Waikura
Linwood-Central-Heathcote Community Board
AGENDA

Notice of Meeting:
An ordinary meeting of the Waikura/Linwood-Central-Heathcote Community Board will be held on:

Date: Wednesday 24 July 2019
Time: 10am
Venue: The Board Room, 180 Smith Street, Linwood

Membership
Chairperson: Sally Buck
Deputy Chairperson: Jake McLellan
Members:
Alexandra Davids
Yani Johanson
Darrell Latham
Tim Lindley
Brenda Lowe-Johnson
Deon Swiggs
Sara Templeton

18 July 2019

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

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Strategic Framework
The Council’s Vision – Christchurch is a city of opportunity for all.
Open to new ideas, new people and new ways of doing things – a city where anything is possible.

Whiria ngā wheno o ngā papa
Honoa ki te mau rua tāukiuki
Bind together the strands of each mat
And join together with the seams of respect
and reciprocity.
The partnership with Papatipu Rūnanga
reflects mutual understanding and respect,
and a goal of improving the economic,
cultural, environmental and social
wellbeing for all.

Overarching Principle
Partnership - Our people are our taonga
– to be treasured and encouraged. By working
together we can create
a city that uses their
skill and talent, where
we can all participate,
and be valued.

Supporting Principles
Accountability
Affordability
Agility
Equity
Innovation
Collaboration
Prudent Financial
Management
Stewardship
Wellbeing and
resilience
Trust

Community Outcomes
What we want to achieve together as our city evolves

Strong communities
Strong sense of community
Active participation in civic life
Safe and healthy communities
Celebration of our identity through arts,
culture, heritage and sport
Valuing the voices of children and young people

Liveable city
Vibrant and thriving central city, suburban
and rural centres
A well connected and accessible city
Sufficient supply of, and access to, a range of
housing
21st century garden city we are proud to live in

Healthy environment
Healthy waterways
High quality drinking water
Unique landscapes and indigenous biodiversity
are valued
Sustainable use of resources

Prosperous economy
Great place for people, business and investment
An inclusive, equitable economy with broad-based prosperity for all
A productive, adaptive and resilient economic base
Modern and robust city infrastructure and community facilities

Strategic Priorities
Our focus for improvement over the next three years and beyond

Enabling active citizenship and connected communities
Maximising opportunities to develop a vibrant,
prosperous and sustainable 21st century city

Climate change leadership
Informed and proactive approaches to natural
hazard risks

Increasing active, public
and shared transport
opportunities and use
Safe and sustainable
water supply and
improved waterways
Waikura/Linwood-Central-Heathcote Community Board
24 July 2019

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

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STAFF REPORTS

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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. **Confirmation of Previous Minutes**
   That the minutes of the Waikura/Linwood-Central-Heathcote Community Board meeting held on Monday, 1 July 2019 be confirmed (refer page 5).

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

5. **Deputations by Appointment**
   Deputations may be heard on a matter or matters covered by a report on this agenda and approved by the Chairperson.
   There were no deputations by appointment at the time the agenda was prepared.

6. **Presentation of Petitions**
   There were no petitions received at the time the agenda was prepared.
Waikura
Linwood-Central-Heathcote Community Board
OPEN MINUTES

Date: Monday 1 July 2019
Time: 3pm
Venue: The Board Room, 180 Smith Street, Linwood

Present
Chairperson
Sally Buck
Deputy Chairperson
Jake McLellan
Members
Alexandra Davids
Yani Johanson
Darrell Latham
Tim Lindley
Deon Swiggs
Sara Templeton

1 July 2019

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The agenda was dealt with in the following order.

1. **Apologies**

   Part C
   Community Board Resolved LCHB/2019/00070

   That an apology from Yani Johanson for lateness be accepted.

   Alexandra Davids/Sara Templeton

   Carried

2. **Declarations of Interest**

   Part B
   There were no declarations of interest recorded.

3. **Confirmation of Previous Minutes**

   Part C
   Community Board Resolved LCHB/2019/00071

   That the minutes of the Waikura/Linwood-Central-Heathcote Community Board meeting held on Wednesday, 19 June 2019 be confirmed.

   Tim Lindley/Darrell Latham

   Carried

4. **Public Forum**

   Part B
   There were no public forum presentations.

5. **Deputations by Appointment**

   Part B
   5.1 **Proposed Road Names – Various Subdivisions**
   Hayley Guglietta and Greg Partridge, representing the Richmond Residents’ and Business Association, spoke to the Board regarding the naming of the right of way at 58 Perth Street.

   After questions from the members, the Chairperson thanked Ms Guglietta and Mr Partridge for their presentation.

   Item 9 of these minutes refers.

Yani Johanson arrived at the meeting at 3:12 p.m.
6. Presentation of Petitions

6.1 Petition – Wyon Street Traffic Calming Measures

Evan Chadwick, resident of Wyon Street, presented a petition regarding Traffic Calming Measures in Wyon Street.

The petition, which contained 51 signatures, was tabled.

The prayer of the petition states:

Wyon Street has developed into a street that serves more than just the residents of Wyon Street and Hulbert Street. Cars, buses and trucks use Wyon Street to bypass the busy Linwood Avenue/Buckleys Road intersection. This has led to an increase of traffic using Wyon Street and because of the street’s straight orientation many motorists are driving over the speed limit.

We, the undersigned support Wyon Street residents to request the Council to:

- Install traffic calming devices.
- Prohibit Heavy Vehicles using Wyon Street.
- Prohibit the right hand from Buckleys Road (from Bromley Park/New Brighton direction) into Wyon Street.

Community Board Resolved LCHB/2019/00072

Part C

That the Waikura/Linwood-Central-Heathcote Community Board:

1. Receives the petition from Mr Chadwick requesting Wyon Street traffic calming measures.
2. Requests staff advice on traffic calming measures that could be implemented in Wyon Street.
3. That staff advice be provided in the Board’s August 2019 Area Report.

Sara Templeton/Alexandra Davids

Carried

Attachments

A Clause 6.1 - Wyon Street Traffic Calming Petition

5. Deputations by Appointment Continued

5.2 Proposed Road Names - Various Subdivisions (Clause 9 of these minutes refers)

Don Gould, local resident, gave a presentation to the Board regarding the naming of the right of way at 58 Perth Street, raising concerns around delaying residents from moving into their new homes. Mr Gould agreed with the Richmond Residents’ and Business Association’s position on community consultation in relation to road naming.

After questions from the members, the Chairperson thanked Mr Gould for his presentation. Item 9 of these minutes refers.

Attachments

A Clause 5.2 - Bingsland Lane - 58 Perth Street Richmond Presentation
7. **Cuthberts Green and Cowles Stadium Car Park Renewal/Landscape Plan**

**Board Comment**

1. The Board agreed that Council facilities should have electric vehicles chargers (or at least the infrastructure installed for chargers to be installed at a later date) when being renewed.
2. The Board reiterated its preference for blue painted mobility parks on Council owned facilities as with other facilities including Pioneer Pool and Taiora QEII Recreation and Sport Centre.

**Staff Recommendations**

That the Waikura/Linwood-Central-Heathcote Community Board:

1. Approve the Cuthberts Green and Cowles Stadium car park renewal/landscape plan as per Attachment A.
2. Approve the removal of the trees in the area of the Cuthberts Green and Cowles Stadium car park as per Attachment B.

**Community Board Resolved LCHB/2019/00073**

**Part C**

That the Waikura/Linwood-Central-Heathcote Community Board:

1. Approves the Cuthberts Green and Cowles Stadium car park renewal/landscape plan as per Attachment A of the report attached to the meeting agenda.
2. Approves the removal of the trees in the area of the Cuthberts Green and Cowles Stadium car park as per Attachment B of the report attached to the meeting agenda.
3. Requests that staff write to Orion Limited on behalf of the Board to request the reinstatement of the Orion funding to install electric car chargers at community facilities including Cuthberts Green and the new Linwood Pool.
4. Request that blue paint be applied to the mobility parks in line with other Council owned community facilities.

Deon Swiggs/Alexandra Davids  
Carried

9. **Proposed Road Names - Various Subdivisions**

**Board Comment**

1. Staff in attendance spoke to the accompanying report. The Board took into consideration the deputations from Hayley Guglietta and Greg Partridge (Clause 5.1 of these minutes refers), and Don Gould ( Clause 5.2 of these minutes refers).

**Staff Recommendations**

That the Waikura/Linwood-Central-Heathcote Community Board:

Approve the following new road names:

1. 58 Perth Street (RMA/2019/482):
Waikura/Linwood-Central-Heathcote Community Board
24 July 2019

- Laurenson Lane.

2. 19 Forth Street (RMA/2019/58):
   - Ettrick Lane.

3. Note the update on te reo road naming.

Community Board Resolved LCHB/2019/00074

Part C

That the Waikura/Linwood-Central-Heathcote Community Board:

1. Approves the following new road name:
   a. 58 Perth Street (RMA/2019/482):
      - Bings Lane.
   
2. Requests staff advice on the possibility of naming another area within Richmond such as a park, and report back to the Board.

3. Requests staff discuss with the Board the Land Information New Zealand requirements and implications of naming lanes/right of ways on brown fields subdivisions.

Alexandra Davids/Sara Templeton  Carried

Jake McLellan and Deon Swiggs voted against the resolution, and requested their votes be recorded.

The meeting adjourned at 4.11pm and reconvened at 4.24pm.

Community Board Resolved LCHB/2019/00075

Part C

That the Waikura/Linwood-Central-Heathcote Community Board to:

1. Approves the following new road name:
   a. 19 Forth Street (RMA/2019/58):
      - Ettrick Lane.

2. Notes the update on te reo Māori road naming.

Darrell Latham/Sara Templeton  Carried

8. Radley Park - Dog Agility Equipment Renewal

   Board Comment

1. The Board discussed the option of installing a fence around the agility area at a date in the future.

2. The Board notes that following consultation, a report will be presented to the Community Board with funding options.
3. The Board notes that this would be an ideal opportunity for community participation in the delivery of the project.

**Staff Recommendations**

That the Waikura/Linwood-Central-Heathcote Community Board:

1. Approve the renewal of the dog agility equipment as part of the Radley Park Landscape Plan, as per Attachment A of the report attached to the meeting agenda.

**Community Board Resolved LCHB/2019/00076**

**Part C**

That the Waikura/Linwood-Central-Heathcote Community Board:

1. Approve the renewal of the dog agility equipment as part of the Radley Park Landscape Plan Option 2, of the report attached to the agenda for this meeting.

Tim Lindley/Yani Johanson  Carried

**10. Waikura/Linwood-Central-Heathcote Community Board Area Report - July 2019**

**Staff Recommendations**

**Part B**

That the Waikura/Linwood-Central-Heathcote Community Board:


2. Consider items for inclusion for the Board Report to the Council’s 8 August 2019 meeting.


Sally Buck/Alexandra Davids  Carried

**Community Board Resolved LCHB/2019/00077**

**Part B**

That the Waikura/Linwood-Central-Heathcote Community Board:


2. Request that the following items be included in the Board’s report to the Council’s 8 August meeting:
   a. Road Naming Policy – the Board has concerns on the time it is taking to review the Council’s 1993 Road Naming Policy to include te reo Maori naming. The Board wishes to highlight the recent Land Information New Zealand requirement of naming lanes/right of ways within brownfield subdivisions.
b. Electric Vehicle Chargers – Advise the Council that the Board has written to the Orion Limited requesting that it continue the funding for electric vehicle chargers for community facilities.

c. Mobility Parking – the requirement for painting mobility parks blue consistently within the city.

3. Request that the following items be included in the Board’s Newsletter.
   a. Street Naming Policy – the Board are working with staff to review the policy to include the provision of te reo Māori names.
   b. Matariki events.

4. Request further staff advice on the Ruru Lawn Cemetery Landscape Plan.

5. Request an update on the Latimer Housing Trust project.

6. Request the outcome of the Development Christchurch Limited review on the Suburban Masterplans.

7. Request an update on the ECAN/Council air quality monitoring programme, including the results of mapping Bromley odour sources.

8. Request a meeting with the Council’s Senior Ecologist, Parks and Planning to discuss weeds of the Ōpāwaho Heathcote River.

Sally Buck/Alexandra Davids

11. Elected Members’ Information Exchange

Part B

The following information was exchanged at this meeting:

- **Safer Speeds in Sumner Consultation** – The Board was advised that there was a low number of residents attending the drop in session for the Safer Speeds in Sumner consultation. The Board was advised that the use of electronic noticeboards is normally reserved for road works notifications to avoid confusion for drivers.

- **Safer Sumner Funding Application** – The Board discussed the Safer Sumner funding application and were advised the application report will be presented to the Board for its consideration on 24 July 2019.

- **Board Seminars** – Clarification was sought as whether Community Board Seminars are closed to public. The Board Chairperson confirmed that community members have been invited to attend specific seminars when appropriate.

- **Linwood Keas** – The Board were advised that staff are working with Linwood Rugby League Club to find a new office.

- **Bangor Street** – During the recent Mother of all Clean Ups volunteers collected a large amount of rubbish including a high number of condoms, alcohol bottles and insanitary household rubbish. A customer service request will be raised.

11.1 Linwood Business - Post 15 March 2019 Attacks

The Board discussed the aftermath impact on businesses adjacent to the Islamic Centre following 15 March 2019 attacks.

The Board agreed to write to the appropriate government minister outlining the impact on the small businesses on Linwood Avenue post 15 March 2019 attacks.
Meeting concluded at 5.45pm.

