

**Waimāero**  
**Fendalton-Waimairi-Harewood Community Board**  
**AGENDA**

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**Notice of Meeting:**

An ordinary meeting of the Waimāero Fendalton-Waimairi-Harewood Community Board will be held on:

**Date:** Monday 14 June 2021  
**Time:** 4.30pm  
**Venue:** Boardroom, Fendalton Service Centre,  
Corner Jeffreys and Clyde Roads, Fendalton

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**Membership**

Chairperson	Bridget Williams
Deputy Chairperson	David Cartwright
Members	Linda Chen
	James Gough
	Aaron Keown
	Sam MacDonald
	Jason Middlemiss
	Shirish Paranjape
	Mike Wall

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8 June 2021

Maryanne Lomax  
Manager Community Governance, Fendalton-Waimairi-Harewood  
941 6730  
maryanne.lomax@ccc.govt.nz  
[www.ccc.govt.nz](http://www.ccc.govt.nz)

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

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# Developing Resilience in the 21st Century

Strategic Framework

Whiria ngā whenu o ngā papa,  
honoa ki te maurua tāukiuki  
Bind together the strands of each mat and join  
together with the seams of respect and reciprocity

## Ōtautahi-Christchurch is a city of opportunity for all

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

### Principles

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

<p><b>Resilient communities</b></p> <p>Strong sense of community Active participation in civic life Safe and healthy communities Celebration of our identity through arts, culture, heritage, sport and recreation Valuing the voices of all cultures and ages (including children)</p>	<p><b>Liveable city</b></p> <p>Vibrant and thriving city centre Sustainable suburban and rural centres A well connected and accessible city promoting active and public transport Sufficient supply of, and access to, a range of housing 21st century garden city we are proud to live in</p>	<p><b>Healthy environment</b></p> <p>Healthy water bodies High quality drinking water Unique landscapes and indigenous biodiversity are valued and stewardship exercised Sustainable use of resources and minimising waste</p>	<p><b>Prosperous economy</b></p> <p>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</p>
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### Strategic Priorities

<p><b>Enabling active and connected communities to own their future</b></p>	<p><b>Meeting the challenge of climate change through every means available</b></p>	<p><b>Ensuring a high quality drinking water supply that is safe and sustainable</b></p>	<p><b>Accelerating the momentum the city needs</b></p>	<p><b>Ensuring rates are affordable and sustainable</b></p>
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**Ensuring we get core business done while delivering on our Strategic Priorities and achieving our Community Outcomes**

Engagement with the community and partners	Strategies, Plans and Partnerships	Long Term Plan and Annual Plan	Our service delivery approach	Monitoring and reporting on our progress
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Part A	Matters Requiring a Council Decision
Part B	Reports for Information
Part C	Decisions Under Delegation

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## TABLE OF CONTENTS

C	1.	Apologies Ngā Whakapāha .....	4
B	2.	Declarations of Interest Ngā Whakapuaki Aronga .....	4
C	3.	Confirmation of Previous Minutes Te Whakaāe o te hui o mua .....	4
B	4.	Public Forum Te Huinga Whānui .....	4
B	5.	Deputations by Appointment Ngā Huinga Whakaritenga.....	4
B	6.	Presentation of Petitions Ngā Pākikitanga .....	4
C	7.	Correspondence .....	11

## STAFF REPORTS

C	8.	Apollo Project Centre - RFP process and Community Feedback.....	15
B	9.	Waimāero Fendalton-Waimairi-Harewood Community Board Area Report - June 2021 .....	73
B	10.	Elected Members' Information Exchange Te Whakawhiti Whakaaro o Te Kāhui Amorangi.....	86

## 1. Apologies Ngā Whakapāha

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

## 2. Declarations of Interest Ngā Whakapuaki Aronga

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

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

That the minutes of the Waimāero Fendalton-Waimairi-Harewood Community Board meeting held on [Monday, 31 May 2021](#) be confirmed (refer page 5).

## 4. Public Forum / Te Huinga Whānui

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

There were no public forum requests received at the time the agenda was prepared

## 5. Deputations by Appointment Ngā Huinga Whakaritenga

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

### 5.1 Mr Ian McInnes

Mr McInnes, local resident, will speak to the Board regarding the future of the Apollo Project Centre.

## 6. Presentation of Petitions Ngā Pākikitanga

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

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**Waimāero**  
**Fendalton-Waimairi-Harewood Community Board**  
**OPEN MINUTES**

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**Date:** Monday 31 May 2021  
**Time:** 4.30pm  
**Venue:** Boardroom, Fendalton Service Centre,  
Corner Jeffreys and Clyde Roads, Fendalton

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**Present**

Chairperson	Bridget Williams
Deputy Chairperson	David Cartwright
Members	Linda Chen
	Aaron Keown
	Sam MacDonald
	Jason Middlemiss
	Shirish Paranjape
	Mike Wall

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31 May 2021

Maryanne Lomax  
Manager Community Governance, Fendalton-Waimairi-Harewood  
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**Part A Matters Requiring a Council Decision**

**Part B Reports for Information**

**Part C Decisions Under Delegation**

The agenda was dealt with in the following order.

## 1. Apologies Ngā Whakapāha

**Part C**

### Community Board Resolved FWHB/2021/00043

That the apology for absence received from James Gough be accepted.

Sam MacDonald/David Cartwright

Carried

## 2. Declarations of Interest Ngā Whakapuaki Aronga

**Part B**

There were no declarations of interest recorded.

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

**Part C**

### Community Board Resolved FWHB/2021/00044

That the minutes of the Waimāero Fendalton-Waimairi-Harewood Community Board meeting held on Monday, 17 May 2021 be confirmed.

David Cartwright/Linda Chen

Carried

## 4. Public Forum Te Huinga Whānui

**Part B**

### 4.1 Christchurch Disc Golf Incorporated

Paul Deacon, Chairman, Christchurch Disc Golf Incorporated updated the Board on the group's activities and emphasised the health and other benefits of Disc Golf. Mr Deacon spoke about the increase in popularity of the game and the group's desire to expand the number of courses across the city.

Mr Deacon advised that the group is currently working with the Council to develop signage to improve safety and to identify measures to address the environmental impacts of the game on parks.

After questions from members, the Chairperson thanked Mr Deacon for his presentation.

## 5. Deputations by Appointment Ngā Huinga Whakaritenga

**Part B**

There were no deputations by appointment.

## 6. Presentation of Petitions Ngā Pākikitanga

### Part B

There was no presentation of petitions.

## 7. 107-111 Aikmans Road - Proposed No Stopping Restrictions

**Community Board Resolved FWHB/2021/00045 (Original officer recommendation accepted without change)**

### Part C

That the Waimāero Fendalton-Waimairi-Harewood Community Board:

1. Approves, Pursuant to Clause 7 of the Christchurch City Council Traffic and Parking Bylaw 2017, that the stopping of vehicles be prohibited at all times generally in accordance with that shown on the plan provided as **Attachment A** to this report ('111 Aikmans Road', Plan TG139133, dated 1/5/2021) and detailed in recommendations 1a and 1b below:
  - a. That the stopping of vehicles is prohibited at all times on the north side of Aikmans Road commencing at the prolongation of the western kerb of Akela Street, and extending in a westerly direction for a distance of 18.0 metres.
  - b. That the stopping of vehicles is prohibited at all times on the north side of Aikmans Road commencing at a point 24.0 metres west of the prolongation of the western kerb of Akela Street, and extending in a westerly direction for a distance of 8.0 metres.
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 resolution 1a and 1b above.
3. That these resolutions take effect when parking signage and/or road markings that evidence the restrictions described in the staff report are in place (or removed in the case of revocations).

Aaron Keown/David Cartwright

Carried

## 8. Waimaero/Fendalton-Waimairi-Harewood 2020-21 Discretionary Response Fund Applications, Papanui Community Toy Library, St Albans Residents Association.

### Officer Recommendations / Ngā Tūtohu

That the Waimāero Fendalton-Waimairi-Harewood Community Board:

1. Approves a grant of \$3,000 from its 2020-21 Discretionary Response Fund to the Papanui Community Toy Library towards the Supervisor's wages.
2. Approves a grant of \$1,000 from its 2020-21 Discretionary Response Fund to the St Albans Residents Association towards the Centre Manager's wages.

**Community Board Resolved FWHB/2021/00046**

**Part C**

That the Waimāero Fendalton-Waimairi-Harewood Community Board:

1. Approves a grant of \$3,000 from its 2020-21 Discretionary Response Fund to the Papanui Community Toy Library towards the Supervisor's wages.

Aaron Keown/Shirish Paranjape

Carried

**Community Board Resolved FWHB/2021/00047**

**Part C**

That the Waimāero Fendalton-Waimairi-Harewood Community Board:

1. Declines a grant of \$1,000 from its 2020-21 Discretionary Response Fund to the St Albans Residents Association towards the Centre Manager's wages.

Sam MacDonald/Jason Middlemiss

Carried

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

**Part B**

Board members exchanged information on the following:

- 11.1** Attending the launch of the Christchurch Community Church, formerly Christchurch Chinese Church.
- 11.2** The current wet weather event and associated flooding.

**Meeting concluded at 4.45pm.**

**CONFIRMED THIS 14th DAY OF June 2021.**

**BRIDGET WILLIAMS  
CHAIRPERSON**



Unconfirmed



## 7. Correspondence

Reference Te Tohutoro: 21/655105

Report of Te Pou Matua: Maryanne Lomax, Community Governance Manager

General Manager Mary Richardson, General Manager Citizens and Community,

Pouwhakarae: mary.richardson@ccc.govt.nz

### 1. Purpose of Report Te Pūtake Pūrongo

Correspondence has been received from:

Name	Subject
Sarah Pallett, MP for Ilam	Cycle/Pedestrian Path through Cobham Intermediate School

### 2. Officer Recommendations Ngā Tūtohu

That the Fendalton-Waimairi-Harewood Community Board:

1. Receive the letter from Sarah Pallett, MP for Ilam, in the Correspondence Report dated 14 June 2021.

### Attachments Ngā Tāpirihanga

No.	Title	Page
A <a href="#">↓</a>	Sarah Pallett letter to Fendalton Waimairi Harewood Community Board re Cobham Pathway	12



**Sarah Pallett**

MP for Ilam

0800 Sarah 4 Ilam

0800 727 244

[sarah.ilamMP@parliament.govt.nz](mailto:sarah.ilamMP@parliament.govt.nz)

Freepost PO Box 18 888

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Wellington 6160

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30 April 2021

Bridget Williams

Waimāero/Fendalton-Waimairi-Harewood Community Board

Sent via email: [bridget.williams@ccc.govt.nz](mailto:bridget.williams@ccc.govt.nz) CC: [Maryanne.Lomax@ccc.govt.nz](mailto:Maryanne.Lomax@ccc.govt.nz)

Dear Bridget,

Thank you for your letter on 27 April.

Since our meeting on 29 March, where I raised the need to preserve the access way through the Cobham Intermediate, Burnside Primary and Allenvale School satellite site, I have since met with Ministry of Education staff.

I am pleased to report the Ministry is keen to work with the schools, Community Board, Council and other stakeholders to actively consider options for a new access way for walking and cycling as part of the project.

Due to the layout of the school redevelopment the access way will need to be moved. The most cost effective and appropriate options are being considered.

The path reinstatement is likely to come near the end of the project which is scheduled to be completed in late 2023.

Although it is not technically within their remit, during our discussions the Ministry has indicated that it is open to funding the reasonable costs of relocating the walkway. The Ministry agrees that the walkway is of considerable benefit to the community, and officials have been receptive to my suggestion that a combined funding approach be considered, in order to achieve the best possible outcome.

It is my suggestion that the walkway itself be funded by the Ministry, with lighting being provided either by the Community Board or Council. I personally feel that this is a very pragmatic and fair solution that will be of enormous benefit to our community.

As you are aware, the current path is closed to allow the construction of the two new schools and the satellite provision of the third school to be built, the immediate concern is keeping pedestrians and cyclists off school grounds during school hours whilst allowing for them to safely move through the site outside school hours.



Authorised by Sarah Pallett MP,  
Parliament Buildings, Wellington



I will be speaking with Principal Norgate on the best way to achieve this for the duration of the redevelopment.

I am happy to facilitate a meeting with the Board, Ministry of Education staff, and Principal Eddie Norgate to discuss plans moving forward.

I am heartened by the positive engagement from the Board and look forward to working together on this and future issues for the benefit of our local community.

Ngā mihi nui



Sarah Pallett  
MP for Ilam



## 8. Apollo Project Centre - RFP process and Community Feedback

Reference / Te Tohutoro: 21/607352

Report of / Te Pou David Bailey, Manager Recreation and Sports Services

Matua: david.bailey@ccc.govt.nz

General Manager / Mary Richardson, General Manager Citizens & Community

Pouwhakarae: mary.richardson@ccc.govt.nz

### 1. Purpose of the Report / Te Pūtake Pūrongo

- 1.1 The purpose of this report is to receive a decision from the Community Board whether to progress with the Request for Proposal (RfP) process for the Apollo Project Centre located to the west of the Jellie Park Recreation and Sport Centre. This report has been written in response to the Community Board's direction to implement an engagement process with potential facility users and the community.
- 1.2 The decision in this report is of low significance in relation to the Christchurch City Council's Significance and Engagement Policy. The level of significance was determined by the small area of Christchurch affected and the minor impact on the wider community.

### 2. Officer Recommendations / Ngā Tūtohu

That the Waimāero Fendalton-Waimairi-Harewood Community Board:

1. Approve the completion of the Apollo Project Centre Request for Proposal process.
2. Request staff identify whether there are potential mitigations for the issues raised through the community consultation.

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

- 3.1 A preliminary RfP process received a number of interested community based recreation and sport entities who self-identify that they met the RfP criteria. The criteria included:
  - 3.1.1 Permitted Activity – aligned with the Jellie Park Management Plan and Christchurch District Plan.
  - 3.1.2 Ownership structure – not for profit requirement within the Reserves Act, 1977.
  - 3.1.3 Regional Development Plans – alignment with strategic plans.
  - 3.1.4 Financial Ability – ability to fund all operational, maintenance, asset management of the facility and carpark.
  - 3.1.5 Future Removal – ability to create a fund to remove the asset at the conclusion of the lease.
  - 3.1.6 Resource Consent – confirm the planned activity aligns with current resource consent, or are able to seek permission for change to the resource consent.
- 3.2 The community views and preferences have been received regarding the potential to lease the facility to a community based recreation and sport entity post the current owner, High Performance Sport, relocating to Parakiore Recreation and Sport Centre once this facility is opened. Of the 26 responses, 11 supported the potential continuation of the facility and services, five did not, and 10 indicated their view depended upon issues being resolved. The

issues were primarily based on parking and traffic issues on Chateau Drive and Matisse Place. Further detail regards the community views and preferences are attached including staff responses to the queries.

#### 4. Alternative Options Considered / Ētahi atu Kōwhiringa

- 4.1 Staff, elected members and the current owners of the facility have discussed removing the facility as initially planned, once the current owners relocate to Parakiore. The consensus was to investigate whether a community based recreation and sport entity would be interested and capable of taking full responsibility for the facility, and find out what the community views and preferences would be regarding this option, prior to any decision being made about the future of the building.
- 4.2 The facility would be deconstructed post High Performance Sport relocating to Parakiore, if no suitable community based entity meets the criteria, and/or post community consultation the Community Board determines that a lease not be granted.
- 4.3 The advantages of this approach:
  - 4.3.1 Achieves alignment with Council's Physical Recreation and Sport Strategy objective 1.1.2 manage, maintain and redevelop existing facilities to meet the current and future participation expectations and trends wherever possible.
  - 4.3.2 There is no current or future Capex or Opex cost to Council.
- 4.4 The disadvantages of this approach:
  - 4.4.1 SportNZ will incur circa \$315,000 of costs to deconstruct the facility.

#### 5. Detail / Te Whakamahuki

- 5.1 The Apollo Project Centre is a 2,000m<sup>2</sup> recreation and sport facility located on Jellie Park to the west of the Jellie Park Recreation and Sport Centre. The facility was constructed in 2013 to provide a base for high performance athletes following the Earthquake destruction of the QEII Recreation and Sport Centre, and is owned by SportNZ. The permission for land occupation, and construction of the facility, occurred within the earthquake emergency legislation framework. The intent was for the facility to be temporary and for it to be removed by SportNZ once Parakiore was completed and the athletes and their support services were relocated to this facility.
- 5.2 Staff, elected members and the current owners of the facility have discussed removing the facility as initially planned once the current owners relocate to Parakiore. The consensus was to investigate whether a community based recreation and sport entity would be interested and capable of taking full responsibility for the facility, and what the community views and preferences would be about this option, prior to any decision being made about the future of the building by the Community Board.
- 5.3 A preliminary Request for Proposal process and an initial consultation with the community has occurred.
- 5.4 The Council received nine preliminary RFPs from a range of recreation and sporting interests. These RFPs included options for partnerships, to provide use of the facility during the day, to be inclusive, provide opportunities to those currently not recreating, to provide services not currently met or well served within this community or Christchurch.
- 5.5



- 5.6 The community consultation received 26 responses. Eleven supported the potential continuation of the facility and services, five did not, and 10 indicated their view depended upon issues being resolved. These issues primarily were based on parking and traffic issues on Chateau Drive and Matisse Place.
- 5.7 A more detailed analysis of community views is in Attachment B. Submissions can be viewed in Attachment C, and Project Team responses to issues and questions raised during consultation in Attachment D.
- 5.8 If the Community Board supports the staff recommendation to complete a full and robust RFP (Part B) then the following criteria would be used to consider and recommend a preferred applicant.
  - 5.8.1 Demonstrate alignment with Council, community and national strategies & priorities.
  - 5.8.2 Meet Traffic Management requirements and minimise potential impacts.
  - 5.8.3 Provide a sustainable financial model.
  - 5.8.4 Align with the permitted activities within the Activity Management Plan and Resource Consent.
- 5.9 Following the Part B RFP, the Reserves Act 1977 defines a public notice and hearings process prior to the Community Board deciding whether to lease the facility or facility footprint (refer page 20 of the attached RFP).
- 5.10 Staff are completing further investigation to determine whether the facility would be gifted to the Council or the potential community provider.
- 5.11 The decision affects the following wards/Community Board areas:
  - 5.11.1 Waimaero Fendalton-Waimairi-Harewood.

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

### **Strategic Alignment /Te Rautaki Tīaroaro**

- 6.1 The option of a community based recreation and sport entity owning and operating the Apollo Project Centre aligns with two of Council's strategic priorities:
  - 6.1.1 Enabling active and connected communities to own their future.
  - 6.1.2 Ensuring rates are affordable and sustainable.
- 6.2 The option of enabling the facility to be used by a community based recreation and sport entity aligns with Goal 1 of the Physical Recreation and Sport Strategy 2022. Specifically Goal 1 – Facilities and Environment: A safe physical environment that encourages participation in recreation and sport.
  - 6.2.1 Objective 1.1.2 within this goal identifies the strategy to 'manage, maintain and redevelop existing facilities to meet the current and future participation expectations and trends wherever possible'.
- 6.3 This report supports the [Council's Long Term Plan \(2018 - 2028\)](#):
  - 6.3.1 Activity: Recreation, Sport, Community Arts & Events.
    - Level of Service: 7.0.3.1 Support citizen and partner organisations to develop, promote and deliver recreation and sport in Christchurch. - 4,000 of hours of staff support provided to 100 community organisations.

