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## Finance and Performance Committee AGENDA

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### Notice of Meeting:

An ordinary meeting of the Finance & Performance Committee will be held on:

**Date:** **Thursday 24 February 2022**

**Time:** **9.00am**

**Venue:** **Council Chambers, Civic Offices,  
53 Hereford Street, Christchurch**

Under the current provisions of the Covid-19 Protection Framework (traffic lights) people holding a current vaccine pass may attend the meeting in person. The meeting will be broadcast live: <http://councillive.ccc.govt.nz/live-stream>

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### Membership

Chairperson	Deputy Mayor Andrew Turner
Deputy Chairperson	Councillor Sam MacDonald
Members	Mayor Lianne Dalziel
	Councillor Jimmy Chen
	Councillor Catherine Chu
	Councillor Melanie Coker
	Councillor Pauline Cotter
	Councillor Mike Davidson
	Councillor Celeste Donovan
	Councillor Anne Galloway
	Councillor James Gough
	Councillor Yani Johanson
	Councillor Aaron Keown
	Councillor Phil Mauger
	Councillor Jake McLellan
	Councillor Tim Scandrett
	Councillor Sara Templeton

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**18 February 2022**

#### Principal Advisor

Leah Scales  
Acting General Manager - Resources  
/ CFO  
Tel: 941 8999

#### Principal Advisor

Dawn Baxendale  
Chief Executive  
Tel: 941 6996

David Corlett  
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941 5421  
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[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 tāuikiuki

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

Being open,  
transparent and  
democratically  
accountable

Promoting  
equity, valuing  
diversity and  
fostering inclusion

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

Building on the  
relationship with  
Te Rūnanga o Ngāi Tahu  
and the Te Hononga-Council  
Papatipu Rūnanga partnership,  
reflecting mutual understanding  
and respect

Actively collaborating and  
co-operating with other  
local, regional  
and national  
organisations

Ensuring  
the diversity  
and interests of  
our communities  
across the city and the  
district are reflected in  
decision-making

#### Community Outcomes

##### Resilient communities

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)

##### Liveable city

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

##### Healthy environment

Healthy water bodies  
High quality drinking water  
Unique landscapes and  
indigenous biodiversity are  
valued and stewardship  
exercised  
Sustainable use of resources  
and minimising waste

##### Prosperous economy

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

#### Strategic Priorities

Enabling active  
and connected  
communities  
to own their future

Meeting the challenge  
of climate change  
through every means  
available

Ensuring a high quality  
drinking water supply  
that is safe and  
sustainable

Accelerating the  
momentum  
the city needs

Ensuring rates are  
affordable and  
sustainable

#### 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

**FINANCE AND PERFORMANCE COMMITTEE OF THE WHOLE - TERMS OF REFERENCE NGĀ ĀRAHINA MAHINGA**

Chair	Deputy Mayor Turner
Deputy Chair	Councillor MacDonald
Membership	The Mayor and all Councillors
Quorum	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd
Meeting Cycle	Monthly
Reports To	Council

***Delegations***

The Council delegates to the Finance and Performance Committee authority to oversee and make decisions on:

Capital Programme and operational expenditure

- Monitoring the delivery of the Council's Capital Programme and associated operational expenditure, including inquiring into any material discrepancies from planned expenditure.
- As may be necessary from time to time, approving amendments to the Capital Programme outside the Long-Term Plan or Annual Plan processes.
- Approving Capital Programme business and investment cases, and any associated operational expenditure, as agreed in the Council's Long-Term Plan.
- Approving any capital or other carry forward requests and the use of operating surpluses as the case may be.
- Approving the procurement plans (where applicable), preferred supplier, and contracts for all capital expenditure where the value of the contract exceeds \$15 Million (noting that the Committee may sub delegate authority for approval of the preferred supplier and /or contract to the Chief Executive provided the procurement plan strategy is followed).
- Approving the procurement plans (where applicable), preferred supplier, and contracts, for all operational expenditure where the value of the contract exceeds \$10 Million (noting that the Committee may sub delegate authority for approval of the preferred supplier and/or contract to the Chief Executive provided the procurement plan strategy is followed).

Non-financial performance

- Reviewing the delivery of services under s17A.
- Amending levels of service targets, unless the decision is precluded under section 97 of the Local Government Act 2002.
- Exercising all of the Council's powers under section 17A of the Local Government Act 2002, relating to service delivery reviews and decisions not to undertake a review.

Council Controlled Organisations

- Monitoring the financial and non-financial performance of the Council and Council Controlled Organisations.
- Making governance decisions related to Council Controlled Organisations under sections 65 to 72 of the Local Government Act 2002.
- Exercising the Council's powers directly as the shareholder, or through CCHL, or in respect of an entity (within the meaning of section 6(1) of the Local Government Act 2002) in relation to –
  - (without limitation) the modification of constitutions and/or trust deeds, and other governance arrangements, granting shareholder approval of major transactions, appointing directors or trustees, and approving policies related to Council Controlled Organisations; and

- in relation to the approval of Statements of Intent and their modification (if any).

#### Development Contributions

- Exercising all of the Council's powers in relation to development contributions, other than those delegated to the Chief Executive and Council officers as set out in the Council's Delegations Register.

#### Property

- Purchasing or disposing of property where required for the delivery of the Capital Programme, in accordance with the Council's Long-Term Plan, and where those acquisitions or disposals have not been delegated to another decision-making body of the Council or staff.

#### Loans and debt write-offs

- Approving debt write-offs where those debt write-offs are not delegated to staff.
- Approving amendments to loans, in accordance with the Council's Long-Term Plan.

#### Insurance

- All insurance matters, including considering legal advice from the Council's legal and other advisers, approving further actions relating to the issues, and authorising the taking of formal actions (Sub-delegated to the Insurance Subcommittee as per the Subcommittees Terms of Reference)

#### Annual Plan and Long Term Plan

- Provides oversight and monitors development of the Long Term Plan (LTP) and Annual Plan.
- Approves the appointment of the Chairperson and Deputy Chairperson of the External Advisory Group for the LTP 2021-31.

#### Submissions

- The Council delegates to the Committee authority:
- To consider and approve draft submissions on behalf of the Council on topics within its terms of reference. Where the timing of a consultation does not allow for consideration of a draft submission by the Council or relevant Committee, that the draft submission can be considered and approved on behalf of the Council.

#### ***Limitations***

- The general delegations to this Committee exclude any specific decision-making powers that are delegated to a Community Board, another Committee of Council or Joint Committee. Delegations to staff are set out in the delegations register.
- The Council retains the authority to adopt policies, strategies and bylaws.

The following matters are prohibited from being subdelegated in accordance with LGA 2002 Schedule 7 Clause 32(1) :

- the power to make a rate; or
- the power to make a bylaw; or
- the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or
- the power to adopt a long-term plan, annual plan, or annual report; or
- the power to appoint a chief executive; or
- the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement; or
- the power to adopt a remuneration and employment policy.

#### ***Chairperson may refer urgent matters to the Council***

As may be necessary from time to time, the Committee Chairperson is authorised to refer urgent matters to the Council for decision, where this Committee would ordinarily have considered the matter. In order to exercise this authority:

- The Committee Advisor must inform the Chairperson in writing the reasons why the referral is necessary
- The Chairperson must then respond to the Committee Advisor in writing with their decision.
- If the Chairperson agrees to refer the report to the Council, the Council may then assume decision making authority for that specific report.

### **Urgent matters referred from the Council**

As may be necessary from time to time, the Mayor is authorised to refer urgent matters to this Committee for decision, where the Council would ordinarily have considered the matter, except for those matters listed in the limitations above.

In order to exercise this authority:

- The Council Secretary must inform the Mayor and Chief Executive in writing the reasons why the referral is necessary
- The Mayor and Chief Executive must then respond to the Council Secretary in writing with their decision.

If the Mayor and Chief Executive agrees to refer the report to the Committee, the Committee may then assume decision-making authority for that specific report.

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

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Karakia Whakamutunga

## Karakia Tīmatanga

### 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 Finance and Performance Committee meeting held on [Wednesday, 15 December 2021](#) be confirmed (refer page 9).

### 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.

There were no deputations by appointment at the time the agenda was prepared.

### 6. Presentation of Petitions Ngā Pākikitanga

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

## Finance and Performance Committee OPEN MINUTES

**Date:** Wednesday 15 December 2021  
**Time:** 9.32am  
**Venue:** Council Chambers, Level 2, Civic Offices, 53 Hereford Street, Christchurch

### Present

Chairperson Deputy Mayor Andrew Turner  
Deputy Chairperson Councillor Sam MacDonald  
Members Mayor Lianne Dalziel  
Councillor Jimmy Chen  
Councillor Catherine Chu – Via audio/visual link  
Councillor Melanie Coker  
Councillor Pauline Cotter  
Councillor Mike Davidson  
Councillor Celeste Donovan  
Councillor Anne Galloway  
Councillor James Gough – Via audio/visual link  
Councillor Yani Johanson  
Councillor Aaron Keown  
Councillor Phil Mauger  
Councillor Jake McLellan  
Councillor Tim Scandrett  
Councillor Sara Templeton

### Acting Principal Advisor

Leah Scales  
Head of Financial Management /  
CFO  
Tel: 941 8999

### Principal Advisor

Dawn Baxendale  
Chief Executive  
Tel: 941 6996

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**Part A Matters Requiring a Council Decision**

**Part B Reports for Information**

**Part C Decisions Under Delegation**

**Karakia Tīmatanga:** Deputy Mayor Turner

The agenda was dealt with in the following order.

**1. Apologies Ngā Whakapāha**

**Part C**

**Committee Decision**

There were no apologies.

**2. Declarations of Interest Ngā Whakapuaki Aronga**

**Part B**

Councillor Scandrett declared an interest in Items 9 and 10 relating to Venues Ōtautahi .

Deputy Mayor Turner and Councillor Davidson declared an interest in Items 12 and 17 relating to ChristchurchNZ Holdings Limited.

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

**Part C**

**Committee Resolved FPCO/2021/00055**

That the minutes of the Finance and Performance Committee meeting held on Thursday, 25 November 2021 be confirmed.

Deputy Mayor/Councillor Templeton

**Carried**

**16. Resolution to Include Supplementary Reports**

**Committee Resolved FPCO/2021/00056**

That the report be received and considered at the Finance and Performance Committee meeting on Wednesday, 15 December 2021.

**Open Item**

17. ChristchurchNZ Holdings Ltd - Expanded Economic Development Agency and Capitalisation

Councillor MacDonald/Councillor Coker

**Carried**



#### 4. Public Forum Te Huinga Whānui

**Part B**

There were no public forum presentations.

#### 5. Deputations by Appointment Ngā Huinga Whakaritenga

**Part B**

There were no deputations by appointment.

#### 6. Presentation of Petitions Ngā Pākikitanga

**Part B**

There was no presentation of petitions.

#### 7. Canterbury Multi-Use Arena Elected Member Update

**Committee Resolved FPCO/2021/00057 Officer Recommendation accepted without change**

**Part C**

That the Finance and Performance Committee:

1. Receive the information in the Canterbury Multi-Use Arena Elected Member Update report

Deputy Mayor/Councillor Chen

**Carried**

#### 8. Capital Delivery Major Facilities Elected Member Updates

**Committee Comment**

1. The Committee noted that they will be receiving a memo from staff relating to the accessibility offering, including accessibility to the hydro slides, at the Parakiore Metro Sports Facility. This memo should include information on whether there will be a family changing room at the facility.
2. The Committee requested that in reporting to the next Committee meeting, staff invite Ōtākaro Ltd representatives to attend to discuss what opportunities there might still be to include additional accessibility features into the facility.
3. Staff to provide information on the timeframe for the Square and Surrounds work programme, including the Citizen's War Memorial.
4. Staff to consider the Council's policy around changing rooms, and be invited to present to the Committee.
5. Staff report on closeout actions in February 2022 including timeline for the Council's decision on the for EOI on 129 Armagh.

**Committee Resolved FPCO/2021/00058 Officer Recommendation accepted without change**

**Part C**

That the Finance and Performance Committee:

1. Receives the information within the Elected Members Updates of Capital Delivery Major Facilities Projects:
  - a. Parakiore Metro Sports Facility.
  - b. Performing Arts Precinct.
  - c. Hornby Library, Service Centre and South West Leisure Centre.
  - d. The Square and Surrounds.
  - e. Old Municipal Chambers (OMC).

Councillor MacDonald/Councillor Cotter

**Carried**

Councillor MacDonald left the meeting at 10.06am during discussion on Item 8.  
Councillor MacDonald returned to the meeting at 10.09am during discussion on Item 8.

**9. Venues Ōtautahi - Annual Report 2020/21 and Quarter 1 2021/22  
Performance Report**

**Committee Comment**

1. The Committee noted Venues Ōtautahi successful move to local procurement and local suppliers.

**Officer Recommendations / Ngā Tūtohu**

That the Finance and Performance Committee:

1. Receives Venues Ōtautahi's Annual Report for the year ended 30 June 2020/21 and Quarter 1 2021/22 performance report.

**Committee Resolved FPCO/2021/00059**

**Part C**

That the Finance and Performance Committee:

1. Receives Venues Ōtautahi's Annual Report for the year ended 30 June 2020/21 and Quarter 1 2021/22 performance report.
2. Acknowledge with appreciation the benefits of Venues Ōtautahi's successful move to local procurement and local producers and suppliers.

Councillor MacDonald/Councillor Chen

**Carried**

Councillor MacDonald left the meeting at 10:18 am during discussion on Item 9.  
Councillor MacDonald returned to the meeting at 10:22 am during discussion on Item 9.

Councillor Donovan left the meeting at 10:24 am during discussion on Item 9.  
Councillor Donovan returned to the meeting at 10:29 am during discussion on Item 9.

## **10. Council-controlled Organisations - Annual General Meetings for 2021 by written shareholder resolutions - Venues Ōtautahi, CMUA Project Delivery Ltd and Civic Building Ltd.**

**Committee Resolved FPCO/2021/00060 Officer Recommendation accepted without change**

### **Part C**

That the Finance and Performance Committee:

1. Agrees to execute written shareholder resolutions to hold 2021 Annual General Meetings by shareholder resolution for Venues Ōtautahi, CMUA Project Delivery Ltd and Civic Building Ltd.

Deputy Mayor/Councillor Templeton

**Carried**

## **11. Modern Operating Environment Managed Service Partner - Procurement Plan**

**Committee Resolved FPCO/2021/00061 Officer Recommendation accepted without change**

### **Part C**

That the Finance and Performance Committee:

1. Approves the procurement strategy for the Modern Operation Environment project
2. Authorise Dawn Baxendale, CEO to sign the resulting agreement/s
3. Authorise Symon McHerron, CIO to undertake contract variations and renewals for regular business activity, within the terms and conditions of the agreement/s.

Councillor MacDonald/Councillor Templeton

**Carried**

Councillor Scandrett left the meeting at 10:33 am and returned at 10.36am during discussion on Item 11.

Councillor Mauger left the meeting at 10.37am and returned at 10.39am during discussion on Item 11.

## **13. Resolution to Exclude the Public**

**Committee Resolved FPCO/2021/00062**

### **Part C**

That at 10.42am the resolution to exclude the public set out on pages 120 to 121 of the agenda and be adopted.

Deputy Mayor/Councillor Chen

**Carried**

**The public were re-admitted to the meeting at 10.44am.**

After an adjournment between 10.45am and 11.30 the Committee meeting resumed to consider the remainder of the open agenda.

## 17. ChristchurchNZ Holdings Ltd - Expanded Economic Development Agency and Capitalisation

**Committee Resolved FPCO/2021/00063 Officer Recommendation accepted without change**

### Part C

That the Finance and Performance Committee:

1. Approves ChristchurchNZ Holdings Ltd's role as an Expanded Economic Development Agency as provided for in the Long Term Plan 2021-31 and in the Council's Letter of Expectation for 2021/22, and for which funding of \$1.8 million per annum was allocated in the Long Term Plan 2021-31;
2. Agrees in principle to capitalising ChristchurchNZ Holdings Ltd up to a maximum value equal to that held on Development Christchurch Ltd's balance sheet (excluding Christchurch Adventure Park) of circa. \$20 million which is consistent with the Council's previous investment in urban development activity;
3. Directs Council staff to work with ChristchurchNZ Holdings Ltd and Christchurch City Holdings Ltd to report back to the Council in the new year to seek final approvals, as follows:
  - a. a capital strategy and funding options to support delivery of ChristchurchNZ Holdings Ltd's urban development mandate; and
  - b. an urban development pipeline of projects and implementation plan, including a decision-making and prioritisation framework, accountability settings and reporting obligations; and
  - c. a value sharing proposal with the Council that balances a fair return with the requirements for ChristchurchNZ Holdings Ltd to retain sufficient capitalisation to continue to perform; and
4. Notes that the requirements for action by ChristchurchNZ Holdings Ltd as a result of the decisions made in this report will be reflected as appropriate in the Council's Letter of Expectations for 2022/23 for ChristchurchNZ Holdings Ltd.

Councillor Templeton/Councillor McLellan

**Carried**

## 12. ChristchurchNZ Holdings Ltd - Draft Letter of Expectations for 2022/23

### Committee Comment

1. Staff outlined minor changes to the Letter of Expectations.
2. Staff to consider arranging a workshop, led by Venues Ōtautahi, where Venues Ōtautahi outline to other CCOs their journey and learning from moving to local procurement and local producers and suppliers.

### Officer Recommendations / Ngā Tūtohu

That the Finance and Performance Committee:

1. Approves the draft Letter of Expectations for ChristchurchNZ Holdings Ltd for 2022/23.

**Committee Resolved FPCO/2021/00064**

**Part C**

That the Finance and Performance Committee:

1. Request CNZ to work with Council to explore options for initiatives to increase prosperity and community wellbeing in lower social-economic parts of the city.
2. Approves the draft Letter of Expectations for ChristchurchNZ Holdings Ltd for 2022/23, incorporating the amendments as agreed in Resolution FPCO/ 2021/00063.

Councillor Templeton/Councillor McLellan

Carried

**Karakia Whakamutunga:** Deputy Mayor Turner

**Meeting concluded at 11.57am.**

**CONFIRMED THIS 24<sup>th</sup> DAY OF FEBRUARY 2022.**

**DEPUTY MAYOR ANDREW TURNER  
CHAIRPERSON**



## 7. Vertical Capital Delivery Elected Member Updates

Reference Te Tohutoro: 22/102091

Report of Te Pou Matua: Darren Moses, Manager Project Management Team  
darren.moses@ccc.govt.nz

General Manager Mary Richardson, General Manager, Citizens & Community  
Pouwhakarae: mary.richardson@ccc.govt.nz

### 1. Brief Summary



- 1.1 The purpose of this report is to inform the Finance and Performance Committee of current updates involving Vertical Capital Delivery projects..
- 1.2 The Vertical Capital Delivery Unit is responsible for the delivery of Christchurch City Council's Community Facilities and Major Facilities vertical projects. It currently holds a portfolio of 36 active projects with an estimated **Current Financial Year Budget** of **\$72.5 million** and a Heritage Cyclical Maintenance Programme with a budget of around **\$300,000**. **Note:** that this available budget does not include the Canterbury Multi-Use Arena Project which has a current FY budget of **\$59.3million** and the Parakiore Recreation and Sports Centre (Metro Sports Facility) which has a current FY budget of **\$60.1million**, which is being delivered externally.

### 2. Officer Recommendations Ngā Tūtohu

That the Finance and Performance Committee:

1. Receives the information within the Elected Members Updates of the Vertical Capital Delivery:
  - a. Parakiore Metro Sports Facility.
  - b. Performing Arts Precinct.
  - c. Hornby Library, Service Centre and South West Leisure Centre.
  - d. The Square and Surrounds.
  - e. Old Municipal Chambers (OMC).

## Attachments Ngā Tāpirihanga

No.	Title	Page
A  	Vertical Capital Delivery Projects Elected Member Update February 2022	19

Additional background information may be noted in the below table:

Document Name	Location / File Link
n.a.	n.a.

## Confirmation of Statutory Compliance Te Whakatūtutanga 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>Author</b>	Rita Estrella - Senior Project Coordinator
<b>Approved By</b>	Darren Moses - Manager - Project Management Team Alistair Pearson - Head of Vertical Capital Delivery Brent Smith - Acting Head of Vertical Capital Delivery Mary Richardson - General Manager Citizens & Community





CURRENT PHOTO OF OLD MUNICIPAL CHAMBERS WITH SCAFFOLD STRUCTURE

## Elected Member Update

### Old Municipal Chambers

Project Cost \$10M

Project Delivery Q1 2023

Current Phase: Construction

01 FEBRUARY 2022

## Old Municipal Chambers (OMC)

### SCOPE

The main objective is to preserve, restore and reconstruct the Old Municipal Chambers so it can remain a living part of the City and enhance the historic memory within the community.

### CURRENT UPDATES

Shear wall, reinforcing beams and concrete formwork are being installed. The Northwest stairwell wall and floor removal are complete with required excavations on the foundation underway.

The turret and spiral staircase steel fabrication have been completed and roof deconstruction ongoing.

The Box112 Initiative and City of Christchurch Trust are working hard to maintain programme and continue to work with the local supply chain to ensure programme continuity.

Ground floor room G7 concrete shear wall before and after recent concrete pour.



Room 2.2, level 2 showing removed chimney and turret temporary roof with remaining wall and ceiling linings removal underway.



					Construction Phase – T&A Construction.				
					CONSTRUCTION				
Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2021		2022				2023			

\*Queries for this report please send to [rita.estrella@ccc.govt.nz](mailto:rita.estrella@ccc.govt.nz)  
Delivery timetable as at February 2022. Disclaimer - All timeframes are accurate at the time of publication and are dependent on private or public sector delivery mechanisms



RENDER IMAGE OF CONCEPT DESIGN

## Elected Member Update

### Performing Arts Precinct

Project Budget: \$33.0M (CCC)

\$6.0M (Court Theatre)

Project Delivery: Q1 2024

Current Phase: Detailed Design

01 FEBRUARY 2022

## Performing Arts Precinct

### VISION

The Performing Arts Precinct (PAP) will strengthen the creative offering, repositioning the area north of Cathedral Square as a vibrant and diverse performance hub for Canterbury and Aotearoa. The PAP sits alongside the Convention Centre Precinct, the Central Library, Victoria Square, the Isaac Theatre Royal and The Piano. It is also closely linked with the Town Hall.

It will offer residents and visitors a range of entertainment options within walking distance from many central city hospitality providers and hotels.

The Performing Arts Precinct meets the Strategic Priorities set by Council by delivering on Community Outcomes. The new Court Theatre will celebrate our identity through arts, culture, and heritage.

This project, as well as the surrounding public realm will contribute to a vibrant and thriving city centre and a place we are proud to call home.

### CURRENT UPDATES

The early civil works are progressing well on site, with backfilling due to begin shortly. The archaeologists have had some exciting finds such as pipes and leather children's shoes.



Detailed design for the Court Theatre and public realm is nearing completion. We will undertake some early materials procurements to reduce the chance of supply issues. The main building procurement will follow then these with a request for tenders going to the four shortlisted contractors.

Public consultation about the possible land sale for a carpark building closed in December. A report to the Council about the potential sale will likely be presented at the March Council meeting.

Evaluations of the expressions of interest for development of 128 Armagh Street are ongoing.

PLAN			DESIGN				CONSTRUCTION				Currently in Design Phase Project completion: Q1 2024			
Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2020			2021				2022				2023			

Delivery timetable as of January 2022. Disclaimer - All timeframes are accurate at the time of publication and are dependent on private or public sector delivery mechanisms

\*Queries for this report please send to [rita.estrella@ccc.govt.nz](mailto:rita.estrella@ccc.govt.nz)



CURRENT PROGRESS PHOTO OF PARAKIORE RECREATION & SPORT CENTRE

## Elected Member Update

### Parakiore Recreation & Sport Centre (Metro Sports Facility)

Project Budget \$300M (CCC

\$151.3M)

Project Delivery: Ōtākaro Ltd advise  
current estimated date for opening  
of Parakiore is Q1 2023

Current Phase: Construction

01 FEBRUARY 2022

## Parakiore Recreation & Sport Centre

### SCOPE

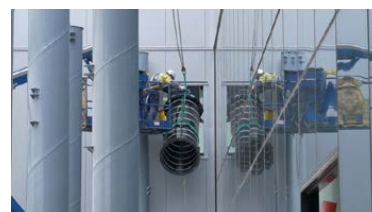
The Parakiore Recreation & Sport Centre (Metro Sports Facility) will provide an aquatic and indoor recreation and sport facility catering for the day-to-day needs of the leisure, sporting, recreational and high performance sport communities in Canterbury.

The project is being delivered by Ōtākaro Ltd.

Central Hub are ongoing. The last roof truss has now been installed in the Competition Pool. Façade and roof installation continue across the Leisure Pool, Competition Pool, Admin Hub and Social Central Hub. The dive tower structure and associated support frame is continuing, and the first sections of the looping rocket hydroslide have been installed.

The installation of Mechanical/ Electrical/ Plumbing first-fix services, steel stud framing, pool installation & speedwall are continuing in all zones. The final truss has been installed to the St Asaph St entrance canopy, meaning the last of the large crawler cranes have left the site.

### PHOTOS



### CURRENT UPDATES

Work on site has moved to the Red Traffic Light Covid setting from 11.59pm on 23 January 2021.

The substructure and superstructure works to the Competition Pool & Social

2020				2021				2022				2023		
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3

Currently in Construction  
Phase Complete: Q1 2023

TENDER & CONSTRUCTION

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Delivery timetable as at January 2022. Disclaimer - All timeframes are accurate at the time of publication and are dependent on the Contractor's programme





HORNBY CENTRE ARTIST'S IMPRESSION

## Elected Member Update

**Hornby Library, Customer  
Services & SW Leisure**  
Project Budget \$35.9M  
Project Delivery Q1 2023  
Current Phase: Construction

01 FEBRUARY 2022

# Hornby Library, Customer Services and South West Leisure Centre

## SCOPE

The Hornby Library, Customer Services & South West Leisure Centre will comprise customer services facilities, a library and swimming pools. The pools will include a lap pool, a family spa and a toddler's pool. In addition to the usual collections spaces, the library will include a creative activities space.

Christchurch City Council is moving towards grouping a range of services in convenient locations for citizens to access. In addition to having the facilities together, services will be integrated to provide a Citizens Hub with no 'wrong doors'.

Staff continue to work through options to include the hydrotherapy pool in partnership with the community and

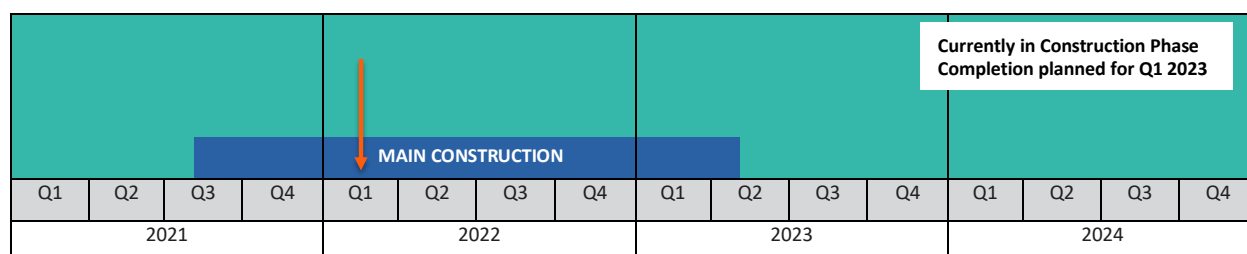
anticipate a report to Councillors in December.

## CURRENT UPDATE

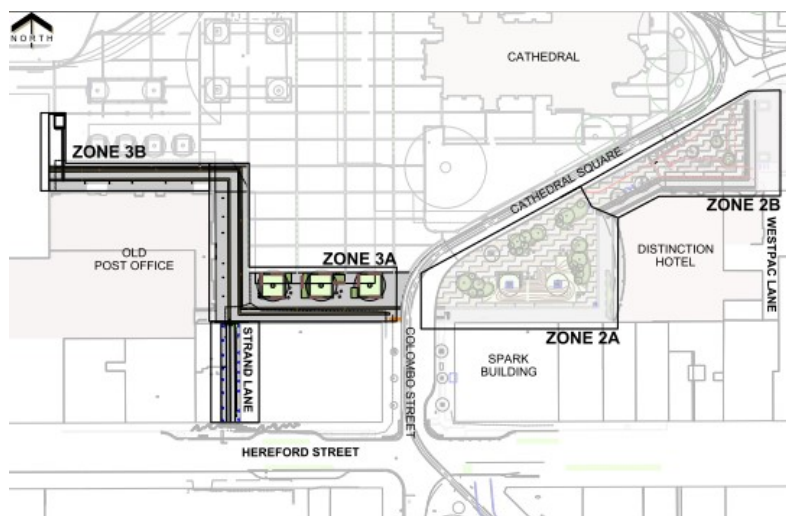
Naylor Love started on site on Monday 8 November setting up the site ahead of construction. They have engaged all key sub-contractors and placed the main material orders.

The piling has been slow to date as we have undertaken modifications to improve the pile capacities at a shallower depth. We expect the piling rate to speed up as piling progresses.

We anticipate the Hornby Centre will open in early 2023. However, the current unpredictability of global shipping will continue to be a challenge during construction.



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Delivery timetable as at January 2022 Disclaimer - All timeframes are accurate at the time of publication and are dependent on private or public sector delivery mechanisms



PLAN OF CATHEDRAL SQUARE IMPROVEMENT

## Elected Member Update

### The Square and Surrounds

Project Budget \$9.2m (\$3.6m initial phases)

Project Delivery TBA

01 FEBRUARY 2022

## The Square & Surrounds

### SCOPE

Within the LTP 2018 to 2028 the Council allocated a budget of \$9.2m for Cathedral Square.

The associated projects will focus on delivering public-realm improvements, particularly in the south and southeast areas of Cathedral Square, where a number of private-sector developments were due to be completed in the last quarter of 2021. The work was phased to meet the immediate priorities, beginning with the south-east corner.

**Phase One (South-East Corner zone 2A and 2B):** Repair and renew existing pavings (re-using materials) including re-contouring to meet new building levels, assessment and upgrade of the infrastructure for lighting, power, CCTV and water. Exploring 'greening' concepts for this space including re-invigorating the raised tree planter areas.

### **Phase Two (South-West Corner Zone 3A 3B and strand lane)**

Repair and renew existing pavings (re-using materials where permissible), assess upgrade of the infrastructure.

### CURRENT UPDATES

- Zone 2a and 2B .The current Design and Construction Programme was amended due to the 12-month + MIQ facility located at Distinction Hotel. The Ministry of Business Innovation and Employment and the Christchurch City Council has explored the possibility of relocating the exercise area outside of the Distinction hotel and the Spark Building. A site had been found adjacent to Westpac lane and was due to be sealed for exercise use, however other stakeholders from surrounding properties have objected and this option has been withdrawn by the owners. While Distinction hotel remains an MIQ facility and the exercise area remains on Public land (i.e. this area of Cathedral Square) the exercise area remains there and has caused progress to stop.



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## 8. Parakiore - Accessibility Design Features

Reference Te Tohutoro: 22/192744

Report of Te Pou Matua: Craig Hutchings, Facility Establishment Programme Manager

General Manager

Pouwhakarae: Mary Richardson, General Manager Citizens & Community

### 1. Brief Summary

1. The purpose of this report is to inform the Finance and Performance Committee of the accessibility offering at the Parakiore Recreation and Sport Centre, including information on family changing rooms and family room at the facility. This report has been written in response to a request from the Finance & Performance Committee for information regarding whether there will be a family changing room at the Parakiore Metro Sports Facility.

### 2. Officer Recommendations Ngā Tūtohu

That the Finance and Performance Committee:

1. Receive the information in the Parakiore- Accessibility Design Features Report

### 3. Detail / Te Whakamahuki

- 3.1 There have been a series of accessibility reviews conducted throughout the design process of Parakiore Recreation and Sport Centre. These reviews were aimed at ensuring the facility not only met the minimum requirements of Access Standard NZS4121:2001 but also went beyond these minimum requirements. Reviews included;

#### 3.1.1 June 2016 - Preliminary design report by Barrier Free NZ Trust (Attachment A)

Barrier Free NZ Trust were engaged by Warren and Mahoney to act as accessibility consultant for the Parakiore Recreation and Sport Centre. This report represents their review of the preliminary design predominantly looking at the layout and how spaces relate to Universal Design Principles.

#### 3.1.2 September 2016 - Peer Review of Accessibility Report by Wrightson (Attachment B)

This review was commissioned by Ōtākaro Limited to peer review the Architectural Preliminary Design and Accessibility Report and report on whether or not:

- the intent of the Preliminary Design and Accessibility Report are consistent with the guiding principles considered to be the essence of an accessible building
- accessibility requirements have been incorporated suitably for this stage of the design
- accessibility provisions and recommendations are suitable noting the size and type of this facility
- all areas requiring accessible provisions have been considered
- the key issues raised in the Concept Design Accessibility Peer Review report have been adequately addressed and
- that the ramp access provided to the pools is suitable to meet the relevant Statutory requirements

**3.1.3 February 2017 - Universal Accessibility Report by Barrier Free NZ Trust (Attached C)**

Barrier Free NZ Trust were engaged by Warren and Mahoney to act as accessibility consultant for the Parakiore Recreation and Sport Centre. Part of the scope of their engagement was to produce a Universal Accessibility Report, this report represents the 100% Developed Design Stage.

The report concluded overall that the fundamental elements of the internal access route within building have been well thought out, with many examples of best practice accessibility features and aspirations towards universal design shown within the developed design documentation. There were also areas with limited or non-compliant detailing which needed clarification and amendment to ensure that people of all abilities will be able to easily access and use this building and ensure the consenting process goes smoothly. All areas of non-compliance have subsequently been resolved.

3.2 The Universal Accessibility Report produced an excel tag list (Attached D) which has been used to track resolution of the audits findings and recommendations throughout the remainder of the design process.

3.3 Key aspects of design as identified by the reports or resolved as a result of the design process included;

3.3.1 Ramp access to all pools and spas excluding the dive pool which will have hoist access.

3.3.2 Generous provisions for accessible car parking spaces. There are 26 accessible parks which is double the minimum number of parks required by NZS4121:2001.

3.3.3 Generous and well distributed quantities of accessible toilets and accessible change rooms. There are 26 accessible toilet or change facilities, 2 of these are located adjacent the warm water pool.

3.3.4 Provision of two changing spaces high user needs change rooms. Refer details point 3.5

3.3.5 Superb provision of accessible seating for the competition pool. There are 8 accessible seating spaces, which is almost double the NZS4121:2001 minimum given the total number of seats in this zone. Different configurations between people in wheelchairs, support persons and family/friends are possible. Accessible toilet located almost directly adjacent the area

3.3.6 Provision of a dedicated aquatic sensory area. This is the first facility of its type in New Zealand. This facility is designed to enhance the well-being of everyone but in particular people with neurocognitive disorders. There has been engagement with the disability sector regarding the design of this space. Most recently in July 2020 a survey was distributed to 936 email addresses including disability service providers, key stakeholders and Southern Centre users. Information gathered was used to enhance the design of this space.

3.3.7 Provision of warm water pool for available for pain relief, relaxation and a range of treatments.

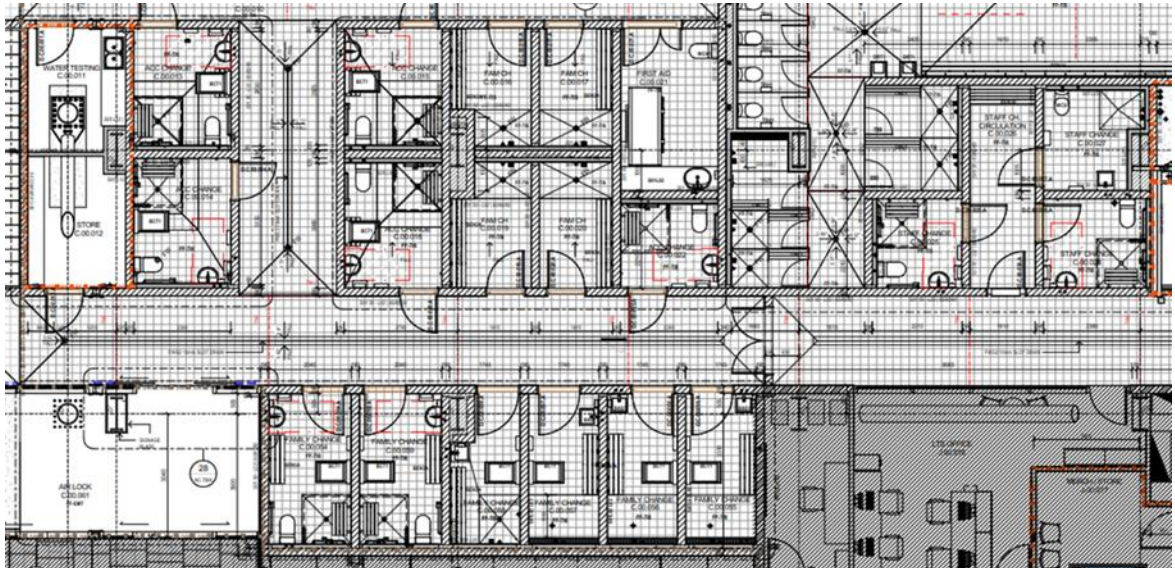
3.3.8 Provision of accessible space in sauna and steam rooms.

3.3.9 Provision of an additional accessible toilet with direct access to the fitness centre. This amenity was added following community feedback and advice received from Continence NZ. The toilet is in addition to the accessible change cubical that is provided in the male and female change amenities.

### 3.4 Family Change Rooms

A change village is located immediately upon entering the aquatic area of the complex. It consists of 5 accessible change rooms and 10 family change rooms.

Additionally, on the other side of the facility adjacent the amenities provided for the court users the inclusion of a baby change table located in the 3 accessible toilets add some additional functionality without compromising on the usability of this cubicle for people with disabilities.



### 3.5 Two high needs changing spaces

The two oversized accessible change room have enough space for three persons including a wheelchair. These rooms have been provided in addition to standard accessible change rooms and toilet facilities. These rooms were designed in accordance with Sport NZ Accessibility Design Guide, and were based on the 'changing places' information kit from United Kingdom. Available at the time of design they meet the minimum allocated dimensions and are fitted with a fold-down, adjustable-height bed, hoist, accessible shower, WC and wash-hand basin. Changing Places NZ issued updated design guidelines in June 2021 resulting in some aspects of the room not being compliant with the current guidelines. Refer table below.

The rooms will not be badged changing places because, besides not being fully compliant, Changing Places NZ has a registration system to enable secured access system. The Parakiore changing rooms are located within the aquatic area change village. These areas are constantly inspected for cleanliness and safety by lifeguards and cleaners. The rooms are also adjacent to, and designed to cater for customers of, the Aquatic Sensory Environment, and therefore will need to be accessed by people with a wider range of disability than those that dedicated "Changing Places" provide access for.

Item	Included	Note
Minimum room size of 12sqm	Yes	
Height adjustable adult sized change table that doubles as a shower bed	Yes	
Shower with 2m hose set at the head of the change table/shower bed	No	Can be added during fit out
Shower shelving/towel rails within easy reach	Yes	
A heating source above/nearby the change table	No	
Ceiling hoist utilising a 'loop sling' system	Yes	
Height adjustable handbasin with a touch tap	No	
Height adjustable toilet for facilities wanting to meet the highest standards	No	
Toilet placed at least 900mm from the nearest wall or obstacle to the centre of the bowl	Yes	
Curtaining or other screening capability around the toilet	Yes	
Contrasting colours of flooring and walls	Yes	
Non-slip flooring	Yes	
Usual fixtures and fittings (soap dispenser, hand drier etc)	Yes	
Fully automated sliding cavity door (minimally 1m in width)	No	Not automated (990width)
Large bin for disposal of nappies and incontinence pads	Yes	
Secure sharps disposal container	No	Can be added during fit out
Changing Places NZ secured access system	No	
Agreement to a Memorandum of Understanding with Changing Places NZ	No	





### 3.6 Family Room / Parents Room

The Centre does not have a parenting room. The design process did not identify a parenting room as a high priority. The addition of the parenting room at this stage of the project would require a loss of another room. Given the extensive design process and consultation with user groups there are currently no spaces that could be repurposed without raising concerns of not meeting the original design brief.

The room requires suitable space for a bench, change table, microwave, lounge seat, sink with hot and cold water, paper and towel dispenser, soap dispenser. Adapting an existing accessible change facility has been looked at as one option but is not recommended.

When Parakiore is open customer feedback and use of spaces will be closely monitored. After the initial operating period Council staff will conduct a post occupancy report. That report will compile feedback from customers and other key stakeholders. If customer feedback and use of space determine that a parenting room is required and a space could be repurposed based on feedback.

## Attachments Ngā Tāpirihanga

No.	Title	Page
A 	Parakiore - Preliminary Design Accessibility Report	32
B 	Parakiore - Accessibility Peer Review by Wrightson	39
C 	Parakiore - Accessibility Developed Design Report	52
D 	Parakiore - Accessibility Tag List	258

Additional background information may be noted in the below table:

Document Name	Location / File Link
Nil	Nil

## 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>Author</b>	Craig Hutchings - Facilities Establishment Programme Manager
<b>Approved By</b>	Nigel Cox - Head of Recreation, Sports & Events Mary Richardson - General Manager Citizens & Community







APPENDIX E



APPENDIX E: ACCESSIBILITY REPORT

Since our last inputs in early May 2016 the layout elements of the design have changed significantly. While some of these changes were made to address accessibility concerns that we had raised in May, it appears many modifications have been made in addition to our comments ranging from complete redesigns or removal of accessible features.

The overall impression of the current documentation is that the design has strayed away from aspiring to universal design and best practice, rather its approach now seems more focused on minimum provisions which is not what the design brief required.

Audit Exclusions:

1. Carparks were not shown on plans, and were not audited.
2. Exterior routes were not shown on plans, and were not audited.

Some good features included:

1. Lifts in strategic and frequent locations.
2. Generous corridor widths
3. Route from entry to reception now largely free from obstructions

Some key areas for consideration were as follows, sept rated by floor level. Please refer to attached mark-ups for more information.

Level 00 (ground level)

1. Entry doors are now large dual panel swung doors, arranged in two rows parallel to each other. This is a large step back from automatic sliding doors, and will present an unwelcoming and challenging experience for many users before they even get inside the building.  
**Recommendation:** Incorporate automatic sliding doors into the entrance design.
2. Accessible toilet B.00.024 beside the wet café servery seems undersize for an accessible toilet.  
**Recommendation:** Increase dimensions to make it accessible.  
  
**Universal Design:** Consider increasing the size beyond std. accessible cubical dimensions and incorporate parenting room facilities also, this toilet is right beside the café and beach entry leisure pool - therefore it is likely parents with children will be there, and this facility would be greatly appreciated in close proximity.
3. All servery and reception counters etc.  
**Recommendation:** Must have a lowered accessible section to them which enables a person with disability to use the counter (must allow for both visiting and working)
4. All 4 Sauna Rooms are inaccessible  
**Recommendation:** Allow for wheelchair access and parking within the sauna rooms

5. ACC CH B.00.008/9 and B00.034 have inward swung doors  
**Recommendation:** Replace these doors with sliders, inward swung doors are dangerous when used in accessible facilities as it prohibits emergency opening of the door should the occupant fall against it.
6. Water Sensory Location is located to the left side of the warm water pool which will place it behind the slide equipment for the leisure pool adding difficulty to the wayfinding element. Given that the users of this pool will be largely varied in ability levels (intellectual disabilities, significant physical disabilities – adults and children) wayfinding to the facility is of paramount importance, and minimising travel distance is also preferable.  
**Recommendation:** Flip the position of this pool with the warm water pool so that it is on a direct and unobscured route from the entry to the facility from reception.
7. Users of the water sensory pool will be largely varied in ability levels (intellectual disabilities, significant physical disabilities – adults and children, often requiring support staff) Currently two accessible change rooms (no change beds) are located beside this facility which will not meet user requirements.  
**Recommendation:** Create at least 1 large 4500mm x 4250mm change room beside the water sensory experience area so that high needs users can change there, rather than having to deal with large stressful bodies of people in the change village. This will be more relaxing for the user, and much easier for support staff.
8. Numerous columns that are in corridors, doorways etc. refer to attached plans.  
**Recommendation:** Relocate, or enlarge rooms so that the columns are located inside walls. Straight unobstructed lines of travel are required for the vision impaired.
9. No accessible change/toilet/shower facilities in staff changing room  
**Recommendation:** Provide accessible facilities for staff in their changing room.
10. No accessible change/toilet/shower facilities in Male change and female change rooms (C00.033 & C.00.029)  
**Recommendation:** Create an accessible toilet shower cubical in each changing room so that groups of friends/family can stay together within the facility.
11. No accessible change/toilet/shower facilities in school changing rooms, which will create separation of children who have disabilities from their peers.  
**Recommendation:** Create at least 1 large 4500mm x 4250mm change room that is connected to the school changing rooms.
12. The 2x large 4500mm x 4250mm change rooms have been removed from the design (edit: 1 removed, and 1 relocated to poolside and now shared use drug test room)  
**Recommendation:** Reinstate both large change rooms within the changing village area, access to these rooms should be from the change village not poolside.
13. Accessible seating at poolside is not detailed  
**Recommendation:** Ensure that fixed seating allows for accessible spaces within the seating (not just sitting out to the side)

APPENDIX E



14. Public toilets are gender separated with one accessible toilet located in each (24x standard pans in each block, or 48 total male+female) As this is the primary public toilet block used during events 2 accessible toilets seems like a very low provision, and while it may be 'compliant' it does not mean its fit for purpose. Should there be a large event of wheelchair sport the current provision of accessible toilets is insufficient.

**Universal Design:** Provide at least 4 unisex accessible cubicles within the main public toilet block, preferably 6. Remember that accessible toilets are toilets for everyone, and many elderly people, guide dog users, parents with children prefer to use these facilities.

**Universal Design:** Consider increasing the size beyond std. accessible cubical dimensions and incorporate parenting room facilities also – there is a significant lack of such facilities within the building (currently none)

15. Community change 01 & 02. No accessible provisions  
**Recommendation:** Ensure all event change rooms are accessible.

16. Event elite community change rooms 01-04. Only two are accessible whereas all four could easily be - Should there be a large event of wheelchair sport the current provision of accessible change rooms would be insufficient.  
**Recommendation:** Ensure all event change rooms are accessible.

**Universal Design:** Replace all the toilets and showers within the event elite community change rooms so that there are only accessible ones - Remember that accessible toilets are toilets for everyone, and this will mean the rooms are well suited to large team events of both able bodied and disabled people.

17. Event elite community change rooms 01-04. Entry doors are not accessible.  
**Recommendation:** Redesign to be accessible, clear space in front of, or to the side of door must be 1200mm, and 300mm clear space from door handle to side wall to allow for wheelchair approach. Corridor and doors also narrow for large teams of wheelchair users.

18. Door widths in relation to sport chairs.  
**Recommendation:** Please confirm all door widths on ground floor (court side) will be at least 1000mm wide (1100mm to futureproof)

19. ACC WC/SHWR E00.021/027 are located out of the way, apart from other facility blocks.  
**Recommendation:** Suggest these are moved to main public toilet block to help with wayfinding and keep locations of facilities both central and logical.

20. Stair only access at entry D00.007 & D00.005 to courts  
**Recommendation:** Could a ramp be incorporated here within the middle 'dead space' between these two entries?



Level 01

1. Accessible change rooms located off the corridor leading to the female change rooms, this is not ideal as it will mean confusing wayfinding signage.  
**Recommendation:** Relocate the rooms so that 1 is beside the male change room, or that both are accessed off the circulation space C.02.045

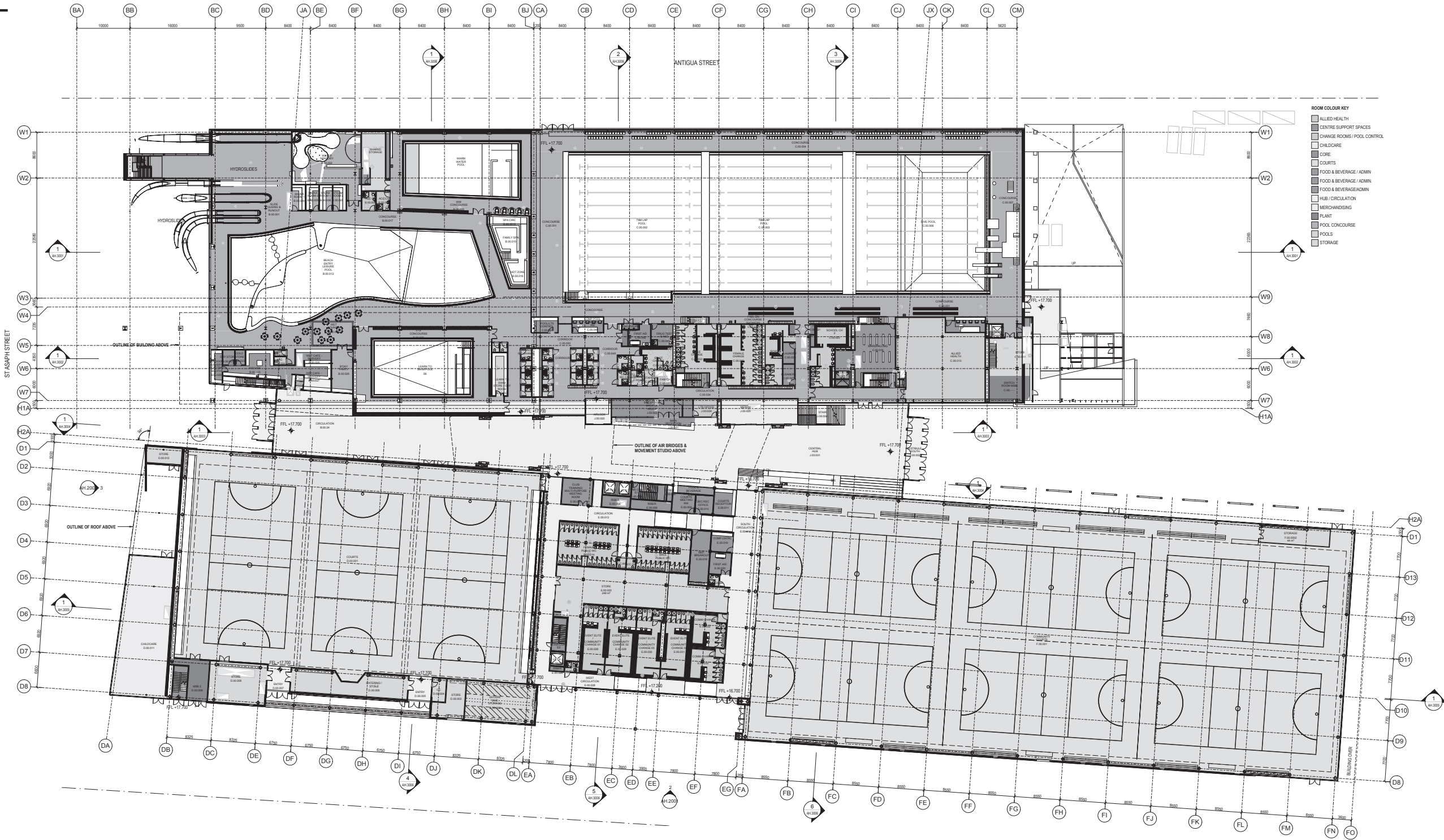
Level 02

1. Accessible toilets located away from other spectator toilet facilities.  
**Recommendation:** Relocate the accessible toilets to be closer to the spectator toilet blocks.  
**Universal Design:** Consider increasing the size beyond std. accessible cubical dimensions and incorporate parenting room facilities also – there is a significant lack of such facilities within the building (currently none)

2. Accessible spectator seating behind bleachers currently isolated from rest of crowd, unsure how companion or group seating would occur also.  
**Recommendation:** Consider projected platform seating so that wheelchair users will get unobstructed view (eg. should people stand up in front of them) and so that the accessible seating does not block the circulation spaces as it currently would.