CONFIRMED THIS 24th DAY OF JULY 2019

SALLY BUCK
CHAIRPERSON
7. Briefings

Reference: 19/692683
Presenter(s): Richie Moyle, Heritage Programme Manager

1. Purpose of Report

The Board will be briefed on the following:

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<td>Richie Moyle</td>
<td>Heritage Repairs, Capital Delivery</td>
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<tr>
<td>Penfolds Cob cottage Repairs</td>
<td>Richie Moyle</td>
<td>Heritage Repairs, Capital Delivery</td>
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2. Staff Recommendations

That the Waikura/Linwood-Central-Heathcote Community Board:

1. Notes the information supplied during the Briefings.

Attachments

There are no attachments to this report.
8. Council-Community Board Governance Partnership Agreement and Delegations

Reference: 19/738610
Presenter(s): Matthew McLintock, Manager Community Governance
Andrea Wild, Community Development Advisor

1. Purpose of Report
1.1 The purpose of this report is to confirm the Council’s endorsement of an approach to devolve greater decision making authority and responsibilities to community boards; and for the Waikura/Linwood-Central-Heathcote Community Board to approve a delegation to the Chair to sign the Council-Community Board Governance Partnership Agreement.

2. Executive Summary
2.1 At its meeting of 13 June 2019 (item 16), the Council endorsed a partnership approach to governance between the Council and community boards, and approved a Council-Community Board Governance Partnership Agreement (Attachment A). The Council delegated authority to the Mayor to sign the Agreement on behalf of the Council, and proposed that the Chair sign it on behalf of the Community Board.

2.2 At the same meeting, the Council also approved new delegations (Attachment B) to the community boards so that issues specific to a community board should be dealt with and decided on within the affected locality, rather than by the Council as a whole. These new delegations will take effect on 1 August 2019.

3. Staff Recommendations
That the Waikura/Linwood-Central-Heathcote Community Board:
1. Endorse the proposed partnership approach to governance between the Council and Community Boards.
2. Confirm the Community Board’s approval of the Council-Community Board Governance Partnership Agreement (Attachment A).
3. Delegate to the Chair the authority to sign the Council-Community Board Governance Partnership Agreement (Attachment A) on behalf of the Community Board.
4. Note that the new delegations agreed by the Council will take effect on 1 August 2019.

4. Context/Background
Issue or Opportunity
4.1 At its meeting of 13 June 2019 (item 16), the Council agreed that the Council and community boards adopt a Governance Partnership Agreement to be signed by the Mayor and chair of each community board.

4.2 The Agreement is now before the Community Board, and the Board needs to determine whether it wishes to sign the Agreement.

4.3 To be most effective, the agreement will be the same across all community boards. The Council-Community Board Governance Partnership Agreement is attached (Attachment A).
Decision Making Authority

4.4 Community boards are established under the Local Government Act 2002 (LGA). Section 52 of the LGA describes the role of community boards, including to represent their community's interests and have oversight of territorial authority services delivered in their communities. Community boards can undertake responsibilities delegated to them by the territorial authority.

Governance Partnership Agreement

4.5 The Governance Partnership Agreement (Attachment A) aims to capture the commitment of the Council and community boards to the governance partnership. It is a statement of intent, good will and partnership. It is not a legal document and does not replace other agreed protocols like Standing Orders, the Code of Conduct or the Significance and Engagement Policy. Of most importance is the fact that all parties see it as a living document that will evolve over time. The first proposed review date is six months into the new Council term.

4.6 The Agreement sets out partnership principles, protocols, roles and responsibilities. It also sets out the mechanisms by which decision making can be devolved, pursuant to the LGA, including:

- Defining the rationale behind (greater) delegation of decision making to community boards.
- Providing for Boards to be engaged earlier in:
  - Major Council strategic and policy processes;
  - New major projects and significant changes to existing major projects;
  - Metropolitan projects within the community board area;
  - Annual Plan and Long Term Plan Processes.
- Recognising the Community Board Plan as a strategic document to be included in the preparation of Service Plans, Annual Plans and Long Term Plans.
- Conferring reciprocal responsibilities on Council and community boards to keep each other informed of consultative processes by third parties.

New Delegations to Community Boards

4.7 At the 13 June 2019 Council meeting, the Council also agreed to a series of new delegations to community boards. The new delegations will take effect on 1 August 2019 and be updated in the Council’s Register of Delegations. These new delegations are additional to the current delegations already delegated to community boards.

4.8 The new delegations are detailed in Attachment B and include the following:

- Approve site selection and final design of new local community facilities (excludes community facilities that have network or citizen hub implications);
- Approve alterations and additions to the design of existing local community facilities (excludes community facilities that have network or citizen hub implications);
- Name local cemeteries.
- Authorise School Boards of Trustees to appoint school patrols;
- Resolve a discontinuance of a parking place;
- Installation of floodlights on sports parks;
Item 8

- Classify a reserve;
- Decide on a reserve name;
- Grant lease or licence extensions on parks;
- Authorise variations to leases and licences on parks;
- Agree to assignments of leases or licences of parks;
- Agree to cancellation or surrender of leases and licences on parks and reserves;
- Administer and enforce leases and licences terms on parks and reserves;
- Give consent as landlord to various matters;
- Determine bans on model aircraft in parks and reserves.

Next Steps

4.9 If the Community Board decides to sign the Agreement, staff will arrange a time for the Mayor and Chair to sign the document. Once the Agreement is signed and new delegations are in place (taking effect on 1 August 2019), staff will incorporate the changes into their processes. The cultural change to ensure staff involve community boards at appropriate stages of their projects will be communicated to staff through an internal communications plan.

Attachments

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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

| Authors          | Libby Elvidge - Senior Policy Analyst  
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<tr>
<td></td>
<td>Andrea Wild - Community Development Advisor</td>
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<td>Vivienne Wilson - Associate General Counsel</td>
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<tr>
<th>Approved By</th>
<th>Matthew McLintock - Manager Community Governance Team</th>
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<td>Brent Smith - Acting General Manager Citizens &amp; Community</td>
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Christchurch City Council Community Board Governance Partnership Agreement

Vision statement

A partnership approach to local decision making in Christchurch.

Purpose

This Agreement documents the principles of a good faith\(^1\) partnership between the Christchurch City Council and its Community Boards.

It seeks to encourage communication, coordination and cooperation between the Council and the Community Boards to enable them to work together to:

- facilitate local decision making and action by, and on behalf of, communities;
- promote active citizenship;
- strengthen the connection to neighborhoods and citizens; and
- provide local input into Council strategies, plans and services.

Protocols

The partnership between the Council and Community Boards is based on the following protocols:

**Governance, Communication and Coordination**

- The Council and Community Boards have a joint responsibility for good governance: the best interests of our communities are served when we work cooperatively.

- The Council and Community Boards acknowledge that the Local Government Act 2002 provides that the Council has a city wide focus and the Community Boards have a community focus, and the Community Boards operate under the governance umbrella of the Council. Community Boards carry out the responsibilities, duties and functions that are given to them by statute or that are delegated to them by the Council\(^2\). Delegations are listed in the delegations register.

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\(^1\) A definition of good faith taken from section 4(1A) of the Employment Relations Act 2000 is “the parties to the relationship are active and constructive in establishing and maintaining a productive relationship in which the parties are, amongst other things, responsive and communicative.”

\(^2\) The role of Community Boards is described on the Council Website under “Council – How the Council works.”

15 May 2019 HPRE 19/532312
Delegations to Community Boards are guided by the principle of subsidiarity in that issues specific to a Community Board should be dealt with and decided on within the affected locality (subject to metropolitan and network implications)\(^3\).

If a Community Board considers a particular decision is better made at the community board level, it may ask for a report to the Council regarding the delegation of that particular decision.

The Community Board may refer any decision it has been delegated to the Council for decision if it chooses to do so.

The Council is not entitled to rescind or amend a final decision made under a delegation to a Community Board.

When exercising powers (either mandated or delegated) to make decisions, the appropriate decision-making process must be used, as indicated by the Council’s Significance and Engagement Policy and the Local Government Act 2002.

**Community Board participation in Council decision making**

- The Council will engage the Community Board early in the planning and development phase, at a point where the Community Board feedback can be utilised in the decision making process.

- The Council will have particular regard to Community Board feedback on relevant significant policy and planning documents before the policies or plans are adopted by the Council as draft documents and notified for public comment.

- From time to time, the Council may appoint Community Board representatives to committees, hearings panels and working parties.

- Community Boards are able to make submissions on any Council consultation document that has been publicly notified, including where they have provided feedback during the development process.

- Decisions on metropolitan projects or matters with city-wide implications across multiple ward boundaries will be made by the Council or a Council Committee.

- Community boards will be engaged on metropolitan projects within their community board area.

**Long Term Plans and Annual Plans**

- Community Boards will be given the opportunity to have input into the development of Long Term Plans and Annual Plans before the policies or plans are adopted by the Council as draft documents and notified for public comment.

- Community Boards will be given the opportunity to have input into the city-wide approach to community consultation on Long Term Plans and Annual Plans as

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\(^3\) A process for determining whether an issue is local or metropolitan is attached as Appendix 1 of this Agreement.
15 May 2019 HPRE 19/532312
well as informing bespoke local consultation in their community board area.

Community Board Plans

- Acknowledging that the Community Board engages with its local communities to develop a Community Board Plan:
  - The Council will regard the Community Board Plan as a key strategic document to be included in the preparation of Council planning and budgeting processes, including the Long Term Plan and Annual Plan; and
  - Council officers will work with community boards to ensure the specific deliverables of Community Board Plans align with Council’s Service Plans detailing levels of service.

Community consultation by other organisations

- Both parties will use reasonable endeavors to advise the other party when they become aware of any consultation affecting a Community Board area by an external organisation (for example central government or other local government authorities).

Operations, Administration and Support

- The Chief Executive Officer will ensure that Community Boards are provided with timely and robust information, support and advice to enable the Community Boards to make decisions and provide feedback.
- The Council and Community Boards will engage with and receive advice from staff on all matters needing a decision.
- Community Board concerns regarding operational performance will be communicated to the relevant General Manager in the first instance and subsequently to the Council’s Chief Executive Officer if not resolved.
- Appropriate training and development will be provided for councillors and community board members, on an ongoing basis, to ensure they have the necessary skills to undertake their governance and policy making responsibilities.
- Community Board Chairs will present the community board reports to the Council on a monthly basis.

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The Mayor may attend meetings of the Community Board Chairs, as appropriate.

**Review of Agreement**

- This Agreement and the Delegations Register will be reviewed within six months following the triennial local election.

**Administration**

- The Chief Executive Officer is responsible for the administration of this Agreement.

**Authority**

This Agreement is signed on this _____ day of _________ 2019 by the following:

Lianne Dalziel  
Mayor  
Christchurch City Council

[Chairperson’s Name]  
Chairperson  
[NAME] Community Board

---

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Christchurch City Council Community Board Governance Partnership Agreement

Appendix 1

Local and Metropolitan decisions (decision making process)

Issues specific to a Community Board should be dealt with and decided on within the affected locality, rather than by the Council as a whole (examples include, community facilities, community parks and board funding.)

However, a question may arise about whether an issue is inherently local or has implications beyond the boundaries of a Community Board, i.e., metropolitan. In this situation, the allocation of decision making responsibilities will be determined in accordance with the following principles (similar to those established for Local Boards in the Auckland Council district):

- decision making responsibility for a non-regulatory activity of the Council particular to a Community Board area should be exercised by the Community Board (local decisions); or
- by the Council (metropolitan decisions) if the nature of the activity is such that decision-making on a district-wide basis will better promote the interests of all communities, having regard to the following factors -
  - the impact of the decision (will it extend beyond the Community Board area); and/or
  - effective decision making (will the decision require alignment or integration with other decisions that are the responsibility of the Council); and/or
  - the benefits of a consistent or coordinated approach in the Council’s district (will these outweigh the benefits of reflecting the particular needs and preferences of the communities within the Community Board area); and/or
  - the significance of the activity (as assessed in accordance with the Council’s Significance and Engagement Policy).

If the allocation of decision making responsibilities becomes an issue to be dealt with by application of the principles referred to above, it must first be raised with the General Manager responsible for the activity proposed. Any recommendations to be made will be approved by the Executive Leadership Team before being considered by the Council, which will decide whether or not a matter should be dealt with by the Council as a whole, rather than a Community Board(s).

15 May 2019 HPRE 19/532312
Attachment B

PART D – SUB-PART 1 - COMMUNITY BOARDS

The Council delegates to its Community Boards the responsibilities, duties, and powers set out below.

The ‘General Comments’ section at page 2 of this Register refers to those responsibilities, duties, and powers that cannot be delegated.

Any decisions made by a Community Board must be consistent with policies, procedures, standards or resolutions adopted or made by the Council (whether or not referred to in the delegations).

The delegations reflect the Council’s view that issues specific to a Community Board should be dealt with and decided on within the affected locality, rather than by the Council as a whole (examples include community facilities, community parks, and board funding).

However, a question may arise about whether an issue is inherently local or has implications beyond the boundaries of a Community Board (ie metropolitan). In this situation, the allocation of decision-making responsibilities will be determined in accordance with the following principles (similar to those established for Local Boards in the Auckland Council district):

1. decision-making responsibility for a non-regulatory activity of the Council within a Community Board area should be exercised by the Community Board (local decisions); or
2. by the Council (metropolitan decisions) if the nature of the activity is such that decision-making on a district-wide basis will better promote the interests of all communities, having regard to the following factors –
   - the impact of the decision (will it extend beyond the Community Board area); and/or
   - effective decision-making (will the decision require alignment or integration with other decisions that are the responsibility of the Council); and/or

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• the benefits of a consistent or co-ordinated approach in the Council’s district (will these outweigh the benefits of reflecting the particular needs and preferences of the communities within the Community Board area); and/or

• the significance of the activity (as assessed in accordance with the Council’s Significance and Engagement Policy).