### **Policy Consistency / Te Whai Kaupapa here**

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

### **Impact on Mana Whenua / Ngā Whai Take Mana Whenua**

6.5 The site is not of significance to mana whenua.

### **Climate Change Impact Considerations / Ngā Whai Whakaaro mā te Āhuarangi**

6.6 It is judged that the continued existence of this facility and its services would have a negligible impact on climate change.

### **Accessibility Considerations / Ngā Whai Whakaaro mā te Hunga Hauā**

6.7 The facility currently has accessible parking, building access and internal services.

## **7. Resource Implications / Ngā Hīraunga Rauemi**

### **Capex/Opex / Ngā Utu Whakahaere**

- 7.1 Cost to Implement – the implementation of a lease to a community based recreation and sport entity requires staff time to process the investigation.
- 7.2 Maintenance/Ongoing costs – there would be no ongoing costs to Council.
- 7.3 Funding Source – the current costs are being delivered within current Opex budget for staff resource to complete the investigation.

## **8. Legal Implications / Ngā Hīraunga ā-Ture**

### **Statutory power to undertake proposals in the report / Te Manatū Whakahaere Kaupapa**

8.1 The authority to administer the potential lease of the facility is governed by the Reserves Act 1977 and the Local Government Act 2002.

### **Other Legal Implications / Ētahi atu Hīraunga-ā-Ture**

- 8.2 This RfP is being completed in partnership with SportNZ, the facility owner. SportNZ are finalising the process for gifting of the facility should a new owner is found to the satisfaction of the Council.
- 8.3 SportNZ currently have permission/lease for the location under the earthquake legislation until June 2021. They are completing a process with the Council's Parks Unit to seek permission for the facility to remain on the park until they relocate their services to Parakiore.
- 8.4 A range of property related matters, as directed by the Reserves Act 1977 are being managed within the RfP process and any potential subsequent leasing decision.
- 8.5 This report has been reviewed and approved by the Legal Services Unit.

## **9. Risk Management Implications / Ngā Hīraunga Tūraru**

9.1 The risks related to this work are being successfully managed through engagement with relevant partners internally and externally, including a clearly communicated process and responsibility for decision making. The partners include the community, potential future facility users, SportNZ, and internal Council expertise (eg. Property, Finance, Legal, Engagement etc).

## Attachments / Ngā Tāpirihanga

No.	Title	Page
A <a href="#">↓</a>	Request for Proposal Apollo Project Centre	20
B <a href="#">↓</a>	Apollo Project Centre community views and preferences 2021 05 23	60
C <a href="#">↓</a>	Apollo Project Centre consultation community submissions	62
D <a href="#">↓</a>	Apollo Projects Centre Community Consultation Questions and Responses 2021-05-21	69

Additional background information may be noted in the below table:

Document Name	Location / File Link

## Confirmation of Statutory Compliance / Te Whakatūturutanga ā-Ture

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

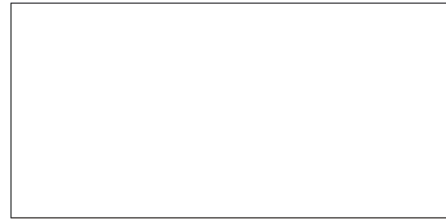
(a) This report contains:

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

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

## Signatories / Ngā Kaiwaitohu

<b>Authors</b>	David Bailey - Manager Recreation & Sports Services Trish Pepperell - Lead Sports Business Analyst Jennie Hamilton - Engagement Advisor
<b>Approved By</b>	Nigel Cox - Head of Recreation, Sports & Events Mary Richardson - General Manager Citizens & Community



# REQUEST FOR PROPOSAL

## Requests for Proposal (Part A) for the Ownership or Lease of the Apollo Projects Centre based at Jellie Park, 295 Ilam Road

**RFP Number** 23955589

**Date of issue:** Wednesday, 24 February 2021

**Closing Date and Time:** 12:00 Midday Wednesday 14<sup>th</sup> April 2021

**Electronic submission of Response must be uploaded to:** [www.gets.govt.nz](http://www.gets.govt.nz)

**RFP information contact person:** Julian Clark  
Julian.clark@ccc.govt.nz



## Table of Contents

The Opportunity .....	3
1.1 Introduction .....	3
1.2 Description of the property.....	4
1.3 What we are looking for in a Community based Recreation Provider .....	12
Permitted activities .....	14
Resource Consent .....	15
Estimated Lease and Outgoing Costs, (not including – Plant and building Asset replacements) .....	15
Building Assets .....	16
Facility Removal.....	16
1.4 Why should you submit a Response? .....	17
1.5 About us .....	18
1.6 Respondent Acknowledgment Form .....	18
1.7 Request for Proposal.....	18
1.8 Process.....	19
1.9 Indicative timeline.....	20
1.10 How to contact the Council.....	21
1.11 Developing your Proposal .....	22
1.12 Submitting your Proposal .....	22
Our Requirements .....	23
2.1 What do you need to include in your Proposal? .....	23
Evaluating your responses.....	24
3.1 Evaluation criteria .....	24
3.2 Evaluation Model.....	25
RFP Terms and Conditions .....	26
4.1 Preparing a Proposal.....	26
4.2 Communications during the RFP process.....	26
4.3 Submission of Proposals .....	27
4.4 Reservation of Council's rights.....	28
4.5 No obligations.....	28
4.6 Notification of Acceptance.....	28
4.7 General information .....	29
4.8 Definitions.....	30
Appendix 1– Key Information required from Respondents .....	32
Appendix 2 – Form of Proposal .....	33
Appendix 3 – Financial Declarations .....	38
Appendix 4 – Conflict of Interest Declaration .....	39

Christchurch City Council

# 1. The Opportunity

## The Opportunity

### 1.1 Introduction

Christchurch City Council (*Council*) is seeking the submission of proposals for community and not-for-profit groups who are interested in providing recreation services from the Apollo Projects Centre facility based at Jellie Park. This is an opportunity to access, manage and take responsibility for the facility.

Within this opportunity, there are two options for providing recreational services:

#### Option 1-

- The building to be owned and operated by the successful respondent (The tenant) by way of a gift of the building from Sport NZ to the provider and a ground lease granted by Council under s54 of the Reserves Act, 1977 \*<sup>1</sup>

#### Option 2-

- The building owned by Council and leased to and operated by the successful respondent (The Tenant).

*\* <sup>1</sup>building ownership will be subject to appropriate Council approval and ensuring it meets all conditions of the Jellie Park Management Plan. This is outlined further in the proposal.*

**Note: Due to the economic situation currently, there is no Funding in Councils long term planning to contribute to grants, operational or capital costs for the Apollo Projects Centre and it is an expectation / condition of options 1 and 2 that all ongoing operational expenses, maintenance, asset management, plant and building renewals and the removal of the building on expiry of the lease will be the responsibility of the user group and it is expected that use of the facility will be at no (cost neutral) to Council.**

The RFP process will take place in two parts (outlined in further detail on Page 18):

- Part A will involve the respondents expression of interest in this proposal, outlining their intentions and ability to meet **ALL** criteria outlined in this RFP
- Part B, if continued, will be published through GETS and include a thorough and detailed submission requirement, including draft operational model, budget and past annual reports. Council will score these responses using a set of weighted attribute criteria.

Following Part A (the first stage), a community engagement will occur in line with the Reserves Act, 1977 to seek the views and preferences of local community regarding the continued presence and use of this facility for recreation services as allowed for in the Jellie Park Management Plan.

The Waimāero/Fendalton-Waimairi-Harewood Community Board (who has delegated authority to make the decision) can then decide in principle whether to continue to the second part of the RFP.

Following the RFP process, if a successful community recreation provider has been found further approvals to grant the Lease are required:

1. The Waimāero/Fendalton-Waimairi-Harewood Community Board (who has the Delegation to approve or decline the granting of this lease on behalf of Council); and
2. The Council Chief Executive (CE) (who has delegated authority from the Minister of Conservation)

will make a decision whether to approve the lease based on Section 54 (1)(b) of the Reserves Act, 1977.

Any agreement entered into with a preferred community recreation provider will be conditional on the lease being approved by Council (under Community Board delegation) and the Minister (under Council CE delegation).

#### **Site Visits**

It should be noted that the facility is not currently a publicly accessible site and any viewing of the facility is strictly by appointment only. This can be arranged through the contact person listed within this proposal.

#### **1.2 Description of the property**

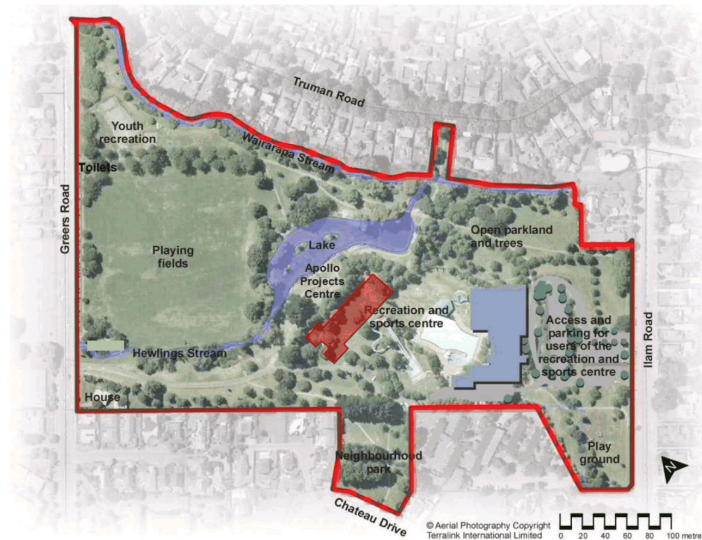
The area includes The Apollo Projects Centre Building and associated 24 carparks, located behind Jellie Park Recreation and Sport Centre on Jellie Park Reserve at 295 Ilam Road, Burnside.

The building is currently owned by Sport NZ and occupied by High Performance Sport NZ as their High Performance Sport Centre. Following the Canterbury Earthquakes of 2010 and 2011, Sport NZ were granted permission under the Canterbury Earthquake Order to establish a temporary sports facility at Jellie Park. The Apollo Projects centre was opened in May 2013.

The new Christchurch Metro Sports Facility has dedicated space for High Performance Sport NZ, who intend to move there when the facility opens in late 2022. Once High Performance Sport NZ move to the new Christchurch Metro Sports Facility they will no longer have a use for the Apollo Projects Centre building, Sport NZ then wish to gift the Apollo Projects Centre building at the end of their lease to an alternative provider of recreational services.

#### **Location**

The management area is located on Jellie Park Reserve at 295 Ilam Road, Burnside as shown on the map below:



The Apollo Projects Centre complements a range of facilities and recreation activities located on the park. Amenities include a playground, Skate Park, large playing field and an aquatic facility, providing the opportunity for walking, competitive sports, outdoor play and recreation as well as a range of programmes and activities at the Jellie Park Recreation and Sport Centre.

Vehicle access is available from Ilam Road only, however the building is also accessible by foot or bike from Greers Road and other park entrances.

#### Surrounding area

The surrounding area is predominantly residential in nature, comprising of dwellings, schools, kindergartens and other activities. There are four schools within the vicinity of the site, including Burnside High School and Cobham Intermediate which are located opposite the park on either side.

#### The building

The 2,150sqm building was built as a fit-for-purpose high performance centre and includes the following facilities/amenities:

- Reception area
- Administration office
- Meeting spaces, physiotherapy and medical consulting rooms
- Full size netball court
- Strength and conditioning gym
- 40m running Track
- Recovery areas and an athletes lounge including Kitchen servery
- Showers and general amenities

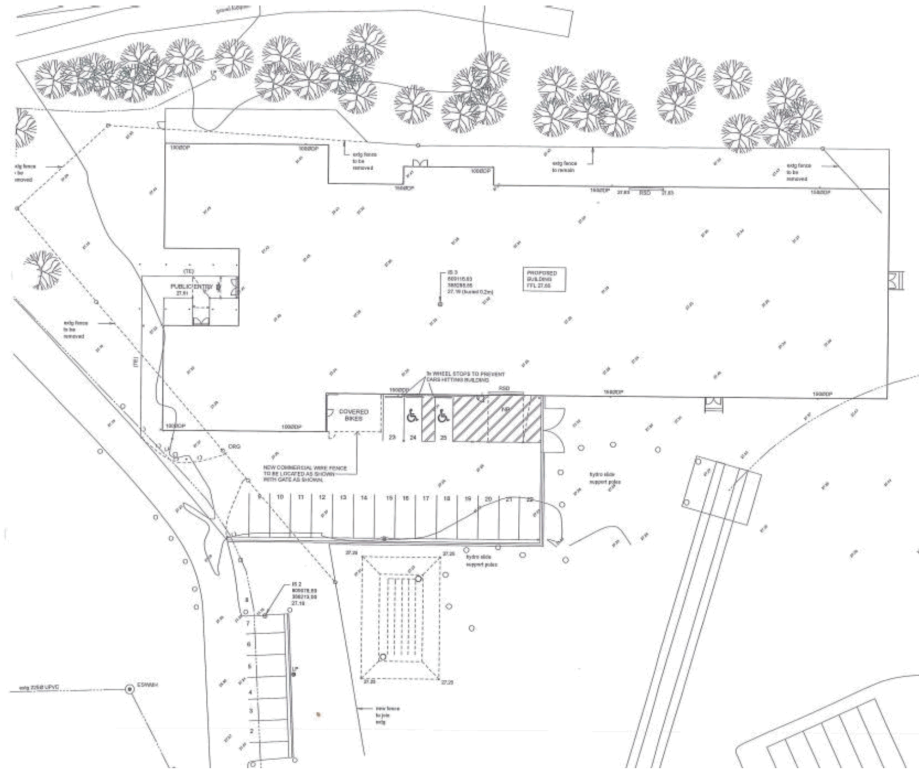
Internally these facilities may be retained or reconfigured with appropriate approval and discussion with relevant parties.

Additionally, the outdoor area of approx. 1,850m<sup>2</sup> provides 24 car parking spaces and a secure cycle parking area for 20 bicycles. Vehicle access to the facility is along an existing driveway from Ilam Road.

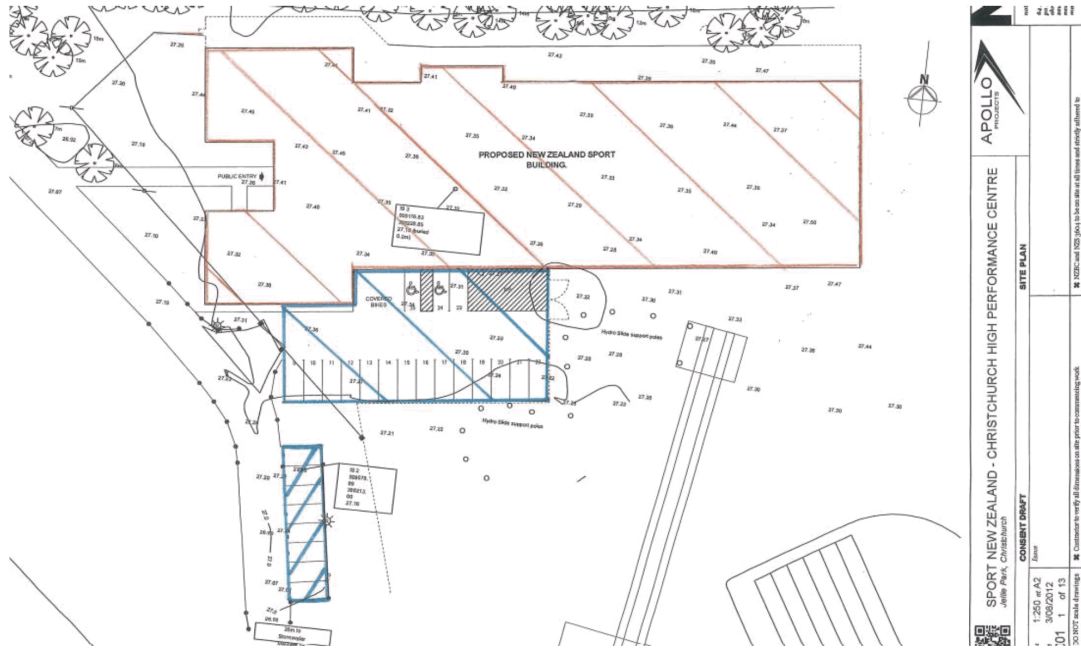


The Apollo Projects Centre was created as a temporary building and has an estimated lifespan of up to 33 years. Please note that at the end of the buildings life or the lease expiry (whichever is sooner), the building will be removed by the occupier. Further detail on the removal of the building is outlined below.