APPENDIX E

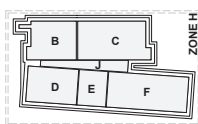


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Revisions  
A 01 07 2 PRELIMINARY  
016 DESIGN ISSUE

Revisions

Notes



Consultants  
AECOM  
Project Manager  
AURECON + ARUP  
Structural Engineer  
AURECON + ARUP  
Mechanical Engineer  
AURECON + ARUP  
Fire Engineer  
AURECON + ARUP  
Electrical Engineer

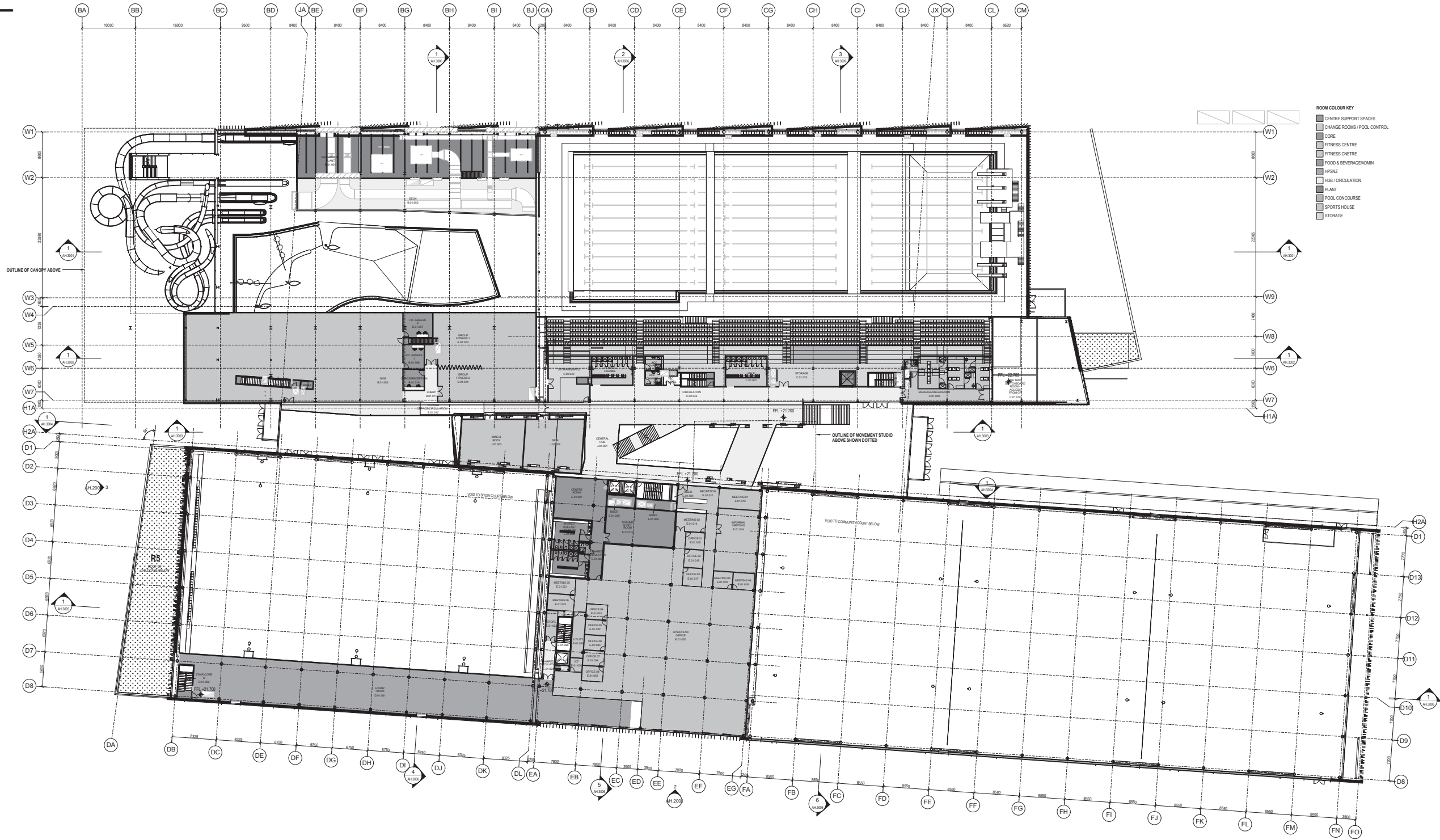
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Drawing Status  
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Checked WM  
Drawing No AH.1002  
Revision (A)

APPENDIX E

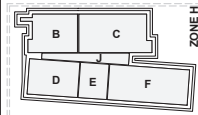


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Revisions  
A 01 07.2 PRELIMINARY  
016 DESIGN ISSUE

Revisions

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AURECON + ARUP  
Mechanical Engineer  
AURECON + ARUP  
Fire Engineer  
AURECON + ARUP  
Electrical Engineer

Client  
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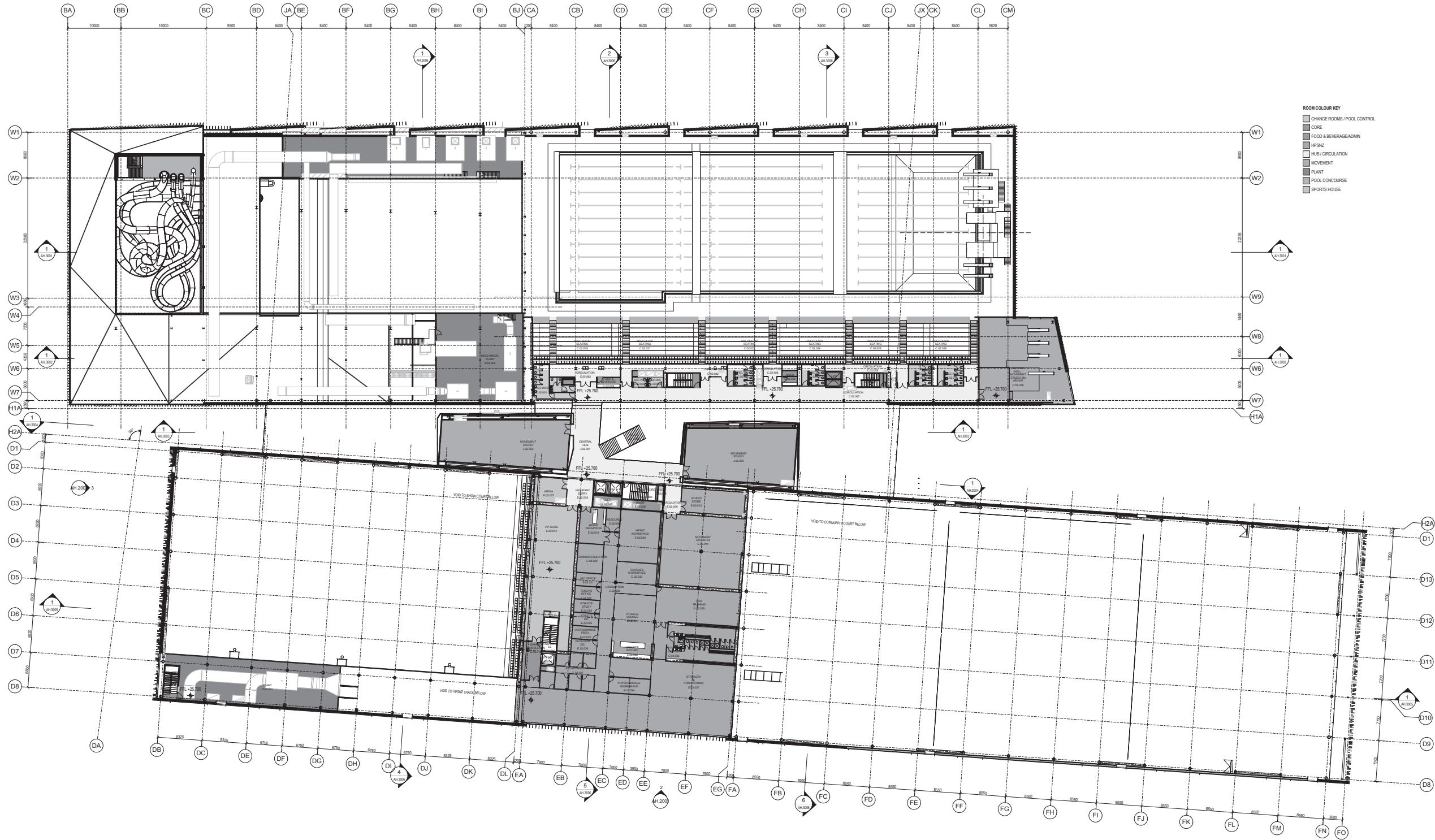
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Revision  
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APPENDIX E

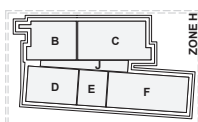


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Revisions  
A 01 07 2 PRELIMINARY  
016 DESIGN ISSUE

Revisions

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Project Manager  
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Structural Engineer  
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Mechanical Engineer  
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Fire Engineer  
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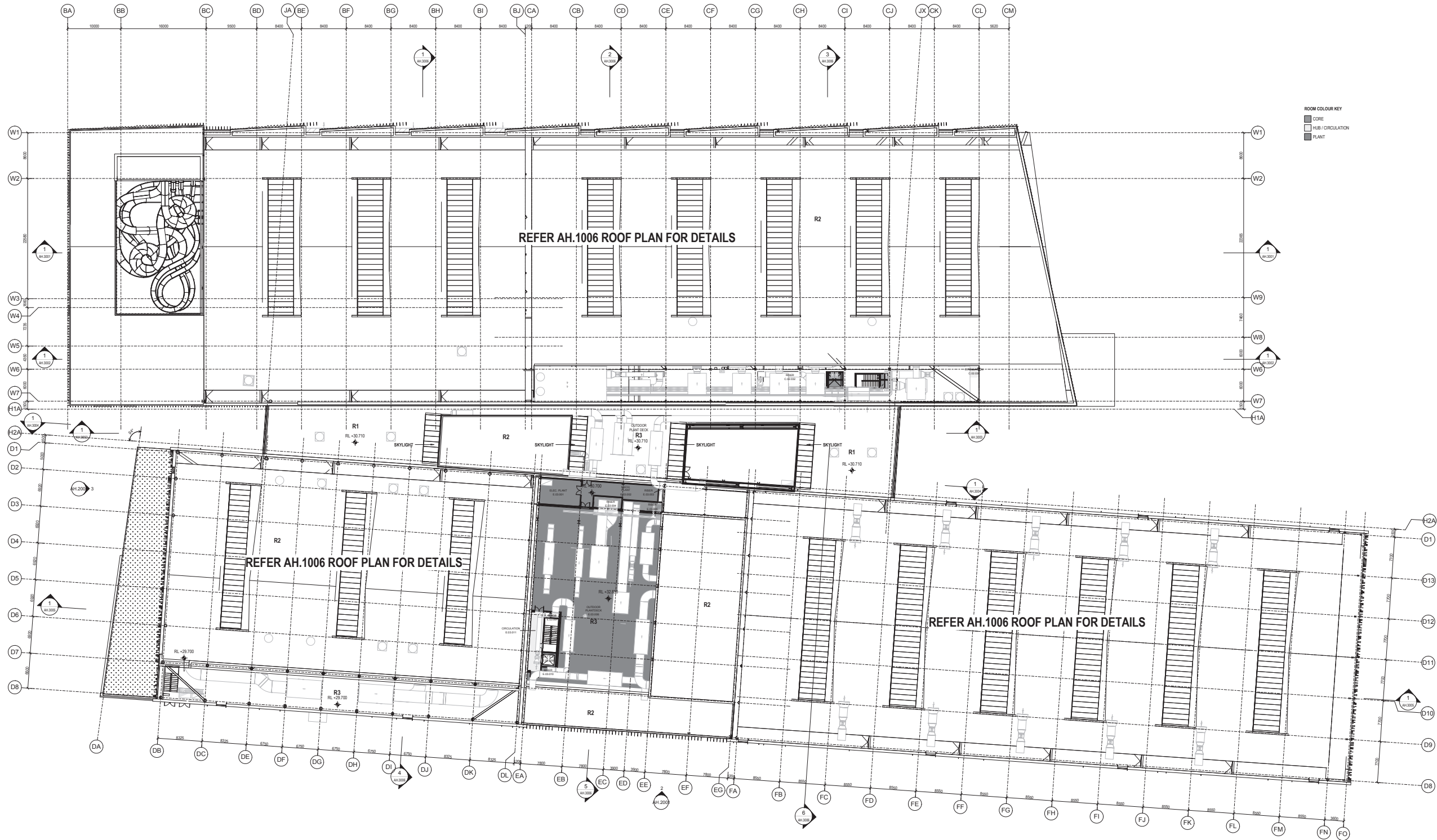
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Drawing Title  
Level 02

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Job No 7530  
Drawn WM+MMA/PTA  
Checked WM  
Drawing No AH.1004  
Revision (A)

APPENDIX E

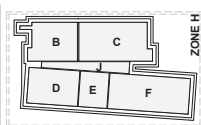


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Notes



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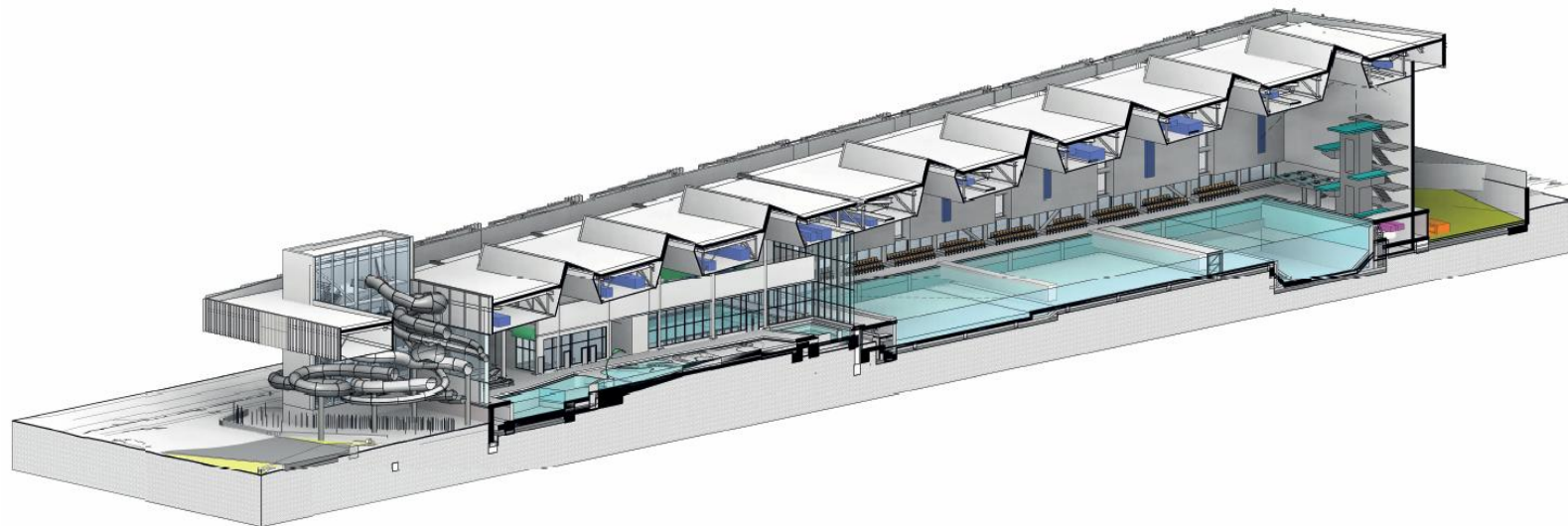
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A

**Peer Review of Accessibility Report on :**  
**Architectural Preliminary Design for Proposed Metro Sports Facility, Christchurch.**



**For :** Otakeo Limited

**By :** Wrightson Associates

**Date :** 2 September 2016

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## 1 Introduction and task

This review was commissioned by Otakaro Limited. The task was to peer review the proposed new Christchurch Metro Sports Facility Architectural Preliminary Design and Accessibility Report, to examine and provide a draft and a final report on whether or not :

- the intent of the Preliminary Design and Accessibility Report are consistent with the guiding principles considered to be the essence of an accessible building
- accessibility requirements have been incorporated suitably for this stage of the design
- accessibility provisions and recommendations are suitable noting the size and type of this facility
- all areas requiring accessible provisions have been considered
- the key issues raised in the Concept Design Accessibility Peer Review report have been adequately addressed and
- that the ramp access provided to the pools is suitable to meet the relevant Statutory requirements noting the comments in respect of recent determinations in the Concept Design Accessibility Peer Review report.

This report is based on the “MSF PD Report Vol 1 ARCH 20160711” documentation produced by Warren and Mahoney, MJMA, Peddle Thorp and Bofa Miskell and provided by Otakaro Limited.

## 2 Approach and procedures

To address the bullet points in the previous section, this review takes a universal design approach using the detailed requirements of the Building Act, the Building Code and NZS 4121:2001 as a base. Other requirements, beyond the scope of the current building industry legislation but potentially required by the Human Rights Act, are referred to as best practice.

**Universal Design** is “The design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design”. The seven principles of **Universal Design** are :

- 1 *Equitable use* – the design is useful and marketable to people with diverse abilities.
- 2 *Flexibility in use* – the design accommodates a wide range of individual preferences and abilities.
- 3 *Simple and intuitive to use* – use of the design is easy to understand, regardless of the user’s experience, knowledge, language skill or current concentration level.

- 4 *Perceptible information* - the design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities
- 5 *Tolerance for error* – the design minimises hazards and the adverse consequences of accidental or unintended actions.
- 6 *Low physical effort* – the design can be used efficiently and effectively with a minimum of fatigue.
- 7 *Size and space for approach and use* - appropriate size and space is provided for approach, reach, manipulation, and use regardless of user's body size, posture or mobility.

In New Zealand, the concept of **Universal Design** for public buildings is best implemented and measured through detailed application of the statutory and regulatory requirements for access to and use of buildings by people with disabilities. Achieving the best quality accessibility begins with comprehensive attention to implementing the detail of NZS 4121:2001. NZS 4121:2001 is deemed an acceptable solution of the Building Code under section 119 of the Building Act 2004.

In practice, accessibility requirements are based on the concept of the continuous **Accessible Route**, defined in NZS 4121:2001 (p 12) as:  
*"{...} a route that is usable by people with disabilities. It shall be a continuous route that can be negotiated unaided by a wheelchair user, walking device or by a person with a guide dog. The route shall extend from street boundary and car-parking area to those spaces within the building required to be accessible to enable people with disabilities to carry out normal activities and processes within the building".* The only areas not required to be part of an accessible route connection are plant rooms and pumping stations (NZS 4121:2001 C4.2).

The **Accessible Route** follows a logical user walk-through sequence of building approachability, accessibility and usability. The approachability and most of the accessibility components are major design decisions that are usually impossible to alter once a building is complete. Most usability requirements can be altered after completion during any subsequent upgrading. Elements of the **Accessible Route** are:

*Approachability :*

Accessible route, Car-parking, Footpaths, kerb ramps, ramps and landing,

*Accessibility :*

Entrances and thresholds, Corridors, doors and doorways, Stairs, Lifts, Toilets, showers, pools, spas and saunas

*Usability :*

Public counters, Surface finishes, Controls, Signs and visibility factors, Places of assembly, Alerting devices

**The approach and procedures as outlined above have been applied to the documentation provided by Otakaro.**



### 3 Proposed Multi Sports Facility Preliminary Design

- 3.1 Preliminary Design for the proposed new Metro Sports Facility identifies a 4 level building on a level site with an additional lower ground level. It is an H shaped complex running roughly north and south. There is extensive pedestrian access connection to the site at the North end from St Asaph Street and other continuous pedestrian access connections available from the other streets surrounding the site (Antigua Street on the east side, Moorhouse Avenue at the south end and Stewart Street on the West side). About 550 car parking spaces will service the complex at ground level. Currently 9 accessible car parking spaces (arrowed at right) are identified. The accessible parking space identified in Drawing 2.15 "Western Entry and Internal Avenue" (below left) does not seem to appear elsewhere in the drawings. Drop off areas for coaches, buses and vehicles are also provided. Pedestrian connections are provided from the parking and drop off areas to the entrances to the complex.

- 3.2 The Northern Entry Exterior Perspective shows access to the main (North) entrance from St Asaph Street by both steps and two long gradual slopes to an extensive level approach to the entrance. The Southern Entry Exterior Perspective appears to have a level approach to the south entrance. Sliding doors now shown at both the main north and the south entries will enhance the universal usability of these entrances. Level entry at the west entrance to the community courts area appears to have been achieved (as pictured left). Direct access from the street boundary at the entry to the west side spectator/"show" courts is achieved by a set of stairs.



- 3.3 The ground level accommodates watersports in the east wing of the complex with a 79 × 25.5 m competition pool incorporating a 25m long diving pool. The competition pool has a designated ramped entry in the north-west corner of the pool. It also has a 25m long section of 'moveable' floor where the ramped entry is located. Access to the LTS pool is by a designated dog-legged ramp with handrails. A beached entry is provided to the combined leisure pool which incorporates separate but connected deep water, general leisure, adventure/play and toddlers areas. A water sensory pool, a large family spa pool, and 2 sauna and 2 steam rooms are provided as well as 4 hydro-slides. The east wing also houses change facilities/toilets/showers ( 5 combined accessible toilet/shower/change rooms B.00.009, B.00.008, C.00.045, C.00.046, C.00.0047, another very

large combined toilet/shower room C.00.041 doubles as a drug testing room, accessible change only C.00.063 and accessible toilet? B.00.024 are identified). The male, female and school change areas have no accessible facilities identified. The east wing also houses, a cafe, an allied health area, staff offices, storage facilities and plant rooms.

- 3.4 The central hub is a very large enclosed atrium lobby joining the two wings from the level Main (North) entry to the South entry. It includes direct access to the cafe area in the east wing adjacent to the Main entry. A reception desk and merchandising area project slightly into the hub from the east wing. The hub now has a level connection to the west wing facilities and the west entry. There is generous lift provision with 3 public lifts servicing the upper levels of the complex, 2 from the central hub and another at the west entry to the spectator courts area. This lift also services the level 3 plant area. A large service lift is provided from the lower ground to the third level and a goods lift connects the ground and lower ground levels. A large main stair, from the central hub, services the first level. Another main stair then connects the first level and the second level. There appear to be 6 sets of (minor) stairs throughout the rest of the complex. There are also stairs up to the hydro-slides entry on level 2, to the main pool spectator seating from the ground level and up to the diving towers.
- 3.5 On the ground floor, the hub and the east wing are now both connected on one level to the west wing. The west wing comprises the 6 community courts separated from 3 spectator courts by (dry) change areas, male and female toilets (including a combined accessible toilet/shower E.00.027 and there appear to be another 2 accessible combined toilet/shower cubicles, 1 each in Community Change Rooms 02 and 03, 2 accessible toilets in rooms E.00.016 and E.00.017, an accessible combined toilet/shower in room E.00.021. The 3 spectator courts in the west wing can be converted to a single "show" court with temporary, movable seating.
- 3.6 The first level accommodates a large gym and a separate, smaller (dividable) fitness centre, a mind and body and a spin room, a massage/relaxation area, an HPSNZ Track, extensive and various staff offices, staff toilets and meeting rooms, male and female change areas, numerous storage areas and a plant area accessed only by a stair. There are 4 combined accessible toilet/shower cubicles provided in rooms C.01.018, C.01.019, C.01.005 and 1 in the staff toilet/lockers area although this is not identified as accessible.
- 3.7 The second level accommodates entry to the hydro-slides, 3 separate plant areas each accessed by stair, a dry dive well movement studio, 5 blocks of spectator toilets, 2 accessible toilets C.00.022 and C.00.021, a food and beverage outlet, 3 movement studios, a large athletes area including offices and consultation rooms with a change area and toilets (1 combined accessible toilet shower provided but not identified in room E.02.026). Access to the top of the spectator seating for the main (competition) pool is provided on this level.
- 3.8 The third level accommodates plant areas only. No toilet or shower facilities service this level.

#### 4 General comment and summary

- 4.1 The general comment in this summary addresses the five bullet pointed objectives in section 1 earlier. Comment follows an accessible route sequence (refer to page 4 earlier). Detailed comment on the Accessibility Report is made in the Table later in section 5.
- 4.2 The Preliminary Design has made significant progress in improving consistency with, the guiding principles considered to be the essence of an accessible building. These principles have been established in section 2 earlier. The MSF facility is approachable from a variety of vehicle and pedestrian connections. Continuous pedestrian thoroughfares are well defined from adjacent Street boundaries and from the parking and drop off areas to the entrances to the complex. However, the number and location of accessible car parking spaces remains problematic. Currently, a block of 9 accessible spaces is identified in the south-east car parking area in closest proximity to the south entry. This is currently the most practical single location to service the whole complex but means a long journey to the West entry to the complex. No accessible car parking spaces currently appear to service the west entry although one is identified in Drawing 2.15 "Western Entry and Internal Avenue".
- 4.3 The main north entrance civic event space has an extremely generous, pedestrian connection to the St Asaph street boundary by 2 long sloping ramps and a set of stairs. Extensive level approaches now appear to be provided to both the north and south entrances. Entry to the West wing is now level, presumably with no up-stand at the entrance thresholds. Removal of the complicated system of ramping shown in the Concept Design is a significant enhancement. However, direct public entry from the Street boundary to the "Show" Courts area can only be achieved by a set of stairs.
- 4.4 Internal accessible routes are well defined with generous horizontal circulation and thoroughfare spaces at each level. There are numerous double doors throughout the facility. Refer to recommendation 5.7 below regarding clearances for double doors and lift doors and requirements for sports-chair requirements. The Central Hub now has a much cleaner and efficient circulation space. Again, removal of the complicated system of internal ramping has enhanced this area and significantly improved internal access to the West wing courts. Vertical circulation is well achieved by the lifts, main stair and ancillary stairs. Determining which stairs need to be accessible stairs remains problematic.
- 4.5 There has been substantial change to the provision of accessible toilet/shower/change facilities. While this has improved proximity of such facilities to associated activities and reduced the potential distances that previously had to be travelled, there still needs to be a large change/toilet/shower area to service the water sensory, warm water and "leisure" pools. Given the age range (babies to seniors) and variety of disability of user groups of these pools, somewhere to lie down will be necessary. Room C.00.021 is identified as a dual purpose drug testing/accessible toilet and shower area. In addition to the large change/toilet/shower area for the water sensory/warm water and "leisure" pools, it is important that there be at least one other large accessible toilet/shower space to cater for regular use by groups of mobility impaired people for basic recreational activity or competitive events. Using this room for dual purposes will reduce its consistent availability for either purpose. Although there is now provision of at

least 14 combined accessible toilet/shower/change areas, 5 accessible toilets only and 1 accessible change only room identified throughout the Facility, consideration still needs to be given to the location of separate versus integrated/"mainstream" facilities. There is a trade-off here between universality and provision for people with disabilities. Many disabled people prefer separate facilities. All of the current family change rooms on ground level are potentially accessible but restricted by the inward swung doors. Use of inward swung doors on the accessible rooms C.01.005, C.01.018, C.01.019, C.02.021 and C.02.022, needs to be checked for adequate internal clearance space. Inward swung doors can be a potential hazard when the room needs to be accessed in an emergency.

- 4.6 The pools area, particularly in the north-east corner is more effectively configured but still needs address the matters discussed in the previous section. Access to the main/competition pool, the Learn To Swim pool and the 4 connected "leisure" pools is now clearly defined by means of designated ramping to the Main and LTS pools and the beached entry to both? sides of the connected "leisure" pools. Management of the interface between the designated ramp to the Main pool and the movable pool floor is unclear. How access is achieved to the water sensory pool, the large family spa pool and the warm water pool is also unclear. None of the 2 sauna and 2 steam rooms is accessible.
- 4.8 Accessible spectator seating spaces for the competition pool appear to be available in the front row of the 2 tier seating on the East side but these are not specified. Accessible spaces also appear to be provided at the top of the West side spectator seating on level 2 but again, these are not specified. Also, there is space available for accessible spectator spaces around the "fixed?" 'seating in the 3 "Show" Courts area and on both sides of the Community Courts area. Accessible spaces are identified in the "Event seating diagrams" for the 3 Show Courts area on pages 172-175.

## 5 Major recommendations

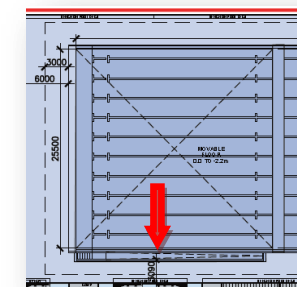
- 5.1 *Ensure the quality of the accessibility of pedestrian connections from street boundaries, bus and car drop-off areas and vehicle parking to building entrances is assured by attention to construction detail including footpath widths, kerbs, kerb ramping (particularly the use of TGSIs – Tactile Ground Surface Indicators) and surface finishes. Recommended best exterior surface finishes for all pedestrian routes are either asphalt or concrete. Tiled or paver surface finishes are not recommended. If tiles are used they should be as large as practicable with stable, flush grouting. Ensure flush transitions between any sealed exterior surfaces and the surrounding ground/landscaping.*
- 5.2 *While the ground floor courts and central hub are now all on one level, consideration still needs to be given to providing ramped entry at both the West street boundary entry to the event “Show” court and at the Antigua Street boundary edge entry. Ensure entrance thresholds on all doors ideally all egress door as well, particularly at the, now level, west entry doors, are flush.*
- 5.3 *Ensure the proposed sliding doors at the North and South entries have good quality, durable sensor operating devices. Ensure any sloping approaches to these entries provide generous level approaches across the full width of the ramped approach, outside the entry doors.*
- 5.4 *Given the 550 proposed car parking spaces, at least 12 accessible car parking spaces need to be provided. Ideally more than 12 should be provided to cope with the potentially large number of wheelchair users participating in Paralympic type events both as spectators and competitors. The current 9 accessible spaces identified as indicated in the picture in section 3.1 earlier should be retained. At least another 3 accessible car parking spaces, preferably in addition to the space currently referred to in section 4.2 earlier, need to be provided as close as possible to the West entry.*
- 5.5 *While it is recommended that all stairs be accessible, ensure that at least the main stair, and the stairs up to the spectator seating from the ground level main pool area are accessible. Accessible stairs improve egress in an emergency. Double leaf doors as referred to in section 4.4 earlier need to ensure that at least one leaf provides a clear opening space of 760mm min (recommended 810mm min). Ensure at least one leaf has a minimum clear opening of 1000 mm at every entry door to both Courts areas. Door widths and internal floor dimensions of lifts need to be checked. Minimum 1000mm clear opening lift door is recommended. Also recommended that the internal floor dimensions exceed the minimum 1400 x 1400mm required. For multi-wheelchair events where sports chairs are used, lift floor dimensions of 1800x3000 mm enable 2 sport wheelchair users to use a lift at the same time.*
- 5.6 *Further to 4.5 earlier, provide a large change/toilet/shower area to service the water sensory, warm water and “leisure” pools, ideally from a central location. This may entail repositioning of the water sensory and warm water pools. Designate room C.00.021 as an “Accessible Team Change” room and allocate other permanent space for a “Drug testing” room. Consideration also needs to be given to the trade-off of accessible facilities separate*

from the male and female, school and staff change areas throughout the complex. Ideally, accessible facilities need to be provided as part of any block of public or staff toilet/shower/change facilities so that they are integrated as practicably as possible with “mainstream” facilities. Ensure inward swung doors on the accessible rooms C.01.005, C.01.018, C.01.019, C.02.021 and C.02.022, are checked for adequate internal clearance space. Inward swung doors are not recommended.

5.7 Ensure the detailing of all accessible toilet/shower/change facilities provided complies with the layouts and placement of fittings as per NZBC Acceptable Solution G1/AS1 Figures 5 and 6

5.8 How interaction between the proposed ramped entry (arrowed in figure right) at the north end of the competition pool and the ‘moveable’ floor of the pool itself is managed, still needs to be clarified. The ramp and adjacent stair appear to have a common top landing but the landing at the bottom of the ramp needs to be defined.

5.9 While the ramped entry to the LPS pool and the beached entry to the connecting “Leisure” pools are now clearly defined, means of accessing the warm water pool, the water sensory pool, the large family spa area and all the sauna and steam rooms still needs to be clarified. Options for a ramped entry to the warm water pool and a beached entry to the water sensory pool appear to be available. Options for accessing the sauna and steam rooms include the use of outward swung or sliding doors and provision of adequate “manoeuvring space” (1500 mm minimum diameter turning circle) inside the rooms. Manoeuvring space can be improved by allowing at least 300 mm high and 300 mm deep clearances under the seating. Seating height recommended 500 – 650 mm to the top of seat.



The MBIE Determinations 2014/038, 2014/040 and 2016/007 on swimming pools are not particularly helpful for this project but they do reinforce that mobile or similar hoists are not recommended as a means of providing access to pools. However, submersible, fixed platform lifts that can be user operated or the possibility of “raised” pool sides were not discussed in these Determinations.



5.10 Further to 4.8 earlier, accessible spectator spaces need to be clear of circulation thoroughfares around all designated seating areas in both the Courts areas and the 2 rows of fixed seating on the East side of the competition pool. Access to the spectator seating for the competition pool is probably best achieved at the top of the spectator seating on the second level as indicated in figure left. However this does isolate the spaces from the rest of the spectators. For 1500 total spectator spaces,

11

*at least 7 wheelchair spectator spaces are required. It is possible to achieve significantly more accessible spaces which will be necessary for Paralympian and wheelchair Rugby/basketball events.*

DRAFT

## 6 Detailed comment on Accessibility Report

Again, the Architectural Preliminary Design Accessibility Report provides good coverage of the detailed requirements for quality accessibility for this stage of the project. In general, all of the findings and recommendations in the Accessibility Report are endorsed.

In this section, comment and *recommendations*, if any, are made on items in the Accessibility Report when necessary. Any *recommendations* are generally additional to the Major Recommendations section earlier.

For convenience, the same sequence of items raised in the Accessibility Report has been followed in this table, rather than the approachability, accessibility and usability sequence of the accessible route outlined at the end of section 2 earlier and as followed in the General Summary and Recommendations sections previously.

Item	Additional comment and <i>recommendations</i> on Accessibility Report (AR) findings
6.1 Entry doors	The recommendation in the AR appears to have been addressed in the PD Drawings provided.  <i>6.1.1 Automatic sliding doors are recommended.</i>
6.2 Accessible toilet B.00.024	Endorse AR recommendation.
6.3 Servery and reception counters	Endorse AR recommendation. People with disabilities also must be considered as potential staff under section 118 of the Building Act 2004  <i>6.3.1 All counters and reception desks require a lowered portion, ideally closest to any customer transaction point (e.g. payment or information).</i>
6.4 Sauna rooms	Endorse AR recommendation. Refer to <i>recommendation 5.9</i> earlier.
6.5 Accessible rooms B.00.008/009 and B.00.034	The recommendation in the AR appears to have been addressed for rooms B.00.008/009.  <i>6.5.1 Attend to AR recommendation for room B.00.034.</i>
6.6 and 6.7 Water sensory pool	Refer to section 4.5 and <i>recommendation 5.6</i> earlier.
6.8 Columns	Agree with AR comment.
6.9 Staff changing rooms	Refer to <i>recommendation 5.6</i> earlier.



6.10 Accessible facilities and rooms in C.00.033 and C.00.029	Refer to <a href="#">recommendation 5.6</a> earlier.
6.11 Accessible facilities in school change rooms	Refer to <a href="#">recommendation 5.6</a> earlier.
6.12 Large change facilities	Agree with AR comment. Also refer to <a href="#">recommendation 5.6</a> earlier.
6.13 Accessible seating at pool	Endorse AR comment.  <i>6.13.1 The same comment applies to all fixed seating in the pool and courts areas.</i>
6.14 Public toilets	Endorse AR comment. Also refer to <a href="#">recommendation 5.6</a> earlier.
6.15 Community change rooms 01 and 02	Endorse AR comment. Also refer to <a href="#">recommendation 5.6</a> earlier.
6.16 and 6.17 Elite event community change rooms 01-04	Endorse AR comment. Also refer to <a href="#">recommendation 5.6</a> earlier.
6.18 Door widths	Endorse AR comment. Also refer to <a href="#">recommendation 5.5</a> earlier
6.19 Accessible facilities rooms E.00.021 and E.00.027	Endorse AR comment. Also refer to <a href="#">recommendation 5.6</a> earlier.
6.20 Stair entry to courts at D.00.007 and D.00.005.	Endorse AR comment. Also refer to <a href="#">recommendation 5.2</a> earlier.
6.21 Level 01 Accessible change rooms.	Disagree with AR comment, all accessible facilities provided on level one are adequate.
6.22 Level 02 Accessible toilets	Disagree with AR comment. However, interior clearances of rooms with inward swing doors need to be checked. Refer to <a href="#">recommendation 5.6</a> earlier regarding inward swung doors.
6.23 Level 02 accessible spectator seating.	Refer to <a href="#">recommendation 5.10</a> earlier.



Client:

**WARREN AND MAHONEY**

Project:

**UNIVERSAL ACCESSIBILITY REPORT  
METRO SPORT FACILITY  
CHRISTCHURCH  
NEW ZEALAND**

Stage

**100% DEVELOPED DESIGN STAGE**

**FIRST DRAFT**

Prepared on:

**22 February 2017**

By:

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**Item 8**

**Attachment C**



**UNIVERSAL ACCESSIBILITY REPORT  
METRO SPORT FACILITY, CHRISTCHURCH, NZ  
100% DEVELOPED DESIGN STAGE**

This report has been prepared for Daryl Maguire of Warren and Mahoney (WAM) by the Barrier Free New Zealand Trust (BFNZT). No liability is accepted by this company or any employee or sub consultant of this company with respect to its use by any other parties.

**Quality Record**

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Reviewed by	Jason Strawbridge	
Approved by	Jason Strawbridge	

**Revision History**

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**DISCLAIMER**

*Only Building Consent Authorities (BCA's) are authorised by the Ministry of Business, Innovation, and Employment (MBIE) to certify compliance under the New Zealand Building Act 2004 (NZBA). Ultimately this guide is intended as an aid for providing accessible facilities by implementing the legal provisions for accessibility and does not include assessment of specialist electronic building services. It should always be used in conjunction with the appropriate standards for the purpose of providing access for people with disabilities. Every effort has been made to ensure that this report is accurate and comprehensive, however it should not be used as a standalone basis for contracting goods or services.*

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**UNIVERSAL ACCESSIBILITY REPORT  
METRO SPORT FACILITY, CHRISTCHURCH, NZ  
100% DEVELOPED DESIGN STAGE**

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[APPENDIX A](#) – BLIND FOUNDATION “ACCESSIBLE SIGNAGE GUIDELINES”

[APPENDIX B](#) – BFNZT TAG LIST

FIRST DRAFT



## 1.0 EXECUTIVE SUMMARY

Overall the fundamental elements of the internal access route within building have been well thought out, with many examples of best practice accessibility features and aspirations towards universal design shown within the developed design documentation - such as:

- Generous provisions for accessible car parking spaces
- Generous and well distributed quantities of accessible toilets
- Generous and well distributed quantities of accessible change rooms
- Provision of two 'changing spaces' high user needs change rooms
- Superb provision of accessible seating for the competition pool
- Parenting Rooms on the ground floor opposite reception

That said there were also areas with limited or non-compliant detailing which will need prompt clarification and amendment to ensure that people of all abilities will be able to easily access and use this building and the consenting process goes smoothly. Items of priority to address include:

- Clarify the stair detailing
- Clarify the lift specifications
- Clarify entrance thresholds
- Clarify the users of the HPSNZ track
- Clarify the ramp between the southern entrance and courtside
- Modify the undersized accessible toilets and showers
- Modify the warm water pool and learn to swim pool ramp gradients to 1:12
- Modify the 'Splash Park' design to be more inclusive for disabled children

Opportunities for additional best practice features have also been identified in this report for your consideration including

- Provision of parenting parks
- Provision of undercover parking
- Provision of 'dry seats' and grab rails in the large size accessible change rooms
- Provision of appropriate listening systems
- Engaging with Blind Foundation for a wayfinding design session

As the design progresses and more prescriptive detail is developed it will be critical that this is done in accordance with NZS4121:2001 and consideration to our reports recommendations.

We are happy to discuss any recommendation within this report in more detail with you if needed, and once you have had time to review it we look forward to a post report meeting with yourself and the design team to work through these recommendations and requests for clarification.



## 2.0 SCOPE & PURPOSE

Barrier Free NZ Trust (BFNZT) was engaged by Warren and Mahoney (WAM) to act as accessibility consultant for the Metro Sport Facility (MSF). Part of the scope of our engagement was to produce a Universal Accessibility Report on the proposed MSF at key design stages, this report represents the 100% Developed Design Stage.

This Universal Accessibility Report aims to:

1. Communicate any perceived deficiencies within the design, using Universal Design principles reconciled against the technical detail/specification of Acceptable Solution NZS4121:2001.
2. Make recommendations separated into two groupings:
  - **Recommendations:** These will need to be actioned to meet the minimum requirements of Acceptable Solution NZS4121:2001. Not implementing these recommendations may result in failure to obtain building consent when the application is reviewed by Council for accessibility.
  - **Best Practice Recommendations:** These go beyond minimum requirements, bridging the gap of New Zealand's dated and largely inadequate minimum provisions for accessibility. These recommendations are often influenced by universal design principles, or specific user requirements that we are aware of such as the fact a 'compliant' 760mm wide door is not wide enough for many people in a powered wheelchair or mobility scooter to navigate through.

In summary this report will be an evaluation of the current levels of accessibility provided within the building and provide recommendations to improve the provision of accessibility if any opportunities or deficiencies are identified by the audit process.

The report will be supported by an excel tag list (spreadsheet) format to enable easy tracking of the audits findings and recommendations throughout the remainder of the project.

The audit was based off the 100% developed design drawings issued on 01 February 2017 and the developed design report produced by WAM dated 31 January 2017

### 3.0 BUILDING BACKGROUND



The WAM developed design report for the MSF facility described the building as follows.

The proposed Metro Sports Facility for Christchurch is identified as an Anchor Project in the Christchurch Central Recovery Plan (CCRP). The Metro Sports Facility (MSF) is intended to be a world-class sports, recreation and leisure venue, accessible to people of all ages, abilities and sports skills.

Providing aquatic and indoor sport facilities, it will cater for the day-to-day needs of the recreational, educational and high performance sporting communities, and also host national and international events. The location of the facility within the Central City provides a catalyst for Christchurch recovery and revitalisation, a focal point and an attraction for local and international visitors. The MSF offers the opportunity to create an exceptional quality and flexible venue that meets the expectations of its users and represents the vision expressed by the community for a vibrant and well-designed central city with a distinctive character.



## 4.0 AUDIT METHODOLOGY

The methodology used for this accessibility audit report has been developed by the Barrier Free New Zealand Trust and gone through many variations to keep current with changes which have occurred within the disability, design and regulatory sectors over the years.

In its simplest form, our process is outlined below:

### STEP 1

Review the design against the technical detail/specification of Acceptable Solution NZS4121:2001 and Universal Design Principles

### STEP 2

Record any perceived deficiencies, or opportunities identified within the design

### STEP 3

Make recommendations for perceived deficiencies, or opportunities identified which are separated into two groupings:

**Recommendations:** These will need to be actioned to meet the minimum requirements of Acceptable Solution NZS4121:2001. Not implementing these recommendations may result in failure to obtain building consent when the application is reviewed by Council for accessibility.

**Best Practice Recommendations:** These go beyond minimum requirements, bridging the gap of New Zealand's dated and largely inadequate minimum provisions for accessibility. These recommendations are often influenced by universal design principles, or specific user requirements that we are aware of such as the fact a 'compliant' 760mm wide door is not wide enough for many people in a powered wheelchair or mobility scooter to navigate through.





## 5.0 POINTS FOR CONSIDERATION

While reading this report and its recommendations and best practice advice consideration must be given to the fact that as of the 2014 disability survey it was recorded some 24% / 1 in 4 / 1.1 Million New Zealanders identify as having some form of disability.

In the age group of 65+ disability rates are currently at around 60%. Common disabilities to the 65+ age group are physical impairment, hearing loss, and vision loss. As our aging population curve moves into the year 2030 a staggering 25% of New Zealanders will be over 65 years old. It is speculated by this stage around 33% / 1 in 3 / 1.6 Million New Zealanders will identify as having some form of disability.

Something as simple as a door handle, ground surface lip, or a push button not being correctly specified or designed with accessibility in mind can be the difference between a building or public amenity being usable – or not, for a person with an impairment.

BFNZT advocate usability over aesthetics, but have proven on numerous occasions that both can be had with proper consultation and engagement during the early in the design phases.

FIRST DRAFT

## 6.0 RELEVANT LEGISLATION

The following is a summary of the more relevant legislation with regard to the scope of this report.

### 6.1 NEW ZEALAND BUILDING ACT 2004

**The NZBA Section 117 states that** the term 'building' includes *"parts of a building (including driveways, access ways, passages within and between complexes and developments, and associated landscaping (if any): and any premises or facilities"*.

**The NZBA Section 118 states that** *"Where provision is being made for the construction or alteration of any building to which members of the public are to be admitted, whether for free or on payment of a charge, reasonable and adequate provision by way of access, parking provisions, and sanitary facilities must be made for persons with disabilities who may be expected to: (a) Visit or work in that building; and (b) Carry out normal activities and processes in that building"*

A means of providing reasonable and adequate provision by way of access, parking provisions, and sanitary facilities for persons with disabilities is providing an 'accessible route' that is in accordance with the detail and specification of acceptable solution NZS4121:2001 for the building.

### 6.2 NEW ZEALAND STANDARD 4121:2001

NZS4121 contains acceptable solutions for the provision of access and facilities for persons with disabilities. The best practice definition of an accessible route is contained in NZS4121 and is as follows;

*"A route that is usable by people with disabilities. It shall be a continuous route that can be negotiated unaided by a wheelchair user, walking device or by a person with a guide dog. The route shall extend from street boundary and car-parking area to those spaces within the building required to be accessible to enable people with disabilities to carry out normal activities and processes within the building"*

### 6.3 HUMAN RIGHTS ACT 1993

#### **Section (42) - Access by the public to places, vehicles, and facilities**

It shall be unlawful for any person:

- To refuse to allow any other person access to or use of any place or vehicle which members of the public are entitled or allowed to enter or use; or
- To refuse any other person the use of any facilities in that place or vehicle which are available to members of the public; or
- To require any other person to leave or cease to use that place or vehicle or those facilities, - by reason of any of the prohibited grounds of discrimination.

#### **Section (21) - Prohibited grounds of discrimination**

*"A disability is prohibited grounds for discrimination. The term disability is defined in the HRA as a: Physical disability or impairment, Physical illness, Psychiatric illness, Intellectual or psychological disability or impairment, Any other loss or abnormality of psychological / physiological / anatomical structure or function, Reliance on a guide dog/wheelchair/other remedial means, The presence in the body of organisms capable of causing illness"*



## 7.0 ACCESSIBILITY DESIGN & GUIDING PRINCIPLES

### 7.1 BARRIER FREE DESIGN

The Barrier-Free concept consists of designing/modifying buildings or facilities so that they can be used by people who are disabled or have physical impairments.

An example of barrier-free design could be installing a wheelchair access ramp alongside, or in place of steps.

Freeing a building of barriers means:

- Identifying features that could create barriers for people with impairments
- Thinking about impairments holistically eg. Not just wheelchair users, or Blind people
- Comprehensively audit and review everything to finest detail
- Seek feedback from impaired communities, the disability sector, and learning from mistakes

In the case of new buildings, however, the idea of barrier free modification has largely been superseded by the concept of universal design, which seeks to design things from the outset to support easy access.

### 7.2 UNIVERSAL DESIGN

Universal design (inclusive design) refers to broad-spectrum ideas meant to produce buildings, products and environments that are inherently accessible to older people, people without disabilities, and people with disabilities.

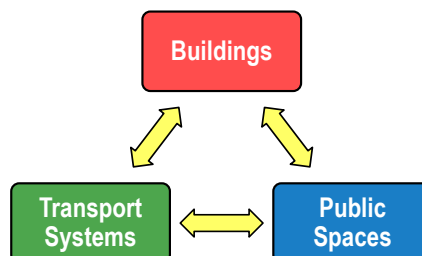
Universal Design expounds the following principles:

- Equitable use
- Flexibility in use
- Simple and intuitive
- Perceptible information
- Tolerance for error
- Low physical effort
- Size and space for approach and use

These principles are broader than those of accessible design and barrier-free design.

### 7.3 THE ACCESSIBLE JOURNEY

The concept of the 'accessible journey' is a theoretical path of travel between the three primary components of the built environment:



Critical points in the “Accessible Journey” occur at transitions between these components, and if accessible features are not present at the transitions then the accessible journey is broken for a user.

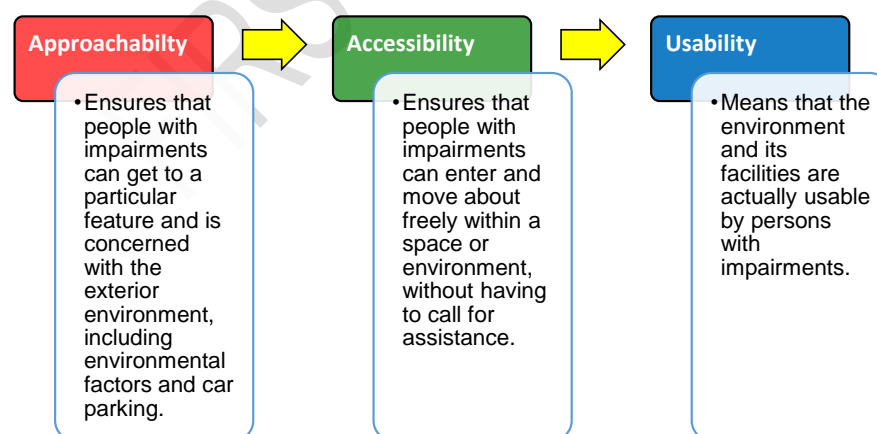
#### 7.4 THE ACCESSIBLE ROUTE

The accessible route is a refinement of the accessible journey, and focuses on a particular building or space.

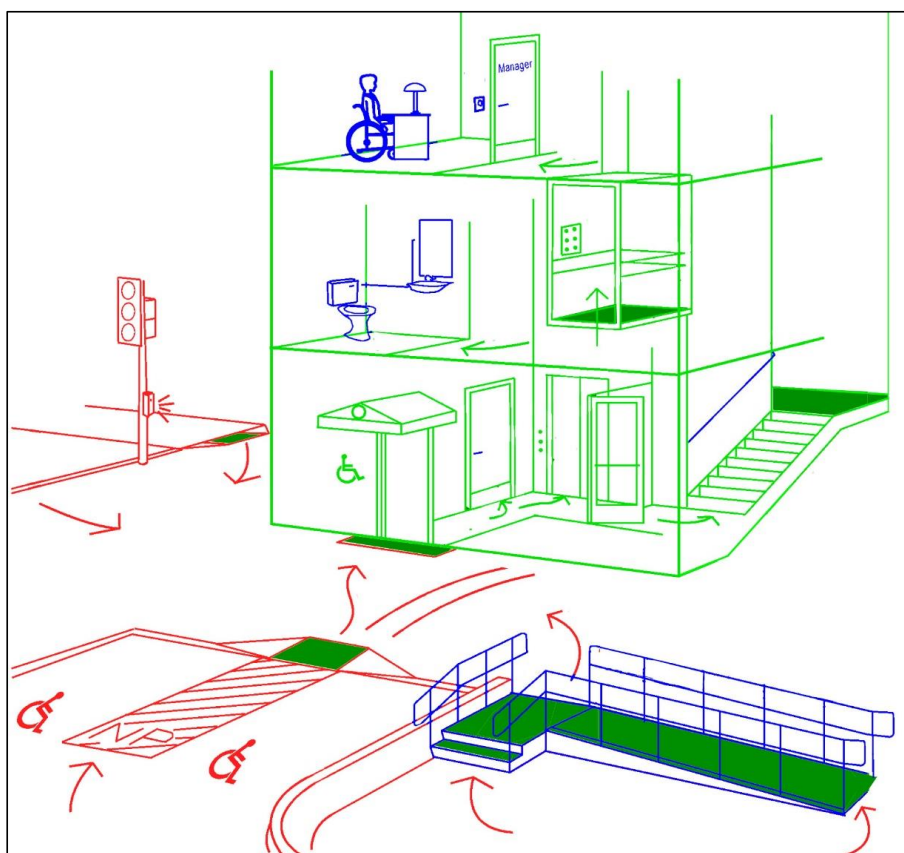
NZS4121:2001 defines an ‘accessible route’ as

*“A route that is usable by people with disabilities. It shall be a continuous route that can be negotiated unaided by a wheelchair user, walking device or by a person with a guide dog. The route shall extend from street boundary and car parking area to those spaces within the building required to be accessible to enable people with disabilities to carry out normal activities and processes within the building”*

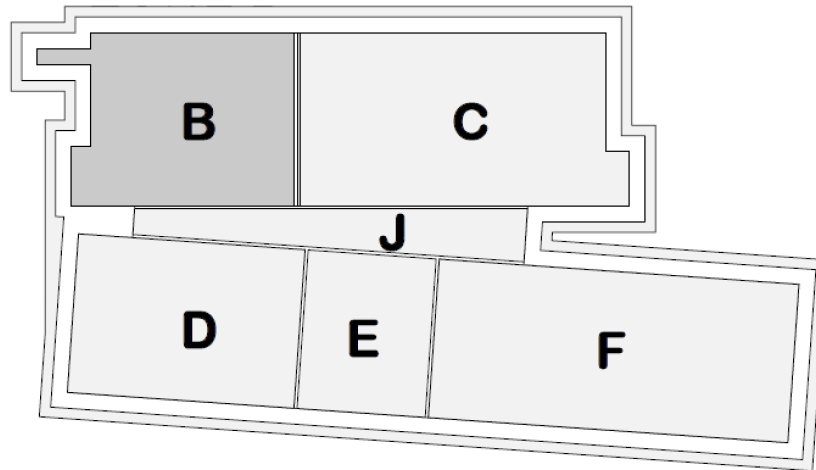
To test if an accessible route is present at a building it should be looked at in terms of:



The below picture depicts how a complete accessible route would look for a typical building. It also highlights how easily one feature not being **approachable**, **accessible** or **usable** could mean that the accessible route is broken for a user, and therefore not meeting the requirements of the New Zealand Building Act 2004.



## 8.0 AUDIT FINDINGS – ZONE B

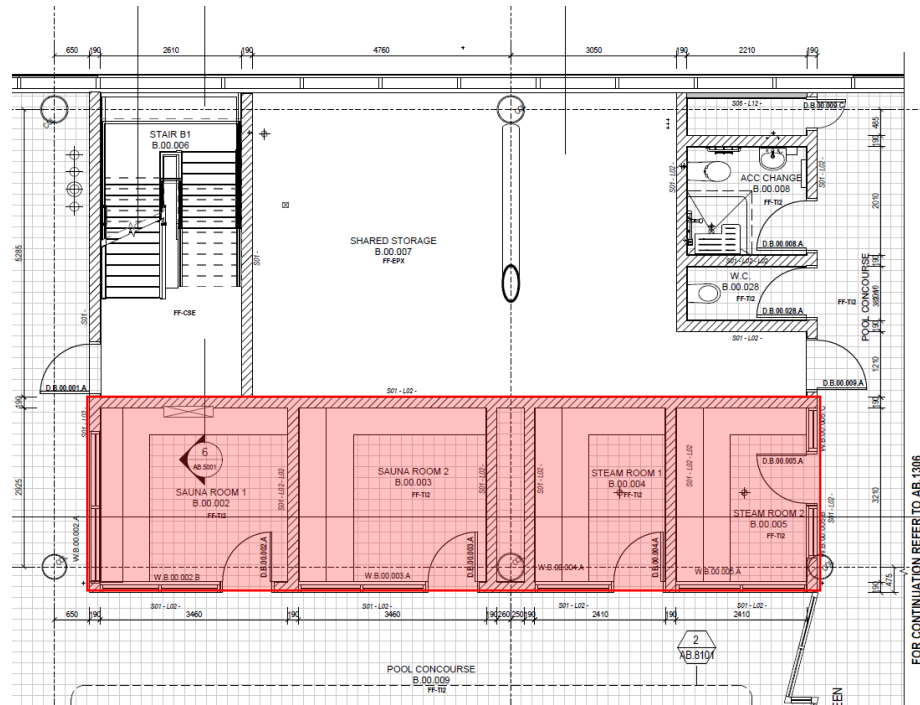


This Zone contains the following key areas:

- LV.00 | SAUNA & STEAM ROOMS
- LV.00 | SAUNA & STEAM ROOMS - ACC TOILET & SHOWER
- LV.00 | WARM WATER POOL & SPAS
- LV.00 | LEISURE POOLS - GENERAL
- LV.00 | LEISURE POOLS - SPLASHPARK AREA
- LV.00 | LEISURE POOLS – ADVENTURE PLAY
- LV.00 | LEISURE POOLS – DEEP WATER
- LV.00 | FAMILY SPA
- LV.00 | LEARN TO SWIM POOL
- LV.00 | CAFE
- LV.01 | GROUP FITNESS, MIND/BODY, GYM WELLNESS, GYM



## 8.1 LV.00 | SAUNA & STEAM ROOMS



Above: Extract from Drawing No. AB.1305

### 8.1.1 GENERAL

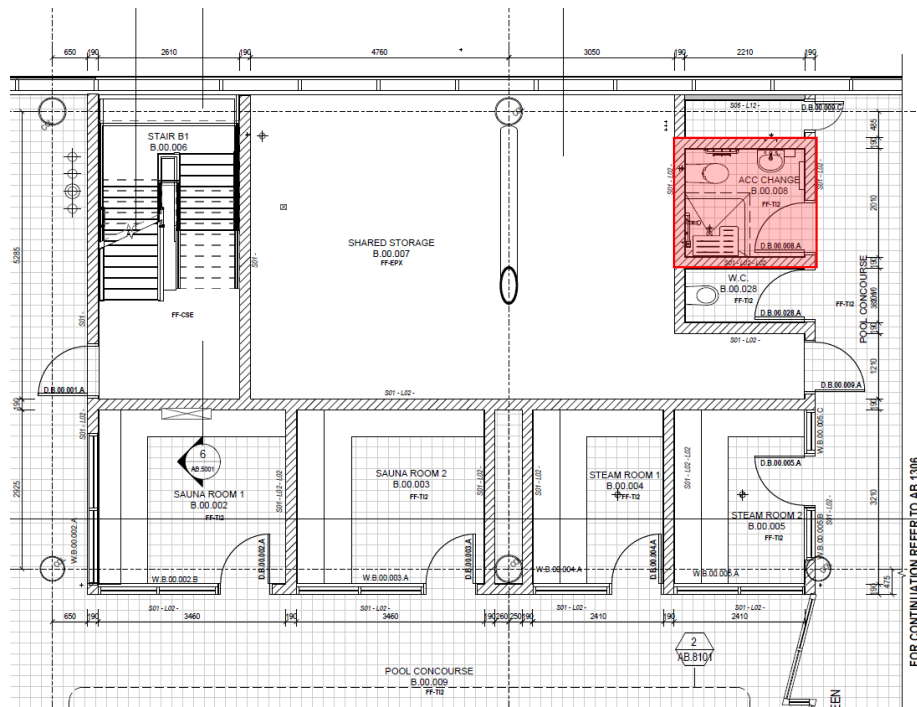
As discussed in previous revisions it is our view that at least one of each the Sauna Rooms and Steam Rooms should provide an accessible space within it taking into account the fixtures which will be present in each room such as hot rock pits etc. which may restrict access.