If the allocation of decision-making responsibilities becomes an issue to be dealt with by application of the principles referred to above, it must first be raised with the General Manager responsible for the activity proposed. Any recommendations to be made will be approved by the Executive Leadership Team before being considered by the Council, which will decide whether or not a matter should be dealt with by the Council as a whole, rather than a Community Board.

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17 May 2019 HPRE 19/188334
### 1. COMMUNITY GRANTS

<table>
<thead>
<tr>
<th>Description</th>
<th>Responsibilities, duties, powers etc.</th>
<th>Limits etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strengthening Communities Fund</td>
<td>Determine the allocation of the local Strengthening Communities Fund (being an amount determined by the Council) for each community.</td>
<td>Allocations must be consistent with any policies, standards or criteria adopted by the Council.</td>
</tr>
<tr>
<td>Discretionary Response Fund</td>
<td>Determine the allocation of the local Discretionary Response Fund (being an amount determined by the Council) for each community.</td>
<td>Allocations must be consistent with any policies, standards or criteria adopted by the Council.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Fund does not cover</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Legal challenges or Environment Court challenges against the Council, Council Controlled Organisations or Community Boards decisions.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Projects or initiatives that change the scope of a Council project.*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Projects or initiatives that will lead to ongoing operational costs to the Council.*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Note: that Community Boards can recommend to the Council that it consider a grant for this purpose.</td>
</tr>
<tr>
<td>Small Grants Funds</td>
<td>Determine the final funding decisions from the Small Grants Fund (being an amount determined by the Council) for each community.</td>
<td>Allocations must be consistent with any policies, standards or criteria adopted by the Council.</td>
</tr>
</tbody>
</table>

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17 May 2019 HPRE 19/188334
### 2. APPOINTMENTS

<table>
<thead>
<tr>
<th>Delegate</th>
<th>Responsibilities, duties, powers etc.</th>
<th>Limits etc.</th>
</tr>
</thead>
</table>
| Banks Peninsula Community Board               | Appoint a member of the Community Board, or other person, to the following bodies, as the Council’s representative (or one of the Council’s representatives) on that body, and in the case of the Orton Bradley Park Trust Board, three members of the Community Board, or other persons as the Council’s representatives:  
- Diamond Harbour and Districts’ Health Support Group  
- Lyttelton Museum  
- Halswell River Rating District Committee  
- Okains Bay Maori and Colonial Museum Trust  
- Orton Bradley Park Trust Board (3) being 1 person representing the Akaroa Subdivision, 1 person representing the Mt Herbert Subdivision, and 1 person representing the Lyttelton Subdivision.                                                                 |                                                                                                                                                                                                                                                                                                                                 |
<p>| Banks Peninsula Community Board               | Appoint a member to the Rural Canterbury Primary Health Organisation and the Banks Peninsula Pest Liaison Committee, as the Council’s representative on those bodies.                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                 |
| Banks Peninsula Community Board               | Appoint a member to the Summit Road Protection Authority as the Council’s representative under section 7(1)(b) of the Summit Road (Canterbury) Protection Act 2001.                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                 |
| Banks Peninsula Community Board               | To make a recommendation to the Minister of Conservation on an appointment of a representative on the Pohatu Marine Reserve Advisory Committee.                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                 |</p>
<table>
<thead>
<tr>
<th>Delegate</th>
<th>Responsibilities, duties, powers etc.</th>
<th>Limits etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Halswell-Hornby-Riccarton Community Board and the Fendalton-Waimairi Community Board, jointly</td>
<td>To make one appointment to the Selwyn District Council Water Race Subcommittee.</td>
<td></td>
</tr>
<tr>
<td>Coastal-Burwood Community Board</td>
<td>To appoint the Council’s representatives(s) to the Community Liaison Committee under regulation 34(2)(b) of the Oranga Tamariki (Residential Care) Regulations 1996 to Te Oranga Care and Protection Residence in Christchurch.</td>
<td></td>
</tr>
<tr>
<td>Halswell-Hornby-Riccarton Community Board</td>
<td>To appoint the Council’s representatives(s) to the Community Liaison Committee under regulation 34(2)(b) of the Oranga Tamariki (Residential Care) Regulations 1996 to Te Poutama Ārahi Rangatahi (Harmful Sexual Behavior programme) in Christchurch.</td>
<td></td>
</tr>
</tbody>
</table>

3. AWARDS

<table>
<thead>
<tr>
<th>Responsibilities, duties, powers etc.</th>
<th>Limits etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Community Awards, and all awards initiated by Community Boards.</td>
<td></td>
</tr>
</tbody>
</table>

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17 May 2019 HPRE 19/188334
4. SUBMISSIONS

<table>
<thead>
<tr>
<th>Responsibilities, duties, powers etc.</th>
<th>Limits etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The power to make submissions on behalf of the Council, on applications for resource consents, to other territorial authorities or the Canterbury Regional Council, where the application is of particular concern to the local community.</td>
<td>This power may not be sub-delegated.</td>
</tr>
</tbody>
</table>

5. COMMUNITY FACILITIES

<table>
<thead>
<tr>
<th>Responsibilities, duties, and powers etc.</th>
<th>Limits etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>To approve site selection and to approve the final design of new local community facilities (for example community halls, volunteer libraries, club rooms, public toilets).</td>
<td>This power may not be sub-delegated.</td>
</tr>
<tr>
<td></td>
<td>Any financial decisions are subject to the maximum of what is approved in the current LTP/Annual Plan and associated cost centre budgets.</td>
</tr>
<tr>
<td></td>
<td>This delegation does not include community facilities that have network or citizen hub implications. For example swimming pools, libraries, and multi-use service centres.</td>
</tr>
<tr>
<td>To approve alterations and additions to the design of existing local community facilities (for example community halls, volunteer libraries, club rooms, public toilets).</td>
<td>This power may not be sub-delegated.</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Responsibilities, duties, and powers etc.</th>
<th>Limits etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>To the Papanui-Innes Community Board authority to make decisions regarding the rebuild and future management of the Shirley Community Centre at either 10 Shirley Road or any other selected site.</strong></td>
<td>Any financial decisions are subject to the maximum of what is approved in the current LTP/Annual Plan and associated cost centre budgets. This delegation does not include community facilities that have network or citizen hub implications. For example swimming pools, libraries, and multi-use service centres.</td>
</tr>
<tr>
<td><strong>To the Linwood-Central-Heathcote Community Board authority to make decisions regarding the rebuild of the Woolston Volunteer Library and Community Centre within the Annual Plan budget of $1.6 million and future management in accordance with the Council’s strategic approach.</strong></td>
<td>This delegation does not preclude the Community Board or the community from seeking external funds to support this project.</td>
</tr>
<tr>
<td><strong>Delegate future decision making for unfunded items within the QEII Park Master Plan, to the Coastal/Burwood Community Board, subject to funding becoming available in the 2021 Long Term Plan or any other funding source.</strong></td>
<td></td>
</tr>
</tbody>
</table>

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6. PARKS AND RESERVES

Note that parks and reserves can be held and managed under different legal arrangements. The delegations for landscape development plans, and floodlights on sports parks cover both parks and reserves. There are specific delegations for reserves held under the Reserves Act 1977, and similar delegations for parks (ie a park has the meaning given to that term in section 138(2) of the Local Government Act 2002).

The Linwood-Central-Heathcote Community Board does not have delegated authority to determine the matters in this Part 6 for the area situated within the Central City Area marked on Plan A attached. Reports on these matters must come directly to the Council.

Landscape development plans for parks and reserves

<table>
<thead>
<tr>
<th>Responsibilities, duties, powers etc.</th>
<th>Limits etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve and adopt any new landscape development plans for parks and reserves provided the design is within the policy and budget set by the Council.</td>
<td>This power may not be sub-delegated.</td>
</tr>
<tr>
<td>Adequate and appropriate use is made of parks and reserves, which shall be maintained in accordance with the policy and budget set by the Council.</td>
<td>This delegation does not include replacement renewal projects or programmes that do not create material modifications to the park or reserve.</td>
</tr>
<tr>
<td>Approve the location of, and construction of, or alteration or addition to, any structure or area on parks and reserves provided the matter is within the policy and budget set by the Council.</td>
<td>This power may not be sub-delegated.</td>
</tr>
</tbody>
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17 May 2019 HPRE 19/188334
Installation of floodlights on sports parks

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<thead>
<tr>
<th>Responsibilities, duties, powers etc.</th>
<th>Limits etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>To decide on the installation of floodlights on sports parks (whether the sports park is located on a park or reserve).</td>
<td>Subject to the Council obtaining the necessary resource consents.</td>
</tr>
</tbody>
</table>

Burial and Cremation Act 1964

<table>
<thead>
<tr>
<th>Section</th>
<th>Responsibilities, duties, and powers etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>To name local cemeteries, and to change the name of local cemeteries in accordance with this section.</td>
</tr>
</tbody>
</table>

Reserves Act 1977

<table>
<thead>
<tr>
<th>Section</th>
<th>Responsibilities, duties, and powers etc.</th>
<th>Limits etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>To declare any land vested in the Christchurch City Council to be a reserve subject to any conditions specified in the resolution, to be held for any of the purposes specified in sections 17 to 23.</td>
<td>This power may not be sub-delegated. Excludes the hearing and determining of submissions/objections (refer Delegations Register Part D Sub-Part 4 Council Hearings Panels).</td>
</tr>
<tr>
<td>15</td>
<td>To determine to exchange land comprised in any reserve or any part or parts thereof for any other land to be held for the purposes of that reserve.</td>
<td>This power may not be sub-delegated.</td>
</tr>
</tbody>
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<tbody>
<tr>
<td>16(2A)</td>
<td>To classify any reserve according to its primary or principal purpose as defined in sections 17 to 23.</td>
<td>This power may not be sub-delegated.</td>
</tr>
<tr>
<td>16(10)</td>
<td>To determine the name of any reserve, and to determine the change of name of any reserve.</td>
<td>This power may not be sub-delegated.</td>
</tr>
<tr>
<td>24</td>
<td>To determine to change the purpose for which a reserve is classified.</td>
<td>This power may not be sub-delegated.</td>
</tr>
<tr>
<td></td>
<td>Excludes the hearing and determining of submissions/objections (refer Delegations Register Part D Sub-Part 4 Council Hearings Panels).</td>
<td></td>
</tr>
<tr>
<td>24A</td>
<td>To determine to change the purpose for which a reserve is classified.</td>
<td>This power may not be sub-delegated.</td>
</tr>
<tr>
<td></td>
<td>Excludes the hearing and determining of submissions/objections (refer Delegations Register Part D Sub-Part 4 Council Hearings Panels).</td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>To exercise all the powers of the Council as administering body under section 41 with respect to reserve management plans.</td>
<td>This power may not be sub-delegated.</td>
</tr>
<tr>
<td></td>
<td>Excludes the hearing and determining of submissions/objections (refer Delegations Register Part D Sub-Part 4 Council Hearings Panels).</td>
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<th>Section</th>
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</thead>
<tbody>
<tr>
<td>42</td>
<td>To determine to plant, maintain and remove trees on reserves within the policy set by the Council and in accordance with this section. This delegation does not include the removal of structurally unsound and unhealthy trees, trees causing damage to infrastructure or other safety concerns where there is no viable alternative other than to remove the tree.</td>
<td>Staff are delegated the power to remove on reserves, parks, and open spaces structurally unsound and unhealthy trees, trees causing damage to infrastructure or other safety concerns where there is no viable alternative other than to remove the tree.</td>
</tr>
<tr>
<td>48</td>
<td>To grant rights of way and other easements in accordance with this section.</td>
<td>This power may not be sub-delegated. Excludes the hearing and determining of submissions/objections (refer Delegations Register Part D Sub-Part 4 Council Hearings Panels). Excludes the delegation given to staff in respect of proposed easements over land required to be vested in the Council as reserve on deposit of a subdivision plan.</td>
</tr>
<tr>
<td>48A</td>
<td>To grant licences, in accordance with this section, (a) to erect, maintain, and use buildings, dwellings, masts, and other structures, and plant and machinery; and (b) to construct, maintain, and use tracks and engage in other works. To exercise all the powers of the Council as administering body under section 48A.</td>
<td>This power may not be sub-delegated. Excludes the hearing and determining of submissions/objections (refer Delegations Register Part D Sub-Part 4 Council Hearings Panels).</td>
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<th>Limits etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>54</td>
<td>To grant leases of recreation reserves in accordance with this section.</td>
<td>This power may not be sub-delegated. Excludes the hearing and determining of submissions/objections (refer Delegations Register Part D Sub-Part 4 Council Hearings Panels).</td>
</tr>
<tr>
<td>56</td>
<td>To grant leases and licences of scenic reserves in accordance with this section.</td>
<td>This power may not be sub-delegated. Excludes the hearing and determining of submissions/objections (refer Delegations Register Part D Sub-Part 4 Council Hearings Panels).</td>
</tr>
<tr>
<td>58A</td>
<td>To grant leases and licences of historic reserves in accordance with this section.</td>
<td>This power may not be sub-delegated. Excludes the hearing and determining of submissions/objections (refer Delegations Register Part D Sub-Part 4 Council Hearings Panels).</td>
</tr>
<tr>
<td>61</td>
<td>To grant leases of local purpose reserves in accordance with this section.</td>
<td>This power may not be sub-delegated.</td>
</tr>
<tr>
<td>73</td>
<td>To grant leases of recreation reserve (for farming, grazing, afforestation, and other purposes) in accordance with this section.</td>
<td>This power may not be sub-delegated. Excludes the hearing and determining of submissions/objections (refer Delegations Register Part D Sub-Part 4 Council Hearings Panels).</td>
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<th>Limits etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>74</td>
<td>To grant licences of Council reserves in accordance with this section where the staff delegation does not apply.</td>
<td>This power may not be sub-delegated.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Excludes the hearing and determining of submissions/objections (refer Delegations Register Part D Sub-Part 4 Council Hearings Panels).</td>
</tr>
<tr>
<td>75</td>
<td>To afforest, or enter into a contract on behalf of the Council for the afforestation of a reserve or part of a reserve in accordance with this section.</td>
<td>Excludes the hearing and determining of submissions/objections (refer Delegations Register Part D Sub-Part 4 Council Hearings Panels).</td>
</tr>
<tr>
<td>114</td>
<td>To agree to variations of leases and licences in accordance with this section, and to authorise staff to sign all required documentation.</td>
<td>This power may not be sub-delegated.</td>
</tr>
<tr>
<td>115</td>
<td>To agree to transfers, subleases and mortgages or other disposals of leases and licences in accordance with this section, and to authorise staff to sign all required documentation.</td>
<td>This power may not be sub-delegated.</td>
</tr>
<tr>
<td>General</td>
<td>Authority to grant extensions of leases or licences of reserves to other parties, and to authorise staff to sign all required documentation.</td>
<td>This power may not be sub-delegated.</td>
</tr>
<tr>
<td>General</td>
<td>Authority to agree to the cancellation or surrender of leases or licences of reserves to other parties, and to authorise staff to sign all required documentation.</td>
<td>This power may not be sub-delegated.</td>
</tr>
<tr>
<td>General</td>
<td>Authority to administer and enforce the terms and conditions of leases or licences of reserves to other parties, and to authorise staff to sign all required documentation.</td>
<td>This power may not be sub-delegated.</td>
</tr>
</tbody>
</table>

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### Section: Responsibilities, duties, and powers etc.