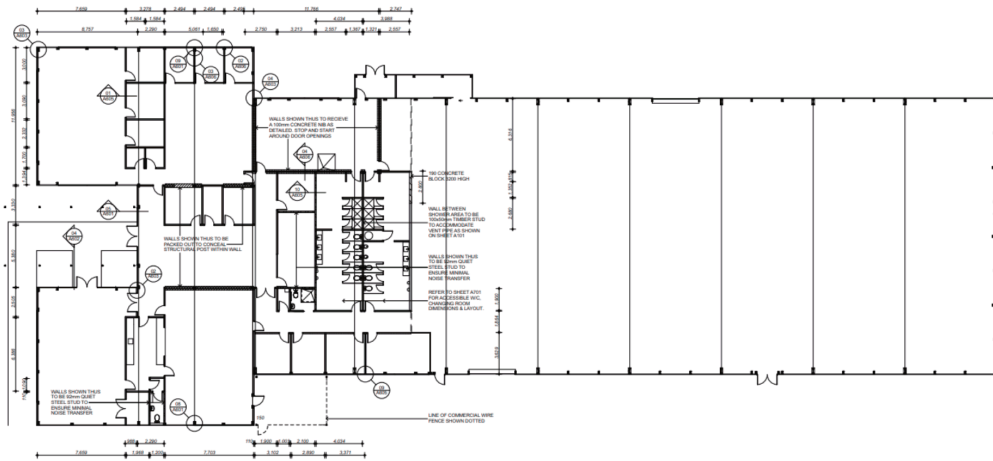
**Apollo project centre plan**

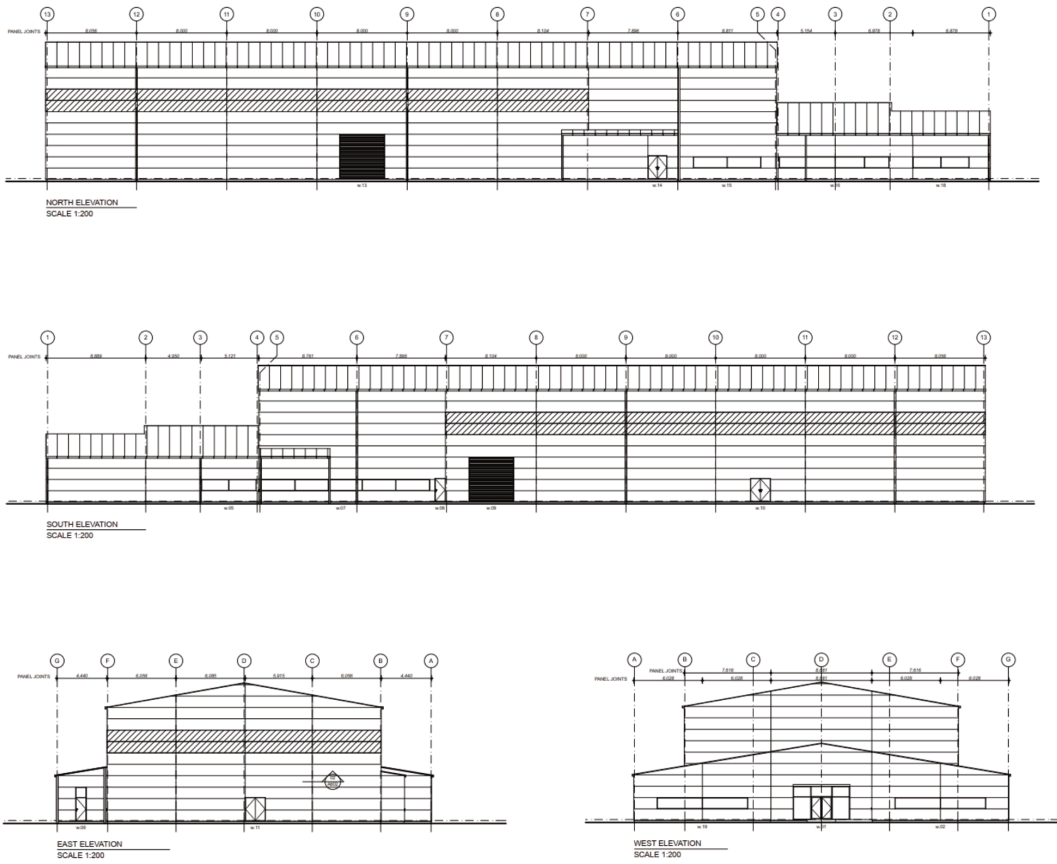


Apollo project centre Building and Carparking areas



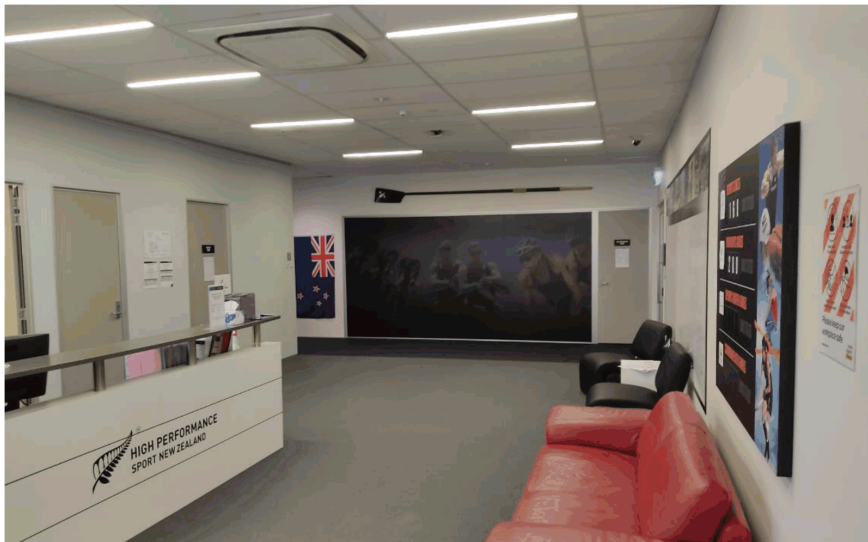
Apollo Project Centre Floor plans and elevations -





**Apollo Projects Centre Photos**

Entrance area



Meeting room



Lounge and kitchen area



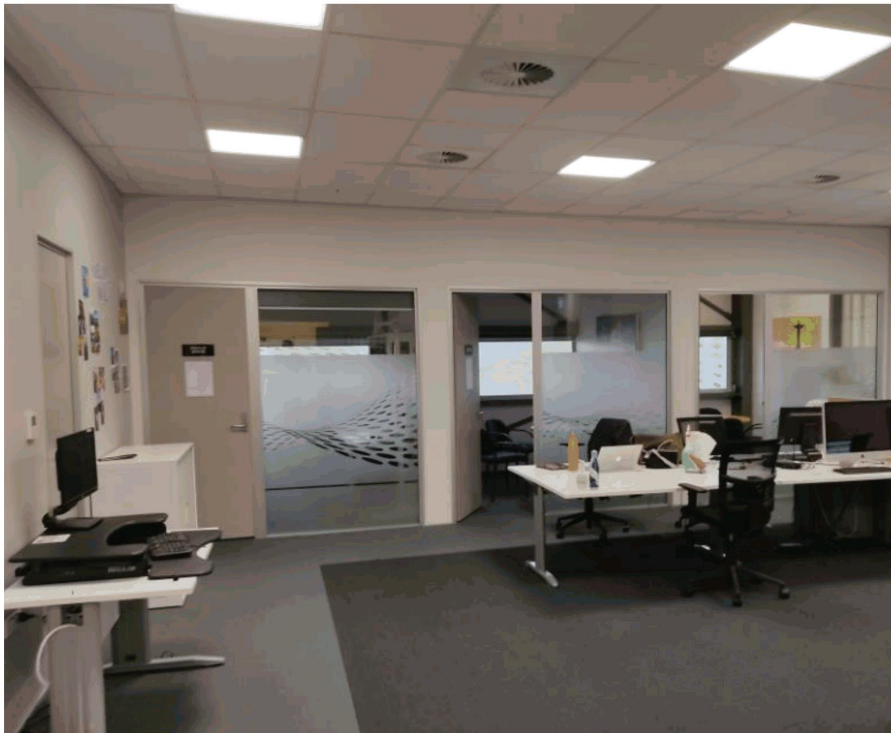
Court space



Car parking (7 parks)



Administration area



Car parking



### 1.3 What we are looking for in a Community based Recreation Provider

We are looking for a community recreation/sports group to access, manage and take full financial responsibility for the Apollo Project Centre.

We are looking for a group that will complement the adjoining Recreation and Sport Centre and park space by delivering recreation and/or sporting activities to the north-west community and wider Christchurch. The respondent will be passionate about providing sport and/or recreation opportunities and contributing to increased participation in recreation and/or sports, ultimately getting *more people, more active, more often*. The provider will also want to ensure they would provide access to the facility for other groups to use the facilities other than themselves so there is a wider community benefit.

Under Section 54(b) of the Reserves Act 1977, the occupier will need to meet the criteria for holding a lease, which includes “*being a **voluntary organisation (not for profit)** and providing opportunities for sports, games or other recreational activities*”.

The community recreation providers’ goals will want to complement:

- Council’s vision of “*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*”.
- Council’s community outcomes and strategic priorities:
  - A strong sense of community: where people have “*a strong sense of belonging and are actively involved in the life of Otautahi – Christchurch*” and where “*appropriate services are available within local communities*”
  - Safe and Healthy communities: where “*community and individual health and wellbeing*” is considered and “*partnerships and collaboration support healthy people and communities*”
  - Ensuring that “*people are able to participate in ...sports and recreation*” which “*...are very important to individual and community wellbeing*”

- Increasing participation, creating mutually beneficial partnerships and a commitment to getting more people more active more often.

**Part A Criteria**

You will need to be able to clearly demonstrate that you can meet **ALL** of the following requirements. These will be assessed on a pass/fail basis:

Criteria	Description
<p><b>1. Permitted Activities</b></p> <p>All proposed activity and use at the facility complies with permitted activities as outlined in the Jellie Park Management Plan, Christchurch District Plan and Reserves Act, 1977</p>	<p>Refer to the section below which outlines <a href="#">permitted activities</a> at the facility.</p>
<p><b>2. Ownership Structure</b></p> <p>Does or will your ownership structure / Legal entity comply with the Not for Profit requirements as outlined in Section 54(b) of the Reserves Act, 1977?</p>	<p>Refer to the section below which outlines <a href="#">permitted activities</a> at the facility.</p>
<p><b>3. Alignment with organisation Plans</b></p> <p>All proposed activity and use at the facility is consistent with your regional and national plans (if applicable)</p>	<p>Please supply us with a copy of any plans that outline the activities within your group/code/organisation</p>
<p><b>4. Financial ability</b></p> <p>You have the ability to fund all ongoing operational, maintenance and asset management costs associated with the facility and/or leased area including carpark and access way.</p>	<p>Refer to the section below which outlines <a href="#">estimated building and lease costs</a></p> <p>Please provide a high level business plan with a financial forecast summary of your plan for this facility, including the ability to cover all operational and maintenance costs for the period of the lease.</p> <p>Please provide Independently prepared or certified financial reporting including (but not limited to)-</p> <ul style="list-style-type: none"> <li>The last 3 years annual accounts, (including <b>if available</b> FYE 31/03/2021)</li> <li>Updated Profit and Loss / Surplus statement to 31/03/21</li> <li>Current balance sheet as at 31/03/21</li> </ul> <p>Cash flow forecast</p>
<p><b>5. Future removal</b></p> <p>You have the ability to fund the facility removal at the end of your tenancy (i.e. regular contributions to a sinking fund /bank trust account of \$15,000- \$20,000 per annum)</p>	<p>Refer to the section below which outlines detail regarding <a href="#">removal requirements</a></p> <p>Please provide financial reporting including future budgeted cash flow which demonstrates the funding for future facility removal.</p>



<p><b>6. Resource Consent Requirements</b></p> <p>You have the ability to fund and seek any change to the Resource Consent that may be required if the activity or use will exceed permitted use under the current consent (if applicable).</p>	<p>Is your proposed use likely to require a variation to the existing Resource Consent, e.g. car parking numbers, changes/additions to the footprint of the building? Please provide detail on what these may be</p> <p>Refer to the <b>Resource Consent</b> provided with this RFP (number RMA/2019/1030) for 295 Ilam Rd) and <a href="#">section below</a> which outlines key components of the Resource Consent.</p>
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**Permitted activities**

Any activity at the facility will need to adhere to guidelines for use set out in the Reserves Act, 1977 and outlined in the Jellie Park Management Plan (available at this web link: <https://ccc.govt.nz/the-council/plans-strategies-policies-and-bylaws/plans/park-management-plans/jellie-park-management-plan>).

Under section 54 (b) of the Reserves Act, 1977, a ground lessee will need to meet the criteria of “...being a voluntary organisation, providing opportunities for sports, games or other recreational activities...” and 54(d) “...carry out a trade, business or occupation that is necessary to enable the public to obtain the benefit and enjoyment of the reserve...”

Any lessee on the Jellie Park Recreation Reserve needs to meet the reserve purpose of public recreation and meet all leasing requirements. The vision of the Jellie Park Management Plan is to “provide and manage high quality recreation and sports facilities that enable and encourage the people of north-west Christchurch to take part in physical activities in a sustainable, accessible and attractive parkland setting”. Any future use of the facility will be required to fall within the definition of activities P1-P4 of the District Plan as outlined below. As part of the Recreation and Sport Centre and associated buildings, activities and use at the facility should complement each other in providing a range of recreation and sporting activities.

The property is located within the Open Space Metropolitan Facilities Zone (OSMF) of the park. Activities in this zone ensures the provision of:

“a network of open spaces and recreation facilities that:

- i. Provides a diversity in the type and size of open spaces and recreation facilities to meet current and future recreation, cultural, health and wellbeing needs of the community
- iv. Provides users with a pleasant and safe environment
- vi. Maintains and enhances amenity values, connectivity and public access where appropriate”

As part of the OSMF Zone, Rule 18.5.1.1 of the District Plan outlines permitted activities as:

“P1 - Recreation activity and/or recreation facility: the use of buildings for the purpose of active or passive enjoyment of sports, recreation or leisure, whether competitive or non-competitive, casual or organised and whether a charge is made for admission or not

P2 – Major Sports Facility: a large single or multi-purpose recreation facility used for the purposes of participating in or viewing sports, active recreation and/or entertainment whether indoor or outdoor, public or provide and whether a charge is made for admission or not

P3 – Gymnasium

P4 – Accessory sports and fitness health care services

### Resource Consent

Resource Consent (RMA/2019/1030) for 295 Ilam Rd provides for the ongoing Regulatory use of the Apollo Projects Centre building. See Addendum 1 for the Resource Consent. Conditions of the Resource Consent “attach to the Land “. Land transfer building and Lease of the facility to a new user/ owner is possible under the conditions of that Resource Consent. Applicants should familiarize themselves with the conditions of Resource Consent 2019/1030 for 295 Ilam Road. The key parameters are outlined above with regards to permitted activities and use of the facility. As per the Christchurch District Plan and permitted activities of the Open Space Metropolitan Facilities Zone outlined above, any potential exceptions will need to be applied for through the Resource Consent process and are not guaranteed to be accepted.

There are currently 24 car parks and a secure cycle parking area associated with the facility. There is currently a restricted discretionary activity applied to cover a potential shortfall of two car parking spaces as per Rule 7.4.3.1 outlining District Plan requirements. The current consent considers this to have a ‘less than minor’ effect and is therefore acceptable. Any changes to permitted activities which may result in a change of car park requirements, vehicle access or any adjustments to current car parking will require further application to the Resource Consent. This will need to be funded by the applicant, including if any car parking changes are required, if the variation to the resource consent is approved. Any changes to the substantive requirement for car-parking would also require a review and variation application to the current management plan. These processes have unknown outcomes, costs and involve considerable time. Therefore any consideration of changes to permitted activity in the facility comes with a high degree of risk regards the outcome and cost.

### Estimated Lease and Outgoing Costs, (not including – Plant and building Asset replacements)

Building Operational costs are indicated using the 2019/2020 figures below: (These figures are a mix of those supplied by HPSNZ and Council). These prices are exclusive of GST.

Annual Expenditure	Estimate \$ option 1*	Estimated \$ option 2**
Commencing Rent – Tenant owned Building *	\$2,815	
Commencing Rent – CCC owned Building **		\$51,340
Cleaning	\$38,515	\$38,515
Insurance	\$23,995	\$23,995
Power & Lighting	\$23,531	\$23,531
R&M	\$20,493	\$20,493
Security	\$790	\$790
Equipment	\$3,706	\$3706
Rates share (3.17% of total Tittle area )	\$886.71	\$886.71
<b>Subtotal*option 1</b>	<b>\$114,731.71</b>	
<b>Subtotal**option 2</b>		<b>\$163,256.71</b>

\* Rent calculated based on Option 1 outlined in this proposal (that the building is owned and operated by the community recreation provider). This is calculated using the Recreation and Sport Parks Sports Lease Calculator

Apollo Projects Centre Building				
Leased Area	Area Assessed	2020-2023		Including 15% GST
		Rate per m <sup>2</sup>	Excl GST	
Building Footprint	2150	\$ 0.90	\$ 1,935.00	\$ 2,225.25
Greenspace Area	4000	\$ 0.22	\$ 880.00	\$ 1,012.00
<b>Total</b>	<b>6150</b>		<b>\$ 2,815.00</b>	<b>\$ 3,237.25</b>

\*\* Rent calculated on Option 2 outlined in this proposal (that the building is owned by Council and leased to the community recreation provider). This is calculated using Councils Recreation and Sport, adopted Lease management rental calculator at 1% of Building Insurance value (current Insurance reinstatement value of the Apollo Projects centre is \$5,134,000).

#### Future maintenance requirements and Condition report

In 2018 CCC undertook a building condition report, which is indicative of the condition of the building at that time (Addendum 2). Respondents should undertake their own further due diligence.

All onsite mitigation systems for storm water storage and treatment will need to be maintained as part of the lease. There are no new storm water consent requirements, however, any physical amendments to the building and/or space will be subject to new storm water discharge consent approval at the responsibility of the user.

#### Building Assets

Sport NZ will be open to future negotiations with a successful community recreation provider around the chattels that currently exist within the Apollo Centre.

#### Facility Removal

The Apollo Projects Centre was erected as a long-term temporary building following the Canterbury Earthquakes. The building is estimated to have up to 33 years remaining and it is required that the building is removed from Jellie Park Recreation Reserve at the end of its life or when the ground lease is concluded.

A condition of this RFP is that the community based recreation provider will fund and remove the building at the end of its life or when the ground lease is concluded. The site (facility and car park) will then need to be returned to a recreation greenspace at the responsibility of the provider.

The current estimated cost of removal, indicated in an assessment carried out by Apollo Projects, the original builder, in May 2018 is \$300,000-\$330,000 ex GST, and to deconstruct the building for relocation is \$420,000-\$450,000 ex GST.

Form of Lease Agreement	
Lessee	TBA
Guarantors	To the satisfaction of the Landlord.
Apollo Projects Centre - building	To access and be responsible for the building The building is 2,150m <sup>2</sup> and the site includes 24 outdoor car parks and 20 secure cycle spaces and additional land of approx.1850m <sup>2</sup> ( total approx. 4000m <sup>2</sup> )
Permitted use	As allowed under the Reserves Act, 1977 and Jellie Park Management Plan and as outlined in this proposal

Ground Lease or Ground and Building lease	To reflect options 1 or 2 outlined in this proposal
Deed of Lease Commencement	Following vacating of the premises by High Performance Sport NZ, estimated to be in the last quarter of 2022
Initial Term	Up to 33 years ( less one day )
Renewals	N/A
Annual Rent	*Option 1- Tenant owned Building: \$2,815 per annum + Gst. **Option 2 - Council owned Building: \$51,340 per annum + Gst
Operating expenses	100% including full Plant and asset replacements
Rent reviews	Every three years from commencement date
Public liability	\$5 million
Financial Report	Annual reporting demonstrating all funding provisions are being complied with
Additional conditions	<ul style="list-style-type: none"> <li>• The facility will need to be removed (at the cost of the community recreation provider) at the end of its life or on conclusion of the Lease and the site (including car parking) returned to greenspace</li> <li>• Any agreement entered into with a preferred community recreation provider will be conditional on the lease being approved by Council (under Community Board delegation) and the Minister (under Council CE delegation)</li> </ul>

**1.4 Why should you submit a Response?**

This is an opportunity to be part of a network of recreation facilities and activities offered at Jellie Park, to the North-West and wider Christchurch community.

A facility exists at no capital cost, providing the opportunity for a group/club to operate their activities from this space.

