural and Cultural Heritage

Duncan’s Buildings have technological and craftsmanship significance for what they may reveal of early twentieth century construction methodologies, materials, fixtures and fittings. It has craftsmanship significance for its brick masonry construction and for the execution of features such as the arched windows, frieze, pediments and parapet.

CONTEXTUAL SIGNIFICANCE

Contextual values that demonstrate or are associated with: a relationship to the environment (constructed and natural), a landscape, setting, group, precinct or streetscape, a degree of consistency in terms of type, scale, form, materials, texture, colour, style and/or detail; recognised landmarks and landscape which are recognised and contribute to the unique identity of the environment.

Duncan’s Buildings and its setting has contextual significance for the contribution it makes to the High Street streetscape, much of which has been lost since the 2010 and 2011 Canterbury earthquakes. The length of Duncan’s Buildings is impressive in its scale and the consistent repetition of materials and architectural motifs. Duncan’s Buildings define and maintain the heritage character of High Street between Tuam and St Asaph Streets.

The setting consists of the same footprint as the listed building which takes in the shop fronts along High Street as well as the associated outbuildings to the rear.

ARCHAEOLOGICAL AND SCIENTIFIC SIGNIFICANCE

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

Duncan’s buildings and its setting has potential to provide archaeological evidence relating to past construction methods and materials, and human activity on the site, including that which occurred prior to 1900. Although the building was erected after 1900, both the 1862 and 1877 maps of the central city indicate that there was development on this site and those adjacent to it in the 19th century.

ASSESSMENT STATEMENT

Duncan’s Buildings and its setting has overall significance to Christchurch, including Banks Peninsula as an Edwardian dual-function (commercial and residential) terrace. The building has historical and social significance for its association with Miss E R Duncan who built it in 1905. It contained 16 individual shops and first floor dwellings which have continued with the same function for over a century. Duncan’s Buildings has cultural significance as a demonstration of a way of life in which small-scale retailers and other business operators would typically live above their business premises. Duncan’s Buildings has architectural significance as an early work designed by the Lubbell Brothers settled in the city in 1902 and became particularly known for their commercial architecture, racing grandstands and Catholic churches. It has particular aesthetic significance as a continuous two-storey masonry terrace.

Duncan’s Buildings have technological and craftsmanship significance for what they may reveal of early twentieth century construction methodologies, materials, fixtures and fittings. It has contextual significance as its lengthy brick facade makes a major contribution to the surviving historic character of High Street. Duncan’s Buildings and its setting has potential to
provide archaeological evidence relating to past construction methods and materials, and human activity on the site, including that which occurred prior to 1900.

REFERENCES:

CCC Heritage files – Duncan’s buildings
Historic place # 1864 – Heritage NZ List
http://www.heritage.org.nz/HLA-list/details/1864
http://www.highstreetsstories.co.nz/stories/SS-duncans-building


Opus Consultants ‘Urban Conservation Areas Study for the Local and Central City Commercial Areas’ for CCC, Christchurch, 2005.

Press 17 December 1904, p. 5.

REPORT DATED: 2 FEBRUARY 2015

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.

Notified 25 July 2015
22. Naming Botanic Gardens Herbarium the Lawrie Metcalf Herbarium

Reference: 17/591041
Contact: John Clemens john.clemens@ccc.govt.nz 941 7589

1. Social and Community Development Committee Consideration

Committee discussion was held about inviting Mr Metcalf and his family to the Council meeting when this report was discussed, to celebrate the event.

2. Social and Community Development Committee Recommendation to Council

(Staff recommendation accepted without change)

That the Council:

1. Approve that the Christchurch Botanic Gardens Herbarium be named “The Lawrie Metcalf Herbarium”.

Attachments

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<td>Attachment 1 to 17/510843 Naming Botanic Gardens Herbarium</td>
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</table>
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 recommending to Council that the Christchurch Botanic Gardens Herbarium be named the “Lawrie Metcalf Herbarium”.

Origin of Report
1.2 This report is staff generated.

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 low cost (nil except minor signage), the specialised nature of the facility and the fact that the Botanic Gardens Herbarium is open to the public only for bona fide botanical and horticultural study and reference, e.g. by members of the Friends of the Botanic Gardens and botanical and horticultural societies.

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 recommend that Council:

1. Approve that the Christchurch Botanic Gardens Herbarium be named “The Lawrie Metcalf Herbarium”.

4. Key Points

4.1 This report does not support the Council's Long Term Plan (2015 - 2025).

4.2 The following feasible options have been considered:

- Option 1 – That the Christchurch Botanic Gardens Herbarium be named “The Lawrie Metcalf Herbarium” (preferred option)
- Option 2 – That the Christchurch Botanic Gardens Herbarium continue to have no name associated with its past, present and future activity.

4.3 Option Summary - Advantages and Disadvantages (Preferred Option)

4.3.1 The advantages of this option include:

- Inexpensive and overdue recognition: highly appropriate, and inexpensive, acknowledgement of a former City Council Botanic Gardens employee who had the vision, skills and determination during the 1960s and 70s to develop the Botanic
Gardens and specifically its herbarium, and who currently goes unrecognised by Council.

- Favourable association: Association of the City Council and its Botanic Gardens with a highly respected and well-known horticulturist and author of botanical books on New Zealand plants in cultivation.

- Enhanced profile: raising the profile of a facility that has recently enjoyed a revitalisation by installing modern storage equipment donated by the Friends of the Botanic Gardens in the new Botanic Gardens Visitor Centre.

- Enhanced engagement: naming would encourage staff and volunteers to become engaged in continuing the work of documenting Botanic Gardens and City plants initiated by Lawrie Metcalf, supporting the Council’s ability to found botanical decisions on a reference source of reliable information.

- No effect on official abbreviation: as named in the recommendation, the herbarium would continue as a member of the New Zealand National Herbarium Network and would retain its official abbreviated title “CHBG”.

4.3.2 The disadvantages of this option include:

- There are no disadvantages

5. Context/Background

Background to the herbarium

5.1 The Christchurch Botanic Garden Herbarium is a participating member of the New Zealand National Herbarium Network and bears the official abbreviation “CHBG”. It has a unique collection of about 5000 dried, mounted and catalogued specimens of cultivated and wild plants from the Botanic Gardens, Canterbury, and elsewhere.

- This horticultural and botanical reference collection is used by staff and members of the public with a bona fide interest, such as members of the Friends of the Christchurch Botanic Gardens.

- The specimens are stored in the environmentally-controlled vault of the herbarium in new mobile shelving units purchased thanks to a generous donation by the Friends of the Christchurch Botanic Gardens.

- New specimens are continually being added, e.g. of rare local plants and new pest plants, and staff refer to the specimens when providing levels of service associated with the Botanic Gardens.

Support for the recommended naming of the herbarium

5.2 In the weeks following the installation of the new shelving and reorganisation of the specimens, spontaneous discussions between staff and the Friends of the Botanic Gardens led to the suggestion to name the Herbarium after its effective founder Lawrence James Metcalf, known to staff and the gardening public as Lawrie Metcalf.

Lawrie’s contributions are considerable:

- Lawrie Metcalf set the Herbarium on a growth path from when he first worked as an apprentice at the Botanic Gardens during the 1940s when there might have been no more than 100 specimens in total.
• Appointed Assistant Curator in 1955, he initiated a sweeping programme to improve the Botanic Gardens plant collections and their documentation, including making a sustained effort to build up reference specimens in the Herbarium.

• He personally lodged at least 1,780 new specimens from throughout New Zealand (including Stewart Island) and New Caledonia during the following decades, helping to create the environment in which others joined with him in extending the herbarium collection.

• By the end of the 1970s, Lawrie Metcalf had contributed over half of all specimens in the Herbarium.

• Since his retirement in 1977 the Herbarium collection has continued to grow although it is estimated that even today about 45% of all specimens are attributed to Lawrie’s collecting.

• Lawrie Metcalf has also authored numerous botanical and horticultural books, a well-known one being *The Cultivation of New Zealand Trees and Shrubs*.

Precedents for applying names to New Zealand herbaria

5.3 Other New Zealand herbaria have been named after a person who has made an overwhelming contribution to their past development, for example:

• the Allan Herbarium at Landcare Research, Lincoln
• the HD Gordon Herbarium, Victoria University of Wellington
• the Dame Ella Campbell Herbarium, Massey University.

Absence to date of recognition of service for Lawrie Metcalf

5.4 Lawrie Metcalf’s contribution to the development of the Botanic Gardens and especially the Herbarium over many years is not currently recognised in any feature, lawn, place, or facility. Naming the herbarium would recognise his years of successful service.

Consultation with the Linwood – Central – Heathcote Community Board

5.5 In March 2017 all board members were emailed to gain an understanding of their views on whether or not they supported the naming of this important Botanic Gardens facility. Responses were received from the following board members:

• Sally Buck (Chairperson)
• Alexandra Davids
• Yani Johanson
• Deon Swiggs
• Darrell Latham

All of these members expressed support for the proposal. Councillor Johanson had a query regarding the consultation process. The herbarium is not a publically accessible facility. Its purpose is to enable staff and other agencies to conduct research and for reference purposes. Consultation was undertaken with relevant stakeholders who have an interest in this facility and are listed in the Option 1 analysis (Section 6 below).
6. **Option 1 - That the Christchurch Botanic Gardens Herbarium be named “The Lawrie Metcalf Herbarium” (preferred)**

**Option Description**
6.1 Following precedents at other herbaria in New Zealand, the herbarium in the Christchurch Botanic Gardens (comprising specimen preparation rooms and a specimen storage vault adjacent to the Library in the new Visitor Centre) be named after Lawrence James (known as Lawrie) Metcalf, a former apprentice and long serving staff member who developed the herbarium.

**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 level of significance are consultation with botanical and horticulural groups who know about and have an interest in the Botanic Gardens herbarium, namely:
   - Canterbury Museum
   - Canterbury Botanical Society
   - Allan Herbarium, Landcare Research, Lincoln
   - Canterbury Horticultural Society
   - Friends of the Christchurch Botanic Gardens

**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 No communities in the wider public arena are specifically affected by this option. The views of specialist botanical and horticulural groups that were consulted are unanimously in favour of the recommended naming (Attachment A).

**Alignment with Council Plans and Policies**
6.6 This option is not inconsistent with Council’s Plans and Policies

   6.6.1 No policy in the Christchurch Botanic Gardens Management Plan 2007 refers to the naming of a feature or facility in the Botanic Gardens after an employee who has made an outstanding contribution to the Botanic Gardens’ development. The recommendation is therefore not contrary to the Management Plan.

   6.6.2 The names of former employees have been applied to features in the Botanic Gardens in the past, e.g. the Armstrong Lawn for the former Head Gardener / Curator.

   6.6.3 No policy in the Christchurch Botanic Gardens Management Plan 2007 dictates that naming of features or facilities in the botanic Gardens shall be restricted to people or organisations making substantial donations, although this has happened in the past and shall be explored when fundraising for major capital works in the future.

**Financial Implications**
6.7 Cost of Implementation – minor (<$500 for signs)
6.8 Maintenance / Ongoing Costs - nil
6.9 Funding source – operational budget
Legal Implications
6.10 nil

Risks and Mitigations
6.11 nil

Implementation
6.12 Implementation dependencies - nil
6.13 Implementation timeframe – 3 months

Option Summary - Advantages and Disadvantages
6.14 The advantages of this option include:

- Inexpensive and overdue recognition: highly appropriate, and inexpensive, acknowledgement of a former City Council Botanic Gardens employee who had the vision, skills and determination during the 1960s and 70s to develop the Botanic Gardens and specifically its herbarium, and who currently goes unrecognised by Council.

- Favourable association: Association of the City Council and its Botanic Gardens with a highly respected and well-known horticulturist and author of botanical books on New Zealand plants in cultivation.

- Enhanced profile: raising the profile of a facility that has recently enjoyed a revitalisation by installing modern storage equipment donated by the Friends of the Botanic Gardens in the new Botanic Gardens Visitor Centre.

- Enhanced engagement: naming would encourage staff and volunteers to become engaged in continuing the work of documenting Botanic Gardens and City plants initiated by Lawrie Metcalf, supporting the Council’s ability to found botanical decisions on a reference source of reliable information.

6.15 There are no disadvantages of this option.

7. Option 2 - That the Christchurch Botanic Gardens Herbarium continue to have no name associated with its past, present and future activity.

Option Description
7.1 Continue with the facility functioning as the Christchurch Botanic Gardens Herbarium.

Significance
7.2 The level of significance of this option is nil as there would be no change.
7.3 No engagement requirements.

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 No communities in the wider public arena are specifically affected by this option. The views of specialist botanical and horticultural groups that were consulted are unanimously in favour of the recommended naming (Attachment A).
Alignment with Council Plans and Policies
7.6  This option is consistent with Council’s Plans and Policies

Financial Implications
7.7  Cost of Implementation - nil
7.8  Maintenance / Ongoing Costs – nil
7.9  Funding source - nil

Legal Implications
7.10  nil

Risks and Mitigations
7.11  nil

Implementation
7.12  Implementation dependencies - nil
7.13  Implementation timeframe - nil

Option Summary - Advantages and Disadvantages
7.14  The advantages of this option include:
   • nil
7.15  The disadvantages of this option include:
   • Missed opportunity for Council to realise the advantages stated for Option 1, namely for an inexpensive and overdue recognition of a former distinguished staff member, favourable association of the Botanic Gardens with this well-known horticultural author, enhanced profile of a newly revitalised herbarium facility, and enhanced engagement for staff and volunteers.
   • Disappointment for members of the Friends of the Christchurch Botanic Gardens, which is an important support group that recently facilitated the revitalisation of the herbarium storage shelving by its donation, and that provides ongoing financial and voluntary support for Botanic Gardens operations.

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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

<table>
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<tr>
<th>Role</th>
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<tbody>
<tr>
<td><strong>Author</strong></td>
<td>John Clemens - Manager Conservation and Sustainable Development</td>
</tr>
<tr>
<td><strong>Approved By</strong></td>
<td>Andrew Rutledge - Head of Parks</td>
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<td>Mary Richardson - General Manager Customer and Community</td>
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Item No.: 22

Page 218
18 April 2017

John Clemens
Curator of Botanic Gardens
Christchurch City Council
PO Box 73036
CHRISTCHURCH 8013

Dear John,

Proposal to name Christchurch Botanic Gardens Herbarium the Lawrie Metcalf Herbarium

Thank you for your letter of 13 March 2017 setting out the background to a proposal to name the Christchurch Botanic Gardens Herbarium (known by the international symbol CHBG) the Lawrie Metcalf Herbarium.

As a former herbarium curator and with my continuing research interest in taxonomy and floristics I am well aware of the history of New Zealand’s plant collecting and national herbarium network.

You are correct in noting that other New Zealand institutions have done honour to individuals who have played a critical role in the establishment or development of their herbaria, and it would be fitting recognition of the part Lawrie Metcalf has played in the development of CHBG for it to be named for him.

I am delighted to offer unreserved support for this proposal.

With kind regards

Nga mihi

Anthony Wright
Director
CANTERBURY BOTANICAL SOCIETY (NZ) INC
P.O. Box 8212
Riccarton
CHRISTCHURCH 8440
NEW ZEALAND
www.canterburybotanicalsociety.org.nz
info@canterburybotanicalsociety.co.nz

14th May 2017

John Clemens
Curator of Botanic Gardens
Christchurch City Council
Christchurch 8013
PO Box 73038
CHRISTCHURCH 8013

Dear John

The Canterbury Botanical Society supports the Christchurch City Council’s proposal to name the suite that contains the CHBG Herbarium in the Botanic Gardens Visitor Centre and its specimens the ‘Lawrie Metcalf Herbarium’. The new name would recognise the significant contribution that Lawrie made to the herbarium.

Yours sincerely

Gillian Giller
President Canterbury Botanical Society
John Clemens  
Curator of Botanic Gardens  
Christchurch City Council  
Christchurch 8013  
PO Box 73036  
Christchurch 8013  

26 April 2017  

Dear John,  

Re: Proposal to name the Christchurch Botanic Gardens Herbarium the Lawrie Metcalf Herbarium  

Having received your letter of 13 March 2017, we thank you for the opportunity to consider your proposal to name the CHBG Herbarium the Lawrie Metcalf herbarium.  

We believe there is no impediment to naming the Herbarium and indeed we note there are existing examples in New Zealand and many overseas where a herbarium has been named to recognise the contribution of a person or persons. These collections have been renamed most frequently to honour the contributions that a person(s) has made to the advancement of botanical knowledge, development or preservation of that specific collection, and/or to acknowledge a significant financial contribution.  

When a herbarium is renamed it should have no impact on the international abbreviation (in this case CHBG) that has been designated by *Index Herbariorum*. This is the case for other herbaria that been renamed to honour contributions: for example, the Allan Herbarium maintained the international acronym CHR, the William and Lynda Steere Herbarium (NY) at New York Botanic Gardens, Kribelel Herbarium (PUL) at Purdue University, Charles E. Bessey Herbarium (NEB) at University of Nebraska.  

We note the significant contribution that Lawrie Metcalf has made to the CHBG Herbarium as outlined in your letter, and see no reason to prevent the Herbarium being named the Lawrie Metcalf Herbarium should the Board consider this honour appropriate.  

Yours sincerely  

Aaron Wilton (Research Area Leader, Plant Systematics)  

p.p.s. Ilse Breitwieser, Director of the Allan Herbarium & Research Portfolio Leader Characterising Land Biota
[Email dated 16 May 2017]

Hello John

I am pleased to advise that members of the Board have approved the naming of the Lawrie Metcalf Herbarium in the Christchurch Botanic Gardens.

Members of the Board are in agreement and wish the continued success of the Herbarium.

I note you are inviting members of the family to the Ceremony and of course they will be thrilled to know of this and be there.

Having worked alongside Lawrie I observed his love of plants and the desire to preserve specimens for future research.

If you need this on Letterhead please ask

Alan Jolliffe
President
Canterbury Horticultural Society

Alan Jolliffe
61 Regent's Park Drive
Canterbank
Christchurch 8051

Mobile 027 204 5679
Home 03 354 0402

https://nz.linkedin.com/in/alanjolliffe
Friends of the Christchurch Botanic Gardens (Inc)

PO Box 2553 Christchurch, 8140 New Zealand

4 May 2017
Christchurch City Council
Christchurch Botanic gardens
John Clemens
Curator of Botanic Gardens

Dear John,

Thank you for your letter dated 13th March 2017 Re: Proposal to name the Christchurch Botanic Gardens Herbarium the Lawrie Metcalf Herbarium.

On behalf of the Friends of the Christchurch Botanic Gardens Committee I confirm that we formally agreed in a meeting to the name proposed, which is the Lawrie Metcalf Herbarium.

Kind Regards

Jeanette

Jeanette Christensen
President
Friends of the Christchurch Botanic Gardens
By email: j christensen@clear.net.nz

Email friendsofthegardens@gmail.com  Web: www.friendschchbotanicgardens.co.org.n
23. Social and Community Development Committee Minutes - 31 May 2017

Reference: 17/591427
Contact: Liz Ryley liz.ryley@ccc.govt.nz 941 8999

1. Purpose of Report
The Social and Community Development Committee held a meeting on 31 May 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 Social and Community Development Committee meeting held 31 May 2017.