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<tr>
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<th>Limits etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority to give (or decline) consent as landlord to any matter or request made by tenants/licensees under leases or licences of reserves to other parties, and to authorise staff to sign all required documentation.</td>
<td>This power may not be sub-delegated.</td>
</tr>
</tbody>
</table>

**Parks**

*The following delegations apply to parks. “Park” has the meaning given to that term in section 138(2) of the Local Government Act 2002.*

<table>
<thead>
<tr>
<th>Responsibilities, duties, powers etc.</th>
<th>Limits etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopt, review and amend management plans.</td>
<td>This power may not be sub-delegated.</td>
</tr>
<tr>
<td>Excludes the hearing and determining of submissions/objections (refer Delegations Register Part D Sub-Part 4 Council Hearings Panels).</td>
<td></td>
</tr>
<tr>
<td>To grant leases or licences for a maximum term of <strong>35 years</strong> to any person or body over parks, and to authorise staff to sign all required documentation.</td>
<td></td>
</tr>
<tr>
<td>Authority to grant extensions of leases or licences of parks to other parties, and to authorise staff to sign all required documentation.</td>
<td>This power may not be sub-delegated.</td>
</tr>
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<tr>
<th>Responsibilities, duties, powers etc.</th>
<th>Limits etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority to enter into variations of leases or licences of parks to other parties, and to authorise</td>
<td>The length of the term including extensions must be 35 years or less.</td>
</tr>
<tr>
<td>staff to sign all required documentation.</td>
<td></td>
</tr>
<tr>
<td>Authority to give (or decline) consent to the assignment of leases or licences of parks to other</td>
<td>This power may not be sub-delegated.</td>
</tr>
<tr>
<td>parties, and to authorise staff to sign all required documentation.</td>
<td></td>
</tr>
<tr>
<td>Authority to agree to the cancellation or surrender of leases or licences of parks to other parties,</td>
<td>This power may not be sub-delegated.</td>
</tr>
<tr>
<td>and to authorise staff to sign all required documentation.</td>
<td></td>
</tr>
<tr>
<td>Authority to administer and enforce the terms and conditions of leases or licences of parks to</td>
<td>This power may not be sub-delegated.</td>
</tr>
<tr>
<td>other parties, and to authorise staff to sign all required documentation.</td>
<td></td>
</tr>
<tr>
<td>Authority to give (or decline) consent as landlord to any matter or request made by tenants/licensees</td>
<td>This power may not be sub-delegated.</td>
</tr>
<tr>
<td>under leases or licences of parks to other parties, and to authorise staff to sign all required</td>
<td></td>
</tr>
<tr>
<td>documentation.</td>
<td></td>
</tr>
<tr>
<td>Determine to plant, maintain and remove trees on parks within the policy set by the Council.</td>
<td>Staff are delegated the power to remove on reserves, parks, and open</td>
</tr>
<tr>
<td></td>
<td>spaces structurally unsound and unhealthy trees, trees causing damage</td>
</tr>
<tr>
<td></td>
<td>to infrastructure or other safety concerns where there is no viable</td>
</tr>
<tr>
<td></td>
<td>alternative other than to remove the tree.</td>
</tr>
</tbody>
</table>

Note: Existing delegations are in black text.
New delegations are in red text.
Re-worded delegations are in blue text – NO SUBSTANTIVE CHANGE.

17 May 2019 HPRE 19/188334
### Christchurch City Council Parks and Reserves Bylaw 2016

<table>
<thead>
<tr>
<th>Clause</th>
<th>Responsibilities, duties, and powers etc.</th>
<th>Limits etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.3</td>
<td>The powers of the Council as it relates to restricted parking areas.</td>
<td></td>
</tr>
<tr>
<td>13.4 and 13.5</td>
<td>To determine any reserve where model aircraft which are radio-controlled and either battery or electric-powered may not be flown.</td>
<td>To subsequently amend or revoke any such resolution made under clause 13.4.</td>
</tr>
</tbody>
</table>

### Christchurch City Council Marine, River, and Lake Facilities Bylaw 2017

<table>
<thead>
<tr>
<th>Clause</th>
<th>Responsibilities, duties, and powers etc.</th>
<th>Limits etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>• To resolve a permanent no fishing zone to protect the facility from damage, to protect health and safety, or to protect against nuisance. • To amend or revoke any such resolution</td>
<td></td>
</tr>
</tbody>
</table>

Note: Existing delegations are in black text.

New delegations are in red text.

Re-worded delegations are in blue text – NO SUBSTANTIVE CHANGE.

17 May 2019 HPRE 19/188334
7. ROADS AND TRAFFIC MANAGEMENT CONTROLS

In this part 2, "road" has the meaning given to that term in section 315 of the Local Government Act 1974.

The Linwood-Central-Heathcote Community Board does not have delegated authority to determine the matters in this Part 7 for the area situated within the Central City Area marked on Plan A attached. Reports on these matters must come directly to the Council or the Parking Restrictions Subcommittee, as the case may be.

Local Government Act 1974

<table>
<thead>
<tr>
<th>Section</th>
<th>Responsibilities, duties, and powers etc.</th>
<th>Limits etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>319(1)(d)</td>
<td>To divert or alter the course of any road</td>
<td></td>
</tr>
<tr>
<td>319(1)(e)</td>
<td>To increase or diminish the width of any road subject to and in accordance with the provisions of the district plan, if any, and to the Local Government Act 1974 and any other Act</td>
<td></td>
</tr>
<tr>
<td>319(1)(f)</td>
<td>To determine what part of a road shall be a carriageway, and what part a footpath or cycle track only</td>
<td></td>
</tr>
<tr>
<td>319(j)</td>
<td>To name and to alter the name of any road and to place on any building or erection on or abutting on any road a plate bearing the name of the road.</td>
<td></td>
</tr>
<tr>
<td>331</td>
<td>To approve concept/landscape plans for forming or upgrading footpaths, kerbs and channels</td>
<td></td>
</tr>
<tr>
<td>334</td>
<td>To construct, remove, or alter-</td>
<td>This power excludes the installation or removal of traffic lights (ie traffic signals). The Council makes decisions on the installation or removal of traffic lights.</td>
</tr>
<tr>
<td></td>
<td>• pedestrian safety areas;</td>
<td>This power excludes the power to install, remove, or alter non-regulatory road markings, which are delegated to staff.</td>
</tr>
<tr>
<td></td>
<td>• grass plots or flower beds or trees;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• facilities for the safety, health, or convenience of the public, or for the control of traffic or the enforcement of traffic laws. For example, and without limitation includes, stop signs, give way signs, left and right turning</td>
<td></td>
</tr>
</tbody>
</table>

Note: Existing delegations are in black text.
New delegations are in red text.
Re-worded delegations are in blue text – NO SUBSTANTIVE CHANGE.

17 May 2019 HPRE 19/188334
## Item 8

<table>
<thead>
<tr>
<th>Section</th>
<th>Responsibilities, duties, and powers etc.</th>
<th>Limits etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>filters, one lane bridge traffic restrictions and one lane narrowing traffic restrictions, pedestrian crossings and associated infrastructure (including zebra pedestrian crossings, school patrol including kea crossings) roundabouts, traffic islands, buildouts, chicanes, and other traffic restraints. This power also includes street renewals.</td>
<td>Tree planting must be within the policy of the Council. Staff are delegated the power to remove structurally unsound and unhealthy trees, trees causing damage to infrastructure or other safety concerns where there is no viable alternative other than to remove the tree.</td>
<td></td>
</tr>
<tr>
<td>335(3)</td>
<td>To enquire into and make a decision regarding objections relating to notices issued pursuant to section 335(1) (relates to vehicle crossings).</td>
<td></td>
</tr>
<tr>
<td>339(1)</td>
<td>To erect a shelter for use by intending public-transport passengers or taxi passengers.</td>
<td>Any objections will be heard by a hearings panel. The hearings panel will make recommendations to the Community Board and the Community Board will determine the outcome of the objections in accordance with section 339.</td>
</tr>
</tbody>
</table>
| Road stopping | 1. That the Council’s power to accept or decline an application from either a Council business unit or from any other person to stop legal road which does not fall within the delegation given to the Corporate Support Unit Manager under paragraph (b) (of the Road Stopping Policy resolution of the Council dated 9 April 2009) shall be delegated to the Community Board for the ward within which the legal road proposed to be stopped is situated.  
2. That where the Community Board’s delegated authority under paragraph 1 above applies:  
(i) That the Council’s powers under sections 116, 117 and 120 of the Public Works Act 1981 and Sections 319(h), 342(1)(a) and 345 of the Local | This delegation must be read in conjunction with the Christchurch City Council Road Stopping Policy and the Council resolution of 9 April 2009 relating to the Road Stopping Policy and associated delegations. The delegation to the Corporate Services Unit Manager is to be exercised by the Manager Property Consultancy |

Note: Existing delegations are in black text.  
New delegations are in red text.  
Re-worded delegations are in blue text – NO SUBSTANTIVE CHANGE.  
17 May 2019 HPRE 19/188334
<table>
<thead>
<tr>
<th>Section</th>
<th>Responsibilities, duties, and powers etc.</th>
<th>Limits etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Government Act 1974 (excluding the power to hear objections and recommend to the Council whether the Council should allow or otherwise any objections received to road stopping procedures pursuant to the Tenth Schedule of the Local Government Act 1974 and the Council’s powers under paragraph 5 of the Tenth Schedule) in relation to road stopping and the disposal of land that was previously stopped road be delegated to the Community Board for the Ward within which the proposed legal road is situated and to be exercised in accordance with the Council’s Road Stopping Policy.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ii) That the power to determine (in compliance with the Council’s Road Stopping Policy) which statutory procedure should be employed to undertake a particular road stopping (either under the Local Government Act 1974 or under the Public Works Act 1981) be delegated to the Community Board for the Ward within which the proposed legal road is situated and to be exercised in accordance with the Council’s Road Stopping Policy.</td>
<td></td>
</tr>
</tbody>
</table>

*Land Transport Rule: Traffic Control Devices 2004 (Rule 54002)*

<table>
<thead>
<tr>
<th>Clause</th>
<th>Responsibilities, duties, and powers etc.</th>
<th>Limits etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.3(1)</td>
<td>To authorise the Board of Trustees of a school to appoint appropriately trained persons to act as school patrols.</td>
<td></td>
</tr>
</tbody>
</table>

Note: Existing delegations are in black text.
New delegations are in red text.
Re-worded delegations are in blue text – NO SUBSTANTIVE CHANGE.

17 May 2019 HPRE 19/188334
### Christchurch City Council Traffic and Parking Bylaw 2017

<table>
<thead>
<tr>
<th>Clause</th>
<th>Responsibilities, duties, and powers etc.</th>
<th>Limits etc.</th>
</tr>
</thead>
</table>
| 7      | - Prohibiting or restricting the stopping, standing or parking of vehicles, or any class of vehicles, on any road; or  
        - Limiting the stopping, standing or parking of vehicles on any road to any class of vehicles.  
        - Prescribing any conditions under clause 7.  
        Note Community Boards have the delegated authority to approve exemptions to the installation or maintenance of parking limit lines for private driveways where the proposed installation falls outside Council Policy – See the Kerbside Parking Limit Lines Policy. | Excludes the powers that have been given to the Parking Restrictions Subcommittee. |
| 8      | - Designating an area to be a zone parking area and the restrictions that apply in that zone parking area (“zone parking controls”); and  
        - Reserving any area of land or any road or any part of a road to be a parking place, subject to restrictions; and  
        - Specifying the vehicles or classes of vehicle that can use or must not use a parking place or zone parking area; and  
        - Prescribing the restrictions that apply including (without limitation) the times, manner and other conditions for the parking of vehicles or classes of vehicles in a parking place or zone parking area.  
        - Making provision for the efficient management and control of a parking place or zone parking area. | Excludes the powers that have been given to the Parking Restrictions Subcommittee. |
| 9(4)   | - Resolving a temporary discontinuance of a parking place. | Excludes the powers that have been given to the Parking Restrictions Subcommittee. |

1 Clause 6 of the Christchurch City Council Traffic and Parking Bylaw 2017 applies to all resolutions of the community boards.