Located next to Jellie Park Recreation and Sport Centre and within a multi-functional greenspace, there is an opportunity to complement existing recreation and sport activities available, contribute to increased participation and create mutually beneficial partnerships.

The facility has a number of key features that could be well utilised by a sport or recreation group, including:

- Administration and offices, meeting spaces and consulting rooms
- Full sized netball court area
- Strength and conditioning gym spaced
- 40m running straight
- Recovery areas, showers and general amenities

### 1.5 About us

Christchurch is New Zealand's second-largest city and the gateway to the South Island. Bordered by hills and the Pacific Ocean, it is situated on the edge of the Canterbury Plains that stretch to the Southern Alps.

Christchurch City Council is one of the city's largest businesses, employing 3,000 staff across multiple locations throughout the city and Banks Peninsula. We provide a wide variety of services and facilities to over 340,000 residents and a multitude of visitors, including public transport, cycleways, drinking water, rubbish collection, libraries, swimming pools, parks, and the Botanic Gardens, as well as numerous community events and festivals.

The Council's goal is to create a liveable city with strong communities, a healthy environment and a prosperous economy. Our future Christchurch is a world-class boutique city, where people enjoy a sustainable lifestyle, a healthy environment, a strong economic base and the diverse landscapes of the city and peninsula. This vision for our city is a goal that is ongoing and history is being made here every day – seize the opportunity, come be a part of it with us.

### 1.6 Respondent Acknowledgment Form

The Council would appreciate Respondents who intend to participate in the RFP process to acknowledge receipt of this RFP by signing and returning the Response Acknowledgement Form at Appendix 2 by **12<sup>th</sup> March 2021**

## The open procurement process

### 1.7 Request for Proposal

Christchurch City Council (*Council*) is seeking the submission of proposals for community and not-for-profit groups who are interested in providing recreation services from the Apollo Projects Centre facility based at Jellie Park. This is an opportunity to access, manage and take responsibility for the facility.

Within this opportunity, there are two options for providing recreational services:

#### Option 1-

- The building to be owned and operated by the successful respondent ( The tenant ) by way of a gift of the building from Sport NZ to the provider and a ground lease granted by Council under s54 of the Reserves Act, 1977 <sup>\*1</sup>

#### Option 2-

- The building owned by Council and leased to and operated by the successful respondent (The Tenant).

*\* <sup>1</sup>building ownership will be subject to appropriate Council approval and ensuring it meets all conditions of the Jellie Park Management Plan. This is outlined further in the proposal.*

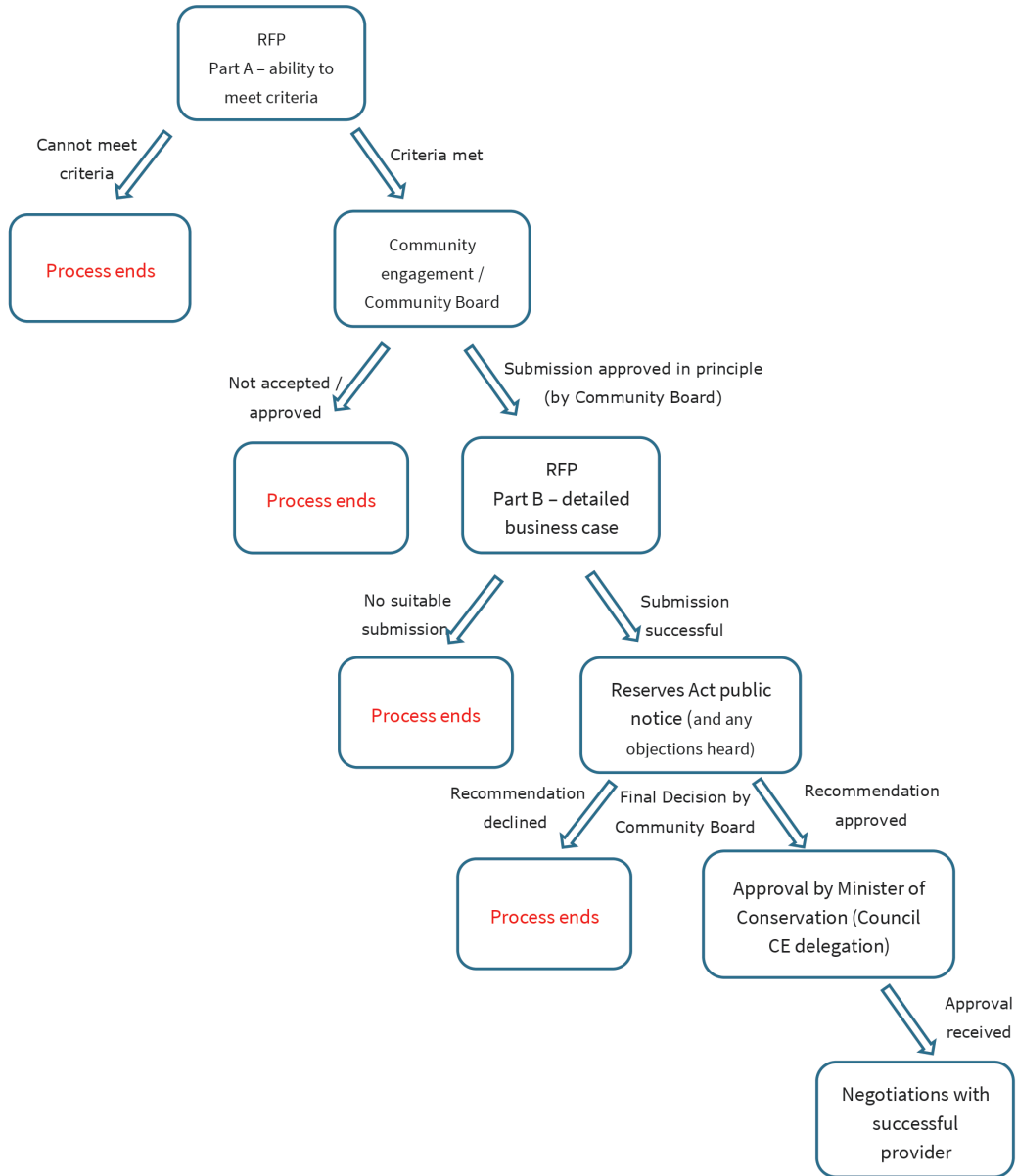
The RFP process will be broken into two parts (Part A and part B) and following Part A, community engagement will occur in line with the Reserves Act 1977 to seek the views and preferences of local community regarding the continued presence and use of this facility so that the Waimāero/Fendalton-Waimairi-Harewood Community Board can then decide in principle whether to continue to the part B process.

### 1.8 Process

The following high level steps are anticipated:

- Part A of the RFP is issued;
- the Council receives initial proposals from the Respondents;
- the Council completes an open and transparent assessment process to determine if there is one or more groups who meet the required criteria;
- the Council will seek the views and preferences of the local community regarding the continued presence and use of the facility through a public consultation process;
- the Community Board (as delegated authority) will decide in principle whether to continue the RFP process;
- the Council will issue part B of the RFP and request further detail from groups who meet the selected criteria (if applicable);
- the Council will complete a final open and transparent panel assessment process
- Reserves Act, 1977 Public Notice period will take place and any objections received will be heard by a Council Hearings Panel
- negotiation and due diligence stages will be undertaken with the preferred community recreation provider;
- a recommendation of the preferred group is made to the Community Board, which is reviewed and approved [or rejected]; and
- approval sought by the Minister of Conservation (under delegation to the Council Chief Executive);

See the flow diagram below, which outlines key decision points within the process.



**1.9 Indicative timeline**

The Council reserves the right to modify the steps and/or dates at any time, at its sole discretion.

<b>RFP Part A issued</b>	<b>Wednesday, 24 February 2021</b>
Response Acknowledgment Form due	Friday 12 March 2021
Last date for questions and requests for explanatory notices from Respondents	5 pm Thursday 8 April 2021
Last date for Council response to explanatory requests	5pm Monday 12 <sup>th</sup> April 2021
<b>RFP (Part A) closing date and time</b>	<b>12:00 midday, 14 April 2021</b>
Evaluation period commences	Thursday, 15 April 2021
Clarification and confirmation of Proposals (if required by the Council)	Ongoing from 15 April 2021
Evaluation period ends	Following Community and Community Board Consultation
Community engagement	Ongoing from 15 April 2021
Report to Community Board	Estimated June /July 2021
<b>RFP (Part B) issued ( if applicable )</b>	To be advised
<b>RFP (Part B) closing date and time</b>	To be advised
<b>Reserves Act, 1977 Public Notice period</b>	To be advised
<b>Objections (if applicable) to be heard by Hearings Panel</b>	To be advised
<b>Approval by Minister of Conservation (under Council delegation)</b>	To be advised
Negotiations with preferred Respondent(s) (if required)	To be advised
Respondents are advised of the outcome of the RFP	To be advised
<b>Lease Agreement commences</b>	<b>Estimated 4<sup>th</sup> Quarter 2022</b>

### 1.10 How to contact the Council

All enquiries and requests to inspect the premises must be directed to our designated contact person.

Contact person:	Julian Clark
Title:	Procurement Officer
Email:	Julian.clark@ccc.govt.nz



### **1.11 Developing your Proposal**

When you are developing your Proposal, please note the following:

- this is an open, competitive tender process;
- take time to read and understand the RFP. In particular it is important that you develop a strong understanding of our Requirements detailed in section 2 below;
- in structuring your Proposal consider how it will be evaluated. Section 3 describes our evaluation approach;
- if anything is unclear or you have a question, ask us to explain. Please do so before the Deadline for Questions;
- if you would like to view the premises please arrange an appointment with our Contact Person; and
- your Proposal should be kept to a maximum of 10 pages (including any supporting information, pamphlets etc).

### **1.12 Submitting your Proposal**

Registrations must be submitted electronically through the Government on line tender Portal GETS, using the RFP number allocated to this proposal: **23955589**.

*Christchurch City Council*

## 2. Our Requirements

### Our Requirements

#### 2.1 What do you need to include in your Proposal?

We have included the Proposal Form at Appendix 2. Please complete the Proposal Form and submit your Proposal as provided above at paragraph 1.12.

In completing the Proposal Form you will need to:

- be able to demonstrate that you can meet **ALL** of the conditions outlined in this Document and provide evidence where appropriate
- provide the draft operational model and budget
- provide past annual reports for your group
- provide any regional or national plans outlining the activity of your group

*Christchurch City Council*

## 3. Evaluating your responses

### Evaluating your responses

If the respondent has demonstrated the ability to meet all conditions associated with use of this facility, they will be invited to participate in Part B of the RFP process, (subject to the outcome of community engagement and Community Board consultation).

#### 3.1 Evaluation criteria

Proposals will be evaluated on their merits according to the following criteria:

Criteria	Weighting
<b>1. Permitted Activities</b> All proposed activity and use at the facility complies with permitted activities as outlined in the Jellie Park Management Plan, Christchurch District Plan and Reserves Act, 1977	Pass / Fail
<b>2. Ownership Structure / Legal Entity</b> Does or will your ownership structure / Legal entity comply with the Not for Profit requirements as outlined in Section 54(b) of the Reserves Act, 1977?	Pass / Fail
<b>3. Alignment with organisation Plans</b> All proposed activity and use at the facility is consistent with your regional and national plans (if applicable)	Pass / Fail
<b>4. Financial ability</b> You have the ability to fund all ongoing operational, maintenance and asset management costs associated with the facility and/or leased area including carpark and access way.	Pass / Fail
<b>5. Future removal</b> You have the ability to fund the facility removal at the end of your tenancy (i.e. regular contributions to a sinking fund /bank trust account of \$15,000- \$20,000 per annum)	Pass / Fail
<b>6. Resource Consent Requirements</b> You have the ability to fund and seek any change to the Resource Consent that may be required if the activity or use will exceed permitted use under the current consent (if applicable).	Pass / Fail

All submissions will be reviewed following an open and transparent process.

**3.2 Evaluation Model**

Part B of the RFP will involve an evaluation model to shortlist Respondents via a scored system with weighted criteria. This will be defined during the next stage.

## Christchurch City Council

# 4. RFP terms and conditions

### RFP Terms and Conditions

The terms and conditions of this RFP are set out below. All terms defined in this RFP have the meanings set out in paragraph 10.1.

#### 4.1 Preparing a Proposal

##### RFP Documents

- (a) RFP Documents issued to Respondents for use in the preparation of a Response remain the property of the Council.
- (b) Any information provided by the Council to Respondents has been provided to assist Respondents in preparing Responses. The Council does not represent or warrant the completeness or accuracy of such information. Respondents shall rely on all information at their own risk and are responsible for the interpretation of the information.
- (c) Respondents are requested to acknowledge receipt of the RFP Documents by completing and returning the Response Acknowledgment Form included as **Appendix 2** and returning it to the RFP Information Contact Person by the time indicated in the Response Acknowledgment Form.

##### Respondents to inform themselves

- (d) Each Respondent shall be deemed to have examined the RFP Documents and any other information supplied in writing and inspected any relevant site and surroundings. The Respondent must undertake all reasonable and practicable investigations and measurements, familiarise itself with the requirements of all relevant authorities, and have satisfied itself as far as is practicable as to the correctness and sufficiency of its Response before submitting a Response.

#### 4.2 Communications during the RFP process

- (a) The Council may issue notices to add, amend or provide explanatory information to the RFP Documents via the Council Tender Portal. All Respondents will be emailed at the email address as per the Respondent's user profile on the Council Tender Portal of any notices available for download on the Council Tender Portal and all such notices shall become part of the RFP Documents. All correspondence will be emailed from the RFP information contact person email address, and will be clearly marked as being from the Council. It shall remain the Respondent's sole responsibility to download notices posted on the Council Tender Portal. The Respondent's response to this RFP shall be considered as having taking into account all notices issued via the Council Tender Portal.

- (b) The RFP Information Contact Person identified on the front page is the only person authorised to receive questions, requests for information or other communications by Respondents regarding this RFP. Any such questions, requests for information or other communications must be submitted in the forum facility via the Council Tender Portal and should not be directly sent to the RFP Information Contact Person.
- (c) Questions submitted to the Council Tender Portal will only be responded to during business hours.
- (d) The Council shall not be bound by any statement, written or verbal, made by any person including the RFP Information Contact Person.
- (e) Where the RFP Documents issued to Respondents are ambiguous or unclear to a Respondent, it may request the issue of an explanatory notice. If an explanatory notice is issued, it shall be sent to all Respondents who have notified the Council that they are participating in the RFP process and shall upon issue become part of the RFP Documents. Requests for information or clarifications that relate solely to the Respondents Proposal will be provided to the Respondent requesting the information for clarification only.
- (f) When required, notification of Proposal clarifications, document amendments, and addendums will be emailed to the Respondents via the Council Tender Portal.
- (g) After the date for submission of Proposals has closed, the RFP Information Contact Person may further communicate with Respondents directly in order to set meeting times, and advise the outcomes of the evaluation process.

#### 4.3 Submission of Proposals

##### Closing Date and Time

- (a) The Council requires that each Proposal is submitted by the Closing Date and Time.
- (b) Proposals cannot be uploaded onto the Council Tender Portal after the Closing Date and Time. If the Proposal arrives after the Closing Date and Time then it may be considered invalid. However, the Council reserves the right to accept a late submission or extend the Closing Date and/or Time for the upload of submissions onto the Council Tender Portal at its sole discretion. Any late Proposal in respect of which the Council chooses not to exercise its discretion shall be returned to the Respondent.

##### Form of Proposals

- (a) Proposals must be prepared and submitted in the form provided in this RFP.
- (b) The Proposal shall be signed by or on behalf of the Respondent.
- (c) The cost of preparing and submitting a Proposal shall be borne by the Respondent.

**Respondent Warranties**

- (a) The Respondent warrants that:
  - (i) all information provided by the Respondent in the Proposal is complete and accurate; and
  - (ii) the provision of information to the Council, and the use of it by the Council for the evaluation of Proposals and for the negotiation of any resulting Management Agreement, will not breach any third party intellectual property rights.

**4.4 Reservation of Council's rights**

- (a) The Council reserves the right at its sole discretion to:
  - (i) waive or change the requirements of this RFP process from time to time without prior (or any) notice being given;
  - (ii) seek clarification and/or an adjustment of aspects of a Respondent's Proposal;
  - (iii) immediately disqualify any Respondent that does not submit a compliant Proposal;
  - (iv) re-invite Proposals on the same or any alternative basis;
  - (v) amend or change the evaluation methodology and/or the weighting and/or any criteria;
  - (vi) to accept none or any of the Proposals; or
  - (vii) at any time prior to acceptance of any of the Proposals, withdraw the RFP.

**4.5 No obligations**

- (a) No legal or other obligations shall arise between the Respondent and the Council in relation to the conduct or outcome of the RFP process unless and until that Respondent has received written notification of the acceptance of its Proposal by the Council.
- (b) The Council and its agents or advisors will not be liable in contract or tort or in any other way for any direct or indirect damage, loss or cost incurred by any Respondent or other person in respect of the RFP process.

**4.6 Notification of Acceptance**

- (a) The successful Respondent shall be notified in writing by the Council or its agent, that its Proposal has been accepted.
- (b) If no Proposal has been accepted within Three months after the Closing Date and Time, each Respondent shall be notified in writing by the Council or its agent whether its Proposal is or is not still under consideration.

- (c) Unsuccessful Respondents shall be notified by the Council or its agent of the name of the successful Prospective Supplier within 10 Working Days of acceptance of the successful Proposal.

#### 4.7 General information

##### The Council to Make Enquiries

- (a) The Council reserves the right to make enquiries regarding the Respondent and to consider relevant information obtained from any source in the evaluation of the Proposal. The Council may verify with any third party any information included in the Proposal or disclosed to the Council in connection with the Proposal, including carrying out a credit check on the Respondent.

##### Canvassing of Council Officers and/or Elected Members of the Council

- (b) Any attempt made by a Respondent to influence the outcome of the RFP process by canvassing, lobbying or otherwise seeking support of the Council officers or elected representatives of the Council, shall be deemed valid grounds for the exclusion of that Proposal from the evaluation process.

##### Ethics

- (c) By submitting a Proposal, Respondents acknowledge that they have not and shall not engage in any practices that gives one party an improper advantage over another, and/or engage in any unfair and unethical practices, in particular any collusion, secret commissions or such other improper practices.

##### Confidentiality

- (d) The information supplied by the Council (either itself or through its consultants, agents or advisors) in connection with the RFP process through the Council Tender Portal is confidential. Respondents should not release or disclose any of the information to any other person (other than their employees or advisors), without the prior written consent of the Council. Any publicity or media statements also require the Council's prior written consent.
- (e) The Council may, at its discretion, require any Respondent to sign a confidentiality agreement before releasing any Confidential Information to the Respondent. The Respondent agrees to sign the confidentiality agreement, if required to do so.
- (f) The Council is subject to the Local Government Official Information and Meetings Act 1987. Information provided by a Respondent may be required to be disclosed under that Act.