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Signatories

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<tr>
<th>Author</th>
<th>Liz Ryley - Committee Advisor</th>
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Social and Community Development Committee
OPEN MINUTES

Date: Wednesday 31 May 2017
Time: 1pm
Venue: Committee Room 1, Level 2, Civic Offices, 53 Hereford Street, Christchurch

Present
Chairperson
Councillor Phil Clearwater

Deputy Chairperson
Councillor Glenn Livingstone
Councillor Jimmy Chen
Councillor Anne Galloway
Councillor Yani Johanson
Councillor Aaron Keown
Councillor Tim Scandrett – departed at 4.00pm

31 May 2017
Principal Advisor
Lester Wolfreys
Head of Community Support, Governance and Partnerships
Tel: 941 8999

Liz Ryley
Committee Advisor
941 8153
liz.ryley@ccc.govt.nz
www.ccc.govt.nz

To view copies of Agendas and Minutes, visit:
www.ccc.govt.nz/Council/meetingminutes/agendas/index
The agenda was dealt with in the following order.

1. **Apologies**
   Part C
   There were no apologies.

2. **Declarations of Interest**
   Part B
   There were no declarations of interest recorded.

3. **Confirmation of Previous Minutes**
   Part C
   Committee Resolved SOC/2017/00011
   
   **Committee Decision**
   
   That the minutes of the Social and Community Development Committee meeting held on
   Wednesday, 3 May 2017 be confirmed.

   Councillor Livingstone/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. **Briefings to the Social and Community Development Committee**

   A briefing was given by Kaitlyn White, Youth Voice Canterbury and Kendra Burgess Naude, Co-Chair for the Christchurch Youth Council on the Christchurch Youth Action Plan.

   **Committee Resolved SOC/2017/00012**
   
   Part C
   
   That the Social and Community Development Committee: 
   
   1. Receives the briefing on the Christchurch Youth Action Plan.

   Councillor Chen/Councillor Johanson  
   Carried
7. CCC Smokefree 2025 Action Plan

Committee Comment

1. Martin Witt, Cancer Society of New Zealand Canterbury-West Coast, attended the meeting alongside staff and provided some information about the smokefree outdoor dining trials being undertaken.

2. The Committee commented on the possible need for receptacles for cigarette butts to be available outside bars, a campaign about picking up cigarette butts, and communications with multicultural community groups.

Staff Recommendations

That the Social and Community Development Committee:

1. Recommends that the Council:
   a. Supports the national goal of a Smokefree New Zealand 2025
   b. Agrees to the proposed Council Smokefree 2025 Action Plan

2. Notes that the Council will implement the Smokefree 2025 Action Plan in partnership with Community and Public Health (Canterbury District Health Board) and the Cancer Society.

3. Notes that staff will provide the Social and Community Development Committee with annual progress reports on the implementation of the Smokefree 2025 Action Plan.

Committee Decided SOC/2017/00013

Part A

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

1. Supports the national goal of a Smokefree New Zealand 2025.


3. Notes that the Council will implement the Smokefree 2025 Action Plan in partnership with Community and Public Health (Canterbury District Health Board) and the Cancer Society.

4. Notes that staff will provide the Social and Community Development Committee with annual progress reports on the implementation of the Smokefree 2025 Action Plan.

5. Requests staff to give consideration to a campaign to address the disposal of cigarette butts in public places, in support of environmental health, and to report back to the Social and Community Development Committee.

Councillor Clearwater/Councillor Livingstone Carried

8. Draft Healthy Food Action Plan

Committee Decided SOC/2017/00014

Part A

That the Social and Community Development Committee recommends that the Council:
1. **Adopt the Healthy Food Action Plan 2017.**
   
   Councillor Keown/Councillor Livingstone  
   
   Carried

9. **Approval for a Conservation Covenant Consent for 53 Gloucester Street, Christchurch**
   
   **Committee Decided SOC/2017/00015**

   **Part A**
   
   That the Social and Community Development Committee recommends that the Council:
   
   1. Approve a Conservation Covenant Consent for the repair and upgrade works to 53 Gloucester Street, Christchurch and covered by RMA/2017/407, subject to the following condition:
      
      a. That a full photographic record be made of each of the fireplaces before deconstruction commences. Photographs should be labelled with location, date and photographer’s name, and submitted with a plan showing photographic locations. These should be submitted to the Christchurch City Council’s Heritage Team on a computer memory stick, or electronically by either email or via the website: https://wetransfer.com/ to heritage@ccc.govt.nz

   Councillor Keown/Councillor Scandrett  
   
   Carried

10. **Heritage Incentive Grant Approval for part of the Duncan's Building, 143-157 High Street, Christchurch**
   
   **Committee Decided SOC/2017/00016**

   **Part A**
   
   That the Social and Community Development Committee recommend Council:
   
   1. Approve a Heritage Incentive grant of up to $362,675 for conservation and maintenance work for the protected heritage building located at 143-157 High Street, Christchurch.
   
   2. Note that payment of this grant is subject to the applicants entering a full conservation covenant with the signed covenant having the Council seal affixed prior to registration against the property titles.

   Councillor Keown/Councillor Chen  
   
   Carried

11. **Naming Botanic Gardens Herbarium the Lawrie Metcalf Herbarium**

   **Committee Comment**
   
   Committee discussion was held about inviting Mr Metcalf and his family to the Council meeting when this report was discussed, to celebrate the event.

   **Committee Decided SOC/2017/00017**

   **Part A**
That the Social and Community Development Committee recommends that the Council:

1. Approve that the Christchurch Botanic Gardens Herbarium be named “The Lawrie Metcalf Herbarium”.

Councillor Scandrett/Councillor Chen  Carried

The meeting adjourned at 2.43pm and reconvened at 2.53pm.

Committee Resolved SOC/2017/00018

Part C

That the Social and Community Development Committee approve:

1. Updating the International Relations Working Group’s Terms of Reference membership to include “or representative” for each of the external organisations.

Councillor Chen/Councillor Scandrett  Carried

13. Community Facilities Rebuild Quarterly Update May 2017
Staff Recommendations

That the Social and Community Development Committee:

1. Receives the information in this report

Committee Resolved SOC/2017/00019

Part C

That the Social and Community Development Committee:

1. Receives the information in this report
2. Asks staff to report on passive building design policies currently in use.

Councillor Johanson/Councillor Keown  Carried

Councillor Scandrett departed at 4.00pm during Item 15.

15. Events Production Team Work Programme

The Committee requested that Commemorations be added to the information reported to it by the Events Production Team.

Committee Resolved SOC/2017/00020

Part B

That the Social and Community Development Committee:

1. Receive information in relation to the calendar of events produced by the Council’s Events Production Team for the upcoming 2017-2018 season and the development of the Events Sustainability Framework.

Councillor Livingstone/Councillor Chen  Carried
14. The Berlin Wall in Christchurch
   Committee Resolved SOC/2017/00021

   Part B
   That the Social and Community Development Committee:
   1. Receive the report.

   Councillor Johanson/Councillor Livingstone

   Carried

16 Resolution to Exclude the Public
   Committee Resolved SOC/2017/00022

   Part C
   That at 4.19pm the resolution to exclude the public set out on pages 160 to 161 of the agenda be adopted.

   Councillor Clearwater/Councillor Livingstone

   Carried

   The public were re-admitted to the meeting at 4.50pm.

Meeting concluded at 4.50pm.

CONFIRMED THIS 5TH DAY OF JULY 2017

COUNCILLOR PHIL CLEARWATER
CHAIRPERSON
24. Strategic Capability Committee Minutes - 11 May 2017

Reference: 17/519759
Contact: Chris Turner-Bullock christopher.turner@ccc.govt.nz 941 8233

1. Purpose of Report
The Strategic Capability Committee held a meeting on 11 May 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 11 May 2017.

Secretarial Note: The Council considered the Part A matter Item 5: Christchurch Economic Development Strategy at its meeting on 1 June 2017.

Attachments

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Signatories

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<tr>
<th>Author</th>
<th>Christopher Turner-Bullock - Committee Advisor</th>
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Strategic Capability Committee
OPEN MINUTES

Date: Thursday 11 May 2017
Time: 3.02pm
Venue: Committee Room 1, Level 2, Civic Offices,
53 Hereford Street, Christchurch

Present
Chairperson
Deputy Chairperson
Members

Mayor Lianne Dalziel
Deputy Mayor Andrew Turner
Councillor Vicki Buck
Councillor Phil Clearwater
Councillor Pauline Cotter
Councillor David East
Councillor Raf Manji

11 May 2017

Principal Advisor
Brendan Anstiss
General Manager Strategy & Transformation
Tel: 941 8472

Christopher Turner-Bullock
Committee Advisor
941 8233
christopher.Turner@ccc.govt.nz
www.ccc.govt.nz

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www.ccc.govt.nz/Council/meetingminutes/agendas/index
The agenda was dealt with in the following order.

1. **Apologies**
   That the apology for lateness from Councillor East be received.

   Councillor Manji/Deputy Mayor [Carried]

2. **Declarations of Interest**
   Part B
   There were no declarations of interest recorded.

3. **Deputations by Appointment**
   Part B
   There were no deputations by appointment.

4. **Presentation of Petitions**
   Part B
   There was no presentation of petitions.

5. **Christchurch Economic Development Strategy**
   **Committee Comment**
   1. Anna Elphick, Strategy and Performance Manager of Canterbury Development Corporation, joined staff at the table to present the report to the Committee.
   2. During the discussion of the Strategy, the Committee requested staff present an updated attachment, to take into account the changes requested regarding education and young people in the city. This attachment will be included in the Part A report to Council on 1 June 2017.

   **Committee Decided SCCM/2017/00001**
   **Part A**
   That the Strategic Capability Committee recommends that the Council:
   2. Approves that the Strategic Capability Committee receive progress reports on implementation of the Christchurch Economic Development Strategy.
   3. Agrees that further detailed progress reporting be undertaken annually through the Council’s Strategy Progress Report.
4. Notes that Council officers are already working with ChristchurchNZ to establish an appropriate senior officials steering group to oversee the implementation of the Strategy.

Councillor Manji/Deputy Mayor

Carried

6 Resolution to Exclude the Public
Committee Resolved SCCM/2017/00002

Part C

That at 3.46pm the resolution to exclude the public set out on pages 43 to 44 of the agenda be adopted.

Mayor/Councillor East

Carried

The public were re-admitted to the meeting at 4.32pm and which time the meeting concluded.

CONFIRMED THIS 8TH DAY OF JUNE 2017

MAYOR LIANNE DALZIEL
CHAIRPERSON
1. Purpose and Origin of Report

Purpose of Report
1.1 The purpose of this report is for the Council to re-establish a decision making process for determining whether the Council will continue to permit baches to occupy Council land at Taylors Mistake and Boulder Bay.

Origin of Report
1.2 This report is staff generated.

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 this being a report on process for decision making rather than the substance of the decision.

2.1.2 The community engagement and consultation outlined in this report reflect the assessment.

3. Staff Recommendations

That the Council:

1. Resolve to establish a working party:
   a. To recommend to the Council, as land owner, whether to authorise, or on what terms to authorise, baches to continue to occupy Council land at Taylors Mistake, Boulders Bay and Maori Garden; and
   b. Comprising Deputy Mayor Turner as Chairperson, three other Councillors and two Community Board Chairpersons or members; and
   c. Direct the working party to meet and undertake the investigations necessary in order for the working party to report back to Council by 30 September 2017.

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: 17.0.2 Strategic policy and planning advice is provided internally within the Council to support operational planning and service delivery

4.2 The following feasible options have been considered:
   - Option 1 – re-establish a working party to make a recommendation to the Council on these matters.
   - Option 2 – Do nothing.
4.3 Option Summary - Advantages and Disadvantages of re-establishing a working party

4.3.1 The advantages of this option include:
- It is more efficient than the whole of Council investigating the matter;
- It is an effective means to investigate the issues;
- It provides a course that may lead to resolution of a long-standing issue.

4.3.2 The disadvantages of this option include:
- The members of the working group will need to devote time to investigate issues;
- The working group will not have delegated authority to make a decision.

5. Background

The situation
5.1 There are baches at Taylors Mistake and Boulder Bay that are on unformed road land that is owned by the Christchurch City Council.

5.2 The Council has for several decades addressed questions about whether the Council should permit that continued private occupation of Council land.

5.3 The legal basis for the baches to remain, and be used for holiday or permanent occupation, requires decision making under both the Resource Management Act (RMA) and as land owner under the Local Government Act (LGA).

5.4 Under the RMA, the baches are not a permitted activity in the new District Plan (and were not permitted under the old City Plan). Many of them have proven existing use rights under the RMA, so do not need resource consent. The ones that do not have proven existing use rights may be able to prove that right if the Council requires them to do so.

5.5 Regardless of whether the baches have existing use rights, the Council has a role as land owner to decide whether to allow that continued occupation of Council land.

5.6 The Council decision as land owner under the LGA involves considering the views of the community (bach owners, others in the local community, and the wider community) and issues including: health and safety; natural hazards; landscape; heritage; amenity values; public access; private occupation of Council land; legal issues.

Previous Council decision making
5.7 There has been Council attention to whether the baches should be permitted to remain for several decades. The matter remains unresolved.

5.8 In the 1970s the Council granted temporary “licences” for the baches to occupy Council land. Those licences expired in the 1980s. In the 1990s the status of the baches was a live issue for the first District Plan under the RMA. The provisions in the City Plan in relation to the baches were decided by the Environment Court in 2000. Those rules set up a “bach zone” that the City Plan envisaged the baches being moved to.

5.9 Those rules in the City Plan for moving the baches were not given effect to.

5.10 The Council was again considering these issues in 2010 when the earthquakes resulted in a change in priorities. A number of the bach owners then obtained existing use certificates under the RMA.
5.11 The most recent time that this was before Council was on 11 December 2014, when the Council resolved to establish a working party as follows:

   *It was resolved on the motion of Councillor Turner, seconded by Councillor Cotter, that the Council appoint a working party to:

   5.1 Progress resolution of the Taylors Mistake, Boulder Bay and Maori Gardens bach issue and to recommend options for determining the future of the baches, including the option of granting licences to occupy Council-owned land; and

   5.2 When required to meet District Plan Review process deadlines, provide advice to the District Plan Review Committee on the Council’s response to submissions on the phase 1 and recommendations for new provisions as part of phase 2 of the District Plan Review.

   5.3 That the Working Party be made up of Councillors Lonsdale, Johanson and East, along with Community Board Chairpersons Sara Templeton and Paula Smith and that Councillor Turner be appointed as the Chair.

5.4 That Working Party met and then decided to wait to see what the Independent Hearings Panel decided for the content of the Replacement District Plan. The Panel’s decisions relevant to the baches were not finished until late in 2016. The Council elections then resulted in the working party dissolving.
6. Option 1 – Re-establish a working party (preferred)

Option Description
6.1 A working party of elected members, with staff assistance, will make a recommendation to the Council on its decision as land owner regarding whether the Council should continue to allow baches to occupy its land.

Significance
6.2 The level of significance of this option is low consistent with section 2 of this report.

6.3 No engagement is required for this level of significance.

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 The bach owners and interested members of the local community are specifically affected by this option due to it leading to a finalised Council decision. Their views are that they expect the Council to make a decision.

Alignment with Council Plans and Policies
6.6 This option is consistent with Council’s Plans and Policies

Financial Implications
6.7 Cost of Implementation is staff and possibly consultant time to advise the working party.

6.8 Funding source – strategic planning budget.

Legal Implications
6.9 There are no legal implications.

Risks and Mitigations
6.10 There are no risks.

Implementation
6.11 Implementation dependencies - Working party members will be required to devote time to this role and Council staff will need to provide comprehensive briefings.

6.12 The proposed resolution sets a reporting timeframe to ensure that the matter is progressed.

Option Summary - Advantages and Disadvantages
6.13 The advantages of this option include:

- It is more efficient than the whole of Council investigating the matter;
- It is an effective means to investigate the issues;
- It provides a course that may lead to resolution of a long-standing issue.

6.14 The disadvantages of this option include:

- The members of the working group will need to devote time to investigate issues;
- The working group will not have delegated authority to make a decision.
7. **Option 2 – Do nothing**

**Option Description**
7.1 The Council does nothing to resolve whether baches should be permitted to occupy Council land at Taylors Mistake, Boulder Bay and Maori Garden.

**Significance**
7.2 The level of significance of this option is medium which differs from section 2 of this report due to the risks that arise from not investigating the possible issues.
7.3 Engagement requirements for this level of significance are low.

**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 The bach owners and interested members of the local community are specifically affected by this option as it would not lead to a finalised Council decision. Their views are that they expect the Council to make a decision.

**Alignment with Council Plans and Policies**
7.6 This option is inconsistent with Council’s Plans and Policies
7.6.1 Inconsistency – it would be a failure to perform a decision making function.

**Financial Implications**
7.7 Cost of Implementation – none.
7.8 Maintenance / Ongoing Costs – none.

**Legal Implications**
7.9 The Council would be failing to perform its decision making function.

**Risks and Mitigations**
7.10 Risk of complaint to the Ombudsman or legal challenge regarding not making a decision on private occupancy of Council land.
7.11 If there are unacceptable natural hazard risks to users of some of the baches, and the Council does not as land owner limit or end that use, then there could be criticism of the Council’s inaction.

**Implementation**
7.12 Implementation dependencies - none.
7.13 Implementation timeframe – none.

**Option Summary - Advantages and Disadvantages**
7.14 The advantages of this option include:
- There are no advantages.
7.15 The disadvantages of this option include:
- The Council would not be deciding a matter that needs determination.
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

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<tr>
<th>Author</th>
<th>Brent Pizzey - Senior Solicitor</th>
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<tr>
<td>Approved By</td>
<td>Rob Goldsbury - Head of Legal Services</td>
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<td>Andrew Rutledge - Head of Parks</td>
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<td>Mary Richardson - General Manager Customer and Community</td>
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<td>David Adamson - General Manager City Services</td>
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26. Remuneration Authority Local Government Review Consultation Document - Draft Council Comment

Reference: 17/591352
Contact: Jo Daly jo.daly@ccc.govt.nz 941 8581

1. Purpose of Report
   1.1 This report is to enable the Council to adopt its comment (Attachment A) to the Remuneration Authority Consultation Document Local Government Review, Part two – Proposed Immediate Changes (2017 Determination).

2. Staff Recommendations
   That the Council:
   1. Adopt the draft comment as attached for submission to the Remuneration Authority.

3. Key Points
   3.1 The Remuneration Authority (Authority) contacted all Councils in May 2017 with a consultation document on Local Government Review (Attachment B), seeking comment from local government on proposals for immediate changes (Part two) and Longer Term Proposals (Part three).

   3.2 Under the Local Government Act the Remuneration Authority sets the base remuneration for all elected members of local authorities including community boards. It also sets allowances and expenses. In undertaking its duties, the Authority is obliged to have regard to the need to minimise potential for behaviour distortion, maintain fair relativity with other levels of remuneration elsewhere, be fair to both elected members and ratepayers, and attract and retain competent persons. The Remuneration Authority document on Remuneration Setting for Local Authorities is attached (Attachment C).

   3.3 The Remuneration has noted that it is seeking the views of Councils on the proposals, not of individual elected members or staff.