Note: Existing delegations are in black text.  
New delegations are in red text.  
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17 May 2019 HPRE 19/188334
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
</table>
| 10   | - Reserving any specified parking place or places as -  
      (a) a residents’ only parking area for the exclusive use of persons who reside in the vicinity; or  
      (b) a residents’ exemption parking area for the use of persons who reside in the vicinity.  
      - Prescribing which parking, stopping and standing restrictions permit holders are exempt from within a residents’ exemption parking area.  
      Excludes the powers that have been given to the Parking Restrictions Subcommittee. |
| 11   | - Allowing motor vehicles to stop, stand, or park in that part of the road in contravention of clause 11(1) or 11 (2).  
      Excludes the powers that have been given to the Parking Restrictions Subcommittee. |
| 17   | - Prohibiting or restricting turning movements, including -  
      (a) vehicles or classes of vehicles on any road from turning to the right, or to the left, or from proceeding in any other direction; and  
      (b) vehicles turning from facing or travelling in one direction to facing or travelling in the opposite direction (performing a U-turn) on specified roads.  
      - Specifying the hours or days of the week that a restricted turning movement may be made (if any). |
| 19   | - Prohibiting or restricting, subject to such conditions as the Board thinks fit, any specified class of traffic or any specified motor vehicles or class of vehicle that, by reason of its size or nature or the nature of the goods carried, is unsuitable for use on any road or roads. |
| 20   | - Specifying any road or part of a road to be a shared zone, and  
      (a) whether the shared zone may be used by specified classes of vehicles;  
      (b) the days and hours of operation of the shared zone (if they differ from 24 hours per day, 7 days per week); and |

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17 May 2019 HPRE 19/188334
(c) any other restrictions on how the shared zone is to be used by the public, including how traffic and pedestrians will interact.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Determining the length, route and/or location of a shared path; and Determining priority for users on a shared path.</td>
</tr>
<tr>
<td>22</td>
<td>Restricting the use of motor vehicles on unformed legal roads for the purposes of protecting, or the road and adjoining land, or the safety of road users.</td>
</tr>
</tbody>
</table>

**Christchurch City Council Stock on Roads Bylaw 2017**

<table>
<thead>
<tr>
<th>Clause</th>
<th>Responsibilities, duties, and powers etc.</th>
<th>Limits etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5(A)(1) and (2)</td>
<td>To resolve any road, section of road, or category of road to be a Restricted Road for the movement of stock. To amend or revoke any such resolution.</td>
<td></td>
</tr>
</tbody>
</table>

Note: Existing delegations are in black text. New delegations are in red text. Re-worded delegations are in blue text – NO SUBSTANTIVE CHANGE.

17 May 2019 HPRE 19/188334
8. SALE AND SUPPLY OF ALCOHOL

**General**

<table>
<thead>
<tr>
<th>Responsibilities, duties, powers etc.</th>
<th>Limits etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>To appoint one or more members of each Community Board to appear and be heard under section 204(2)(b) of the Sale and Supply of Alcohol Act 2012, for the purpose of providing community input.</td>
<td></td>
</tr>
</tbody>
</table>

Note: Existing delegations are in black text.

New delegations are in red text.

Re-worded delegations are in blue text – NO SUBSTANTIVE CHANGE.

17 May 2019 HPRE 19/188334
Plan A

Note: Existing delegations are in black text.
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17 May 2019 HPRE 19/188334
9. Markings of Existing Bus Stops on Bridle Path Road near Tunnel Road

Reference: 19/614591
Presenter(s): Brenda O’Donoghue, Passenger Transport Engineer
           Serena Chia, Graduate Transport Engineer

1. Purpose of Report
   1.1 The purpose of this report is for the Waikura/Linwood-Central-Heathcote Community Board to consider for approval the marking of existing bus stops located beside 20 Bridle Path Road and opposite 18 Bridle Path Road.

2. Executive Summary
   2.1 This report is staff generated in response to the recent enquiries from an elderly resident who lives close by, and whose usage of the bus stop beside 20 Bridle Path Road has been limited by vehicles parking at the bus stop. Staff have included the bus stop located on the opposite side of the road for consideration in this report as it is logical and consistent to mark both bus stops at the same time.
   
   2.2 Staff have included in the report, a second option for the Board to consider that would balance the number of bus stops in the area of interest and assist with better bus stop layouts, without compromising the residential catchment of the bus stops.

3. Staff Recommendations
   That the Waikura/Linwood-Central-Heathcote Community Board resolve to approve Option 1:
   
   Marked bus stop beside 20 Bridle Path Road, referred to as ‘A1’:
   1. Under clause 7 of the Christchurch City Council Traffic and Parking Bylaw 2017, that the stopping of vehicles is prohibited on the part of Bridle Path Road referred to as A1 and as shown by broken yellow lines, identified as ‘no stopping’ on the attached drawing 19/635904, dated 20/06/2019 (refer to Attachment A of the agenda report).
   2. Under clause 8 of the Christchurch City Council Traffic and Parking Bylaw 2017, that the part of Bridle Path Road referred to as A1, identified as ‘bus stop’ on the attached drawing 19/635904, dated 20/06/2019 (refer to Attachment A of the agenda report), is reserved as a parking place in the form of a bus stop for the exclusive use of buses at all times.

   Marked bus stop opposite 18 Bridle Path Road, referred to as ‘A2’:
   3. Under clause 7 of the Christchurch City Council Traffic and Parking Bylaw 2017, that the stopping of vehicles is prohibited on the part of Bridle Path Road referred to as A2 and as shown by broken yellow lines, identified as ‘no stopping’ on the attached drawing 19/635904, dated 20/06/2019 (refer to Attachment A of the agenda report).
   4. Under clause 8 of the Christchurch City Council Traffic and Parking Bylaw 2017, that the part of Bridle Path Road referred to as A2, identified as ‘bus stop’ on the attached drawing 19/635904, dated 20/06/2019 (refer to Attachment A of the agenda report), is reserved as a parking place in the form of a bus stop for the exclusive use of buses at all times.
   5. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
6. That these resolutions take effect when the traffic control devices that evidence the restrictions described in the staff report are in place.

4. Key points

4.1 The recommendations in this report are consistent with the anticipated outcomes of the Service Plan for Public Transport Infrastructure in the [Councils Long Term Plan (2018 - 2028)](#).

4.2 The following feasible options have been considered:

- Option 1 – Install bus stop line markings at existing bus stops beside 20 Bridle Path Road and opposite 18 Bridle Path Road (refer to Attachment A)
- Option 2 – Balance the number of bus stops on Bridle Path Road between Tunnel Road and Port Hills Road.
- Option 3 – Do nothing – no change to the existing bus stops

4.3 Option Summary - Advantages and Disadvantages (Option 1)

4.3.1 The advantages of this option include:

- Provides clear guidance to other motorists not to park their vehicles in the designated bus stop area, ensuring that the space is left clear for buses to use.
- The existing bus stop locations provide convenient access to public transport for residents living in the area.

4.3.2 The disadvantage of this option include:

- The bus stops are located ‘head to head’, that is the bus stops are positioned to be facing each other, rather than the preferable ‘tail to tail’, that is facing away from each other. However the existing positioning of the bus stops is not considered to be a road safety issue due to the frequency of the bus services, the negligible chance that buses would be stopped at exactly the same time on both sides of the road and the low traffic volume in the vicinity of the bus stops.
- The two existing sets of bus stops on Bridle Path Road, between Tunnel Road and Port Hills Road are closely spaced, about 200 metres separates the bus stops. Closely spaced bus stops are not always necessary or a good idea. Refer to Section 6.3, which explains how the existing number of bus stops could be balanced, while continuing to provide residents in the vicinity good access to public transport.
- Reallocation of six on-street parking spaces. Note that the existing bus stops are designated by a sign only, meaning that parking within 6 metres, either side of the bus stop sign is not permitted, unless the vehicle is a bus. The total on-street parking reallocation is the difference in length between the unmarked bus stop and the proposed marked bus stop, where a vehicle could legally park.
5. Context/Background

Overview of existing bus stops

5.1 The existing bus stops are located beside 20 Bridle Path Road and opposite 18 Bridle Path Road. The location of the bus stops are shown in Figure 1.

![Figure 1: Existing bus stops on Bridle Path Road near Tunnel Road](image)

5.2 The existing bus stops are unmarked, this means they are identified by means of a bus stop sign only. The bus stops are used to pick-up and drop-off customers, they are not used as timing points.

5.3 The bus stops are serviced by the number 28 and 155 bus lines. The 28 bus line operates to a 20 - 30 minutes scheduled frequency. The 155 bus line operates a limited service, providing three return trips per days.

5.4 Recent passenger boarding numbers indicate about 10 passengers use the bus stop beside 20 Bridle Path Road to board a bus per weekday. About three passengers use the bus stop opposite 18 Bridle Path Road to board a bus per weekday.
Strategic Alignment

5.5 All recommendations in this report supports the [Council's Long Term Plan (2018 - 2028)](link):

5.5.1 Activity: Public Transport Infrastructure

- Level of Service: 10.4.1.0 More people are choosing to travel by bus - =+0%
  (13,467,570 pax)

5.6 Council’s [strategic framework](link) is a key consideration in guiding the recommendations in this report. The provision of bus stops allows our communities access to public transport which in turn allows the Council to achieve:

- Strong communities,
- Liveable city,
- Healthy environment, and
- Prosperous economy.

5.7 The recommendations in this report will help to achieve the desired community outcome of a well-connected and accessible city through improved opportunities to access and use public transport.

5.8 All recommendations in this report align with the [Christchurch Suburban Parking Policy](link) (2019), which provides a framework to address parking related issues and the management of competing demands for public space within the cities suburban areas. As indicated in Table 1, policy one of the Suburban Parking Policy prioritises the provision of bus stops ahead of residential, short stay and commuter parking.

<table>
<thead>
<tr>
<th>Priority</th>
<th>Commercial Areas</th>
<th>Residential Areas</th>
<th>Other Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Safety</td>
<td>Safety</td>
<td>Safety</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Movement and amenity</td>
<td>Movement and amenity</td>
<td>Movement and amenity</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Mobility parking</td>
<td>Mobility parking</td>
<td>Mobility parking</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt;</td>
<td><strong>Bus stops</strong>/ cycle parks/ bike corrals/ shared parking (bike share or car share)/ micromobility (e.g. scooters)</td>
<td><strong>Bus stops</strong></td>
<td><strong>Bus stops</strong>/ cycle parks/ bike corrals/ shared parking (bike share or car share)/ micromobility (e.g. scooters)</td>
</tr>
<tr>
<td>5&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Taxi ranks (special passenger vehicle stands)</td>
<td>Residents parking</td>
<td>Short stay parking</td>
</tr>
<tr>
<td>6&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Loading zones</td>
<td>Cycle parks/ bike corrals/ shared parking (bike share or car share)/ micromobility (e.g. scooters)</td>
<td>Residents parking</td>
</tr>
<tr>
<td>7&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Short stay parking</td>
<td>Short stay parking</td>
<td>Commuter parking</td>
</tr>
<tr>
<td>8&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Residents parking</td>
<td>Commuter parking</td>
<td></td>
</tr>
<tr>
<td>9&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Commuter parking</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 1: Policy 1, Suburban Parking Policy, prioritisation of road space
Decision Making Authority

5.9 Part 1, Clauses 7 and 8 of the Christchurch City Council Traffic and Parking Bylaw 2017 provides Council with the authority to install parking restrictions by resolution.

5.10 The Community Boards have delegated authority from the Council to exercise the delegations as set out in the Register of Delegations. The list of delegations for the Community Boards includes the resolution of stopping restrictions and traffic control devices.

5.11 The installation of any signs and/or markings associated with traffic control devices must comply with the Land Transport Rule: Traffic Control Devices 2004.

Assessment of Significance and Engagement

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

5.13 The level of significance was determined by assessing the number of properties affected by the proposed options.

Bus stop location planning

5.14 Bus stops provide key access connection points to allow personal mobility, by means of public transport. The importance of bus stops is reflected in the Christchurch Suburban Parking Policy (2019).

5.15 It can be a challenge in an urban-residential environment to achieve a balance in bus stop planning criteria, because of the need to work with the space available on-street, and to be considerate to those who live near the bus stop. However, the effects of bus stops in urban settings are generally not site-specific, they will have similar effects along the street irrespective of which property it is placed by.

5.16 There are multiple considerations in the location planning of bus stops, however the key topics to consider include:

- Catchment areas and proximity to surrounding services and amenities,
- Works well for the wider road network, bus network and bus passengers,
- Accessibility,
- Capacity,
- Impact on the surrounding environment, and
- Information gathered from site visits and feedback from stakeholders.

6. Options Analysis

Options Considered

6.1 The following options were considered and are assessed in this report:

- Option 1 – Install bus stop line markings at existing bus stops beside 20 Bridle Path Road and opposite 18 Bridle Path Road.
- Option 2 – Balance the number of bus stops on Bridle Path Road between Tunnel Road and Port Hills Road.
- Option 3 – Do nothing - no change to the existing bus stops.
Options Descriptions

6.2 **Option One** - Install bus stop line markings at existing bus stops beside 20 Bridle Path Road and opposite 18 Bridle Path Road

6.2.1 **Option Description:** Mark the existing bus stops, as shown in Figure 2 and in accordance with Attachment A.