##### Due Diligence

- (g) As part of the RFP process, the Council, together with its agents, professional advisors and/or consultants, may carry out due diligence investigations of any or all of the parties that submit a Proposal.
- (h) By submitting a Proposal, a Respondent consents to the Council (and its agents, professional advisors and consultants) carrying out all due diligence investigations of the Respondent as may be required by the Council, acting reasonably. The Respondents will promptly provide



all information and answer all questions as may be required by the Council, acting reasonably, in carrying out such investigations subject only to:

- (i) confidentiality obligations owed to unrelated third parties (which if applicable, must be identified and, if then requested by the Council, the Respondent will take all reasonable steps to have such confidentiality waived to enable disclosure to the Council); or
  - (ii) the rules of any stock exchange on which the Respondent or its parent company is listed (which, if applicable, must be identified).
- (i) By submitting a Proposal, each Respondent expressly acknowledges and agrees that the Council shall not have any obligation to enter into any agreement or arrangement with any Respondent if the Council is not satisfied, in its sole and exclusive discretion, with the outcome of its due diligence investigations regarding that Respondent.

#### **Conflict of Interest**

- (j) Respondents shall complete the declaration at Appendix 4 and disclose any potential Conflict of Interest that may arise. The Council shall, at its sole discretion, determine whether a conflict may prevent a Respondent's Response from being evaluated.

#### **4.8 Definitions**

The following words and expressions (where they appear in this RFP and/or any attachments) have the meanings set out below:

- (a) **Closing Date and Time** means 12pm Midday Wednesday 14<sup>th</sup> April 2021 being the deadline for Proposals to be submitted;
- (a) **Confidential Information** means information that:
  - (i) is by its nature confidential;
  - (ii) is marked as "Confidential"; or
  - (iii) is provided "In Confidence";
- (b) **Conflict of Interest** means where:
  - (i) an actual conflict of interest currently exists;
  - (ii) a conflict of interest is about to happen or could happen; or
  - (iii) other people may reasonably think that a person is compromised;
- (c) **Council** means the Christchurch City Council;
- (d) **Council Tender Portal** means GETS at [www.gets.govt.nz](http://www.gets.govt.nz)
- (e) **EOI** means Expression of Interest;
- (f) **Evaluation Methodology** means the methodology set out clause 3.1;

- (g) **Proposal** means the Respondent's detailed submission responding to this RFP process;
- (h) **Respondent** means the person or entity that submits a Proposal in response to this RFP;
- (i) **RFP** means Request for Proposal;
- (j) **RFP Documents** means the documents which are issued to Respondents including this RFP;
- (k) **RFP Information Contact Person** means the person identified in on the front page;
- (l) **Working Day** means a calendar day other than any Saturday, Sunday or public holiday in Christchurch.

**Appendix 1– Key Information required from Respondents**

The checklist below sets out the information that must accompany any Proposal.

Note: This form is for Respondent’s use only and does not need to be returned to the Council with the Proposal.

Document	Included
Covering Letter	<input type="checkbox"/>
<b>Appendix 2 – Form of Proposal:</b> <ul style="list-style-type: none"> <li>• Part A – Acknowledgement</li> <li>• Part B – Profile of Organisation</li> <li>• Part C – Key aspects of the proposal</li> <li>• Part D - Response to the Council’s requirements</li> </ul>	<input type="checkbox"/>
Appendix 3 – Financial Declarations	<input type="checkbox"/>
Appendix 4 – Conflict of Interest Declaration	<input type="checkbox"/>

Appendix 2 – Form of Proposal

<b>Part A Proposal for:</b>	Operation, Management and Responsibility of the Apollo Projects Centre
<b>RFP Number:</b>	23955589

**Part A: Respondent’s acknowledgment**

1. We, being the Respondent named below, acknowledge and agree:
  - (m) that we are interested in participating in this RFP process;
  - (n) that we understand that the Council is not bound to accept the lowest priced, highest scoring or any Proposal received.
2. We understand that no legal or other obligations shall arise between the Respondent and the Council in relation to the conduct or outcome of the RFP process.
3. We attach the information required to be submitted with this Response (as set out in the Key Information checklist in **Appendix 1**), and confirm that all such information is complete and accurate.
4. We nominate the following person to communicate on our behalf in relation to the RFP process and our Response:

<b>Name of Respondent:</b>	
<b>Name and position of contact person:</b>	
<b>Contact person’s address:</b>	
<b>Contact person’s telephone number:</b>	
<b>Contact person’s email address:</b>	
<b>Signed by authorised signatory of the Respondent:</b>	
<b>Name and title of authorised signatory:</b>	
<b>Date:</b>	

**Part B – Profile of Organisation**

Respondent organisational profile	
Full legal name:	
Trading name: <i>(if different)</i>	
Country of residence:	
GST number: <i>(if overseas tax number please state)</i>	
Legal status of Respondent: <i>(individual/limited liability company/trust/if other please specify)</i>	
Company registration number:	
Directors / partners	
Physical address:	
Address for service: <i>(if different from above)</i>	
Website:	
Location of head office:	
Type of business: <i>(Briefly describe the type of business your organisation specialises in)</i>	
Year established:	
History: <i>(Briefly describe the history of organisation including current operations)</i>	
Total number of staff in Christchurch:	
Total number of staff in NZ:	

Total staff worldwide:	
Number of locations in NZ:	
How long has the Respondent operated under the current ownership?	
List any memberships of industry associations	

**Part C – Key aspects of the Proposal**

Key aspects	
Please provide brief details of your business plan for your proposed usage and occupation of the premises	
Please provide brief details of the indicative funding model for your proposed use and occupation of the premises	
Who are the key personnel that will be managing the use of the property?	

Please acknowledge that you are able to meet ALL of the requirements outlined below and provide any relevant supporting material:

Criteria	Yes/No
<p><b>1. Permitted Activities</b></p> <p>All proposed activity and use at the facility complies with permitted activities as outlined in the Jellie Park Management Plan, Christchurch District Plan and Reserves Act, 1977</p>	
<p><b>2. Ownership Structure / Legal Entity</b></p> <p>Does or will your ownership structure / Legal entity comply with the Not for Profit requirements as outlined in Section 54(b) of the Reserves Act, 1977?</p>	
<p><b>3. Alignment with organisation Plans</b></p> <p>All proposed activity and use at the facility is consistent with your regional and national plans (if applicable)</p>	
<p><b>4. Financial ability</b></p> <p>You have the ability to fund all ongoing operational, maintenance and asset management costs associated with the facility and/or leased area including carpark and access way.</p>	
<p><b>5. Future removal</b></p> <p>You have the ability to fund the facility removal at the end of your tenancy (i.e. regular contributions to a sinking fund /bank trust account of \$15,000- \$20,000 per annum)</p>	
<p><b>6. Resource Consent Requirements</b></p> <p>You have the ability to fund and seek any change to the Resource Consent that may be required if the activity or use will exceed permitted use under the current consent (if applicable).</p>	

**Part D – Response to the Council’s requirements**

Question	Respondents Response
<p><b>Past experience:</b> Please provide three examples of your past experience to prove relevant experience of the delivery of the proposed use of the property.</p> <p>Each example should include the following:</p> <ul style="list-style-type: none"> <li>• Location of the leased premises</li> <li>• The dates the lease ran / is running for</li> </ul> <p>Details on what activities were undertaken</p>	
<p><b>References:</b> For each of the three examples above please provide the following information:</p> <ul style="list-style-type: none"> <li>• Nominated referee (Client / Customer) whom the Council can contact, including their e-mail address and phone number</li> <li>• Initial agreement length and if any rights of renewal were included in the agreement (and if these have been taken or not)</li> </ul> <p>Experience managing health, safety, and environmental activity in your business</p>	
<p><b>Financial position:</b> Please provide a brief description of your current financial status, and a copy of the Respondent’s last audited accounts to support this information.</p> <p>If this information is not available, the Council will accept a letter (from a Bank or Chartered Accountant) confirming the status of the Respondent’s financial performance and position.</p>	



**Appendix 3 – Financial Declarations**

Note: This form must accompany each submitted Proposal.

<b>Proposal for:</b>	Operation, Management and Responsibility of the Apollo Projects Centre
<b>RFP Number:</b>	23955589

**Statement of Solvency**

Provide a ‘Statement of Solvency’ for the parent company, signed by a certified accountant. The Statement of Solvency must establish the solvency of the Respondent at a time 30 days or less from the date of the Response.

**Director’s declaration**

I **CERTIFY** that [ ] is solvent.

Director’s signature:

Full name:

Date:

Any other declarations?

**Appendix 4 – Conflict of Interest Declaration**

Note: This form must accompany each submitted Proposal.

<b>Proposal for:</b>	Operation, Management and Responsibility of the Apollo Projects Centre
<b>RFP Number:</b>	23955589

**CONFLICT OF INTEREST DEFINITION:**

A conflict of interest is a situation in which a Respondent could gain (or be seen to gain) an unfair advantage through an association with an individual or organisation. Associations include financial, personal, professional, family-related or community-related relationships.

- An *actual* conflict of interest is where there already is a conflict
- A *potential* conflict of interest is where the conflict is about to happen or could happen
- A *perceived* conflict of interest is where other people might reasonably think there is a conflict

**QUESTIONNAIRE:**

Question	Response (Select one answer for each question. Select “potentially” if others could perceive that a conflict exists.)
Does any person in the Respondent organisation have a close friend or relative who they are aware is (or could be) involved in any evaluation or decision-making relating to this RFP process?	Yes / No / Potentially ( <i>circle one</i> )
Has any person in the Respondent organisation recently offered any special discounts, gifts, trips, hospitality, rewards or favours to any person they are aware is (or could be) involved in any evaluation or decision-making relating to this RFP process? ( <i>e.g. free travel, free samples for personal use</i> )	Yes / No / Potentially ( <i>circle one</i> )
Is the Respondent aware of any person involved in any evaluation or decision-making relating to this RFP process having a financial interest in the Respondent organisation? ( <i>e.g. the person is an employee of, or a shareholder in, the Respondent organisation</i> )	Yes / No / Potentially ( <i>circle one</i> )
Is the Respondent aware of anything that might give the appearance that any person involved in the	Yes / No / Potentially ( <i>circle one</i> )

evaluation stage or decision-making stage of this RFP process is biased towards or against the Respondent organisation? (e.g. the person has used the Respondent organisation's corporate box)	
Is the Respondent aware of any other arrangement it currently has, or clients it currently provides works to that may give rise to a conflict with the RFP?	Yes / No / Potentially (circle one)
Is there anything else that the Council should know?	Yes / No / Potentially (circle one)

If the Respondent answered “**yes**” or “**potentially**” to any of the questions above, please set out the details of the situation below.

Declaration	Yes	No
I am authorised to provide this information and sign this form.	<input type="checkbox"/>	<input type="checkbox"/>
The information provided in this form is true and correct.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that if the information I have provided is not true and correct, the Council may terminate any future contract (if the Council has reasonably relied on the accuracy of information provided in this questionnaire), at any time and with immediate effect by written notice.	<input type="checkbox"/>	<input type="checkbox"/>

<b>Signed by authorised signatory of the Respondent:</b>	
<b>Name and title of authorised signatory:</b>	
<b>Date:</b>	

## Attachment B: Community views and preferences

Consultation aimed at finding out what the local community thinks about a community recreation group taking over the Apollo Project Centre opened on Thursday 22 April and closed on Thursday 13 May 2021.

More than 220 leaflets were hand delivered to properties surrounding Jellie Park, or placed in large free-standing signs at the Greers Road entrance to the park and near the entrance to the pool and recreation centre. Leaflets were also available at Fendalton Service Library, Bishopdale Community Library and Te Hononga Civic Offices. Information about the consultation was emailed to major stakeholders, including schools and churches, in the vicinity of the park.

Submitters were asked whether they had any comments about the future of the Apollo Project Centre in Jellie Park.

Of the 26 responses received:

- 11 supported use of the Apollo Centre by a community recreation group
- Five did not support its use by a community recreation group
- 10 indicated that their view on any future use of the building was dependent on how current issues would be resolved

Submissions are in **Attachment C**.

Those who supported the Apollo Centre's lease to a community or recreation group referred to various community and sporting uses, including a centre for community groups, youth or elderly people. Two sporting groups commented on their need for facilities.

The main issues raised by those who had concerns about the Apollo's future use by a community or recreation group were:

1. Parking-related issues on Chateau Drive and Matisse Place, close to the Apollo Centre
2. The building, purpose built for the New Zealand High Performance Centre after the 2011 earthquakes, was intended to be temporary
3. More information was needed on any future users, how current issues would be addressed, and the decision-making process.

Parking along Chateau Drive and Matisse Place by athletes using the high performance centre was a key issue for those opposing ongoing use of the building, or submitters who said their view was dependent on how this concern was dealt with.

Submissions from residents commented on athletes using parking on both sides of the road from early morning. Speeding, noise and restricted visibility were ongoing issues.

The Council's project team has advised submitters that any group operating from the facility will need to clearly demonstrate the ability to manage parking and traffic flow. Traffic Management Plans must identify how parking issues will be minimised, including how this will be enforced.

There are 22 parking spaces associated with the facility and 20 bike storage spaces. Traffic plans should indicate how these will be most effectively utilised. Parking issues on Chateau Drive have also been raised with the Parking Team at Christchurch City Council. They advise that resident only parking zones are no longer being implemented.

Eight submissions referred to the temporary status of the high performance training centre which was originally intended to remain on Jellie Park for five years.

The project team says that with High Performance Sport NZ moving out of the Apollo Project Centre once Parakiore Recreation and Sport Centre is open, an opportunity exists to utilise the facility to provide more community recreation space within the city. Bringing together sporting organisations to this building, including partnerships, would have many benefits.

Providing groups can meet parking, financial and permitted use criteria, there is an existing space that could be used to support and encourage participation in recreation activities.

The current request for proposal includes the removal of the facility at the conclusion of the lease.

Ten submitters requested more information on how issues like parking would be managed if the building remained, and about the current process.

Submitters have been advised that after considering community feedback and proposals to use the centre, the Waimāero/Fendalton-Waimaero-Harewood Community Board will decide whether the request for proposal process should continue. If yes, further details may be required from one or more groups or organisations which have submitted proposals.

If all Council requirements are met by a proposal, a public notice will be issued listing the name/s of potential lessees, and another round of consultation will follow. Submitters wishing to be heard can speak to a Community Board hearings panel.

The community board will then make a final decision on whether to issue a lease.

If an applicant from the Request for Proposal process is recommended to be approved by the Community Board the lease will include a condition that requires the applicant to establish a fund so they can remove the building at the conclusion of any new lease.

The project team's responses to questions and issues raised by submitters are in **Attachment D**.

Submissions on any future use of the Apollo Project Centre by a community recreation group

#	Sub. ID	Do you have any comments about the future of the Apollo Project Centre in Jellie Park?	First name	Last name	Organisation	Role
<b>Support for use of the Apollo Centre by a community recreation group</b>						
1	39656	This would be a fabulous venue for Delta Rhythmic gymnastics!	Cassandra	Robb		
2	39662	Definitely should be used for a community centre .. I would have loved to have run something like that in there .our youth surely do need something to keep them occupied. I look forward to see what becomes of it .....the	Shalenah	Evans		
3	39666	I think it will be great to be used as a community space.	Karin	Scheepers		
5	39759	As an Archery club that currently has no indoor shooting capability at our current venue, we have been looking at a suitable indoor venue to shoot indoor Postal competitions, hold coaching/Performance workshops (we have a number of International Archers as members).  Our problem is storage, archery targets are not small or light, having a venue which has walls capable of supporting a safety net and space to shoot 18 meters (25 is even better).  The Apollo Project centre may meet this, but the cost is just to high for a small minority sports club.  However would like to work with the new committee that will run it, to see if any agreement can be made, especially with the possible closure of the Christchurch Archery club if they cannot find a new suitable venue.	Colin	Tucker	Grey Goose Wing Archery Society	President
6	39781	As a regular user of Jellie Park, I have no objection to a recreation group taking over the existing facility. May I suggest that preference be given to a youth group wanting the facility.	Joy	McKelvey		
7	39785	I support the facility going to a community sports group but not a large franchise. The tenant shouldn't cost the rate payer money but not be about pure profit. I like how Wharenui pool supports a local small affordable gym like BoxFit Brothers and there should be opportunities for people with passion to operate a business within the space	Tessa	Smith		
8	39793	The Christchurch Whitewater Club is looking for a space to store rafts, kayaks and other whitewater equipment until such time as the Avon River Hub is constructed.  They would be interested in tenanting a storage (or meeting space ?) ideally of area 40-50m2 with external access.  The duration of this tenancy would ideally be up to 5 years.	Crispin	Schurr	Canterbury Whitewater Club	Vice President
14	39864	I would like to see this used for community groups. Also the elderly activities - I mean activities for the elderly !! Subsidised keep fit, yoga, stretch classes perhaps. Also a wellness clinic - classes at Jellie Park are too expensive for a lot of older people. You need to address the parking problem. Groups should be encouraged to park at the Greers Road end of Jellie Park. There are lots of parking spaces there. The Orbiter bus stops outside the Greers Road entrance to Jellie Park. Parking in Chateau Drive causes	Marilyn	Bishop		

		many problems and will reflect on the groups using the space. The present users can be noisy and often park over drives or opposite driveways.				
19	39879	You could put in some thermal pools and spas. Henry aged 8	Henry	(Name provided)		
24	39981	I agree that the facility should be made available to community groups, as long as those groups would enable the building to booked and used by others for special events. I would also be interested in understanding if there could be opportunities for use of the park and facility as a joint booking for some events.	Claire	Fletcher		
27	40226	1) To build a new facility for high performance centre. It is my concern this is an unwarranted and unnecessary unaffordable expense when a facility, purpose built, nearly new exists. 2) Fresher air, quiet environment at Jellie Park must be superior to what would be offered in the city centre. 3) Parking is easier, cheaper, more readily available than in the city 4) Don't put my rates up to pay for a new facility. Please.	Barbara	Smith		
<b>Do not support the use of the Apollo Centre by a community recreation group</b>						
9	39804	Hello, we are not support to have the temporary building (Apollo project centre in Jellie Park) 1. Too many cars parking in front of my house 2. Too noise early in the morning (5:30 - 6am) close the car doors, while we are still sleeping. 3. When our friends come and visit us there is no car parks left at all. Always full. Both sides of the street also full of cars 4. It is very dangerous for us to drive the car from our driveway. 5. There is an old man in our house. Two times nearly got car accident when he drove the car from our driveway, because he can't see very clearly. 6. This is residential area, not a commercial area.	Sylvia Law Pick	Hoe		
10	39805	Hi, I don't want to have the Apollo Project Centre in Jellie Park. That is only temporary building 1. Too many cars are parking in the both sides of the street 2. Very dangerous for me and family to drive from my driveway. Can't see very clearly when the car is coming. 3. Too nosie 4. Parkings are for friends and visitors only	Yuxian	Li		
13	39863	This was built we believe without consent / permit and certainly no residential neighbour consultation. As nearby residents the large number of cars parked in Chateau Drive has totally degraded and devalued the residential area with car movements from 5:30 am to late evening. Not helped by car horns, loud music, dropped rubbish, loud talking and speeding etc.  The parking on both sides of our street has narrowed it to a dangerous level. We were informed from the beginning this was a temporary building and have been hugely looking forward to its removal.  It is a shock ad extremely disappointing to read consideration being given to ongoing use. This facility must be removed and the area reinstated to park land as Mr. Jellie's gift intended. We look forward to your understanding and support of our comments.	PJ & DJ	McGill		
20	39897	I do not think the proposed use by community recreation groups should happen. This centre was a temporary use site for after the earthquakes. My understanding is due to the earthquakes and the necessity for a venue no community consultation took place. Over this time parking has been a local issue for residents in near by streets namely Chateau Drive and Matisse Place.	Michele	Macaulay		