This goes back to a Building Act level requirement (s118) which requires reasonable and adequate access provisions to enable persons with disabilities to visit or work in that building; and carry out normal activities and processes in that building.

#### 8.1.1.1 Recommendation

*At least one of each the Sauna Rooms and Steam Rooms should provide an accessible space within it taking into account the fixtures which will be present in each room such as hot rock pits etc. which may restrict access.*

## 8.2 LV.00 | SAUNA & STEAM ROOMS - ACC TOILET & SHOWER



Above: Extract from Drawing No. AB.1305

### 8.2.1 GENERAL

While labelled as an accessible change room this cubicle is detailed as a standard accessible toilet and shower facility which should also function as a changing room.

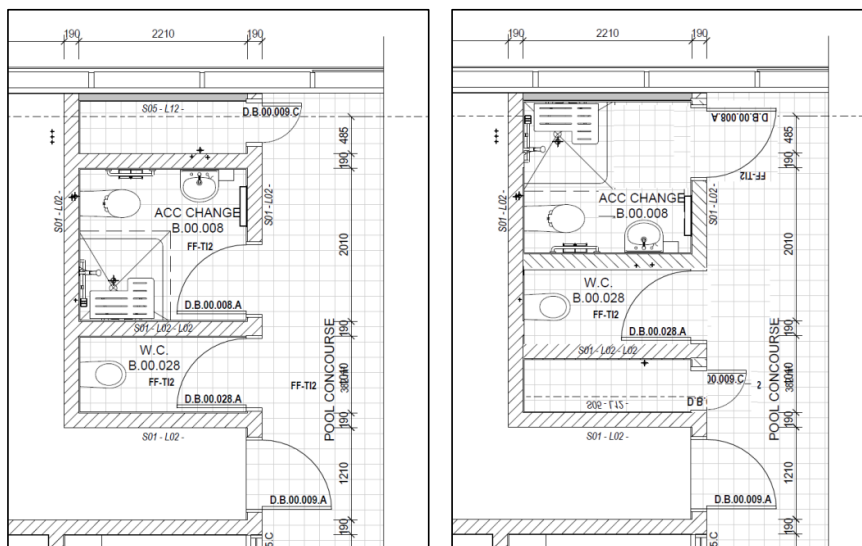
### 8.2.2 ACCESS DOOR

The door swings inwards which is not recommended regardless of if the cubical size is increased as permitted by the building code and NZS4121:2001 (which it has not been in this case)

The reason for the outward swing preference is that while undertaking activities within the cubical the user may fall over, and if they fall against or in front of the door they will likely be injured during the process of rescue as the door will need to be pushed into their body with enough force to move the person and get an opening for someone to squeeze through.

**8.2.2.1 Recommendation**  
*Rehang the swung door to changing room B.00.008 so that it opens outwards.*

**8.2.2.2 Best Practice**  
*Switch the location of storage area and change room B.00.008 over so that the door of B.00.008 can be swung outwards and not create a hazard to users moving around the pool.*

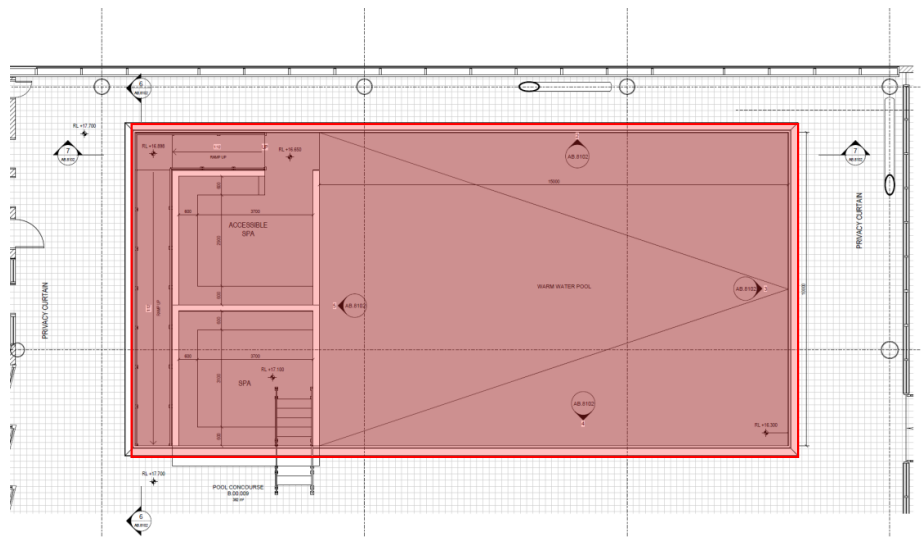


Above: Existing B.00.008

Above: Suggested Relocation of B.00.008

FIRST DRAFT

## 8.3 LV.00 | WARM WATER POOL & SPAS



### 8.3.1 GENERAL

Access to the warm water pool is by way of a ramp, or poolside.

### 8.3.2 TOP RAMP SECTION

While stipulated as 1:12 on the plans the dimensions and levels given do not support this.

Dividing the length (8800mm) by the change in level (802mm) gives a gradient of 1:10.97

$$8800 / 802 = 10.97$$

A gradient of 1:12 or gentler is required for an accessible ramp.

#### 8.3.2.1 Recommendation

*Redesign the ramp to the warm water pool and its connected spa pools so that the top ramp section achieves a gradient of 1:12 or gentler.*

#### 8.3.2.2 Best Practice

*Ramp gradients of 1:14 or gentler can make a big difference to the effort required by the user to navigate the slope, where possible aim for gentler ramp slopes than the minimum 1:12 to the warm water pool*

### 8.3.3 LOWER RAMP SECTION

Stipulated as 1:12 on plans, and dimensions support this.

$$3000 / 248 = 12.09$$

### 8.3.4 RAMP LANDINGS

Complaint 1200x1200mm landing positioned at 8800mm ramp length.

### 8.3.5 RAMP WIDTH

Complaint 1200mm clear width, however with the detailed vertical handrail posts this would then mean a non-compliant (between posts) clear width of circa 1000-1100mm.

### 8.3.5.1 Recommendation

*Increase the width of the warm water pool ramp by circa 100-200mm to accommodate the vertical post handrail solution proposed for the warm water pool. Alternately opt for a wall mounted handrail system.*

### 8.3.6 HANDRAIL HEIGHT

Scaled at 1000mm height above the ramp gradient which is non-compliant to NZS4121:2001 but in line with D1/AS1. NZS4121:2001 requires the handrails to be located between 840-900mm and we would advise this is best practice.

#### 8.3.6.1 Best Practice

*Handrails to the warm water pool be located between 840-900mm as per NZS4121:2001*

### 8.3.7 EDGE RAIL

There is no danger of wheels dropping off the edge of the ramp due to the ramp been nested between two walls eliminating any edge drops.

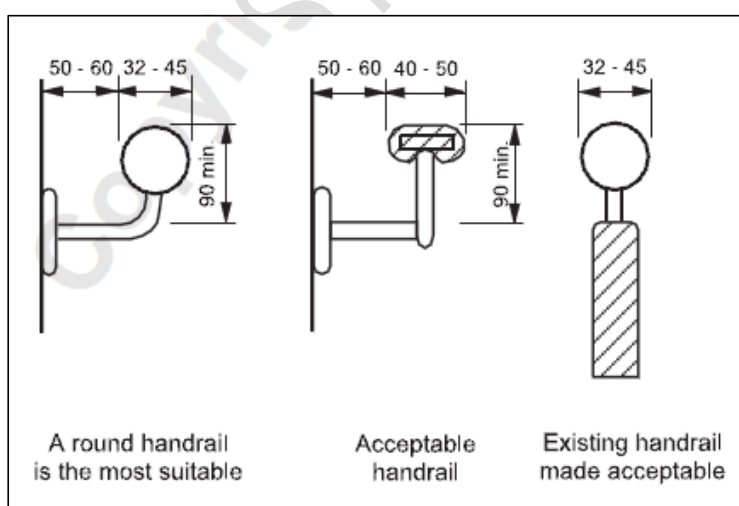
However, given the use of vertical poles to support the handrails been used along the edge of the ramp we would encourage in terms of best practice that the low edge rail is adopted to prevent wheelchairs wheels getting caught on the vertical poles.

#### 8.3.7.1 Best Practice

*Install low edge rails to the vertical posts along the accessible ramp to the warm water pool and its connected spa pools.*

### 8.3.8 HANDRAIL PROFILE

Not detailed at this design stage, we expect that the handrails will be selected in accordance with NZS4121:2001 appendix F, fig. F1 below. Additionally, keep in mind that the fixing method of the handrail itself must not result in a situation where the passage of a hand along the rail becomes obstructed.



Above: NZS4121:2001 Fig. F1

### 8.3.8.1 Recommendation

*Handrails should be selected in accordance with NZS4121:2001 appendix F, fig. F1 below. Additionally, keep in mind that the fixing method of the handrail itself must not result in a situation where the passage of a hand along the rail becomes obstructed.*

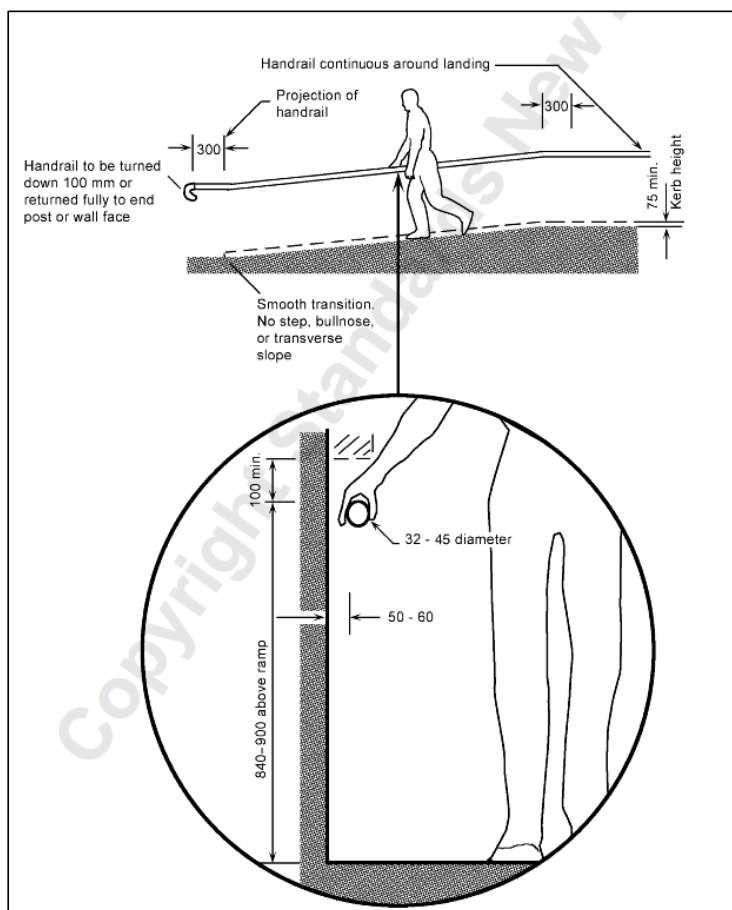
### 8.3.9 HANDRAIL EXTENSIONS

From the drawing set provided it would appear that handrail extensions have not been considered at the top of the ramp. Handrail extensions are required at the top landing but not at bottom landing in accordance with ADA Design Guidelines.

#### 8.3.9.1 Recommendation

*At the top of the warm water pool ramp, ensure that the handrails extend 300mm and return to the ground. Refer to NZS4121:2001 Fig.13 extracts below for guidance on requirements.*

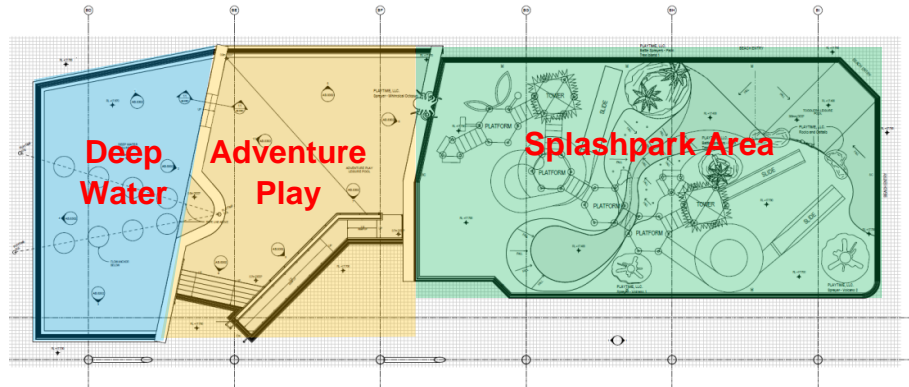
*Note: Handrail extensions are required at the top landing but not at bottom landing for pool ramps as per ADA Design Guidelines.*



Above: NZS4121:2001 Fig.13 (part)



## 8.4 LV.00 | LEISURE POOLS - GENERAL



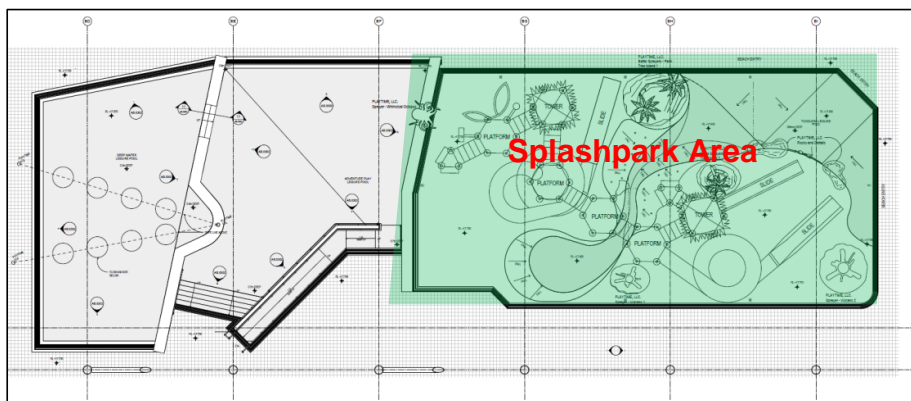
### 8.4.1 GENERAL

The leisure pools are broken up into three areas

1. Splashpark Area
2. Adventure Play Pool
3. Deep Water

The following sections will address each of these pools individually.

## 8.5 LV.00 | LEISURE POOLS - SPLASHPARK AREA



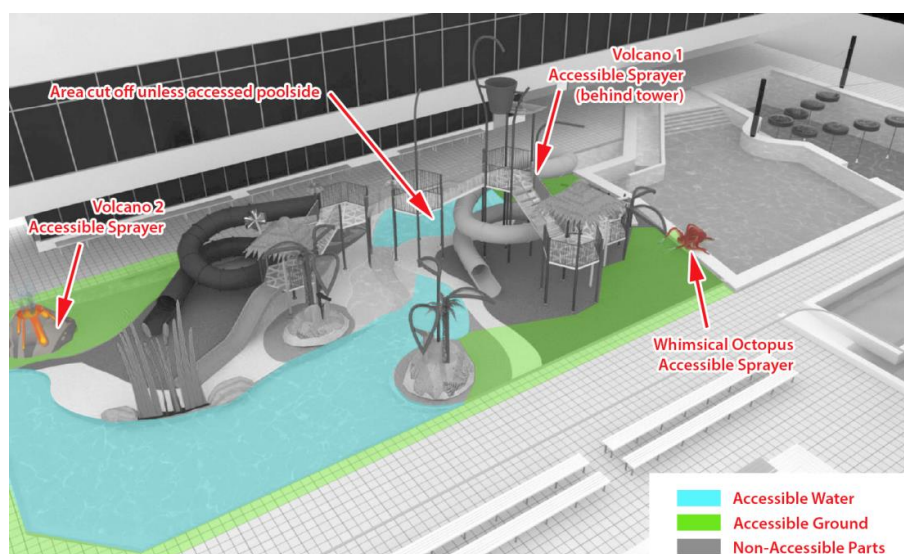
### 8.5.1 OVERVIEW



The playtime area pool appears to offer a range of both aquatic and ground based activities, the beached entry will mean that water access should be achievable for all users and what appears to be flush transitions to the ground based activity areas should also mean easy access from the main concourse to those levels.

Once the water and ground level play surfaces are accessed though there appears to be very limited provision of features which could be interacted with by people who are unable to navigate stairs e.g. most mobility impaired people.

The below gradient map is intended to more clearly show the split in what is on offer for disabled children, vs. their able bodied peers.



The above shows that the two different features which are accessible are non-interactive typed water sprayers, and that there is significantly more interaction and themed features on offer for children who have no impairments.

One of the guiding principles of accessible design is 'equitable use' which in this case comes down to provision of comparable experiences for disabled children, examples of this could include a hut platform at close to ground level or a water turret that had ramped access to it.

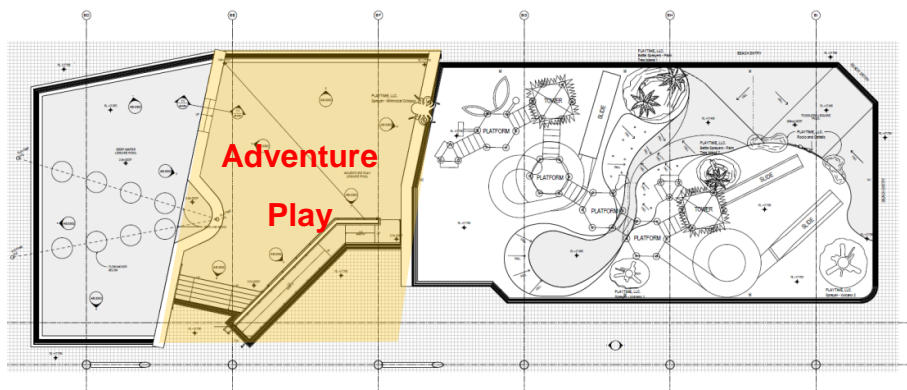
#### 8.5.1.1 **Best Practice**

*With regard to the Splash Park provision of comparable experiences for disabled children would not go un-noticed by the public. Examples of this could include a hut platform at close to ground level or a water turret that had ramped access to it.*

*As it stands the area is split in two due to a discontinuous accessible route, and the only accessible 'features' are two Volcano Sprayers and the Whimsical Octopus Sprayer ~ Both of which are non-interactive features.*

*Please refer to the gradient map in the report to see a clear comparison of accessible friendly features vs. the non-accessible ones.*

## 8.6 LV.00 | LEISURE POOLS – ADVENTURE PLAY



### 8.6.1 OVERVIEW

The adventure play pool is accessed via either ramp, stairs or poolside.

### 8.6.2 RAMP

Stipulated as 1:12 on plans, and dimensions support this.

$$8400 / 700 = 12.00$$

#### 8.6.2.1 Best Practice

*Ramp gradients of 1:14 or gentler can make a big difference to the effort required by the user to navigate the slope, where possible aim for gentler ramp slopes than the minimum 1:12 to the warm water pool*

### 8.6.3 RAMP LANDINGS

Compliant landing in excess of 1200x1200mm positioned at 6700mm ramp length.

### 8.6.4 RAMP WIDTH

Complaint 1200mm clear width, however handrails were not detailed (sheet AB.8302 missing) and may reduce the clear width depending on how they are affixed, see below.

### 8.6.5 RAMP HANDRAILS

Indicated on plan but no dimensions or elevations were provided to enable us to make comment (sheet AB.8302 missing)

#### 8.6.5.1 Recommendation

*Detail the handrails on the adventure play ramp to NZS4121:2001.*

#### 8.6.5.2 Recommendation

*At the top of the adventure play pool ramp, ensure that the handrails extend 300mm and return to the ground. Refer to NZS4121:2001 Fig.13 extracts below for guidance on requirements.*

*Note: Handrail extensions are required at the top landing but not at bottom landing for pool ramps as per ADA Design Guidelines.*



#### 8.6.6 STAIRS

No section or elevations provided, however from scaling the plans we ascertained the following information

Treads  
 $1400 / 5 = 280\text{mm}$

Risers  
 $700 / 6 = 116.66\text{mm}$

Width  
3900mm Top  
4800mm Bottom

This indicates that the stairs are not an accessible stair due to the treads of 280mm been 30mm below the minimum 310mm required. If the risers are not vertical and the 280mm measured on plan was the going then this still means the stairs are non-compliant as the nosing would have to exceed the maximum 25mm permitted to achieve a 310mm tread.

##### 8.6.6.1 **Recommendation**

*Alter the design of the adventure play pool stairs so that they are an accessible stair rather than a common stair, main private stair or secondary private stair. It is the view of BFNZT that the requirements of NZS4121:2001 section 8.1.1 apply in this scenario.*

#### 8.6.7 STAIR HANDRAILS

Indicated on plan but no dimensions or elevations were provided to enable us to make comment (sheet AB.8302 missing). We could ascertain from the plans that the stairs did exceed a clear width of 4000mm though, and did not provide the central handrail required where this occurs.

##### 8.6.7.1 **Recommendation**

*Detail the handrails on the adventure play stairs to NZS4121:2001.*

*Note: Handrail extensions are not required at bottom landing serving pool stairs as per ADA Design Guidelines*

##### 8.6.7.2 **Recommendation**

*Incorporate a middle handrail into the adventure play stairs as their clear width exceeds 4000mm*

#### 8.6.8 STAIR NOSINGS

Not detailed

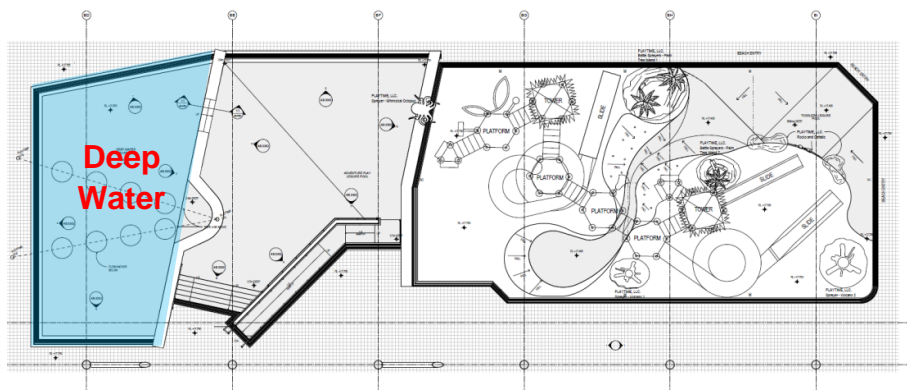
##### 8.6.8.1 **Recommendation**

*Detail the nosings on the adventure play stairs, ensuring that they are rounded to avoid a sharp edge and are colour contrasted with the rest of the tread. Visibility of the stair tread is essential for stair safety.*

*The difference between two dark colours does not necessarily provide sufficient tonal contrast to allow the edge of the tread to be seen by a person with impaired vision. Examples of strong contrast would be dark blue and white, or black and yellow.*



## 8.7 LV.00 | LEISURE POOLS – DEEP WATER



### 8.7.1 OVERVIEW

The Deep Water pool is accessed via stairs from the Adventure Play pool, or poolside.

### 8.7.2 STAIRS

No section or elevations were provided, however from scaling the plans we ascertained the following information

Treads  
 $620 / 2 = 310\text{mm}$

Risers  
 $870 / 3 = 290\text{mm}$

Width  
1900mm

This indicates that the stairs are not an accessible stair due to the risers of 290mm been significantly more than the 180mm maximum.

#### 8.7.2.1 **Recommendation**

*Alter the design of the stairs between the adventure play and deep water pool, so that they are an accessible stair.*

### 8.7.3 STAIR HANDRAILS

Not indicated on plan, likely due to the water depth been such that a handrail would serve no purpose functionally.

### 8.7.4 STAIR NOSINGS

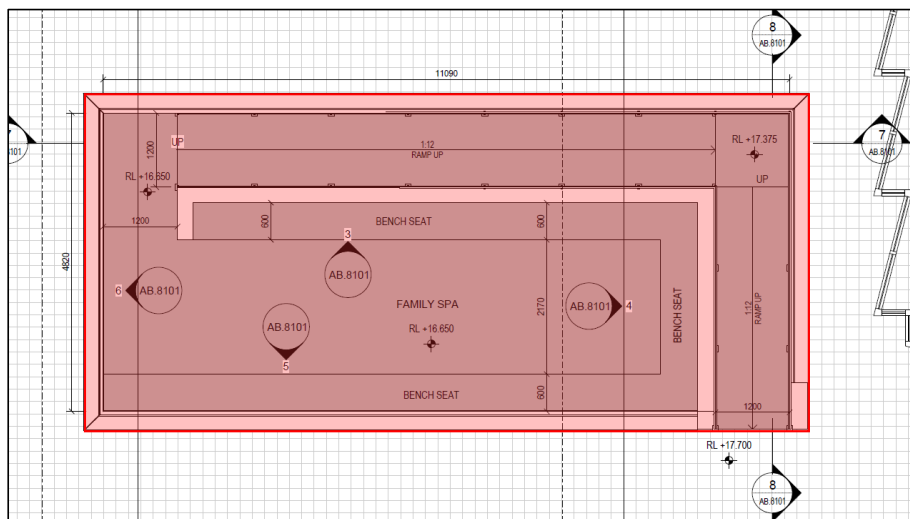
Not detailed

#### 8.7.4.1 **Recommendation**

*Detail the nosings on the stairs between the adventure play and deep water pool, ensuring that they are rounded to avoid a sharp edge and are colour contrasted with the rest of the tread. Visibility of the stair tread is essential for stair safety.*

*The difference between two dark colours does not necessarily provide sufficient tonal contrast to allow the edge of the tread to be seen by a person with impaired vision. Examples of strong contrast would be dark blue and white, or black and yellow.*

## 8.8 LV.00 | FAMILY SPA



### 8.8.1 GENERAL

Access to the family spa is by way of a ramp, or poolside

### 8.8.2 TOP RAMP SECTION

Stipulated as 1:12 on plans, and dimensions support this.

$$3900 / 325 = 12$$

#### 8.8.2.1 Best Practice

*Ramp gradients of 1:14 or gentler can make a big difference to the effort required by the user to navigate the slope, where possible aim for gentler ramp slopes than the minimum 1:12 to the family spa pool.*

### 8.8.3 LOWER RAMP SECTION

Stipulated as 1:12 on plans, and dimensions support this.

$$8700 / 725 = 12$$

### 8.8.4 RAMP LANDINGS

Complaint 1200x1200mm landing positioned at 8700mm max ramp length.

### 8.8.5 RAMP WIDTH

Complaint 1200mm clear width, however with the detailed vertical handrail posts this would then mean a non-compliant (between posts) clear width of circa 1000-1100mm.

#### 8.8.5.1 Recommendation

*Increase the width of the family spa ramp by circa 100-200mm to accommodate the vertical post handrail solution proposed. Alternately opt for a wall mounted handrail system.*

### 8.8.6 HANDRAIL HEIGHT

Scaled at 1000mm height above the ramp gradient which is non-compliant to NZS4121:2001 but in line with D1/AS1. NZS4121:2001 requires the handrails to be located between 840-900mm and we would advise this is best practice.



#### 8.8.6.1 Best Practice

*Handrails to the family spa be located between 840-900mm as per NZS4121:2001*

#### 8.8.7 EDGE RAIL

There is no danger of wheels dropping off the edge of the ramp due to the ramp been nested between two walls eliminating any edge drops.

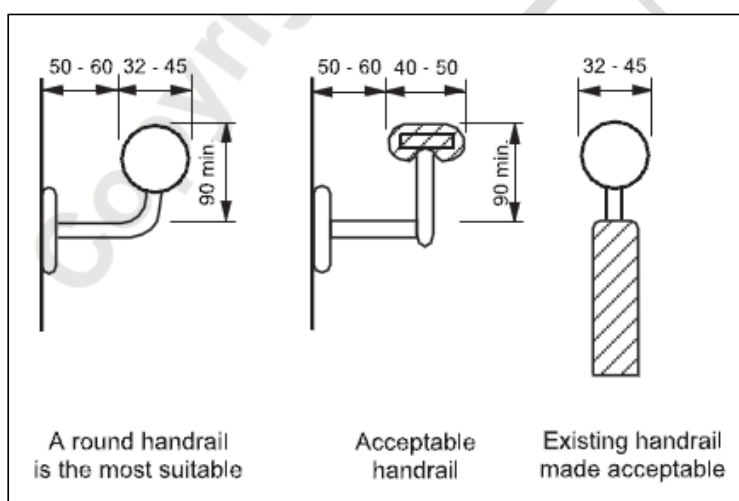
However, given the use of vertical poles to support the handrails been used along the edge of the ramp we would encourage in terms of best practice that the low edge rail is adopted to prevent wheelchairs wheels getting caught on the vertical poles.

#### 8.8.7.1 Best Practice

*Install low edge rails to the vertical posts along the accessible ramp to the family spa.*

#### 8.8.8 HANDRAIL PROFILE

Not detailed at this design stage, we expect that the handrails will be selected in accordance with NZS4121:2001 appendix F, fig. F1 below. Additionally, keep in mind that the fixing method of the handrail itself must not result in a situation where the passage of a hand along the rail becomes obstructed.



Above: NZS4121:2001 Fig. F1

#### 8.8.8.1 Recommendation

*Handrails should be selected in accordance with NZS4121:2001 appendix F, fig. F1 below. Additionally, keep in mind that the fixing method of the handrail itself must not result in a situation where the passage of a hand along the rail becomes obstructed.*

#### 8.8.9 HANDRAIL EXTENSIONS

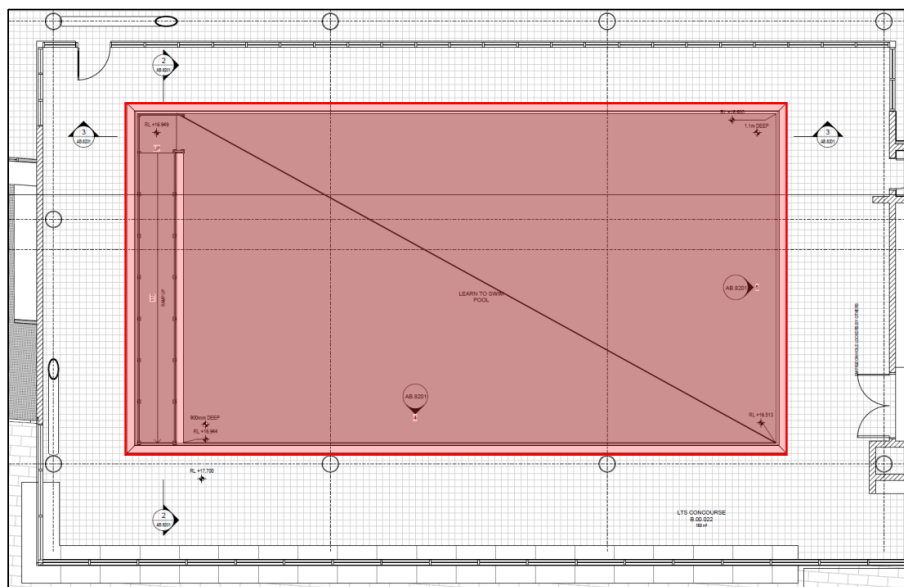
From the drawing set provided it would appear that handrail extensions have not been considered at the top of the ramp. Handrail extensions are required at the top landing but not at bottom landing in accordance with ADA Design Guidelines.

#### 8.8.9.1 Recommendation

*At the top of the family spa pool ramp, ensure that the handrails extend 300mm and return to the ground. Refer to NZS4121:2001 Fig. 13 extracts below for guidance on requirements.*

*Note: Handrail extensions are required at the top landing but not at bottom landing for pool ramps as per ADA Design Guidelines.*

## 8.9 LV.00 | LEARN TO SWIM POOL



### 8.9.1 GENERAL

Access to the learn to swim pool is by way of a ramp, or poolside

### 8.9.2 RAMP

While stipulated as 1:12 on the plans the dimensions and levels given do not support this.

Dividing the length (8800mm) by the change in level (751mm) gives a gradient of 1:11.71

$$8800 / 751 = 11.71$$

A gradient of 1:12 or gentler is required for an accessible ramp.

#### 8.9.2.1 Recommendation

*Redesign the ramp to the learn to swim pool so that it achieves a gradient of 1:12 or gentler.*

#### 8.9.2.2 Best Practice

*Ramp gradients of 1:14 or gentler can make a big difference to the effort required by the user to navigate the slope, where possible aim for gentler ramp slopes than the minimum 1:12 to the learn to swim pool.*

### 8.9.3 RAMP LANDINGS

Complaint 1200x1200mm landing positioned at 8800mm max ramp length.

### 8.9.4 RAMP WIDTH

Complaint 1200mm clear width, however with the detailed vertical handrail posts this would then mean a non-compliant (between posts) clear width of circa 1000-1100mm.

#### 8.9.4.1 Recommendation

*Increase the width of the learn to swim pool ramp by circa 100-200mm to accommodate the vertical post handrail solution proposed. Alternately opt for a wall mounted handrail system.*

### 8.9.5 HANDRAIL HEIGHT

Scaled at 1000mm height above the ramp gradient which is non-compliant to NZS4121:2001 but in line with D1/AS1. NZS4121:2001 requires the handrails to be located between 840-900mm and we would advise this is best practice.

#### 8.9.5.1 *Best Practice*

*Handrails to the learn to swim pool be located between 840-900mm as per NZS4121:2001*

### 8.9.6 EDGE RAIL

There is no danger of wheels dropping off the edge of the ramp due to the ramp been nested between two walls eliminating any edge drops.

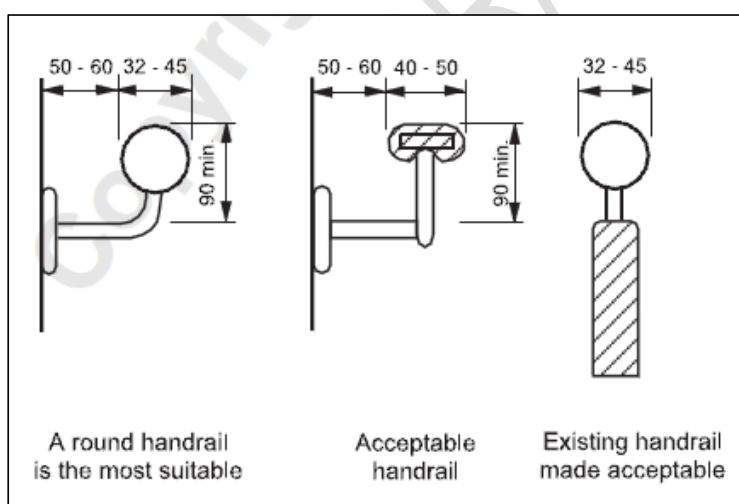
However, given the use of vertical poles to support the handrails been used along the edge of the ramp we would encourage in terms of best practice that the low edge rail is adopted to prevent wheelchairs wheels getting caught on the vertical poles.

#### 8.9.6.1 *Best Practice*

*Install low edge rails to the vertical posts along the accessible ramp to the learn to swim pool*

### 8.9.7 HANDRAIL PROFILE

Not detailed at this design stage, we expect that the handrails will be selected in accordance with NZS4121:2001 appendix F, fig. F1 below. Additionally, keep in mind that the fixing method of the handrail itself must not result in a situation where the passage of a hand along the rail becomes obstructed.



Above: NZS4121:2001 Fig. F1

#### 8.9.7.1 *Recommendation*

*Handrails should be selected in accordance with NZS4121:2001 appendix F, fig. F1 below. Additionally, keep in mind that the fixing method of the handrail itself must not result in a situation where the passage of a hand along the rail becomes obstructed.*

### 8.9.8 HANDRAIL EXTENSIONS

From the drawing set provided it would appear that handrail extensions have not been considered at the top of the ramp. Handrail extensions are required at the top landing but not at bottom landing in accordance with ADA Design Guidelines.



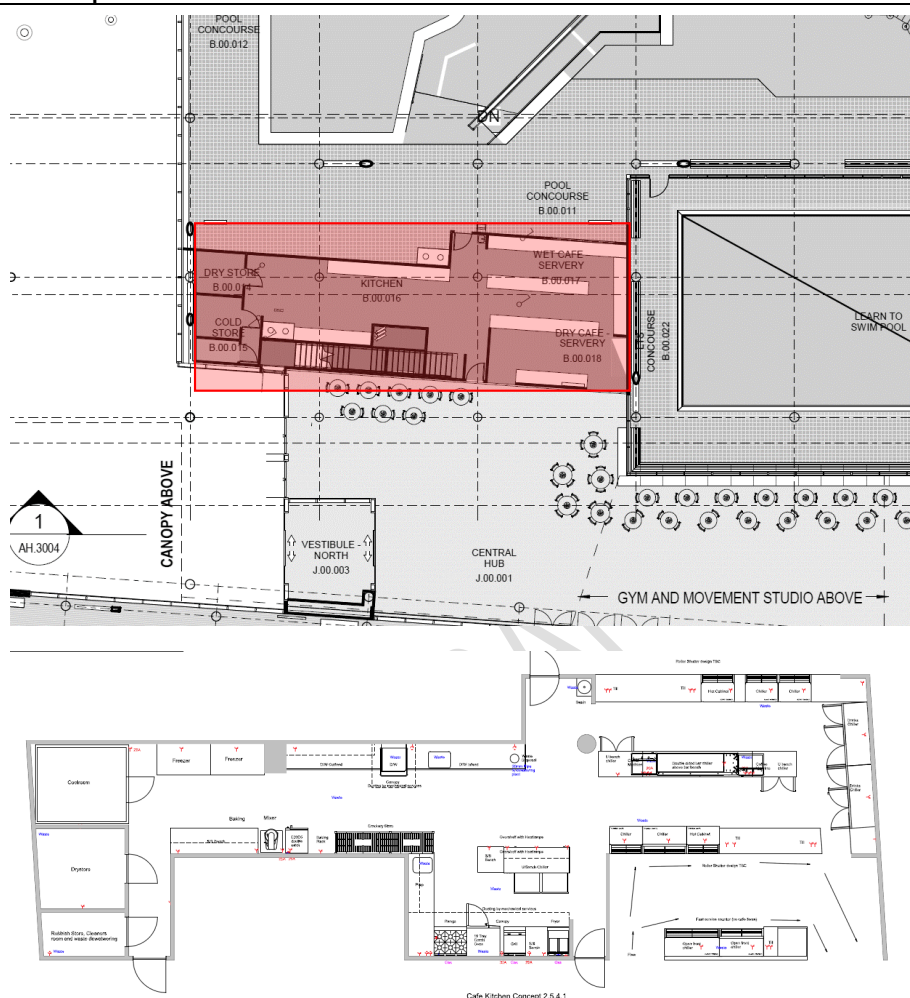
**8.9.8.1 Recommendation**

*At the top of the learn to swim pool ramp, ensure that the handrails extend 300mm and return to the ground. Refer to NZS4121:2001 Fig.13 extracts below for guidance on requirements.*

*Note: Handrail extensions are required at the top landing but not at bottom landing for pool ramps as per ADA Design Guidelines.*

FIRST DRAFT

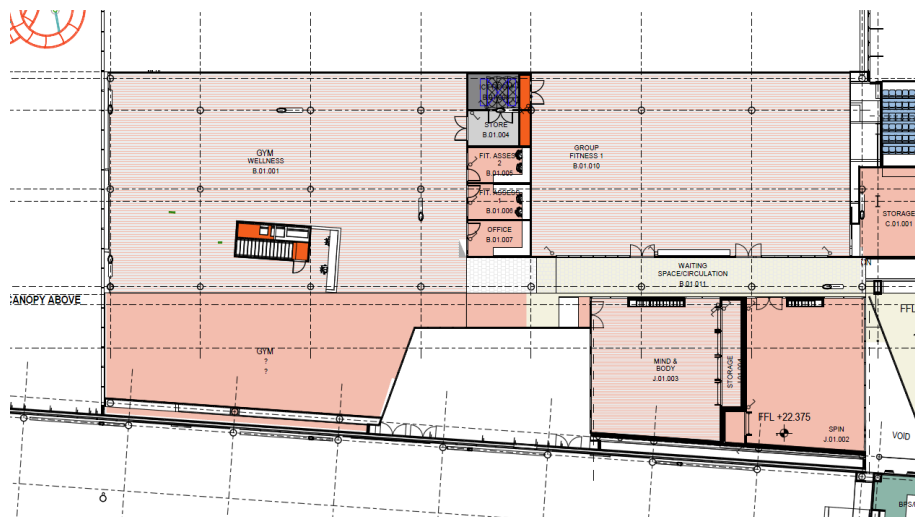
## 8.10 LV.00 | CAFE



### 8.10.1 GENERAL

The café is nestled between the Northern main entrance, and children's pools. No further detail was available around the café at this stage of the design, it will be important that the café fit out adopts the same principles of good accessibility as the rest of the MSF.

## 8.11 LV.01 | GROUP FITNESS, MIND/BODY, GYM WELLNESS, GYM

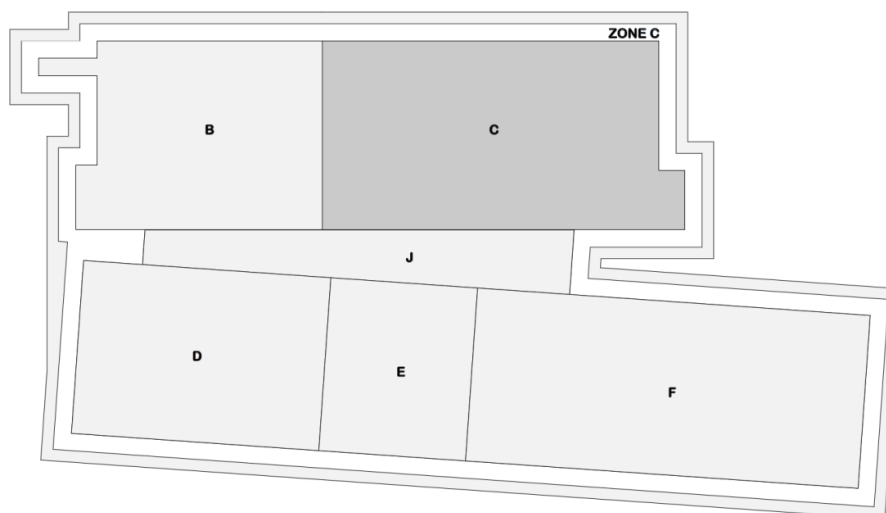


### 8.11.1 GENERAL

At this stage these areas are just open spaces, which when detailed should be able to achieve an accessible route.



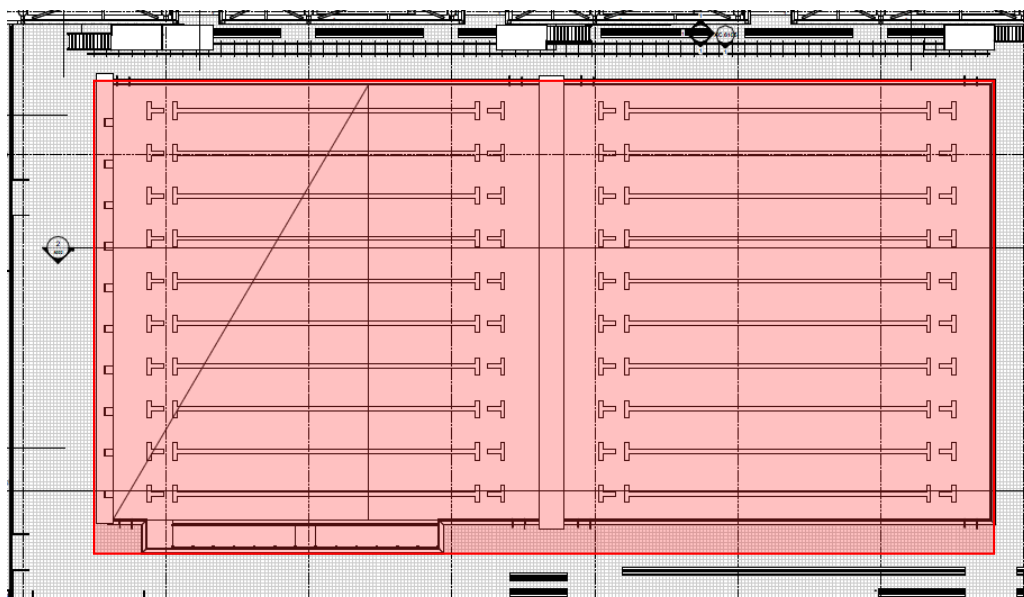
## 9.0 AUDIT FINDINGS – ZONE C



This Zone contains the following key areas:

- LV.00 | COMPETITION POOL
- LV.00 | DIVE POOL
- LV.00 | CHANGE VILLAGE
- LV.00 | UNISEX ACCESSIBLE TOILETS
- LV.00 | ACCESSIBLE CHANGE ROOMS
- LV.00 | STAFF CHANGE ROOMS
- LV.00 | MALE & FEMALE AMMENITIES BLOCK
- LV.00 | 'CHANGING PLACES' CHANGE ROOMS
- LV.00 | AQUATIC SENSORY
- LV.00 | BIRTHDAY PARTY ROOM & MARSHALLING/SCHOOL CHANGE
- LV.00 | COMPETITION POOL SEATING
- LV.01 | COMPETITION POOL SEATING
- LV.01 | COMPETITION POOL ACCESSIBLE SEATING
- LV.01 | MALE CHANGE C.01.002 60
- LV.01 | FEMALE CHANGE C.01.004
- LV.01 | ACC CHANGE C.01.008
- LV.02 | COMPETITION POOL SEATING
- LV.02 | ACC CHANGE C.02.003 & C.02.006 (NORTH)
- LV.02 | ACC CHANGE C.02.017 & C.02.018 (SOUTH)

## 9.1 LV.00 | COMPETITION POOL



### 9.1.1 GENERAL

Access to the competition pool is by way of a ramp, or poolside

### 9.1.2 RAMP

While stipulated as 1:12 on the plans the dimensions and levels given do not support this.

Dividing the ramp length (14300mm) by the change in level (1250mm) gives a gradient of 1:11.44

$$14300 / 1250 = 11.44$$

A gradient of 1:12 or gentler is required for an accessible ramp.

#### 9.1.2.1 Recommendation

*Redesign the ramp to the learn to the competition pool so that it achieves a gradient of 1:12 or gentler at 1.25m deep.*

#### 9.1.2.2 Best Practice

*Ramp gradients of 1:14 or gentler can make a big difference to the effort required by the user to navigate the slope, where possible aim for gentler ramp slopes than the minimum 1:12 to the competition pool.*

### 9.1.3 RAMP LANDINGS

Complaint 1200x1200mm landing positioned at 7150mm max ramp length.

### 9.1.4 RAMP WIDTH

Complaint 1200mm clear width between vertical posts.

### 9.1.5 HANDRAIL HEIGHT

Unknown, no detail provided.

NZS4121:2001 requires the handrails to be located between 840-900mm and we would advise this is best practice.

#### 9.1.5.1 **Best Practice**

*Handrails to the competition pool be located between 840-900mm as per NZS4121:2001*

#### 9.1.6 **EDGE RAIL**

There is no danger of wheels dropping off the edge of the ramp due to the ramp been nested between two walls eliminating any edge drops.

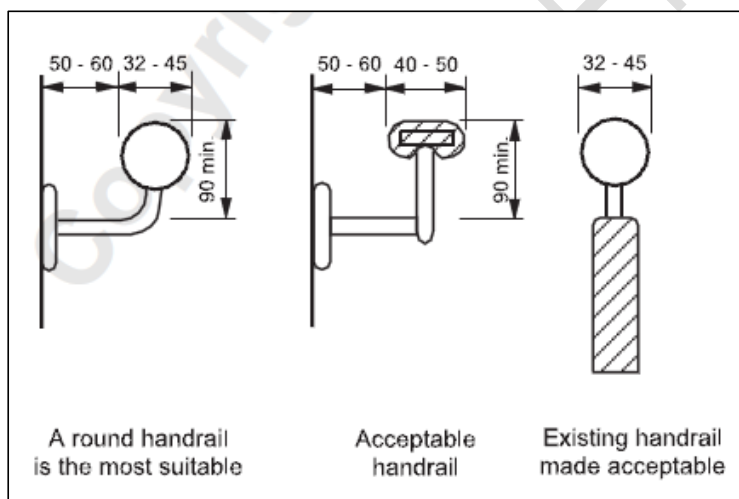
However, given the use of vertical poles to support the handrails been used along the edge of the ramp we would encourage in terms of best practice that the low edge rail is adopted to prevent wheelchairs wheels getting caught on the vertical poles.

#### 9.1.6.1 **Best Practice**

*Install low edge rails to the vertical posts along the accessible ramp to the competition pool*

#### 9.1.7 **HANDRAIL PROFILE**

Not detailed at this design stage, we expect that the handrails will be selected in accordance with NZS4121:2001 appendix F, fig. F1 below. Additionally, keep in mind that the fixing method of the handrail itself must not result in a situation where the passage of a hand along the rail becomes obstructed.



Above: NZS4121:2001 Fig. F1

#### 9.1.7.1 **Recommendation**

*Handrails should be selected in accordance with NZS4121:2001 appendix F, fig. F1 below. Additionally, keep in mind that the fixing method of the handrail itself must not result in a situation where the passage of a hand along the rail becomes obstructed.*

#### 9.1.8 **HANDRAIL EXTENSIONS**

From the drawing set provided it would appear that handrail extensions have not been considered at the top of the ramp. Handrail extensions are required at the top landing but not at bottom landing in accordance with ADA Design Guidelines.

#### 9.1.8.1 **Recommendation**

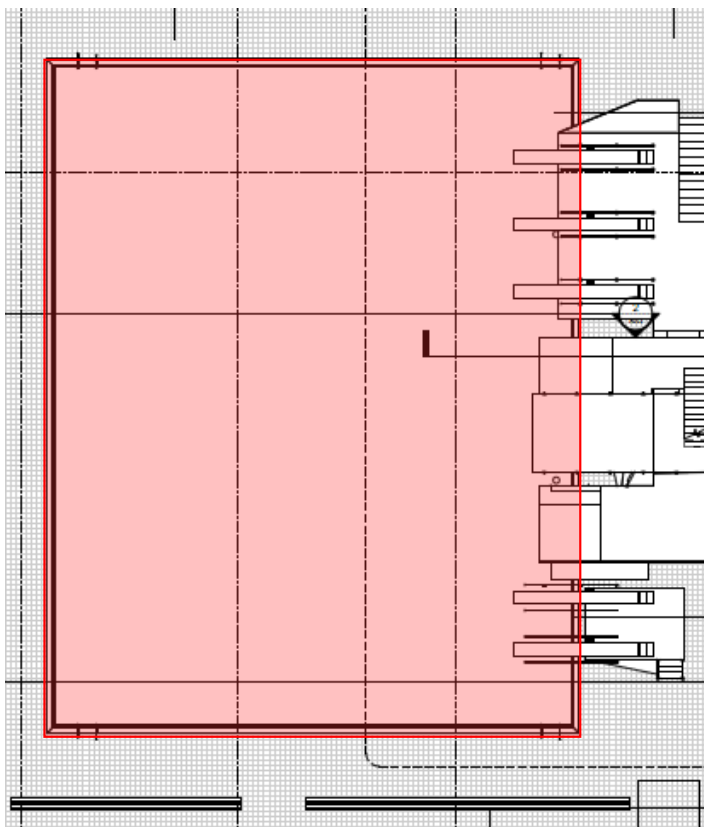
*At the top of the competition pool ramp, ensure that the handrails extend 300mm and return to the ground. Refer to NZS4121:2001 Fig.13 extracts below for guidance on requirements.*



*Note: Handrail extensions are required at the top landing but not at bottom landing for pool ramps as per ADA Design Guidelines.*

FIRST DRAFT

## 9.2 LV.00 | DIVE POOL



### 9.2.1 GENERAL

Access to the competition pool is via poolside only. With regard to the discussions had between ourselves, the design team and the peer reviewer as to if an accessible route to the dive pool was a building code requirement no clear answer could be arrived at.

As such the question has been lodged to MBIE for a determination (not specific to the MSF) and was accepted by them on 20 December 2016.

#### Question Asked

*Do public 'Dive Pools' (that are part of a wider facility or complex which features other specific and/or mixed use pools) require ramped access and/or other accessibility features such as platform lifts to meet the requirements of the NZBA s118 and the Building Code?*

Where dive pool is referred to in our question, it means a dive pool which may be associated with the following usages:

- *Swimming – community use and event warm up only*
- *Diving – full competition to FINA standard*
- *Water Polo - community use*
- *Canoe Polo - community use and training*
- *Synchronised Swimming - full competition to FINA standard*
- *Scuba dive training*
- *Aquatic leisure toys for specific events*

Of these possible uses only 'diving' is unique to the dive pool, all other usages listed above are able to be carried out in other pools within the facility.