   3.4 Part two – Proposed Immediate Changes (2017 Determination)
     • The Authority is seeking the views of local government (territorial authorities, unitary councils and regional councils) on proposals that will be related the 2017 determination, affecting elected mayors, chairs and councillors and part of it also affecting community board members.
     • Feedback from councils has been requested by 19 June 2017. The Authority agreed to the Christchurch City Council providing its views by 22 June, to allow the Council to consider the draft comment at this meeting.

   3.5 Part three – Longer Term Proposals
     • The Authority is seeking the views of local government on longer term proposals that will affect elected mayors, chairs, councillors and community board members from every council except Auckland.
     • Feedback from Councils has been requested by 20 October 2017.
3.6 The consultation document and information relating to the Remuneration Authority was sent to all elected members with an invitation to provide feedback on the matters raised in Part two of the consultation document and the key questions posed by the Authority.

3.7 The key themes of the responses provided and information relating to the Council processes and policies have formed the basis of this comment on Part two of the consultation document.

3.8 In providing feedback on the proposals within Part two of the Authority’s document, several elected members made comment on a number of remuneration matters not related to Part two of the document. These matters have not been included in this draft comment but have been noted for inclusion as appropriate in Part three of the consultation document.

3.9 The process for seeking the input of all elected members in preparation of the Council’s comment on Part three – Longer Term Proposals is being developed. Staff are reviewing the proposals within the document and will provide a summary of the proposed significant changes to current arrangements.

Attachments

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Signatories

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<tr>
<th>Author</th>
<th>Jo Daly - Council Secretary</th>
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<tr>
<td>Approved By</td>
<td>Lester Wolfeys - Head of Community Support, Governance and Partnerships Mary Richardson - General Manager Customer and Community</td>
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22 June 2017

Fran Wilde
Chair
Remuneration Authority
PO Box 10084
The Terrace
Wellington 6143

info@remauthority.govt.nz

Dear Fran

DRAFT Christchurch City Council comment on Consultation Document, Local Government Review – Part Two – Proposed Immediate Changes (2017 Determination)

1. Introduction

Christchurch City Council (the Council) thanks the Remuneration Authority (the Authority) for the opportunity to provide comment on the Authority’s Local Government Review, Part Two - Proposed Immediate Changes for the 2017 determination.

These comments focus on the key questions within the consultation document and commentary has been added in support of responses as related to the Council’s current position or policies.

The Council acknowledges that the short time frame given by the Remuneration Authority to provide a Council view on part two of the consultation document has provided some challenges. However, all 54 Christchurch City Council elected members received the consultation document and have had the opportunity to provide feedback. The key themes of the responses provided and information relating to Christchurch City Council processes and policies have formed the basis of this comment on Part two of the consultation document.

The Council intends its comment on Part three of the consultation document will be submitted to the Authority by the 20 October 2017 deadline.

2. RMA Plan hearing fees

Do you agree that elected members who are sitting on plan hearings under the RMA should be remunerated in the same way as elected members who are sitting on resource consent hearings?

The Council supports this proposal.

Do you agree that elected members who chair such hearings should be remunerated for time spent writing up decisions?

The Council supports this proposal.
3. Leave of absence for elected members and acting mayor/chair payments

Do you agree that there should be provision for elected members to be granted up to six months leave of absence without pay?
The Council supports the proposal for members to be able to be granted a leave of absence for up to six months.

The Council expects that approval or otherwise of a request for a leave of absence without pay would, as indicated in the Authority’s document, depend upon the reasons for the leave and the amount of time requested.

The wording in this section of the document refers to only to councillors and mayor/chair. The Council seeks clarification if this proposal would apply to all elected members, including community board members and chairpersons. The Council supports that it should.

The Council notes a query raised about whether parental leave may be a reason for a leave of absence and if the Authority is giving any consideration to the provision of paid parental leave for elected members.

Do you agree that additional remuneration can be made to the deputy mayor or chair to act in the role under the circumstances outlined? If you disagree with any of the conditions, please state why? Are there any other conditions that should apply?
The Council supports additional remuneration being made available for the deputy mayor to act in place of the mayor if the mayor is granted a leave of absence as per the comment made in the section above.

4. Approach to expenses policies

Do you agree that the Remuneration Authority should supply a prototype expenses policy that will cover all councils and that councils should be able to adopt any or all of it to the upper limit of the metrics within the policy?
The Council is open to the Authority developing a prototype expense policy, however acknowledges that there are differences between councils that may require significant variation to aspects of it and that the policy would need to accommodate these.

Paragraph 28 of the consultation document references the Authority working with local government to develop the prototype policy, the Council suggests that all councils should have the opportunity and significant time to provide input before a prototype is finalised and available for adoption.

Do you agree that each council’s auditor should review their policy and also the application of the policy?
The Council considers that the Remuneration Authority should review and authorise all expense and allowance policies.

The Council supports the concept that council auditors review the application and compliance of expense polices, acknowledging potential cost and process implications.
5. Provision and allowances for information and communication technology and services

ICT Hardware

Do you agree that it should be common policy for councils to provide the ICT hardware proposed above for all elected members? Do you agree that exemptions to this policy would be limited to exceptional circumstances?

If you disagree with either of these proposals, please give reasons and outline your alternatives.

The Council does not fully support this proposal.

The Council has adopted a strategic direction towards sustainability which includes a paperless environment. The paperless environment has been fully implemented for elected members and all documentation relating to the business of meetings of the Council and Community Boards is provided electronically.

Paragraph 35 of the consultation document references “that all councils should provide an appropriate council-owned technology suite for their elected members” which the Christchurch City Council does. Each elected member is provided with a device, currently an iPad Pro with an attached keyboard, and the ability and software to access all required functions to carry out Council business including email, calendar, internet, document management and filing systems.

Full support is provided for equipment and software applications on devices, with ongoing review to ensure that it is fit for purpose. If required assistance and advice is provided to enable elected members to connect personal mobile devices to Council email and related services. All devices and systems comply with the Council’s security and privacy requirements.

The Council does not support the provision of any additional computing, printing equipment or related consumables to elected members than those currently supplied. Devices provided are considered fit for purpose and the paperless environment supports the sustainability of the system/strategic approach.

The Council notes that elected members can access printing or copying facilities at the Council’s Civic offices or via community based Governance Teams and support staff. As a commitment to the paperless environment this excludes printing or copying related to meeting documentation.

If an elected member chooses to also use personal equipment for Council business to support the Council provided device, for example a computer, laptop or printer they can at their own cost.

The Council does not support providing each of its elected members with a Council owned mobile phone. The varied range of phones, and particularly smart phones, available would make it difficult to provide a phone that meet the needs of all elected members. As mentioned above, support is available to enable elected members to connect personal mobile devices to Council email and related services, with the appropriate Council IT security requirements to be met.

The Council supports a continued approach for an available allowance towards the cost of a mobile phone, set by the Remuneration Authority and included in the Council’s policy.
The Council considers that the provision and support of all of the equipment listed in paragraph 38 for 54 elected members will have a significant cost impact for the Council which has not been budgeted for in the recently adopted annual plan. Procurement, training and support related to provision of additional equipment will require detailed planning and is not something that could be implemented in a short time frame.

The Council comments in this section apply to all elected members excluding the Mayor. The Council supports the continued provision to the Mayor of the following items:

- Computer and/or device
- Ancillary equipment in the Council office
- Mobile telephone
- Internet connection
- Payment of home telephone line
- Payment of monthly mobile phone costs.

6. Internet usage and phone plans

Do you agree that a proportion of the ongoing cost of the use of home internet and personal mobile phones should be reimbursed as outlined above?

The Council does not fully support this proposal.

The Council agrees with the proposal in that elected members should be responsible for their own home broadband and mobile phone plans to meet their wide needs.

The Council considers that the proposed reimbursement schemes as detailed below would require significant resource to support and a commitment from elected members to be able to provide this information on a regular basis:

- Reimbursement of up to 25 percent of a maximum dollar amount to cover internet usage costs, on product of receipts.
- Reimbursement of up to half the cost of personal mobile phone usage up to a maximum dollar amount on production of receipts.

The Council suggests that the Remuneration Authority identify appropriate allowances towards the cost of home internet and personal mobile phone usage that are included in the Council’s policy and elected members are entitled to claim.

The Council supports the proposal in paragraph 47 that for mayors and chairs, councils should cover the total cost of the mobile phone plan, except that the user will be charged for private international calls that incur an individual charge. The Council also supports that councils should cover the cost of mayors and chairs internet usage. The Council’s comment on these matters is also referred to within section 5 above.

7. Unusual circumstances

Do you agree with the “unusual circumstance” provision in para 49 48?

The Council supports for the need for an approach to unusual circumstances related to coverage issues.
8. Time travel allowance

Do you agree that the current policy on travel time allowance should be continued? If not, please state reasons for change.
The Council supports this proposal, acknowledging that for Christchurch City Council it applies to community board members only as they are not considered full time.

9. Mileage Claims

Do you agree with the proposed change to the current 5000km rule? If not, what should it be and why?
The Council supports that mileage is paid at the IRD formula for mileage rate reimbursement (currently 74 cents per km) and accepts the proposal to increase the threshold for the reasons provided however considers that this could be stated more simply than proposed.

The wording in this section of the document refers to only mayors/chairs and councillors, the Council seeks clarification if this proposal would apply to all elected members, including community board members and chairpersons. The Council supports that it should.

Do you agree with the proposal to retain the 30km rule in its current form? If not, what should this rule be?
The Council supports the proposal to retain the 30km rule, however would like to ensure the guidelines for application of this rule are as clear as possible. Interpretations of the information provided in the consultation document have been varied.

10. Conclusion

The Council, and its staff, are supportive of the outcomes the Authority is seeking to achieve and would welcome the opportunity to provide input or support to assist the Authority in these.

If you require clarification on any of the comments provided by the Council or additional information please contact Jo Daly, Council Secretary, phone 03 941 8581 or email jod.daly@ccc.govt.nz

Yours sincerely,

Mayor Lianne Dalziel
CONSULTATION DOCUMENT
LOCAL GOVERNMENT REVIEW

Part One - General Introduction

Introduction

1. The Remuneration Authority (the Authority) is required to issue a new determination, taking effect from 1st July 2017, covering local government elected members. In considering how we should approach this in future, we have concluded that there is an opportunity for both short term improvements to the system, including some clarification of current policies, as well as some deeper changes which we propose introducing in 2019.

2. Hence this paper has two substantive sections – Part Two covering proposals for this year and Part Three covering the longer term. We are seeking views of councils on both. The timetable for responses on the shorter-term proposals is unfortunately short. This is because as we got deeper into our review we saw the need for more fundamental change which, had we waited till we had all detail finalised, would have delayed our release of this paper. However, we feel that the issues in Part Two are sufficiently familiar for councils that they will be able to provide reasonably rapid responses. In contrast, Part Three contains more fundamental change proposals and we believe that the local government sector needs time to contemplate these. We have provided a window of several months and during that time we would anticipate attending either zone or sector meetings to discuss the proposals with you.

3. Recently the issue of the potential provision of child care subsidies or services has been raised. We have not addressed it in this paper but will be consulting the sector shortly about this issue.

4. The Authority would like to thank a number of people who have assisted us with the review so far. We commissioned ErnstYoung to provide facilitation, research and analysis. The following people also provided assistance and we very much appreciated their insights and information:

- Local Government Leadership Group:
  - David Ayers, Mayor, Waimakariri District
  - Jan Barnes, Mayor, Matamata-Piako District
  - Brendan Duffy, Independent Consultant and former Vice-President LGNZ
  - Justin Lester, Mayor, Wellington City
  - Jane Nees, Deputy Chair, Bay of Plenty Regional Council
  - Rachel Reese, Mayor, Nelson City

- Local Government New Zealand:
Legal requirements for the Authority when setting remuneration

5. The work of the Authority is governed by the Remuneration Authority Act 1977, which has had several amendments since it was first enacted. This act and the Local Government Act 2002 contain the statutory requirements which the Authority must follow when making determinations for local government elected members. They are summarised below:
Role of local government

6. In undertaking this review the Authority has looked at past thinking on local government remuneration. One particular document, issued by Local Government NZ in 1997, contained a thoughtful summary of the role of local government.

7. The document said:

“The strength of representative democracy ultimately depends on two factors. One is the level of citizen participation and trust in democratic institutions. The other is the ability and commitment of elected representatives and their role in encouraging participation and promoting levels of trust.

Local government constitutes one of the underpinning structures of democratic society, providing ‘voice and choice’ to citizens and communities, and the mechanism for making decisions about local needs and preferences. It also provides a forum to debate issues of mutual interest and concern.

Good local government depends upon the goodwill and understanding of its citizens, and the quality of its staff. Most of all, however, it depends on the ability of those elected to govern. Attracting people with the capacity to lead and govern at local level involves a number of factors. These include:

☐ The opportunity to contribute effectively, be professionally valued and receive a sense of satisfaction at achieving a job well done
☐ The existence of structures and processes to support and professionally advise elected members and enable them to contribute constructively on matters of community importance
☐ The presence of consultative and participative arrangements that strengthen relationships between and with their communities
☐ The existence of a remuneration system that enables people from all sectors of the community to commit time and effort necessary to fulfil their responsibilities as elected members without being unduly disadvantaged.”

8. In our view, this characterisation of local government has not changed since it was written twenty years ago.

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Part Two – Proposed Immediate Changes (2017 Determination)

Introduction

9. The Authority is seeking the views of local government (i.e. territorial authorities, unitary councils and regional councils) on the proposals set out below in this section of the paper. These changes will affect elected mayors, chairs and councillors from each council including Auckland (councillors and local board members). Part of it will also affect community board members.

10. Please note that we are seeking the views of councils, not of individual elected members or staff.

11. We would appreciate any feedback that councils wish to give to be emailed to us by 5pm Monday 19th June 2017 or earlier if you can. Please email to info@remauthority.govt.nz

RMA Plan hearing fees

12. Current practice is that those elected representatives who are undertaking resource consent hearings can receive an hourly fee which is determined three-yearly by the Authority and which is not included in the council’s pool of money to cover payment for additional positions of responsibility. This has not applied to other hearings conducted under the Resource Management Act (RMA). Nor does it apply to hearings for a plethora of other plans or policies developed by councils under different pieces of legislation.

13. The Authority has received many enquiries and suggestions from councils on this issue. In particular, there is growing concern about the treatment of often-protracted hearings of District Plans, Regional Policy Statements and other land, air, coastal and water plans under the RMA.

14. We have looked at the range of council plans that involve hearings and believe that many of them could be considered part of “business as usual” for councillors.

15. However, of particular concern is that councillors who sit on RMA plan hearings are required to be accredited commissioners. This means that they must have undertaken the Making Good Decisions course and they must renew their credentials every three years. The requirements for councillors are in this respect the same as for non-councillor commissioners and there is a cost in both time and money to gain and maintain the accreditation.

16. Because of the technical and legal nature of plan hearings, they tend to take months and, in some cases, can span an election period. This is especially the case if the hearing covers a review of the whole plan.
17. The Authority is aware of the increasing trend for councils to engage external commissioners as members of the panel for these plan hearings. This use of external contractors is being driven by several considerations, including time requirements, unavailability of sufficient numbers of councillors who are qualified commissioners, or a view that because councillors have developed the plans as part of their core business, the hearings should be conducted by a different set of independent commissioners. External commissioners are paid an hourly rate for the work. In some cases, a council will use a mixed panel of external commissioners and councillors, which clearly creates a disparity between panel members.

18. Because of these factors, we agree that any such hearings should be treated in the same way as resource consent hearings under the RMA insofar as councillor remuneration is concerned.

19. The Authority is proposing that an hourly rate should be paid to councillors who are members of such hearing panels.

20. The rate would be set every three years by the Authority, as with payments for consent hearings. It will apply to site visits, reading (not to exceed the hearing time) and, in the case of an elected person chairing such a committee, the hourly rate would also cover the time spent in writing the decisions. For clarity, we also propose that this last provision be included for elected members who are chairing resource consent hearings.

☐ Do you agree that elected members who are sitting on plan hearings under the RMA should be remunerated in the same way as elected members who are sitting on resource consent hearings?

☐ Do you agree that elected members who chair such hearings should be remunerated for time spent writing up decisions?

Leave of absence for elected members and acting mayor/chair payments

21. From time to time a councillor or mayor/chair needs extended leave of absence from council work. This could be for personal reasons such as family/parental leave, extended holiday, illness or, in some cases, when standing for another public office. On these occasions the Authority is asked whether or not a council can grant such leave and, if it involves a mayor or chair, whether an additional payment can be made to the person (legally prescribed as the deputy) who is acting in place of the mayor/chair.
22. We have looked at the rules for governance boards in the state sector for guidance and adapted those rules for local government elected members. Rather than an ad hoc approach, we propose the following:

Councillors:

☐ Leave of absence without pay can be granted for a period of up to six months (maximum) by formal resolution of the council.
☐ The leave must involve total absence. The councillor cannot be present for any duties either formal or informal – this includes council meetings, meetings with external parties and constituent work. Nor can the councillor speak publicly on behalf of the council or represent it on any issues.
☐ The councillor’s remuneration and allowances ceases during the period for which leave of absence is granted.

Mayors/Chairs:

☐ Leave of absence without pay can be granted for a period of up to six months (maximum) by formal resolution of the council.
☐ Notwithstanding the above, the period must be longer than a single cycle of council meetings, whether that be monthly or six weekly or whatever. This is because we consider that one of the key roles of a deputy mayor/chair is to cover for short absences by the mayor/chair, but that a longer absence would necessarily put an unexpected extended work burden on the deputy.
☐ If the deputy is to be paid extra remuneration for the period concerned, the leave must involve total absence. The mayor/chair cannot be present for any duties either formal or informal – this includes council meetings, meetings with external parties and constituent work. Nor can the mayor/chair speak publicly on behalf of the council or represent it on any issues.
☐ The remuneration to mayor/chair ceases during the whole of the period for which leave of absence is granted and the deputy is acting in the role.
☐ Allowances including a mayor/chair vehicle will also be unavailable to the mayor/chair during that period, but would be available to the acting mayor/chair.
☐ We propose that under these circumstances the council may pay that deputy a sum up to the normal remuneration of the mayor/chair in place of the normal remuneration received by the deputy.

23. Councils may make decisions within the parameters of these rules but must inform the Authority as soon as possible.

24. We have reflected on the proposed six-month period and consider that it is likely to require exceptional circumstances for an absence of that period to be granted, especially to someone in a leadership position on a council. It would mean that the constituents who elected that person would be unrepresented or, under a multiple-member ward, less represented, than would normally be the case. This would be an electoral risk that the
person concerned would need to consider carefully. However there may be circumstances where it is appropriate so we are proposing that the maximum period would be six months.

25. A further issue is the extension of an acting role beyond the anticipated length of time – for example, if the incumbent were elected to another role and there needed to be a by-election. Under those circumstances, if the incumbent is the mayor or chair, and the deputy was acting in the role, that the acting role may need to be extended for a further period, perhaps up to three months. In that case, we advise that councils make a new, separate decision regarding the remuneration and allowances.

☐ Do you agree that there should be provision for elected members to be granted up to six months leave of absence without pay? If not, what should be the maximum length of time?

☐ Do you agree that additional remuneration can be made to the deputy mayor or chair to act in the role under the circumstances outlined?

☐ If you disagree with any of the conditions, please state why.

☐ Are there any other conditions that should apply?

Approach to expense policies

26. The current approach is for each council to send in their policy to the Authority every three years for approval. In between we often receive requests for assistance in interpreting the provisions in the determination. We are aware of the need for policies to be more transparent and for greater clarity in the explanatory notes, both in determination and on our website.