		<p>Users of this temporary facility park on both sides of the local roads causing traffic issues on these streets due to the visibility issues. There is extremely limited parking if any on site from the access behind Jellie Park and access from Greers Road is generally chained off. Jellie Park parking is also limited.</p> <p>This issue as well as the unknown noise factor to the surrounding areas makes this an unattractive option for local residents who would have no control over this.</p> <p>This area is also used extensively by school children on their way to and from school and the proposal would potentially create issues around safety of the recreational park area in its current layout. There is also the Laura Fergusson Trust residents living next door who use the local park area.</p> <p>This area has enough "activity" groups associated with it and the current proposal would mean unknown amounts of traffic, noise and safety and security problems.</p> <p>Therefore I do not agree with the proposal as it stands, also considering this was a TEMPORARY building .</p>				
26	40022	<p>It was disappointing to learn from a neighbour of a proposed option again of retaining this facility and offering it use to community groups. Given the response to the January 2016 survey (50% wanted it removed) I would have thought a leaflet drop in letter boxes would have been a better gauge of the neighbourhoods wishes. Our opinion remains the same "we want the temporary facility removed" as well as, no extra car parks. Consider how many schools, university and med centre expansion impact on this area; church ad nearby shopping centres all within a 1/2 mile radius.</p>	Dianne & Graeme	Clarke		
<b>Views on any future use of the building dependent on response to current issues</b>						
4	39677	<p>On first reading the "Have your Say" pamphlet over the future of the 'High Performance Centre' at Jellie Park, I thought, "here we go again!". I will give the Council due credit though, as 5 years ago, I accused the Community board and City Council staff at a panel hearing of making changes to Jellie Park by stealth using the Management Plan as a tool over the matter of converting parkland into car parking. It appears lessons may have been learned in the interim.</p> <p>Pressure on car parking as been ever increasing since the expansion of pool facilities along with the gymnasium and fitness centre and if the use of the Apollo (HPSNZ) building is extended to a wider number of groups involving a greater number of participants, the worry is that the Jellie Park management will attempt to convert more parkland into parking spaces or that the roadside parking will be placed under even greater strain.</p> <p>The Apollo Projects Centre was built in 2011 as a temporary structure to last 5 years and be removed. One presumes the design and construction was based on the view it was only required to last for that period of time and could be easily dismantled. That it has remained in place for a further 5 years doesn't change the fact that it was not originally built for long term existence. That leads to possible "expansion by stealth" to bring it into line with building codes and "change of use" requirements once building ownership has been transferred to other entities or even Council ownership which was proposed in the draft Management Plan (2016), but excluded from the published version.</p> <p>HPSNZ no doubt will be encouraging sporting bodies to take ownership of the building as they will not have to bear the cost of the building removal plus restoration of the site to original parkland as was specified in the original authorisation. The Act under the which permission was given to temporarily use</p>	Anthony	Chandler		



		<p>park land to erect the building expires this year, therefore Government permission under the Reserves Act will be required to retain it.</p> <p>The most cost effective solution for the Council is to hold HPSNZ to honour the original agreement to demolish &amp; restore the parkland, but If in the end the decision is made to retain the building, a requirement should be that the footprint the entire facility occupies at present should not be allowed to be extended at any time in the future and no further land be subverted into parking. Chateau Drive residents may have an issue with future car parking in their street, but presumably they will submit on their own behalf.</p>				
11	39823	<p>We wish to object to the complex being used for more community recreation activities because Chateau Drive is already cluttered with parked cars and people speeding dangerously along at all hours on way to the building.</p> <p>Unless you can guarantee all access will be from Greers Road and/or Ilam Road and parking will be on the property, we strongly disagree with the proposal to go ahead.</p> <p>Comments in duplicate submission: We wish to object to the building being used for more recreation activities because Chateau Drive is already cluttered with parked cars and people dangerously speeding along to the complex.</p> <p>Unless you can guarantee all cars will access the facility from Greers Road and /or Ilam Road and all parking will be on the actual property we strongly object to the building being used for more people.</p> <p>We understand that the permit was only for a temporary building. If it is intended for permanent use we think it should have to apply for a new resource consent. As neighbours, we should have been notified.</p>	Jan and Colin	Notley		
15	39866	<p>I think it is okay to lease as long as the car parking does not take more land in any way.</p>	marilyn	wells		
16	39869	<p>I was unable to attend the community meeting Tues 4th due to my salon commitments. I do have a number of comments - happy to see the building retained and repurposed as long as care is taken over the landscaping upkeep and maintenance and that the footprint/current fencing and boundaries aren't extended. The trees around the building need to be retained so it is effectively camouflaged from the Lake and sports fields. A similar sporting use would suit the building well and be crucial for my ongoing support.</p> <p>Access should only be from Ilam Road side/ Jellie Park pool complex carpark. I would not support the reopening of vehicle access through the park from Greers Road. Parking should be encouraged within the existing parks available. Consideration should be given to Chateau Drive becoming a residents only parking area. Although saying that I'm OK with occasional overflow from events like Weetbix, 30 degree days at Jellie Park Pool, just not so keen on people racing in daily to get to a class, training or fitness session and the street being used for permanent ongoing parking. Currently the lighting and sound impact from the complex is very minimal, I would not want this to change.</p>	Robyn	Prinsep		
17	39872	<p>I and fellow residents of chateau dr, are concerned with the volume of parking on our parking area by the park. As it is very dangerous to exit through the cars... I believe there should be parking and access inside the park for this facility, to make it safer.</p>	Lynda	Tucker		
18	39874	<p>Yes. This was intended to be a temporary building and that was accepted by the community as a result of the changes following the earthquakes. Since that time the parking around Chateau Drive has</p>	Deb	Conaghan		

		<p>become quite dangerous. There are cars parking both sides of the road causing a reduction in clear visibility coming from either direction. There is little consideration from many of the athletes arriving in the early hours of the morning banging car doors, talking etc.</p> <p>Originally there was parking allowed inside the facility grounds for the athletes which we were told was withdrawn and they were no longer allowed to park in there, since that time it has at times been quite dangerous. Originally the park was gifted by James Jellie in the 1950's,. It was then that James decided to gift his land to the people of Christchurch in the form of a recreational area, i.e: not for commercial which is what it will become as the council will be earning revenue off it. This should be returned to parkland. use.<a href="https://www.peelingbackhistory.co.nz/jellie-park-opened-24th-september-1960/">https://www.peelingbackhistory.co.nz/jellie-park-opened-24th-september-1960/</a></p> <p>Before any decisions are made and it is leased out to a community group we as residents should be given insight into who is interested as depending on their level of responsibility to the community and surrounding area would influence whether or not this should go ahead.</p>				
21	39912	<p>Living as a neighbouring resident to the original building of the High Performance facility, I do not recall any public consent process from the council prior to the temporary facility being built. Now that its original planned use is terminating I believe the future of this structure and its management could adversely affect many of the local residents.</p> <p>I am not in favour of this facility being sold for unknown future use. The areas of concern are as follows:</p> <p>1/ Parking facilities were poorly planned and are inadequate for this facility and current users utilise street parking on both sides of Chateau Drive and other a joining streets. This creates a threat to the safe traffic flow in these relatively narrow streets.</p> <p>2/ Vehicle access to the facility is extremely restricted and controlled by the council. Further access and parking close to the building threatens existing trees and frisbee golf activity.</p> <p>3/ Noise from the facility could become a significant issue for local residents as there is no indication exactly what the building would be used for and at what hours of the day.</p> <p>4/ A full consent process should now take place and the concerns of local residents should be heard as this process did not occur prior to the construction of this planned temporary facility and building.</p> <p>I would appreciate some feedback from the council on these concerns.</p>	Grant	Macaulay		

22	39925	<p>Re: Apollo Project Centre If council is considering open this facility to the public, council shall provide enough parking space for these facility.</p> <p>There is a great advantage of this site. The Parking space may available very easily from using a little space of existing ground of Jellie Park. We just need enlarge the existing driveway to the Greers Road. People may also use some existing council's parkings on the Greers Road as well.</p> <p>Establish these parking and enlarge existing driveway to the Greers road will not cost much for council and it could avoid people parking on the nearby community street. A reasonable arrangement to avoid people parking in Chateau Dr or its internal lanes and place.</p> <p>People here have great concern for the future events may disturb our daily life here that are already existing for more than 20 years. Some people are talking about park all our cars on the street to stop these disturbance. We do appreciate for your kind attention and support.</p>	Alexander	Tan		
23	39963	<p>Firstly, we appreciate the time and effort you and your colleagues put into the recent leaflet letterbox drop in our area and the frank discussion we had on the 4th of May at the Apollo centre meeting rooms.</p> <p>I serve as the administrator of the Chateau Drive Community Facebook site, established in March last year during the lockdowns as a way to assist any of our neighbours and the local community. I am not responding on behalf of this group as I do not have a mandate for this. I am responding as an individual although many of the points I raise have been discussed by others with me and on our FB page.</p> <p>It was very helpful to discuss the background with David Bailey and I am sure he now better understands the Chateau Drive community's frustrations with parking, noise and behaviour since the HPF arrived.</p> <p>This building was built as a temporarily structure to support our City's athletes and was foisted on the local community in 2013. It was intended to be removed in April 2016 (5 years after the earthquakes) which has now been extended to the end of 2021 (10 years after the earthquakes). To now find out the intention is to lease the HPF/Apollo building for a further 20 years is a significant change of plan and use and although it is a fine building and well maintained, we are concerned, with the wrong tenants, it could very quickly destroy the communities goodwill and lead to issues and opposition in the future.</p> <p>For the record we did specifically discuss the Jellie Park Management Plan (JPMP) with you and David who suggested there is now a wider definition for the Parks use, defining it as leisure however Mr Jellie donated the land in April 1956 for use as a Recreation &amp; Sports reserve – any expansion of the use of the building as a cultural centre, migrant centre or religious purposes does not meet the definition of recreation &amp; sport.</p> <p>For clarity and brevity, I have listed the local issues with the following bullet points:</p> <ol style="list-style-type: none"> <li>1. Parking in Chateau Drive in-front of the residences has been a confronting issue. Four years ago the HPF management required the athletes to park on Chateau Drive which has caused significant disruption, anxiety and unpleasantness for the residents.</li> <li>2. Noise (athletes 5am early morning starts) – initially athletes, coaches and HPF management parked</li> </ol>	Ian	McInnes		

		<p>inside the controlled gate from the Pools at the HPF, or in the Jellie Park Pool parking but since 2018 the athletes were told to park in Chateau Drive and access the HPF via our walkway.</p> <p>3. Speeding down Chateau Drive to access the walkway to the HPF (arrival and departure).</p> <p>4. Assuming the building is leased, who will be accountable for Graffiti removal, site maintenance and the group participants behaviour.</p> <p>5. What responsibility does Council take and what rights do the residents/ratepayers have if the lessee fails to discharge their obligations and liabilities over time.</p> <p>6. Where does the ultimate responsibility lay for permanent removal of the buildings if the lessee defaults (20 year building design should have been removed in 2016 then extended to 2021 so intended to be removed by 2033).</p> <p>7. The existing trees in CDP are historical and magnificent, will these be protected under the Parks Management plan?</p> <p>8. Is there any intention to encroach into the CDP or Chateau Drive with Pool overflow parking when events are in Jellie Park or for HPF access, or any new lessees' requirements, etc?</p> <p>Again, thank you for communicating the process, guidelines and timelines.</p> <p>We would appreciate confirmation that this submission has been received and look forward to working through any issues with you and your team in the future.</p>				
25	39993	<p>While it seems very wasteful not to repurpose the building, as local residents we are concerned about- Parking provision- there is limited on site parking so if the use changes to one with potentially higher numbers using the facility, what is the plan for how to handle parking both on site and in the surrounding streets-without cutting down trees please!</p> <p>User numbers- The leaflet sent out doesn't indicate the current number of daily users and by how much that may change. Presumably this will be higher if it is opened up to a wider base than elite athletes only. It's hard to get an idea on impact of potential impacts without this information.</p>	Jane	Orange		

Apollo Project Centre Attachment C: Project team responses to issues raised by submitters

Parking on residential streets	Project team response	Submitters
What is the plan for managing parking on site and in adjacent residential streets	Any group operating from the facility as part of the Request for proposals (RfP) process will need to clearly demonstrate the ability to manage parking and traffic flow. Traffic Management Plans will need to identify how parking issues will be minimised (including on the adjacent streets of Chateau Drive and Matisse Place), including how this will be enforced.	25
Apollo Centre users park in front of properties on Chateau Drive and Matisse Place – both sides of the road.	There are 22 parking spaces associated with the facility and 20 bike storage spaces. Traffic plans should indicate how these will be effectively utilised.  Parking issues on Chateau Drive have been raised with the CCC Parking Team to identify any possible mitigations. This issue will need to be managed successfully by any possible new owner/tenant of the facility	9, 10, 11, 13, 14, 17, 18, 20, 21, 22, 23
Four years ago the HPF management required the athletes to park on Chateau Drive which has caused significant disruption, anxiety and unpleasantness for the residents.	RfP applicants will need to clearly demonstrate how their proposed programme of activity at the facility will address parking requirements and minimise impacts on the surrounding area	23
Parking for pool and Apollo centre should be provided within parks available in Jellie Park, no more land in Jellie Park used to support any new use for the building	There are 22 parking spaces associated with the Apollo Projects Centre and 20 bike storage spaces. Traffic plans will be required to demonstrate how these will be effectively utilised. No additional parking spaces are allowed for with the current Resource Consent for the Apollo Projects Centre.	4, 11, 15, 16, 17, 26
Can more land within Jellie Park be used for parking to take the pressure off adjacent streets – Chateau Drive and Matisse Place?	This would involve an amendment to the Jellie Park Management Plan and the ability for the potential RfP applicant to fund this work?	22
Chateau Drive a residents only parking area?	Parking issues on Chateau Drive have been raised with the CCC Parking Team. They advise that resident only parking zones are no longer being implemented.	16
Dangerous to exit through parked cars, visibility issues	Normal parking rules apply.	9, 10, 17, 18, 20
Noise (athletes 5am early morning starts) – initially athletes, coaches and HPF management parked inside the controlled gate from the Pools at the HPF, or in the Jellie Park Pool parking but since 2018 the athletes were told to park in Chateau Drive and access the HPF via our walkway.	There are 22 parking spaces associated with the facility and 20 bike storage spaces. Traffic plans from the RfP applicants will need to indicate how these will be effectively utilised.  HPF currently provide most of their users direct access to their car-park. Some users, for example athletes on the pathway to podium scheme and regional performance programmes for example, use Chateau Drive. We will review the operational and traffic plans of RfP applicants and can provide more weighting to those applicants who will minimise the current parking issues.	9, 10, 13, 23
Speeding down Chateau Drive to access the walkway to the HPF (arrival and departure).	Parking speeding issues on Chateau Drive have been raised with the Parking Team at Christchurch City Council to see what they advise. Normal parking and traffic enforcement processes apply.	11, 23

<p>More information needed by affected residents re process</p>	<p>An indicative timeline for the RFP process is attached. Please contact us if you would like to discuss this further.</p> <p>At the conclusion of the RfP process, if a lease is proposed to be granted to a community recreation group, this will be advertised via public notice. This involves the ability for objections to be heard by a hearings panel.</p> <p>Media/communication releases will be sent directly to submitters of this Community Consultation as well as more generally within the community.</p>	<p>18, 25</p>
<p><b>Issues relating to the Apollo Project Centre site and Jellie Park</b></p>		
<p>Building is temporary</p>	<p>The building was initially built after the Canterbury earthquakes as a home for High Performance Sport NZ. Once they move to Parakiore Recreation and Sport Centre, an opportunity exists to provide this facility and spaces to a community recreation group. The current facility should have at least 17 years of useful life remaining. The question has been asked by SportNZ whether Christchurch would like the facility to remain for community recreation and sporting outcomes within the community. The current RfP process and consultation is seeking to answer this question. If there is a successful applicant who is granted a lease there will be a requirement for them to remove the building at the conclusion of a new lease.</p>	<p>4, 10, 11, 18, 20, 23</p>
<p>Temporary facility should be removed, return building site to parkland</p>	<p>With High Performance Sport NZ moving out once Parakiore Recreation and Sport Centre is open, an opportunity exists to utilise the facility to provide more community recreation space within the city.</p> <p>The question has been asked by SportNZ whether Christchurch would like the facility to remain for community recreation and sporting outcomes within the community. The current RfP process and consultation is seeking to answer this question.</p> <p>Providing groups can meet parking, financial and permitted use criteria, there is an existing space that could be used to support and encourage participation in recreation activities. The Community Board wants to understand the views and preferences of the community within their decision making process.</p> <p>The current request for proposal includes the removal of the facility at the conclusion of the lease.</p>	<p>10, 13, 26</p>
<p>Who is responsible for permanent removal of the buildings if the lessee defaults (20 year building design should have been removed in 2016 then extended to 2021 so intended to be removed by 2033).</p>	<p>If an applicant from the RfP process is recommended to be approved by the Community Board the lease will include a condition that requires the applicant to establish a fund so they can remove the building at the conclusion of any new lease.</p> <p>The capability of the applicant to create and manage this fund successfully is critical to the success of any application. An independent assessment of this capability will be completed and their needs to be negligible risk to this outcome.</p>	<p>23</p>