It is expected that we will have a draft response on this matter from MBIE by the end of March 2017. This response will inform the way forward.

**9.2.1.1 Recommendation**

*On receiving the determination around whether provision of an accessible route to competitive dive pools is required, review the determination and follow the conclusion.*

**9.2.1.2 BEST PRACTICE**

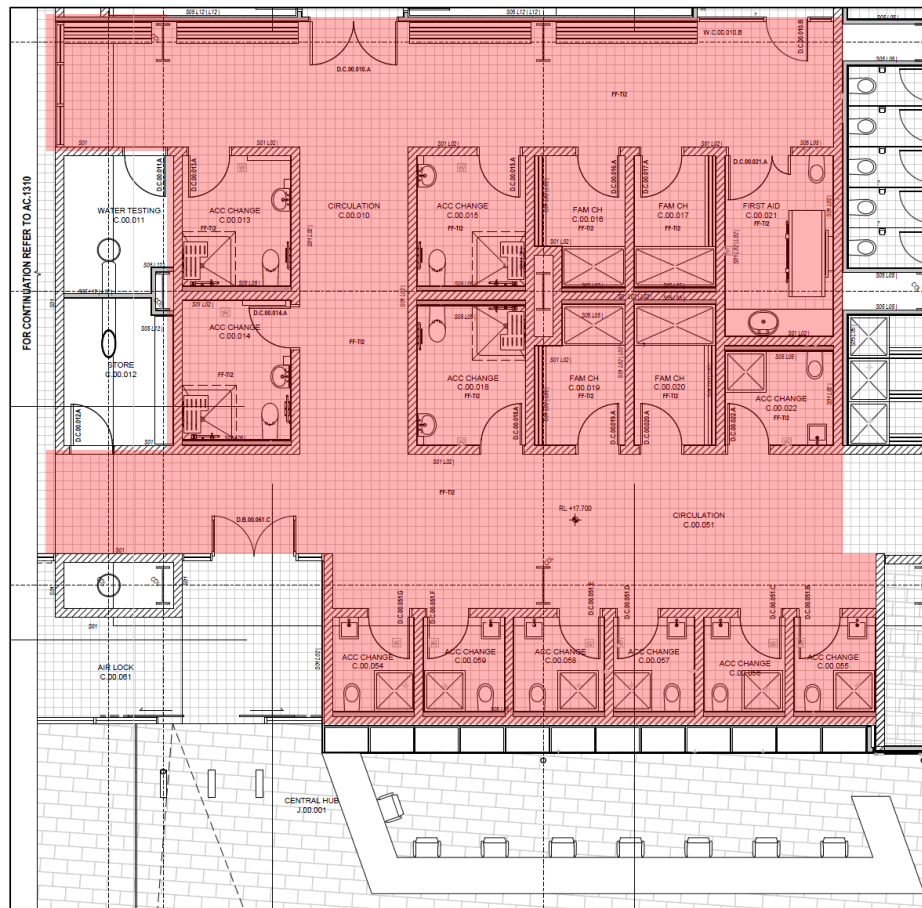
*Provide an accessible connection to the dive pool, ideally in the form of a ramp. However, options such as platform lifts may be suitable for consideration as an alternative solution given this dive pools main purpose was to meet the full competition diving FINA standards.*

*If all pools are accessible the facilities operator would likely not have to specially consider accessibility to the pools and their activities alongside the Human Rights Act 1993 s42 & s43 (Access by the public to places, vehicles, and facilities) when planning events etc.*

FIRST DRAFT



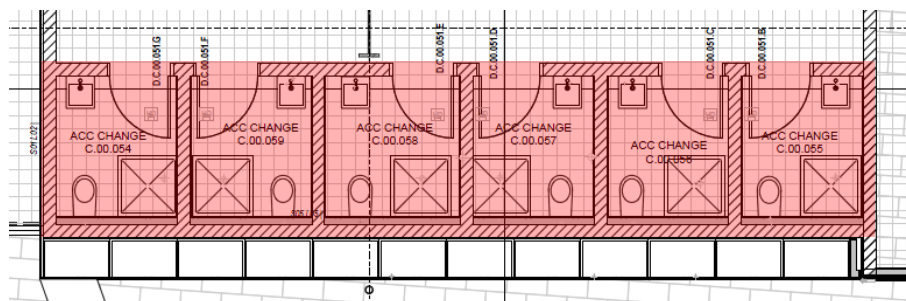
### 9.3 LV.00 | CHANGE VILLAGE



#### 9.3.1 GENERAL

The change village is located immediately upon entering the wet area of the complex from reception, it consists of five accessible change rooms, four family change rooms and the first aid room along with 6 unisex accessible toilets to the south of the village.

## 9.4 LV.00 | UNISEX ACCESSIBLE TOILETS



### 9.4.1 GENERAL

Labelled as an 'accessible change' room these cubicles are detailed as accessible toilet and shower facilities, which would be ok for changing activities but unfortunately some are undersize.

#### 9.4.1.1 Recommendation

*Ensure that the undersized accessible change cubicles C.00.054, C.00.059, C.00.055, C.00.056 are amended to provide the required 1900mm clear width.*

The layout of the cubicles is not in line with NZS4121:2001 and should be amended.

#### 9.4.1.2 Recommendation

*Ensure that accessible change cubicles C.00.054, C.00.059, C.00.058, C.00.057, C.00.055, C.00.056 have their layout of fixtures amended to be aligned with NZS4121:2001. (this will assist with incorporation of a shelf as mentioned below too)*

### 9.4.2 MIRRORED CUBICLES

It is good to see that the cubicles have been mirrored as this will enable people who may only have one side of their body to select a changing room that meets their needs provided that the rooms are appropriately signed to communicate this information.

### 9.4.3 ACCESS DOOR

The doors swing inwards which is not recommended regardless of if the cubical size is increased as permitted by the building code and NZS4121:2001 (which it has not been in this case)

The reason for the outward swing preference is that while undertaking activities within the cubical the user may fall over, and if they fall against or in front of the door they will likely be injured during the process of rescue as the door will need to be pushed into their body with enough force to move the person and get an opening for someone to squeeze through.

#### 9.4.3.1 Recommendation

*Rehang the swung doors to the accessible toilet and shower cubicles C.00.054 - C.00.059 so that they open outwards, or utilise sliding doors.*

### 9.4.4 SHELF

No sanitary dry surface has been provided within the change room, as these rooms also share the function of a toilet and shower room it is unlikely that the floor of the cubical will remain sanitary during normal use. Accordingly, it would be best practice to incorporate a sanitary dry shelf within the cubical that could be used for storage of clean clothes, equipment or bags.



**9.4.4.1 BEST PRACTICE**

*It would be best practice to incorporate a sanitary dry shelf within all accessible changing rooms that include a toilet and/or shower. The shelf would be used for storage of clean clothes, equipment or bags.*

**9.4.5 CLOTHS HOOKS**

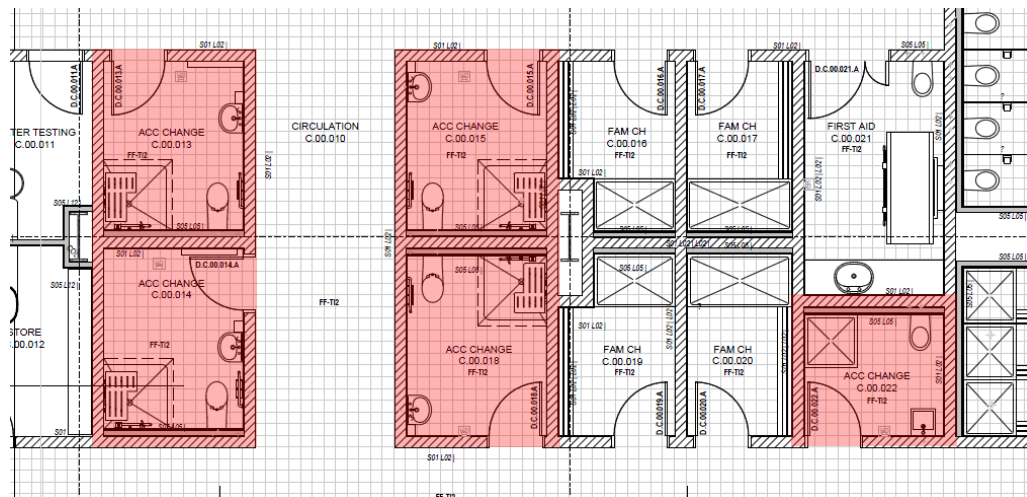
Clothes hanging devices (hooks) must be provided within the drying spaces of accessible showers and changing rooms. These were not detailed within the documentation.

**9.4.5.1 Recommendation**

*Within all accessible changing rooms and shower rooms a clothes hanging device shall be fitted, positioned between 1200mm and 1350mm above the finished floor level in drying spaces.*

FIRST DRAFT

## 9.5 LV.00 | ACCESSIBLE CHANGE ROOMS



### 9.5.1 GENERAL

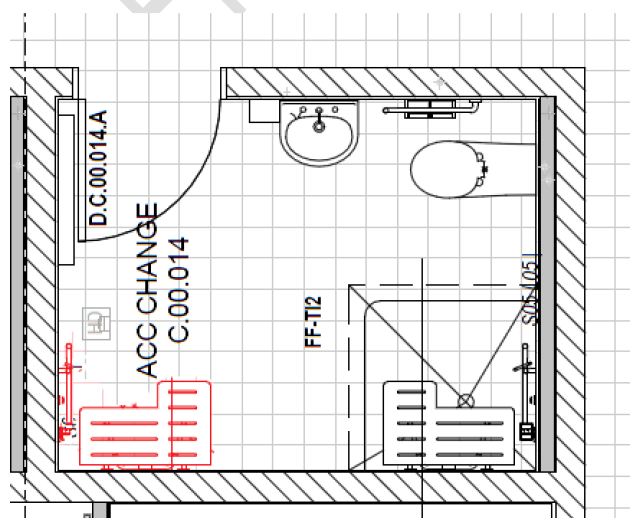
While labelled as 'accessible change' rooms and offering large circa 7.0m<sup>2</sup> floor areas the cubicles only include accessible toilet and shower facilities and have no 'dry change' seating zones which is a missed opportunity given that the space would allow it.

The problem with using accessible toilet/shower rooms as changing rooms is that the shower seat can sometimes be wet which can be undesirable when getting into dry swimwear or clothes. Additionally, the floor of toilet areas can be unsanitary during busy periods.

To further increase the usability and flexibility of these change rooms we suggest that a dry fold down seat is located in the cubicle, with a L shaped grab rail beside it.

#### 9.5.1.1 BEST PRACTICE

*In ACC Change C.00.013, C.00.014, C.00.015, C.00.018 & C.00.022 an additional dry seat and grab rail should be installed. The circa 7.0m<sup>2</sup> floor area of these cubicles should be sufficient to accommodate this and would further increase the usability and flexibility of these change rooms*



Above: Example location for a fold down dry seat and grabrail shown in red.



#### 9.5.2 MIRRORED CUBICLES

It is good to see that the cubicles have been mirrored as this will enable people who may only have one side of their body to select a changing room that meets their needs provided that the rooms are appropriately signed to communicate this information.

#### 9.5.3 ACCESS DOOR

The doors swing inwards which is not recommended regardless of if the cubical size is increased as permitted by the building code and NZS4121:2001.

The reason for the outward swing preference is that while undertaking activities within the cubical the user may fall over, and if they fall against or in front of the door they will likely be injured during the process of rescue as the door will need to be pushed into their body with enough force to move the person and get an opening for someone to squeeze through.

##### 9.5.3.1 **Recommendation**

*Rehang the swung doors to accessible changing rooms C.00.013, C.00.014, C.00.015, C.00.018 & C.00.022 so that they open outwards, or utilise sliding doors.*

#### 9.5.4 SHELF

No sanitary dry surface has been provided within the change room, as these rooms also share the function of a toilet and shower room it is unlikely that the floor of the cubical will remain sanitary during normal use. Accordingly, it would be best practice to incorporate a sanitary dry shelf within the cubical that could be used for storage of clean clothes, equipment or bags.

##### 9.5.4.1 **BEST PRACTICE**

*It would be best practice to incorporate a sanitary dry shelf within all accessible changing rooms that include a toilet and/or shower. The shelf would be used for storage of clean clothes, equipment or bags.*

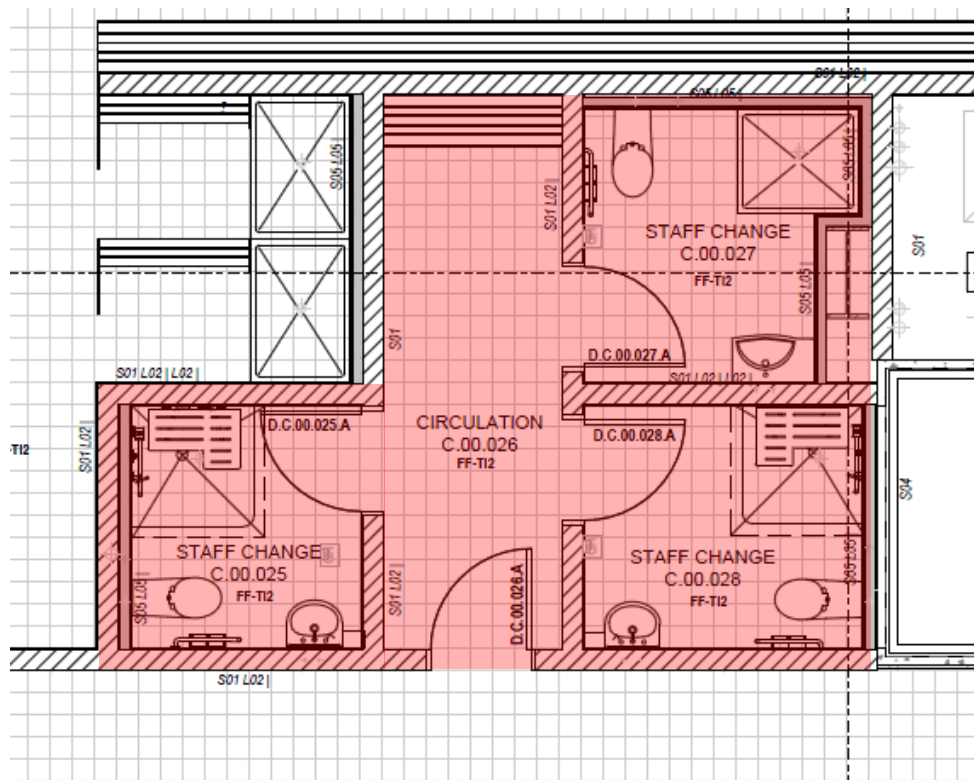
#### 9.5.5 CLOTHS HOOKS

Clothes hanging devices (hooks) must be provided within the drying spaces of accessible showers and changing rooms. These were not detailed within the documentation.

##### 9.5.5.1 **Recommendation**

*Within all accessible changing rooms and shower rooms a clothes hanging device shall be fitted, positioned between 1200mm and 1350mm above the finished floor level in drying spaces.*

## 9.6 LV.00 | STAFF CHANGE ROOMS



### 9.6.1 GENERAL

Labelled as 'staff change' rooms and detailed as accessible toilet and shower facilities within slightly larger than minimum sized cubicles.

### 9.6.2 ACCESS DOOR

The doors swing inwards which is not recommended regardless of if the cubical size is increased as permitted by the building code and NZS4121:2001.

The reason for the outward swing preference is that while undertaking activities within the cubical the user may fall over, and if they fall against or in front of the door they will likely be injured during the process of rescue as the door will need to be pushed into their body with enough force to move the person and get an opening for someone to squeeze through.

#### 9.6.2.1 Recommendation

*Rehang the swung doors to the staff changing rooms which are modified to be accessible staff changing rooms so that the doors open outwards, or utilise sliding doors.*





9.6.3 **SHELF**

No sanitary dry surface has been provided within the change room, as these rooms also share the function of a toilet and shower room it is unlikely that the floor of the cubical will remain sanitary during normal use. Accordingly, it would be best practice to incorporate a sanitary dry shelf within the cubical that could be used for storage of clean clothes, equipment or bags.

9.6.3.1 **BEST PRACTICE**

*It would be best practice to incorporate a sanitary dry shelf within all accessible changing rooms that include a toilet and/or shower. The shelf would be used for storage of clean clothes, equipment or bags.*

9.6.4 **CLOTHS HOOKS**

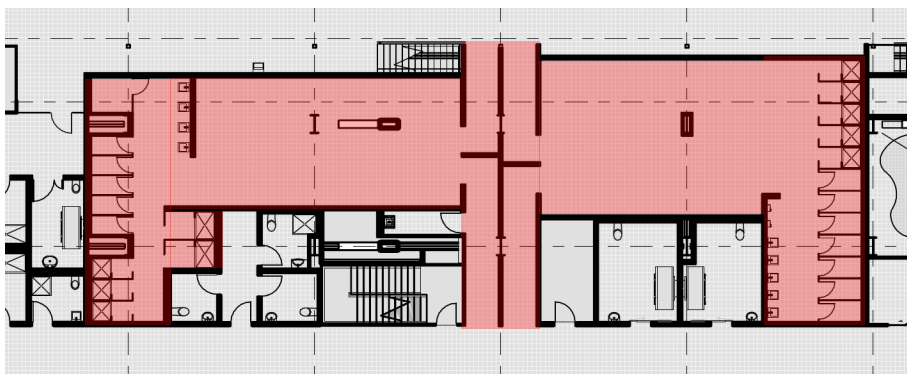
Clothes hanging devices (hooks) must be provided within the drying spaces of accessible showers and changing rooms. These were not detailed within the documentation.

9.6.4.1 **Recommendation**

*Within all accessible changing rooms and shower rooms a clothes hanging device shall be fitted, positioned between 1200mm and 1350mm above the finished floor level in drying spaces.*

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## 9.7 LV.00 | MALE & FEMALE AMMENITIES BLOCK



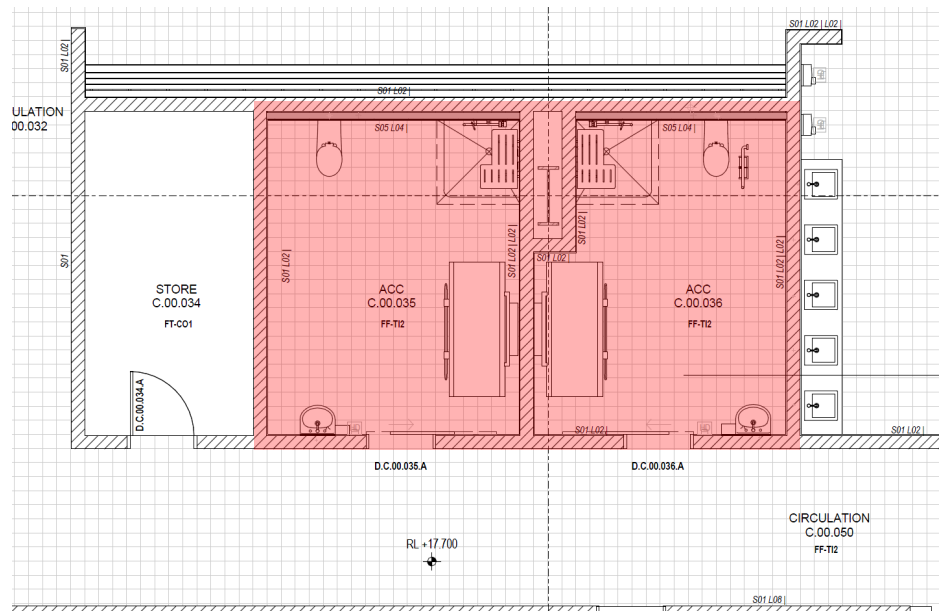
### 9.7.1 GENERAL

No provision for specific accessible changing facilities has been made within the main Male & Female amenities block.

#### 9.7.1.1 BEST PRACTICE

*Provide an accessible wet/dry changing room within both the male and female amenities blocks so that groups with one disabled companion need not separate when changing or moving between the change rooms and pool.*

## 9.8 LV.00 | 'CHANGING PLACES' CHANGE ROOMS



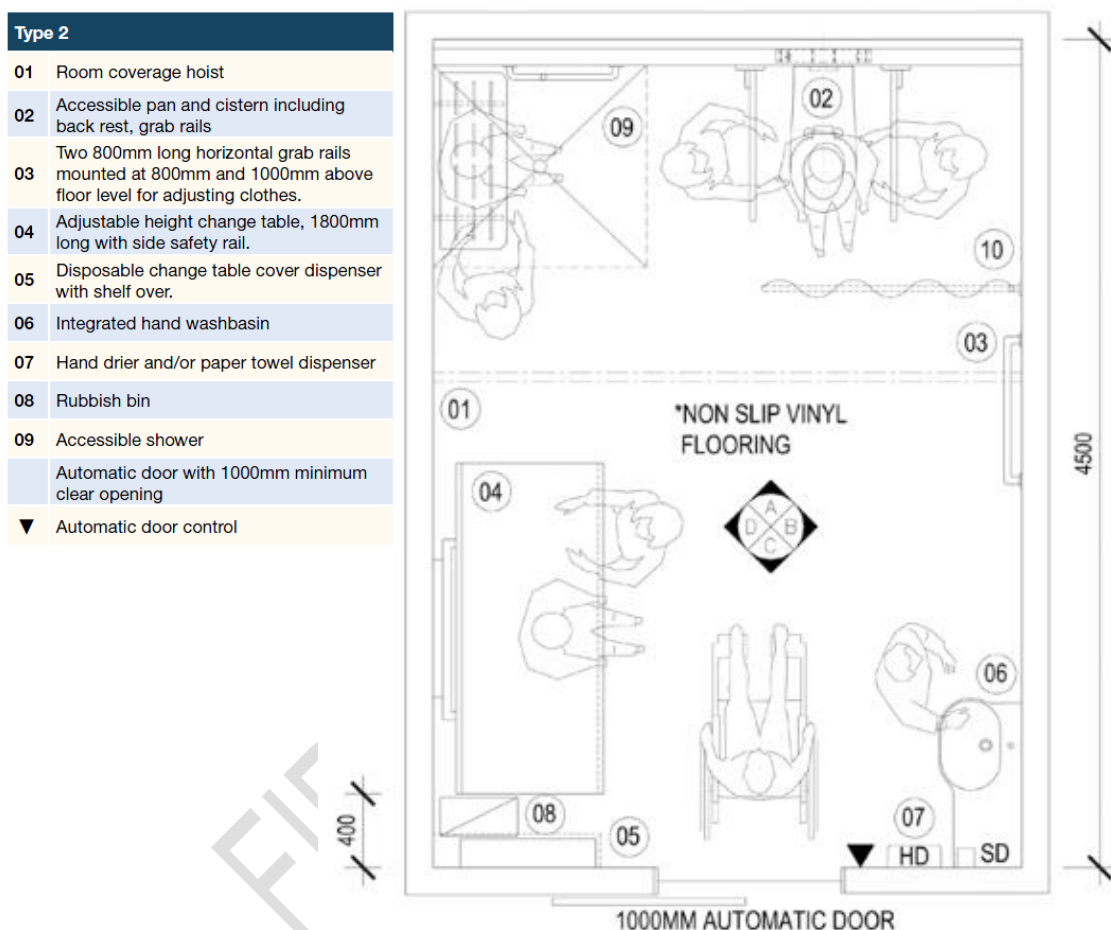
### 9.8.1 GENERAL

While not specifically flagged as such on the plans as such we understand that C.00.035 & C.00.036 are both to be type 2 'Changing Places' (see below detail) following discussions with the design team which occurred within the preliminary design stages. The allocated dimensions to these cubicles of 3600x4500mm support that this must still be the intention.

A 'Changing Places' cubicle allows people with a severe or profound disability such as brain injury, cerebral palsy, multiple sclerosis, spina bifida, motor neurone disease and their carers/family to undertake normal activities and processes, and as such is considered best practice to provide by BFNZT.

These 'Changing Places' are not required by current NZ legislation but their provision is a great step towards creating an inclusive built environment for all people with disability.

Organisations and building owners who provide a Changing Places toilet in addition to code minimums can proudly promote their awareness of community needs, and their commitment to a truly accessible and inclusive New Zealand.

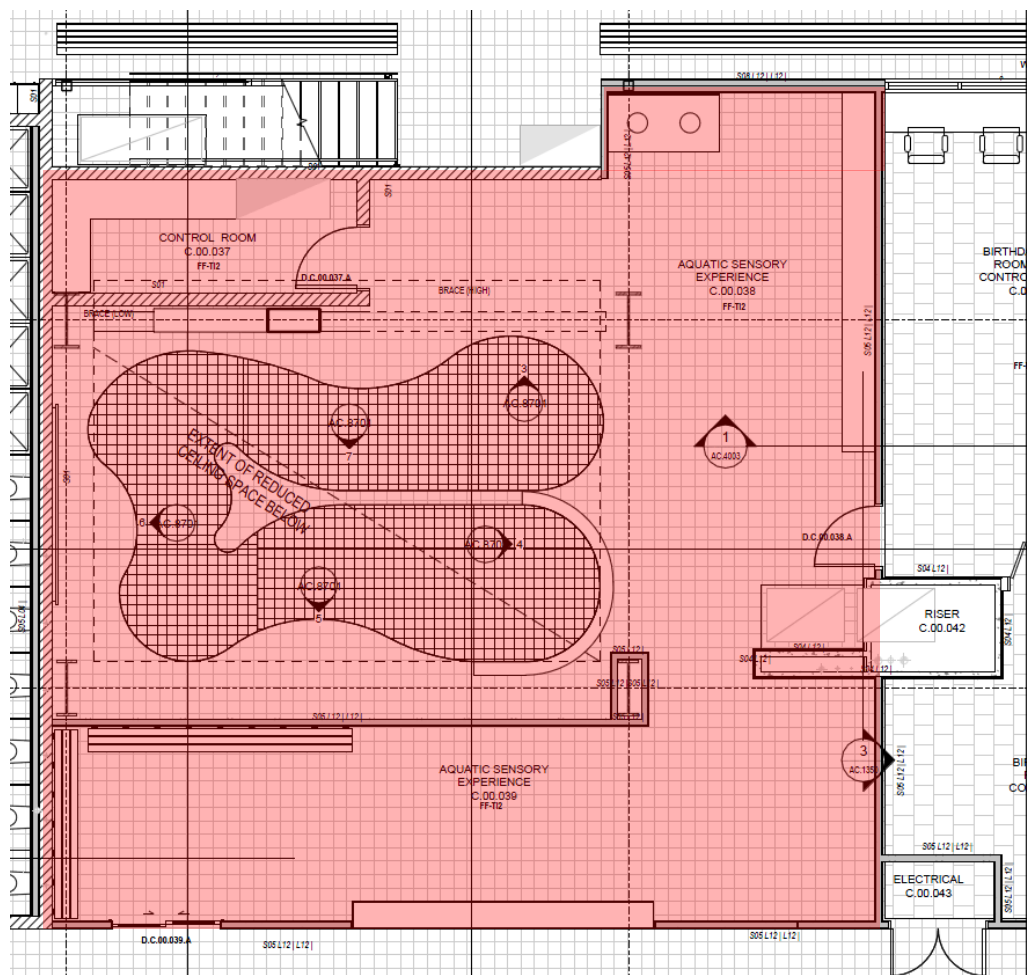


Above: Type 2 'Changing Place' layout  
Credit: Changing places information kit (November 2013)

#### 9.8.1.1 BEST PRACTICE

Confirm that C.00.035 & C.00.036 are both to be type 2 'Changing Places' as per the 'changing places' information kit (November 2013)

## 9.9 LV.00 | AQUATIC SENSORY

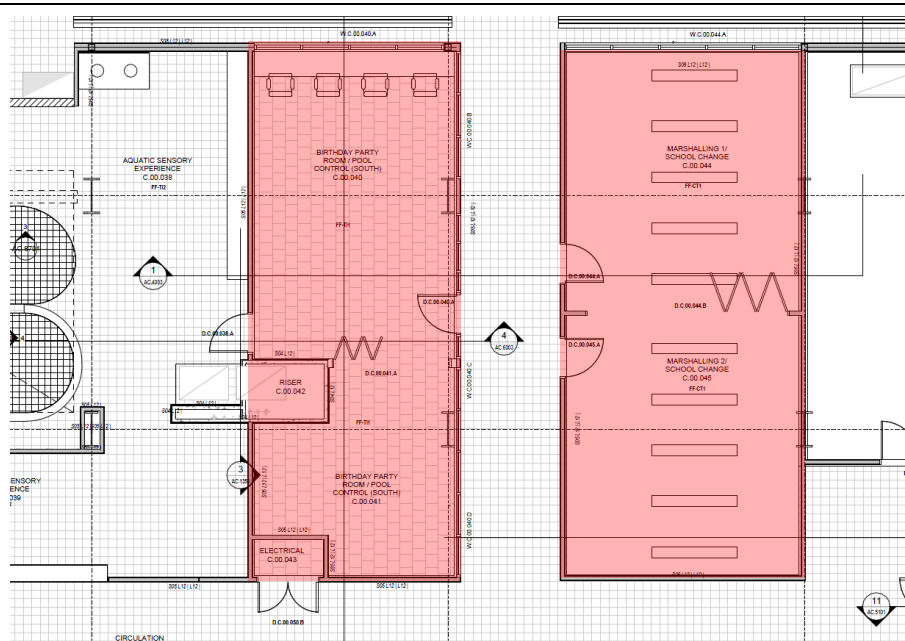


### 9.9.1 GENERAL

Aquatic sensory experience; A water sensory facility providing aquatic leisure, recreation and educational experiences for persons with high levels of disability. Incorporated adjacent to the aquatic leisure facility.

No details around this facility were provided in the developed design, it is understood that the design will be lead mostly by stakeholder consultation and we would recommend that we are kept in the loop with this consultation.

## 9.10 LV.00 | BIRTHDAY PARTY ROOM & MARSHALLING/SCHOOL CHANGE



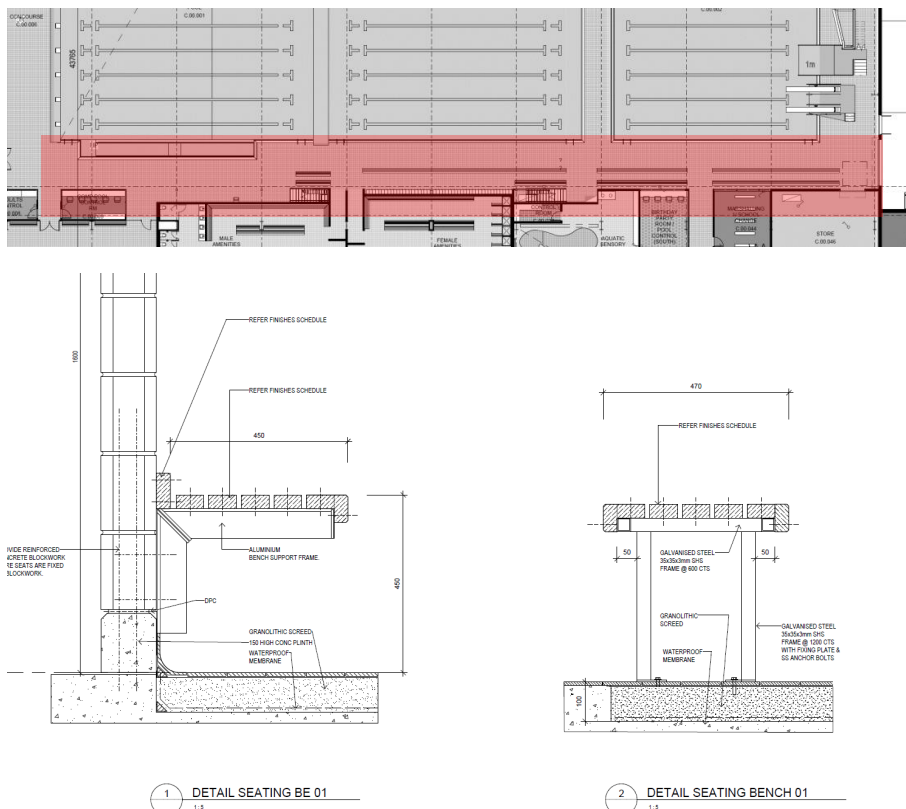
### 9.10.1 GENERAL

These spaces appear to be fairly open plan with level access from the corridor via a standard swung door. Each room appears to have a folding divider wall to enable different configurations to occur as required.

These rooms should be accessible provided that the door leaf and associated hardware is selected appropriately.



## 9.11 LV.00 | COMPETITION POOL SEATING



Above: Seating Benches Details

### 9.11.1 GENERAL

Bench 01 appears to be provided in two configurations, one with and one without a backrest which seems reasonable, although best practice is that all seating has backrests.

#### 9.11.1.1 BEST PRACTICE

*That the bench style seating to be used at the courts and pool areas have backrests, or where provided at least some of the benches will provide for backrests.*

Bench 01 does not include armrests which will be frustrating to the elderly and other patrons with limited strength who may require an armrest to help them up off the bench.

#### 9.11.1.2 BEST PRACTICE

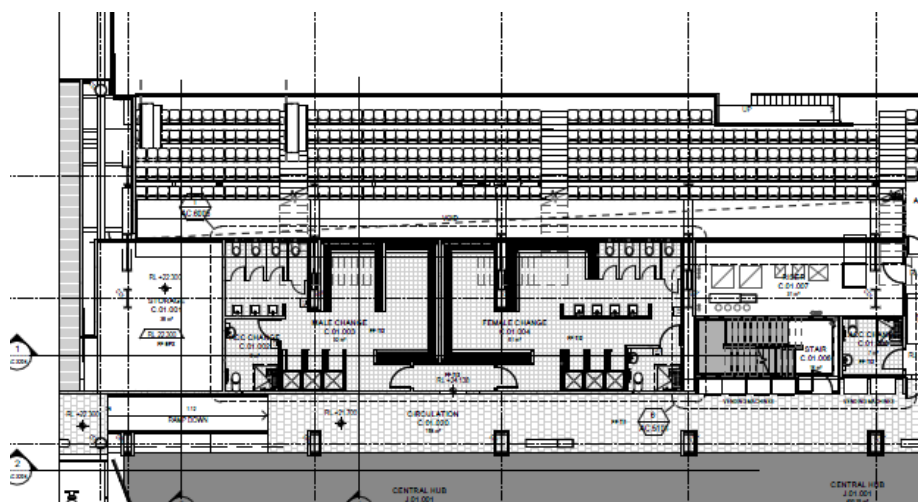
*That the bench style seating to be used at the courts and pool areas have armrests installed along them, or where provided at least some of the benches have armrests.*

Bench 01 does not have a detectable cross bar at ground level to prevent a cane users cane from passing under it, a cross bar within 150mm of ground level should be installed between the galvanised steel legs.

#### 9.11.1.3 Recommendation

*A cross bar within 150mm of ground level should be installed between the galvanised steel legs of the bench seating that will be placed in areas of circulation so as to prevent a cane users cane from passing under the seating.*

## 9.12 LV.01 | COMPETITION POOL SEATING



### 9.12.1 OVERVIEW

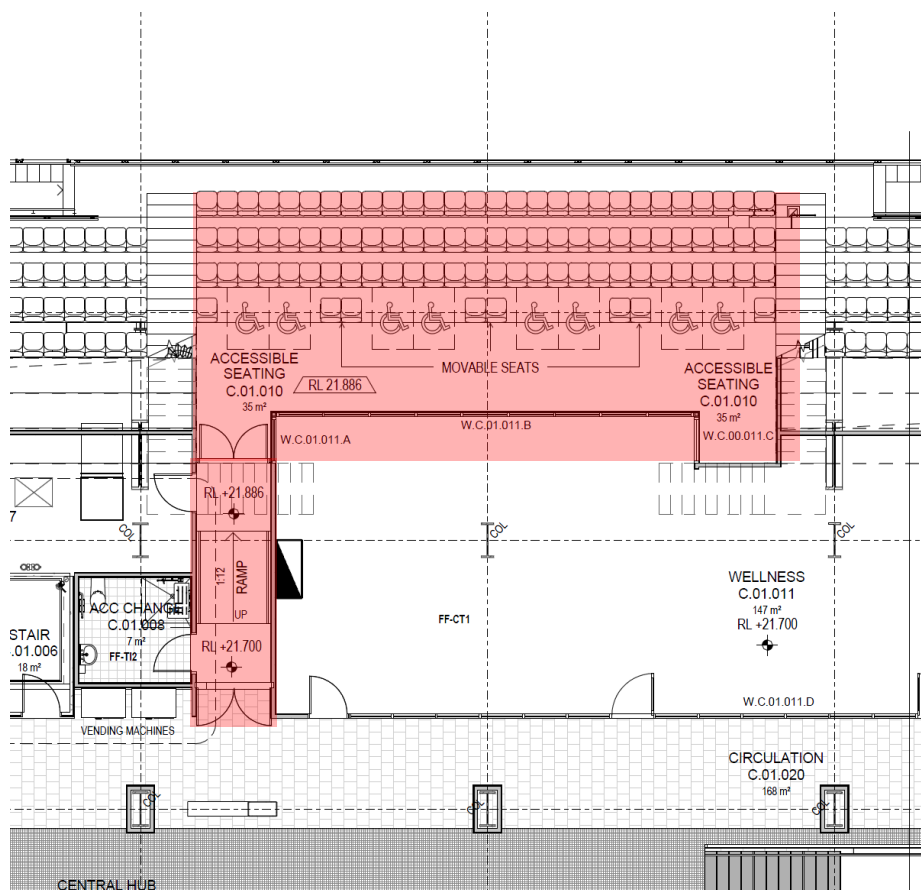
This seating was not listed in the developed design report. When the seating is selected consideration should be given to universal design principles ensuring that backrests and armrests are provided so that all ambulant disabled people can easily use the seats.

The stairs through the isles did not appear to have their riser and tread specified.

#### 9.12.1.1 BEST PRACTICE

*When the seating in the upper tiers of the competition pool seating is selected consideration should be given to universal design principles, ensuring that backrests and armrests are provided so that all ambulant disabled people can easily use the seats.*

## 9.13 LV.01 | COMPETITION POOL ACCESSIBLE SEATING

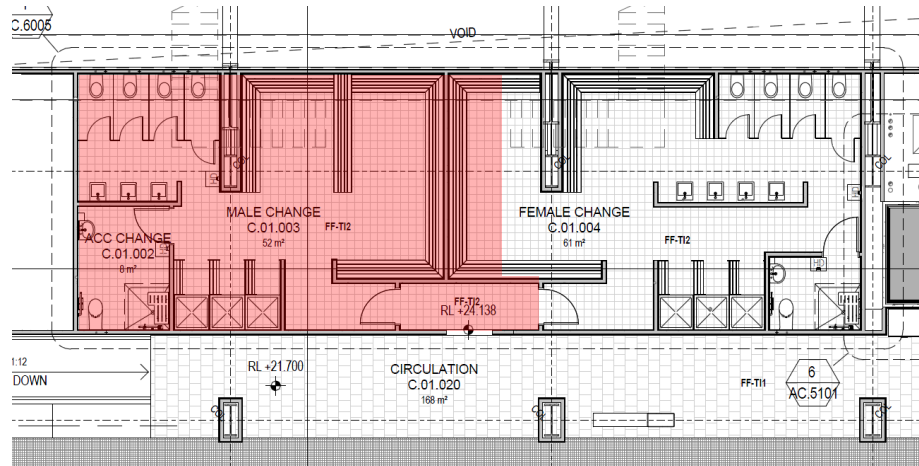


### 9.13.1 OVERVIEW

The accessible seating for the competition pool is located on the accessible route and is a terrific example of best practice meeting the following criteria:

- Be part of the audience
- Have equitable viewing opportunity
- 10 accessible seating spaces, which is 2x the NZS4121:2001 minimum given the total number of seats in this zone ( $1050 / 250 + 1 = 5$ )
- Different configurations between people in wheelchairs, support persons and family/friends are possible
- Accessible toilet located almost directly adjacent the area

## 9.14 LV.01 | MALE CHANGE C.01.002



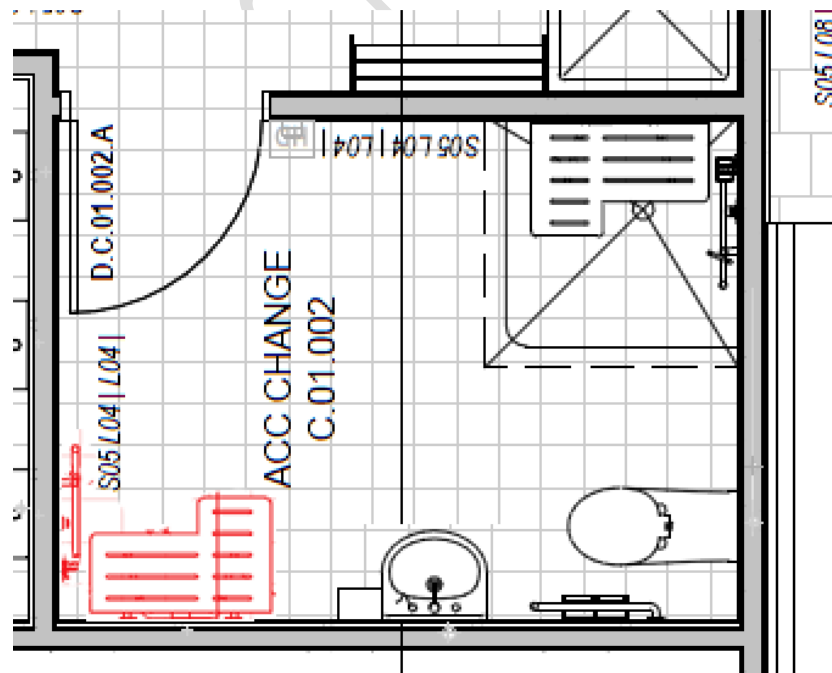
### 9.14.1 OVERVIEW

It is our understanding that this male change area will be servicing the gym/wellness tenancy of Zone B. In addition to standard changing facilities, toilets and showers an accessible change cubical is provided which if detailed correctly will enable people with disabilities to have the same conveniences as the other gym/wellness tenancy visitors and staff.

As this cubical is generously sized its usability and flexibility could be increased by also providing a dry fold down seat in the cubicle, with a L shaped grab rail beside it.

#### 9.14.1.1 BEST PRACTICE

*In ACC Change C.01.002 an additional dry seat and grab rail should be installed. The size of the cubicle should be sufficient to accommodate this and would further increase the usability and flexibility of it.*



*Above: Example location for a fold down dry seat and grabrail shown in red.*



#### 9.14.2 DOOR SWING

The door to this cubical swings inwards which is not recommended regardless of if the cubical size is increased as permitted by the building code and NZS4121:2001 (which it has been in this case)

The reason for the outward swing preference is that while undertaking activities within the cubical the user may fall over, and if they fall against or in front of the door they will likely be injured during the process of rescue as the door will need to be pushed into their body with enough force to move the person and get an opening for someone to squeeze through.

##### 9.14.2.1 **BEST PRACTICE**

*Rehang the swung door to ACC changing room C.01.002 so that it opens outwards, or replace it with a sliding door.*

#### 9.14.3 SHELF

No sanitary dry surface has been provided within the change room, as these rooms also share the function of a toilet and shower room it is unlikely that the floor of the cubical will remain sanitary during normal use. Accordingly, it would be best practice to incorporate a sanitary dry shelf within the cubical that could be used for storage of clean clothes, equipment or bags.

##### 9.14.3.1 **BEST PRACTICE**

*It would be best practice to incorporate a sanitary dry shelf within all accessible changing rooms that include a toilet and/or shower. The shelf would be used for storage of clean clothes, equipment or bags.*

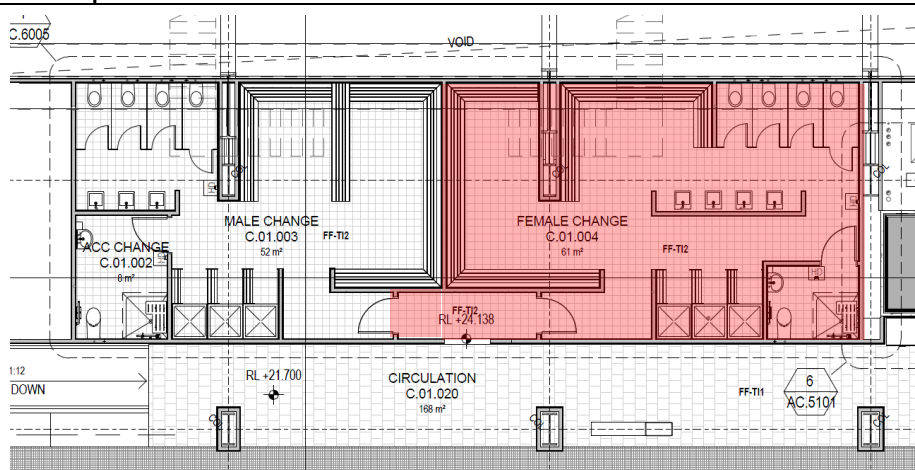
#### 9.14.4 CLOTHS HOOKS

Clothes hanging devices (hooks) must be provided within the drying spaces of accessible showers and changing rooms. These were not detailed within the documentation.

##### 9.14.4.1 **Recommendation**

*Within all accessible changing rooms and shower rooms a clothes hanging device shall be fitted, positioned between 1200mm and 1350mm above the finished floor level in drying spaces.*

## 9.15 LV.01 | FEMALE CHANGE C.01.004



### 9.15.1 OVERVIEW

It is our understanding that this female change area will be servicing the gym/wellness tenancy of Zone B. In addition to standard changing facilities, toilets and showers an accessible change cubical is provided which if detailed correctly will enable people with disabilities to have the same conveniences as the other gym/wellness tenancy visitors and staff.

As per previous sections the problem with using accessible toilet/shower rooms as changing rooms is that the shower seat is often wet which can be an issue when transferring and getting dressed into dry cloths, additionally the floor of toilet areas can be unsanitary during busy periods.

#### 9.15.1.1 Recommendation

*Reconfigure ACC change room in the female change room C.01.004 so that it provides a dry seating area with additional grab rails as per other recommendations within this report. The cubical will need to be enlarged to accommodate this.*

### 9.15.2 DOOR SWING

The door to this cubical swings outwards which is best practice.

### 9.15.3 SHELF

No sanitary dry surface has been provided within the change room, as these rooms also share the function of a toilet and shower room it is unlikely that the floor of the cubical will remain sanitary during normal use. Accordingly, it would be best practice to incorporate a sanitary dry shelf within the cubical that could be used for storage of clean clothes, equipment or bags.

#### 9.15.3.1 BEST PRACTICE

*It would be best practice to incorporate a sanitary dry shelf within all accessible changing rooms that include a toilet and/or shower. The shelf would be used for storage of clean clothes, equipment or bags.*

### 9.15.4 CLOTHS HOOKS

Clothes hanging devices (hooks) must be provided within the drying spaces of accessible showers and changing rooms. These were not detailed within the documentation.



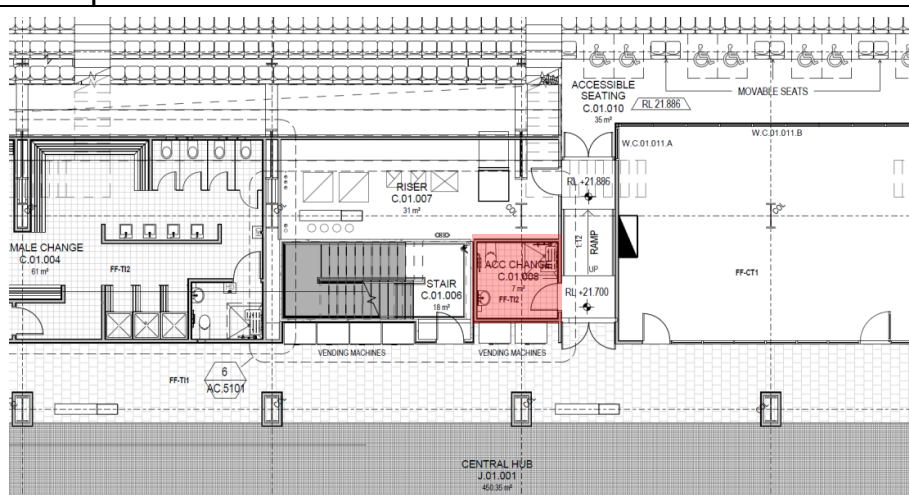


**9.15.4.1 Recommendation**

*Within all accessible changing rooms and shower rooms a clothes hanging device shall be fitted, positioned between 1200mm and 1350mm above the finished floor level in drying spaces.*

FIRST DRAFT

## 9.16 LV.01 | ACC CHANGE C.01.008



### 9.16.1 OVERVIEW

This appears to be detailed as a standard NZS4121:2001 accessible toilet shower, its proximity to the accessible seating area will be greatly appreciated by people seated there. We are unsure as to if it is supposed to be flagged as a changing room or just an accessible toilet.

#### 9.16.1.1 Recommendation

*If ACC CHANGE C.01.008 is to be a changing room not just an accessible toilet shower, then recommendations for other changing rooms in this report should be followed.*

### 9.16.2 DOOR SWING

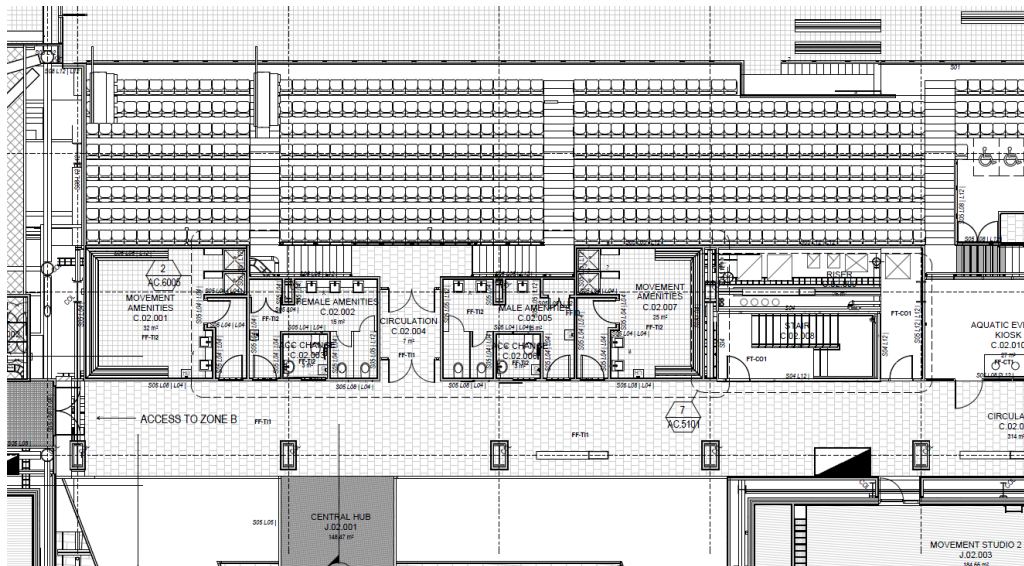
The door to this cubical swings inwards which is not recommended regardless of if the cubical size is increased as permitted by the building code and NZS4121:2001 (which it has not been in this case)

The reason for the outward swing preference is that while undertaking activities within the cubical the user may fall over, and if they fall against or in front of the door they will likely be injured during the process of rescue as the door will need to be pushed into their body with enough force to move the person and get an opening for someone to squeeze through.

#### 9.16.2.1 BEST PRACTICE

*Rehang the swung door to ACC changing room C.01.008 so that it opens outwards, or replace it with a sliding door.*

## 9.17 LV.02 | COMPETITION POOL SEATING



### 9.17.1 OVERVIEW

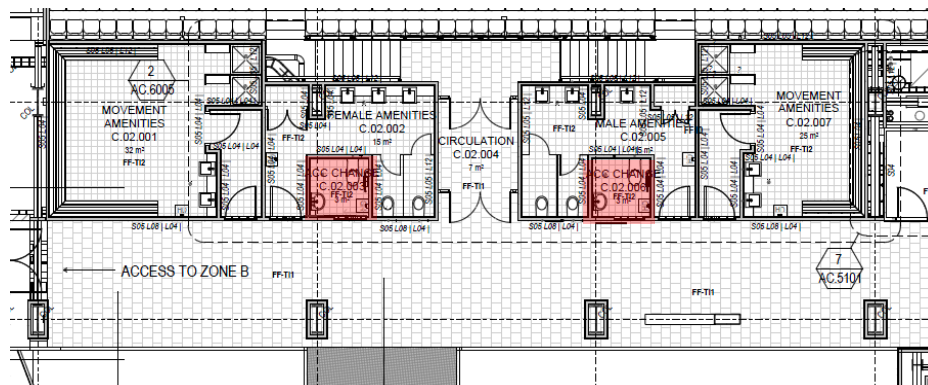
This seating was not listed in the developed design report. When the seating is selected consideration should be given to universal design principles ensuring that backrests and armrests are provided so that all ambulant disabled people can easily use the seats.

The stairs through the isles did not appear to have their riser and tread specified.

#### 9.17.1.1 BEST PRACTICE

*When the seating in the upper tiers of the competition pool seating is selected consideration should be given to universal design principles, ensuring that backrests and armrests are provided so that all ambulant disabled people can easily use the seats.*

## 9.18 LV.02 | ACC CHANGE C.02.003 & C.02.006 (NORTH)



### 9.18.1 OVERVIEW

Located beside the movement amenities and toilet blocks and flagged as ACC CHANGE these appear to be very undersized accessible toilets scaling at 1700x1700mm on the plans and would not be suitable for use as either an accessible toilet or accessible change room without the cubical size being increased.

#### 9.18.1.1 Recommendation

*Enlarge the ACC change rooms C.02.003 & C.02.006 which are currently not meeting minimum required cubical dimensions for an accessible toilet at 1700x1700. If they are intended to be changing rooms then the dimensions of an accessible toilet/shower cubical is required along with provision of a seat and grab rail.*

### 9.18.2 DOOR OPENING

The door is a sliding door, and appears that it will achieve a clear open width of 815mm given that the opening scaled at 900mm.

### 9.18.3 SHELF

As these rooms also share the function of a toilet cubical it is unlikely that the floor of the cubical will remain sanitary during normal use. Accordingly, it would be best practice to incorporate a sanitary dry shelf within the cubical that could be used for storage of clean clothes, equipment or bags.