Figure 2: Option 1, marking of existing bus stops on Bridle Path Road near Tunnel Road

6.2.2 **Option Advantages**

- Provides clear guidance to other motorists not to park their vehicles in the designated bus stop area, ensuring that the space is left clear for buses to use.
- The existing bus stop locations provide convenient access to public transport for residents living in the area.

6.2.3 **Option Disadvantages**

- The bus stops are located ‘head to head’, that is the bus stops are positioned to be facing each other, rather than the preferable ‘tail to tail’, that is facing away from each other. However the existing positioning of the bus stops is not considered to be a road safety issue due to the frequency of the bus services, the negligible chance that buses would be stopped at exactly the same time on both sides of the road and the low traffic volume in the vicinity of the bus stops.
The two existing sets of bus stops on Bridle Path Road, between Tunnel Road and Port Hills Road are closely spaced, about 200 metres separates the bus stops. Closely spaced bus stops are not always necessary or a good idea. Refer to Section 6.3, which explains how the existing number of bus stops could be balanced, while continuing to provide residents in the vicinity good access to public transport.

- Reallocation of six on-street parking spaces. Note that the existing bus stops are designated by a sign only, meaning that parking within 6 metres, either side of the bus stop is not permitted, unless the vehicle is a bus. The total on-street parking reallocation is the difference in length between the unmarked bus stop and the proposed marked bus stop, where a vehicle could legally park.

6.3 **Option Two** – Balance the number of bus stops on Bridle Path Road between Tunnel Road and Port Hills Road

6.3.1 **Option Description:** Combine the two city bound bus stops and install the new bus stop on the north side of Flinders Road. Combine the two Lyttelton bound bus stop and install the new bus stop on the south side of Flinders Road. The likely configuration of the bus stops near Flinders Road is shown in Figure 4 and Attachment B.

- The existing bus stops on Bridle Path Road are shown in Figure 3. The existing passenger boarding numbers are also indicated in Figure 3.
- The bus stop balancing option combines the existing bus stops into one set of bus stops near Flinders Road as indicated in Figure 4. The likely passenger boarding numbers are also indicated in Figure 4.

Figure 4: Option 2 – bus stops near Flinders Road

6.3.2 **Option Advantages**

- Combining the two sets of existing bus stops provides a better outcome for people using public transport. The catchment and accessibility of the bus stops is improved by locating the bus stops near Flinders Street.
- The bus stops are located ‘tail to tail’ which is the staff preferred and recommended bus stop configuration.
- Combining the bus stops, concentrates passenger usage to one particular set of bus stops, rather than spread out over two sets of bus stops. Concentrating the passenger demand assists staff when planning seat and shelter installs.
- There is an old shelter located at the bus stop just to the north of Port Hills Road, beside the reserve. It is likely that people who use public transport in the area would expect the shelter provision to be retained at the new bus stops. By combining the bus stops, it would assist staff in planning the renewal of this shelter and installing a seat at the other bus stop.
Improved separation distance between bus stops.
Sufficient space to provide passenger waiting facilities.

6.3.3 Option Disadvantages
- A small section of the hedge beside 1 Flinders Road (north side of the road, city bound bus stop) would need to be removed to allow for the shelter relocation. Alternatively the shelter could be installed beside the busier of the two bus stops, which is the bus stop for travel to Lyttelton. A seat would could be installed beside 1 Flinders Road instead, lessening the impact on how much of the hedge gets cut back.

6.4 Option Three - Do nothing - no change to the existing bus stops

6.4.1 Option Advantages
- Does not reallocate on-street parking

6.4.2 Option Disadvantages
- As vehicles are legally permitted to park up to six metres from the bus stop sign. This means the space beside the bus stop sign cannot be considered as a given for buses to come to a halt. This means the accessibility issues faced by the elderly customer whose access to public transport is being limited due to the location of parked vehicles may continue.

Analysis Criteria
6.5 All new bus stops are planned and implemented in accordance with the Christchurch Bus Stop Guidelines (2009) and the Construction Standard Specifications (2018). This is why staff have included Option 2 in the report as it achieves the objectives of the guidelines.

6.6 Option 1 differs to bus stop planning guidance, as the bus stops are located ‘head to head’, rather than the preferable ‘tail to tail’. However staff are satisfied that the existing positioning of the bus stops is currently not and is unlikely to be a road safety issue due to the existing frequency of the bus services, the negligible chance that buses would be stopped at exactly the same time on both sides of the road and the low traffic volume in the vicinity of the bus stops.

Options Considerations
6.7 The options presented in this report are consistent with the Council’s approved Service Plan for Public Transport Infrastructure (2018-2028). However, the absence of bus stop line markings in Option 3 (Do Nothing) is not fully consistent with the Public Transport Infrastructure, Level of Service 10.4.12: Reduce the number of customer service requests relating to the quality and cleanliness of public transport infrastructure. The absence of bus stop line markings allows vehicles the legal permission to park up to six metre from the bus stop sign.

7. Community Views and Preferences
7.1 The existing bus stops are identified only by a bus stop sign, meaning vehicles are legally permitted to park up to six metres from the existing bus stop sign. Staff are proposing to mark the bus stops to ensure a length of 31 metres is clear for buses to use.

7.2 While the bus stops are existing, letters were sent to the affected property owners. The letters outlined the improvements, which is marking the existing bus stops. Details of the Community Board meeting and how to request speaking rights were also included in the letter.
7.3 At the time of preparing this report, no feedback or enquiries concerning the information provided in the letter, has been received by staff.

8. Legal Implications

8.1 There is a legal context, issue or implication relevant to this decision

This specific report has not been reviewed and approved by the Legal Services Unit however the report has been written using a general approach previously approved of by the Legal Services Unit, and the recommendations are consistent with the policy and legislative framework.

9. Risks

9.1 Should the Community Board proceed with the ‘Do Nothing' option, this means the space beside the bus stop signs cannot be considered as a given for buses to come to a halt for passengers to board and alight the bus. Hence the issues faced by the elderly customer whose access to public transport is being limited due to the location of parked vehicles may continue.

10. Next Steps

10.1 Approval is required by the Waikura/Linwood-Central-Heathcote Community Board.

10.2 If approved, the recommendations will be implemented approximately two months of the Community Board approval.
### 11. Options Matrix

#### Issue Specific Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3 - (Do Nothing)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cost to Implement</strong></td>
<td>$3,500 for the installation of traffic controls and installation of a seat at the outbound bus stop I (towards Lyttelton). $1,000 for consultation and the preparation of this report</td>
<td>$10,000 for the installation of traffic controls, relocation of the bus stop shelter, installation of a seat. Approximately $3,000 for new consultation and associated report</td>
<td>$1000 for consultation and the preparation of this report</td>
</tr>
<tr>
<td><strong>Maintenance/Ongoing</strong></td>
<td>Transport and City Streets, Operations Expenditure budget, includes maintenance of bus stop infrastructure, as and when it is needed.</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td><strong>Funding Source</strong></td>
<td>Traffic Operations, Capital Expenditure budget for bus stop installations, plus existing staff budgets</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Impact on Rates</strong></td>
<td>No impact</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Environmental Impacts</strong></td>
<td>Bus stops provide access to public transport. Public transport is part of a wider transport package to support mode shift to reduce greenhouse gas emissions, reduce traffic congestion and traffic crashes. This in turn helps the Council provide a healthy environment and a liveable city (Council’s strategic framework).</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Social &amp; Community Impacts</strong></td>
<td>Option 1 and 2 will help to achieve the desired community outcome of a well-connected and accessible city through improved opportunities to access and use public transport.</td>
<td>Improved convenience to public transport as access to the bus network is centralised close to the key residential catchment area (Flinders Road), thereby reducing the walking distance for most residents to the bus stop.</td>
<td>Similar to Option 1 and 2</td>
</tr>
<tr>
<td><strong>Accessibility Impacts</strong></td>
<td>Convenient access to public transport for residents living in the area and ensuring the space is kept clear for buses to use.</td>
<td>Improved convenience to public transport as access to the bus network is centralised close to the key residential catchment area (Flinders Road), thereby reducing the walking distance for most residents to the bus stop.</td>
<td>Unmarked bus stops may allow the accessibility issues faced by the customer who raised the issue with Council, to continue.</td>
</tr>
</tbody>
</table>

#### Statutory Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Impact on Mana Whenua</strong></td>
<td></td>
<td></td>
<td>No impact</td>
</tr>
<tr>
<td><strong>Alignment to Council Plans &amp; Policies</strong></td>
<td>This option is consistent with Council’s Plans and Policies.</td>
<td>This option is consistent with Council’s Plans and Policies.</td>
<td>This option is closely consistent with Council’s Plans and Policies.</td>
</tr>
</tbody>
</table>
Attachments

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Option 1 - Markings of existing bus stops beside 20 Bridle Path Road and opposite 18 Bridle Path Road - Drawing 19/635904 - For Board approval</td>
<td>62</td>
</tr>
<tr>
<td>B</td>
<td>Option 2 - Bus stop balancing, install bus stops on Bridle Path Road near Flinders Road - Drawing 19/692990 - For Board consideration</td>
<td>63</td>
</tr>
</tbody>
</table>

**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

Serena Chia - Graduate Transport Engineer
Brenda O'Donoghue - Passenger Transport Engineer

Approved By

Stephen Wright - Team Leader Traffic Operations
Steffan Thomas - Manager Operations (Transport)
Richard Osborne - Head of Transport
Bridle Path Road near Tunnel Road

Marking of existing bus stops

For Board Approval

Plan no: 19/635904 Date: 20/06/2019
Option 2: Install bus stops on Bridle Path Road near Finders Road

Balance the number of bus stops on Bridle Path Road between Tunnel Road and Port Hills Road

For Board consideration

Drawing: 19/692990 Date: 20/06/2019
10. Proposed No Stopping Restrictions - Holly Road

Reference: 19/448355
Presenter(s): Privinn Mwene – Traffic Engineer

1. Purpose of Report

1.1 The purpose of this report is for the Waikura/Linwood-Central-Heathcote Community Board to approve No Stopping restrictions on Holly Road as shown on Attachment A.

2. Executive Summary

2.1 This report was staff generated in response to a request from a local resident who had concerns relating to road safety at this location.

2.2 These measures have been requested to:

- To ensure that large trucks (which include service trucks and emergency vehicles) can drive past the narrowing without any issues (inconveniences of not being able to pass safely)
- To prevent cars parking to close to driveways therefore resulting in easy for the property owners.

3. Staff Recommendations

That the Waikura/Linwood-Central-Heathcote Community Board:

1. Under clause 7 of the Christchurch City Council Traffic and Parking Bylaw 2017, that the stopping of vehicles be prohibited at all times on road narrowing of Holly Rd as shown by broken yellow lines on the attached drawing TG133742, issue.1 23/03/2019.

2. Revoke any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report.

3. Approve that these resolutions take effect when the markings that evidence the restrictions described in the staff report are in place.

4. Key Points

4.1 This recommendations in this report are consistent with the anticipated outcomes of the Traffic Safety & Efficiency Service Plan in the Councils Long Term Plan (2018 - 2028)

4.2 The following feasible options have been considered:

- Option 1 - Install No Stopping Restrictions (preferred option)
- Option 2 - Do Nothing

4.3 Option Summary - Advantages and Disadvantages (Preferred Option)

4.3.1 The advantages of this option include:

- Stops cars being parked too close to driveways
- Large trucks have enough space to pass freely.

4.3.2 The disadvantages of this option include:

- Removes one car park space.
5. **Context/Background**

**Issue**
5.1 Concerns have been identified/raised at the road narrowing of Holly Road as shown on Attachment A due to vehicles parking in the area therefore further narrowing this section. This is making it hard for larger trucks to pass safely.

**Strategic Alignment**
5.2 Council’s strategic priorities have been considered in formulating the recommendations in this report, however this area of work is not specifically covered by an identified priority.
5.3 The recommendations in this report are also consistent with the anticipated outcomes of the Traffic Safety & Efficiency Service Plan in the [Councils Long Term Plan (2018 - 2028)](#).

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

**Assessment of Significance and Engagement**
5.7 The decisions in this report are of low significance in relation to the Christchurch City Council’s Significance and Engagement Policy.
5.8 The level of significance was determined by the low level of impact and low number of people affected by the recommended decision.
5.9 The community engagement and consultation outlined in this report reflect the assessment.

**Context**
5.10 A customer who lives on the street close to the road narrowing initiated the investigation.
5.11 Holly Road is approximately eight metres wide. The road has numerous road narrowing complimented by speed bumps. The narrowing of interest for this report is the one has showed on Attachment A. At this section the road narrows down to approximately 5.7 metres. Vehicles tend to park on the opposite side of the road on this section making it hard for large vehicles to pass safely.
5.12 There have been zero crashes in the last five years. The street is classified as low risk under Council’s risk mapping system. Within the last 10 years three crashes have been recorded. In each case vehicles hit parked vehicles.
5.13 Staff consider that providing the No stopping restrictions will improve safety at this road narrowing.

6. **Options Analysis**

**Options Considered**
6.1 The following reasonably practicable options were considered and are assessed in this report:
   - Option 1 - Install No Stopping Restrictions (preferred option)
• Option 2 - Do Nothing

6.2 No other options were considered.

Options Descriptions
6.1 **Option One: Preferred Option:** Install No Stopping Restrictions

6.1.1 **Option Description:** Install No Stopping restrictions in accordance with Attachment A.