Vehicle access to Performance Centre extremely restricted	A priority for any successful RfP application will be the ability to manage traffic flow to and from the facility within the requirements of the Jellie Park Management Plan. Vehicle access to the facility is via the Jellie Park Recreation and Sport Centre car park from Ilam Road and any activity at the facility will need to meet these needs. There are a number of alternative transport options, with a number of bus routes, cycle ways and walking access in the area.	21
Existing trees must be retained. Will these be protected under the Parks Management plan?	There is no plan to remove any existing trees or vegetation from around the facility. The Jellie Park Management Plan is designed to ensure a safe and attractive parkland landscape by maintaining and managing vegetation in the park. Council will continue to own the land that the Apollo Projects Centre is built upon.	16, 23
More landscaping required if building retained	The Jellie Park Management plan identifies the need to ensure the landscape character of the park is not compromised by buildings. Trees and shrubs are planted and managed to integrate buildings with the surrounding landscape.	16
No lighting and sound increase from any new activities	Any intended use and activity at the facility will need to meet all conditions of the Resource Consent and Jellie Park Management Plan. Lighting requirements at the park have been identified in the Management Plan. Noise levels of different activities are controlled via the District Plan. Any applicant to the RfP will have to comply with the current requirements or seek a resource consent for variation.	16
If building leased, who will be accountable for graffiti removal, site maintenance and the group participants behaviour.	If a new lease is issued the successful applicant will be required under the terms of their lease to ensure the building remains free of graffiti and is maintained to an acceptable level as detailed (as per current Council policy and practice). The RfP process will be assessing the organisations ability to cover the costs of completing this work as required. Compliance with these standards is monitored by Council officers. Similarly the applicant will be responsible for the behaviour of its visitors and users.	23
Will a consent be required under any new lease? / Consent needed	A resource consent currently exists for the facility which clearly outlines conditions of use, including parking based on current usage. Any change or potential change to the use of the facility, including parking/traffic management will be required to go through normal Council procedures for a resource consent application.	11, 21
Can any new lessee allow community groups to book the facility?	Any groups using the facility must be completing a permitted activity identified within the Resource Consent, Parks Management Plan and District Plan.	24
What responsibility does Council take and what rights do the residents/ratepayers have if the lessee fails to discharge their obligations and liabilities over time.	Conditions of the lease will clearly outline obligations by the lease holders, including risk mitigation. Residents/ratepayers can raise issues of non-compliance directly with the lease holders of any facility on any Park. If the matter is not resolved satisfactorily then the issue can be raised with Council to seek a constructive outcome and compliance with the expected and detailed standards.	23

Before any decisions are made and it is leased out to a community group we as residents should be given insight into who is interested as depending on their level of responsibility to the community and surrounding area would influence whether or not this should go ahead.	At the conclusion of the Request for Proposal process, if Council proposes to issue a lease to a community recreation group, there will be a public notice identifying the group, and a further round of consultation, providing the opportunity for any views to be heard by a hearings panel.	18
<b>Other</b>		
Wasteful to build new high performance facilities in the city	The medium term plan was for High Performance Sport NZ to move into Parakiore Recreation and Sport Centre within a dedicated space that has been designed to meet all of their needs. The Apollo Project Centre was designed as a short-term solution for their needs.	27
Use as:		
Community centre / community space / by community groups	The Jellie Park Management Plan and Reserves Act requires any use in the Park and facilities to be for Recreation and Sport purposes	2, 3, 14
Venue for Delta Rhythmic Gymnastics	Partnerships will be encouraged during part B of the RFP process	1
Facilities for Archery Club	Partnerships will be encouraged during part B of the RFP process	5
Facilities for Christchurch Whitewater Club	Partnerships will be encouraged during part B of the RFP process	8
Thermal pools and spas	Thank you for your suggestions Henry. Pools and spas would not be suitable for the Apollo Centre. All the water activities are in the Jellie Park pool area.	20



## 9. Waimāero Fendalton-Waimairi-Harewood Community Board Area Report - June 2021

Reference / Te Tohutoro: 21/548798

Report of / Te Pou Matua:

Maryanne Lomax, Community Governance Manager Fendalton-Waimairi-Harewood, maryanne.lomax@ccc.govt.nz

General Manager / Pouwhakarae:

Mary Richardson, General Manager Citizens and Communities  
mary.richardson@ccc.govt.nz

### 1. Purpose of Report / Te Pūtake Pūrongo

This report provides the Board with an overview on initiatives and issues current within the Community Board area.


### 2. Officer Recommendations / Ngā Tūtohu

That the Waimāero Fendalton-Waimairi-Harewood Community Board:

1. Receive the Waimāero Fendalton-Waimairi-Harewood Community Board Area Report for June 2021.

### 3. Community Support, Governance and Partnership Activity

#### 3.1 Community Governance Projects

Activity	Detail	Timeline	Strategic Alignment
Community Liaison Meeting	The next Community Liaison meeting will be held on 16 June 2021 at Abberley Park Hall.	16 June 2021	Strengthening Communities Strategy
Avonhead/Russley Community Safety Initiative	An information booklet has been drafted to be delivered to all households in the Avonhead / Russley area. The booklet will also include a survey to gather data on residents' views around safety in their neighbourhood.	Ongoing	2020-22 Community Board Plan
Demolition of Burnside Park Caretakers House	The demolition is now completed. Landscaping is underway to return the land to park space. 	Completed	2020-22 Community Board Plan

### 3.2 Dusk to Dawn 2021 - Friday 9<sup>th</sup> - Saturday 10<sup>th</sup> July

With an 8pm-8am jam-packed programme of activities ranging from swimming, trampolining, International Antarctic Centre, movies to a dance party and rock climbing, this is an event not to be missed.

This event is organised by Christchurch City Council in collaboration with Papanui Youth Development Trust, Northcity Church, Te Ora Hou, Belfast Community Network, Shirley Community Trust, Papanui Advisory Committee and other incredible youth groups in the northwest.

This event is open to all high school young people who live or go to school in North-West Christchurch.



### 3.3 Community Funding Summary

3.3.1 A status update on the Board's Funding is attached (refer **Attachment A**).

### 3.4 Participation in and Contribution to Decision Making

#### 3.4.1 Report back on other Activities contributing to Community Board Plan

- The June 2021 monitoring report for the Waimāero Fendalton-Waimairi-Harewood Community Board Plan 2020-22 is attached (**refer Attachment B**).

#### 3.4.2 Council Engagement and Consultation

- **Plan Change 7: Managing Significant Indigenous Vegetation**

Plan Change 7 seeks to better protect and maintain indigenous vegetation while still providing for its clearance, where it is small scale and low impact, to provide for the continuation of farming activities.

It will also amend the policies and rules around the type and size of native trees and plants (indigenous vegetation) that can be cleared generally across the district, and within areas of existing pasture (otherwise known as improved pasture) on coastal farmland.

Further information can be found on the Have Your Say section of the Council website. Consultation closes on 21 June 2021.

- **Proposed replacement Freedom Camping Bylaw 2021**

The Council is proposing changes to the Freedom Camping Bylaw, and want to hear what you think. The bylaw aims to balance freedom camping opportunities with necessary limitations to ensure our areas are protected.

Further information can be found on the Have Your Say section of the Council website. Consultation closes on 21 June 2021.

## 4. Advice Provided to the Community Board

### 4.1 Staveley Street Safety Concerns

The attached memo (previously circulated to the Board) from the Council's transport team outlines the planned changes to Staveley Street. This is in response to a deputation on 21 February 2021 to the Board by Liam Stretch, Staveley Street resident. The changes include installing speed limit signs and a centre line to improve delineation (**refer Attachment C**).

### 4.2 Customer Service Request Report

A monthly report is now being produced for each Board area that provides an overview of the number of Customer Service Requests that have been received over the past month, including the types of requests being received and a breakdown of how they are being reported (**refer Attachment D**).

## Attachments / Ngā Tāpirihanga

No.	Title	Page
A <a href="#">↓</a>	Fendalton-Waimairi-Harewood Board Funding Update - June 2021	76
B <a href="#">↓</a>	2020-22 Fendalton-Waimairi-Harewood Board Plan Monitoring - June 2021	78
C <a href="#">↓</a>	Memo - Addressing Staveley Street Safety Concerns	82
D <a href="#">↓</a>	Fendalton-Waimairi-Harewood Customer Service Request Report - June 2021	85

## Signatories / Ngā Kaiwaitohu

<b>Authors</b>	Barbara Strang - Community Board Advisor Maryanne Lomax - Manager Community Governance, Fendalton-Waimairi-Harewood Natalie Dally - Community Development Advisor Lisa Gregory - Community Recreation Advisor
<b>Approved By</b>	Matthew McLintock - Manager Community Governance Team John Filsell - Head of Community Support, Governance and Partnerships

<b>Waimāero/Fendalton-Waimairi-Harewood Community Board Funding Summary</b>			
updated as at 1/6/2021	Project/Service/Description/Group	Allocation 2020-21	Board Approval (Date)
	<b>Fendalton/Waimairi Discretionary Response Fund</b>		<b>Board Approval (Date)</b>
	<b>Budget 2020-21</b>	\$ 98,895	
	<i>Carried Over from 2019-20</i>	\$ 46,801	
	<i>Annual Plan 2020 Allocation</i>	\$ 50,000	
	<i>Returned Funds from SCF 2020-21</i>		
	<b>Total for 2020/21 Financial Year</b>	<b>\$ 195,696</b>	
	<b>Allocations made</b>		
	<b>Youth Development Fund - Opening Balance allocation</b>	<b>\$ 10,000</b>	17-Aug-20
	<i>Allocations made</i>		
	<b>Nathan Dix</b> (BHS Football Team)	\$ 200	7-Sep-20
	<b>William Griffiths</b> (Spirit of Adventure)	\$ 250	21-Sep-20
	<b>Jack Shatford</b> (Rembuden Kendo Taikai Championship, Wellington)	\$ 50	21-Sep-20
	<b>Malvern Scout Group</b> (Staveley Adventure Camp, Canterbury)	\$ 200	5-Oct-20
	<b>Burnside High School</b> (Spirit of Adventure Trophy Voyage, Auckland)	\$ 450	19-Oct-20
	<b>Matthew McVicar</b> (Spirit of Adventure Trophy Voyage, Auckland)	\$ 250	16-Nov-20
	<b>Isabella Millar</b> (Spirit of Adventure Trophy Voyage, Auckland)	\$ 250	16-Nov-20
	<b>Neve Nuku</b> (Netball)	\$ 100	30-Nov-20
	<b>Riley Thompson</b> (Touch NZ Tournament)	\$ 100	1-Feb-21
	<b>Aaron Lin</b> (Hands-On at Otago)	\$ 100	1-Feb-21
	<b>Piper Nuku</b> (Aotearoa Māori Netball Oranga Healthy Lifestyles Tournament, Whangarei)	\$ 100	15-Mar-21
	<b>Billie Nuku</b> (New Zealand Secondary Schools Volleyball Tournament, Palmerston North)	\$ 100	15-Mar-21
	<b>Delegation: Community Governance Manager Fendalton-Waimairi-Harewood to approve YDF applications up to \$300</b>		12-Aprl 2021
	<b>Eliza and Zara McDonnell</b> ( <i>Interprovisional Athletic Meeting Palmerston North</i> ) \$100 each	\$ 200	16 Apr-21 CGM
	<b>Youth Development Fund Balance - Available for allocation</b>	<b>\$ 7,650</b>	
	<b>Discretionary Response Fund - Total Allocation</b>	<b>\$ 185,696</b>	
	<b>Celebrate Bishopdale 2020</b> ( <i>Board Project</i> )	\$ 8,000	17-Aug-20
	<b>Culture Galore 2021</b> ( <i>Board Project</i> )	\$ 12,000	17-Aug-20
	<b>2020-21 Youth Development Fund</b> ( <i>Board Project</i> ) \$10,000 as per YDF Fund figures above		17-Aug-20
	<b>Youth Activities and Events</b> ( <i>Board Project</i> )	\$ 5,000	17-Aug-20
	<b>Community Pride Garden Awards 2021</b> ( <i>Board Project</i> )	\$ 3,000	17-Aug-20

	<b>Ma Christchurch Charitable Trust</b> (Aotearoa Rockstarts Project)	\$ 3,000	17-Aug-20
	<b>Summer with your neighbours 2020-21</b>	\$ 4,500	20-Jul-20
	<b>St Christophers Anglican Church</b> (October Children's Holiday Programme)	\$ 800	21-Sep-20
	<b>Fendalton-Waimairi-Harewood Community Liaison and Events</b>	\$ 2,000	16-Nov-20
	<b>Coptic Orthodox Church</b> (youth programme, older adults programme & all ages playground)	\$ 10,000	14-Dec-20
	<b>Council's Parks Unit</b> (Big Belly Bins - Abberley Park, Bishopdale Park, Burnside Park and Avonhead Park)	\$ 16,000	15-Feb-21
	<b>Cotswold Preschool and Nursery</b> (Outdoor Mud Pit and Kitchen Area)	\$ 2,000	15-Feb-21
	<b>The Village Community Centre</b> (Kids Club staff wages)	\$ 4,000	1-Mar-21
	<b>Russley Playcentre</b> (Equipment shed replacement and or upgrade)	\$ 7,000	15-Mar-21
	<b>Bishopdale Regeneration Projects</b>	\$ 10,000	29-Mar-21
	<b>Christchurch North Community Patrol</b> (Purchase of a second patrol vehicle)	\$ 10,000	29-Mar-21
	<b>St Christopher's Anglican Church</b> (Term 2 and Term 3 Holiday Programmes)	\$ 2,000	29-Mar-21
	<b>Riccarton Bush Trust</b> (Riccarton House and Bush Monitoring Projects)	\$ 3,200	17-May-21
	<b>Papanui Youth Trust</b> (Operational support – Administration Staff Wage)	\$ 2,000	17-May-21
	<b>St Barnabas Anglican Church - Parish of Fendalton</b> (New hall kitchen)	\$ 10,000	17-May-21
	<b>Papanui Community Toy Library</b> (Wages for Supervisor)	\$ 3,000	31-May-21
	<b>St Albans Residents Association</b> (Bridging Centre Manager wage)	\$ 1,000	31-May-21
	<b>Discretionary Response Fund Balance</b>	\$ 67,196	
	<b>TOTAL: Fendalton/Waimairi Discretionary Response Fund Unallocated</b>	<b>\$ 74,846</b>	

Waimāero Fendalton-Waimairi-Harewood Community Board Plan 2020-22 – Monitoring as at 14 June 2021

Priority: Reinstating the Ilam Stream and fixing the water flow issues.		
What the Board will do	Measures of Success	Progress to date/actions taken
<ul style="list-style-type: none"> <li>The Board will work with the Network Of The Ilam Stream (NOTIS) group to advocate for measures to be implemented to address the stream flow issues.</li> <li>The Board will encourage Council staff and Environment Canterbury staff to engage with NOTIS and consider proposals presented in the Discussion Paper prepared by NOTIS.</li> </ul>	<ul style="list-style-type: none"> <li>Council and Ecan staff working together with NOTIS to look at solutions</li> <li>Funding is included in the Council's Long Term Plan to implement measures to improve water flow</li> </ul>	<ul style="list-style-type: none"> <li>14 September 2020 - A Briefing was held with Board members, Council staff and representatives from the Network of the Ilam Stream (NOTIS) to discuss the discussion paper that was presented to the Board by NOTIS in 2019. Council staff are to investigate possible solutions and come back to the Board.</li> <li>4 November 2020 - Memo back to the Board from staff with details and costings of a potential option to install a new bore and pump at Crosbie Park.</li> <li>17 November 2020 - Community Board Chair presented the above option to the Council at a briefing on Board Plan priorities for consideration in the Long Term Plan. The Board will request that the funding be allocated for the new bore and pump as part of their submission to the Long Term Plan.</li> <li>5 May 2021 - The Community Board submitted on the Council's Long Term Plan and stated the following: <ul style="list-style-type: none"> <li><i>The Board has worked with Council staff and the local community to look at ways to address the issue. Staff have provided a response back to the Board indicating that the only viable option would be the installation of a new bore at Crosbie Park. The estimated cost of this is \$130,000. There is currently no budget allocated for this project and the Board are requesting that Council include this project in the Long Term Plan.</i></li> </ul> </li> </ul>

Priority: Continue to advocate on behalf of residents regarding parking issues, particularly around the business areas in Russley and Roydvale.		
What the Board will do	Measures of Success	Progress to date/actions taken
<ul style="list-style-type: none"> <li>The Board will continue to work with Council traffic engineers to look at solutions which improve on-street parking for local residents.</li> <li>The Board will request an increase in the presence of the Parking Enforcement Team in these areas.</li> <li>The Board will work with local businesses in these areas to encourage and assist their staff to find alternative parking options which do not impact so heavily on local residents.</li> </ul>	<ul style="list-style-type: none"> <li>Improved access to on-street parking for local residents</li> <li>Increased visits from the Parking Enforcement Team</li> <li>Local businesses have an appreciation of the parking issues for residents</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing - staff continue to raise issues with the Council's Parking Enforcement Team as they arise.</li> </ul>

Priority: Request the installation of Big Belly bins at high usage parks in the Board area, e.g. Abberley Park, Bishopdale Park and Avonhead Park and investigate recycling options for parks.		
What the Board will do	Measures of Success	Progress to date/actions taken
<ul style="list-style-type: none"> <li>The Board will advocate to the Council for the Big Belly bins to be placed in various parks across the Board area. Priority parks will be those with high user numbers and where users have expressed concerns to the Board regarding rubbish issues.</li> <li>Ask staff to investigate the feasibility of having</li> </ul>	<ul style="list-style-type: none"> <li>Bins installed</li> <li>Less reports of over-flowing rubbish in the parks</li> <li>Recycling options investigated</li> </ul>	<ul style="list-style-type: none"> <li>15 September 2020 - The Board Chair attended a briefing with the Council to highlight the Board's priorities in their Board Plan, in consideration for inclusion in the Long Term Plan. The Big Belly bins priority was tabled at the meeting and the Chair indicated that the Board would be willing to contribute financially to enable the installation of the bins in the parks identified in our Board area.</li> <li>Following the briefing, the Parks Unit indicated they would be willing to look at a 50/50 funding option for the four bins the Board are requesting. A report seeking the Board to allocate funding from their 2020-21 Discretionary Response will be presented at the Board meeting on 15 February 2021.</li> </ul>

rubbish recycling bins in local parks.		<ul style="list-style-type: none"> <li>At this stage, recycling bins in parks are not available as EcoCentral currently does not accept public recycling without prior sorting. The additional costs of prior sorting does not make this a financially viable option. Staff are continuing to look into this issue.</li> <li>15 February 2021 - The Board provided \$16,000 from their 2020-21 Discretionary Response Fund to purchase and install Big Belly bins at Avonhead Park, Bishopdale Park, Abberley Park and Burnside Park.</li> <li>24 May 2021 - The bins have been installed at the parks listed above.</li> </ul>
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**Priority: Development of community safety initiatives across the Board area, particularly in the Avonhead/Russley and Bishopdale areas.**