27. We have looked at many council expense policies and it is clear that some are struggling to develop them, possibly because small staff size does not provide any depth of expertise in this area. On the other hand, some policies are highly developed and contain clear guidance as to what is permitted and under what circumstances.

28. We are thus proposing that instead of each council needing to develop a policy from scratch and then gain approval from us, we work with local government to develop a prototype policy that could be adopted by all councils.
29. The metrics in such a prototype would obviously be the top (maximum) of the allowed range, so any council wanting to pay/reimburse less (or even nothing at all) would be free to do so.

30. With respect to the current role of the Authority in authorising or checking such policies, this is enabled by the legislation and has been required in our previous determinations. However, the Authority proposes that such compliance audits should be part of the role of local government auditors who should check council expenses policies to ensure conformity to the Determination. Auditors should also be assessing whether councils are actually following their own agreed policies in this area.

☐ Do you agree that the Remuneration Authority should supply a prototype expenses policy that will cover all councils and that councils should be able to adopt any or all of it to the upper limit of the metrics within the policy?

☐ Do you agree that each council’s auditor should review their policy and also the application of the policy?

Provision of and allowances for information and communication technology and services

31. A communications allowance has been included in the determination since 2008, and was introduced to bring some equity across the country in the reimbursement of costs and the provision of such support to elected members.

32. The continuing development of information and communication technology (ICT) has led the Authority to reconsider the allowance. Our view is that elected members should not carry the costs of communicating with councils or with residents.

33. Mobile technology is now ubiquitous and so much business is now conducted digitally that mobile phones and tablets are considered tools of trade in many businesses, in both the private and public sectors. It is no longer considered to be a personal benefit for a person to have her/his basic technology integrated with that of the business.

34. The Authority’s preferred approach in the past was that councils provided the necessary equipment, consumables and servicing, as well as reimbursement (on proof of expenditure) of other costs that might occur. However, there was also provision for hardware costs incurred by elected members to be partly reimbursed.

35. Given recent changes in both the business environment and in technology, we are now of the view that all councils should provide an appropriate council-owned technology suite for their elected members. The two exceptions to this are payment for the use of broadband,
which can vary greatly depending on the nature of the household of the elected member, and payment for phone usage.

36. The complexities of ensuring that security is kept up to date mean that elected members are likely to find it increasingly difficult to manage the technical demands of being part of a larger organisation, which may have more stringent standards than they would have for their own personal technology. For the councils, there should be a major benefit in having all elected members using identical technology and systems, managed efficiently and effectively by the council’s ICT officials. Councils often have complex software driving different parts of their systems (e.g. water plants) and possess large databases of residents and ratepayers. Managing these systems in a robust way and decreasing the possibility of cyber-attack is a challenge and will be assisted if there are fewer different entry points into the main system. This is also a protection for both the council and for residents/ratepayers who may have privacy concerns.

ICT hardware

37. It is the responsibility of each council to decide the communications equipment needed to carry out its business effectively and efficiently. Decisions about equipment for individual councillors should flow from that. We note that councils should be able to get good purchasing leverage on equipment and on usage plans to keep costs down.

38. We propose that councils provide all elected members with the following equipment:
   - a mobile phone
   - a tablet or laptop
   - a monitor and keyboard if required, plus the hardware to connect the various pieces of equipment
   - a printer
   - a connection to the internet.

39. Consumables such as paper and ink should also be supplied by the council as required by the elected member.

40. In the past, there has been a desire by some elected members to utilise their own communication equipment to undertake council business, possibly because of unwillingness to segregate personal and council usage on the same device. Now it is commonplace for people to have more than one account on one computer, so the issue of carrying round an additional tablet should no longer apply.

41. Equipment would remain the property of the council and be replaced or updated as part of the council’s asset renewal programme – presumably triennially. This would allow councils to obtain the advantages of bulk purchase and ensure maximum efficiency by providing equipment that is consistent across the organisation, fit for purpose and adequately protected to provide security and privacy for ratepayers, elected members and staff.
42. Where there is a strong reason for the council not to supply the technology, the Authority would need to make a decision allowing that council to put in place a reimbursement system. We note that there is a cost in time and money to all parties in managing such a system and it would have the inherent technology security weaknesses described above. In such cases, exceptional circumstances would need to exist before the Authority was prepared to move to a reimbursement system. In addition, in the interests of efficiency, the reimbursement system would need to apply to the whole council, not just to a few councillors.

43. Where council decided to provide an allowance for the use of personal ICT hardware, it should cover all ICT equipment used by members and the Authority would prescribe an upper limit for expenditure. This would represent three years’ depreciation on the hardware (mobile phone, tablet/laptop, printer, monitor, keyboard, installation of an internet connection) plus an assumption that half the usage would be on council business. The allowance can be paid monthly or at the beginning of a triennium.

Internet usage and phone plans

44. Previously the Authority considered the extent to which the costs of data and phone use were apportioned between council and elected member. This can be complex and will reflect differing household usage as well as council usage. For example, in a household which already has personal usage close to their broadband cap, the increased traffic required to move to electronic papers may require an increase in monthly band usage, even though the data transmitted is modest compared to other internet and electronic traffic.

45. With regard to home broadband, we propose that elected members should be responsible for their own plan. The Authority previously determined that no more than 25% of the usage charges could be regarded as bona fide additional costs incurred by an elected member in carrying out council business. We accept that this is still the case but note that there is now a huge variety and combination of plans available for home broadband, so arriving at an “average” is simply not possible. We therefore propose that councils continue to reimburse up to 25% of a maximum dollar amount to each elected member to cover internet usage costs, on production of receipts. The Authority would review the percentage and the maximum amount every three years.

46. The use of mobile phones as a primary form of communication is increasing exponentially. Alongside this is a proliferation of different types of plans for mobile phones, paralleling what is happening in home broadband connections. The difference between home internet use and phone use is that for the home broadband, anyone else in the household can access the internet connection, whereas a phone is a personal device. We therefore consider that, except for mayors and chairs, elected members should receive reimbursement of up to half the cost of their personal mobile phone usage up to a maximum dollar amount, on production of receipts. If the council owns the plan, the same rule would apply as for home broadband use - the council would pay for half the annual
usage cost with a capped dollar amount and the elected member would need to reimburse the council for the rest. Elected members would be charged for all private international calls.

47. For mayors and chairs the council should cover the total cost of the plan, except that the user will be charged for private international calls.

Unusual circumstances

48. Over the years the Authority has occasionally been approached to cover the one-off costs of providing connection access or non-standard equipment where regular landline or mobile coverage is not available. We propose to continue the current policy, which is that where such circumstances exist, the council may put a costed recommendation to the Authority for approval to make a one-off payment for installation and either a reimbursement or allowance for on-going maintenance and support reflecting the costs involved. It is anticipated this allowance will normally reflect no more than 75% of the costs involved.

☐ Do you agree that it should be common policy for councils to provide the ICT hardware proposed above for all elected members?

☐ Do you agree that exemptions to this policy would be limited to exceptional circumstances?

☐ Do you agree that a proportion of the ongoing cost of the use of home internet and personal mobile phones should be reimbursed as outlined above?

☐ If you disagree with either of these proposals, please give reasons and outline your alternatives.

☐ Do you agree with the “unusual circumstance” provision in para 49 above?

Travel time allowance

49. We do not propose to make any changes to the approach on travel time allowances. This provides for all elected members who are not full time to be eligible for an hourly allowance when travelling on business for the council or community board in respect of any travel exceeding an hour and assuming the fastest form of transport. The rate is set by the Authority and is reviewed each three years.
Do you agree that the current policy on travel time allowance should be continued?

If not, please state reasons for change.

Mileage claims

50. About two thirds of all mayors/chairs take up their entitlement to have a dedicated vehicle provided for them by the council. Others choose to use their own vehicle for a variety of reasons but often, we understand, because of a belief that their constituents will not approve of them having the “perk” of a council vehicle. Our view is that for mayors/chairs, who normally travel great distances each year, the car is a “tool of trade” and an entitlement rather than a “perk”. In any other occupation, people who travelled the distances clocked up by most mayors/chairs would be provided with a company car rather than having to use their own.

51. We have checked the distances travelled annually by mayors/chairs. The average and the median are both around 22,000 to 23,000km a year. Unsurprisingly the distances vary greatly – from 35,000km down to a few thousand – though we wonder if the lower level reflects the fact that some who use their own vehicles claim very little. In fact at least three make no claims whatsoever.

52. Currently we utilise NZ Automobile Association metrics regarding the cost of running a vehicle and we use IRD formula for mileage rate reimbursement. We propose to continue to use these benchmarks, which will be updated as appropriate. The one exception is that in recognition of the fact that mayors/chairs using their private vehicles are likely to be in the medium/high group of users of their own cars for work purposes, we propose to alter the formula around the application of the higher and lower IRD rates.

53. At present the higher rate (currently 74 cents per km) applies to the first 5000km travelled on council business and the remaining distance on council business is reimbursed at a rate of 37 cents per km. We propose that above that first 5000km, which would act as a base, mayors/chairs using their own vehicles should be reimbursed at the higher rate for the first 25% of the remaining distance they travel on council business.

54. We have no data about councillor use of personal vehicles on council business and we assume that distances travelled would normally be less than that of a mayor - but not always, especially in the case of a “distant” ward. Regardless, we propose that the formula outlined above also applies to councillor travel reimbursement.
Do you agree with the proposed change to the current 5000km rule?

If not, what should it be and why?

55. The other issue which we are frequently asked to clarify is the “30km rule”. We propose to keep this approach. Basically it recognises that virtually all New Zealanders have to pay the cost of their own transport to and from their work place. However, elected members also have other work in other places. The 30 km rule is based on an assessment that most people would live within 15 km of their work place. That means that a “round trip” to and from the “work place” – i.e. the normal council meeting place – can be claimed only if it is above 30km. If the trip to and from the council’s normal meeting place is above 30km, the first 30km are always deducted. This means that if an elected member lives closer than 15km, then no claim can be made for attending a meeting at the council office. If a member must come to the office twice in one day, if she/he is not simply taking the opportunity to go home for lunch, then the whole of the distance for the second trip may be claimed. This assumes that most workers travel to and from work only once per day, but recognises that elected members may have a formal meeting, say in the morning, then another meeting much later in the afternoon. We except common sense to prevail in councils when authorising such claims.

56. With regard to work of elected members outside of the normal council meeting place, the full mileage can be claimed. That means that the elected member may claim from her or his home to the address of the meeting or event and back again by the shortest route.

57. If an elected member has an additional place of residence (e.g. a holiday home) the primary place of residence, normally identified by being her/his address on the electoral role, will be considered the official residence.

58. If a council is holding one of its normal meetings in a different venue - for example in an outlying town - then the full mileage can be claimed. However, we expect common sense to prevail. If the exceptional meeting place is just down the road from the normal venue then the 30km rule would apply.

Do you agree with the proposal to retain the 30km rule in its current form?

If not, what should this rule be?
Mayor/chair car valuations

59. We do not propose to make any changes to the valuation of the mayor/chair motor vehicle at this stage. The formula is consistent with the methodologies applied to valuing motor vehicles for full private use in public sector roles. The Authority’s formula goes one step further in that it recognises that a greater proportion of vehicle usage by a mayor/chair is spent on council business rather than on personal use.

60. The formula and associated variables used to value mayor/chair motor vehicles will be reviewed with the main determination triennially. Any changes will be applied in election year.

Annual changes in remuneration

61. The main local government determination will usually be applied in election year, then in the intervening two years we propose to change remuneration to reflect changes in the Labour Market Statistics (LMS) – (see Part Three for more details on the timetable).

Changes following an election

62. The Authority is aware that there has been some confusion in the past regarding the exact days on which payment ceases for outgoing elected representatives and commences for those who are newly elected, and around remuneration continuing for those who are re-elected.

63. The following outlines the legal situation:
   - All newly elected and re-elected local government members come into office the day after the results are publicly notified under S.86 of the Local Electoral Act 2001.
   - All sitting members vacate office on the same day.
Part Three – Longer Term Proposals

Introduction

64. The Authority is seeking the views of local government (i.e. territorial authorities, unitary councils and regional councils) on the proposals set out below in this section of the paper. These changes will affect elected mayors, chairs and councillors, as well as community board members, from every council except Auckland. Later this year we will be issuing an additional consultation paper on the Auckland Council, following the completion of its governance review. However, we are proposing that the general principles outlined in this paper around council size should apply to Auckland.

65. Please note that we are seeking the views of councils, not of individual elected members or staff.

66. We would appreciate feedback to info@remauthority.govt.nz by Friday October 20th 2017. Please email to info@remauthority.govt.nz

Recent history of local government remuneration setting by the Authority

67. In late 2011 the Authority issued a discussion document - Review of Local Authority Remuneration Setting. This was followed in November 2012 by a further document - Remuneration Setting Proposals for Local Authorities - which outlined the system that the Authority was proposing to institute from the 2013 election. A copy of that document is attached as Appendix I. It transpired that for a variety of reasons in the years 2014 to 2016 the Authority did not completely implement the proposed process. However, significant elements are in place. Importantly, the work which the Authority commissioned from the Hay Group in 2015 remains current in our view and has provided useful data to assist with our current considerations.

68. To assist with context, the main elements of the 2013 proposal are summarised below. They were:

a) Moving away from the traditional salary/meeting fee mix for local government remuneration.

b) Creating a size index for councils derived from population and council expenditure.

c) Basing the remuneration for councillors/mayors/chairs on:
   □ the relative place of the council in the size index;
   □ the job size of the positions as assessed for sample councils;
   □ the proportion of full time work as demonstrated by survey results;
   □ the Authority’s pay scale.

d) Providing a pool for each council equivalent to one councillor’s remuneration to be allocated for additional positions of responsibility.
e) Reviewing local government remuneration approximately two years after each election and setting the base remuneration for councillor and mayor/chaire roles at the beginning of each election year, together with provision for changes in positions of responsibility within each council.

f) Recalculating annually each council’s place on the size index and, in the following July determination, automatically applying any increase warranted, with the proviso that any reductions in the base remuneration would not be implemented during the term of that council.

g) Providing a loading of 12.5% for unitary council remuneration to recognise their additional regional responsibilities.

h) Retaining arrangements for resource consent hearings whereby elected members can be paid an hourly fee in addition to their base remuneration.

i) Requiring councils to confirm their expenses policies only in election year rather than annually.

j) Retaining valuation methodology for mayor/chaire vehicles with adjustments made each year on July 1 to coincide with the determination.

k) Various changes to community board remuneration setting.

69. The new system was in place for the 2013 Determination in which the Authority made the following comment: “Aware of its responsibility of fairness to both elected members and ratepayers, the Authority moderated both increases and decreases to smooth the transition to the new system”.

70. In the 2014 Determination, the same comment was made with the additional comment that “this approach was continued, with moderation to reflect wage growth, this year”.

71. In 2015 the same comment was again made. However, in issuing that Determination the Authority said the following: “The relationships between council size and remuneration, as well as any necessity for moderation of large increases or decreases, will be reassessed during the 2015/16 year ready for implementation at the time of the 2016 local body elections”.

72. During 2015 the Authority reviewed the framework again, including job-sizing the positions of a representative group of councils and assessing workloads. In issuing its 2016 Determination the Authority made the following comment: “The Authority found clear evidence regarding the size of positions but has less confidence in the evidence relating to workload. Given that uncertainty, the Authority has not proceeded to fully or partially implement increases that would in many cases have been well in excess of 10%. It has instead applied increases to the base remuneration payable to councillors ranging from 1.5% to 3% depending on the size of the council. This reflects at the higher level the movements in the public sector remuneration more generally.” The following comment was also made: “The Authority is also concerned that the expectations placed on local representatives continue to increase and remuneration does not in all circumstances reflect the skill and effort required from members. It will therefore begin further work this year to
establish an ongoing basis for remuneration that treats both the ratepayer and the elected member fairly”.

Rationale behind current proposal

73. While the legal requirements are set out above in paragraph 2 of Part One (above), the Authority members have also decided that these legal requirements (including attraction and retention of competent people) should be aimed at attracting a wide variety of competent people and balanced by the need to have a local government remuneration system that is accepted in the wider community. To enable this, we require a robust process that is as transparent as possible, intuitively plausible and sustainable for the foreseeable future.

74. We recognise that whether or not the level of financial reward matches the personal contribution of any elected member is not necessarily a significant determinant of the willingness of many people to stand for election. However, remuneration may be an issue for some, depending on personal circumstances, and it may also become an issue for an incumbent deciding whether or not to continue.

75. In considering this proposal, the Authority has decided to maintain a number of existing approaches. The principal ones are:
   a) Maintaining a “total remuneration” approach rather than meeting fees.
   b) Using a size index to determine relativity between various councils.
   c) Adopting a “pay scale” for local government that is fair and seen to be fair.
   d) Reviewing the components of the council size index every three years and applying appropriate factors to territorial authorities and regional authorities.
   e) Recognising that unitary councils have dual responsibilities and sizing them accordingly.

Council Sizing

76. **Overview**

We define council size as the accumulated demands on any council resulting from its accountability for its unique mix of functions, obligations, assets and citizenry. The size of councils varies considerably. The most obvious difference is in the size of population with the biggest council (Auckland) having 1,614,300 citizens and the smallest (the Chatham Islands) just 610 at the last census. Even outside of these two, there still a wide population range from Christchurch (375,000) to Kaikoura (3,740).

77. However, despite their differences, there are also many similarities between different councils and the roles of elected representatives.

78. All local government representatives have a basic workload that includes decision-making around local plans, policies and regulations; civic representation; assisting constituents; and
working with other organisations (public and private sector). Importantly, councils are also tasked with employing a chief executive and monitoring performance and delivery.

79. With regard to differences, as noted above, the starkest is in population, but even then there is not an exact connection between population and work load. We have taken account of several characteristics in addition to population to compare the size of each council. We are limited by the ready availability of information. However, with the information that is available, we have been able to use statistical methods to identify several factors that are significant influences on the workload of Councils.

80. We can identify councils that are most likely to be comparable in size, despite differences in what brings this about. Such comparisons can never be exact, because amongst all the councils there are influences on their size that are either unique or unable to be quantified using existing evidence. The analytical approach taken this year by the Authority will be further developed whenever the information base is able to reflect such situations.

81. We considered a variety of factors that could be used for sizing councils and, after consultation and further analysis, we are proposing several factors, with some differences between territorial authorities and regional/unitary councils. The indicators for each factor came from official statistics and departmental reports, and they were analysed by standard statistical methods which enabled the variety of demands on councils from different sources to be compared and accumulated. The initial list of factors and the modelling was identified with a representative group of elected local authority leaders, and then developed further by the Authority.

82. The strong direct effects on size from population, assets and operational expenditure were modified by differences in guest night stays, social deprivation levels and physical size.