6.1.2 **Option Advantages**
- Large trucks including service trucks have enough space to pass without obstruction
- Addresses residents’ concerns over the lack of width at this road narrowing.
- Stops cars from being parked too close to driveways.

6.1.3 **Option Disadvantages**
- Displaces parking to other locations.

6.2 **Option Two:** Do Nothing

6.2.1 **Option Description:** Retain the existing unrestricted parking.

6.2.2 **Option Advantages**
- Retains unrestricted parking spaces.

6.2.3 **Option Disadvantages**
- Does not resolve the safety concerns at this location.

Analysis Criteria
6.3 Options have been assessed by their contribution to the following issues:
- Parked vehicles marking it hard for service vehicles (large vehicles) to pass.
- Parked vehicles obstructing the driveways.

7. Community Views and Preferences
7.1 Affected property owners and residents were advised of the recommended option by consultation letters on 8 April 2019 and the property owners and residents were given two weeks (until 23 April 2019) to reply.

7.2 Two property owners replied all in favour of the proposed plan. Their comments included that it is difficult to back out of the driveways as visibility is obscured and the parked vehicles are too close to resident’s driveways.

7.3 The Team Leader Parking Compliance supports the preferred option.

7.4 The do nothing option is inconsistent with community requests to improve visibility and safety at this road narrowing.

7.5 No resident or property owner was against this proposal.

8. Legal Implications
8.1 There is a legal context, issue or implication relevant to this decision

8.2 This specific report has not been reviewed and approved by the Legal Services Unit however the report has been written using a general approach previously approved of by the Legal
Services Unit, and the recommendations are consistent with the policy and legislative framework.

9. Next Steps

9.1 Approval is required by the Waikura/Linwood-Central-Heathcote Community Board.

9.2 If approved, the recommendations will be implemented approximately four weeks after the contractor receives the request.
## 10. Options Matrix

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Option 1 - Install No Stopping Restrictions</th>
<th>Option 2 – Do Nothing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost to Implement</td>
<td>$43.68 for the installation of traffic controls, plus $750 for consultation and the preparation of this report</td>
<td>$750 for consultation and the preparation of this report</td>
</tr>
<tr>
<td>Maintenance/Ongoing</td>
<td>Covered under the area maintenance contract and effect will be minimal to the overall asset.</td>
<td>$0</td>
</tr>
<tr>
<td>Funding Source</td>
<td>Traffic Operations Budget.</td>
<td>Existing staff budgets</td>
</tr>
<tr>
<td>Impact on Rates</td>
<td>No impact</td>
<td>No impact</td>
</tr>
<tr>
<td>Obstruction to driveways</td>
<td>Significant Improvement</td>
<td>No impact</td>
</tr>
<tr>
<td>Obstruction to the road way</td>
<td>Significant Improvement</td>
<td>No impact</td>
</tr>
</tbody>
</table>
Attachments

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Holly Road - Proposed No Stopping Restriction</td>
<td>72</td>
</tr>
</tbody>
</table>

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>Privinn Mwene - Traffic Engineer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved By</td>
<td>Ryan Rolston - Team Leader Traffic Operations</td>
</tr>
<tr>
<td></td>
<td>Steffan Thomas - Manager Operations (Transport)</td>
</tr>
<tr>
<td></td>
<td>Richard Osborne - Head of Transport</td>
</tr>
</tbody>
</table>
11. Taylors Mistake Beach - Proposed Consultation on Process to Facilitate Taylors Mistake Surf Life Saving Club Rebuild

Reference: 19/439398
Presenter(s): Joanne Walton, Policy Advisory - Parks

1. Purpose of Report
1.1 The purpose of this report is for the Waikura/Linwood-Central-Heathcote Community Board to approve the commencement of public consultation on a proposed process to facilitate the rebuilding of earthquake-damaged buildings by the Taylors Mistake Surf Life Saving Club Incorporated (the Club) at Taylors Mistake Beach.

2. Executive Summary
2.1 The Taylors Mistake Surf Life Saving Club are seeking an occupation agreement to enable replacement of their existing earthquake damaged building with two new buildings, a pavilion and a separate storage building, at Taylors Mistake Beach.
2.2 The majority of the underlying land for the proposed buildings is legal road over which a lease cannot be granted and a license to occupy is required instead. The remainder is on Council land and requires a lease.
2.3 This report is seeking approval to commence public consultation on the overall proposal to grant a licence for structures on legal road and a ground lease prior to further reports to the Board and Council.

3. Staff Recommendations
That the Waikura/Linwood-Central-Heathcote Community Board:
1. Approves the commencement of public consultation pursuant to section 138 of the Local Government Act 2002 for a lease to Taylors Mistake Surf Life Saving Club Incorporated over the portion of land Lot 7 DP 6419 shown as Area E on Attachment E, for a term of 35 years (minus 1 day).
2. Approves the commencement of public consultation for the proposal to grant a deed of licence to the Taylors Mistake Surf Life Saving Club Incorporated for a structure on legal road over the portion of legal road shown as Areas A, B, C, and D, on Attachment E, which will involve a departure from Council policy.
3. Notes that the outcome of the public consultation will be reported back to the Community Board for their consideration and recommendation to Council regarding a future lease and licence to Taylors Mistake Surf Life Saving Club.

4. Context/Background

   Issue or Opportunity

   Background
4.1 The Taylors Mistake Surf Life Saving Club (the Club) has been operating from Taylors Mistake Beach for 103 years, having celebrated its centenary in 2016.
4.2 The existing two storey club rooms/surf patrol building has been vacated due to earthquake damage, and the Club have been operating from temporary Portacoms and shipping containers under a five year licence to occupy legal road expiring in September 2021. (Refer to aerial photo plan in Attachment A, and photos of existing facilities in Attachment B).

4.3 No formal lease or other occupation agreement has been found for the existing building, which is located partly on legal road and partly on Council land that is managed as a park.

4.4 The Club now wish to rebuild their earthquake damaged premises, and build a new stand-alone storage building.

**Proposed new buildings**

4.5 The Club prepared design plans for a new building and separate storage building, and obtained resource consent (RMA/2018/594), without first consulting with the Parks Unit. The proposed replacement building is on a similar footprint to the existing damaged building. The proposed new storage building is slightly to the south on land currently held as legal road.

4.6 Although the proposed new storage building location is not optimal from a dune management perspective, staff have undertaken to work within these constraints to avoid further costs to the Club from amending plans and consents. The close proximity of residential dwellings, along with a sealed access-way to properties behind the building, and a Council-owned sewer main servicing many of these properties, further constrain the physical location of the new buildings. The steep topography of the two adjoining Council-owned parcels of land also limits location options.

4.7 Two separate single-storey buildings were designed to replace the original mostly two-storey building. This design is considered to be less visually intrusive in the coastal environment given the new higher floor level now required for buildings in this location. However the total building footprint in the coastal environment will now be substantially increased by approximately 35%. The existing building has a footprint of 378 m² (with a total floor area of 445 m²). The proposed new building at 315 m², and storage shed building at 197 m², in size, have a total combined footprint of 512 m². (Refer to proposed new site plan in Attachment C, and elevation drawings and plans for the proposed new buildings in Attachment D).

**Land status and leasing issues**

4.8 The Club wish to rebuild their building on the original building footprint, which spans across two areas – part of a land parcel Lot 7 DP 6419 held in fee simple as ‘a pleasure ground and sports ground’ by Council under the Local Government Act 2002 and part on legal road. The proposed new storage building will also be on legal road. A lease cannot be granted over legal road.

4.9 A lease can be granted to the Club over part of Lot 7 DP 6419 for part of the new pavilion building, shown as Area E on Attachment E, subject to public consultation under section 138 of the Local Government Act 2002.

4.10 A licence for a structure on legal road can be granted to the Club for part of the new pavilion and the storage building if a departure from Council policy is approved. The Structures on Roads Policy does not permit the occupation of buildings of this type without final approval from Council (refer to section 7.6 for further explanation.

4.11 Council needs to ensure that legal road access is still maintained to the houses up the hill. The formed sealed ‘road’ behind the existing building is not legal road, but rather a sealed access-way over part of Lot 7 DP 6419 and the adjoining Council-owned parcel PT Lot 8 DP 6419. The intention is to retain this access-way for residents and visitors.

4.12 Survey work undertaken for the Taylors Mistake Baches Working Group has shown that the width of the legal road on the seaward side of the existing pavilion is around 27 metres instead of the
usual 20 metres. This enables only a partial width of the legal road to be occupied by the new building thus ensuring that legal road access is maintained to the houses without the need to create a new legal road behind the pavilion.

**Proposed course of action**

4.13 The proposed course of action is to firstly commence public consultation from approximately 29 July to 21 August 2019 on the following:

4.13.1 The overall proposed development, and;

4.13.2 The intention to grant a licence for structures on legal road, and a lease, to facilitate the rebuilding of the Club’s facilities at Taylors Mistake Beach, noting the requirement to depart from Council policy to do so.

4.14 Secondly, dependent on the outcomes of public consultation, to report to the Community Board to determine and recommend to Council to:

4.14.1 Grant a licence to the Club for the occupation of legal road for part of the new pavilion building and all of the new storage building. This is a departure from Council’s Policy on Structures on Roads 2010 in terms of the nature and purpose of the proposed buildings.

4.14.2 Grant a ground lease to the Club under the Local Government Act 2002 for the occupation of part of Lot 7 DP 6419 by part of the proposed pavilion.

4.14.3 Authorise the Property Consultancy Manager to administer and conclude the terms of the lease and licence.

4.15 A lease term of 35 years (minus 1 day) will be sought to align with the licence term for a structure on legal road of 35 years, as the new pavilion building will span across two areas of land with different tenures and different occupation agreements.

**Strategic Alignment**

4.16 This report supports the Council’s Long Term Plan (2018 - 2028):

4.16.1 Activity: Recreation, Sport, Community Arts & Events

- Level of Service: 7.0.3.2 Support citizen and partner organisations to develop, promote and deliver recreation and sport in Christchurch - 80% satisfaction with the quality of Council recreation and sport support.

**Decision Making Authority**

4.17 The Christchurch City Council Delegations Register (29 April 2019) specifies:

4.17.1 Part D - Subpart 1 - Community Boards: “Grant leases of non-reserve land - The power to grant leases for a maximum term of 20 years (less one day) to voluntary organisations over parks for the erection of pavilions and other structures associated with and necessary for the use of land for outdoor sports games and other recreational activities.”

4.17.2 Approval of a lease on non-reserve land for a term of 35 years (minus 1 day) requires a Community Board recommendation to the Council.

4.17.3 The Structures on Roads decision delegations are held by staff when the application complies with the policy. However, in this case a deed of licence for the Taylors Mistake Surf Life Saving Club buildings to occupy the legal road requires a Community Board recommendation to the Council.

**Previous Decisions**

4.18 There are no previous decisions on this matter.
Assessment of Significance and Engagement

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

4.20 The level of significance was determined by officers completing an assessment of significance of a number of factors:

4.20.1 Number of people affected is relatively low.

4.20.2 Level of impact – the proposal will replace existing buildings with no disruption or reduction of service.

4.21 The proposed community engagement and consultation to be undertaken will reflect the assessment while also fulfilling Council’s statutory obligations. Notwithstanding the low level of significance, because the road to be stopped adjoins the coastal marine area, further consultation with Mahaanui Kurataiao (MKT) will be undertaken in addition to that undertaken by the applicant as part of their resource consent application (RMA/2018/594).

5. Options Analysis

Options Considered

5.1 The following reasonably practicable options were considered and are assessed in this report:

5.1.1 Option 1 – Approve commencement of public consultation for the proposal to grant a licence to occupy legal road, and a lease over Council park, for a new building and storage shed building (preferred).

5.1.2 Option 2 – Status quo – Decline commencement of public consultation (not preferred).

Options Descriptions

5.2 Option One: Preferred Option: Commencement of public consultation on proposed licence to occupy legal road and ground lease.

5.2.1 Option Description: Approve commencement of public consultation on a proposed granting of a deed of licence to occupy legal road, and granting of lease over Council park, for new building and storage shed building (preferred).

5.2.2 Option Advantages

- Fit for purpose facilities to enable the Club to continue to provide community surf life-saving services and to grow the sport of surf life-saving.
- Enables the Club to build a new pavilion on the same site as the original pavilion which is the optimal location for them.
- The site will be in accordance with the design plans for which resource consent has already been approved thereby saving additional costs to the Club from variations to the resource consent and potentially the design plans themselves.
- Maintenance of continued access to neighbouring houses and baches.

5.2.3 Option Disadvantages

- Having an area of legal road and park/reserve exclusively occupied by one organisation.
- Council departs from Policy to facilitate the occupation of the legal road.
5.1 **Option Two: Status quo - Decline commencement of public consultation (not preferred)**

5.1.1 **Option Description:** The commencement of public consultation on the licence to occupy legal road and ground lease processes is not approved, and the Club is required to remove their damaged building and make good the area of land.

5.1.2 **Option Advantages**
- There are no advantages to this option.

5.1.3 **Option Disadvantages**
- The Club will be unable to provide their life-saving services or practise their sport from suitable premises at Taylors Mistake Beach.
- The community may not have surf life-saving services provided.

6. **Community Views and Preferences**

6.1 Subject to approvals in this report, a public engagement and consultation process will be undertaken to ascertain the community views in relation to the proposed long term occupation of the site by the Club.

6.2 Section 138 of the Local Government Act 2002 requires that a local authority proposing to sell or dispose of a park or part of a park must consult on the proposal before doing so. ‘Dispose of’, in relation to a park, includes the granting of a lease for more than 6 months that has the effect of excluding or substantially interfering with the public’s access to the park.