#### 9.18.3.1 BEST PRACTICE

*It would be best practice to incorporate a sanitary dry shelf within all accessible changing rooms that include a toilet and/or shower. The shelf would be used for storage of clean clothes, equipment or bags.*

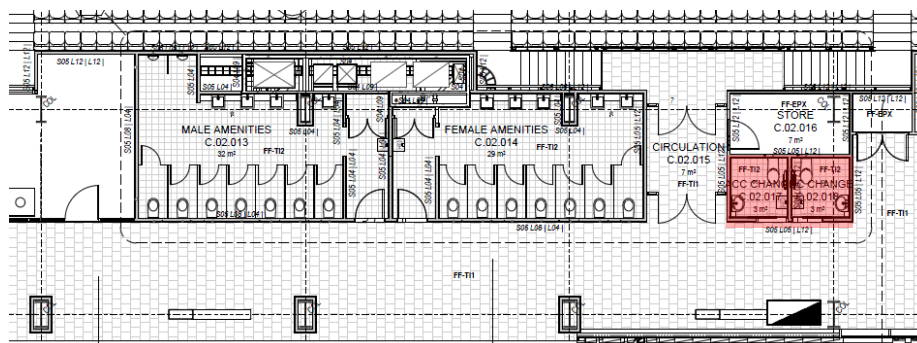
### 9.18.4 CLOTHS HOOKS

Clothes hanging devices (hooks) must be provided within changing rooms. These were not detailed within the documentation.

#### 9.18.4.1 Recommendation

*Within all accessible changing rooms and shower rooms a clothes hanging device shall be fitted, positioned between 1200mm and 1350mm above the finished floor level in drying spaces.*

## 9.19 LV.02 | ACC CHANGE C.02.017 & C.02.018 (SOUTH)



### 9.19.1 OVERVIEW

Located beside the male and female amenities blocks and flagged as ACC CHANGE these appear to be undersized accessible toilets scaling at 1800x1800mm on the plans and would not be suitable for use as either an accessible toilet or accessible change room without the cubical size being increased.

#### 9.19.1.1 Recommendation

*Enlarge the ACC change rooms C.02.017 & C.02.018 which are currently just sitting shy of minimum required cubical dimensions for an accessible toilet at 1800x1800. The configuration of fixtures should be as NZS4121:2001 once this increase of cubical size is achieved.*

These do not need to be changing rooms, and could just be accessible toilets given there are no other changing rooms on this level at this end of the building (changing rooms are located to the North End)

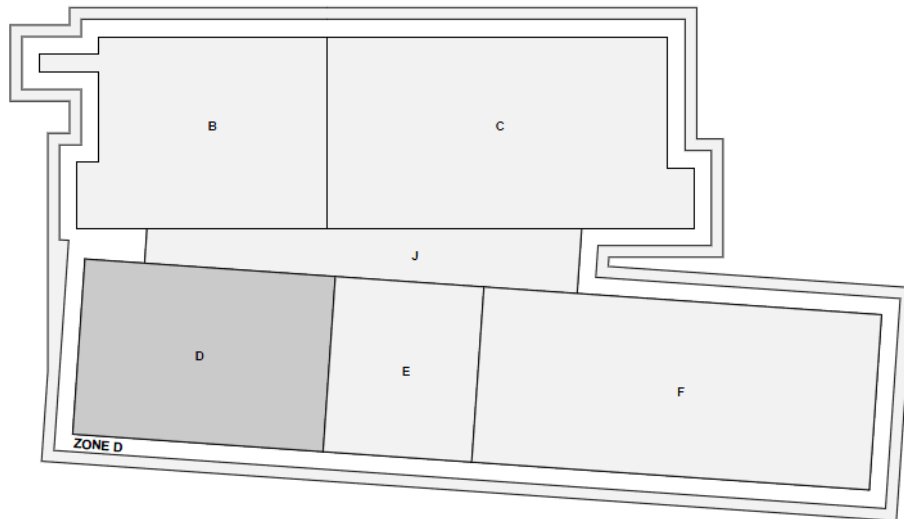
#### 9.19.1.2 Recommendation

*If ACC change rooms C.02.017 & C.02.018 are to be changing rooms (not just accessible toilets) then the dimensions of an accessible toilet/shower cubical is required along with provision of a seat and grab rail and consideration to the other changing room recommendations repeated through this report.*

### 9.19.2 DOOR OPENING

The door is a sliding door, and appears that it will achieve a clear open width of 815mm given that the opening scaled at 900mm.

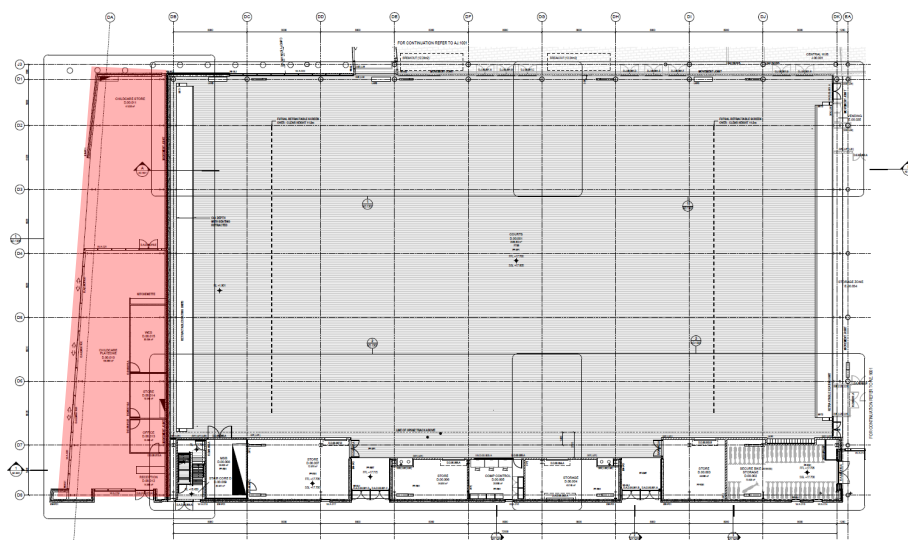
## 10.0 AUDIT FINDINGS – ZONE D



This Zone contains the following key areas:

- LV.00 | CHILDCARE
- LV.00 | COURTS
- LV.00 | ZONE D ENTRANCES (FF-ENT)
- LV.01 | HPSNZ TRACK

## 10.1 LV.00 | CHILDCARE



### 10.1.1 GENERAL

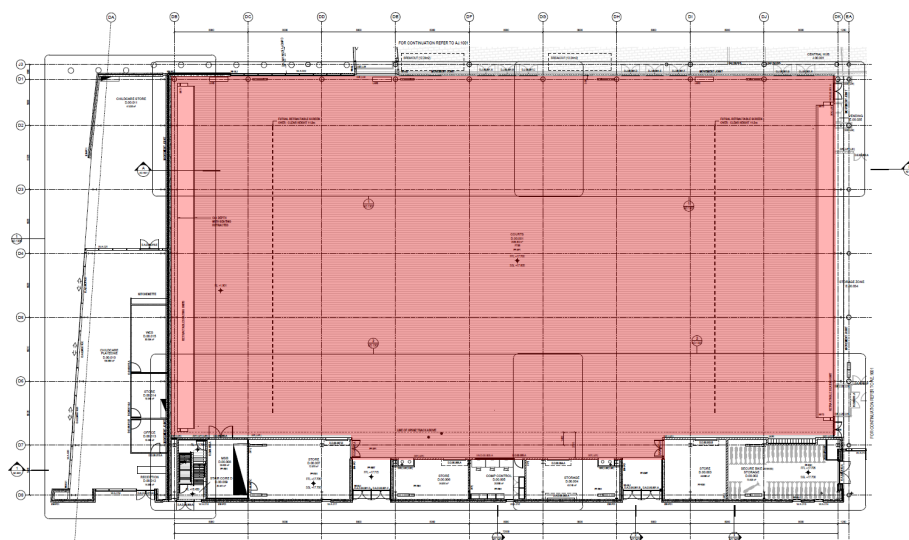
The childcare area was undetailed at this stage other than some limited allocation areas for storage, offices and toilets.

#### 10.1.1.1 **Recommendation**

*As the design progresses ensure that the childcare will be on an accessible route and caters for accessibility within it as if it was a separate building. E.g. Saying that people with disabilities could go into the MSF to use those toilet facilities would not be acceptable.*



## 10.2 LV.00 | COURTS



### 10.2.1 GENERAL

The courts will have a variety of different configurations which will be put in place depending on the actual usage scenario. For the most part the courts appear to have adequate circulation spaces around them and accessible seating that exceeds the minimum provisions required by NZS4121:2001

The court modes include:

- Show Courts – Netball
- Show Courts – Basketball
- Show Courts – Futsal
- Show Courts – Volleyball
- Futsal Event
- Volleyball Event
- Badminton Event
- Netball Event
- Basketball Event

### 10.2.2 WHEELCHAIR ACCESSIBLE SEATING

As metro sport is intended to be a venue that will host a variety of events we would strongly encourage that an 'fit for purpose' approach is taken with regard to how accessible seating spaces are provided, in the scenario where a wheelchair sporting event is hosted significantly more accessible seating spaces will be needed than what is provided.

Our suggestion in the preliminary design was that the whole bottom row of seating along the north and south seating banks be loose or removable so that accessible seating could be easily created and configured to suit attendance on the day.

#### 10.2.2.1 BEST PRACTICE

*With regard to the provisions of accessible seating for the courts within Zone D our suggestion in the preliminary design stage was that the whole bottom row of seating along the north and south seating banks be loose (or removable) so that accessible seating could be easily created and configured to suit attendance on the day.*



### 10.2.3 AMBULANT SEATING

The retractable tier seating was described as follows within the developed design report.

***Retractable seating system.***

*Row rise 382mm.*

*Seat type: Metro seat.*

*Seat operation: Manual.*

*Seat centres 483 and 508mm.*

*Seat & back: Polymer.*

*Seat frame: Gas injection molded polypropylene.*

*Armless.*

*Cast aluminium PPC stanchions.*

*Seat and row aluminium numbers and letters.*

*Wall attached unit. 1st Tier integral power w /pendant control.*

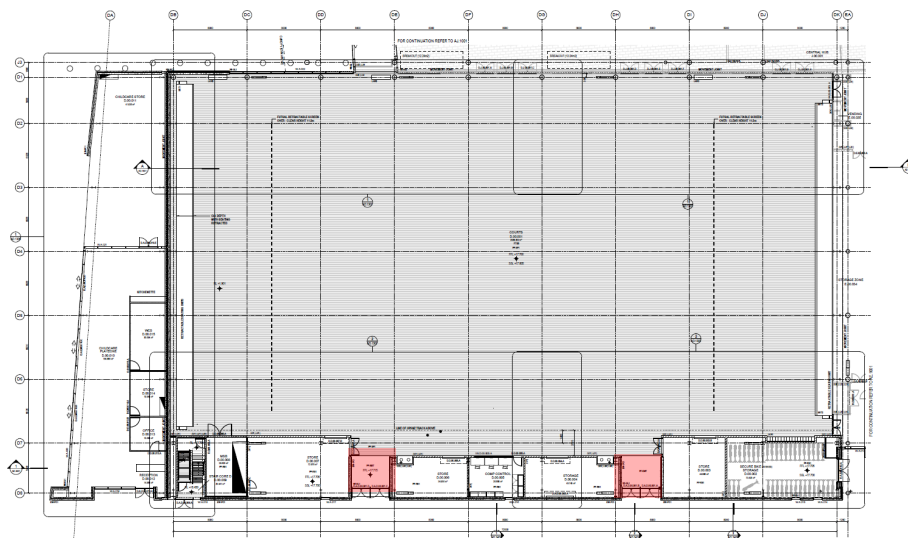
*Row rise shall be determined by sightlines in accordance with FIBA Level 01 'Clause 20 Spectator Areas'. Hussey or similar approved.*

#### 10.2.3.1 BEST PRACTICE

*Consideration should be given to universal design principles with regards to the retractable seating system of Zone D. While backrests are provided by the seating, armrests are not provided which will restrict the usability of the seating for ambulant disabled people, the elderly etc.*

FIRST DRAFT

### 10.3 LV.00 | ZONE D ENTRANCES (FF-ENT)



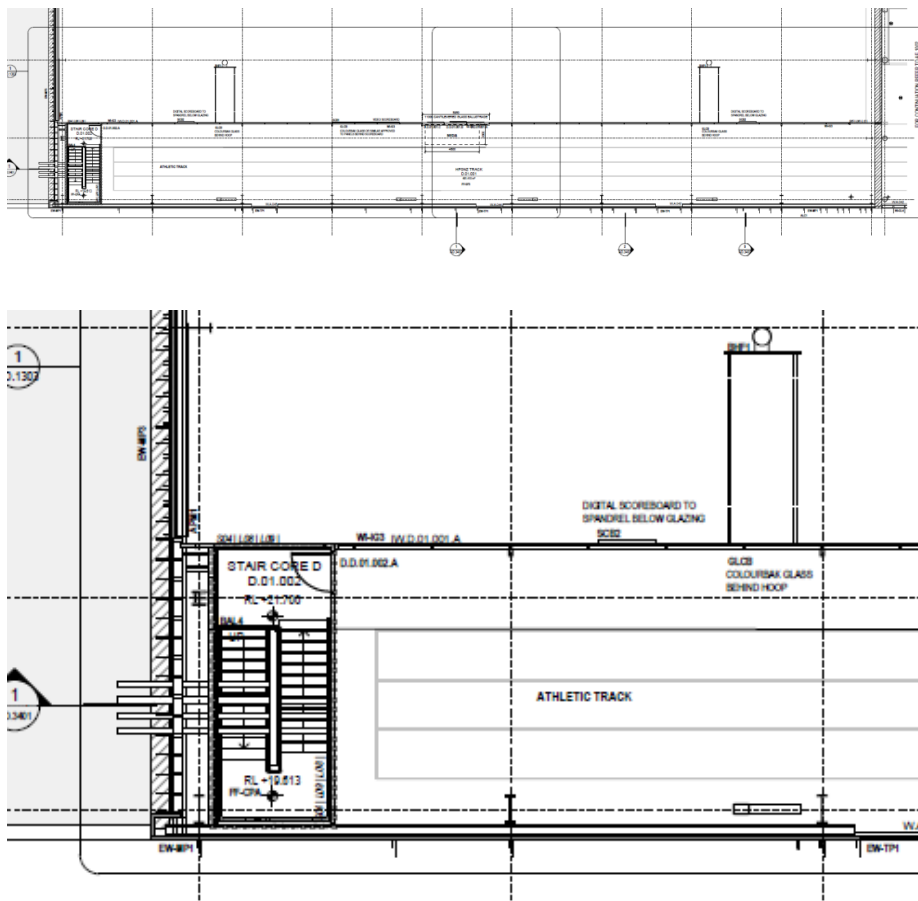
#### 10.3.1 GENERAL

No detail on these entrances was included within the developed design documentation, it is expected that these entrances will be accessible.

##### 10.3.1.1 **Recommendation**

*Ensure that the entrances to Zone D from the western side of the building near the drop off zone are accessible.*

#### 10.4 LV.01 | HPSNZ TRACK



##### 10.4.1 Overview

Located on level 01 in Zone D

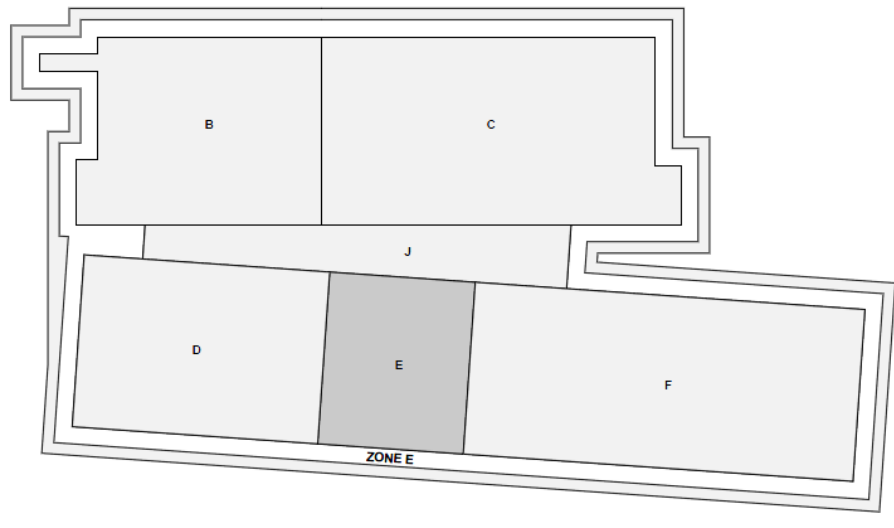
This appears to have stair only access and is therefore not on an accessible route.

##### 10.4.1.1 Recommendation

*We ask the following question about the HPSNZ Track as it is not on an accessible route with stair only access ~ 'is it reasonable to expect someone with a disability may need to access this area?'*

*If the answer is 'yes' then the HPSNZ Track needs to be connected to an accessible route.*

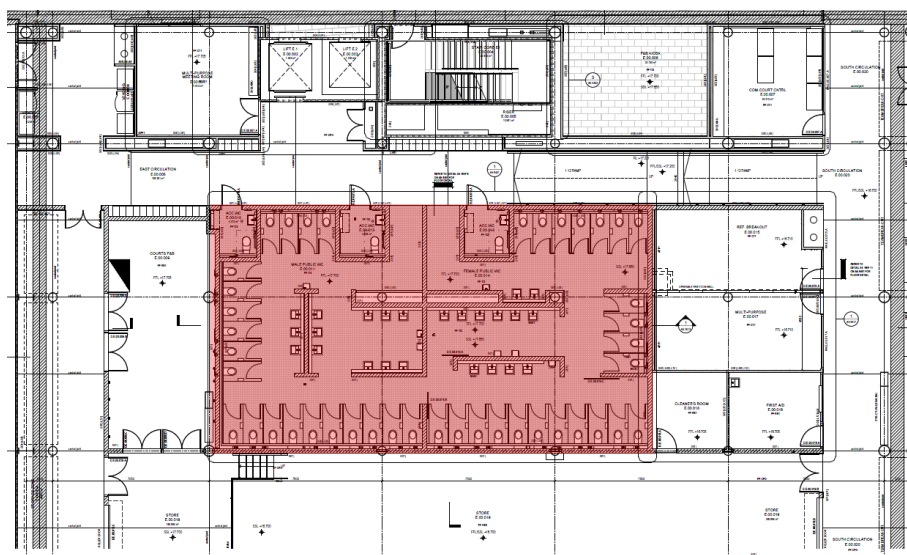
## 11.0 AUDIT FINDINGS – ZONE E



This Zone contains the following key areas:

- LV.00 | PUBLIC TOILET BLOCK
- LV.00 | COMMUNITY CHANGE / ELITE EVENT
- LV.00 | COMMUNITY CHANGE 01 & 02
- LV.01 | SPORT HOUSE
- LV.02 | SPORT HOUSE
- LV.02 | VIP AREA & SEATING

## 11.1 LV.00 | PUBLIC TOILET BLOCK



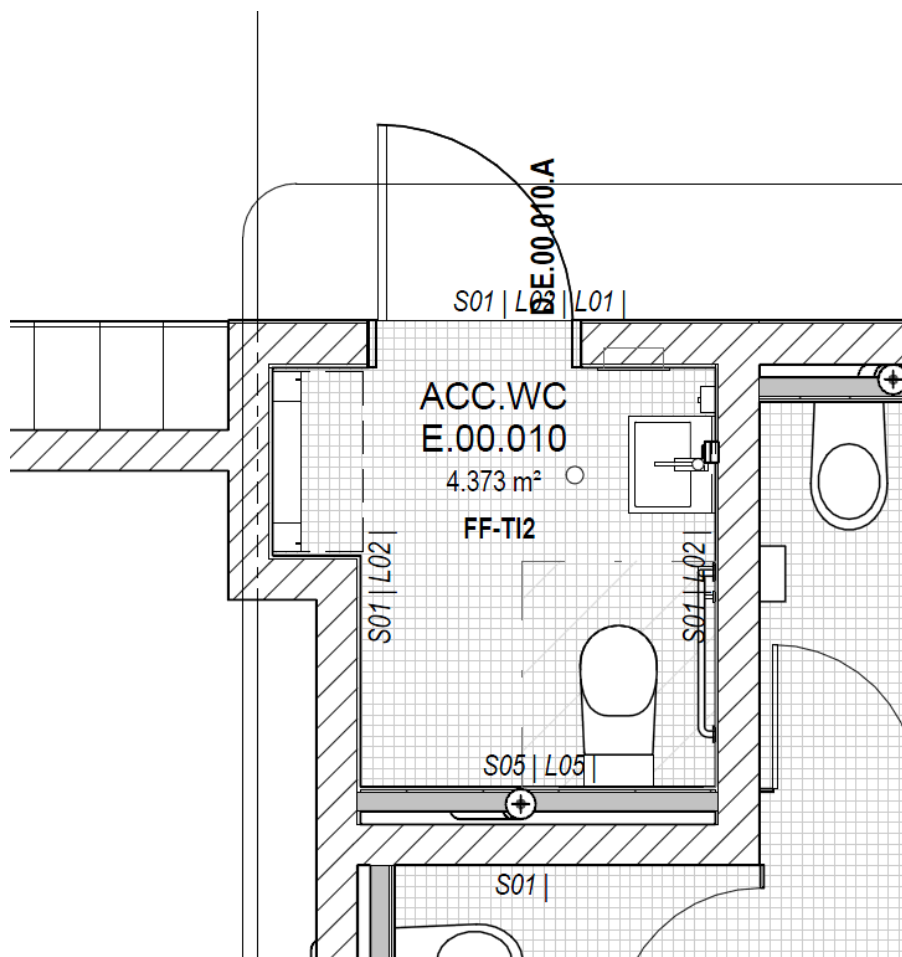
### 11.1.1 GENERAL

Located centrally to all dry areas of the building this is the main public toilet block and offers the following numbers of facilities

Type	Gender	No.
Accessible WC (with baby change)	Unisex	3
WC Pan	Male	20
WC Pan	Female	22

This ratio appears to be in line with the MBIE Toilet Calculator and additional accessible and standard toilet facilities are provided in the surrounding areas as well.

11.1.2 ACC WC E.00.010

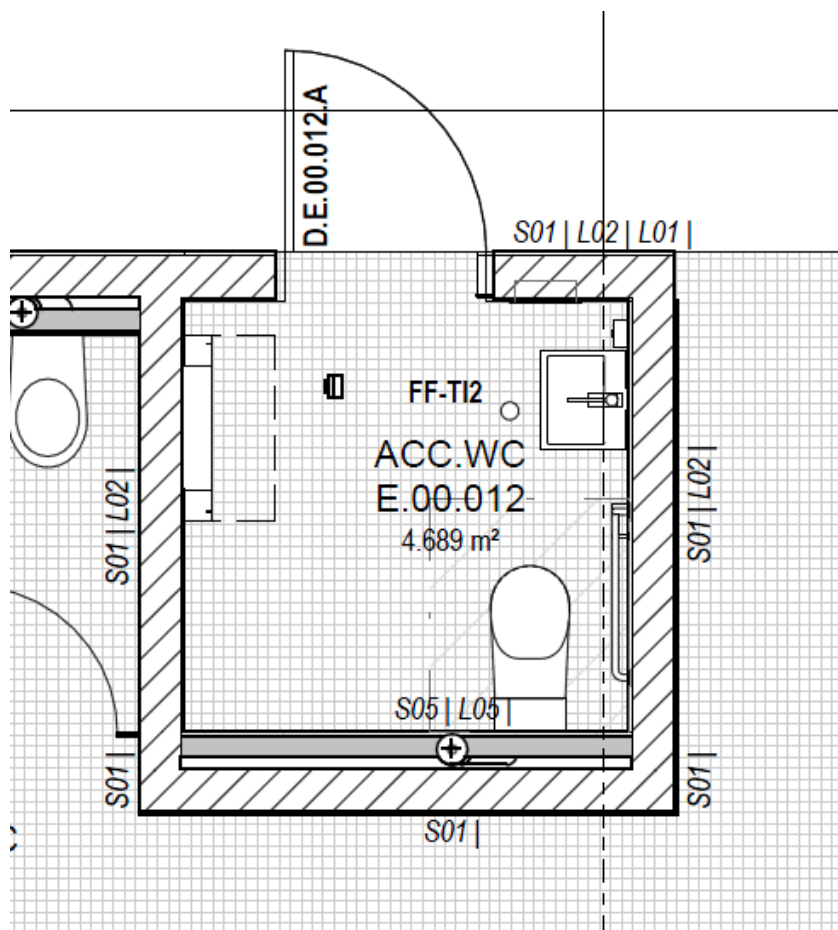


With an outward swung door, cubical measurements of 1650x1950, and a standard NZS4121 layout outside of the baby change tables footprint when down this cubicle appears to be a compliant unisex accessible toilet.

It is good to see that following preliminary design stage discussions E00.010 is accessed from the corridor and is unisex, as this will increase its usability. Additionally, the inclusion of a baby change table located in a recessed extension will add some additional functionality to the toilet without compromising on the usability of this cubicle for people with disabilities.



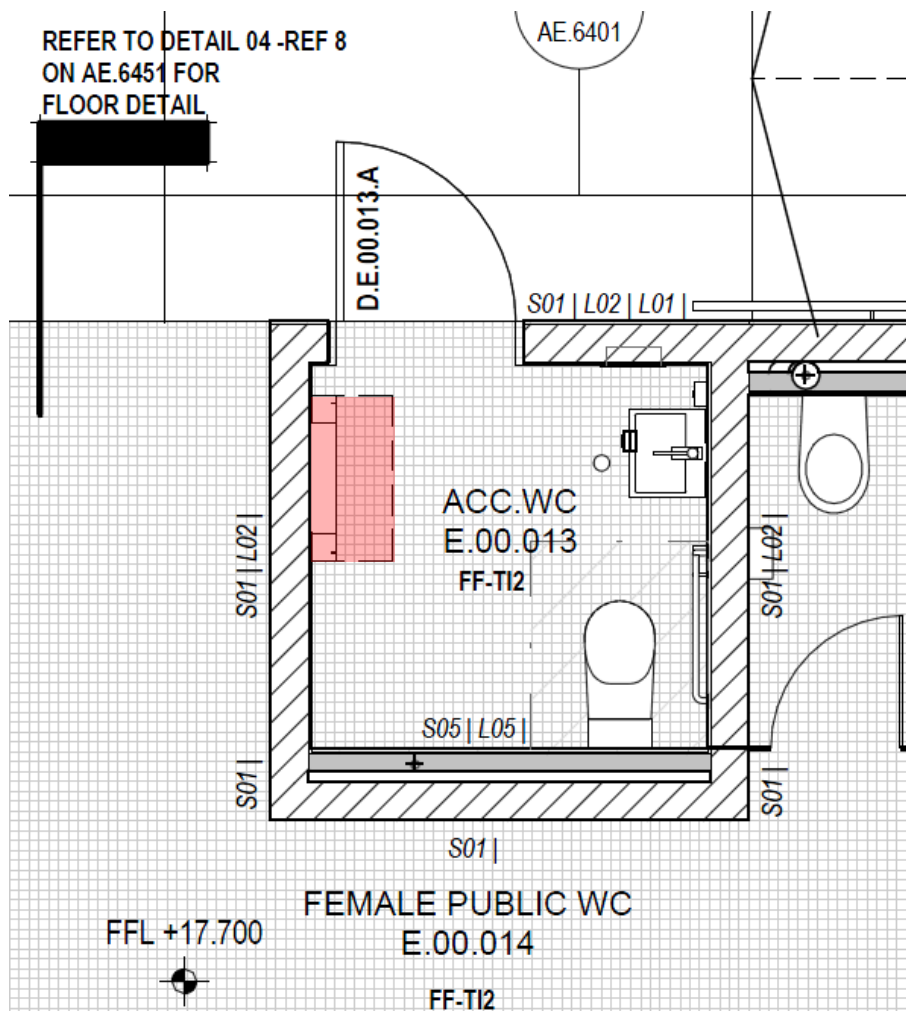
11.1.3 ACC WC E.00.012



With an outward swung door, cubical measurements of 2000x1950, and a standard NZS4121 layout outside of the baby change tables footprint when down this cubicle appears to be a compliant unisex accessible toilet.

It is good to see that following preliminary design stage discussions E00.012 is accessed from the corridor and is unisex, as this will increase its usability. Additionally, the inclusion of a baby change table located in a recessed extension will add some additional functionality to the toilet without compromising on the usability of this cubicle for people with disabilities.

11.1.4 ACC WC E.00.013



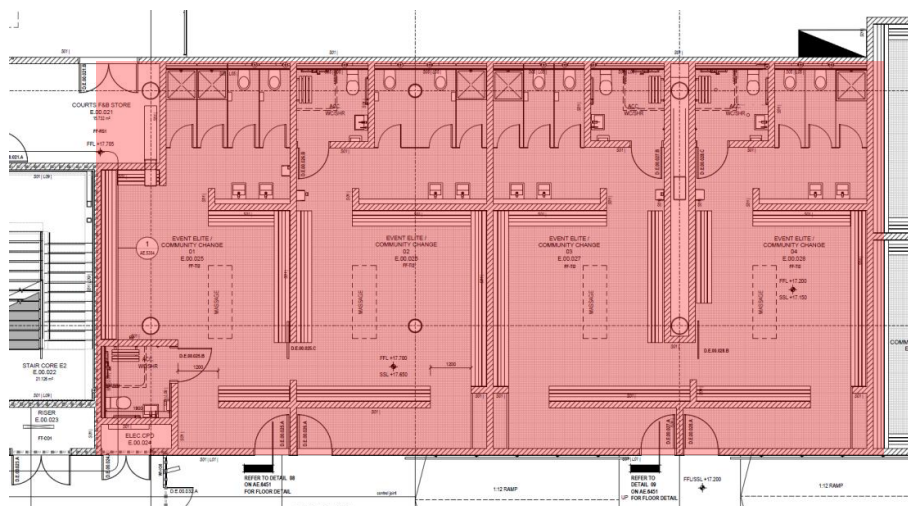
With an outward swung door, cubical measurements of 2000x1950, and baby change table located in front of the door opening this is a non-compliant unisex accessible toilet. The location of the baby change table in front of the access door will mean when the change table is inevitably left down the accessible route will be restricted more than is permissible.

It is good however to see that following preliminary design stage discussions E00.013 is accessed from the corridor and is unisex, as this will increase its usability.

11.1.4.1 **Recommendation**

*Reconfigure ACC.WC E.00.013 so that the baby change table does not reduce the functionality of the toilet cubicle when down. Currently it obstructs the entry door.*

## 11.2 LV.00 | COMMUNITY CHANGE / ELITE EVENT



### 11.2.1 General

Four event elite / community change rooms are provided, each of these rooms provides standard toilet and shower facilities along with an accessible toilet shower cubicle which will be greatly appreciated by mixed ability sporting teams.

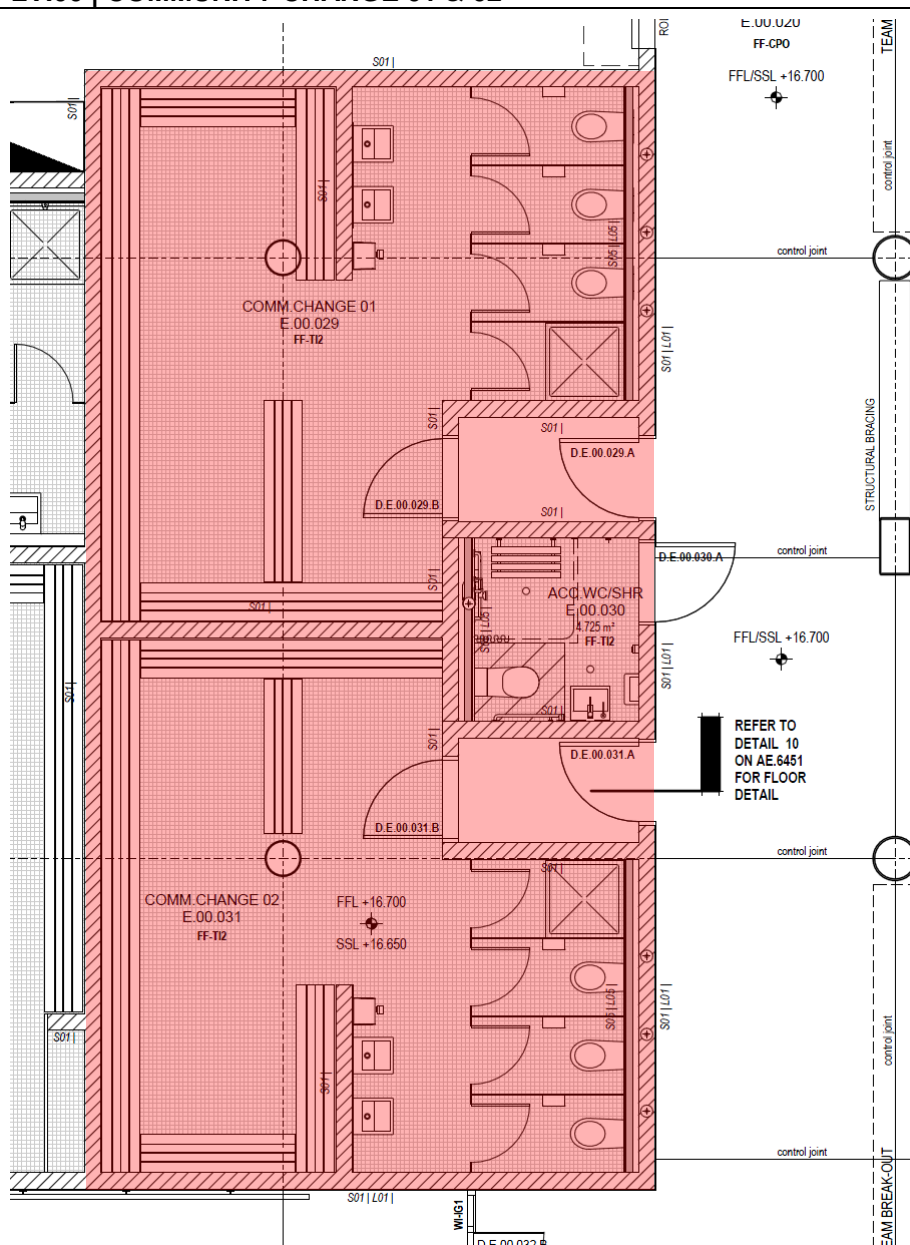
A discussion around 'fit for purpose' occurred in the preliminary design stage where the accessible facilities and the corridors into these rooms were flagged as needing to be designed with a larger sport wheelchair in mind.

In terms of meeting 'fit for purpose' provisions this would mean 1500mm wide corridors (currently 1200mm) wider 1000mm minimum clear opening width doors (currently ~900mm) and a larger than code minimum accessible toilet and shower cubicle size to allow for the larger footprint of the sport chair (currently standard size 1900x2100mm)

#### 11.2.1.1 BEST PRACTICE

*Configure the entrance corridors and accessible facilities within the community change/event elite area to be designed 'fit for purpose' for sport wheelchairs rather than just a standard wheelchair.*

## 11.3 LV.00 | COMMUNITY CHANGE 01 & 02



### 11.3.1 General

The two community change rooms provide standard toilet and shower facilities only, and there is a unisex accessible toilet and shower located directly between the two change rooms accessed off the corridor.

The access corridors to these change rooms are compliant for the most part however it would appear that door D.E.00.029.A will not achieve 300mm clear space to the handle side of the door.

#### 11.3.1.1 Recommendation

*Flip the hinge side of door D.E.00.029 so that the handle side of the door can achieve the required 300mm clear space to its side.*



A discussion around 'fit for purpose' occurred in the preliminary design stage where the accessible facilities were flagged as needing to be designed with a sport wheelchair in mind.

In terms of meeting 'fit for purpose' provisions this would mean 1500mm wide corridors (provided) wider 1000mm minimum clear opening width doors (currently 810mm) and a larger than code minimum accessible toilet and shower cubicle size to allow for the larger footprint of the sport chair (currently standard size 1900x2100mm)

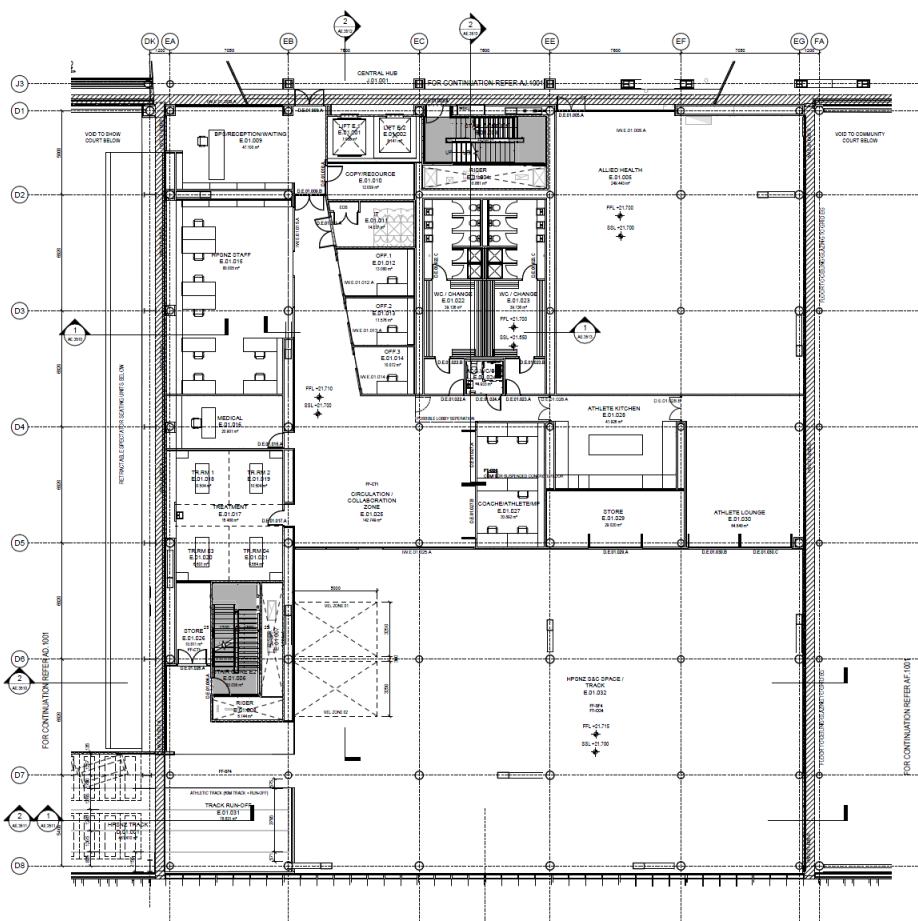
Additionally, it would be best practice if the accessible toilet shower was also able to be used as a changing room given it is located between two such facilities.

**11.3.1.2 BEST PRACTICE**

*Modify the accessible WC/SHR E.00.030 to have 'fit for purpose' access provisions such as a wider clear opening door to suit sport chairs, increased floor area, and a dry bench.*

FIRST DRAFT

## 11.4 LV.01 | SPORT HOUSE



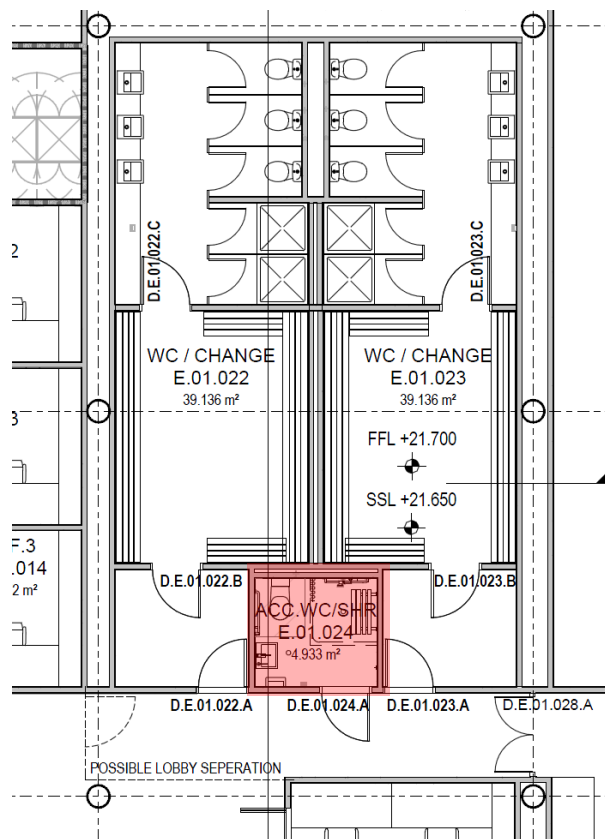
### 11.4.1 GENERAL

Consisting of a reception, various offices and consult rooms with level access from the Central Hub lv.01. Nothing on the developed design plans flagged concern for this area. The toilet and change are addressed below.

#### 11.4.1.1 Recommendation

*When designed, ensure that the reception at sport house lv.01 will be accessible for both staff and visitors.*

#### 11.4.2 CHANGE/WC/SHOWER



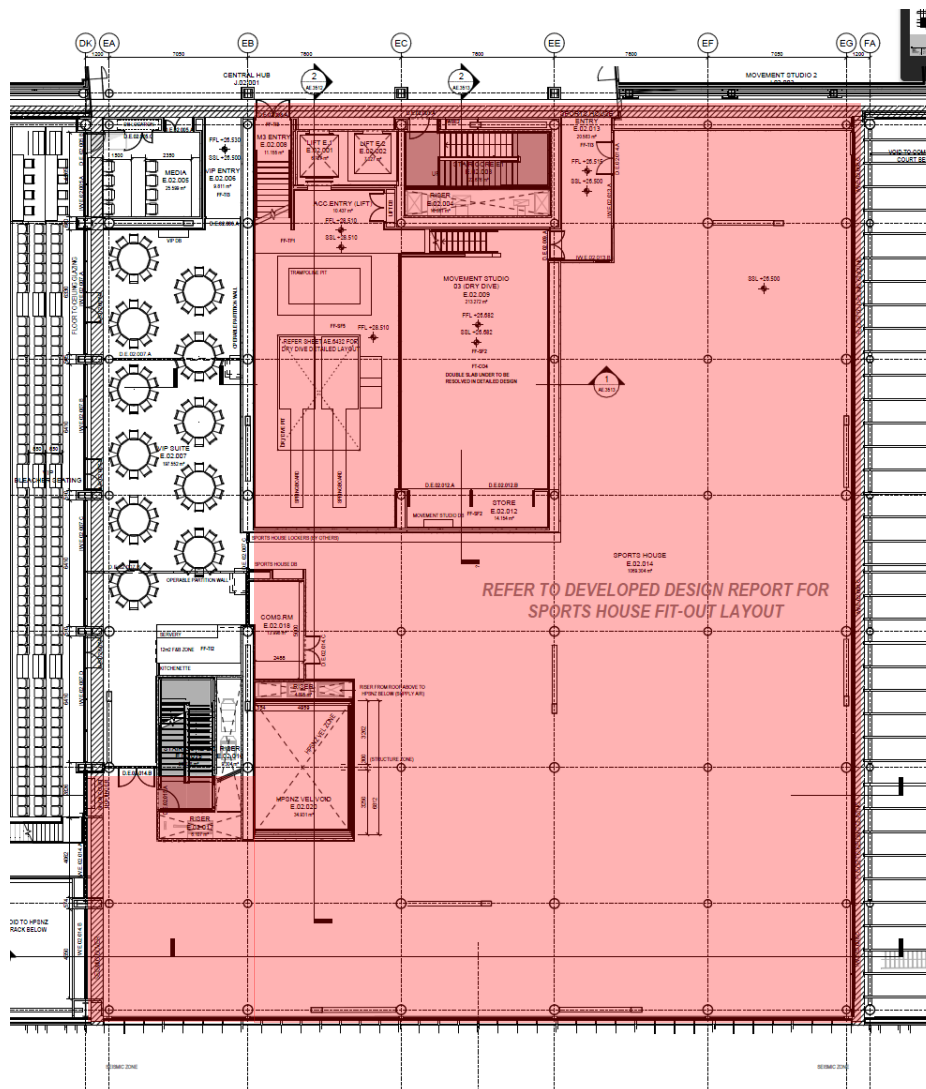
Labelled as 'ACC WC/SHR' and detailed as such, it would appear that this may also be intended to be used as a changing facility given its central location between non-accessible WC/CHANGE rooms which are gender separated.

##### 11.4.2.1 BEST PRACTICE

*If ACC.WC/SHR E.01.024 in sport house lv.01 is an area that it is reasonable to expect someone in a sport chair may visit, then it should be enlarged to cater for the increased wheelbase and spatial requirements of these chairs.*



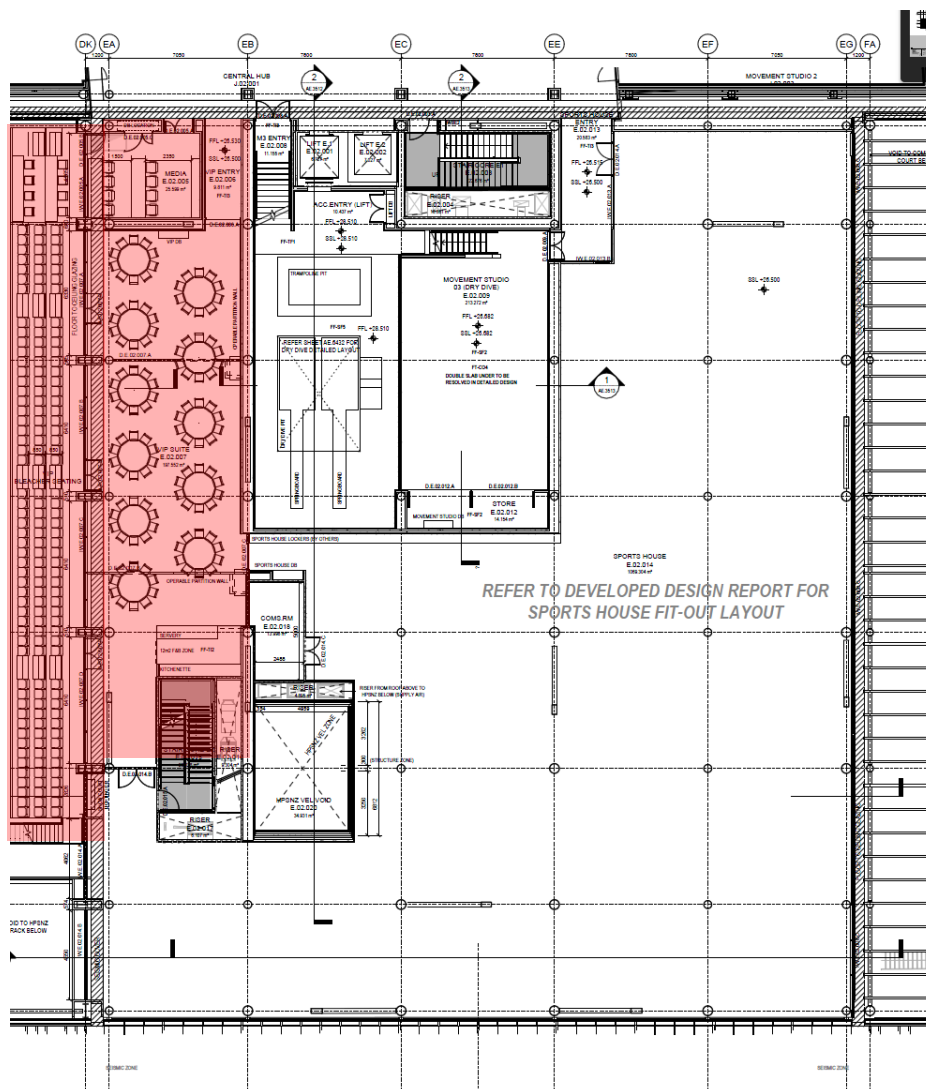
## 11.5 LV.02 | SPORT HOUSE



### 11.5.1 GENERAL

Consisting of office space, with level access from the Central Hub lv.02. Nothing on the developed design plans flagged concern for this area.

## 11.6 LV.02 | VIP AREA & SEATING



### 11.6.1 VIP AREA

Consisting of loose seating and tables with level access from the Central Hub lv.02. Nothing on the developed design plans flagged concern for this area.

### 11.6.2 VIP SPECTATOR SEATING

It is disappointing to see that the developed design shows no accessible seating provisions have been made within the VIP seating area. People with disabilities are just as likely as able bodied people to be accessing this area and should be considered with the seating provisions to ensure that they can be seated as part of the audience with the other VIP's.

#### 11.6.2.1 Recommendation

*Provide 2 accessible seating spaces (minimum) in the VIP seating area.*

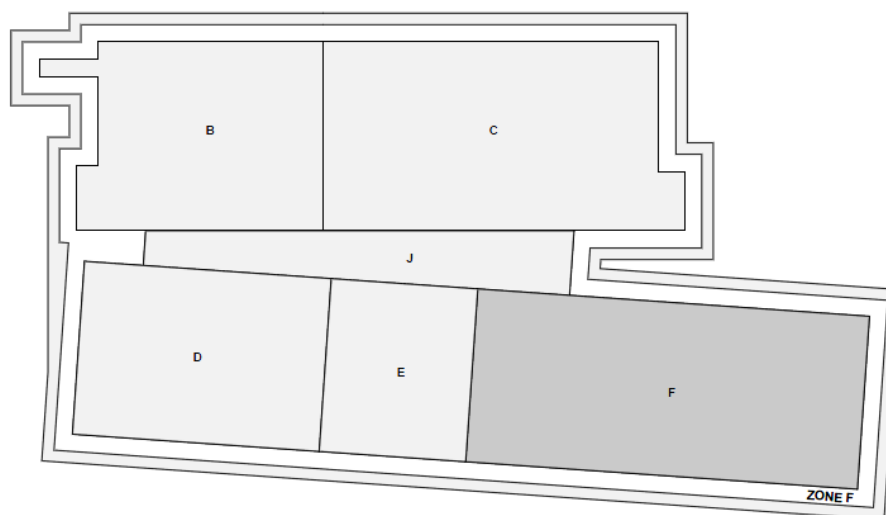


**11.6.2.2 BEST PRACTICE**

*In addition to the recommendation, have the whole top row of VIP seating (if level with the VIP area) removable so that any number and configuration of accessible seating can be achieved as required.*

FIRST DRAFT

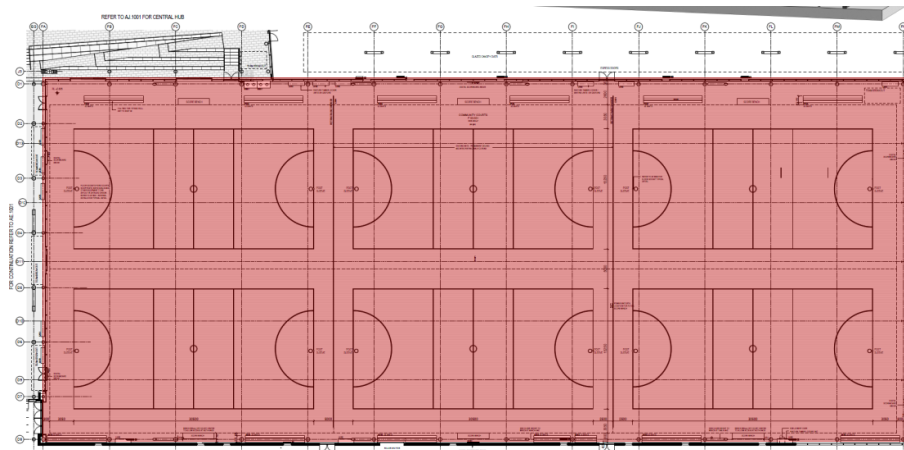
## 12.0 AUDIT FINDINGS – ZONE F



This Zone contains the following key areas:

- LV.00 | COURTS

## 12.1 LV.00 | COURTS



### 12.1.1 GENERAL

The courts will have a variety of different configurations which will be put in place depending on the actual usage scenario.

The court modes include:

- Community Courts – Netball
- Community Courts – Basketball
- Community Courts – Futsal
- Community Courts – Volleyball
- Community Courts – Gymnastics
- Community Courts – Badminton

For the most part the courts appear to have adequate circulation spaces around them but have not incorporated 'inclusive' accessible seating spaces. People with disabilities must be able to be seated as part of an audience, not off to the side or in insolation.

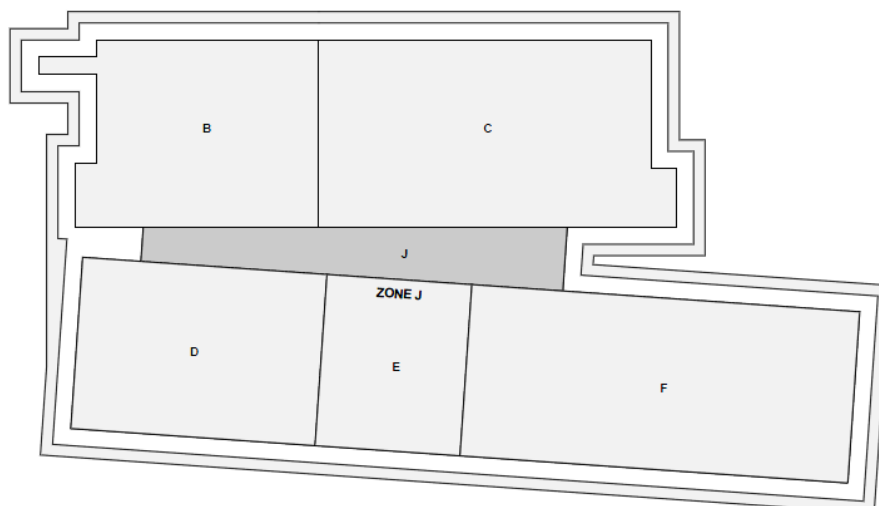
As metro sport is intended to be a venue that will host a variety of events we would strongly encourage that an 'fit for purpose' approach is taken with regard to how accessible seating spaces are provided, in the scenario where a wheelchair sporting event is hosted significantly more accessible seating spaces will be needed than what is provided.

Our suggestion in the preliminary design was that the whole bottom row of seating along the bleachers be loose or removable so that accessible seating could be easily created and configured to suit attendance on the day.