Factors proposed to be used in sizing

83. Territorial authorities:
   a) Population. This factor not only determines the scale of services that a council will provide, but also the rating base by which activities are funded. Population is most likely to be the indicator that most New Zealanders would use when asked to distinguish between various councils. The statistics we are using are the most recent population estimates by Statistics New Zealand.

   b) Operational expenditure. In many cases, operational expenditure correlates with population, but there are also some differences - in particular when a council may be in the midst of a specific expansion programme in a particular area of activity. Our data is taken from the annual accounts of councils.

   c) Asset size. This represents the capital base of the council that the council is required to manage, providing essential service such as water, wastewater, roads and flood protection, and also social infrastructure. One of the challenges in asset management is to ensure that assets do not lose value. In recent years there has been greater focus on asset management in the sector, requiring (if it is undertaken rigorously) a higher degree
of attention to detail on the part of elected members, not just the asset managers in the organisation. The data on asset size is also extracted from the consolidated annual accounts of councils and includes the value of their council controlled organisations (CCOs).

We acknowledge that there are different degrees of assets held by local government. Some have highly commercial assets with commercial boards comprising directors selected for their relevant competencies and business experience. Others have land holdings that are long-term and more “passive” investments. Others again are assets such as ports which although highly commercial and competitive are often also strategic assets for their local government owners.

There are also different degrees of oversight. Some councils are extremely “hands on” with their assets and others are more arms-length in their relationships, particularly with CCOs. We recognise that whatever measure of asset size is used, its relevance will differ somewhat among councils to a greater extent than is likely with other factors.

d) Social deprivation. This measures the differences between councils in their need to take account of economic disadvantage among citizens. We recognise that in many council districts the high level of social deprivation in some areas is counterbalanced by a higher economic status in others. However, we believe there are some councils that do not have this balance and that, given the reliance of many councils on rates income, for those councils a high level of social deprivation will have a significant impact. Data is drawn from the third quartile of the NZDEP index prepared from the last population census.

e) Number of guest nights. This represents the demands on councils (e.g. infrastructure development and service provision) resulting from visitors. We recognise that this is a current issue which may in future years be resolved and that it is but one sector in New Zealand’s economy which is of concern to local government. However, it has been raised with us on many occasions and we believe it is relevant to allow for such demands being faced by council at present. It may be that it is replaced by another factor in future years. For this factor we use the Monthly Accommodation Survey of Statistics New Zealand. We were unable to find any data on visitors who may pass through a district and use facilities but not stay overnight, or on the current vexed issue of freedom campers.

84. Regional councils:

Although all councils (territorial, regional and unitary) have a power of general competence, the legal responsibilities of regional councils and unitary councils differ from those of territorial authorities. The breadth of their mandate in national legal instruments (such as the Resource Management Act) requires regional and unitary councils to operate at a different scale from that of territorial authorities, especially in their focus on regulating and managing land and water. For example, regional and unitary councils must develop and administer Regional Plans and Unitary Plans, and territorial authorities must give effect to these plans, which drives behaviour around issues such as water quality (i.e. storm water
and waste water). In contrast, regional councils do not have the significant focus on social issues that is required from either unitary or territorial councils. Hence land size is inherently important to the work of a regional or unitary council. In measuring size, we are proposing to eliminate the deprivation index factor for regional councils and add a land area factor.

85. Unitary councils:

For some years, the Authority has added a loading of 12.5% to account for the additional regional council responsibilities of the four smaller unitary councils – Gisborne, Marlborough, Nelson and Tasman. This did not include Auckland, even though it is also a unitary council, because the remuneration for Auckland was considered separately when it was set up.

We are uncertain as to the basis for the 12.5%, and are thus proposing that this loading now be removed and that instead the size of these four unitary councils be measured by both the regional and the territorial authority factors. Thus the factors by which we measure the size of unitary councils would include both land area and social deprivation.

The Authority believes that with the additional regional council factor of land area included, this is a fairer way of sizing unitary councils.

With regard to the proposed factors to be used for sizing councils

☐ Are there significant influences on council size that are not recognised by the factors identified?

☐ Are there any factors that we have identified that you believe should not be used and why?

☐ When measuring council assets, do you support the inclusion of all council assets, including those commercial companies that are operated by boards?

☐ If not, how should the Authority distinguish between different classes of assets?

Weighting

86. The weight given to each factor was assessed intuitively by the Local Government Leadership Group, drawing on their knowledge and experience. These weights were then further refined by formal statistical analysis. The Authority has not yet completed this part of the exercise and, before we do, we would like to hear views on the proposed factors. Nevertheless, in our work to date, the following “order of magnitude” listing indicates what
we consider to be the relative importance of the various factors in determining size. They are listed here in terms of our current view of the highest to lowest influence on size.

87. Territorial authorities:
   - Population; operational expenditure
   - Assets
   - Deprivation index; visitor nights

88. Regional councils:
   - Operational expenditure; geographic size
   - Assets; population
   - Visitor nights

89. Unitary authorities:
   - Population; operational expenditure; geographic size
   - Assets
   - Deprivation index; visitor nights

90. When the weighting exercise is completed, the size of each council estimated in this way will become the size index.

☐ Are you aware of evidence that would support or challenge the relativity of the factors for each type of council?

☐ If you believe other factors should be taken into account, where would they sit relative to others?

Mayor/chair remuneration

91. The work that the Authority commissioned from the HayGroup in 2015 included a review and evaluation of the roles of mayor, regional council chair, committee chair and councillor across 20 councils.

92. The evidence reported by Hay was that mayor and regional council chair roles generally require a full-time commitment, though this is not true in absolutely all cases. Even in smaller authorities where the mayor’s role may not be full time, the nature of the job means that it is usually difficult to get another job to supplement what might not be a full-time income. From the knowledge of members of the Authority and advice from a range of participants in local government, including the Advisory Panel, the Authority accepts that mayors/chairs are full time and we propose that mayor/chair remuneration be determined on this basis.
93. We are also proposing that there should be a “base pay” for all mayors/chairs. Additional remuneration would then be on top of this, depending on the size of the council.

- Should mayor/chair roles should be treated as full time?
- If not, how should they be treated?
- Should there be a “base” remuneration level for all mayors/chairs, with additional remuneration added according to the size of the council?
- If so, what should determine this “base remuneration”?

Councillor remuneration

94. The relativity between mayor/chair and councillors is somewhat more difficult to determine and we note that in 2015 the Authority suggested that although there was evidence about the size of positions, there was less evidence about workload.

95. We are aware that there are clear differences in both the job size and the workload of councillors on different councils for a several reasons. There can also be significant differences in workloads of councillors within a single council. The influences on a councillor workload obviously include measurable factors such as population and the other indicators we have outlined above in paragraph 5, as well as the number of councillors, which varies from council to council.

96. However, other influences include current issues within a council area and individual councillor interest in or affiliation to different interest groups. The latter also applies to workload differences amongst councillors on a single council, as does the appetite for work amongst different councillors. The Authority is not able to take account of such differences in our determinations. Nor are we able to provide for “performance pay”. This means that on any single council the remuneration of the hardest working councillor will be the same as that of the lowest contributor.

97. Having looked carefully at the sizing factors, and discussed mayor/chair and councillor relativity with a variety of people, we have formed a view that we are unable to accommodate the differences between councillors on different councils with sufficient granularity to have a single national approach. The large metropolitan councils, for example, seem to have a higher councillor workload than of smaller rural and provincial councils, though this is not a universal rule. Additionally, there are differences between
similar sized councils which are addressed at council level by the allocation of committee and portfolio responsibilities.

98. We are also conscious of the discrepancies amongst councils in the current relationships between councillor remuneration and that of the mayor/chair. The range is from 54% down to 21%, and in some cases the proportion appears to be arbitrary. Discrepancies are also evident where councils of similar size (population) show variances of up to 10% in the ratio between councillors and mayors/chairs remuneration. Some of this may be historical - the legacy of previous approaches - or the result of councils having decreased or increased the number of councillors over time.

99. The Authority is looking at a new approach that, while providing a fiscal framework, would put the decisions round the details of councillor remuneration into the hands of the local council, which we believe is better able to understand and reflect community needs than we are on a national basis.

100. We are looking at setting a total “governance/representation pool” that each council would distribute. The pool would be linked to the size of the council and thus be irrespective of the number of elected members. Because we are now proposing formally that all mayor/chair roles be considered full time, the Authority would be in a position to set the salary for that position. Thus the mayor/chair remuneration would be separately allocated by the Authority, but included in the governance/representation pool allocated to each council. However, remuneration for all other positions – councillors, deputy mayor/chair, chairs of committees, portfolio holders etc and community board members – would be allocated from its own pool by each council. The council’s proposed allocations would be forwarded to the Authority for inclusion in the Determination.

101. The pool proposal was included as one alternative in the 1997 LGNZ consultation paper, albeit the remuneration framework then was very different from how it has evolved today.

102. The advantages of this approach are that it focusses on the total governance and representation cost for each council (minus the mayor/chair) and that it allows each council to decide its own councillor and community board remuneration levels, including for positions of responsibility, reflecting its priorities for the current triennium. The total pool would be relative to the size of the council rather than to the number of elected members. Consequently, if a council wished to increase its numbers via a representation review, and thus spread the workload, the allocated pool would need to be spread amongst more people. The reverse would also apply. It should be noted that if the workload for the whole council increased because of a change in the metrics of any factor(s) by which the council is sized, then the council would move to a higher ranking on the scale which would provide overall higher total remuneration pool.

103. The disadvantage is that no council is necessarily the master of its own destiny in terms of numbers of councillors. It must convince the Local Government Commission of the need to increase or decrease numbers. However, we do note that where representation changes
reflect changes in what we call the "size" of the council (as described above in para 77-91), any changes should also be reflected in the remuneration pool available to the council so there would then be a direct connection.

104. The pool approach provides councils with the flexibility to provide differences in positions of responsibility in a nuanced way. Because each council varies in terms of its committee/portfolio structure, this is an area where councils need discretion to decide. Current practice is for the Authority so set the councillor remuneration for each council, then to provide each council a "pool" equivalent to twice the base remuneration of one of its councillors to allocate to those undertaking specific positions of responsibility. These may include deputy mayor, committee chair, portfolio holder or other specifically designated roles. We have had no significant advice that the size of this extra pool is inadequate. However, we are aware that the provisions are applied in slightly different ways by different councils and that there are some councils that find the current provisions restrictive.

105. For example, there has been some confusion in the past as to whether every single councillor on a council can receive part of this additional pool by being allocated a position of responsibility. Generally, the Authority has not agreed to this when the council has proposed sharing the addition pool equally because this has simply amounted to a pay-rise for all councillors to move them above the level applied in the Determination. However, we have had enquiries about this and also observed current practice.

106. We propose that under the new regime (i.e. a total governance/representation pool for each council) the following rules should apply:

   a) All roles and remuneration levels will need to be agreed by formal resolution of the council, with a 75% majority.

   b) A remuneration rate must be set for the base councillor role

   c) The council needs to have a formal written role description for each additional position of responsibility above that of the base councillor role.

   d) The Authority will expect that any such roles within a council will have different levels of additional remuneration, depending on the nature and workload involved. In particular this needs to apply where every single councillor is allocated an additional position (as distinct from a more usual practice of having a deputy mayor/chair and a handful of committee chairs).

☐ Should councillor remuneration be decided by each council within the parameters of a governance/representation pool allocated to each council by the Remuneration Authority?

☐ If so, should each additional position of responsibility, above a base
Council
22 June 2017

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Attachment B

107. We also note that elected members are increasingly being appointed to represent their council on various outside committees and bodies. We propose that if any council wishes to do so, such appointments can also be captured under the process outlined above.

108. The issue of director’s fees for elected members who are appointed to CCOs is a difficult one. On the one hand it could be said that a councillor sitting on a CCO is doing work that is similar to that of another councillor who may have a specified position of responsibility – or even less if the second councillor is, for example, a committee chair. However, the legal liabilities of CCO directors have become more onerous in recent years and may be more than those of elected members.

109. Those appointed as directors of CCOs need to be aware of the specific legislative duties and regulatory obligations that are imposed on them, in their capacity as directors, by the various acts, including the Local Government Act 2002, the Companies Act 1993, the Health and Safety at Work Act 2015, the Charities Act 2005 and the Public Audit Act 2001.

110. It is not for the Authority to determine whether or not elected members should be directors of a CCO, but we do recognise the additional responsibility that is taken on in those cases and that it may require developing capabilities to meet obligations that are different from those required of other elected members. We also observe the increasing trend towards the appointment of external professional directors to such roles.

Consultation Document
Remuneration Authority

Do the additional demands placed on CCO board members make it fair for elected members appointed to such boards to receive the same director fees as are paid to other CCO board members?
Community Board remuneration

111. We note that 40 councils (more than half the territorial authorities) have community boards. We also note that there is a huge variety in the nature of the work undertaken by community boards and in the powers delegated to them. Some undertake substantial and substantive governance work on behalf of the council, whereas others are more in the nature of community representatives and advocates.

112. We are also aware that in some places community board members are doing work that elsewhere might be undertaken by council officers. However, assuming that community boards are part of the governance/representation structure of a council, then this means that, all else being equal, the current cost of governance and representation for these councils could be relatively higher than that of councils which do not have them. Some councils fund the boards out of a targeted rate applied to the area that the board represents, whereas others use a general rate – i.e. the same as for funding the remuneration of councillors.

113. We suggest that if a council wishes to not cover remuneration for its community board members from the proposed governance/representation pool, then a targeted rate should apply to the area represented by the particular community board. However, councillors appointed to represent the council on the community board would be paid from the governance/representation pool.

114. We also consider that is important that the functions undertaken by any community board are clearly and transparently defined by the council concerned and consider that all community board delegations should be by way of a formal council resolution.

- Should community board remuneration always come out of the council governance/representation pool?
- If not, should it be funded by way of targeted rate on the community concerned?
- If not, what other transparent and fair mechanisms are there for funding the remuneration of community board members?

A local government pay scale
115. Local government has no exact equivalent. The nearest that we have in New Zealand is central government, yet even that is not an exact match.

116. Section 2 of this paper sets out the legal requirements that the Authority is required to consider in making determinations. The first of those requires that the Authority “shall have regard in particular to the need to achieve and maintain fair relativity with remuneration received elsewhere”. This is particularly difficult in determining the remuneration for local government elected members because there is no obviously relevant comparator group. The Authority considered and rejected as inappropriate the following:

a) **Local government senior managers’ salaries.**

Information on local government management remuneration is readily available in market salary surveys and through councils’ annual reports. However employees of councils are selected for the knowledge, skills and experience they hold relative to the needs of the employment role. Elected members do not fit that profile at all. They are democratically chosen by the electors to represent the interests of the people of a particular area and provide governance over the council’s operations. There is no logical alignment that would connect the remuneration of the two groups.

b) **Central government sector senior managers’ remuneration.**

Information on public sector management remuneration is readily available in market salary surveys and the State Services Commission’s annual reports but this option suffers from exactly the same difficulties as option (a) above.

c) **Remuneration of directors on boards, including public sector boards, commercial boards and large not-for-profit boards.**

A significant part of the work of elected members consists of representational activities of one sort or another. Most boards of directors do not have this role. Those that do are often in the not-for-profit or NGO sector and, even there, the nature and time requirements of the representational work, including managing constituency issues, is different. Further, most boards are governing an enterprise that is essentially focused on a single group of goods or services within one industry, whereas councils have a significant array of services that are not necessarily similar in any manner – for example, providing building consents compared to social services.

117. Other aspects of local government elected roles which differ from the above are:

- The sheer “visibility” of the people involved, resulting in a lack of privacy. In some cases where the elected person is very high profile or important in a community, or
when the community is very small, this is extreme and often their close family members are also impacted by this.

☐ This visibility is associated with the need for publicly elected representatives to “front” on difficult issues. This is less common amongst other boards members and managers. When something goes wrong on a council the councillors and mayor/chair are held to account by the public, whereas on a board it would normally (though we recognise not always) be the CEO.

☐ The meeting requirements on local government are more onerous than they are in other sectors. The Local Government Official Information and Meetings Act 1987 and public expectation is that meetings will be held in public and that information behind decisions and actions will be readily available.

☐ Finally, and perhaps related to all the above, local government entities hold far more frequent meetings/workshops than do other governance boards and the distinction between governance and management is less clear than it is in most other models.

118. In the light of this, the Authority looked at a possible alignment with parliamentary remuneration for comparative purposes. Even though (as we note above) local government is not an exact match to central government, parliamentarians are also democratically elected to represent sections of the populace, and those who are members of the Government of the day also exercise governance over the public service. Within the parliamentary group there are different levels of remuneration between backbenchers, ministers and some other identifiable roles.

119. Given the obvious difference between central and local government elected members, any remuneration alignment could not be a direct one-on-one relationship. However, the nature of the roles is such that there are also similarities and this is the closest the Authority can find to “fair relativity with remuneration received elsewhere”. As in other areas of our work, this decision involved a degree of judgement – there is no exact science here and we would observe that the utility and value of any elected person is in the eye of the beholder.

120. We therefore propose that mayor/chair remuneration be related to that of MPs, but capped so that the highest remuneration for any individual mayor or chair cannot be more than that of a cabinet minister. All other mayor/chair roles would be provided with a relative alignment below that upper limit.

☐ Is it appropriate for local government remuneration to be related to parliamentary remuneration, but taking account of differences in job sizes?

☐ If so, should that the relativity be capped so the incumbent in the biggest role in local government cannot receive more than a cabinet minister?
If not, how should a local government pay scale be determined?

Timetable

121. The current practice of the Authority – major three-yearly reviews with annual updating in non-review years – has been a sensible approach. We propose to continue it in the interests of efficiency and also to reflect the fact that the data we are using for sizing is not necessarily available annually.

122. In the intervening years, we propose that any change in local government remuneration reflect the change in the salary and wage rates for the public sector as shown in Statistics NZ’s Labour Market Statistics (LMS) which are produced quarterly. In 2014 the LMS replaced the Quarterly Employment Survey (QES), which was the mechanism chosen as the reference index when Parliament passed the Remuneration Authority (Members of Parliament Remuneration) Amendment Act 2015. Therefore, changes in MP remuneration are also tied to the change in salary and wage rates as published in the LMS. In addition to salary and wage rates, the LMS contain information on New Zealand’s official employment and unemployment statistics, number of filled jobs by industry group, total hours worked, levels of income, total gross earnings and paid hours, and average hourly rates by sector.

123. The cycle adopted by the Authority for setting local government remuneration will be as follows:

- The first year of the cycle will be the local government election year. In that year the Authority will undertake a full review of council sizes, utilising the indicators described above. Prior to applying the result of the review, the Authority will apply the LMS changes to all local government remuneration, and the council sizing results will then be applied.
- This determination will be issued on or about July 1 for implementation from the date the council formally takes office following the local government election later that year. At that time the Mayor/chair remuneration will be applied but the remuneration for all other positions to be decided out of the “governance/representation pool” will be applied on the day following the day on which the council formally resolves its remuneration policy for that triennium. Until then, from the day of assuming office, all councillors will be paid the base councillor remuneration that applied in the preceding triennium. The new determination will apply till the council ceases to formally hold office at the next local government election.
- Meeting fees for RMA plan or consent hearings, as well as the parameters for expense reimbursement, will also be assessed at that time and any changes will apply to all councils at the same time as the remuneration changes.
- In the subsequent two years, the determination will again be issued on or about July 1 but on these occasions for immediate implementation. For all councils, it will
contain adjustments reflecting the change in the LMS. There will be no changes in plan or consent hearing fees or expenses policies at this time.

This consultation process from now on

124. This proposal is being circulated to all councils to obtain feedback on the approach. The Authority would need to receive any written feedback that councils wish to make by **30 October 2017**. We look forward to hearing from you.