7. **Legal Implications**

7.1 There is a legal context, issue or implication relevant to this decision.

7.2 This report has not been reviewed and approved by the Legal Services Unit.

7.3 The legal consideration to be considered arises if Council agrees to proceed following public consultation. There is a need to ensure that the process to achieve the overall objective of the longer term occupation of the site by the Club’s rebuilt facilities is compliant with the requirements of the different statutory provisions involved.

7.4 As the proposal to grant a deed of licence to allow the occupation of legal road on a long term basis is contrary the Council’s Structures on Roads policy the reasoning needs to be considered.

7.5 Under section 80 of the Local Government Act 2002 – Identification of inconsistent decisions – If a decision of a local authority is significantly inconsistent with, or is anticipated to have consequences that will be significantly inconsistent with, any policy adopted by the local authority or any plan required by this Act or any other enactment, the local authority must, when making the decision, clearly identify -

(a) the inconsistency; and

(b) the reasons for the inconsistency; and

(c) any intention of the local authority to amend the policy or plan to accommodate the decision.

7.6 The proposed legal road deed of licence is inconsistent with the Structures on Roads Policy for the following reasons:

(a) Proposal to grant a temporary deed of licence to occupy legal road at Taylors Mistake beach

(b) The policy does not permit the occupation of legal road by buildings other than garages, car ports, retaining structures, etc.
(c) Exceptionally this option is being considered to facilitate the construction of the new TMSLSC buildings to provide an important and valuable community facility

(d) Although the policy is currently being reviewed there is no intention to amend it as this case is considered an exceptional opportunity.

8. Risks

8.1 There is minimal risk for Council in approving the public consultation to commence. The proposed use for a surf lifesaving club complies with the status of Lot 7 DP 6419 of ‘pleasure ground and sports ground’ under the Local Government Act 2002 in that it facilitates sporting activities and public recreational access to the beach environment. The applicant is already based at the location, currently in temporary accommodation, and formerly in the long-standing pavilion building now earthquake damaged, and will provide the same activities and services to members and the wider community. The legal road proposed to be occupied is located on the margin of the coastal marine area, effectively on the beach and dunes, and would not be required as part of the wider roading network in the future.

9. Next Steps

9.1 Approval is required from the Waikura/Linwood-Central-Heathcote Community Board to commence public consultation on the overall proposal.

9.2 A public consultation process will be undertaken on the overall proposal, and in accordance with the provisions of the relevant statutory processes involved.

9.3 Subsequent to the public consultation process, a report will be presented to the Community Board to consider feedback received and make its recommendations to Council.
10. Options Matrix

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Option 1 – Road Stopping, Licences, Leases</th>
<th>Option 2 – Status quo</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cost to Implement</strong></td>
<td>The staff time for the assessment of the proposal, and the implementation of the ground lease (Parks Unit, and Property Consultancy staff), and consultation collateral, is included within the existing parks planning operational budget – Regional Parks Consents – WBS 353/217/5. The Engagement Advisor’s time is a shared service.</td>
<td>Staff time for the assessment of the proposal is included within the existing parks planning operational budget – Regional Parks Consents – WBS 353/217/5.</td>
</tr>
<tr>
<td><strong>Maintenance/Ongoing</strong></td>
<td>All costs are to be met by the applicant.</td>
<td>Not applicable.</td>
</tr>
<tr>
<td><strong>Funding Source</strong></td>
<td>Parks operational budget - Regional Parks Consents – WBS 353/217/5 for costs other than road licence. All other costs of construction to be met by applicant.</td>
<td>Not applicable.</td>
</tr>
<tr>
<td><strong>Impact on Rates</strong></td>
<td>No new impact on rates.</td>
<td>Not applicable.</td>
</tr>
<tr>
<td><strong>Climate Change Impacts</strong></td>
<td>The resource consent and building consent processes take into account the impacts of climate change and sea level rise on the proposal.</td>
<td>Not applicable.</td>
</tr>
<tr>
<td><strong>Accessibility Impacts</strong></td>
<td>The building consent process takes into account accessibility to the built facilities. There will be no impacts on accessibility to the beach environment.</td>
<td>Not applicable.</td>
</tr>
<tr>
<td><strong>Health &amp; Safety Impacts</strong></td>
<td>Public safety in the beach environment is improved by continuing surf life-saving services on site.</td>
<td>Public safety in the beach environment is impacted by the potential removal of surf life-saving services on site.</td>
</tr>
<tr>
<td>Criteria</td>
<td>Option 1 - Road Stopping, Licences, Leases</td>
<td>Option 2 - Status quo</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Impact on Mana Whenua</td>
<td>Mahaanui Kurataiao (MKT) have provided feedback during the applicant’s resource consent application with conditions of consent being imposed around having an Accidental Discovery Protocol in place, cultural advisors being on site during earthworks and indigenous landscape plantings. Further consultation will be undertaken given the proximity of the road stopping to the coastal marine area.</td>
<td>No impact on mana whenua identified.</td>
</tr>
</tbody>
</table>
| Alignment to Council Plans & Policies | Aligns with provisions of:  
- Local Government Act 2002  
- Resource Management Act 1991 | Not applicable.                                 |
Attachments

<table>
<thead>
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<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
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<td>Attachment A - Taylors Mistake Surf Life Saving Club - Overview of existing location and buildings</td>
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</tr>
<tr>
<td>B</td>
<td>Attachment B - Taylors Mistake Surf Life Saving Club - Photos of existing buildings</td>
<td>83</td>
</tr>
<tr>
<td>C</td>
<td>Attachment C - Taylors Mistake Surf Life Saving Club - Proposed new site plan for rebuild</td>
<td>84</td>
</tr>
<tr>
<td>D</td>
<td>Attachment E - Taylors Mistake Surf Life Saving Club - plan of proposed lease and licence areas RPS2610-04</td>
<td>85</td>
</tr>
<tr>
<td>E</td>
<td>Attachment D - Taylors Mistake Surf Life Saving Club - Elevation drawings and 3D views</td>
<td>86</td>
</tr>
</tbody>
</table>

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

Joanne Walton - Policy Advisor
Philip Basher - Transport Policy Engineer
Russel Wedge - Team Leader Parks Policy & Advisory

Approved By

Kelly Hansen - Team Leader Recreation & Planning
Andrew Rutledge - Head of Parks
Brent Smith - Acting General Manager Citizens & Community
Attachment A – Taylors Mistake Surf Life Saving Club - Overview of existing location and buildings

Figure 1 – Aerial photo plan of Taylors Mistake Beach showing parcel boundaries and existing TMSLSC pavilion

Figure 2 – Site plan of existing TMSLSC pavilion and temporary buildings – also Lot 7 DP 6419
Attachment B – Taylors Mistake Surf Life Saving Club – Photos of existing buildings

Figure 1 – Existing pavilion building (vacated) looking south

Figure 2 – Existing pavilion building (vacated) from beach looking north

Figure 3 – Existing temporary buildings and containers (viewed from beach)
Attachment C – Taylors Mistake Surf Life Saving Club - Proposed new site plan for rebuild showing main pavilion building and storage shed building
Attachment D – Taylors Mistake Surf Life Saving Club – Elevation Drawings and 3D Views of proposed new pavilion and storage garage
Attachment E

Item No.: 11

Reference: 19/603520
Presenter(s): Diana Saxton, Community Recreation Adviser

1. Purpose of Report

1.1 The purpose of this report is for the Waikura/Linwood-Central-Heathcote Community Board to consider an application for funding from Linwood-Central-Heathcote 2019/20 Discretionary Response Fund from the organisation(s) listed below.

<table>
<thead>
<tr>
<th>Funding Request Number</th>
<th>Organisation</th>
<th>Project Name</th>
<th>Amount Requested</th>
<th>Amount Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>00059436</td>
<td>Sumner Community Residents Association</td>
<td>Safer Sumner Crime Camera</td>
<td>$16,187</td>
<td>$0</td>
</tr>
</tbody>
</table>

1.2 The 2019/20 Discretionary Response Fund currently has a balance of $0. The Board will be considering the Linwood-Central-Heathcote Discretionary Response Fund at the Board’s 5 August 2019 meeting.

2. Staff Recommendations

That the Waikura/Linwood-Central-Heathcote Community Board:

1. Declines a grant of $16,187 from its 2019/20 Discretionary Response Fund to Sumner Community Residents’ Association towards purchasing and installing a crime camera.

3. Key Points

3.1 The Safer Sumner Group under the auspices of the Sumner Community Residents Association aim to discourage crime in Sumner and to support Police with identification of suspicious, unlawful behaviour by installing compliant crime cameras and signage to the entrance to Sumner. However, the placement and procurement of crime cameras is a Police matter and community fundraising is not an option.

Strategic Alignment

3.2 Safer Christchurch Strategy.

Decision Making Authority

3.3 The Community Board has the delegated authority to determine the allocation of the Discretionary Response Fund for each community

3.3.1 Allocations must be consistent with any policies, standards or criteria adopted by the Council

3.3.2 The Fund does not cover:

- Legal challenges or Environment Court challenges against the Council, Council Controlled organisations or Community Board decisions
Projects or initiatives that change the scope of a Council project or that will lead to ongoing operational costs to the Council (though Community Boards can recommend to the Council that it consider a grant for this purpose).

Assessment of Significance and Engagement

3.4 The decision(s) in this report is of low significance in relation to the Christchurch City Council’s Significance and Engagement Policy.

3.5 The level of significance was determined by the number of people affected and/or with an interest.

3.6 Due to the assessment of low significance, no further community engagement and consultation is required.

Discussion

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

<table>
<thead>
<tr>
<th>Total Budget 2019/20</th>
<th>Granted To Date</th>
<th>Available for allocation</th>
<th>Balance If Staff Recommendation adopted</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

3.8 Based on the current Discretionary Response Fund criteria, the application listed above is not eligible for funding.

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

Attachments

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>Safer Sumner Crime Camera Decision Matrix</td>
<td>91</td>
</tr>
</tbody>
</table>

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>Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diana Saxton - Community Recreation Advisor</td>
<td>Arohanui Grace - Manager Community Governance, Linwood-Central-Heathcote</td>
</tr>
</tbody>
</table>
## 2019/20 DRF LINWOOD-CENTRAL-HEATHCOTE DECISION MATRIX

### Item No.: 12

<table>
<thead>
<tr>
<th>Priority</th>
<th>Description</th>
<th>Organisation Name</th>
<th>Name and Description</th>
<th>Funding History</th>
<th>Request Budget</th>
<th>Staff Recommendation</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>Meets all eligibility criteria and contributes significantly to Funding Outcomes and Priorities. Highly recommended for funding.</td>
<td>Sumner Community Residents Association</td>
<td>Safer Summer Crime Cameras</td>
<td>2018/19 - $17,000 (Wages, Materials) SCF LCH</td>
<td>Total Cost</td>
<td>$20,013</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td>Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.</td>
<td></td>
<td></td>
<td>2017/18 - $13,750 (Wages) SCF LCH</td>
<td>Requested Amount</td>
<td>$16,187</td>
<td>That the Waikura/Linwood-Central-Heathcote Community Board decline the request by Sumner Community Residents Association for the purchase and installation of a crime camera.</td>
</tr>
<tr>
<td>Two</td>
<td>Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.</td>
<td></td>
<td></td>
<td>2017/18 - $250 (Event Costs) LBHF LCH</td>
<td>Other Sources of Funding</td>
<td>$3,826 - Give a Little Page</td>
<td>4</td>
</tr>
<tr>
<td>Three</td>
<td>Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.</td>
<td></td>
<td></td>
<td>2017/18 - $7,000 (Equipment) DRF LCH</td>
<td></td>
<td>Further fundraising as required</td>
<td></td>
</tr>
<tr>
<td>Four</td>
<td></td>
<td></td>
<td></td>
<td>2016/17 - $1,000 (Event Costs) SCF HF</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Organisation Details:
- Service Base: 57 Nayland Street, Sumner<br>
- Legal Status: Incorporated Society<br>
- Established: 22/11/2002<br>
- Staff – Paid: 1<br>
- Volunteers: 10<br>
- Annual Volunteer Hours: 100<br>
- Participants: 4,000<br>
- Target Groups: Community, businesses, older adults, youth<br>
- Networks: Volunteering Canterbury

### Alignment with Council Strategies and Board Objectives
- Safer Christchurch Strategy
- Alignment with Council Funding Objectives
  - Enhance community and neighbourhood safety
  - Foster collaborative responses

### How Much Will The Project Cost? (Measures)
Purchase and install compliant security cameras.

### How Will Participants Be Better Off?
Residents may have increased security for their belongings and anti-social driving behaviour may be identified.

### Staff Assessment
This project is recommended as a Priority Four as the placement and procurement of crime cameras is a Police matter.

Safer Summer is an informal group formed by three concerned residents of Sumner. The Sumner Community Residents Association supports the group and acts as the financial umbrella organisation for this project.

The group was formed due to a home invasion incident and numerous thefts of vehicles, trailers, boats etc. The group also state there has been an increase in “joy racing” in Sumner that residents are concerned about. Another concern of the group is that there is no longer a resident Police Officer or Police Station in Sumner and it takes time for Police to respond to an incident.

From a police perspective the cameras may be effective in helping to solve crime. As well as using the cameras for evidential purposes the cameras are used by the Police to react to incidents as they are happening. This helps with assessing situations when incidents are reported and deciding what response is necessary in a timely manner.

Safer Summer and the Sumner Community Residents Association may wish to explore other measures to encourage safety and security for concerned Summer residents.
13. Elected Members’ Information Exchange

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