#### 12.1.1.1 BEST PRACTICE

*With regard to the provisions of accessible seating for the courts within Zone F our suggestion in the preliminary design stage was that the whole bottom row of seating along the bleachers be loose (or removable) so that accessible seating could be easily created and configured to suit attendance on the day.*

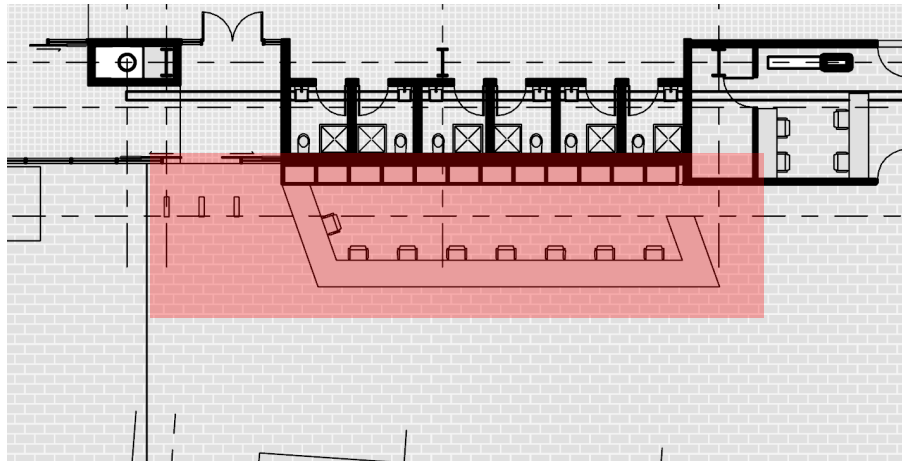
## 13.0 AUDIT FINDINGS – ZONE J



This Zone contains the following key areas:

- LV.00 | MAIN RECEPTION - J.00.010
- LV.01 | CENTRAL HUB OVERVIEW
- LV.02 | CENTRAL HUB OVERVIEW

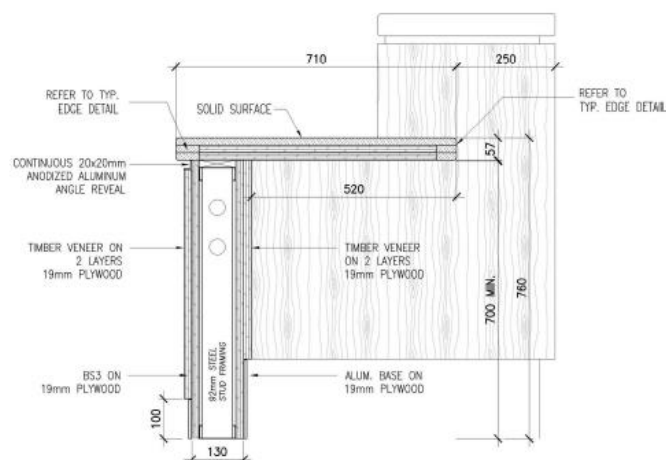
### 13.1 LV.00 | MAIN RECEPTION - J.00.010



#### 13.1.1 GENERAL

The reception will be located centrally in the building, adjacent to the main transition point between the wet and dry areas of the building.

#### 13.1.2 DESIGN



RECEPTION DESK - SECTION AT BARRIER FREE COUNTER



1:10

The accessible section of the reception counter has been detailed outside of the acceptable solution NZS4121:2001 the max counter height should be 755mm (currently 760mm) and the recess should be 540-600mm (currently 520mm) furthermore this configuration only caters for the visitors to the facility, not the staff. It is a code requirement that both staff and visitors can undertake normal activities and processes within a building and it is not unreasonable to expect that that a wheelchair user could be working at the reception.



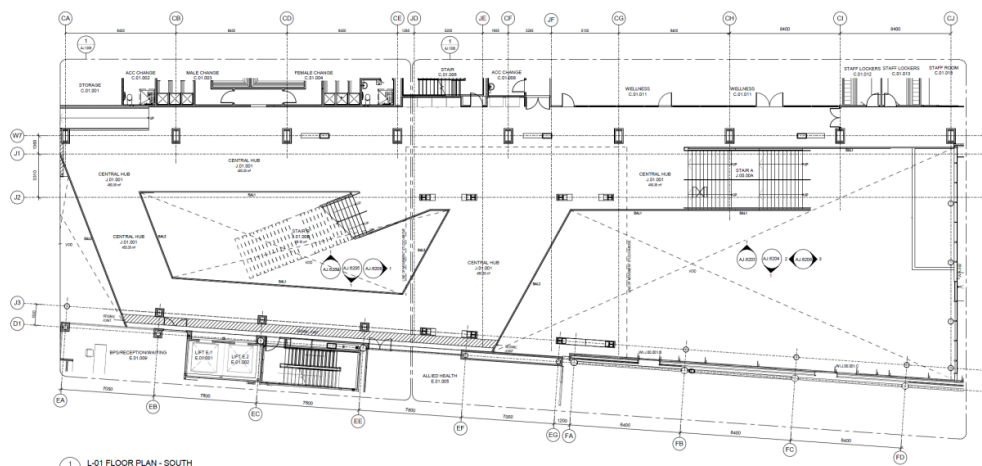


**13.1.2.1 Recommendation**

*The main reception J.00.010 is currently non-compliant as it must enable both visitors and staff to undertake normal activities and process at it. This should mean that a dedicated lower section of counter is provided where a visitor in a wheelchair can pull in and fill in forms etc., and a staff member in a wheelchair can do the same on the staff side.*

FIRST DRAFT

## 13.2 LV.01 | CENTRAL HUB OVERVIEW



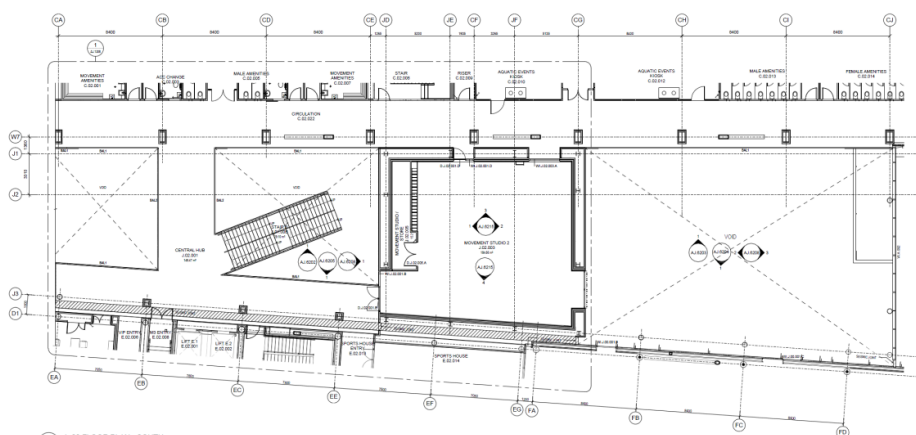
### 13.2.1 GENERAL

The central hub is a large open space that connects to several distinct areas of the building, and as such will need to be supported by strong visual cues and signage to assist users with wayfinding. Areas connected to include:

- Sport House
- Gym/Wellbeing
- Competition Pool Seating
- Toilets and Change Rooms
- Lv.02 Central Hub
- Lifts

Please refer to the signage section of this report for the principles that should be considered.

### 13.3 LV.02 | CENTRAL HUB OVERVIEW



#### 13.3.1 GENERAL

The central hub is a large open space that connects to several distinct areas of the building, and as such will need to be supported by strong visual cues and signage to assist users with wayfinding. Areas connected to include:

- Sport House
- Competition Pool Seating
- Toilets and Change Rooms
- Lv.01 Central Hub
- Lifts

Please refer to the signage section of this report for the principles that should be considered.

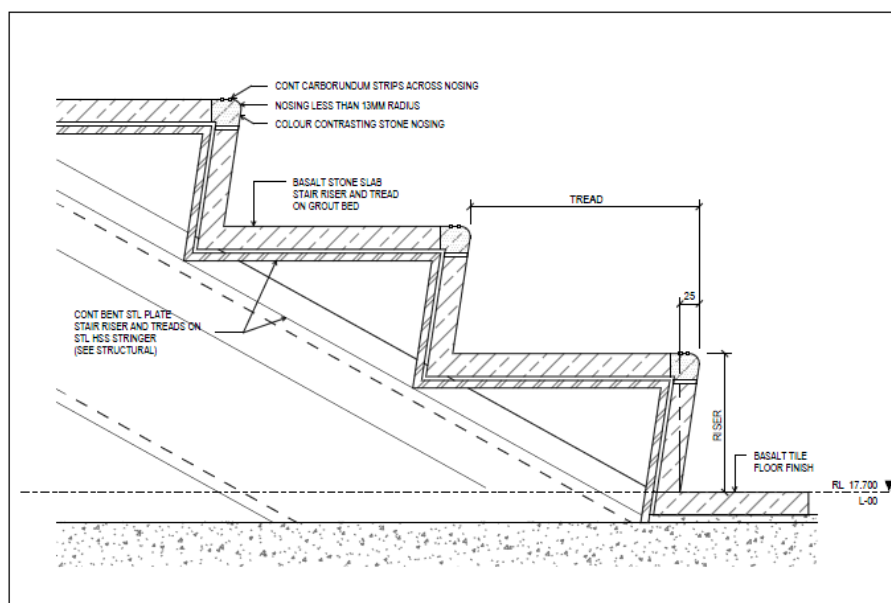
## 14.0 STAIRS

### 14.1 INTERIOR STAIRS

The following is a brief summary of the stairs throughout the building based on the information within the developed design package.

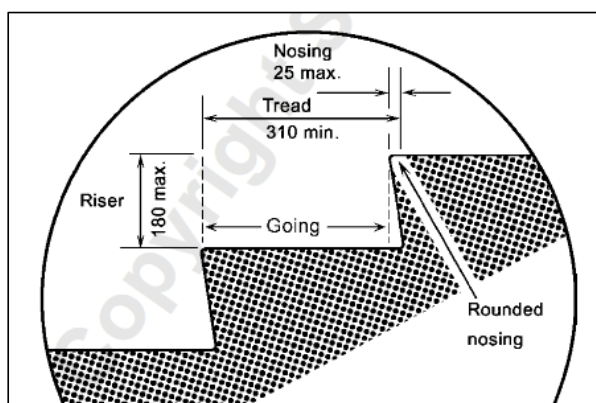
#### 14.1.1 DETAILING

There appeared to be some inconsistency/confusion in the detailing of the stairs on sheets AJ.5501 and AJ.5502 where the 'tread' has been shown as the 'going' additionally no specific dimensions were given on many of the details, and codes which referenced risers and treads all had the prefix of T (assuming that means tread) so coupled with the above mislabelling it was difficult to ascertain exactly what the dimensions of the stairs were.



10 CENTRAL HUB STAIR A - SECTION - DETAIL  
AJ.5502 1:5

**Above:** Extract from sheet AJ.5502 showing the tread as a going.



**Above:** NZS4121:2001 Fig.25 – Basic Profile of Stairs

#### 14.1.1.1 Recommendation

*Check the detailing of all stairs within the MSF sheets AJ.5501 and AJ.5502 had the 'tread' has shown as the 'going' and no specific dimensions were given on many of the details. As such it was difficult to ascertain exactly what the dimensions of the stairs were and accordingly we could not confirm which stairs are accessible.*

#### 14.1.2 OVERVIEW

The following is a brief summary of the stairs throughout the building based on the information within the developed design package. Note that dimensions of all the stairs did not appear to be part of the documentation for the most part.

Label & Connections	Comments	Recommendation
<b>STAIR B1-B.01.016</b> <i>Base – Pool Hydraulics Plant level 00 – Stair Access level 01 – Mechanical Plant</i>	<b>No dimensions provided to ascertain stair type.</b>  This stair appears to be a service stair accessing mechanical plant and other machinery.	Best practice is that this stair be detailed as an accessible stair.
<b>STAIR B2-B.01.013 / B.00.027</b> <i>level 00 – Kitchen / Stair Access level 01 – Gym Wellness Reception</i>	<b>No dimensions provided to ascertain stair type.</b>  This stair appears to be an access stair intended for use by the staff of the Gym Wellness on level 01	Ensure that this stair is detailed as an accessible stair.
<b>STAIR B3-B.01.014</b> <i>level 01 – Stairwell Access level 02 – Plant</i>	<b>No dimensions provided to ascertain stair type.</b>  This stair appears to be a service stair accessing mechanical plant and other machinery.	Best practice is that this stair be detailed as an accessible stair.
<b>STAIR-C.00.031 / C.LG.003</b> <i>Base – Pool Hydraulics Plant level 00 – Stair Access level 01 – Stair Access level 02 – Stair Access</i>	<b>No dimensions provided to ascertain stair type.</b>  This stair appears to be a combination of a service stair between the basement and level 00 and a connection stair between levels 00, 01 and 02	Best practice is that this stair be detailed as an accessible stair.

<b>STAIR-C.00.049 / C.LG.012</b> <i>Base – Cleaner, Laundry level 00 – Stair Access level 01 – Stair Access level 02 – Stair Access level 03 – Mechanical Plant</i>	<b>No dimensions provided to ascertain stair type.</b>  This stair appears to be a combination of a service stair accessing mechanical plant and other machinery, and a connection stair between levels 00,01 and 02	Best practice is that this stair be detailed as an accessible stair.
<b>Stairs to competition pool seating</b> <i>level 00 – Stair Access level 01 – Stair Access</i>	<b>No dimensions provided to ascertain stair type.</b>  Located to the north and south of zone C these stairs link the lower tiers of competition pool seating on level 01 with level 00.	Ensure that this stair is detailed as an accessible stair.
<b>STAIR CORE D - D.01.002</b> <i>level 00 – Stair Access level 01 – Athletic Track (HPSNZ)</i>	<b>No dimensions provided to ascertain stair type.</b>  This stair is the sole access to the HPSNZ TRACK and should therefore be detailed as an accessible stair.	Ensure that this stair is detailed as an accessible stair.
<b>STAIR CORE E1-E.00.004</b> <i>level 00 – Stair Access level 01 – Central Hub Access level 02 – Central Hub Access</i>	<b>No dimensions provided to ascertain stair type.</b>  Located opposite reception this stair links levels 00, 01 and 02.	Best practice is that this stair be detailed as an accessible stair.
<b>STAIR CORE E1-E.00.006 / E.00.022</b> <i>level 00 – Stair Access level 01 – HPSNZ S&amp;C Space level 02 – Sports House &amp; VIP Suite level 03 – Mech/Elec Services Room</i>	<b>No dimensions provided to ascertain stair type.</b>  Located to the west of Zone E this stair links level 00, 01, 02 and 03	Best practice is that this stair be detailed as an accessible stair.

<b>STAIR A-J.00.00A (main stair)</b> <i>level 00 – Stair Access</i> <i>level 01 – Central Hub Access</i>	<b>Limited, and inconsistent dimensions provided to ascertain stair type.</b>  Located directly in front of the southern main entrance it connects to the central hub on level 01 and has a continuation from there to level 02  Riser 167mm Tread ???? Nosing: Rounded	Ensure that this stair is detailed as an accessible stair. See comments under 'detailing' heading
<b>STAIR A-J.00.00B (main stair)</b> <i>level 01 – Stair Access / Central Hub</i> <i>level 02 – Central Hub Access</i>	<b>Limited, and inconsistent dimensions provided to ascertain stair type.</b>  Located off the central hub on level 01 and connects to level 02  Riser 167mm Tread ???? Nosing: Rounded	Ensure that this stair is detailed as an accessible stair. See comments under 'detailing' heading
<b>STAIR J.00.00C AND SJ.00.00D</b>	<b>Limited, and inconsistent dimensions provided to ascertain stair type.</b>  Connecting the higher level floor from the southern entrance with the lower court level in Zone F	Ensure that these stairs are detailed as an accessible stair. See comments under 'detailing' heading

**14.1.2.1 Recommendation**

*Ensure that all the stairs are reviewed in accordance with the summary in the accessibility report, and that the stairs which will be accessible are fully detailed to NZS4121:2001 as a minimum. As referenced in the report best practice would be all stairs are designed as accessible stairs not just the main stairs.*



## 15.0 HANDRAILS

### 15.1 INTERIOR STAIR

#### 15.1.1 DESIGN - SIZE AND SHAPE

The size and shape of stair handrails was not specified within the developed design.

##### 15.1.1.1 Recommendation

*The design of all handrails should meet the requirements of NZS4121:2001 Appendix F and additionally:*

- *Handrails shall be continuous*
- *Have no obstructions to the movement of the hand along its length.*
- *A domed button to indicate the imminent termination of the rail shall be fixed at 150mm from the end of the rail as shown on figure 23 below.*

##### 15.1.1.2 Best Practice

*Have Braille numbers or identification wording on hand rails to allow identification of floors.*

##### 15.1.1.3 Best Practice:

*The ideal handrail profile for all users is circular with a diameter between 32mm and 45mm.*

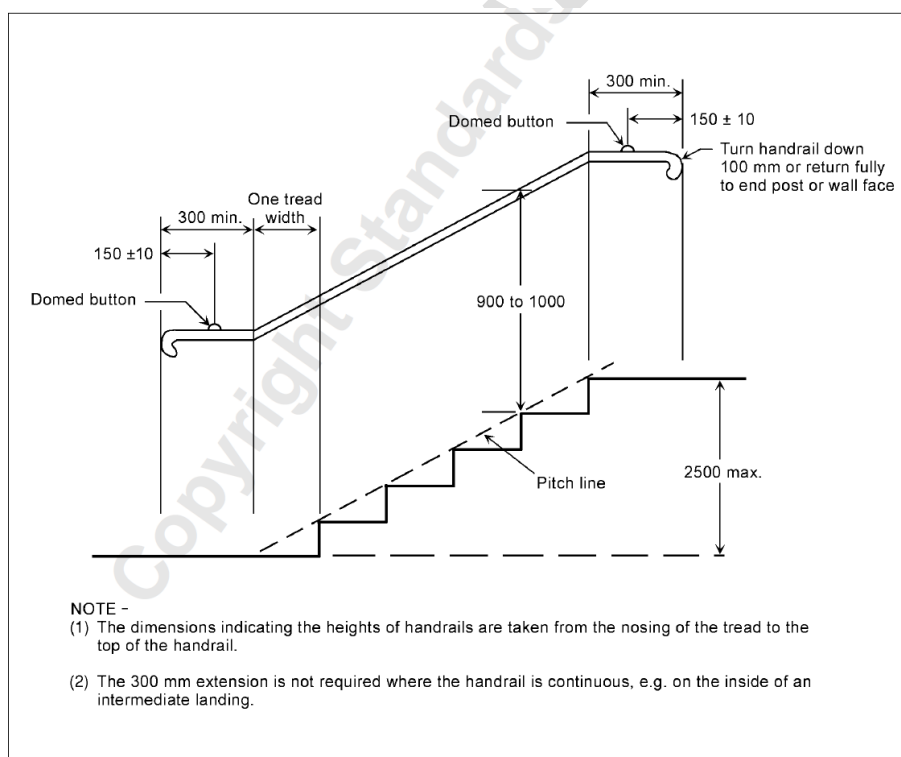


Figure 23 - Pitchline and extension of handrails

#### 15.1.2 DESIGN - CONTRAST

The finish, and therefore contrast of handrails was not specified within the developed design.



**15.1.2.1 Recommendation**

*Ensure handrails contrast visually to their background.*

**15.1.3 EXTENSIONS - POSITION AND SIZE**

Handrails appear to be compliantly detailed as being in parallel to the entire pitch line of the stairs. The length of horizontal extensions to the handrails after the completion of the pitchline scaled in line with NZS4121:2001 Fig.23.

**15.1.4 DESIGN - PROJECTING ENDS**

Handrails and their extensions did not appear to project into any other path of travel, except when a centre handrail projects into a landing by the distance of the stair going.

However, the handrails were not detailed as been turned down 100mm or returned fully to the end-post or wall face.

**15.1.4.1 Recommendation**

*Ensure that the ends of handrails are be turned down 100mm or returned fully to the end-post or wall face.*

**15.1.5 DESIGN - PLACEMENT**

Handrails appeared to be on both sides of stairs, and continuous around landings except at doorways. Where the stair exceeded 4000mm in width such as J.00.00A & J.00.00B an intermediate handrail was detailed.

**15.1.6 INSTALLATION - HEIGHT**

The height of all handrails scaled off the drawings at 900mm above the nosing of the tread which is within the 900-1000mm range permitted by NZS4121:2001.

**15.1.7 INSTALLATION - CLEAR SPACE**

The clear space between a handrail and the adjacent wall surface was not specified within the developed design. A clear space of at least 50mm, and no greater than 60mm is required to enable the handrail to be usable without running the risk of limbs falling behind it.

**15.1.7.1 Recommendation**

*Detail the handrails against their adjacent wall surfaces, ensuring that a clear space of at least 50mm, and no greater than 60mm is provided so to enable the handrail to be usable without running the risk of limbs falling behind it.*

**15.1.8 FIXING**

The fixing method for handrails was not specified within the developed design.

**15.1.8.1 Recommendation**

*Handrails should be securely fixed and rigid. A handrail must be able to support a weight of 110 kg. (Refer to Appendix F.) Handrails shall be fixed so that there is no obstruction to the passage of the hand along the grip.*

## 16.0 LIFTS

### 16.1 OVERVIEW

Lifts were shown in the documentation, but no detail or specification was supplied.

As discussed in the preliminary design stages it is important to design the lifts as 'fit for purpose' lifts factoring in that sport chairs will be used within the facility and that these chairs require larger openings and floor areas along the accessible route.

The lifts as identified on plan were as follows

Label & Connections	Comments	Recommendation
<b>LIFTS E1 - E.00.002 &amp; E.00.003</b> level 00 – Reception level 01 – Central Hub Access level 02 – Central Hub Access	<b>No dimensions or specifications provided to ascertain lift type.</b>  The lifts are well located opposite the main reception centrally in the building.	These lifts must be accessible lifts, and should be designed 'fit for purpose' considering that sport wheelchairs will be used within this facility.
<b>LIFT C.00.047</b> Base – Cleaner, Laundry level 00 – Level & Storage level 01 – Level & Storage/Mech Plant level 02 – Level & Storage	<b>No dimensions or specifications provided to ascertain lift type.</b>  The lift appears to be a service lift; will it be restricted to staff use only?	If the lift is a service lift locked off to visitors, then it does not need to be accessible (although it would be best practice)  If the lift will be unlocked and available to visitors, then it should be accessible.

#### 16.1.1.1 Recommendation

Ensure lifts E1 - E.00.002 & E.00.003 are accessible lifts designed to the full requirements of NZS4121:2001 as a minimum. **PLEASE NOTE THE BEST PRACTICE NOTE BELOW WITH REGARD TO LIFTS IN SPORTING FACILITIES.**

#### 16.1.1.2 BEST PRACTICE

Ensure lifts E1 - E.00.002 & E.00.003 are designed 'fit for purpose' considering that sport wheelchairs will be used within this facility. This will mean providing a door clear open width of 1000mm minimum and additional lift car floor area - This is to allow for the larger wheelbase of sport wheelchairs and avoid situations as pictured below from occurring.



Above: Door opening too narrow



Above: Lift opening too narrow



**16.1.1.3 Recommendation**

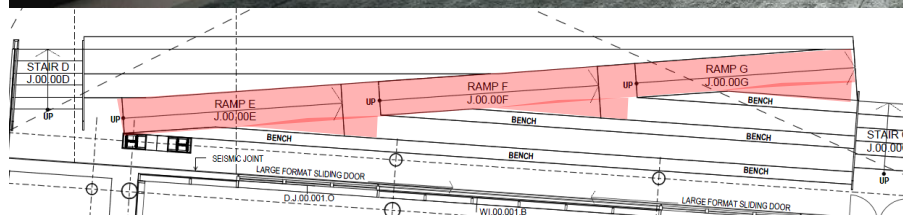
*If lift C.00.047 is a service lift locked off to visitors, then it does not need to be accessible (although it would be best practice) If the lift will be unlocked and available to visitors then it should be accessible.*

FIRST DRAFT

## 17.0 RAMPS

### 17.1 INTERIOR RAMPS AND LANDINGS

#### 17.1.1 RAMP BETWEEN MAIN ENTRY SOUTH & COMMUNITY COURTS

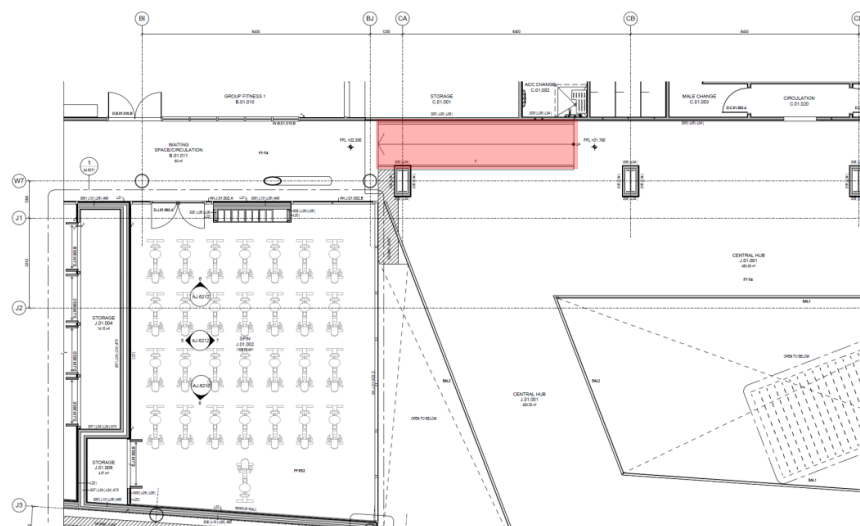


Very little on this ramp was included within the documentation supplied, discussions have been occurring between the design team and ourselves following 70% developed design but the solution is yet to be finalised.

##### 17.1.1.1 Recommendation

*Supply detail on the ramp between the main south entry and community courts, as shown in the 100% developed design we are not confident that it will meet code requirements and is far from best practice.*

## 17.1.2 RAMP BETWEEN CENTRAL HUB LV.01 AND WELLNESS/GROUP FITNESS



Very little on this ramp was included within the documentation supplied but it does appear that it will be a 1:12 gradient ramp (600mm change of level over scaled 7200mm length) and should be able to be a compliant accessible ramp once fully detailed.

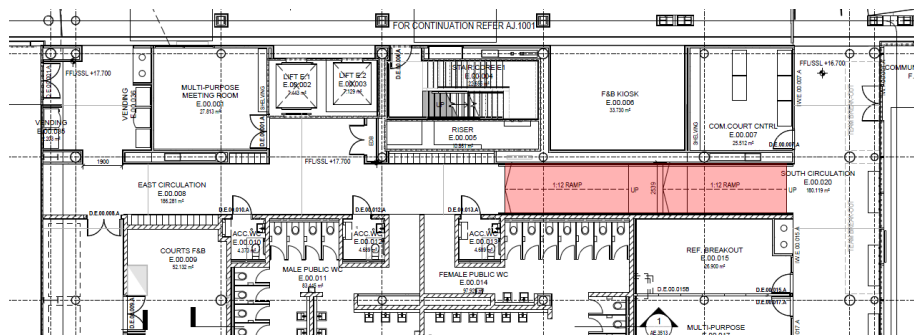
$$7200 / 600 = 12$$

The total ramp width between the handrails located to each side was scaled at 1500mm which is the best practice ramp width. However, the handrail extensions do not seem to have been factored into the design of the side wall.

### 17.1.2.1 BEST PRACTICE

*That the sidewall extends to protect the 300mm handrail projection at the bottom and top of the ramp between central hub lv.01 and wellness/group fitness.*

### 17.1.3 ZONE E, LV.00 RAMPS (SOUTH CIRCULATION)



Noted on the plans as 1:12, with handrails both sides, a generous width of 2400mm, and best practice extensions of the handrails protected by side walls. This ramp should be a compliant accessible ramp once detailed further.

The gradient of 1:12 appears to be correct based on a 500mm change of level over a scaled 6000mm length.

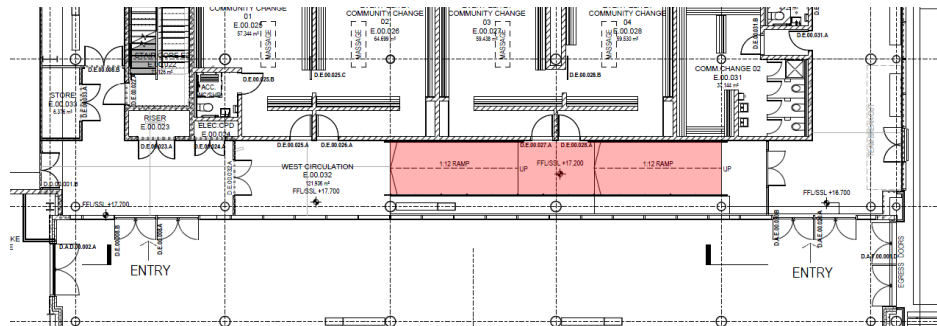
$$6000 / 500 = 12$$

#### 17.1.3.1 BEST PRACTICE

*Have the South Circulation ramp stop 1200mm back from the blind corner onto the corridor, this space enables a wheelchair user to have a level surface and stop moving before making the transition into the corridor and its pedestrian traffic.*



17.1.4 ZONE E, LV.00 RAMPS (WEST CIRCULATION)



Noted on the plans as 1:12, with handrails both sides, a generous width of 2600mm, and best practice extensions of the handrails protected by side walls. This ramp should be a compliant accessible ramp once detailed further.

The gradient of 1:12 appears to be correct based on a 500mm change of level over a scaled 6000mm length.

$$6000 / 500 = 12$$

## 17.2 RAMP HANDRAILS

### 17.2.1 DESIGN - SIZE AND SHAPE

The size and shape of ramp handrails was not specified within the developed design.

#### 17.2.1.1 **Recommendation**

*The design of all handrails should meet the requirements of NZS4121:2001 Appendix F and additionally:*

- Handrails shall be continuous*
- Have no obstructions to the movement of the hand along its length.*
- A domed button to indicate the imminent termination of the rail shall be fixed at 150mm from the end of the rail*

#### 17.2.1.2 **Best Practice**

*Have Braille numbers or identification wording on hand rails to allow identification of floors.*

#### 17.2.1.3 **Best Practice:**

*The ideal handrail profile for all users is circular with a diameter between 32mm and 45mm.*

### 17.2.2 DESIGN - CONTRAST

The finish, and therefore contrast of handrails was not specified within the developed design.

#### 17.2.2.1 **Recommendation**

*Ensure handrails contrast visually to their background.*

### 17.2.3 EXTENSIONS - POSITION AND SIZE

Handrails appear to be compliantly detailed as being in parallel to the entire pitch line of the ramp. The length of horizontal extensions to the handrails after the completion of the pitchline scaled in line with NZS4121:2001 Fig.13.

### 17.2.4 DESIGN - PROJECTING ENDS

Handrails and their extensions did not appear to project into any other path of travel, however they were not detailed as been turned down 100mm or returned fully to the end-post or wall face.

#### 17.2.4.1 **Recommendation**

*Ensure that the ends of handrails are be turned down 100mm or returned fully to the end-post or wall face.*

### 17.2.5 DESIGN - PLACEMENT

Handrails appeared to be correctly located on both sides of the ramps.

### 17.2.6 INSTALLATION - HEIGHT

We could not ascertain if the ramp handrails were within the 840-900mm range permitted by NZS4121:2001 due to insufficient detail

#### 17.2.6.1 **Recommendation**

*Ensure that ramp handrails are set within the 840-900mm height range permitted by NZS4121:2001*



**17.2.7 INSTALLATION - CLEAR SPACE**

The clear space between a handrail and the adjacent wall surface was not specified within the developed design. A clear space of at least 50mm, and no greater than 60mm is required to enable the handrail to be usable without running the risk of limbs falling behind it.

**17.2.7.1 Recommendation**

*Detail the handrails against their adjacent wall surfaces, ensuring that a clear space of at least 50mm, and no greater than 60mm is provided so to enable the handrail to be usable without running the risk of limbs falling behind it.*

**17.2.8 FIXING**

The fixing method for handrails was not specified within the developed design.

**17.2.8.1 Recommendation**

*Handrails should be securely fixed and rigid. A handrail must be able to support a weight of 110 kg. (Refer to Appendix F.) Handrails shall be fixed so that there is no obstruction to the passage of the hand along the grip.*

FIRST DRAFT

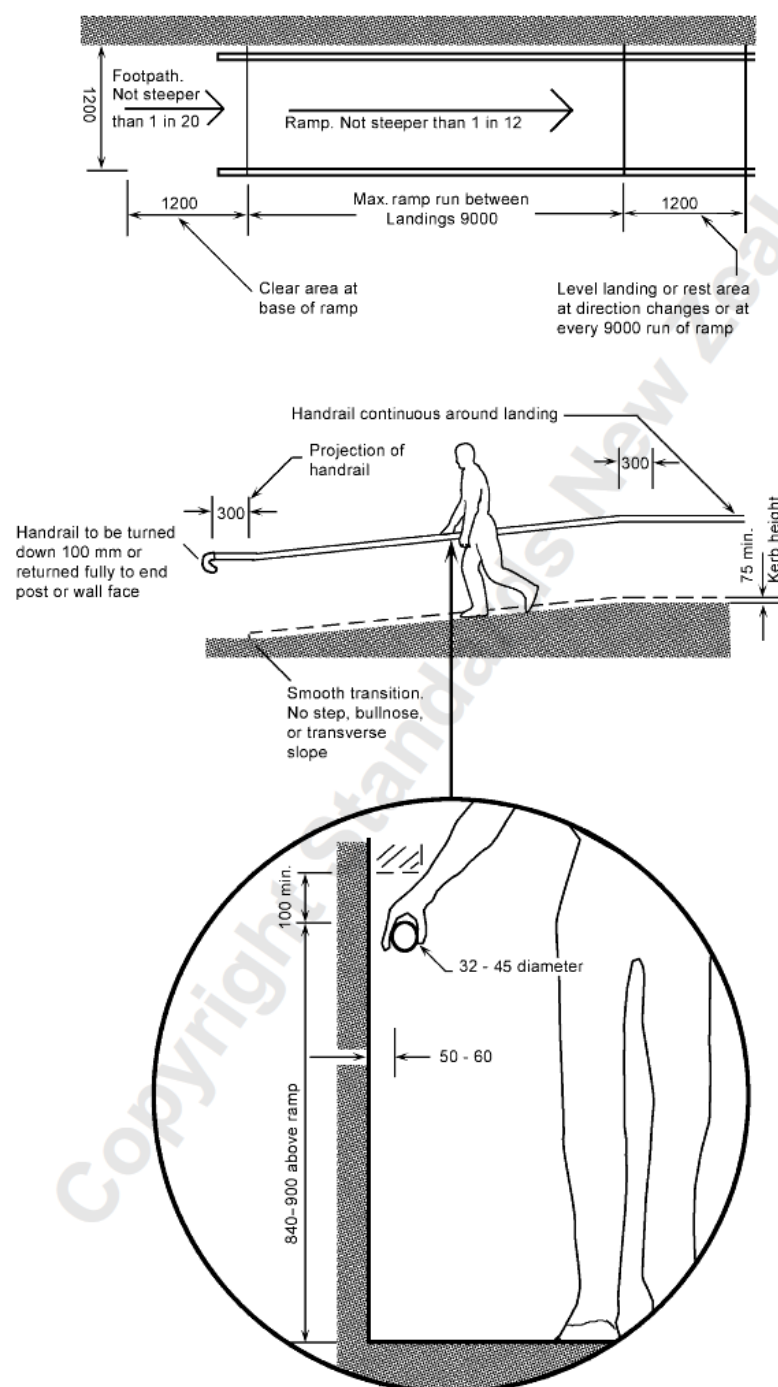
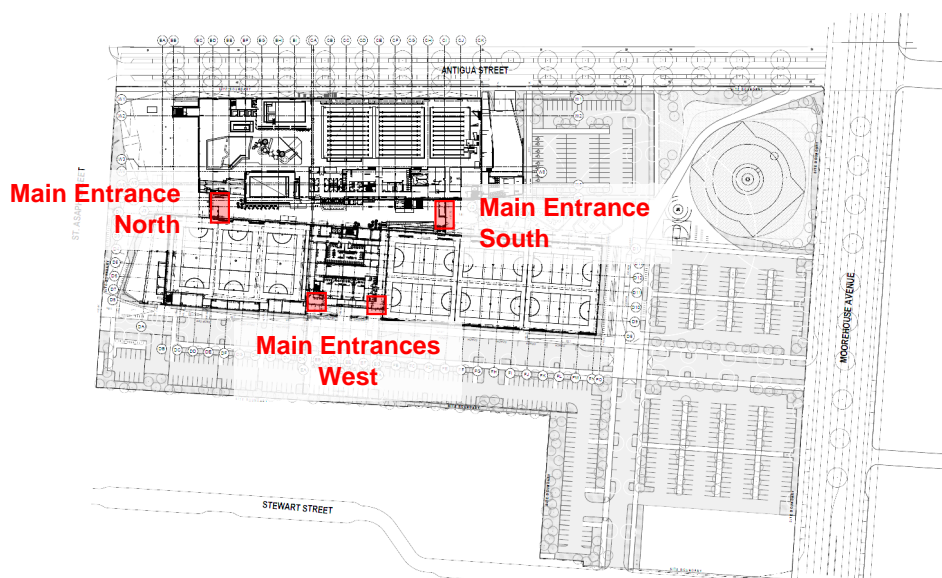


Figure 13 - Footpath and ramp handrails

## 18.0 MAIN ENTRANCES



There are three accessible main entrance points to the MSF which will prove good coverage for all people arriving by different modes.

They are as follows:

### **Main Entrance North**

The northernmost main entrance serves pedestrians arriving from St. Asaph Street, or the north end of the onsite car parking.

### **Main Entrance South**

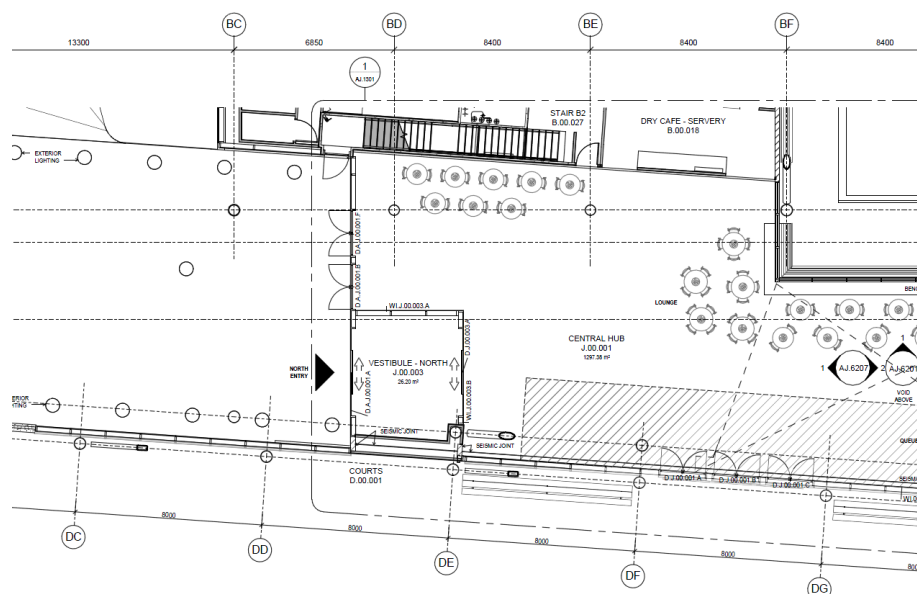
The southernmost main entrance serves pedestrians arriving from Moorehouse Avenue, or the southern end of the onsite car parking.

### **Main Entrances West**

The western entrances serve pedestrians who have utilised the onsite car parking, or those who have arrived and been dropped off in the drop off zone such as sports teams and school groups.

Having three accessible entrances supports the aspirational goals of the MSF, and is a clear statement that equal access is a key driver to the design.

## 18.1 MAIN ENTRANCE – NORTH



### 18.1.1 GENERAL

The northernmost main entrance serves pedestrians arriving from St. Asaph Street, or the north end of the onsite car parking.

The entrance itself consists of two pairs of dual panel outward swinging doors, and a vestibule to the south which has dual panel automatic sliding doors. The vestibule entrance will be the point of entry for most people, especially those with disabilities or impairments because it will require no interaction to traverse.

### 18.1.2 LANDINGS

The entrance is located on an accessible route with appropriate gradients but it was unclear if a clear level approach space in excess of 1200x1200mm both inside and outside the entrance was achieved.

#### 18.1.2.1 Recommendation

*Confirm that all the accessible entrances to the MSF have a clear level approach space in excess of 1200x1200 both inside and outside.*

### 18.1.3 ILLUMINATION

No specification indicating the entrance way will be illuminated so as to be clearly distinguishable from the surroundings was provided, refer to the illumination section of this report for further information and recommendations.

### 18.1.4 THRESHOLDS

From the developed design we could not establish if a level threshold was provided at this entrance. Elimination of thresholds is preferred whenever possible.

#### 18.1.4.1 Recommendation

*Confirm the threshold heights at all the entry points to the MSF.*



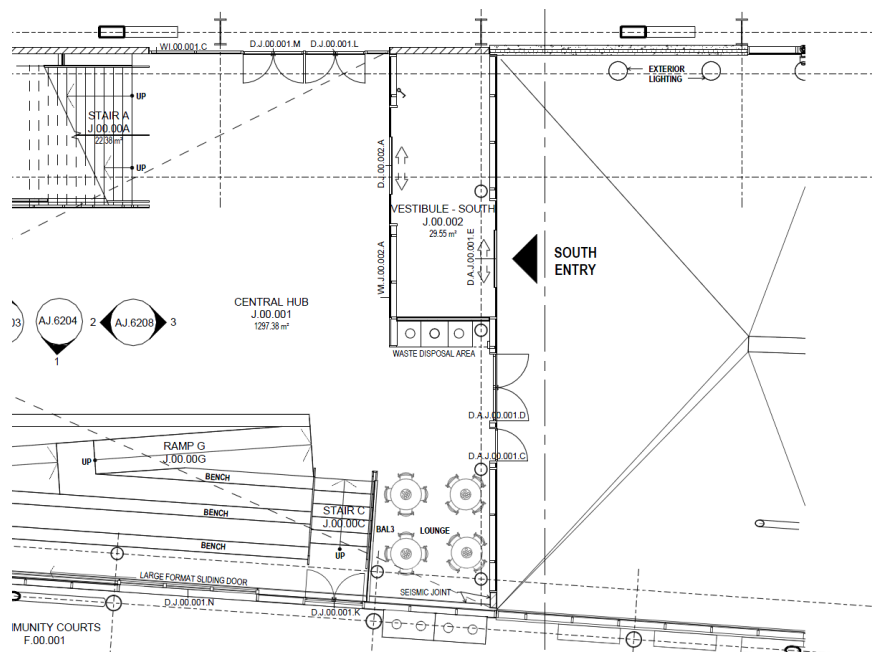
**18.1.5 SIGNAGE**

Not detailed at this stage of the design. Refer to the signage section of this report for specific recommendation on signage to be implemented during the detailed design stage.

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## 18.2 MAIN ENTRANCE – SOUTH



### 18.2.1 GENERAL

The southernmost main entrance serves pedestrians arriving from Moorehouse Avenue, or the southern end of the onsite car parking.

The entrance itself consists of a dual panel outward swinging door, a single panel outward swung door, and a vestibule to the east which has dual panel automatic sliding doors. The vestibule entrance will be the point of entry for most people, especially those with disabilities or impairments.

### 18.2.2 LANDINGS

The entrance is located on an accessible route with appropriate gradients but it was unclear if a clear level approach space in excess of 1200x1200mm both inside and outside the entrance was achieved.

#### 18.2.2.1 Recommendation

*Confirm that all the accessible entrances to the MSF have a clear level approach space in excess of 1200x1200 both inside and outside.*

### 18.2.3 ILLUMINATION

No specification indicating the entrance way will be illuminated so as to be clearly distinguishable from the surroundings was provided, refer to the illumination section of this report for further information and recommendations.

### 18.2.4 THRESHOLDS

From the developed design we could not establish if a level threshold was provided at this entrance. Elimination of thresholds is preferred whenever possible.



**18.2.4.1 Recommendation**

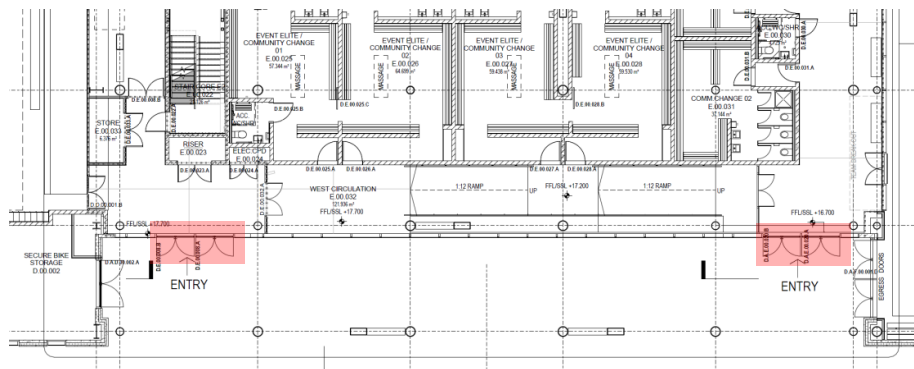
*Confirm the threshold heights at all the entry points to the MSF.*

**18.2.5 SIGNAGE**

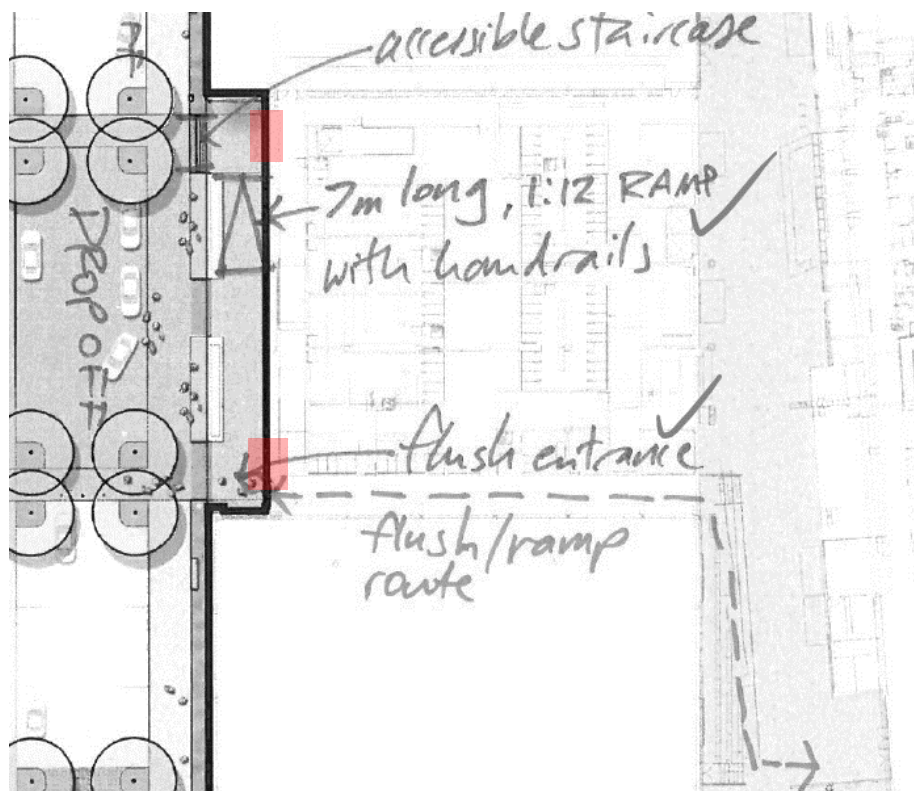
Not detailed at this stage of the design. Refer to the signage section of this report for specific recommendation on signage to be implemented during the detailed design stage.

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### 18.3 MAIN ENTRANCE – WEST



Above: Interior View of the Western Main Entrance



Above: Exterior View of the Western Main Entrance

#### 18.3.1 GENERAL

The western entrances serve pedestrians who have utilised the onsite car parking, or those who have arrived and been dropped off in the drop off zone such as sports teams and school groups.

The entrances consist of two pairs of dual panel outward swinging doors, each pair is located to the North and South of the building face. Either of these entrance will be the point of entry for most people arriving on this side of the building including those with disabilities or impairments.



From the plans provided it appears that the Southern entry door will come in flush off the car parking area, and the Northern entry door will have an accessible ramp and stair connecting to it which seems reasonable.

#### 18.3.2 LANDINGS

The entrance is located on an accessible route with appropriate gradients but it was unclear if a clear level approach space in excess of 1200x1200mm both inside and outside the entrance was achieved.

##### 18.3.2.1 **Recommendation**

*Confirm that all the accessible entrances to the MSF have a clear level approach space in excess of 1200x1200 both inside and outside.*

#### 18.3.3 ILLUMINATION

No specification indicating the entrance way will be illuminated so as to be clearly distinguishable from the surroundings was provided, refer to the illumination section of this report for further information and recommendations.

#### 18.3.4 THRESHOLDS

From the developed design we could not establish if a level threshold was provided at this entrance. Elimination of thresholds is preferred whenever possible.

##### 18.3.4.1 **Recommendation**

*Confirm the threshold heights at all the entry points to the MSF.*

#### 18.3.5 RAMP AND STAIR

No detail for the accessible ramp and stair was provided other than a note confirming that they would be accessible once detailed.

##### 18.3.5.1 **Recommendation**

*Ensure that the accessible staircase and ramp to the northernmost entry door at the western main entrance are detailed to NZS4121:2001 as a minimum.*

#### 18.3.6 SIGNAGE

Not detailed at this stage of the design. Refer to the signage section of this report for specific recommendation on signage to be implemented during the detailed design stage.

## 19.0 BLIND FOUNDATION COMMENTS

### 19.1 PREAMBLE

The following comments have been provided to BFNZT by Blind Foundation for inclusion within our report. Unless otherwise stated these are 'best practice' recommendations from the perspective of blind and low vision users only.

#### 19.1.1 ACCESS ROUTES TO THE FACILITY

It is essential that those who are blind or have low vision are able to locate the entry to the grounds of the Metro Sports Hub and to travel safely and independently to the entrances. This includes travelling from the external footpath.

##### 19.1.1.1 BLIND FOUNDATION RECOMMENDATION

*There should be separation of pedestrian routes and vehicle routes to increase the safety and ease of wayfinding.*

##### 19.1.1.2 BLIND FOUNDATION RECOMMENDATION

*Recommend that there are links to the design from the street level to give priority to pedestrians and warning of potential hazards as well as directional wayfinding.*

##### 19.1.1.3 BLIND FOUNDATION RECOMMENDATION

*Recommend that the priority on the footpath remains with the pedestrian.*

Where the vehicles are required to also pass the cycle lane to enter the facility the priority should be with the active transport mode. There is potential conflict but this has not been noted within the report.

People who are blind or have low vision find straight lines of travel easier to navigate and orientate to. LG 1200 and 1204 – the pathway from the street is not continuous and straight. There is no guidance for blind or low vision pedestrians to locate connecting footpaths and to realign their direction of travel.

##### 19.1.1.4 BLIND FOUNDATION RECOMMENDATION

*Recommend that the coach area is moved from the current location into the adjacent carpark area and the pedestrian route is straightened and includes grade separation or other environmental features such as a garden edge to provide wayfinding.*

To know when they have veered into the roadway (or area permitted by vehicles) a person who is blind or has low vision relies on detecting a change in gradient such as a standard kerb. The Blind Foundation recommends grade separation or where this cannot be achieved tactile guidance.

##### 19.1.1.5 BLIND FOUNDATION RECOMMENDATION

*Recommend kerb height separation of 650mm minimum (LG 4407 shows kerb heights below this).*

Paving materials should provide wayfinding information for pedestrians to easily identify and navigate their journey to the entrances. People who are blind or have low vision are alerted to changes by texture and visual contrasts but these need to have known meanings to be usable. Various shared surfaces (P05 – P07) have been identified in the key LG 130 which may not be clearly identifiable by drivers and pedestrians. While confusion is beneficial to keep people alert it can cause confusion. i.e.

- Is P07 being used also for shared cycle pedestrian footpath where there would be no vehicles? If yes recommend that the colour be different to the areas where cars would also be included? LG 1205 shows a small section of change to P05, recommend that this would continue where vehicles are expected with P07.



**19.1.1.6 BLIND FOUNDATION RECOMMENDATION**

*Recommend the accessible path of travel is kept to one surface texture and colour and shared surfaces have a detectable change only where the car would be included.*

There should be warning of drop offs from path ways – 1201 LG 4302 show level changes adjacent to pathways.

**19.1.1.7 BLIND FOUNDATION RECOMMENDATION**

*Recommend inclusion of visual and tactile warning for pedestrians.*

It is great to see a high number of cycle parks.

**19.1.1.8 BLIND FOUNDATION RECOMMENDATION**

*That these are set back off footpaths with sufficient space to stack a cycle without extending into the accessible footpath (AH 10001). High colour contrast is recommended to visually identify them as objects adjacent to the accessible route would be beneficial as they are on the same paved areas in some locations.*

Bollards (including the retractable versions LG 444) can be tripping hazards for those who are blind or have low vision.

**19.1.1.9 BLIND FOUNDATION RECOMMENDATION**

*Recommend they are a minimum of 1m in height, have high contrast to their immediate background in all lighting conditions and have two reflective bands of 150mm widths.*

Locating entrance doors can be a challenge for those who are blind or have low vision.

**19.1.1.10 BLIND FOUNDATION RECOMMENDATION**

*Recommend use of tactile and visual clues including paving, gardens, and high contrast colours to the doors and glazing. Also where the doors are automatic to have two bands of manifestations (850 – 1 000 mm and 1 400 – 1 600 from the ground as well as the moving parts of the doors.*

Obstacles and items in the path of travel are hazardous for those who are blind or have low vision.

**19.1.1.11 BLIND FOUNDATION RECOMMENDATION**

*Recommend all footpaths be logical in design with no projections or obstacles placed into the pathway requiring deviations. LG 1200 and detailed drawing 1201 show timber platforms extending out into the pathway. The recommendation is to reduce or move the structure so the footpath remains straight.*

People who are blind or have low vision may not be able to detect plants growing out across the footpath.

**19.1.1.12 BLIND FOUNDATION RECOMMENDATION**

*Recommend planting adjacent to pedestrian areas should be planted to ensure they do not grow out in the footpath LG 1206 show planting adjacent to the footpaths through the car parks.*

LG 9500 and 9539 indicate use of plants that can be hazardous to pedestrians if sited where they can grow into the path.

**19.1.1.13 BLIND FOUNDATION RECOMMENDATION**

*Recommend that if these types of plants are used they are set back to allow for growth and wind effect.*



Emergency exits need to be fully accessible to everyone. Where there steps that would be used for day to day travel or emergency egress these should have warning tactile ground surface indicators (tgsi) installed. i.e. LG 1202 has steps to the dry bar at the northern end with no tgsi indicated. Great to see that yellow tgsi have been selected for this project.

**19.1.1.14 BLIND FOUNDATION RECOMMENDATION**

*Also recommend handrails are of high contrast.*

**19.1.1.15 BLIND FOUNDATION RECOMMENDATION**

*All ramps should have contrasting handrails installed. LG 4306 should have handrails fitted for support and balance.*

C02, C04 are water features within the entrance way – need colour, contrast and detectable features (to within 150 mm of the ground). Are there more specifications available on the design of the water features?