125. For this year (2017) the Authority proposes to change remuneration according to the LMS change and we also propose to introduce the new provisions outlined in Section Two of this paper. All other changes would be introduced for the year 2019. This timetable allows time for councils to fully discuss the proposals and give us their responses. It allows us to then refine and test our final model for the "governance/representation pool" prior to implementation.

126. **We are conscious that 2019 is three years after the local government sector would have been expecting changes. However, with our proposal to change the model for sizing councils and to radically change the way councillor remuneration is decided, we believe that such a time period is justified.**
Remuneration Setting for Local Authorities

Published May 2016
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1. Role of the Remuneration Authority

a. How the Authority works

Under the Local Government Act, the Remuneration Authority sets the base remuneration for all elected members of local authorities including community boards. It also sets allowances and expenses. In undertaking its duties, the Authority is obliged to have regard to the need to minimise potential for behaviour distortion, maintain fair relativity with other levels of remuneration elsewhere, be fair to both elected members and ratepayers, and attract and retain competent persons. Further details of the legal requirements can be found under Appendix A Remuneration Authority Legal Framework.

b. Timing

The following information applies to the determination that will come into effect on 1 July 2016, except where it is stated otherwise.

Any councils that make changes to their governance structure following that election can apply to the Authority for an appropriate change in the determination (see 5.6 below).

2. Establishing Base Remuneration

a. Approach

The Authority uses a “rate for the job” approach to the base remuneration of local government members, rather than meeting fees, because it has taken the view that an elected member’s role is more than attending meetings. However, remuneration for elected members involved in district/regional plan reviews can be based on a daily or hourly rate and there is also provision for fees for elected members involved in resource consent hearings.

To establish the base remuneration of all councils except Auckland, the Authority has:

i. Undertaken a job-sizing exercise with a cross section of sample councils (for example unitary/territorial/regional, urban/rural, northern/southern). This exercise included a survey and assessment of the hours required for governance and representative activity. The most recent exercise was completed in 2015.

ii. Developed an overall size index measuring the relative size and complexity of each council’s business.

b. Mayors/Regional Chairs and Councillors

Remuneration for mayors and regional council chairs, as well as the base remuneration for councillors in each council, is derived from the job sizing exercise and the council’s place in the overall size index. Extra remuneration for councillors with additional responsibilities is set following proposals from each council, with a cap for each council on the total additional remuneration that can be paid.

c. Community Board Members
Remuneration for community board members is based on the population of their community and a job description. Extra remuneration for community boards with additional responsibilities is based on proposals from councils, with a cap for each board on the total additional remuneration that can be paid. The remuneration for community board chairs is set at twice that of members.

d. Loading for Unitary Councils

Remuneration for unitary council mayors and councillors is determined in the same way as other territorial local authorities, and then a 12.5% additional loading is applied to recognise the wider regional responsibilities of unitary councils.

e. Auckland Governance Board and Local Board Members

Positions on the governing body, including Mayor, Deputy Mayor, committee chairs and councillors have been job sized, most recently in 2015.

The Auckland Local Boards are a new structure and the Authority initially had to assess the scope of the role. Our assessment was that a local board carried fewer responsibilities than a territorial local authority but significantly greater responsibilities than community boards. A number of the Auckland Local Boards are also serving relatively large populations, compared with many councils. The initial remuneration was set accordingly and will be re-assessed in 2017.

3. Timetable for Local Government Remuneration Setting

a. Remuneration Setting in Election Year 2016

The Authority has engaged with councils during 2016 and determinations will be issued shortly to cover the period from 1 July 2016 until 30 June 2017. This will assist prospective candidates by letting them know the base remuneration for the role.

Remuneration of current members standing for re-election will end the day before the election. If they are re-elected unopposed, their base remuneration will continue. Other candidates, whether or not they are incumbents, will have their remuneration start on the day after the writs are issued officially confirming the election results. If members had extra remuneration for additional areas of responsibility during the previous term, they will revert to the basic rate after the election. For those members subsequently appointed to positions of additional responsibility, the increased remuneration will be backdated to the date of their appointment.

b. Remuneration Setting in Non-Election Years

In non-election years the Authority will:

- Re-assess each council’s place in the size index based on the latest data
- Determine an increase reflecting any changes in the CPI or general wage growth and apply the increase to each council’s base remuneration for councillors, mayor or chair, using the revised position on the size index
• If the reassessment results in a decrease in remuneration, hold remuneration at the existing levels until the next year or next election
• for positions with additional responsibilities, adjust remuneration pro rata to the change in base remuneration for councillors
• Issue a determination including the updated rates

It is possible that the Authority could determine a general increase for mayors and chairs that is different from the increase for councillors.

4. **Sizing Jobs**

   a. **Council Size Index**

      The size index is compiled using:
      • the population served by the council
      • the council’s expenditure

      The Authority believes it is important to use standard data that can be externally verified. Both expenditure and population have been found to be key indicators of council size when sample councils have been reviewed.

      Every year the Authority will recalculate the size index using the latest available statistics provided by Statistics New Zealand.

      The size index does not take into account the following:
      a. Assets. Assets are not at present included as an indicator.
      b. Geographic size. Distance travelled by councillors in larger areas is now addressed in the travel-time component of the travelling expenses policy.
      c. The effects of fluctuating populations in tourist or holiday home areas. To a large extent the variation in population in tourist areas is recognised by the inclusion of council expenditure in the size index.

      The size index applies to all councils except Auckland.

   b. **Job-Sizing Different Positions**

      The Authority uses the Korn Ferry HayGroup system of job evaluation to size positions. The evaluation takes into account time spent on governance and representation. The Authority believes that in most cases the role of mayor or regional council chair is increasingly full time, even for smaller councils, but this is not the case for councillor roles.

   c. **Auckland**

      Because Auckland accounts for a third of the country’s population, and also has a different governance structure, the Authority has undertaken separate job-sizing exercises for Auckland Council and Auckland has a separate determination. An explanation of the current remuneration approach for Auckland can be found at http://www.legislation.govt.nz/regulation/public/2015/0174/latest/DLM6531164.html.
5. Remuneration for Councillors

a. Approach
A description of what the Authority considers to be the basic role of a councillor can be found in Appendix B Councillor Base Role Description.

The Authority uses the job sizing exercise and the councils place on the size index to inform the decision on the base councillor remuneration for each council (except Auckland).

Councillors can also receive extra remuneration for:
- positions of additional responsibility (including deputy mayor/deputy chairperson)
- taking on significant extra duties during the district/regional plan review process
- being formally appointed to a community board

There may also be additional positions such as membership of specialist panels, working parties and external bodies. Auckland councillors with additional formal responsibilities may also receive additional remuneration.

b. Fund for Additional Positions of Responsibility
The Authority has provided for each council to have a capped fund for extra remuneration for those who take on additional positions of responsibility.

A fund equivalent to twice the base remuneration of one councillor is available to every council. For example, if the base remuneration for a councillor is $40,000, then the total fund that council could use for additional remuneration will be capped at $80,000.

The Authority has identified that commonly required additional roles are deputy mayor/deputy chair and committee chair/portfolio holder. Anticipated responsibilities for such roles can be found in Appendix C Additional Councillor Responsibilities Role Description.

Where a councillor is also formally appointed as a member or chair of a community board, a council may apply to the Authority to pay extra remuneration.

There may also be additional positions such as membership of specialist panels, working parties and external bodies. These will vary from council to council.

Before approving any additional remuneration, the Authority expects to see evidence of significant extra workload and/or responsibility required on an ongoing basis for the position. This could include the need to attend regular additional meetings or to gain a technical knowledge base for a particular field of expertise.

Deputy Mayors may be paid additional remuneration, depending on levels of delegation. The maximum total amount of additional remuneration for any council, including that of the deputy mayor, will be 200% of the base councillor remuneration for that council.

An example follows of how the extra remuneration might work:
1. Council A has 10 councillors, each starting with a base remuneration of $40,000.
2. The Council has a total fund of up to $80,000 (i.e. 2.0 times the base councillor remuneration) to allocate to some or all of its 10 councillors for positions with extra responsibility.

3. The Council wishes to pay its Deputy Mayor an additional $16,000 for carrying out the responsibilities of that role. That is 40% of the base councillor remuneration of $40,000.

4. The Council has up to $64,000 remaining to allocate to its councillors for any positions of additional responsibility.

5. The Council wishes to pay three of its councillors an extra $10,000 each to undertake additional responsibilities as chair of a standing committee.

6. That leaves the sum of $34,000 that could be allocated to councillors for undertaking significant extra duties around the District Plan process.

A council does not have to set extra remuneration for all additional areas of responsibility if it chooses to operate with a flat structure. For example, it may set only one additional payment for the deputy mayor/deputy chair.

c. RMA Hearings

Councillors undertaking resource consent hearings under the Resource Management Act are entitled to additional fees for that work, but those fees are not drawn from the council’s fund for positions of additional responsibility. See Fees for RMA and HASHA hearings in 5.9 below.

6. Process for Approving Additional Remuneration

a. Timing

Proposals for post-election expenditure from each council’s fund have now been submitted to the Authority as part of its review prior to the 2016 election. These proposals included any amendments to additional remuneration previously approved by the Authority. The Authority is now considering those proposals prior to issuing a determination which will apply from 1st July 2016.

Following the election, if there is no change to positions of additional responsibility, reconfirmation of the expenditure will not be required and no further determination will be issued until 1st July 2017.

The Authority will consider proposals made to it by councils requesting new arrangements and will either issue an amending determination or consult further with these councils. All proposals must be submitted to the Authority regardless of the additional level of remuneration proposed. The Authority expects councils to consider their full year’s work programme when making proposals.

In all cases where there is a change, councils need to wait till an amended determination is gazetted by the Authority before they can make extra payments to elected members. This could take around three months. However, all payments will be back dated to the time when a councillor assumed a particular role.

b. Representation Reviews
Changes in councillor numbers following a representation review will not affect the base councillor remuneration level for each councillor, or the size of the fund available for councillor positions of additional responsibility. The only impact of a reduction in councillor numbers would be a reduction in the total remuneration costs for the council, with fewer councillors receiving the base councillor remuneration. Conversely more councillors would result in a higher total remuneration cost for the council.

**c. Mid-Year Changes to Governance Structures**

If a council changes its committee structure during the period covered by a determination, resulting in some councillors having additional/amended/reduced responsibilities, approval must be sought from the Authority for any changes in remuneration.

A council cannot exceed its fund available for additional councillor responsibilities. If a council’s fund had previously been fully allocated, then any new position will require a reduction in the amounts of extra remuneration for other positions that were previously approved by the Authority.

If a council did not originally allocate its entire fund for additional councillor responsibilities, but wishes to do so by appointing an additional committee chair during the triennium, the Authority would need to be convinced that the new role did not result in a reduction of duties/workload of the other chairs.

The Authority does not need to be advised of a reduction in the number of positions of additional responsibility if no changes are proposed to levels of extra remuneration for other positions. Any funds saved from such a reduction do not need to be reallocated.

The Authority will consider requests to change structures as they are received. The process of developing and producing a determination will normally take at least three months and may take longer with the intervention of the summer break. Councils need to wait till an amended determination is gazetted by the Authority before they can make extra payments to elected members, but all payments will be back dated to the time when the councillor assumed the particular role.

**d. Criteria**

The Authority has traditionally accepted proposals in respect of additional remuneration that are unanimously supported. Where it receives split recommendations, or where the relativities established are well outside national norms, the Authority cannot overlook the possibility of political differences driving the proposal. In those cases, strong supporting documentation concerning the reasoning behind any change in the recognition of positions should be provided.

A council cannot generally make a request for an increase in the size of the total fund for additional councillor responsibilities if, in the course of the year, it appears that it is not sufficient to meet needs.

Notwithstanding that, additional remuneration may be considered for unexpected duties in exceptional circumstances. This might be, for example, unforeseen circumstances when the usual incumbent of a role has had to take significant time off work because of extended illness or extended holiday. In this case, a council would need to seek approval from the Authority
and provide a clear rationale for such payment. It is expected that funds for these acting duties would normally be sourced from savings made by adjusting the remuneration of the usual incumbent in the role, to reflect their decreased responsibility. This adjustment would comprise the difference, or a proportion of the difference, between a councillor’s base remuneration and the additional component for the additional responsibility.

e. Allocation, Increase and Carry-Over of Additional Fund

A council is not required to distribute its entire fund. Any unallocated funding cannot, however, be carried over to the next financial year, with the exception of funding for additional duties to support the district or regional plan review process.

f. District/Regional Plan Review Process

Councils can apply for additional remuneration for district/regional plan review responsibilities. Confirmation will be required as to whether there is a finite timeframe for carrying out a review, and the years in which a significant part of that review is to be carried out must be identified. For the purposes of setting its determination, the Authority requires work on district/regional plan reviews to be expressed as an hourly or daily rate. If the funding set aside for duties relating to the district/regional plan process is not fully spent, the remainder cannot be reallocated to councillors to top up their base remuneration. However, funding for additional duties that has been approved by the Authority for the plan review process can be carried over into the following financial year. Approval for that carryover must be sought from the Authority before the end of May in the current year of funding. If the unallocated funding is not spent in the next financial year, councils may apply for outstanding amounts to be carried over into a further financial year as long as the council’s accounts reflect the carryovers. This exception allowing funding carryover for the district/regional plan review process recognises the lengthy and often intermittent nature of that process. Councillors’ work around those plans can fall unevenly across years. The Authority expects councils to consider how this work might fall when making their proposals.

7. Remuneration for Mayors and Regional Council Chairs

a. Approach

Remuneration for mayors and regional chairs is based on the job sizing exercise described in S. 4 above and the council’s relative place in the size index.

No additional remuneration can be provided to mayors or chairs, with the exception of fees for resource consent hearings in exceptional circumstances (see Fees for RMA and HASHA hearings in S.9 below).

8. Remuneration for Community Board Members
a. Base Remuneration

Base remuneration is set for each community board, using the population the community board serves and a core job description. The base remuneration assumes that each member of that board has similar responsibilities. These are set out in Appendix D Community Board Member Base Role Description.

A council’s size index, used for the remuneration of mayors/regional chairs and councillors, is not used to size community board remuneration, which is related solely to population size.

The primary function of community boards is representation, so the Authority has taken the view that having community board remuneration linked to population is fairer to board members. It is reasonable to expect that the time, effort and expertise required to represent a large number of people would be greater than that for a smaller number of people, thus the remuneration of members of a community board serving a large population will be greater than that of members of a board serving a small population. This does not mean that community board remuneration is an exact fixed multiple of its population; rather it means that there is relativity between a community board’s population and the remuneration of its elected members. The Remuneration Authority draws on annual population estimates provided by Statistics New Zealand. Where a councillor is also formally appointed as a member or chair of a community board, a council may apply to the Authority to pay extra remuneration.

b. Increase in Remuneration to Reflect Additional Board Responsibility

If a community board has additional levels of responsibility, then the Authority may approve additional remuneration for that board after receiving proposals from the relevant council. Additional levels of responsibility can be recognised only for the board as a whole, and not for individual members.

Additional remuneration for community boards is not drawn from the pool of 2.0 times the basic councillor remuneration that can be used for councillor positions of additional responsibility – any additionality for a community board is over and above the maximum amount of the councillor fund.

The Authority will not automatically approve extra remuneration for community boards. Each proposal will be considered on a case by case basis. Evidence will be required to show how any community board is operating significantly above and beyond the role of community boards as outlined in section 52 of the Local Government Act 2002. Factors that the Authority will take into account include:

- the implications for overall workload, such as significant additional hours required
- whether the additional responsibility is an ongoing one

It is not expected that any core council responsibilities would be delegated from a council to its board(s) as that would be seen as reducing the role of the council. A description of what may constitute additional responsibilities for community boards is outlined in Appendix E Possible Additional responsibilities for Community Boards.

For community boards that serve areas with fluctuating populations in tourist or holiday areas, the Authority would need evidence that those populations created significantly increased responsibilities and workload for community boards.
The maximum percentage that can be added to the base community board member remuneration is 30%. However, the maximum would only be approved for roles where significant additional responsibility had been proven.

An example of how additional remuneration might be approved for a community board follows.

I. Community Board A has a base remuneration of $7,000 for each board member. The maximum additional remuneration for each board member, except the board chair, would be $2,100 (i.e. 30% of $7,000).

II. Extra remuneration of $1,500 each has been approved by the Remuneration Authority for Community Board A’s additional roles of responsibility. All board members, except the board chair, would each receive total remuneration of $8,500.

III. The board chair would receive total remuneration of $17,000 (i.e. twice the remuneration of a board member).

c. Chairs

The remuneration of an elected chair of a community board will be twice the remuneration of a community board member (including additional remuneration for that board’s members, if any). The Authority will require confirmation that the chair will carry out the additional responsibilities for that role, as described in Appendix F Additional Responsibilities of Chair of a Community Board.

The deputy chair of a community board is remunerated as a board member. That reflects the Authority’s view that the role of deputy chair is not sufficiently different from that of a board member to warrant additional remuneration. A deputy chair will be able to receive additional remuneration for any additional role of responsibility that the board might collectively have.

As with councillor remuneration, the Authority has traditionally accepted council proposals relating to community boards that are unanimously supported. Where it receives split recommendations, or where the relativities established are well outside national norms, the Authority cannot overlook the possibility of political differences driving the proposal. In those cases, strong supporting documentation concerning the reasoning behind any change in the recognition of positions should be provided.

9. RMA and HASHA Hearings

a. Hearings

Elected members undertaking resource consent hearings under the Resource Management Act 1991 (RMA) or the Housing Accords and Special Housing Areas Act 2013 (HASHA) are entitled to additional fees for that work. These fees are not part of the fund for positions of additional responsibility that is allocated to each council. Note also that while there is a cap on the total extra amount that councils can pay for positions of additional responsibility, there is no cap on the payment of fees for resource consent hearings.

Hearings fees for non-council initiated resource consent hearings form part of the Authority’s Determination. The hourly rate is reviewed each year. The current rate of $80 an hour for a
hearing member and $100 an hour for a hearing chair will remain until it is changed by a future determination.

The Authority does not have any jurisdiction over fees related to alcohol licensing hearings.

b. Preparation Time

Councillors undertaking hearings under the RMA or HASHA are also paid for preparation time. Preparation time to be reimbursed should not exceed the time of the actual hearing. For example, if a hearing lasts for three hours then no more than three hours of preparation time may be paid. Preparation time may include time for reading, attending onsite meetings, or attending pre-hearing briefings/meetings. Reimbursement will be at the same rates as those for actual hearings time.

c. Committee Chair Chairing Hearing

If the chair of a council’s Hearings Committee undertakes resource consent hearings and is paid additional fees for that, those fees are in addition to what that person can be paid for the additional responsibility as chair of the Hearings Committee.

d. Mayors/Regional Chairs

Generally, mayors and regional chairs are not able to receive fees for participating in resource consent hearings. Fees might be considered in exceptional circumstances if there is a shortage of experienced hearing commissioners on the council and there is a significant hearing of a lengthy duration, which would create undue time pressure on the mayor or chair. In such circumstances no fees should be paid without seeking prior approval from the Authority.