What the Board will do	Measures of Success	Progress to date/actions taken
<ul style="list-style-type: none"> <li>The Board will work with Canterbury Neighbourhood Support to promote local neighbourhood support groups and increase the number of these groups.</li> <li>The Board will work with the Christchurch North Community Patrol to increase the number of patrols in the Avonhead/Russley area and encourage local residents to consider becoming a Community Patrol volunteer.</li> <li>The Board will work with the Police to educate the community on measures that can be undertaken by residents to keep themselves and their property safe and information on how to report thefts.</li> </ul>	<ul style="list-style-type: none"> <li>Residents feeling safer in their community</li> <li>Increase in the number of local Neighbourhood Support groups</li> <li>A more visible presence of community patrols and an increase in volunteers</li> <li>A decrease in the number of burglaries</li> </ul>	<ul style="list-style-type: none"> <li>Initial discussions have been held with staff and the Police to look at potential initiatives. A meeting will be organised in February 2021 with Council staff, Police, Community Patrols and Canterbury Neighbourhood Support to progress this Board priority.</li> <li>24 May 2021 - A Working Group has been established and meeting regularly. This group consists of Community Board members, Fendalton-Waimairi-Harewood Community Governance staff, Canterbury Neighbourhood Support, NZ Police, Christchurch North Community Patrols and local MP, Sarah Pallett. The Avonhead/Russley area has been chosen at the initial pilot project, which can then be replicated across other areas.</li> </ul> <p>A safety information booklet has been developed and will be delivered to households in the Avonhead/Russley area. This booklet provides information on the currently services available and provides some tips for residents on keeping their home and property safe.</p> <p>A survey is also being included in the booklet to gather information from residents in regards to how they feel about community safety and identify key issues. Initial discussions have been held with staff and the Police to look at potential initiatives. A meeting will be organised in February 2021 with Council staff, Police, Community Patrols and Canterbury Neighbourhood Support to progress this Board priority.</p>

**Priority: Upgrade of the toilets, changing room facilities and sports storage at Nunweek Park.**

What the Board will do	Measures of Success	Progress to date/actions taken
<ul style="list-style-type: none"> <li>The Board will undertake engagement with the users of the park, particularly the sports clubs based at Nunweek Park, to ascertain their requirements and any opportunities for collaboration or partnership in the possible upgrading of the facility.</li> <li>A feasibility study on the upgrade of this facility will be undertaken.</li> <li>Based on the outcomes of the community engagement and feasibility study, the Board will advocate for funding to be allocated towards this project in the Council's Long Term Plan as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>Users of the park will have the opportunity to have their say on any future development of the building</li> <li>A feasibility study will be carried out</li> <li>If deemed feasible, funding will be secured for the upgrade in the Long Term Plan.</li> </ul>	<ul style="list-style-type: none"> <li>5 May 2021 - The Community Board submitted on the Council's Long Term Plan and stated the following: <ul style="list-style-type: none"> <li><i>The toilets and sports storage facility at Nunweek Park was constructed in the late 1980s. As the building would benefit from strengthening work, the board is keen to investigate whether the building is still fit for purpose and the feasibility of building new changing room facilities.</i></li> </ul> <p><i>The Board would like to request that funding for this project be included in the Long Term Plan.</i></p> </li> </ul>

**Priority: Demolition of the old caretaker's house at Burnside Park (340 Avonhead Road).**

What the Board will do	Measures of Success	Progress to date/actions taken
<ul style="list-style-type: none"> <li>The Board will work with staff from the Council's Parks Unit to progress the demolition of this building and the reinstatement of the site back to park land.</li> </ul>	<ul style="list-style-type: none"> <li>House demolished and site tidied up.</li> </ul>	<ul style="list-style-type: none"> <li>January 2021 - The Parks Unit has prioritised this project and have sought tenders to undertake the demolition. Soil testing for asbestos is currently underway and it is hoped the removal of the house will take place over the next few months.</li> <li>10 May 2021 - The house has been demolished and the site cleared. The site is currently undergoing landscaping and will be opened back up to the park.</li> </ul>

**Priority: Replacement or upgrade of the public toilets at Bishopdale Mall.**

What the Board will do	Measures of Success	Progress to date/actions taken
<ul style="list-style-type: none"> <li>The Board's preference would be for new stand-alone toilets to be built on the land where the old Plunket rooms were recently demolished. The Board will advocate on behalf of the local community, through its submission to the Council's Long Term Plan, for funding to be secured for this project.</li> <li>The second option would be the upgrade of the current toilet facilities. The Board would work with Council staff, the Bishopdale Centre Association and other interested parties including Enliven Bishopdale and the Bishopdale Menzshed to look at ways of achieving this upgrade with minimum costs.</li> </ul>	<ul style="list-style-type: none"> <li>New or improved toilet facilities will be available in the Bishopdale Mall</li> </ul>	<ul style="list-style-type: none"> <li>September 2020 - Staff have indicated that there is no money currently budgeted to replace the public toilets at Bishopdale Mall.</li> <li>The local Enliven Bishopdale Group, who have recently been involved in the development of the Bishopdale Village Green, have indicated they would be interested at looking at undertaking a revamp of the current toilets as their next project.</li> <li>The local business association is also interested in being involved and may be in a position to contribute a small amount of funding towards this project. Local staff will come back to the Board to request a contribution from the Board's Discretionary Response Fund to progress this project if required.</li> <li>15 April 2021 - Onsite meeting held with Council's Parks Unit staff and the Enliven Bishopdale group to look at options for upgrading the public toilets as part of the regeneration project. A concept plan is currently being drafted.</li> <li>5 May 2021 - The Community Board submitted on the Council's Long Term Plan and stated the following: <ul style="list-style-type: none"> <li><i>The local community have been requesting an upgrade or replacement of these toilets for many years. The current toilets are unpleasant and people say they feel unsafe when using them. The Board's preference would be for new stand-alone toilets to be built on the land where the old Plunket rooms were recently demolished.</i></li> <li><i>There is currently no budget allocated to this project. The Board would like to request that funding for this project be included in the Long Term Plan.</i></li> </ul> </li> </ul>

**Priority: Construction of a shared footpath on Gardiners Road from Wilkinsons Road to Sawyers Arms Road.**

What the Board will do	Measures of Success	Progress to date/actions taken
<ul style="list-style-type: none"> <li>The Board will advocate on behalf of the local community, through its submission to the Council's Long Term Plan, for funding to be secured to construct a shared footpath.</li> </ul>	<ul style="list-style-type: none"> <li>Funding will be secured in the Long Term Plan</li> <li>A shared footpath will be constructed</li> </ul>	<ul style="list-style-type: none"> <li>15 September 2020 - The Board Chair attended a briefing with the Council to highlight the Board's priorities in their Board Plan, in consideration for inclusion in the Long Term Plan. This priority was presented at that briefing.</li> <li>Following the briefing, staff informed the Board that no budget is currently allocated for this work to be undertaken, and requested the Board to identify any projects currently in the budget that they would be prepared to 'swap out' or defer to allow this work to be done. The Board identified a potential option which staff are now considering.</li> <li>The Board will be including this project in their submission to the Long Term Plan.</li> <li>5 May 2021 - The Community Board submitted on the Council's Long Term Plan and stated the following: <ul style="list-style-type: none"> <li><i>This area of the city is experiencing growth through the development of housing subdivisions. There is no footpath or safe cycling space from Wilkinsons Road to Sawyers Arms Road. A shared path would greatly</i></li> </ul> </li> </ul>



		<i>improve the safety of pedestrians and cyclists, particularly children who bike to school. Staff have indicated this is likely to cost approximately \$500,000 and there is currently no budget allocated to the project. The Board would like to request that funding for this project be included in the Long Term Plan.</i>
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**Priority: Upgrade of playing fields at Tulett Park and investigation into the possible usage of adjacent land to the park.**

What the Board will do	Measures of Success	Progress to date/actions taken
<ul style="list-style-type: none"> <li>The Board will work with Council staff and the users of the park to look at possible solutions for the drainage issues in the park. The Board will also request staff to investigate the opportunity to extend the playing area of the park by developing the Council-owned adjacent land (off Walter Case Drive) into additional sports fields.</li> </ul>	<ul style="list-style-type: none"> <li>Improved drainage and condition of playing fields on Tulett Park</li> <li>Increased access to playing fields through the utilisation of adjacent land</li> </ul>	<ul style="list-style-type: none"> <li>15 September 2020 - The Board Chair attended a briefing with the Council to highlight the Board's priorities in their Board Plan, in consideration for inclusion in the Long Term Plan. This priority was presented at that briefing.</li> <li>Staff from the Parks Unit are working with the local sports club users to monitor the condition of the playing fields.</li> <li>Staff have indicated that the creation of new fields on the adjacent land is not considered a priority as there is already sufficient access to playing fields across the city.</li> <li>The Board have indicated they would at least like to see the adjacent land be added to the mowing schedule of the current playing fields so the ground could be used for a training field for juniors. The Board will request this in their submission to the Long Term Plan.</li> <li>5 May 2021 - The Community Board submitted on the Council's Long Term Plan and stated the following:             <ul style="list-style-type: none"> <li><i>Tulett Park is home to the Nomads Football Club which has over 1,000 members. The Board would like to request that staff investigate the opportunity to extend the playing area of the park by developing the council-owned land (off Walter Case Drive) into additional sports fields and allocate the required budget for this project in the Long Term Plan.</i></li> </ul> </li> </ul>

Memos

Christchurch  
City Council 

# Memo

Date: 30 April 2021  
From: Edwin Tiong, Area Traffic Engineer  
To: Waimāero/Fendalton-Waimairi-Harewood Community Board  
Cc: Stephen Wright, Team Leader  
Community Board Advisors  
Reference: 21/530101

## Staveley Street Safety Concerns

### 1. Purpose of this Memo

- 1.1 Liam Stretch, a resident of Staveley Street, made a presentation to the Board regarding the road safety of Staveley Street at its meeting of 1 February 2021 (Ref: 20/1592973).
- 1.2 The Board decided to request staff report back to the Board regarding traffic safety mitigation options on Staveley Street.

### 2. Investigation

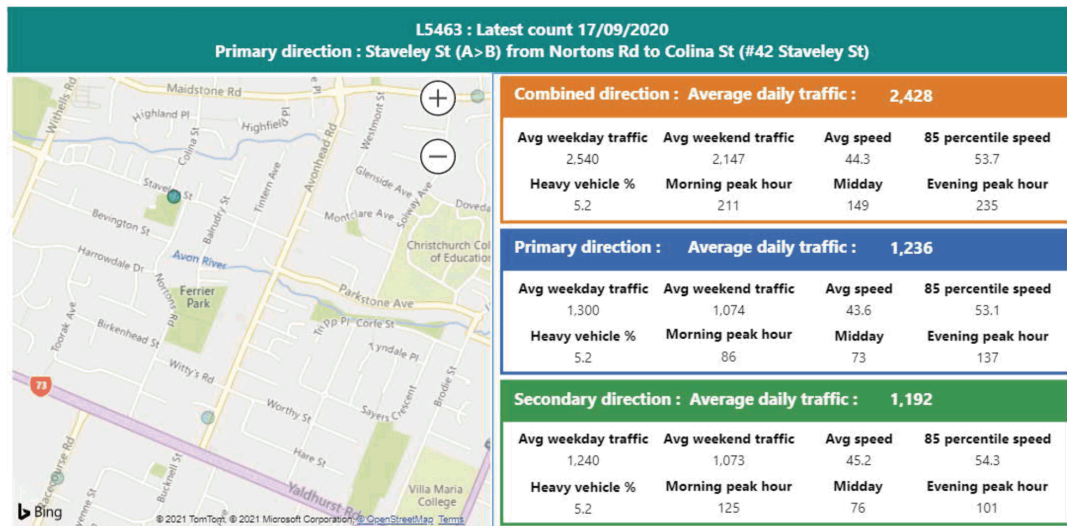
- 2.1 Traffic and Speed data
  - 2.1.1 Traffic and speed data was collected in September 2020 (see below). The key results of the traffic and speed count are summarised below:
    - Average Daily Traffic (ADT) 2,540 vehicles per day
    - Mean Speed 44.3 km/h
    - 85 Percentile Speed 53.7 km/h
  - 2.1.2 Staveley Street is classified as Local Road under Christchurch City Council Road Level Classification. The ADT of 2,540 vehicles per day on Staveley Street is at the higher end of traffic volumes carried by city local roads.
  - 2.1.3 Staveley Street on average is approximately 14 metre wide road, with limited road marking.
  - 2.1.4 Staveley Street is located primarily within a residential area, with a Kindergarten, a Reserve, some shops, and also within proximity to a few churches, as well as Russley and Avonhead Schools.
  - 2.1.5 The mean speed of 44.3km/h and 85 percentile speed of 53.7km/h on Staveley Street are within acceptable range. There will be the occasional driver doing excessive speed which would exacerbate the speed data, but the majority of road users are driving within the speed limit.
  - 2.1.6 The consideration of traffic management in particular the installation of traffic calming devices would likely be an effective means of controlling traffic speed on the road. However, it may not be an effective means of reducing the traffic volumes. Traffic calming would increase noise on the street due to braking and acceleration and the noise created by vehicles moving over raised elements. This has the potential to be a

Memos



poorer outcome for residents than the present situation, particularly if such a scheme were to not be effective at reducing the traffic volume on the street.

Traffic link counts database



2.2 Traffic Crash Data

2.2.1 There have been two reported non-injury crashes on Staveley Street over the past 5 year period (2016-2021). Both crashes occurred at mid-block close to the bend by the shops that involved a loss of control crashes including influencing factors such as, fatigue, intoxication and a driver with medical event.

2.2.2 There were no crashes that involved speeding.

3. Next Steps

3.1 Following investigations, the Council’s Traffic Engineer will:

- 3.1.1 Installing speed limit signs on Staveley Street. The signs will be installed within the next two months.
- 3.1.2 Consider installing centre line marking on Staveley Street, to improve delineation especially by the bend area.
- 3.1.3 Develop a proposal as Community Aspiration Project for a pedestrian refuge island by the Kindergarten / Reserve.
- 3.1.4 On a larger scale, consider 40km/h Safer Speed Zoning within Avonhead suburb.

4. Conclusion

4.1 That the Waimāero/Fendalton-Waimairi-Harewood Community Board receive this memorandum.

Memos



**Attachments / Ngā Tāpirihanga**

There are no attachments to this report.

**Signatories / Ngā Kaiwaitohu**

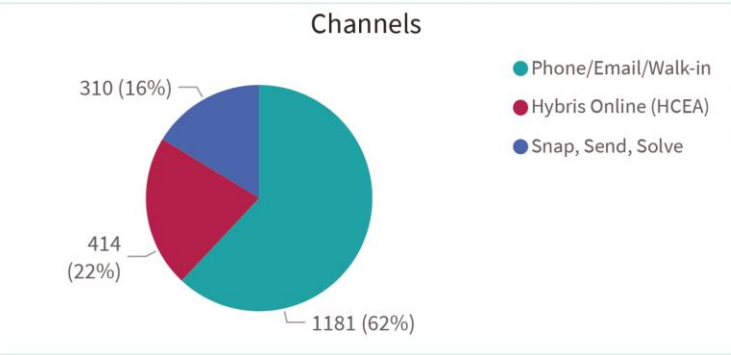
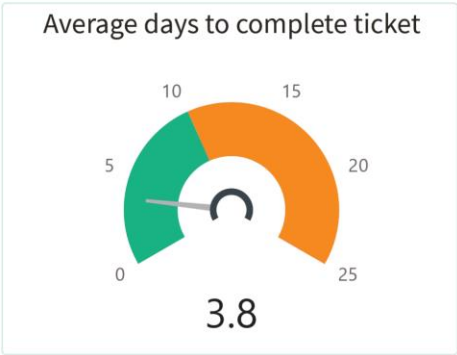
<b>Author</b>	Edwin Tiong - Traffic Engineer
<b>Approved By</b>	Stephen Wright - Team Leader Traffic Operations

# Ticket Report Fendalton-Waimairi-Harewood 19 Apr 2021 - 18 May 2021

Report date: 19/05/2021

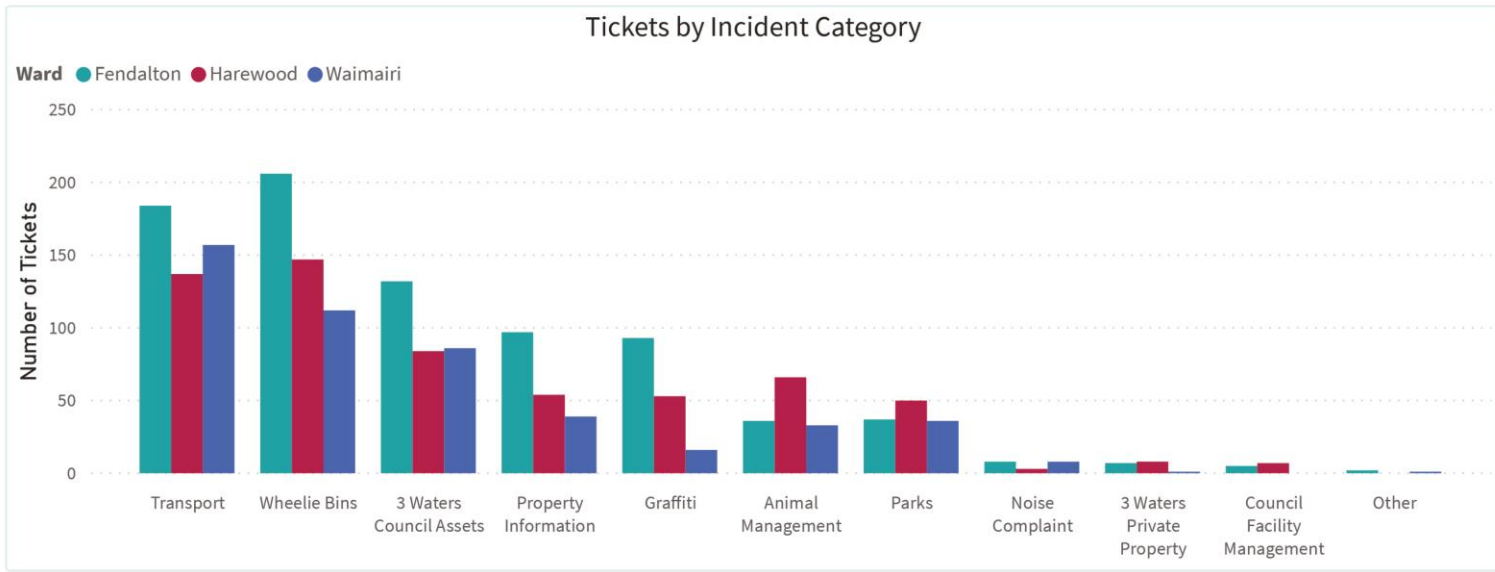
433  
Open Tickets

1873  
Tickets Closed/Resolved



### Top 10 Issues

Object Category	# Tickets
Bin Not Collected	175
Residential Property Files	174
Leak (Water Supply)	162
Damaged Bin	135
Litter (Road)	132
Graffiti	88
Tree (Road)	77
Road Asset (e.g.footpath,road,furniture)	64
Graffiti on Utility box	60
Found dog	42



Attachment D Item 9

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

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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.