Tactile ground surface indicators (great to see yellow are indicated on the plans) need to be installed at all entrance locations from the street and within the facility to locate all of the public entrances. Directional tgsi are not shown on the key notes. These should be included where direction changes to locate doors and from the footpath on the street.

**19.1.2 CONTRAST**

Contrast (colour, texture, sound) is important to enable those who are blind or have low vision to travel safely and independently and to facilitate wayfinding and locating services and facilities. This includes paving, bollards, doorways, doors, glazing, signage, handrails, furniture and furnishings/controls.

The Aesthetic treatment of glass and materials does not provide enough detail to determine the contrast that will be provided. It is also important to ensure that glazing does not create visual discomfort or shadowing within the facility. Highly patterned glazing can cause visual discomfort for many people specifically for those who have low vision.

**19.1.3 HANDRAILS**

Should contrast highly with the immediate background in all lighting conditions and have returned rails. LG 4415 and LG 4437 4438 show a rounded edge  
The handrails to the warm water pool appear to start on the ramped area with no extension. People who are blind or have low vision rely on consistency in design.

**19.1.3.1 BLIND FOUNDATION RECOMMENDATION**

*Recommend the design is standard for all ramps and stairs. (AB 8102)*

Acoustics 3.0 of the Developed Design Report indicates external noise levels, has any consideration been made for sports such as goalball where silence is required in the sports hall?

Also areas of reception to be painted non glare, colour contrast for ease of lip reading and signing.

**19.1.4 GLAZING**

Opaque bands do not provide sufficient contrast for persons who have low vision.

**19.1.4.1 BLIND FOUNDATION RECOMMENDATION**

*Recommend that a stronger contrasting band that provides high contrast to the immediate background in all lighting conditions is used. This could also be branding or colour coded to add to the wayfinding strategy.*





Glass balustrades are difficult to see for those who have low vision (and those not concentrating).

**19.1.4.2 BLIND FOUNDATION RECOMMENDATION**  
*Recommend high contrast items to be placed*

**19.1.5 FURNITURE AND FURNISHING**

For a person who has low vision it is a challenge to locate services and facilities if these do not have a strong visual contrast to the immediate background and it is frustrating to bump into or spend time trying to locate these.

**19.1.5.1 BLIND FOUNDATION RECOMMENDATION**  
*Recommend all fixed fittings, equipment and furnishings are strongly colour contrasted to their immediate background (including lockers, drink fountains, basins, toilets, benches, beds, rubbish bins (not detailed in LG 4430) and door handles). (AE 6401 shows basins and toilet pans that blend into the floor and wall colours).*

The type 2 fold down bed shown has a better contrast if sited against a lighter background.

**19.1.5.2 BLIND FOUNDATION RECOMMENDATION**  
*There should be a detectable feature to within 150 mm of the ground for all furnishings and furniture.*

The darker tile behind the white basin in the accessible (BASA) shows excellent contrast. Grab rails and shower fixtures need to have sufficient contrast to the walls (AE 6404 shows good contrast with orange colour of seating. This is the degree of contrast that would be visible for those who have low vision. The stainless steel of the rails and shower fixtures and light colour fold down seat would not be as easily detected visually.

People who are blind or have low vision will want to access the play equipment with families. The pictures show a great use of yellow colour on lower section; recommend that the colour is extended to cover the full height as the grey can blend in to the pavement and building colours.

Walls, doors and floors should have strong contrast to facilitate navigation. This can also be used for wayfinding. Circulation internal finishes report indicates fibre cement sheet and acrylic paint finish and concrete floors but no colour information. Pools show a grey finish and tiling and no detailing on contrasting colours and textures for identification of pool edges (AH 1002). Accessible change has ceramic tiles on walls and floors but no indication of level of contrast. Request more details on finishes to be used.

**19.1.6 STAIRS**

Stairs can present as a single level when in one colour for a person who has low vision.

**19.1.6.1 BLIND FOUNDATION RECOMMENDATION**  
*Recommend that to be able to detect the edges of stairs ascending and descending (STN 1, AB 5001, 5002) a strong contrasting colour for stair nosing's (on leading edge and riser) and installation of yellow tgsi set back as per AS/NZ Standard 1428.4.1 and RTS 14.*

**19.1.7 COMPLEXITY**

Complex patterns in furnishings and fittings can cause visual discomfort for people who have low vision.

**19.1.7.1 BLIND FOUNDATION RECOMMENDATION**  
*Recommend low complexity in all fittings and furnishings including glass manifestations.*



**19.1.8 LIGHTING**

People who have low vision take longer to adjust to changes in lighting levels and with some eye conditions photophobia is present.

**19.1.8.1 BLIND FOUNDATION RECOMMENDATION**

*Recommend that lighting levels be kept even throughout circulation areas and rooms and brighter where there are hazards such as stairs.*

Abrupt changes should be avoided (including at entry/exit). Glare should be avoided (direct or veiled). Recommend strategies used to avoid glare from external and internal sources (including skylights AH 1005). Request information on the blind system being used.

**19.1.9 CIRCULATION ROUTES WITHIN THE BUILDING**

12.5.2.9 Change rooms notes lockable lockers within the circulation space.

**19.1.9.1 BLIND FOUNDATION RECOMMENDATION**

*Blind Foundation recommends that these are located adjacent to the accessible route and that there are accessible lockers for those who are blind or have low vision. i.e. if touch screen technology is used there needs to be an accessible way to access this for those unable to read the screens and/or locate the appropriate touch screen locations.*

**19.1.10 2.5.4.1.1 TO 2.5.4.1.5**

All of these support facilities should be designed to be detected (visually and tactually) and not be placed (or have any associated furniture or furnishings) within the circulation routes of persons who are blind or have low vision. I.e. not to have protruding parts blocking the route that would be travelled. AC 1310 shows great design with the vending machines lining up with the approach route and opening extent of the adjacent doors.

Straight lines of travel within buildings are easier to navigate and orient to for people who are blind or have low vision. The uneven wall surface around the warm water pool could be a challenge for travellers on both sides (AH 1002, AB 1306).

**19.1.10.1 BLIND FOUNDATION RECOMMENDATION**

*Recommend to have straight walls or to provide detectable furniture along both sides of the walls to aid straight line travel.*

Desks that are built in straight lines from walls are easier for those who are blind or have low vision to orientate to and from.

**19.1.10.2 BLIND FOUNDATION RECOMMENDATION**

*Recommend that the reception desk is built with sides perpendicular to the wall behind (AJ 1302)*

Consistency in design is essential for those who are blind or have low vision. The relationship between facilities on each floor should be the same i.e. the men's and women's toilet/change rooms should always have the men on the left of the women's or vice versa (AH 1004). Café dining (AJ 1301) that is not within a defined identifiable space are tripping and bump hazards for those who are blind or have low vision.

**19.1.10.3 BLIND FOUNDATION RECOMMENDATION**

*Recommend that dining areas and tables are located in set areas that is not part of the circulation area or is set behind a detectable feature such as planters/fencing with high visual contrast and a feature to within 150 mm of the ground.*

Doors should open in the same direction within a room, recommend that toilet doors all open inwards (AC 6005).



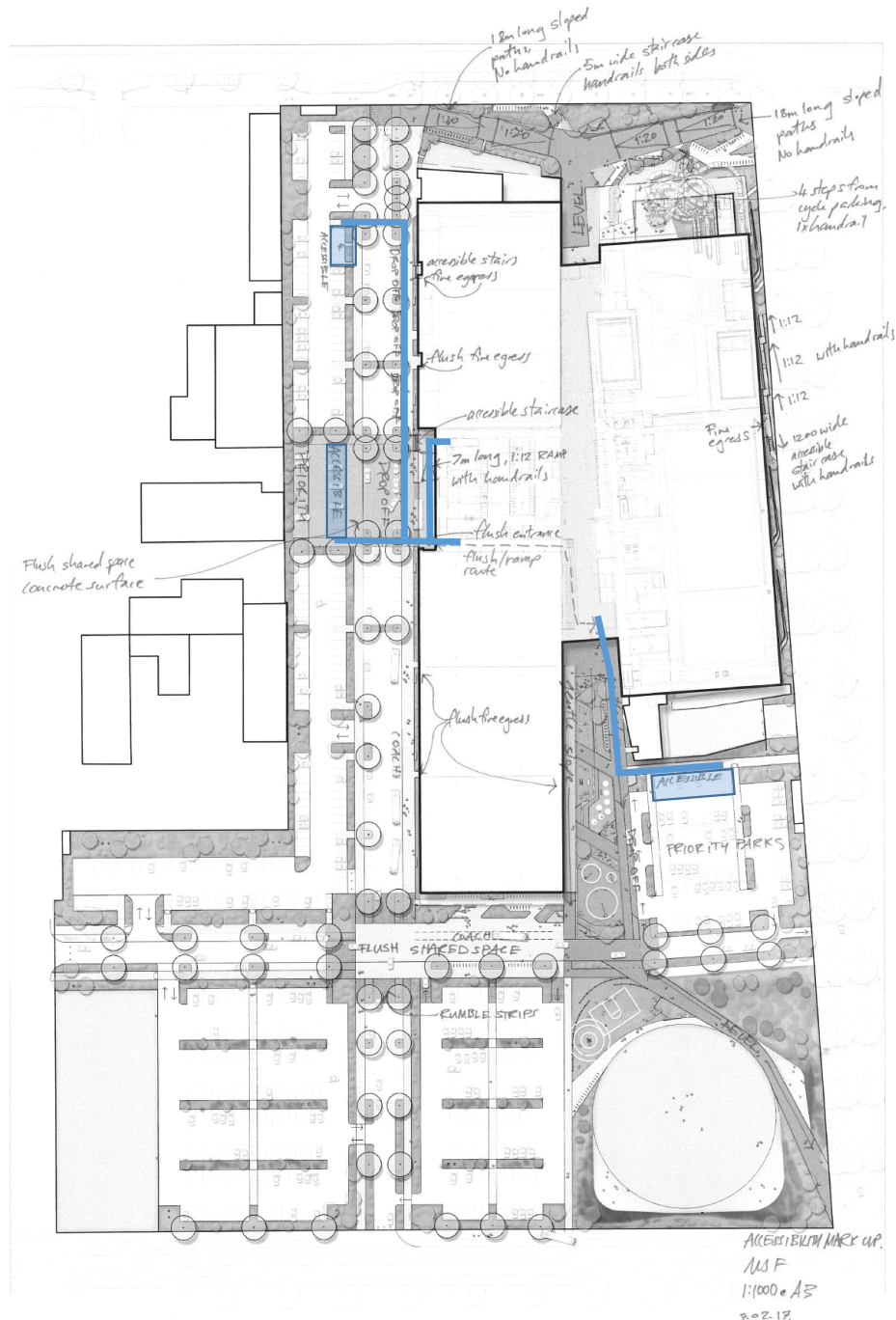
**19.1.11 WAYFINDING AND SIGNAGE**

Those who are blind or have low vision rely on accessible signage and wayfinding strategies to travel safely and independently and to locate features and destinations within buildings. Recommend an accessible wayfinding strategy is adopted for this project that includes best practice in the Blind Foundations Accessible Signage Guidelines.

FIRST DRAFT

## 20.0 LANDSCAPE / EXTERIOR

### 20.1 CAR PARKS



#### 20.1.1 LOCATION

The parking identified as accessible is appropriately located near entrances, including the main southern entry and western entries into Zone E

#### 20.1.2 ACCESSIBLE PARKS NUMBER REQUIRED

NZS4121:2001 is the only acceptable solution for the provision of accessible car parking spaces, the accessible parks must be provided in the following ratio as a minimum.

Consideration should be given to high use building types such as the MSF which are most likely going to be more accessed by people with disabilities than a regular building would be.

Total number of car parks	Number of accessible car park spaces
1 – 20	Not less than 1
21 – 50	Not less than 2
For every additional 50 car parks or part of a car park	Not less than 1

Above: NZS4121:2001 Table 1

The MSF provides a total of 547 car parks.

Of this 22 parks are identified on the plans as accessible parks, which is almost double the minimum number of accessible parks required by NZS4121:2001 and will be greatly appreciated by people with disabilities who may visit or work at the facility.

#### 20.1.3 PARENTING PARKS

(While not required legislatively) If standard parks are to be provided for general public it is becoming more common to provide 'parent and child' parking bays, reserved for parents travelling with children (often up to approximately eight years of age).

These are usually designed on the same dimensions of accessible parking spaces to provide protection from traffic while children, push chairs and prams are being taken out of, or put back into, a car.

Supermarkets are implementing this type of parking to great success.

##### 20.1.3.1 Best Practice

*While not required legislatively if standard car parks are to be provided for general public (visitors) it is becoming more common to provide 'parent and child' parking bays, reserved for parents travelling with children (often up to approximately eight years of age). The areas around and next to the accessible parks would be suitable for these parks if included.*

#### 20.1.4 CAR PARK DIMENSIONS

Not detailed on the plans, spaces appeared to be indicative only.

As a point of consideration it should be noted that while the acceptable solution NZS4121:2001 sets minimum criteria for accessible car parks it is over 15 years old, and since its publication technologies around vehicles for people with disabilities have evolved enabling significantly more independence to the people who own them.

Examples of this include the growingly popular van modified so that a ramp comes out of the side door and the user can drive their chair up into the van, to the driver's seat, lock themselves in place and then drive the van.

Standard accessible parks do not enable vans with the side ramp to use them, therefore it is recommended that several accessible parks are placed so that there is a 2400mm clear space one side of the park so as to enable the ramp to fold down and still give suitable amounts of clear space at its foot for the user to get off the ramp.

**20.1.4.1 Recommendation**

*Detail the accessible car parks to NZS4121 Fig.7 below.*

**20.1.4.2 Best Practice**

*Provide several accessible parks placed so that there is a 2400mm clear space one side of the park to enable vans with side ramps to utilise the park safely.*

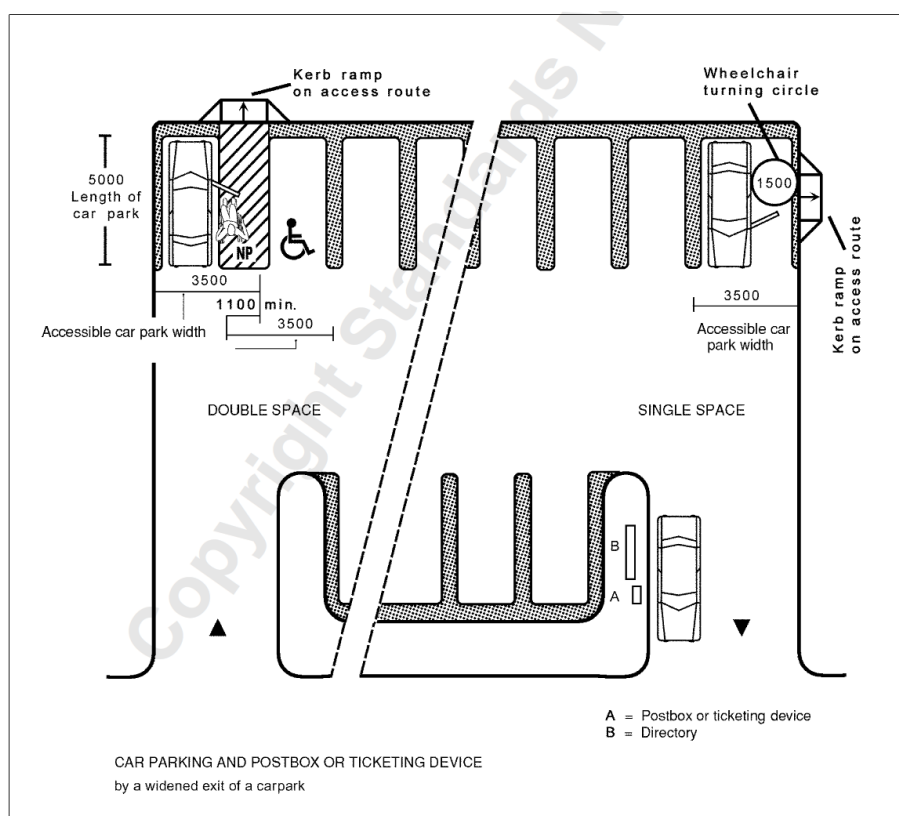


Figure 7 - Car parking



#### 20.1.5 VERTICAL CLEARANCE

The required vertical clearances (headroom) will easily be achieved given that the car parking areas are located in an open space with no canopy overhead.

#### 20.1.6 TGSi

Tactile ground surface indicators are indicated in key locations through the carpark, however given the complexity of the car park and areas of shared space it is our view that a meeting should be had with the Blind Foundation and BFNZT to discuss the strategy for wayfinding through the carpark use of TGSi on the site.

RTS14 is the best practice solution for the implementation of TGSi in areas with vehicles and pedestrians.

##### 20.1.6.1 *Best Practice*

*Given the complexity of the car park and areas of shared space it is our view that a meeting should be had with the Blind Foundation and BFNZT to discuss the strategy for wayfinding through the carpark use of TGSi on the site.*

#### 20.1.7 ACCESS FROM CAR PARK

The southern accessible car parks are configured in such a way that the user will not have to pass behind parked cars to get to the accessible route and the building entrance. The western parks did not appear to be achieving this requirement however.

##### 20.1.7.1 *Recommendation*

*Ensure that the western accessible car parks do not require people with disabilities to pass behind parked cars when moving to an accessible route or when approaching the buildings entrance.*

#### 20.1.8 SURFACE

From the documentation provided we were unable to ascertain if the accessible car parks will provide a stable, firm, slip resistant flat surface with a slope not exceeding 1:50.

##### 20.1.8.1 *Recommendation*

*Provide detail to confirm that the accessible car parks will provide a stable, firm, slip resistant flat surface with a slope not exceeding 1:50.*

#### 20.1.9 SHELTER

The accessible carparks and their routes are not undercover which will be frustrating to many users as it can take several minutes for a wheelchair user to get into their wheelchair if arriving by car, or around a minute or two to get outside the vehicle when arriving by van or similar. This means that where no covered parking or drop off areas are available if it is raining the user will be exposed to the rain for a length of time. NZS4121:2001 states that 'car parks, drop-off points and accessible routes shall be covered whenever practicable'

##### 20.1.9.1 *Recommendation*

*If practicable to do so the accessible carparks must be covered to shelter users from the elements.*

#### 20.1.10 FACILITIES ACCESSIBLE FROM A VEHICLE

No information on ticket dispensers or kerbside machines/facilities intended to be used by people who drive was present within the developed design.



**20.1.10.1 Recommendation**

*If ticket dispensers or kerbside machines/facilities intended to be used by people who drive are to be provided, then ensure that they align with the dimensions of NZS4121 Fig.9 below*

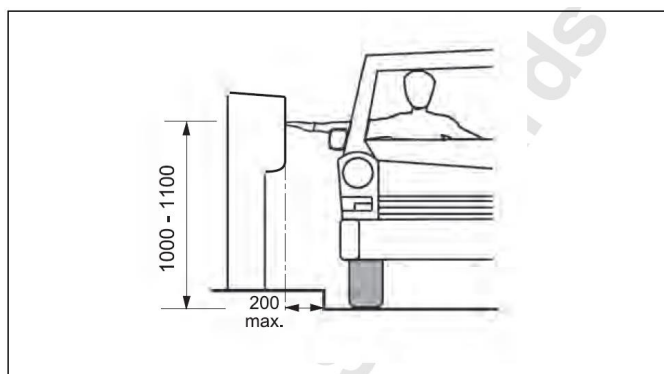


Figure 9 – Facilities accessible from vehicle

**20.1.11 DIRECTORY BOARDS FOR CARPARKS**

No information on directory boards was present within the developed design.

**20.1.11.1 Recommendation**

*If directory boards are to be provided within the car parking areas then they shall be sited less than 1000mm from the kerb shall be raked at least 6° from the vertical and be no higher than 1750mm above ground level.*



## 20.2 FOOTPATHS AND LANDINGS

### 20.2.1 LONGITUDINAL GRADIENTS

The longitudinal gradients of the footpaths around the MSF appeared to be no steeper than 1:20 (around 1:30 on average) and distances between landing areas seemed in line with NZS4121:2001 requirements summarised below.

- *Where the longitudinal gradient of a footpath is steeper than 1:33 but does not exceed 1:20 then level rest areas shall be provided at intervals not exceeding 18m. These shall be not less than 1200mm in length.*

### 20.2.2 CROSS FALL GRADIENTS

Cross fall gradients of footpaths were not specified within the documentation

#### 20.2.2.1 **Recommendation**

*Ensure that the transverse gradient of crowned or banked footpaths or ramps shall not exceed 1 in 50 (see figure 10).*

### 20.2.3 SURFACES

The surface for the footpaths was not specified.

#### 20.2.3.1 **Recommendation**

*Confirm the surface finishes of footpaths around the MSF, ensuring that the selected materials and finishes will be stable and slip resistant during normal usage conditions eg. when wet.*

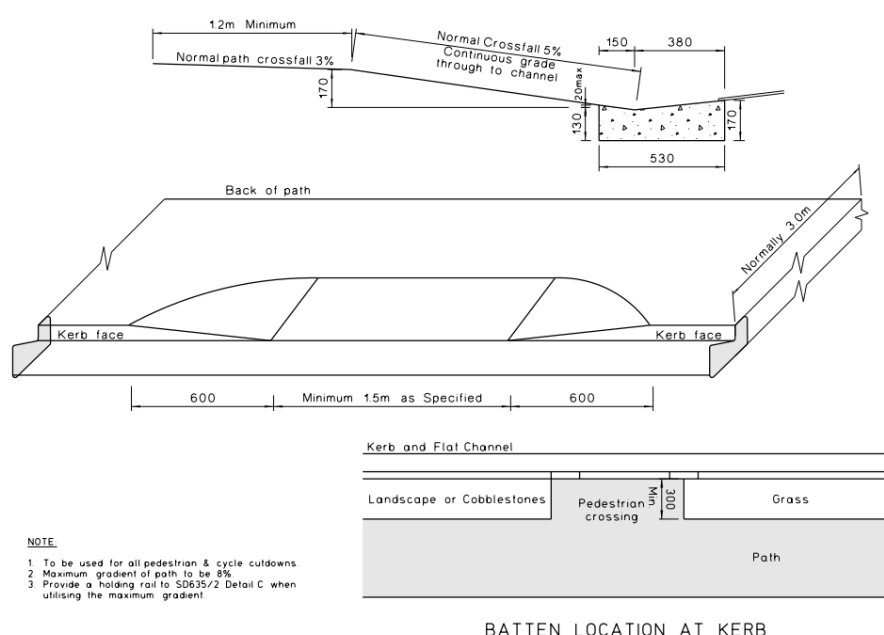
## 20.3 KERB RAMPS

### 20.3.1 GENERAL

Kerb ramps appeared to be located to give an unobstructed view of traffic approaching from any direction and where footpaths crossed a kerb.

### 20.3.2 CONSTRUCTION

Kerb ramps were specified to be aligned to standard Christchurch City Council details.



Above: CCC Standard Kerb Detail SD613

From past audits in the Canterbury region we know that the standard Christchurch City Council details are not fully aligned to NZS4121:2001 as several dimensions are missing from them, including TGS1 placement. However, they do exceed the NZS4121:2001 Fig.46 minimums where dimensions are stipulated and it is unlikely that Christchurch City Council would not accept their own detail.

#### 20.3.2.1 Best Practice

*We suggest that as the design progresses that all existing/proposed kerbs are audited against NZS4121:2001 section 13.4 and NZTA RTS14 to ensure their suitability.*

### 20.3.3 SURFACE

At this stage of the design no specification of the surface finish for kerb ramps was available.

#### 20.3.3.1 Recommendation

*Specify that the kerb ramp will have a slip resistant finish, contrasting in both colour and texture with the adjacent footpath and road as shown in NZS4121:2001 figure 47.*

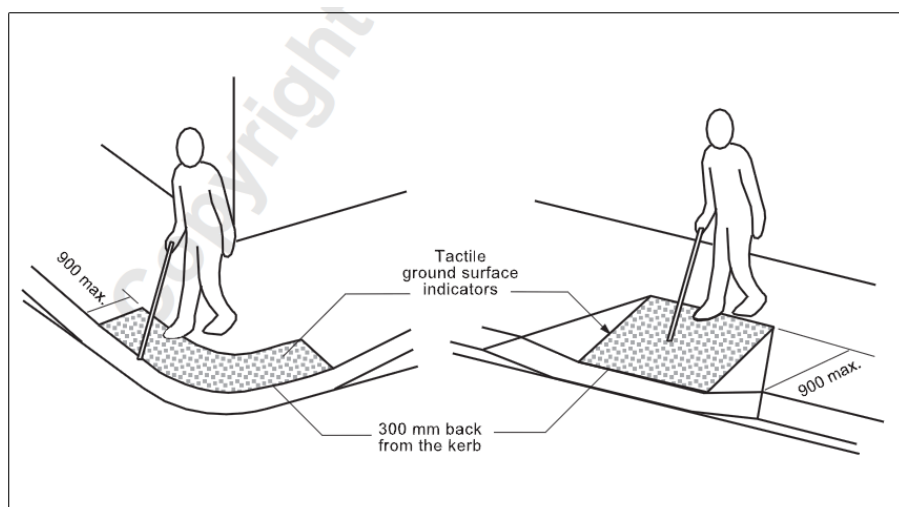


Figure 47 – Tactile ground surface indicators at kerb ramps

#### 20.3.4 TGSi

Tactile ground surface indicators are indicated in several locations through the carpark, however given the complexity of the car park and areas of shared space it is our view that a meeting should be had with the Blind Foundation and BFNZT to discuss the strategy for wayfinding through the carpark use of TGSi on the site.

RTS14 is the best practice solution for the implementation of TGSi in areas with vehicles and pedestrians.

##### 20.3.4.1 Best Practice

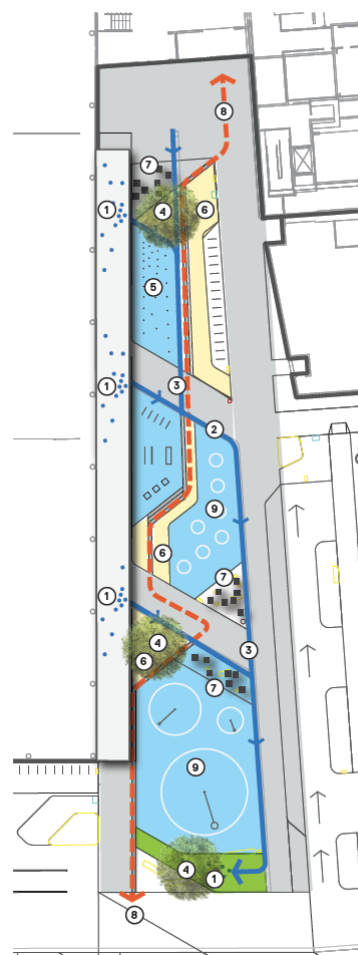
*Given the complexity of the car park and areas of shared space it is our view that a meeting should be had with the Blind Foundation and BFNZT to discuss the strategy for wayfinding through the carpark and use of TGSi on the site.*

#### 20.3.5 TRAFFIC SIGNALS

No traffic signals were detailed within the documentation.

## 20.4 SOUTHERN CIVIC SPACE CONCEPT

### SOUTHERN CIVIC SPACE CONCEPT



#### WATER

- ① CYCLE OF WATER BECOMES A FEATURE AS RAIN SHEDS FROM CANOPY, AN EXPRESSION OF LOVE BETWEEN RANGINUI AND PAPATŪĀNUKU
- ② FORMS EPEHMERAL STREAM THROUGH 'ERODED' CHANNEL AND NOURISHES PAPA THROUGH RAIN GARDEN
- ③ SHALLOW STONE CHANNEL FORMS WATER THRESHOLDS THAT SIGNAL ENTRANCE INTO NEW TERRITORY

#### LANDSCAPE

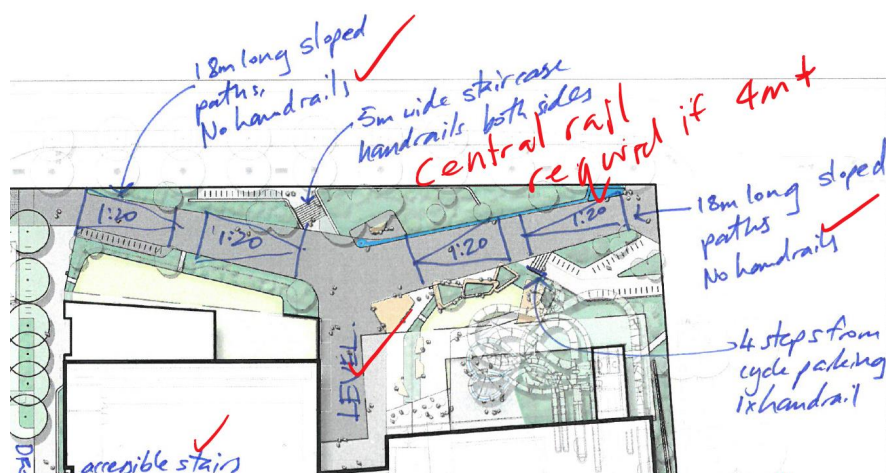
- ④ TREES SPECIES TRANSITION FROM LOW TO HIGH GROUND SPECIES FROM THE PORT HILLS ECOSYSTEM, EXPRESSING THE VARIETY OF NATIVE BARK TEXTURES
- ⑤ CLUSTER OF POLES REPRESENT FORESTED AREAS ON HIGH GROUND
- ⑥ FLOWING MASS DRYLAND PLANTING IS ENLIVENED BY THE WIND
- ⑦ 'VOLCANIC OUTCROPS' PUNCTUATE GROUND PLAIN AND PROVIDE REST SPACES

#### ACTIVITY

- ⑧ 'SINGLE TRACK' ALTERNATIVE ROUTE ALONG BALANCE WALL
- ⑨ VIVID BLUE ACTIVITY ISLANDS OF FUN AND ENERGY, BRING LIFE TO THE SPACE BETWEEN RANGI AND PAPA

This will provide an engaging sensory experience when approaching the southern entrance to the MSF, however detail will need to be supplied to make further comment and ascertain what level of opportunity and accessibility this will offer for people with disabilities.

## 20.5 NORTH ENTRANCE CONCEPT



Appears to provide a compliant accessible route connection from St. Asaph Street by way of 1:20 slopes with landings at 18m intervals.

### 20.5.1 STAIRS TO ST. ASAPH STREET

Ensure that these are designed as accessible stairs, currently noted on the plans as 5m with handrails both sides. Where stairs exceed 4.0m width a central handrail is required if the stair is forming part of the accessible route.

#### 20.5.1.1 Recommendation

*The landscape design stairs to St. Asaph Street should be designed as accessible stairs and with a noted width of 5.0m should have a central handrail in addition to handrails both sides.*

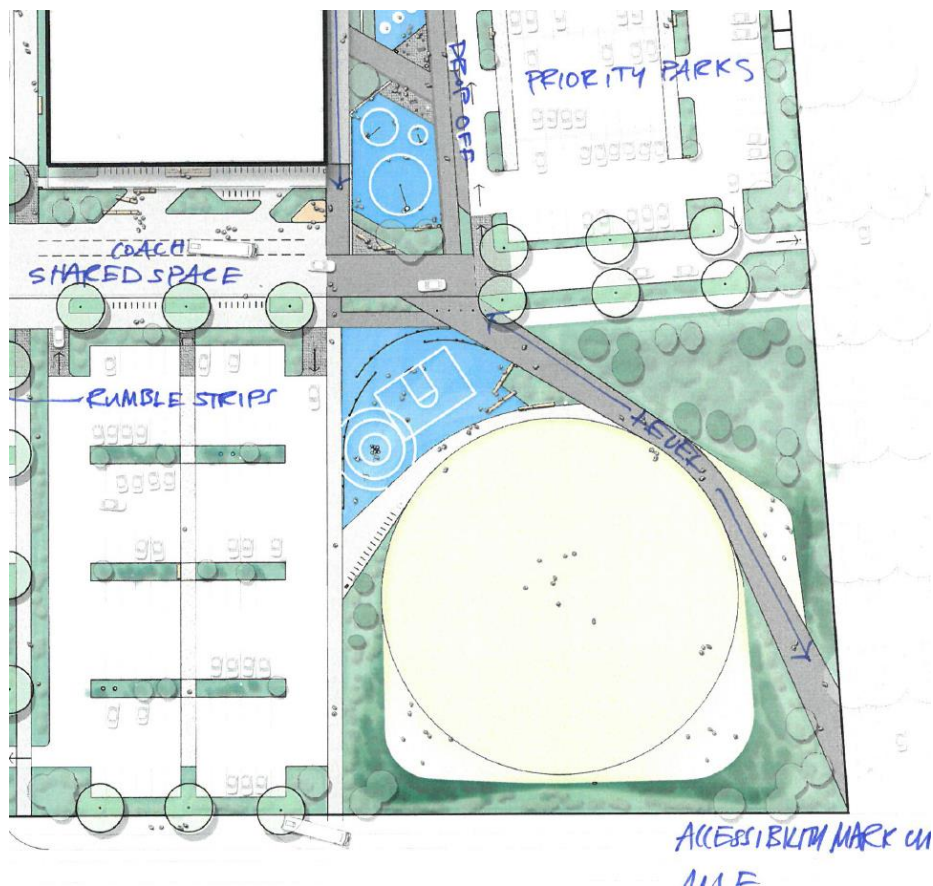
### 20.5.2 STAIRS TO BIKE PARK

Ensure that these are designed as accessible stairs. Currently only detailed as having one handrail this could present a barrier to impaired cyclists using the area.

#### 20.5.2.1 Recommendation

*The landscape design stairs to the Bike Parking area should be designed as accessible stairs with handrails both sides.*

20.6 SOUTHERN RECREATION AREA



This was not detailed within the developed design; we would encourage that as the detail for this is created it is provided to us for comment.





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## 21.0 GENERAL FINDINGS

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FIRST DRAFT

## 21.1 SIGNAGE

### 21.1.1 GENERAL

No information was supplied regarding signage within the developed design package.

Signage is a critical component of ensuring that a building can be navigated confidently and independently by everyone regardless of ability.

#### 21.1.1.1 Recommendation

*Ensure the signage and wayfinding is detailed in accordance with NZS4121 section 4.8 and with specific consideration to the following sections of this report:*

- *Function*
- *Identification*
- *Standard Format*
- *Position*
- *Lettering*
- *Braille*
- *Raised text and pictograms*
- *Contrast*
- *ISA and ISD*
- *Carpark Signage*
- *Viewing Ranges*

### 21.1.2 FUNCTION

Signage must fulfil three functions:

**Informative** – Advising about availability of facility or service;

**Directional** – Directing to specific facility;

**Locational** – Identifying the place where the facility is provided.

### 21.1.3 IDENTIFICATION

At minimum signage must identify: Accessible car parks, Accessible entrances, Services available in the building, Accessible routes through buildings, Accessible stairs or lifts, Location of accessible toilet facilities, Locations of rooms with listening systems.

### 21.1.4 STANDARD FORMAT

Signs shall indicate the direction and name or symbol of an accessible facility and shall incorporate the symbol of access (ISA).

NZS4121:2001 fig.3 below gives an example of these functions in effect.

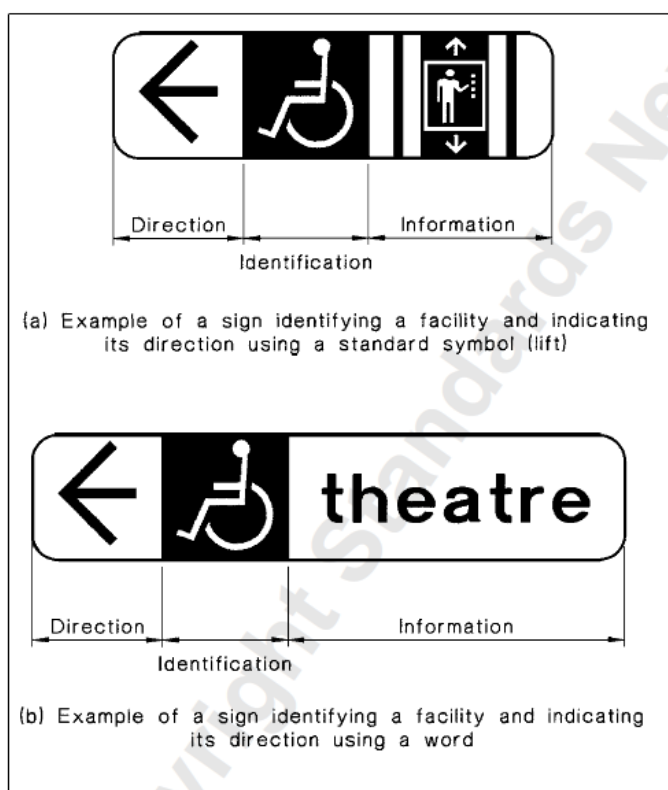


Figure 3 - Examples of signs indicating a facility and its direction

#### 21.1.5 POSITION

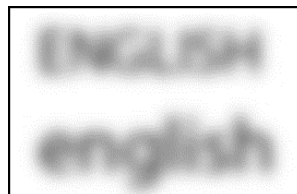
Signs must be positioned and located in a consistent manner. The preferred height for fixing signage on a wall is between 1400 mm and 1700 mm above floor level to lower edge of sign plate.

Signs positioned perpendicular to the path of travel are most likely to be noticed as many people with disabilities have limitations in the movement of their head, and reduced peripheral vision.

#### 21.1.6 LETTERING

The size, type and layout of lettering on signs must be clear and legible. The recommended fonts for use on public signage are Arial, Times New Roman or Helvetica Medium.

Where all capitals are being used on signage to communicate information it is recommended that they instead use all lower case letters. Lettering all in capitals can prove difficult for persons with lower vision or cognitive impairments to read— see below simulated comparison.



**Above:** Comparison of all caps vs. lower case.

Best practice is to refer to the New Zealand Blind Foundations 'Accessible Signage Guidelines' attached in Appendix A of this report for information around font size based on viewing distance.

#### 21.1.7 BRAILLE

While not a legislative requirement in NZ it would be an appreciated feature by the blind community if Braille is included in signage. Refer to the New Zealand Blind Foundations 'Accessible Signage Guidelines' attached in Appendix A of this report for information around use of braille.

#### 21.1.8 RAISED TEXT AND PICTOGRAMS

While not a legislative requirement in NZ having the lettering and pictograms on signage as raised elements on signs will enable blind persons who are unable to read braille to ascertain what the sign says. It is suggested that raised text and pictograms have a 2mm projection.

#### 21.1.9 CONTRAST

Lettering and symbols must clearly contrast with the sign background. An example of strong contrast is white text on a black or safety blue background.

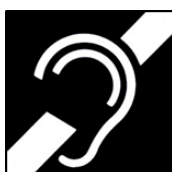


**Above:** Good contrasting signage

#### 21.1.10 ISA AND ISD



ISA is the abbreviation for 'International Sign for Access'. The ISA is used to identify buildings and facilities that are fully accessible in the terms of NZS4121:2001 or the NZBC. It is also used on signs to indicate the direction of an accessible facility such as a car park, toilet, shower or counter. It is required under section 120 of the NZBA2004.



ISD is abbreviation for 'International Sign for Deafness'. The ISD is used to indicate that aids are available to help the deaf. e.g. hearing augmentation - listening systems.

The ISA sign should be clearly displayed at all accessible entrances. Refer to NZS42121:2001 appendix E for more information on the ISA.

The ISD sign should be clearly displayed at all areas where there is a hearing loop/listening system. Refer to NZS42121:2001 appendix E for more information on the ISD.

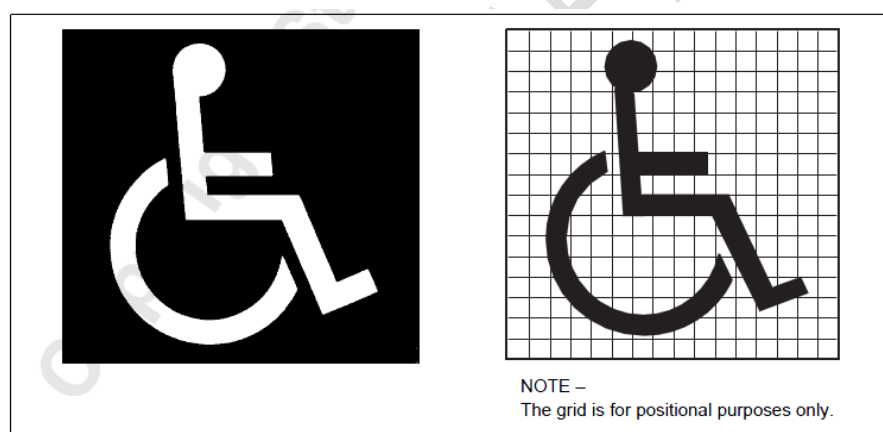


Figure E1 – International symbol for access

#### 21.1.11 CARPARK SIGNAGE

Accessible carparks must be signposted both on the ground and at height on a sign so as to be readily apparent upon entering the carpark area. Signage at height for accessible car parking areas should use the preferred wording as per NZS4121 Fig.4 below.



Figure 4 - Public parking sign

#### 21.1.12 VIEWING RANGES

The below fig.5 from NZS4121:2001 shows common viewing zones and should be referred to during signage design.

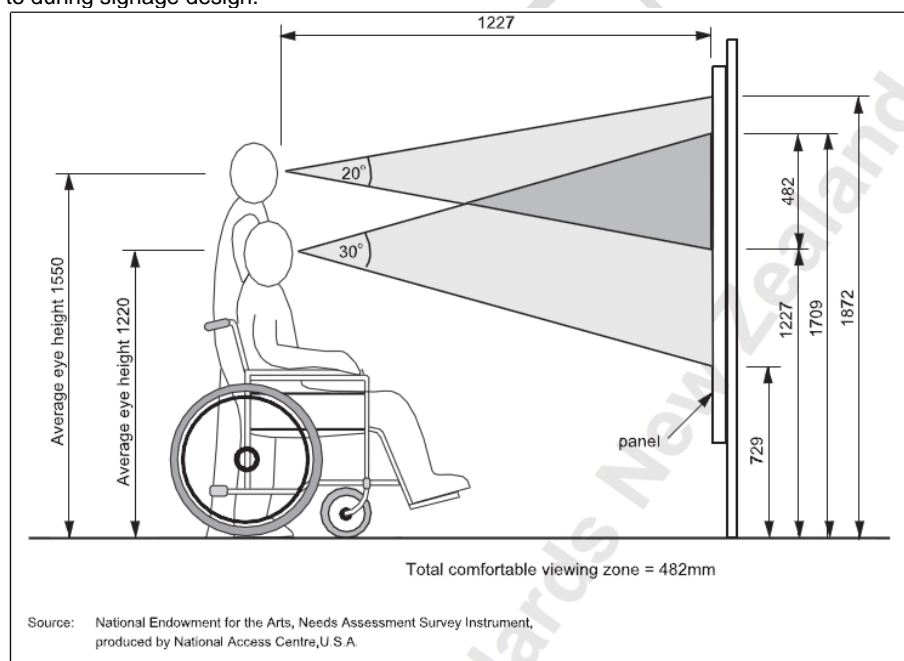


Figure 5 - Zones for viewing and for common viewing

## 21.2 IBEACONS

### 21.2.1 Introduction

iBeacon is a standard that is being integrated into iOS and Android mobile devices. It allows a location-specific signal to trigger an action on a smartphone or tablet.

iBeacons can communicate with devices up to 70m away (the communication range can be set individually at each beacon though). If the user has an application on their phone that corresponds to an iBeacon within range, the app will recognise the iBeacon signal and trigger an action such as a message in a pop-up

Some examples of iBeacon could include:

- Museums could place iBeacons at certain exhibitions to give visitors special information, videos or podcasts about the exhibit.
- A hospital could place iBeacons around to send people directions as they walk to different wards.
- A tour provider could use iBeacons to alert people to special information when they reach certain spots or directions to help them make their way there.

While still a fairly recent technology it is particularly valuable for vision impaired persons as their phone will read the messages out to them audibly, minimising the requirement for them to search for locational cues within a space, such as walls, doors or signage on walls. Even full signage information and directory boards can be delivered digitally with this technology.

#### 21.2.1.1 *Best Practice*

*Investigate the application of iBeacon technology within and around the MSF*

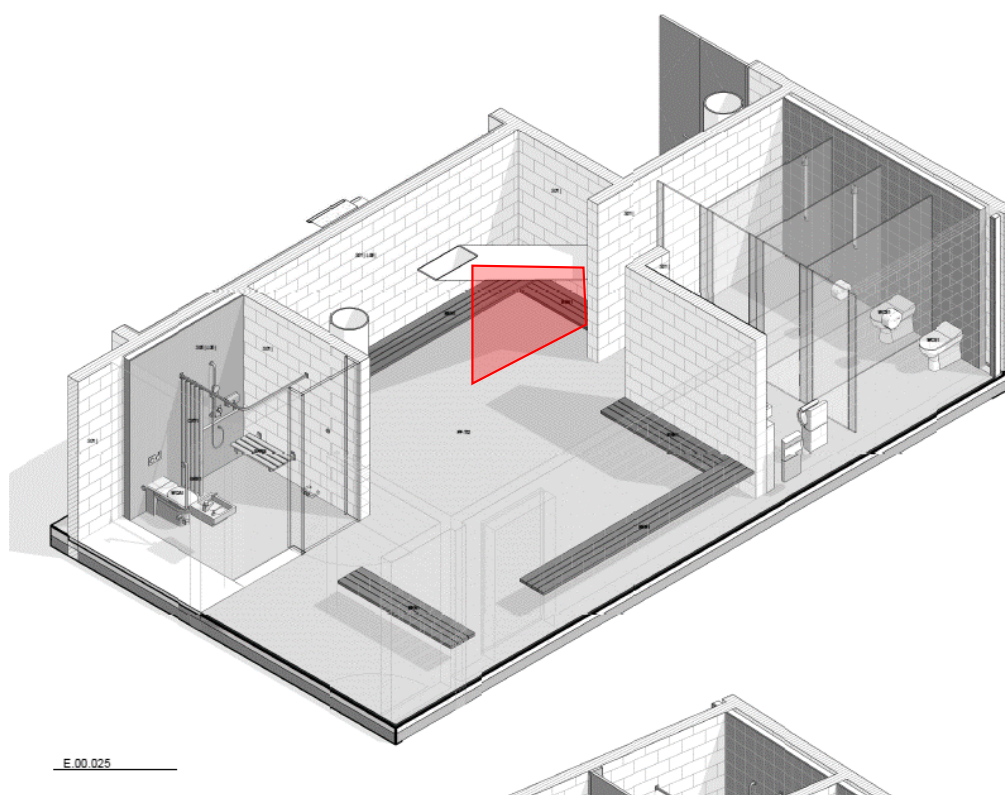


## 21.3 HAZARDS AND OBSTRUCTIONS

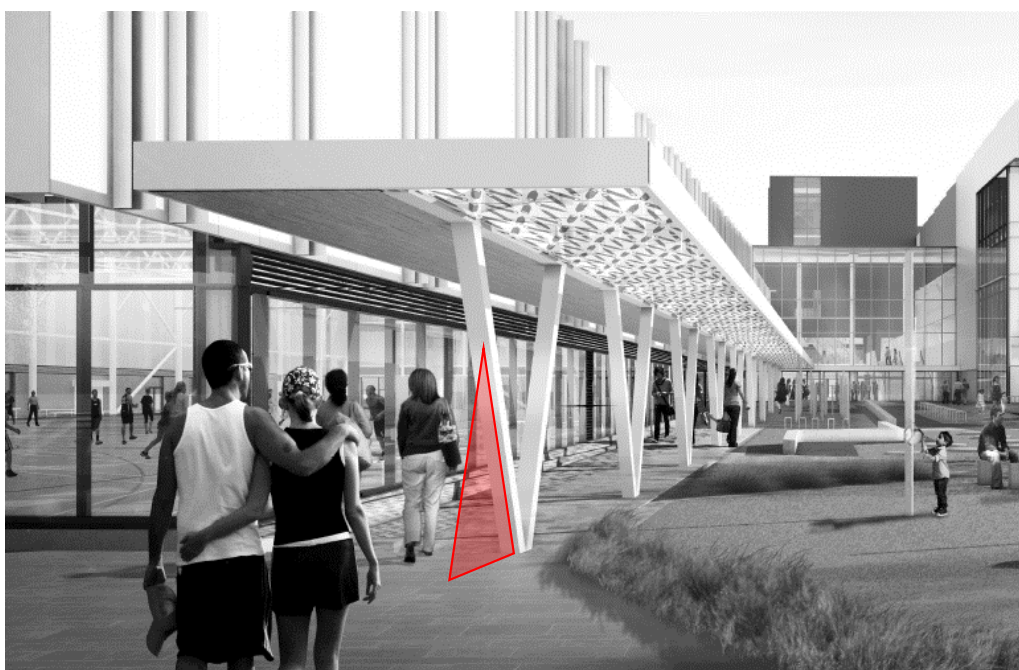
### 21.3.1 HEAD CLEARANCES

During our audit several renders and 3D views raised concern about height clearances and projections on the accessible route as pictured below, it would appear that the diagonal columns will be creating a dangerous projection and additionally restricting the minimum 2100mm height clearance required on accessible routes.

These types of projection are especially dangerous for the blind and visually impaired as there is nothing detectable at ground level to warn them of the projection, resulting in their body or head finding it first.



Above: Extract from drawing sheet AE.6404



Above: Extract from renders view two - southern entry

**21.3.1.1 Recommendation**

*Check that the areas of concern about height clearances and projections on the accessible route identified in the report are investigated. Projections without detectable cues at ground level are especially dangerous for the blind and visually impaired as there is nothing to warn them of the projection, resulting in their body or head finding it first.*

## 21.4 SURFACE FINISHES

### 21.4.1 General

Detailed material specifications were not included within the developed design documentation, however general specifications were given in the developed design report and from those descriptions it would appear that the ground surface finishes are likely to provide stable, firm and slip resistant surfaces.

We would encourage that once specific surfaces/products are specified that they meet the requirements of NZBC D1/AS1 Table 2 and are tested to ensure suitability if non-standard.

The Sport NZ 'Guidelines for Aquatic Flooring Surfaces' are a good resource for guidance on flooring materials within an aquatic environment.

CODE	ITEM	DESCRIPTION	FINISH / COLOUR	NOTES
FF-CSE	Floor Finish - sealed conc	Sealed Concrete - Clear seal with dust inhibitor		Risers
FF-CPA	Floor Finish - non slip paint	Concrete painted with non slip fleck		Stairs
FF-CPO	Floor Finish - polished conc	Polished Concrete - Lessa Petra or similar. With non slip coating. Eg Non slip polished concrete floor slab (salt and pepper finish) with non clear slip coating on DPM on insulation on hardfill on grade.	Low sheen / semi gloss	Ground floor circulation in E Hub.
FF-T11	Floor Finish - Tile 1	Porcelain Tile		Lifts
FF-CT1	Floor finish - Carpet 1	Commercial Carpet Tile		Offices
FF-T12	Floor finish - Tile 2	Mosaic Ceramic Tile - 50x50mm straight course, non slip ceramic tile, american colourbody black with 5mm black grout. Abrasive finish to showers.		Change rooms
FF-TF1	Floor finish - Timber	Timber Floor - 19mm timber floor. Ventilated skirting to standard Manufacturers details.	Clear sealed to Manufacturers recommendations. Super Matt finish.	Movement Studio 3 stairs and entrance area
FF-SF1	Sports Floor Type 1	Sprung Timber Floor - FIBA Level 01 certified Junkers Unoblat 62 or similar sprung floor system on concrete floor slab on dpm on sandblinding on hardfill on grade. 60x25mm laminated battens on absorptive pad system on adj. packing wedges over moisture barrier on concrete slab. Harmony grade timber to central show court. Variation grade timber to side courts and community courts. Timber type Beech. Extra noggins to whole area to provide flexibility of use and to take retractable and maintenance vehicle traffic. (refer Maintenance report for further details). Integrated floor boxes and sockets to standard Manufacturers details.	Clear sealed to Manufacturers recommendations. Super Matt finish.	Courts
FF-SF2	Sports Floor Type 2	Sprung Timber Floor 2 - Junkers Clip 32 or similar floating floor system. Ventilated skirting to standard Manufacturers details.	Clear sealed to Manufacturers recommendations. Super Matt finish.	Movement
FF-SF3	Sports Floor Type 3	Running Track - Conipur MX 14.5 system or similar.		HPSNZ Track
FF-SF4	Sports Floor Type 4	HPSNZ High impact areas TBC - washable, resilient surface, double concrete slab with isolation pads between. (Eg 'Vision Goa' Regupol recycled resilient rubber flooring)		HPSNZ Weights areas.
FF-SF5	Sports Floor Type 5	Sprung Timber Floor 3 - Group Fitness studio. Sprung timber on timber framing. 75mm nominal.	Clear sealed to Manufacturers recommendations. Super Matt finish.	
FF-CT2	Floor finish - Carpet 2	Flotex waterproof carpet tile		Dry Dive and pool control rooms.
FF-CT3	Floor finish - Carpet 3	Carpet tile on plywood.		VIP seating, Dry Dive and pool control rooms.
FF-T13	Floor Finish - Tile 3 - Stone	Black Basalt Floor Tile in two textures to ground floor Hub		Hub
FF-T14	Floor Finish - Tile 4	Similar Black Ceramic tile in two texture to upper floors of Hub.		Hub
FF-T15	Floor finish - Tile 5	Pool Tiles - Stroher Secuton 200 x 200 Anthracite Grained Finish - R11-/B Ceramic Tile (8820-TS-80). Grout to match.		Concourse
FF-T16	Floor finish - Tile 6	Stroher Secuton 200 x 200 Anthracite Grained Finish - R11-/B Ceramic Tile (8820-TS-80). Grout to match.		Kitchens etc
FF-RB1	Floor Finish - Rubber 1	A1 Rubber or similar, on plywood, on packing.		Gym
FF-RB2	Floor Finish - Rubber 2	A1 Rubber or similar, second colour, on plywood, on packing.		Gym
FF-RB3	Floor Finish - Rubber 3	Regupol FX 75mm Black Tiles acoustic floor system		Gym - weights area
FF-EMT	Floor Finish - Mat well	Entrance matting. Advance Coral Tread II with aluminium framing set down 20mm	Black inserts	
FF-RS1	Floor Finish - Resin	Epoxy floor finish system to concrete floor eg Nuplex Terrafake.		Store, F&B etc
FF-RS2	Floor Finish - Resin	Epoxy floor finish system on Ply (?). Eg Nuplex Terrafake system		Spin room
FF-VL1	Floor Finish - Vinyl	Non-slip Vinyl		tbc

Above: Floor surface overview from design report

#### 21.4.1.1 Recommendation

As ground surface materials are finalised any non-standard ones (those not listed in NZBC D1/AS1 table 2) should have supplier certification or testing certificates provided confirming adequate slip resistance for the area they are to be installed, e.g. Will the surface be subject to wetting? If so, then it must meet slip resistance requirements when wet.