10. Vehicle Provision and Mileage Allowance

a. Vehicle Mileage

Elected members are able to claim compensation for using private vehicles on council business. In making its decisions on vehicle allowances, the Authority uses Automobile Association calculations of car running costs and the IRD mileage rate. Elected members are able to receive up to 74 cents per kilometre allowance for the first 5000 kilometres travelled on council business, and 37 cents per kilometre for any remaining council travel. When travelling to and from council offices, the first 15 kilometres in each direction (i.e. 30km for a round trip) will not receive compensation. This is in recognition of the fact that all workers need to pay for their own commute to work each day. For a full description of the rationale behind the travel allowance, see Appendix G Vehicle Mileage Allowance 2016.

b. Vehicle Mileage for Mayors/Regional Chairs

Councils decide whether or not a car is to be supplied for the mayor or chair, taking into consideration what is the most cost effective for the council and ratepayers. Vehicle mileage for the use of a private car by the mayor/chair cannot be claimed if a council car is provided. If the mayor/chair is provided with a vehicle, salary will be reduced to reflect private usage, which is normally assessed at 20%. Where a larger or smaller usage is claimed, supporting
information such as a log book will be required. The methodology for this reduction is detailed in Appendix H Establishing the Private Use Value for a Vehicle.

The Authority will need to be informed whenever a mayor’s or chair’s car changes, or private usage of that car changes substantially. Details of the new car’s cost and details of any substantial changed private usage will need to be provided before the next annual Determination.

The Authority will not, however, adjust the mayor’s or chair’s remuneration unless the change in car or private use is significant enough to warrant a change. Changing a car for a later similar model and make would not normally trigger a remuneration change.

c. Use of Other Transport Modes

The Authority has previously considered and discarded the idea of a mileage allowance for other forms of transport. The Authority is aware that where costs are incurred by self-employed people, these costs can be offset against income in their tax returns. Such ability to offset costs, together with the travel time entitlement, removes any disincentive for other travel preferences created by mileage compensation for the use of motor vehicles.

d. Long Distance Meetings

If an elected member is required to attend a long distance conference or meeting, alternative transport arrangements can be made. For example, it may be more economical and/or time efficient for member to fly to a destination rather than drive for several hours. Any alternative arrangements would need to be consistent with the council’s overall travel policy.

11. Travel Time Allowance

a. Criteria

Councillors or community board members are entitled to claim an allowance for time travelled on council business, provided the journey is by the quickest form of transport reasonable in the circumstances and the travel time exceeds one hour.

The allowance is available each day for any business on behalf of the council or board or between the member’s residence and an office of the council or board.

b. Rate

As of 1st July 2016, the rate will be $37.50 per hour in respect of any qualifying travel that exceeds one hour on any day.

12. Communications Allowances

a. Approach

The Authority’s view is that elected officials should not carry the costs of communicating with councils or with ratepayers. It is the responsibility of each council to decide the
communications equipment needed to carry out its business effectively and efficiently and decisions about equipment for individual councillors should flow from that.

b. Council-Owned Equipment

The Authority believes it is efficient if a council provides each elected official with a phone (mobile or landline), a PC and/or a tablet, and a compatible scanner & printer. The council should also cover the costs of any consumables required. Equipment should remain the property of the council and shall be replaced or updated at least triennially.

Whilst the Authority has a strong preference for direct provision of equipment, the decision on whether elected officials can use personal devices and the nature of the technology required will be a local decision.

c. Member-Owned Equipment

Where councils decide to provide an annual allowance to those using their own devices and/or connections, the following will apply:

- personal computer $150
- electronic tablet $150
- printer (with or without a scanner) $40
- internet connection $250
- mobile phone $60

An allowance of up to $400 pa may also be provided to cover the costs of council-related calls, texts and data.

d. Unusual Circumstances

In some areas of the country a regular landline or mobile coverage is not available. Where such circumstances exist the council may put a costed recommendation to the Authority for approval to make a one-off payment for installation and either a reimbursement or allowance for on-going maintenance and support reflecting the costs involved. It is anticipated this allowance will normally reflect no more than 75% of the costs involved.

The full policy covering the provision of communication devices is available as Appendix I Provision of and Allowances for Communication Devices.

13. Forms to Use for 2016

The following forms are for Council use for 2016:

- Form A - Proposed positions and remuneration
- Form B - Information about each position recommended for additional payments
- Form C - Proposed additional duties payment for community board
- Council Mayor or Chair vehicle information form 2016 [DOC, 43KB]
APPENDIX A Remuneration Authority Legal Framework

The main acts relating to remuneration for elected local authority members are:

- The Local Government Act 2002, clause 6 of Schedule 7 which provides for:
  - The Remuneration Authority to set the remuneration, allowances and expenses of mayors, and other elected members on local authorities, community boards and Auckland Council local boards.
  - To set scales of salaries, allowances, ranges of remuneration, different forms of remuneration; prescribe rules for the application of those scales, ranges or different forms of remuneration; differentiate between individuals occupying equivalent positions in different, or in the same, local authorities or community boards; set pay arrangements that apply to individuals or groups occupying equivalent positions.
  - Place a levy on local authorities, to be set by the Minister responsible for the Remuneration Authority, to cover the costs of the Remuneration Authority in setting the remuneration of local authority members.

- The Remuneration Authority Act 1977, ss. 18, 18A which sets out the criteria to which the Authority must have regard in setting pay for local body elected members and the other groups and individuals for which it sets pay. These are:
  - Fair relativity with comparable positions
  - The need to be fair both to the individuals whose pay is being set, and to ratepayer
  - The requirements of the job
  - The need to recruit and retain competent individuals
  - Any prevailing adverse economic conditions (which may lead the Authority to set remuneration at a rate lower than might otherwise have been the case)

The Local Government Act 2002 also requires the Authority to minimise the potential for certain types of remuneration to distort behaviour.
APPENDIX B Councillor Base Role Description

The Remuneration Authority considers these responsibilities to be part of the base role of a councillor:

Collective Duties of the Council

- Representing the interests of the council
- Formulating the council’s strategic direction and relative priorities through the Long Term Plan (LTP), which determines the services and activities to be undertaken by council over a ten-year period
- Determining the expenditure and funding requirements of council activities through the LTP and annual planning processes
- Overseeing, developing and/or approving all council policies, administrative, legal, financial and strategic, including formal regional, city and/or district planning matters within the council’s geographical area of responsibility
- Monitoring the on-going performance of council against its stated objectives and policies (including formal sign-off of the Annual Report)
- Ensuring prudent use of council resources
- Law-making (bylaws)
- Overseeing council compliance with any relevant acts of Parliament
- Employing, setting performance requirements for, and monitoring the on-going performance of the council’s Chief Executive. (Under the Local Government Act 2002, the local authority employs the Chief Executive who, in turn, employs all other staff on its behalf. Elected members of council have no responsibilities for, and cannot direct, any staff employed by the council other than the Chief Executive

Representation and Advocacy

- Bringing the views of the community into council decision-making processes
- Being an advocate for community groups and individuals at council meetings
- Balancing the need to advocate for specific interests against the needs of the wider community
- Listening to the concerns of local residents and ratepayers on issues pertaining to the council
- Maintaining contact with community representatives and other local stakeholders
- Participating in any relevant consultative processes with the local community and/or other organisations.

Governance

- Participating constructively and effectively in the good governance of the council as a whole
- Understanding and ensuring that basic principles of good governance are a part of the decision-making approach of the council
- Understanding and respecting the differing roles of Mayor (or Chair for a regional council), Deputy Mayor, committee chairs/portfolio holders and Councillors
- Recognising that the governance role does not extend to operational matters or to the management of any implementation
- Having a good understanding of the council processes set out in the Standing Orders that determine how council meetings are run
- Developing and maintaining a working knowledge of council services, management processes, powers, duties and constraints
- Participating in the setting and monitoring of council policies, budgets, strategies and service delivery through annual and long-term planning processes
- Ensuring familiarity with agendas and other council reports before council meetings
- Being familiar with and complying with the statutory requirements of an elected Councillor
- Complying with the Code of Conduct adopted by the council
- Identifying, being aware of and declaring any potential personal conflicts of interest, whether of a pecuniary or non-pecuniary nature.
APPENDIX C Additional Councillor Responsibilities Role Description

The following would be additional responsibilities for councillors chairing committees or holding specific portfolios:

- Chairing meetings of the committees in the areas of council activity and business within their area of responsibility.
- Representing the council to a high standard in the areas of council activity and business within their area of responsibility, recognising that conduct in their role reflects on council as a whole.
- Promoting and supporting good governance by the Council.
- Developing a clear understanding of the terms of reference of their committees, and of the scope and range of the specific areas of council activities and business within their area of responsibility to allow them to carry out their role.
- Ensuring sufficient familiarity with council Standing Orders and procedures to be able to chair council committee meetings and any other sessions of council for which they have responsibility.
- Undertaking sufficient preparation before meetings they are chairing to effectively carry out their role.
- Ensuring any meetings they chair act within the powers delegated by the council as set out in the formal council delegations.
- Managing the progress of business during meetings, including ensuring adherence to the council Code of Conduct, Standing Orders and any other statutory obligations and requirements.
- Ensuring that all meeting participants have an opportunity to make an appropriate contribution within the bounds of Standing Orders and due process.
- Maintaining and ensuring order and decorum throughout meetings they chair.
- Commenting to the media (or other agencies) as the council spokesperson on issues arising that pertain to their committee or that are on the agenda in the areas of council activity and business within their area of responsibility, but only if delegated to do so by the council.
- Liaising with appropriate council staff in respect of the areas of council activity and business within their area of responsibility.
- Providing political leadership in building a political consensus around council issues in the areas of council activity and business that are within their area of responsibility.
- Recognising and contributing to issues that cut across their and other areas of council activity and business.
- Ensuring sufficient familiarity with council Standing Orders and procedures to be able to deputise competently for the Mayor/Chair in chairing council meetings and other sessions of council.
- Representing the council in various local, regional and/or national settings, both formal and informal, as appropriate.
- Working closely with other elected members of council to ensure smooth council decision-making.
- Ensuring sufficient familiarity with the processes and procedures of various civic functions to be able to correctly follow the obligations of such civic functions in the event of deputising for the Mayor/Chair.
APPENDIX D Community Board Member Base Role Description

These responsibilities considered part of the basic role for community board members and the board chair:

Representation and Advocacy

- Representing and acting as an advocate for the interests of their community
- Considering and reporting on all matters referred to them by the council, or any matters of interest or concern to the community board
- Communicating with community organisations and special-interest groups in the community
- Bringing the views of their community to the attention of council
- Listening to the concerns of their community on issues pertaining to the community board
- Maintaining an overview of services provided by the council in the community, and commenting on any services delivered by the parent council
- Maintaining contact with various community representatives and other local stakeholders
- Championing causes which best relate to the interests of their community and campaigning for the improvement of the quality of life in their community

Governance

- Participating constructively and effectively in the good governance of the community board as a whole
- Understanding and ensuring that basic principles of good governance are a part of the approach of the community board
- Understanding and respecting the differing roles of community board chair and community board members; the roles of the parent council’s Mayor, Deputy Mayor, committee chairs / portfolio holders and Councillors; and the very different roles of the managers and staff of the parent council with whom the community board might work
- Recognising that the governance role does not extend to operational matters or to the management of any implementation.
- Having a good understanding of the community board processes set out in the Standing Orders that determine how community board meetings are run and how decisions are made
- Developing and maintaining a working knowledge of council services, management processes, powers, duties and constraints
- Ensuring familiarity with agendas and other community board reports before meetings of the community board
- Being familiar with and complying with the statutory requirements of a community board member
- Identifying, being aware of and declaring any potential personal conflicts of interest, whether these are pecuniary or non-pecuniary
APPENDIX E Possible Additional Responsibilities of Community Boards

- Undertaking any other responsibilities that are delegated to them by the council or are prescribed by Order in Council
- Preparing an annual submission to the council for expenditure within the community
- Formally participating in any relevant consultative processes with the local community and/or other organisations
- Representing the views and position of the community board to external parties, where delegated to do so, and with a clear understanding that only formal community board decisions can commit the community board to any particular course of action (and then only in matters where the community board is delegated to act)
- Participating, as needed, in the setting and monitoring of council policies, budgets, strategies and service delivery through annual and long-term planning processes.
APPENDIX F Additional Responsibilities of Chair of a Community Board

- Chairing meetings of the community board
- Representing the community board to a high standard in the areas of activity and business delegated
- Promoting and supporting good governance by the community board
- Developing a clear understanding of the terms of reference of their community board, and of the scope and range of delegations in order to carry out the role of community board Chair
- Ensuring sufficient familiarity with parent council’s Standing Orders and procedures that they can chair community board meetings and any other sessions for which they have responsibility
- Undertaking sufficient preparation before the meetings they are chairing to allow them to effectively carry out the role of chair.
- Ensuring meetings they chair operate within the powers delegated by the parent council as set out in the parent council’s Delegation Manual
- Managing the progress of business during meetings, including ensuring adherence to the parent council’s Standing Orders and to other statutory obligations and requirements
- Ensuring that all participants in meetings have an opportunity to make an appropriate contribution within the bounds of Standing Orders and due process
- Maintaining and ensuring due order and decorum throughout meetings they chair
- Commenting to the media (or other agencies) as the community board spokesperson, where delegated/ authorised to do so, on issues that pertain to the community board
- Liaising with appropriate council staff in respect of the areas of delegated council business for which the community board has responsibility
- Providing leadership to the community board in helping form a consensus that is representative of the community
- Working closely with other members of the community board to ensure smooth community board decision-making
- Keeping abreast of all issues facing the community board
APPENDIX G Vehicle Mileage Allowance

This note explains the principles adopted by the Remuneration Authority in setting the terms and conditions of the Vehicle Mileage Allowance, as well as explaining the logic behind the per kilometre rates. It is updated using the 2014/15 Automobile Association data.

Principles

The Authority adopted the following principles when considering the setting of the Vehicle Mileage Allowance:

**Principle 1:** The Authority does not intend to meet the costs of an elected member getting to and from work, where the elected member lives within normal commuting distance of the nearest office of the local authority. This is because:
   a) The pay scales that the Authority uses to set elected member remuneration are based on pay scales used for other public service positions, where there is no doubt that the costs of travel to and from work is the responsibility of the job holder, and
   b) It is normal practice for people engaged in providing regular services to a single body to meet their own costs of travel to and from the place of employment.

**Principle 2:** Any mileage allowance should meet the reasonable additional costs incurred by the elected member in using their own vehicle for travel required on council business. This includes travel to and from the place of work in excess of normal commuting distance.

**Principle 3:** The Authority will apply averages in setting per kilometre rates and normal commuting distances. This means that the Authority will use average vehicle operating costs for average sized and specified cars travelling on average roads, and average kilometres travelled per annum by the population as a whole.

**Principle 4:** Wherever possible the Authority will use independent sources of information.

Threshold Distance

The application of Principle 1 requires the Authority to consider is what a “normal commuting distance”. Taking into account that commuting distances in the country tend to be longer than in urban areas, but not wishing to penalise country elected members, the Authority looked at average commuting distances in cities and large towns.

The Authority considered that it would be fair to regard a normal commuting distance as being 15 kilometres. The Authority recognises that this is an average and that, even in urban areas, some people commute more than 15 kilometres.

This means that any elected member living within 15 kilometres of their nearest office will meet their own cost of getting to and from work.

Members living more than 15 kilometres away from their nearest office may claim the allowance for distances in excess of the normal commuting distance. This means that they can claim for distances in excess of 30 kilometres (i.e. the round trip normal commuting distance). If the mileage allowance were to apply for total distance travelled for people living more than 15 kilometres away for work, then that would be unfair on those living within 15 kilometres, who are meeting their own commuting costs.
The threshold for people living within the normal commuting distance is set at twice the distance between their home and place of work, so that both groups of people can claim mileage for any travel outside of normal commuting distance.

**Per Kilometre Rates**

Principle 4 using data on the costs of owning and running a car – this is regularly published by the Automobile Association, which has also supplied us with background data which enables deeper analysis.

The latest Automobile Association publication of car running costs is dated 2014/15. That data is based on the New Zealand average distance travelled of 14,000 kilometres per year for new vehicles over a 5 year period.

That report contains the following data:

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<thead>
<tr>
<th>Vehicle</th>
<th>Engine size</th>
<th>RRP</th>
<th>Average Cost</th>
<th>14,000 km per year</th>
<th>19,000 km per year</th>
<th>24,000 km per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compact</td>
<td>1501cc - 2000cc</td>
<td>To $42,000</td>
<td>$34,284</td>
<td>65c</td>
<td>55c</td>
<td>49c</td>
</tr>
<tr>
<td>Medium</td>
<td>2001cc - 3500cc</td>
<td>To $60,000</td>
<td>$47,462</td>
<td>80c</td>
<td>67c</td>
<td>60c</td>
</tr>
<tr>
<td>Large</td>
<td>3500cc +</td>
<td>To $75,000</td>
<td>$66,893</td>
<td>109c</td>
<td>90c</td>
<td>80c</td>
</tr>
</tbody>
</table>

Bearing in mind that Principle 2 requires that additional costs be met by the allowance and that, on average, people drive 14,000 km per annum for personal use, then one can calculate:

- The cost of personal use, being the cost for the first 14,000 km per year, and
- The additional costs that will be incurred if an elected member needs to travel over 14,000 km in a year because of council business. This additional cost can be worked out by calculating the cost of the first 14,000 km in a year and the cost of the total distance in a year (including council travel) – the difference is the additional cost of council travel. This difference can then be expressed as a rate per km.

These calculations are shown below (based on the data from the AA report) where an extra 5,000 km a year is travelled on council business:

<table>
<thead>
<tr>
<th>Vehicle</th>
<th>Cost rate for first 14,000 km</th>
<th>Personal Cost of first 14,000 km</th>
<th>Cost rate for 19,000 km</th>
<th>Cost of 19,000 km</th>
<th>Cost of additional 5,000 km</th>
<th>Additional cost per km</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compact</td>
<td>65c per km</td>
<td>$9,100</td>
<td>55c per km</td>
<td>$10,450</td>
<td>$1,350</td>
<td>27c</td>
</tr>
<tr>
<td>Medium</td>
<td>80c per km</td>
<td>$11,200</td>
<td>67c per km</td>
<td>$12,730</td>
<td>$1,530</td>
<td>31c</td>
</tr>
<tr>
<td>Large</td>
<td>109c per km</td>
<td>$15,260</td>
<td>90c per km</td>
<td>$17,100</td>
<td>$1,840</td>
<td>37c</td>
</tr>
</tbody>
</table>
Below are comparative calculations where an extra 10,000km a year is travelled on council business:

<table>
<thead>
<tr>
<th>Vehicle</th>
<th>Cost rate for first 14,000 km</th>
<th>Personal Cost of first 14,000 km</th>
<th>Cost rate for 24,000 km</th>
<th>Cost of 24,000 km</th>
<th>Cost of additional 10,000 km</th>
<th>Additional cost per km</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compact</td>
<td>65c per km</td>
<td>$9,100</td>
<td>49c per km</td>
<td>$11,760</td>
<td>$2,660</td>
<td>27c</td>
</tr>
<tr>
<td>Medium</td>
<td>80c per km</td>
<td>$11,200</td>
<td>60c per km</td>
<td>$14,400</td>
<td>$3,200</td>
<td>32c</td>
</tr>
<tr>
<td>Large</td>
<td>105c per km</td>
<td>$15,260</td>
<td>80c per km</td>
<td>$19,200</td>
<td>$3,940</td>
<td>39c</td>
</tr>
</tbody>
</table>

It can be seen from the above that the additional cost per km incurred for the council travel is 32 cents if a councillor:
- drives a medium sized car, and
- normally does 14,000 km per year for personal travel, and
- does an extra 10,000 km in a year on council business.

Even if the councillor drives a large car (which is above average size) the additional cost per km is only 39 cents.

Using additional data supplied by the Automobile Association we have examined yearly costs associated with much higher additional yearly mileage by assuming higher depreciation rates, more frequent tyre replacement and higher repair costs. Yearly costs are shown in the following table for a car costing $50,000 and owned for 5 years:

<table>
<thead>
<tr>
<th>Km per year</th>
<th>Value of car after 5 years</th>
<th>Costs per annum</th>
</tr>
</thead>
<tbody>
<tr>
<td>14,000</td>
<td>$18,100</td>
<td>Licence and WOF $337</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Insurance $911</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Interest and depreciation $6,975</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Fixed Costs $8,223</strong></td>
</tr>
<tr>
<td>30,000</td>
<td>$8,700</td>
<td>Fuel $2,702</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tyres $507</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Repairs $635</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Running Costs $3,933</strong></td>
</tr>
<tr>
<td>40,000</td>
<td>$4,900</td>
<td>Total Costs $12,156</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cost per km 86.8c</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Personal cost $12,156</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Additional Cost $6,100</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Additional cost per km 38c</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Reimbursement using standard Remuneration Authority rates $7,770</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$11,470</td>
</tr>
</tbody>
</table>

**Conclusion**

Taking into account all the above data, the Authority believes that the mileage rate of 74 cents for the first 5,000 kilometres of council travel and 37 cents for distances in excess of 5,000 kilometres is fair compensation for any additional costs incurred by an elected member in using their own car for council business travel.

It should be noted that the 5,000 kilometre allowance is based on a full year. Where a member serves a part year the allowance is reduced accordingly.
APPENDIX H Valuing the Private Use of a Vehicle

Councils may decide whether or not a car is to be supplied for the Mayor or Chair and on what basis. The determinant is what is most cost effective for the Council and ratepayers.

The Authority has set a benchmark of 41% of the price of a new car (including GST) as the value of the benefit in terms of gross remuneration.

In valuing a vehicle:
“Mayor/Chair use only” means the car can be used by other officers, can be driven home and garaged by the mayor/chair but does not permit any private use.

“Full private use” of a car means exclusive use by the mayor/chair, including for any private travel. Full private use is assessed by the Authority at 20% of the use of the car. If a larger or smaller private usage is claimed, supporting information is required (i.e. a log book). For either Mayor/Chair use only or full private use, all vehicle insurance, maintenance, repair and running costs incurred, including fuel, shall be met by the council.

The following example shows the calculation that would be undertaken on a car valued at $38,000 Inc. GST, which is available for the full private use of the mayor/chair. $38,000 x 41% x 20% = $3116

The amount of $3116 is to be deducted from the salary of the mayor/chair.
APPENDIX I Provision of and Allowances for Communication Devices

Introduction

This allowance has been included in the determination since 2008, and was introduced to bring some equity across the country in the reimbursement of costs and the provision of support to councillors and other elected officials.

The continuing development of communication devices and delivery mechanisms has led the Authority to reconsider the allowance.

The intention is to include an updated provision in the determination that will cover the period from this year’s election; and the Authority is issuing this advisory now to give intending candidates clear advice on the maximum support that the Authority will approve.

The Principles to be Applied

The Authority’s view is that elected members should not carry the costs of communicating with councils or with ratepayers.

The Authority’s preferred approach would be that councils provide necessary equipment, consumables, servicing and reimburse on proof of expenditure on other costs that might occur.

This in our view allows two tests to be met. Elected members would have access to the equipment that is required to undertake the work of council, and ratepayers could have confidence that appropriate security of access could be guaranteed in a cost effective fashion. It is the responsibility of each council to decide the communications equipment needed to carry out its business effectively and efficiently. Decisions about equipment for individual councillors should flow from that.

However, we are aware of two issues that make applying that policy across the country unpopular with both elected members and council staff.

1. The first is the desire by some elected members to utilise the communication equipment they own and are familiar with to undertake council business and an unwillingness to segregate personal and council usage.
2. The second is the operational cost of managing a reimbursement system that requires production of proof of expenditure.

Ancillary matters that we are aware of are the small number of elected officials who live in areas where broadband, Wi-Fi and cell phone coverage is poor or non-existent. The current policy doesn’t clearly allow additional assistance in those reasonably unique situations. The intention is that the new communication policy should provide parameters for these three matters. What is required for communications by elected members and how is that best described to reflect rapidly changing technologies.

Over the past period the communication requirements and expectations of citizens have changed rapidly, as has the workload of councils and community boards. But basically the needs are stable, and cover:
1. Verbal communications, generally via mobile phone nowadays, but in some circumstances by other devices;
2. An ability to transfer and reproduce written materials;
3. An ability to access council information resources, such as websites, intranets, archives and policy and decision-making tools.

Until recently this might have required a landline, PC, internet access (either dial up or broadband), fax and printer capacity and regular courier and postal services. Latterly new devices such as tablets have rapidly changed the usage of paper, fax and courier services with the possibility of substantial direct and indirect cost savings.

Nevertheless, in many circumstances described to the Authority these have been seen as additional rather than replacement items. This mirrors the arrival of mobile phones, which were provided and funded additional to traditional landlines, whilst quite quickly becoming the primary form of verbal communication. Equally the introduction of broadband and scanners has almost removed the necessity for and usage of fax machines.

With the speed of change clearly increasing, regulation from the Authority may always lag behind, given the use of annual or triennial determinations.

The Authority believes it is efficient if a council provides each elected member with a phone (mobile or landline), a PC and/or a tablet, and a compatible scanner & printer. The council should also cover the costs of any consumables required.

Equipment should remain the property of the council and shall be replaced or updated at least triennially. In the Authority’s view this allows councils to obtain the advantages of bulk purchase and also ensures that maximum efficiency is achieved by providing equipment which is consistent across the organisation, fit for purpose and adequately protected to provide security and privacy for ratepayer. Elected members and staff.

Whilst the Authority has a strong preference for direct provision of equipment, the decision on whether elected members should be allowed or encouraged to use personal devices will be left as a matter of local decision. Equally the nature of the forms of technology required will be left to local decision.

Where councils decide to provide an allowance to those electing to use their own devices, an allowance can be provided to cover reasonable costs of the additional wear and tear of hardware owned by the elected member, such as:
- Computer and/or tablet
- Printer
- Modem
- Mobile phone

For items of hardware, it is common practice in a commercial environment to depreciate fully over three years. Therefore, the Authority believes a reasonable allowance could be equal to 33% (i.e. three year depreciation) of 50% (i.e. half the usage assumed to be for council business) of an average cost of the hardware item.

Typical hardware costs and associated allowances are:

<table>
<thead>
<tr>
<th>Item</th>
<th>Average price</th>
<th>Allowance (33% of 50% of price)</th>
</tr>
</thead>
</table>

Remuneration Authority 2016

Remuneration Setting for Local Authorities
<table>
<thead>
<tr>
<th>Item</th>
<th>PC or tablet</th>
<th>$900</th>
<th>$150</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
<td>Printer</td>
<td>$250</td>
<td>$40</td>
</tr>
<tr>
<td>Item</td>
<td>Telephone (mobile or handset)</td>
<td>$375</td>
<td>$60</td>
</tr>
</tbody>
</table>

The Authority would in those cases approve a maximum allowance of $250 where the equipment requirements of the council are for either a PC or tablet, $400 where the requirements are for both and the member provides both and $250 where the council provides one item and the member the second.

It should be noted that the allowances represent a full year payment. Where a member serves a part year the allowance is prorated.

**What is the reasonable cost of connection and usage for these items?**

**Internet Connection**

The Authority presumes that most councils will enjoy corporate rates for transmission of communications. These will in most circumstances be set at a more advantageous level than those available to individuals, and where possible providing such services through the council package would be best value to the ratepayer. However, the Authority recognises that some elected members may not wish to run parallel data systems for council business. Whether this option is available should be a matter for local decision.

Telecommunication markets are increasingly competitive, but also increasingly designed to meet personalised data requirements. So the mix of call plans and broadband widths and speed are difficult to determine. The question we have sought to address is the extent to which these costs are apportioned between council and elected official. This can be complex and will reflect differing household usage as well as council usage. For example in a household which already has personal usage close to their broadband cap, the increased traffic required to move to electronic board papers may require an increase in monthly band usage, even though the data transmitted is modest compared to other internet and electronic traffic. Once again, where it is possible, the Authority believes that this matter should be dealt with by the council either paying directly or reimbursing on production of invoices costs that can be identified as council business.

If a council determines not to take this approach but to provide an allowance to members, the Authority believes that no more than 25% of the connection/usage charges can be regarded as bona fide additional costs incurred by an elected member in carrying out council business, in relation to existing personal connection or usage arrangements. This is on the basis that most of the cost would be incurred for personal use in any event.

A maximum allowance of $250 would be approved by the Authority, reflecting 25% of the average cost of a landline and broadband connection.

**Costs of call, texts and data through mobile phones**

Mobile phone call costs vary depending on the type of plan, and usage of mobile phones as the primary form of communication will lead to significantly differing usage. As with other matters it would be the Authority’s preferred option that these matters are dealt with on a cost recovery basis. Likewise there may be some areas and individuals where toll costs apply to
some communications. Usage of such equipment will be very much a question of personal communication style and will vary widely. That being said the Authority will approve a maximum allowance of $400 pa to cover council generated calls. This represents about 800 extra payable minutes for an average plan.

Unusual Circumstances

Over the years the Authority has occasionally been approached to cover the one-off costs of providing connection access or non-standard equipment where regular landline or mobile coverage is not available. Where such circumstances exist, the council may put a costed recommendation to the Authority for approval to make a one-off payment for installation and either a reimbursement or allowance for on-going maintenance and support reflecting the costs involved. It is anticipated this allowance will normally reflect no more than 75% of the costs involved. The Authority will review the amount of maximum allowances annually to maintain levels of support as communications costs increase and decrease.

In approving allowances in expenses documents the Authority will seek confirmation of the decision to use particular forms of equipment and to allow allowances rather than reimbursement regimes.

As technologies converge and, for example, tablets can be enabled to perform the full range of functions required for council business this range of reimbursement/allowances will be regularly reviewed.

The following examples are provided for your assistance:-

1. Where a council provides a PC, printer and mobile phone, and does not use tablets for agendas/meeting papers, no allowance for equipment is available but a maximum allowance of $650 would be approved to cover connection costs for the PC and mobile phone. Paper and other consumables should also be provided by the council as required.

2. Where the council provides a tablet, PC, printer and mobile phone, reimburses the costs of a designated connection for these items and provides consumables, no allowance is payable. The cost of calls could either be reimbursed on production of invoices or an allowance of $400 is available.

3. Where the member provides their own equipment and connections (including a tablet & PC), to a standard that is compatible with council communication needs, a maximum allowance of $1,050 would be available with no reimbursement for costs other than consumables.

This policy is included in both the principal Local Government Determination and the Auckland Council Determination.
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:
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED</th>
<th>SECTION</th>
<th>SUBCLAUSE AND REASON UNDER THE ACT</th>
<th>PLAIN ENGLISH REASON</th>
<th>WHEN REPORTS CAN BE RELEASED</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>PUBLIC EXCLUDED COUNCIL MINUTES - 25 MAY 2017</td>
<td></td>
<td></td>
<td>REFER TO THE PREVIOUS PUBLIC EXCLUDED REASON IN THE AGENDAS FOR THESE MEETINGS.</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>PUBLIC EXCLUDED COUNCIL MINUTES - 1 JUNE 2017</td>
<td></td>
<td></td>
<td>REFER TO THE PREVIOUS PUBLIC EXCLUDED REASON IN THE AGENDAS FOR THESE MEETINGS.</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>PUBLIC EXCLUDED COUNCIL MINUTES - 8 JUNE 2017</td>
<td></td>
<td></td>
<td>REFER TO THE PREVIOUS PUBLIC EXCLUDED REASON IN THE AGENDAS FOR THESE MEETINGS.</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>CREATIVE INDUSTRIES SUPPORT FUND RECOMMENDATIONS FOR FINAL SIGNOFF</td>
<td>S7(2)(H)</td>
<td>COMMERCIAL ACTIVITIES</td>
<td>COMMERCIAL ACTIVITIES</td>
<td>OPENING OF METRO SPORTS FACILITY</td>
</tr>
<tr>
<td>32</td>
<td>PUBLIC EXCLUDED INNOVATION AND SUSTAINABLE DEVELOPMENT COMMITTEE MINUTES - 24 MAY 2017</td>
<td></td>
<td></td>
<td>REFER TO THE PREVIOUS PUBLIC EXCLUDED REASON IN THE AGENDAS FOR THESE MEETINGS.</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>TRANSPORT CONTRACT EXTENSION OF TERM</td>
<td>S7(2)(I)</td>
<td>CONDUCT NEGOTIATIONS</td>
<td>THE WITHHOLDING OF INFORMATION IS NECESSARY TO ALLOW FOR A COMMERCIAL NEGOTIATION TO BE CONDUCTED.</td>
<td>2 OCTOBER 2017 END OF THE SERVICE PERIOD EXTENSION BEING SOUGHT. 1 OCTOBER 2017</td>
</tr>
<tr>
<td>34</td>
<td>TRANSPORT CONTRACT EXTENSION OF TERM</td>
<td>S7(2)(I)</td>
<td>CONDUCT NEGOTIATIONS</td>
<td>THE WITHHOLDING OF INFORMATION IS NECESSARY TO ALLOW FOR A</td>
<td>2 OCTOBER 2017</td>
</tr>
<tr>
<td>Item 27</td>
<td><strong>PUBLIC EXCLUDED INFRASTRUCTURE, TRANSPORT AND ENVIRONMENT COMMITTEE MINUTES - 7 JUNE 2017</strong></td>
<td><strong>COMMERCIAL NEGOTIATION TO BE CONDUCTED.</strong></td>
<td><strong>END OF THE SERVICE PERIOD EXTENSION BEING SOUGHT.</strong></td>
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<tr>
<td>35</td>
<td>PUBLIC EXCLUDED INFRASTRUCTURE, TRANSPORT AND ENVIRONMENT COMMITTEE MINUTES - 7 JUNE 2017</td>
<td>REFER TO THE PREVIOUS PUBLIC EXCLUDED REASON IN THE AGENDAS FOR THESE MEETINGS.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>36</td>
<td>PUBLIC EXCLUDED FINANCE AND PERFORMANCE COMMITTEE MINUTES - 31 MAY 2017</td>
<td>REFER TO THE PREVIOUS PUBLIC EXCLUDED REASON IN THE AGENDAS FOR THESE MEETINGS.</td>
<td></td>
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<tr>
<td>37</td>
<td>DEVELOPMENT CHRISTCHURCH LIMITED - MAY UPDATE REPORT</td>
<td>S7(2)(I) CONDUCT NEGOTIATIONS</td>
<td>DEVELOPMENT CHRISTCHURCH LIMITED ARE CONDUCTING COMMERCIAL NEGOTIATIONS THAT NEED TO REMAIN CONFIDENTIAL UNTIL THE NEGOTIATIONS ARE CONCLUDED.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>PROVISION OF COUNCIL FINANCE SYSTEM</td>
<td>S7(2)(H), S7(2)(I) COMMERCIAL ACTIVITIES, CONDUCT NEGOTIATIONS</td>
<td>THE DOCUMENT CONTAINS COMMERCIALY SENSITIVE INFORMATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>COUNCIL CONTROLLED ORGANISATIONS - 31 MARCH 2017 PERFORMANCE REPORT</td>
<td>S7(2)(H) COMMERCIAL ACTIVITIES</td>
<td>DISCUSSES THE COMMERCIAL ACTIVITIES OF THE ENTITIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>WHEN THE INFORMATION IS PUBLICLY AVAILABLE</td>
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<tr>
<td>Item</td>
<td>Topic</td>
<td>Reference</td>
<td>Reason</td>
<td>Details</td>
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<tr>
<td>40</td>
<td>PUBLIC EXCLUDED SOCIAL AND COMMUNITY DEVELOPMENT COMMITTEE MINUTES - 31 MAY 2017</td>
<td>REFER TO THE PREVIOUS PUBLIC EXCLUDED REASON IN THE AGENDAS FOR THESE MEETINGS.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>APPROVAL FOR ADDITIONAL CENTRAL CITY LANDMARK HERITAGE GRANT FUNDING FOR THE BUILDINGS OF NEW REGENT STREET</td>
<td>S7(2)(H)</td>
<td>COMMERCIAL ACTIVITIES</td>
<td>THE REPORT IS PROPOSING A GRANT FOR WORKS THAT HAVE NOT YET BEEN COMPETITIVELY TENDERED. CONFIDENTIALITY IS REQUIRED DUE TO THE NEED TO RETAIN THE ABILITY TO GET A COMPETITIVE MARKET PRICE FOR THESE PROPOSED WORKS ON ACCEPTANCE OF A COMPETITIVE TENDER.</td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>PUBLIC EXCLUDED STRATEGIC CAPABILITY COMMITTEE MINUTES - 11 MAY 2017</td>
<td>REFER TO THE PREVIOUS PUBLIC EXCLUDED REASON IN THE AGENDAS FOR THESE MEETINGS.</td>
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<tr>
<td>43</td>
<td>REPORT FROM CHRISTCHURCH CITY HOLDINGS LIMITED</td>
<td>S7(2)(B)(II), S7(2)(H), S7(2)(I)</td>
<td>PREJUDICE COMMERCIAL POSITION, COMMERCIAL ACTIVITIES, CONDUCT NEGOTIATIONS</td>
<td>COMMERCIAL IN CONFIDENCE</td>
<td>ONCE THE INFORMATION RELEASE WILL NO LONGER PREJUDICE THE COMMERCIAL POSITION.</td>
</tr>
<tr>
<td>44</td>
<td>2017/18 INSURANCE RENEWAL</td>
<td>S7(2)(B)(II), S7(2)(I)</td>
<td>PREJUDICE COMMERCIAL POSITION, CONDUCT NEGOTIATIONS</td>
<td>NEGOTIATIONS WITH PROSPECTIVE INSURERS MUST PROCEED ON A CONFIDENTIAL BASIS DUE TO THE COMMERCIAL SENSITIVITIES Involved.</td>
<td>AN ANNOUNCEMENT MAY BE MADE ONCE THE COUNCIL MAKES A DECISION AND WORDING IS AGREED WITH THE OTHER PARTIES INVOLVED.</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
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<tr>
<td>45</td>
<td>REGENERATE CHRISTCHURCH - FINAL DRAFT ACCOUNTABILITY DOCUMENTS: STATEMENT OF INTENT, 2018/19-2020/21 AND STATEMENT OF PERFORMANCE EXPECTATIONS, 2018/19</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>S7(2)(F)(II) PROTECTION FROM IMPROPER PRESSURE OR HARASSMENT</td>
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<td>TO ALLOW ANY FURTHER CONSIDERATION TO BE GIVEN TO THE CONTENT OF THE DOCUMENTS PRIOR TO THEM BEING FORMALLY ACCEPTED.</td>
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<td>TABLING OF THE DOCUMENTS IN PARLIAMENT BY THE CROWN.</td>
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