## 21.5 TGSi WITHIN BUILDING

### 21.5.1 General

Tactile ground surface indicators are not part of the design at this stage, it is suggested that blind foundation and BFNZT are consulted with regard to the strategy for wayfinding through use of TGSi in the MSF.

NZS1428.4 is the best practice solution for the implementation of TGSi in buildings.

#### 21.5.1.1 *Best Practice*

*It is recommended a meeting is had with the project team, Blind Foundation and BFNZT to discuss wayfinding and directional indicators as there may be additional opportunities to implement or optimise these.*

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## 21.6 VISIBILITY FACTORS



- 1. CT-TM1 - Feature Timber Ceiling Type 1
- 2. EF-TY1 - Formed Aluminum Panel to match exterior
- 3. BAL1 - Perforated Phenolic Balustrade
- 4. BAL2 - Glazed Balustrade
- 5. EW-MP1 - Prefinished Metal Panel w/ Vertical Channels
- 6. WI-IG9 - Clear Vision Glass
- 7. FF-T13 - Basalt Floor Tile
- 8. Basalt slab bench

### 21.6.1 General

The proposed materials for use both internally and externally appear to have a very low contrast colour themes (level 00 black & grey) (level 01 mostly white) and may create some confusion for visually impaired users.

#### 21.6.1.1 Best Practice

*It is recommended a meeting is had with the project team, Blind Foundation and BFNZT to discuss visibility factors as there may be additional opportunities to implement or optimise these.*

## 21.7 DOOR GLAZING & MANIFESTATIONS

### 21.7.1 GENERAL

No detail on manifestations for where transparent glazing material may be mistaken for a doorway or for an unimpeded path of travel (such as in automatic doors, full height glazed elements without upstands etc.) was included within the developed design.

It is important that manifestations are clear and contrast to their surrounds, consideration to the floor and wall surface colours each side of the element to which they are installed needs to occur to ensure that the manifestations can perform adequately. This may mean that certain colours may only be suitable in some areas of the building.

#### 21.7.1.1 **Recommendation**

*Ensure all glazed doors and partitioning have manifestations (solid band of visibility patterning) at least 100mm wide, centred at 1000mm from floor level. Refer to NZS4223 pt.3 sections 303.1.1, 303.1.2, and 303.1.3, NZS4121 section 7.3.2-B for additional details and specification around manifestations 7.3.2-B for additional details and specification around manifestations.*

#### 21.7.1.2 **Best Practice**

*Ensure all glazed doors and partitioning have manifestations (solid band of visibility patterning) It is recommended that manifestations are 500mm wide centred at 1000mm from floor level, or better yet covering the full width of the door, extending up to at least 1200mm from floor level.*



Above: Example of Best Practice manifestations that were designed as a feature.



## 21.8 CONTROLS

### 21.8.1 WINDOW CONTROLS

At this stage of the design controls for windows have not been specified.

#### 21.8.1.1 **Recommendation**

*Ensure that the locking and opening controls to windows are between 900mm and 1200 mm above the finished floor level. Handles operating locks and latches shall have a lever action and the end of the handle shall be returned towards the window.*

### 21.8.2 SWITCHES AND POWER SOCKETS

At this stage of the design light switches and power sockets had not been specified.

#### 21.8.2.1 **Recommendation**

*Ensure that the switches for electric light and power shall comply with the following requirements:*

- (a) All light switches shall be horizontally aligned with door handles at 900–1200mm optimum above finished floor level;*
- (b) The toggle, rocker, push pad, or push button control of light switches shall project clear of the switch plate;*
- (c) Socket outlets shall be fixed between 500mm and 1200mm above the finished floor level and at least 500mm from corners and within a 500mm horizontal dimension from the front of any bench or fixed unit.*

### 21.8.3 SECURED ACCESS

At this stage of the units to be used for secure access were not specified.

#### 21.8.3.1 **Recommendation**

*Ensure that the Electronic access units for swipe-cards, key pads, door activating buttons etc are easy to operate with one hand, and shall:*

- (a) Have a level area with a stable, firm, slip resistant surface, 1200x1200mm immediately adjacent to the access unit;*
- (b) Be installed at 900–1200mm, 1000mm optimum, above the finished floor level;*
- (c) Be installed no less than 500mm from an internal corner;*
- (d) Be installed adjacent to the door under control;*
- (e) Have sufficient time-delay for the door to be opened before the locking system re-activates.*

#### 21.8.3.2 **Best Practice**

*Ensure that the Electronic access units for swipe-cards, key pads, door activating buttons etc are easy to operate with one hand and in addition to the recommendations of 8.1.8.1 the below is considered.*

- Proximity card/token sensors are preferred to having to swipe a card in a narrow slot.*
- If key pads are used ensure that the buttons are large, positively raised and that the buttons have a raised tactile designation of the number on them.*





## **21.9 CORRIDORS**

### **21.9.1 WIDTH**

The plans indicated that all corridors were at least 1200mm wide, and in many cases in excess of the best practice 1500mm wide. The extra width of 1500mm will be appreciated both by the sport wheelchair users and people walking past them.

### **21.9.2 LENGTH**

There appeared to be a minimum corridor length of 1200mm plus the width of the door (if it opened inwards), between one doorway and the next that cross a corridor and/or form a lobby

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## 21.10 DOORWAYS AND DOORS

### 21.10.1 CLEAR OPENING – DOORS ACCESSIBLE ROUTE

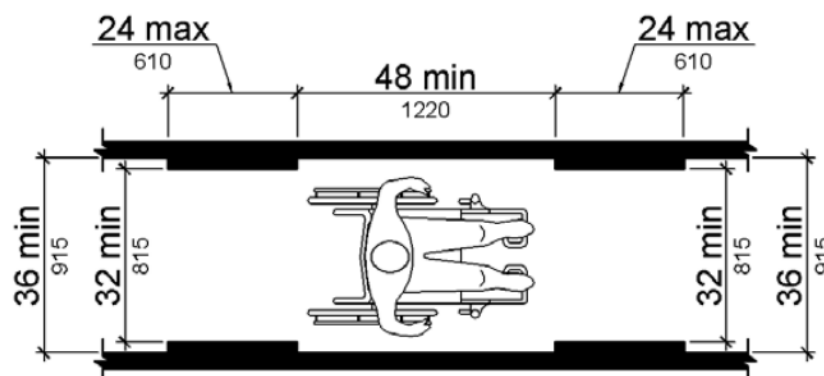
It was difficult to scale the doors openings accurately from the plans, although no door opening seemed to be less than the best practice recommendation of 815mm wide.

NZS4121:2001 gives some guidance on the footprints needed for mobility devices, however this data is now almost 15 years old and it would seem from user feedback mobility devices have got larger with time rather than smaller. We have compiled the NZS4121:2001 average dimensions below for easy reference.

MOBILITY DEVICE TYPE	WIDTH (mm)	LENGTH (mm)	TURNING CIRCLE Ø (mm)
Manual Wheelchair	800	1300	1500
Motorised Wheelchair	760	1130	1500
Mobility Scooter	650	1600	1985

Looking to more current international resources such as the recent 2010 ADA Standards there is wording and a diagram (Fig.403.5.1 below) around clear widths for a single manual wheelchair which we have summarised below.

MOBILITY DEVICE TYPE	WIDTH (mm)	LENGTH (mm)	TURNING CIRCLE Ø (mm)
Manual Wheelchair Stationary or moving less than 610mm (eg. through a door)	815	1220	1525
Manual Wheelchair moving more than 610mm	915	1220	1525



Above: ADA 2010 Standards – Fig.403.5.1 Clear Width

As confirmed by the above data the 760mm clear width required for 'accessible' doors in NZ is indeed insufficient when compared to standard wheelchair sizes from both 2001 (NZS42121) and 2010 (ADA Standards) this aligns with testimony we have received verbally and witnessed ourselves whereby people in certain wheelchairs have been unable to pass through code compliant doors on an accessible route.

#### 21.10.1.1 **Best Practice**

*Set the minimum clear opening width of all single leaf doors within the building to be 815mm. This is to allow for larger wheelchairs, including power chairs and mobility scooters which are been used by an increasing number of people with disabilities. An 815mm clear opening should still allow for the required unobstructed wall space of not less than 300mm to the side of the door adjacent to the handle within a standard 1200mm wide corridor, however dependant on design of the door frame a 1250mm minimum width corridor may be required to accommodate the 815mm clear width and 300mm unobstructed wall space.*

*Aim to achieve 915mm clear open width where possible. In tight spaces (such as corridors that are set to the minimum 1200mm wide) this will not be possible to do without compromising the unobstructed wall space of not less than 300mm to the side of the door adjacent to the handle. In such cases a 1350mm minimum width corridor would be required.*

#### 21.10.2 **CLEAR OPENING – DOORS IN SPORT FACILITIES**

Given the nature of the MSF sport wheelchairs should also be considered, the Hallberg Disability Sport Foundation has advised us that most sport wheelchairs require at least 1000mm clear open width of doors to pass through them.

#### 21.10.2.1 **Best Practice**

*In areas where sport wheelchair users will be present set the minimum clear opening width of single leaf doors to be 1000mm, and for double leaf doors at least one leaf should be a provide for a clear opening of 1000mm minimum. This is to allow for the larger wheelbase of sport wheelchairs and avoid situations as pictured below from occurring.*



*Above: Door opening to narrow*



*Above: Lift opening to narrow*

#### 21.10.3 **OFFSET OF DOORS**

Only one instance of not having unobstructed wall space of no less than 300mm at the side of the door adjacent to the handle was observed and has been addressed under that specific section of the report.

#### 21.10.4 **VISIBILITY**

Finishes and contrasts for doors are yet to be specified. As the design progresses ensure that all doors have a clear colour contrast with respect to their surroundings

#### 21.10.4.1 **Recommendation**

*Doors shall be of a clear colour contrast with respect to their surroundings refer to NZS4121:2001 4.10.4.*

#### 21.10.5 **OPERATIONAL FORCES REQUIRED**

As door hardware is not yet detailed we were unable to comment on operational forces required, or door closer strengths.



**21.10.5.1 Recommendation**

*When detailing door hardware (specifically doors with closers) ensure that the force required to push or pull open a non-fire door shall not exceed the following:*

- a) Exterior hinged door: 38 N;*
- b) Interior hinged door: 22 N;*
- c) Sliding or folding doors: 22 N.*

*With regard to fire and smoke control doors the force necessary to keep them shut and so be effective in a fire may not be easily overcome by people with disabilities. Studies suggest that a force of 70 N could be handled by up to 80 % of people with disabilities, and a force of 21 N could be handled by 95 % of the people with disabilities.*

*Wherever possible for fire doors consideration should be given to the installation of complying electromagnetic hold open devices interconnected to the fire alarm system.*

**21.10.5.2 BEST PRACTICE**

*Minimise the use of doors where possible, but where required (and if safe to do so) consider the provision of automated doors and assistive opening technologies.*

**21.10.6 DOOR CONTROLS AND FITTINGS**

As door hardware is not yet detailed we were unable to comment as to if doors will be operable with one hand, the height of door handles, the type of handles and opening pressures.

**21.10.6.1 Recommendation**

*When detailing door hardware ensure that it meets the following requirements:*

- a) Handles shall be between 900 mm and 1200 mm (optimum 1000 mm) above the finished floor level;*
- b) Handles operating locks and latches shall have a lever action and the end of the handle shall be returned towards the door;*
- c) The door opening pressure shall be the minimum required to suit specific use and conditions (refer to 7.3.5).*

**21.10.7 AUTOMATIC SLIDING DOORS**

The specifics of the automatic doors to be used were not included within the developed design, when selecting these doors and their hardware ensure that the below recommendations are followed.

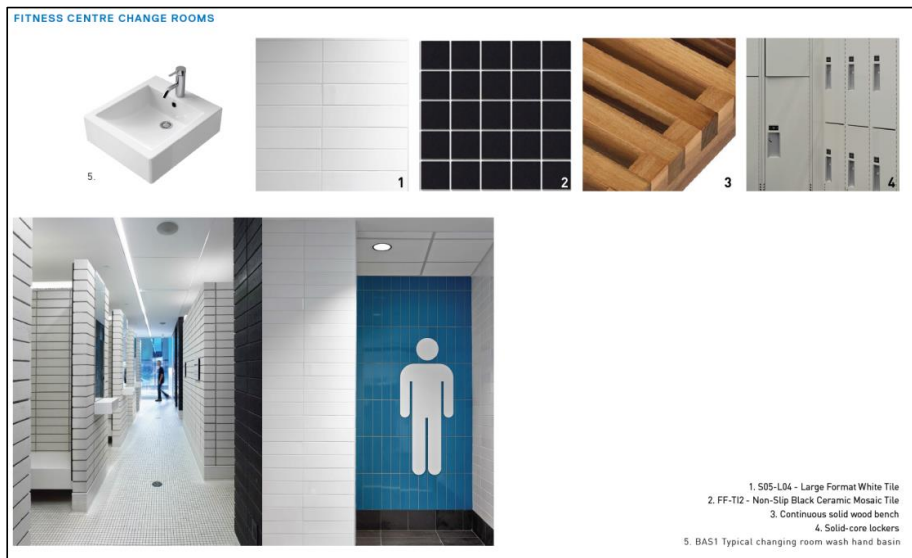
**21.10.7.1 Recommendation**

*Ensure that the selected automatic doors can remain open for at least five seconds, or as long as it takes to clear the door whichever is the longer. The moving edges of the panels must also have a strongly contrasting visual strip device on the moving edge(s);*

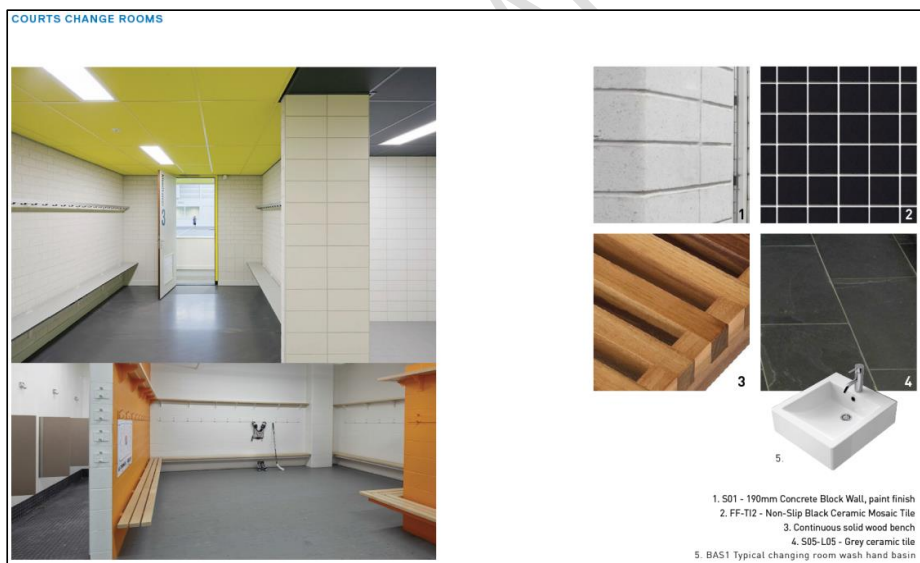
**21.10.7.2 Recommendation**

*Ensure that the selected automatic doors sensor can be activated by people approaching from shallow angles; some people who are blind or partially sighted may use the building face as a trail to the door.*

## 21.11 CHANGE ROOM/TOILETS/SHOWER – WALL FINISHES/CONTRAST



Above: Fitness Centre Change Rooms



Above: Courts Change Rooms

Wall finishes seem to be white, which with white fixtures will mean difficulty for persons with low vision in these areas. Additionally, contrast should be incorporated in changes of plane to make corridors and entrances more apparent.

### 21.11.1.1 Recommendation

*Introduce more contrast to the wall finishes in change rooms, toilets and showers currently they are very white and with white fixtures this will be very difficult to navigate for the visually impaired.*

## 21.12 CHANGE ROOM/TOILETS/SHOWER – FITTINGS AND FIXTURES

The following assesses the specified fittings and fixtures for use in accessible change rooms, toilets and shower areas.

### 21.12.1 SHOWER SEAT



Specified as "ASI model 8203M-NZ disabled compliant shower seat" which has the following dimensions.

WIDTH	826mm
DEPTH	450mm
HEIGHT FOLDED OUT	460mm
HEIGHT FOLDED AWAY	818mm
MAXIMUM WEIGHT	120 KG

This aligns with NZS4121 requirements.

### 21.12.2 BASIN TAPS



Accessible taps specified as Tempo soft 2 - 742500. The lever control for delivering a mixed flow of water is very small and may be difficult for some users with limited control or dexterity to operate.

#### 21.12.2.1 Recommendation

Consider using a model of tap for the accessible toilets, showers and change rooms that has a more easily operable flow and control lever. More suitable variations appear to be available within the same product range such as the TEMPOMATIC MIX 4 Ref. 490106LH



Above: TEMPOMATIC MIX 4 Ref. 490106LH

#### 21.12.3 BASINS




Accessible basins specified as Caroma care 'Integra 500' vitreous china integral trap wall basin. These basins have a depth of 430mm which is greater than the 400mm maximum permitted by NZS4121:2001.

#### 21.12.3.1 Recommendation

Replace the Caroma care 'Integra 500' basins specified for use within the accessible change, toilets and showers with a basin that meets the requirements of NZS4121:2001. (the Caroma care 'Integra 500' basins have a depth of 430mm from the wall which is greater than the 400mm maximum permitted by NZS4121:2001)



#### 21.12.4 HAND DRYERS



**Supreme Airforce**

High Speed Energy Efficient Hand Dryer

- High speed, fast dry time
- Energy efficient
- Low cost operation
- Hygienic antimicrobial technology

The **Supreme AIRFORCE** unique multi jet air delivery provides tempered air via 11 nozzles at 330km/h, giving even drying over the hands in only 12-15 seconds. Greenspec listed, the hand dryer has a Steri-Touch antimicrobial coating and a vandal resistant cover with a unique design that complements any washroom décor.

The 'supreme airforce' hand dryers will be suitable for use in accessible areas, the airblade type 'Supreme Sweeper Jet Hand Dryer' is air blade style and will not be suitable though due to the dexterity required to place hands in the slot and move them up and down which many users of these cubicles will have difficulty with.

##### 21.12.4.1 Recommendation

*Ensure that only the 'supreme airforce' hand dryers are used in accessible areas; air blade styles are not suitable.*

#### 21.12.5 SOAP DISPENSERS


**10-9343: SURFACE MOUNTED SOAP DISPENSER**  
**1.4L - PROFILE COLLECTION**  
10-9343

**Features**

- Fabricated of grade 304 stainless steel
- Dispenses 1.4 litres of liquid soap
- Overall size: 185 x 163 x 135mm

*Please refer to the Soap Dispensing Information for Soap & Maintenance Information.*

[Soap Dispensing Information](#)


 All ASI JD MacDonald Accessible Compliant products when installed must be in accordance with AS1428 to ensure the specified product is complying with all washroom specification requirements.

[Product Specification](#)

[Product Brochure](#)

[CAD File](#)

[BIM File](#)



The 'Macdonald 9343 SS' soap dispenser will be suitable for use in accessible areas

21.12.6 FLUSH CONTROLS

access behind.

**ZDF-PA** As above but with a 340 x 340mm access panel and frame.



Specified as "ZDF- PA 6152XL Zurn Dual Flush Valve WITH Dual flush push panel on 340 x 340mm ss access panel" these will not be suitable for use within accessible facilities as the buttons are not raised or contrasted.

21.12.6.1 **Recommendation**

*Modify the selected Zurn flush button specification in accessible areas to have the raised white nylon push plate with braille offering available from Zurn. (below)*

**...SW** Standard satin panel but with raised white nylon push plate (disabled use).

**...SWB** Standard satin panel but with raised white nylon push plate with braille.



*Above: SW & SWB Variations of Zurn Flush Control Buttons.*

21.12.6.2 **BEST PRACTICE**

*As blind and low vision users seem to use both accessible and standard toilet facilities we would suggest considering modifying the selected Zurn flush button specification in all areas to have the raised white nylon push plate with braille offering available from Zurn. (below)*

**...SWB** Standard satin panel but with raised white nylon push plate with braille.



*Above: SWB Variation of Zurn Flush Control Buttons.*

#### 21.12.7 TOILET PAPER HOLDER/DISPENSER



Specified as ASI 7402-HSSM which is a single roll exposed toilet paper dispenser.

We have two concerns with this selection

- In predominately 'wet' environments (pool change, shower rooms etc) having an exposed toilet paper dispenser is not recommended as the paper will become 'wet' from splashing or 'wet and unsanitary' from tracking floor moisture very quickly in normal usage scenarios. Additionally, some councils do not view exposed roll dispensers such as this to meet the 'sanitary' requirements of the building code.
- In high use areas of facilities, a single roll will become depleted quickly and unless subject to frequent monitoring and replacement by staff will result in users of the cubicles getting caught out.

##### 21.12.7.1 Recommendation

*Replace the specification for the ASI 7402-HSSM (single roll exposed toilet paper dispenser) in the accessible toilet areas with a higher capacity, shielded dispenser.*



*Above: Example of a dual roll, low profile and covered toilet roll dispenser.*

#### 21.12.8 WC PANS

No specific product specified, but requirement was noted that the selected WC Pan shall be commercial grade, accessible (NZBC and NZS4121 compliant) floor standing WC pan and cistern. Back rest as required depending on level of compliance provided by the Accessible pan.



### 21.13 DRINKING FOUNTAINS

Specification for Drinking fountain type 2 stated that it would be "Mounted lower to be accessible to children and wheelchair patrons" this is great to see and is a strong show of commitment to equal access for all people regardless of ability.

When detailing these consider the projection of the drinking fountains and tactile cues at ground level to protect blind people following the wall from colliding with them.

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## 21.15 LISTENING SYSTEMS

### 21.15.1 GENERAL

No details on sound amplification systems or listening systems for use within the building were detailed within the developed design.

#### 21.15.1.1 **Recommendation**

*If a sound amplification system is to be provided within any areas of the building, then a listening system shall be installed to cover the total area of the room covered by such a system. Guidance on listening systems is found in NZS4121:2001 Appendix H.*

#### 21.15.1.2 **BEST PRACTICE**

*For 'up to date' site specific advice on listening systems we recommend contacting Pauline Marshall of the hearing association which is based in CHCH (we will provide an introductory email for you). She can provide guidance reflecting current technologies which for listening systems will be much further advanced than anything contained in NZS4121:2001.*

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## 21.16 ACOUSTICS

### 21.16.1 GENERAL

No details on acoustic design within the building were detailed within the developed design.

#### 21.16.1.1 **Recommendation**

*The recommended design sound levels within AS/NZS 2107:2016 should be adhered to, for effective hearing throughout the building.*

#### 21.16.1.2 **BEST PRACTICE**

*As learned from our site visit to the Graeme Condon pool noise levels can play a large role in the willingness of people to engage in activities in public places, and can even cause damage to visitor and guest hearing if not minimised by the design. We suggest that the learnings of that walk around are constantly reflected on throughout the design process.*

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## 21.17 ILLUMINATION LEVELS

### 21.17.1 GENERAL

At this stage of the design illumination levels have not been specified.

#### 21.17.1.1 **Recommendation**

*Pass onto the lighting designer the requirement that illumination levels shall not be less than recommended in AS/NZS 1680.1:2006, and that Illumination provisions must highlight doors, signs, counters, stairs (top, bottom and treads) and other artificially lit areas.*

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## 21.18 AUDIBLE & VISUAL ALERTING DEVICES

### 21.18.1 GENERAL

We could not establish if audible and visual alerting devices were present within the building.

#### 21.18.1.1 **Recommendation**

*Ensure that the fire alarm system has both audible and visual alerting devices. Visual alerting devices enable deaf persons to be made aware of the fire alarm going off when they are in spaces of isolation. A typical example of this may be in toilet or office cubical spaces.*

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## 21.19 ACCESSIBLE OUTDOOR PUBLIC AREAS

### 21.19.1 PUBLIC TRANSPORT

The taxi and other vehicle drop-off points are located along the western edge of Zones D and E, with coach drop-off along the western and Southern edges of Zone F. These are all located within a reasonable distance and as near as possible to the buildings main entries.

#### 21.19.1.1 BEST PRACTICE

*That taxi, other vehicle and coach drop off points be undercover so as to afford users a comfortable transfer and make their way to entrance without getting wet during rain.*

### 21.19.2 OVERHEAD OBSTRUCTIONS

No hanging signs, lights, awnings, and similar objects appeared likely to be projecting into the 2000mm above the ground level clear space required.

### 21.19.3 PERMANENT AND TEMPORARY OBSTRUCTIONS

No detail on telephone booths, outdoor furniture, display stands, billboards, sandwich boards etc. was included within the developed design.

#### 21.19.3.1 Recommendation

*Objects fixed permanently to the ground or to the side of an accessway e.g. telephone booths or outdoor furniture, including temporary obstructions such as display stands, billboards, sandwich boards etc. shall:*

- (a) Not intrude into or obstruct the 1200mm clear accessway;*
- (b) Have a feature within 150mm of the ground that will be detectable by a person using a white cane;*
- (c) Be colour contrasted to the surroundings.*

### 21.19.4 WINDOWS

No windows or doors appeared to open across a footpath, corridor, stair, or ramp in a way that would obstruct access.

### 21.19.5 BOLLARDS

Bollards do not appear to be used at the MSF.

### 21.19.6 STREET FURNITURE

Street furniture such as seats, tables, drinking fountains, planter boxes, rubbish bins and the like were not detailed within the developed design. If they are to be included the principles of NZS4121:2001 fig. 50 and 49 should be adopted.

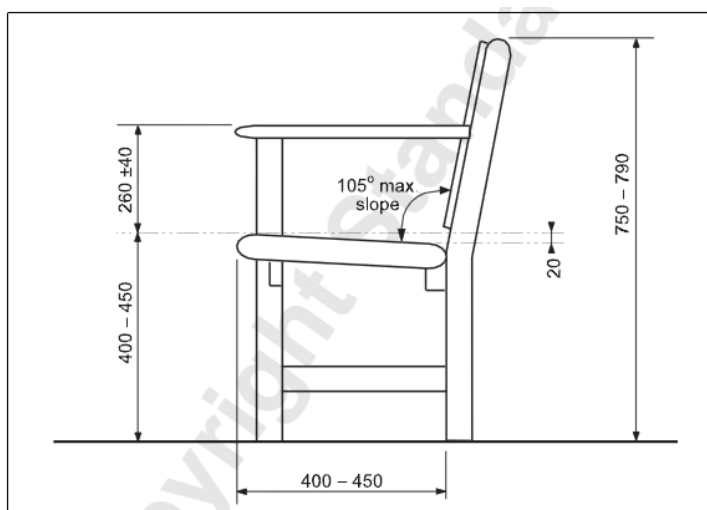


Figure 50 - Typical park bench seating

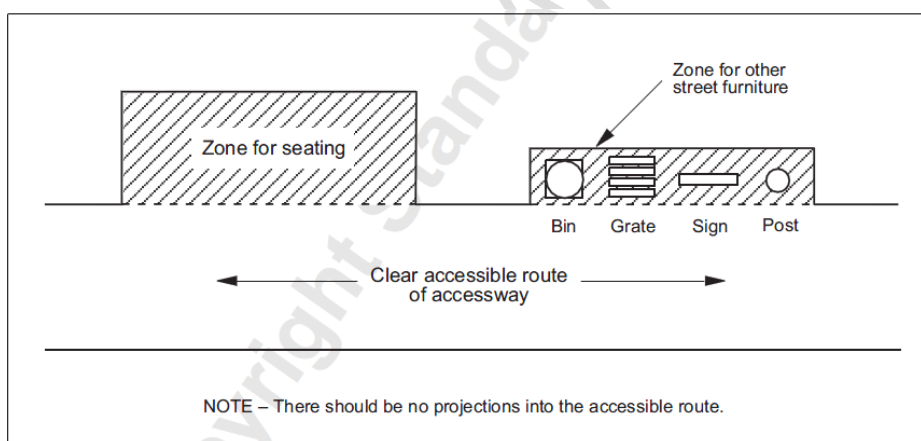


Figure 49 - Example of position of street furniture



## 21.20 SHARED SPACE

Shared space is an urban design approach which seeks to minimise the defined spaces between vehicle traffic, and pedestrians. Often this is achieved by removing features such as kerbs, road surface markings, traffic signs, and regulations.

The shared space approach is often opposed by organisations representing the interests of blind, partially sighted and deaf. These organisations often express a strong preference for clear separation of pedestrian and vehicular traffic; however though appropriate disability sector engagement successful shared spaces can be created.

Two areas of shared space are defined in this project

- A. In front of the main entrance to Zone E
- B. To the southern side of Zone F

From the plans we could not assess the full design rationale that had gone into these spaces or the design features that would be provided to keep people with disabilities safe in these spaces.

### 21.20.1.1 *Best Practice*

*The shared space elements of this project need to be talked through with the design team, BFNZT and a representative from the Blind Foundation present.*

FIRST DRAFT



## 21.21 DEAF SPACE

### 21.21.1 GENERAL

Deaf persons are visual, this means consideration should be given to enabling clear lines of site where possible, and where seating or places of assembly/interaction are being created then consideration should be given to circular areas so that Deaf people do not need to crane their necks to talk to each other.

Because Deaf persons rely predominately on vision, both of lips and hands to communicate it is important that in places of interaction the lighting is adequate to fully illuminate faces and the upper torso area.

#### 21.21.1.1 *Best Practice*

*Where seating areas are created then consideration should be given to circular areas/arrangements (deaf spaces) so that Deaf people do not need to crane their necks to talk to each other. Lighting should be enough to fully illuminate faces and the upper torso in these areas.*

FIRST DRAFT



## 21.22 PARENTING ROOMS

Parenting rooms have been included in the development within the suitably enlarged unisex accessible toilet cubicles that are located nearby reception, this will be greatly appreciated by parents and is a demonstration of the design teams commitment to universal design within the MSF.

FIRST DRAFT



## 22.0 CONCLUSION

Overall the fundamental elements of the internal access route within building have been well thought out, with many examples of best practice accessibility features and aspirations towards universal design shown within the developed design documentation - such as:

- Generous provisions for accessible car parking spaces
- Generous and well distributed quantities of accessible toilets
- Generous and well distributed quantities of accessible change rooms
- Provision of two 'changing spaces' high user needs change rooms
- Superb provision of accessible seating for the competition pool
- Parenting Rooms on the ground floor opposite reception

That said there were also areas with limited or non-compliant detailing which will need prompt clarification and amendment to ensure that people of all abilities will be able to easily access and use this building and the consenting process goes smoothly. Items of priority to address include:

- Clarify the stair detailing
- Clarify the lift specifications
- Clarify entrance thresholds
- Clarify the users of the HPSNZ track
- Clarify the ramp between the southern entrance and courtside
- Modify the undersized accessible toilets and showers
- Modify the warm water pool and learn to swim pool ramp gradients to 1:12
- Modify the 'Splash Park' design to be more inclusive for disabled children

Opportunities for additional best practice features have also been identified in this report for your consideration including

- Provision of parenting parks
- Provision of undercover parking
- Provision of 'dry seats' and grab rails in the large size accessible change rooms
- Provision of appropriate listening systems
- Engaging with Blind Foundation for a wayfinding design session

As the design progresses and more prescriptive detail is developed it will be critical that this is done in accordance with NZS4121:2001 and consideration to our reports recommendations.

We are happy to discuss any recommendation within this report in more detail with you if needed, and once you have had time to review it we look forward to a post report meeting with yourself and the design team to work through these recommendations and requests for clarification.



## 23.0 SUMMARY OF RECOMMENDATIONS

Given that detailed design has not started we expect that most (if not all) recommendations in our report could easily be implemented, with the only exception been our best practice based comments which go beyond legislative requirements and therefore may need consideration and discussion before being implemented.

As a reminder our recommendations are separated into two groupings:

**Recommendations:** These will need to be actioned to meet the minimum requirements of Acceptable Solution NZS4121:2001. Not implementing these recommendations may result in failure to obtain building consent when the application is reviewed by Council for accessibility.

**Best Practice Recommendations:** These go beyond minimum requirements, bridging the gap of New Zealand's dated and largely inadequate minimum provisions for accessibility. These recommendations are often influenced by universal design principles, or specific user requirements that we are aware of such as the fact a 'compliant' 760mm wide door is not wide enough for many people in a powered wheelchair or mobility scooter to navigate through.

The report's recommendations have been summarised in an excel format tag list to enable easy tracking and commenting of the audits findings and recommendations throughout the remainder of the project. This tag list will have been issued electronically alongside the PDF of this report.

## Appendix A

### *Blind Foundation Accessible Signage Guidelines*

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GUIDELINES

# Accessible Signage Guidelines

Second Edition

[www.blindfoundation.org.nz/signage](http://www.blindfoundation.org.nz/signage)  
0800 24 33 33

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Now incorporated in New Zealand Building Code  
Section F8 Signs Acceptable Solution FS / AS1



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For more information phone 0800 24 33 33 or visit [www.blindfoundation.org.nz/signage](http://www.blindfoundation.org.nz/signage)

Endorsed by:



Braille Authority of  
New Zealand Aotearoa Trust



Association of Blind Citizens  
of New Zealand

Guide Dog  
Alliance (NZ) Inc.

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## Introduction

These guidelines recommend best practice for design of signage which is usable by blind and low-vision people, including those who are deafblind.

While there is currently no legislation in New Zealand requiring signage to be accessible to all users of a building or facility, these guidelines are now incorporated into the New Zealand Building Code (Section F8 Signs) as an acceptable solution to achieve compliance. New Zealand Standard 4121: 2001 (NZS4121) also provides guidance but is not detailed, particularly for braille and tactile signage. The New Zealand Disability Strategy aims to break down barriers and promote an inclusive society for all New Zealanders, but does not specifically mention accessible buildings.

The United Nations Convention on the Rights of Persons with Disabilities (UNCRPD), ratified by our Government in 2008, mentions braille and tactile signage specifically. Article 9(2)d requires our Government to "Provide in buildings and other facilities open to the public signage in Braille and in easy to read and understand forms".

Following advocacy by the Blind Foundation and the Association of Blind Citizens of New Zealand (Blind Citizens NZ), braille signage has been legally required in taxis

since October 2008 under the New Zealand Transport Agency (NZTA) rule 4.2(8) and 4.2(9). This has increased the safety, independence, dignity and confidence of braille readers who use taxis.

The following guidelines are recommendations from the Blind Foundation for clear signage in buildings or facilities, including braille, raised print and pictograms. They are based on NZS4121, legislation and standards from Australia, the United States of America and the United Kingdom. The draft guidelines were reviewed by several consumer organisations and individual blind and low-vision people. These guidelines have been officially endorsed by the Braille Authority of New Zealand Aotearoa Trust (BANZAT), the Association of Blind Citizens of New Zealand (Blind Citizens NZ) and the Guide Dog Alliance (NZ) Inc.

Good design means everyone benefits. People who use your building or facility may be blind, low-vision or deafblind. This means the only way they can access the vital information conveyed by building signage is by touch or by high contrast, clear print. Braille is a way of representing

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letters of the alphabet using dots in combinations which do not look like raised print. Many older or newly blind people do not read braille, but would still be able to read raised print signs by touch. Braille is, however, the quickest way to get information for those who do read it, especially vital safety instructions. For those who are new braille readers or who have additional learning disabilities, raised print can be a useful backup to braille on signs. We therefore recommend that signs contain braille plus raised, high-contrast print.

The following guidelines will help you ensure the signage in your building or facility is readable to all who use it, including blind, deafblind and low-vision people.

Note that throughout these guidelines, the Blind Foundation uses the term 'low-vision', however some prefer terms such as vision-impaired or partially sighted.

The illustrations are not drawn to scale. They are examples only, and are not intended to represent all possible renderings. Please always refer to the text for exact measurements and specifications.

## Where are accessible signs needed?

Accessible signs should be provided for any features of a building that would normally be given a print sign. NZS4121 states that signs have three functions:

- 1) Informative - advising about availability of facility or service;
- 2) Directional - directing to a specific facility;
- 3) Locational - identifying the place where the facility is provided.

We recommend that braille and high-contrast tactile print signage be provided in the following places. These are examples only and do not represent an exhaustive list.

- Toilets and showers – both general and specifically accessible facilities.
- Elevators – controls and floor indicators.
- Numbers on stair landing hand rails to allow identification of floors.
- Office and hotel room name/number plates.
- Emergency doors and exits.
- Emergency evacuation instructions.
- Cautionary signage.
- Floor and building directories.

- Door controls on public transportation vehicles – emergency and standard.
- Free telephones in shopping malls.
- Bus stop and train platform numbers.
- Signage in marae and places of worship.
- Operating instructions e.g. for vending machines or toilets.

Where detailed information is provided through signage, for example emergency evacuation instructions or building directories, consider providing this information separately in alternative formats such as braille with tactile diagrams, large print, accessible electronic text and audio. This allows building users to read and refer to the information when they are not standing directly next to the sign.



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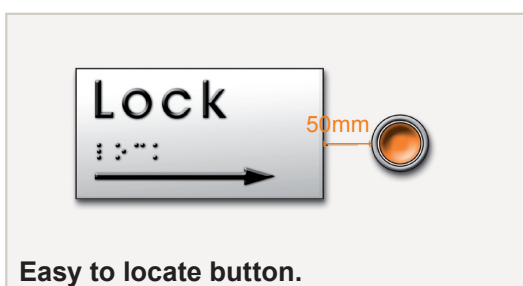
## Guidelines for accessible signage

### 1. General

- Signs should be accessible to all users of the building or facility, including new braille learners, deafblind and low-vision people, and those with additional learning difficulties.
- The most accessible sign is one which contains braille, raised print and raised pictograms where appropriate (for example, male and female toilets). Always accompany any pictogram with print and braille text. Some readers will not know what the pictogram means without accompanying text.
- Where possible, braille, print and pictograms should be included on the same sign. Having multiple formats on one sign helps some readers clarify or confirm the meaning and strengthens the sign's message.
- The braille should convey the same information as the print.
- Do not convey information solely through colour or images. Provide information in raised print and braille as well.
- Make signs clear and unambiguous. Keep text short and simple.

### 1.1 Placement

- Place signs at a consistent height and location around a building or facility.
- Place tactile signage where it can be reached easily without obstruction.
- Place signs logically and as close as possible to the object they are indicating. (e.g. place "push" near the door opening for easy location).



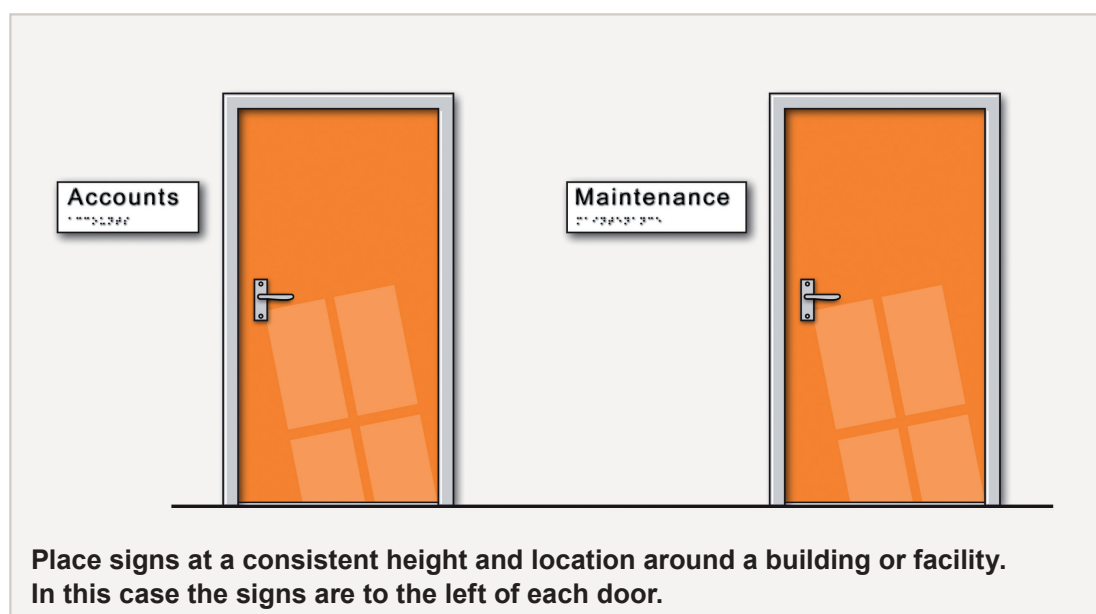
Note: The illustrations are not drawn to scale.

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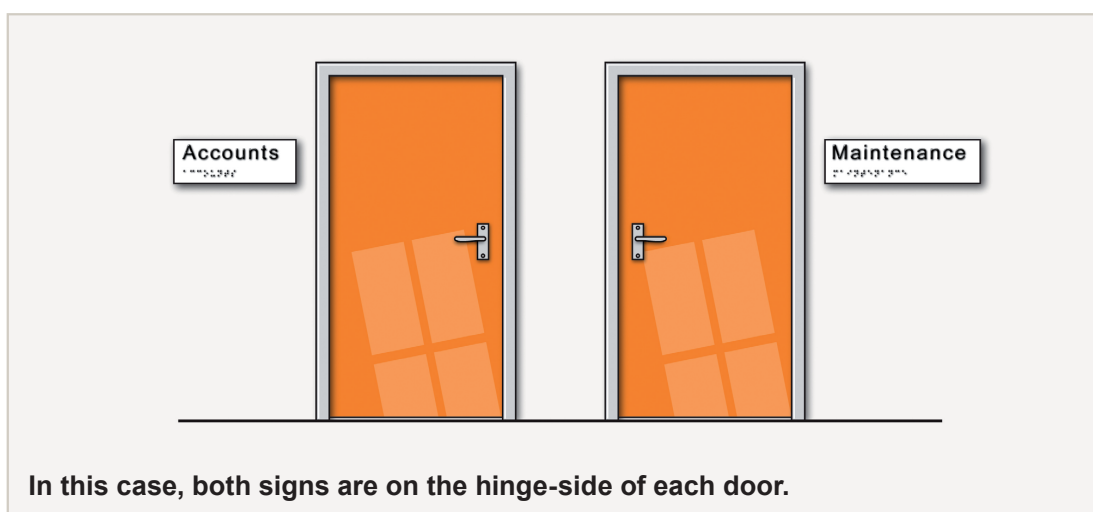
- Place signs at the entry point to corridors.
- In general, where a single sign contains both print and braille, place signs at a height of 1400-1600mm from floor level to the bottom of the sign. This is based on the optimum viewing height for people standing up and in wheelchairs.
- If braille is placed on a separate sign, this can be lowered to 1350mm from the finished floor to the bottom of the sign plate.
- Always place separate braille sign plates in a consistent location relative to the print sign.
- For playgrounds, primary schools, or other facilities where the main population is likely to be children, place the signs between 900-1200mm from floor level to the bottom of the sign plate.
- Avoid suspended signs – they are very difficult to locate and too high to be read by a low-vision person.
- Avoid protruding signs or sandwich boards – they are a safety hazard.
- If doors are generally left open (e.g. office doors), place the sign on the wall or glass, either latch-side or hinge-side, as near to the door as possible. Choose whichever side would be more logical and usable, and be consistent throughout the building.



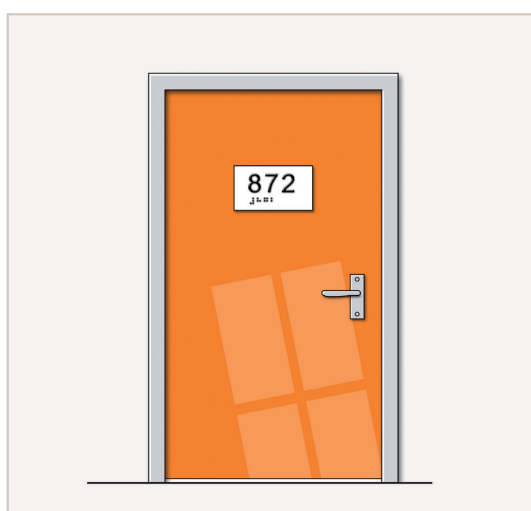
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- If doors are generally left closed (e.g. hotel room or toilet doors), place the sign on the door itself. Braille should be placed directly underneath pictograms or print numbers if they exist. Always include braille and print text as well as the pictogram. A pictogram alone is not enough.
- For elevator controls, place braille to the immediate left of the buttons (as per NZS4121).



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- Place tactile elevator floor indicators on the leading edge of the entrance door or landing architrave, at a height of 1350mm from the ground (as per NZS4121).



Note: The illustration is not drawn to scale.

located more easily by low-vision people. For example, on a light-coloured wall, use a sign with a dark background and light-coloured print. If a sign must be placed on a similar-coloured wall, use a thick border of contrasting colour to assist with location.

- For signs placed on glass, ensure that there is enough colour contrast between the sign and its background. A thick border of contrasting colour surrounding the sign may be helpful.
- Avoid placing signs on backgrounds which contain a lot of visual clutter – this can include general information such as posters, pictures and pamphlets that do not communicate orientation information.
- Ensure the sign is in an area with good lighting. Avoid creating shadows on areas of the sign. Task lighting can assist with location of the sign in poorly lit areas.
- Reflective glare will make the sign more difficult to read. Use non-reflective surfaces and ensure that lighting does not create glare on the sign.

- Be consistent around your entire facility to ensure all users can easily locate your signage.

### 1.2 Contrast

- Ensure that the sign visually contrasts with its background so that it can be

### 1.3 Layout

- All text and braille on a sign should be left-aligned and set horizontally.
- Where print and braille appear on the same sign plate, place braille at least 8mm below the corresponding print.

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- Use simple, consistent and logical layout.
- Avoid complicated images – keep the design simple with a plain background. Avoid too much information on one sign.

### 1.4 Durability and Maintenance

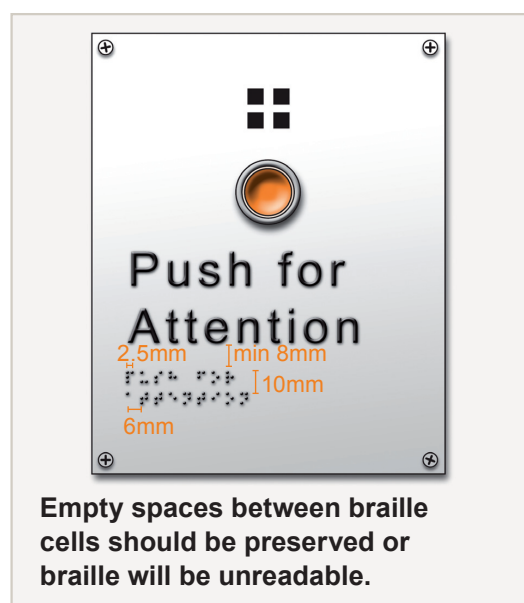
- Since most signage is intended to have a long life, choose durable materials which can be cleaned easily. The material should also be able to withstand heat and sunlight.
- Cardboard or adhesive braille labels are only suitable for temporary signage which may need to be moved frequently, for example office name plates. These materials can easily be pulled off or fade with time and use.
- If tactile elements of your signs have degraded over time, they should be replaced so that the signs remain readable.

## 2. Braille Signage

### 2.1 Technical Specifications

- Braille dots should have a domed or rounded shape – make sure they are not pointy or flat.
- The spherical radius of each dot should be 0.76-0.80mm.
- The base diameter of each dot should be 1.2-1.6mm.
- Each dot should have a height of 0.4-0.9mm.

- Horizontal and vertical inter-dot spacing within the same cell should be 2.29-2.54mm.
- Inter-dot spacing between adjacent cells should be 6.0-7.6mm.
- Vertical inter-dot spacing (from one cell to the cell below) should be 10-10.5mm.



Note: The illustration is not drawn to scale.

- The standard for braille in New Zealand is Unified English Braille.
- For braille signs of 10 words or fewer, use uncontracted braille.
- For floor directories, use uncontracted braille.

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- For signs of greater than 10 words, use contracted braille only if the sign consists of sentences such as emergency evacuation instructions. Ensure contracted braille follows Unified English Braille rules.
- Generally, do not use capital letters in braille signs, except for emergency instructions which comprise sentences.
- If text is multi-lined, place all the braille a minimum of 8mm below the entire raised print text.
- For multi-lined braille text, a semi-circular braille indicator may be horizontally aligned with and placed directly before the first braille character. This indicator is not essential.



**A raised tactile braille indicator may be used.**

### 3. Clear, Raised Print Signage

#### 3.1 Readability by Sight

- The size, type and layout of lettering on signs must be clearly legible.
- Use a clear, simple sans serif typeface with uniform stroke width, wide horizontal proportions and distinct letter forms, including prominent ascenders and descenders and open counterforms.

Some examples of suitable typefaces are Arial, Gill Sans, Clearview ADA, Agro Sans, Frutiger and Helvetica.

- Avoid using italics, stylised print, underlining and block capitals.
- Lettering should be in initial upper case. This helps with letter and word recognition.
- Always ensure the sign background contrasts with the print. Clear colour combinations include black text on a white background, white on black, yellow on black or black on yellow.
- Do not print information over pictures or patterns.
- Characters and their background should be non-reflective.
- For non-tactile print, the size of the text should be related to the distance at which the information is to be viewed. Letters should have a minimum height of 15mm. If signs will be viewed from more than 3m away, the text should have a height of 5mm for each metre of viewing distance. For example, if a sign is designed to be viewed from a 5m distance, text should have a height of 25mm.

#### 3.2 Readability by Touch

- Raised letters should have soft-shouldered edges.
- Letters should be raised from the surface

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of the sign plate by at least 1mm.

- Letter height should be 15-50mm, that is approximately 48-144pt.
- Minimum spacing between letters should be 2mm.
- Minimum spacing between words should be 10mm.
- Letter stroke thickness should be 2-7mm.
- Do not use engraved print letters. These can be very difficult to read by touch.
- Raised borders and elements should be 10mm minimum from tactile characters.

#### 4. Pictograms

- When using pictograms for features like exits or male/female toilets, use internationally recognised symbols.



- Make sure pictograms are always accompanied by raised print and braille. The pictogram is not sufficient on its own – some people will not know what the picture means.
- If using the International Symbol of Access, make sure it conforms to that shown in Appendix E of NZS4121.



- Raised arrows can be used to indicate direction. These should appear either at the beginning of a line of text or directly after the text label. Avoid large spaces between arrows and their labels. Where braille is on a separate sign plate, a small raised arrow should be horizontally aligned with the braille, either directly before or after the braille text.
- Always ensure the sign background contrasts with the pictogram. Clear colour combinations include black text on a white background, white on black, yellow on black or black on yellow.
- Raised pictograms should have soft-shouldered edges, and should be raised from the surface of the sign plate by 1mm.



## 5. Te Reo Māori

- Te Reo Māori uses the same basic alphabet as English braille.
- We encourage the use of Māori braille on signage alongside English braille.
- Use uncontracted braille in all instances except for 'wh', which should be written as dots 1-5-6. You can achieve this by typing a colon : and applying the braille font. The symbol should look like this ⠆⠆.
- Use the macron where appropriate. The macron symbol used in New Zealand is dots 4-5-6 directly before the relevant letter. You can achieve this by typing an underline symbol \_ and applying the braille font. The symbol should look like this ⠠⠆.
- Please follow all other guidelines regarding placement, spacing and capitalisation.
- If using the International Symbol of Access, make sure it conforms to that shown in Appendix E of NZS4121.

### Sample Words

whare

⠠⠠⠠⠠⠠⠠

tuāpāpā

⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠⠠

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## Appendix 1. Frequently asked questions

### **Q: How can I produce braille signs?**

**A:** This depends on the types of sign you are producing, where they are to be placed and your budget.

For signs intended to have a long life, such as lift controls, toilet signs, floor directories and hotel room door numbers, we recommend using a signage company which specialises in producing braille signs on various types of material. These signs can be cleaned easily and will be more durable. Signage companies produce these using a variety of processes which include:

- Punching small holes into the signage plate and inserting ball bearings. These do not fall out because very precise machinery is used which measures the hole and its ball bearing exactly.
- A process whereby everything but the braille dots or other raised images is removed from the sign. This leaves the raised portions standing up.
- A process using ink to build up the braille dots. This only works on certain materials.

For less permanent signage such as office name plates (where staff change frequently), you can produce the braille using a dymo labeller or a Perkins Brailler on adhesive labels. These will not last as long but are suitable in certain circumstances if the sign is of a temporary nature.

### **Q: Can I import my braille signage?**

**A:** We encourage you to use New Zealand signage companies who make accessible signage locally. A list of these companies can be found at [www.blindfoundation.org.nz](http://www.blindfoundation.org.nz)

If you do want to import your signs, you need to be aware that some imported signs fall outside the guidelines we recommend. For example, braille signs produced in Japan, Korea, Italy and Sweden use slightly smaller dots and spacing, which can be very difficult to read by those not used to this size of braille. Signs imported from the United States of America may be in contracted braille, which does not comply with our guidelines. Please check the specifications of all imported signs to ensure that they comply with our standards and follow Unified English Braille rules.

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**Q: What's the difference between uncontracted and contracted braille?**

**A:** Uncontracted braille consists of the alphabet, punctuation and numbers. One letter of print equals one letter of braille. There are two exceptions to this:

1. Capital letters are formed by putting an extra dot or dots in front of the letter or word being capitalised.
2. A number sign is placed in front of a single number or groups of digits such as a phone number. The letters a to j are used for the numbers 1 to 0, and the number sign tells the reader to interpret them as numbers.

Contracted braille consists of additional signs which represent commonly used groups of letters, such as 'the' or 'er'. These save space and speed up reading. New braille learners typically learn uncontracted braille first, and may not wish to learn contracted braille. Experienced child and adult braille readers read contracted braille easily.

In New Zealand, the standard for contracted braille is Unified English Braille. If you are using machinery which contains automated braille translation software, it needs to be set to Unified English Braille if you are producing contracted braille signage.

The machinery should also have an option for uncontracted braille if you are producing uncontracted braille signage. If you are not using machinery, you will need a PDF containing the braille which you can emboss onto the sign plate. The Blind Foundation can produce this for you. A list of signage companies known to us is also available on our website [www.blindfoundation.org.nz](http://www.blindfoundation.org.nz)

**Q: Is there anything I need to be aware of when producing braille numbers?**

**A:** Yes. Braille numbers have a number sign in front of them (see the previous question). If your automated braille translation software does not have an option for braille numbers, you will need to contact the Blind Foundation or your machine manufacturer for advice on how to do this.

**Q: Does all my signage need to be accessible?**

**A:** We encourage you to have as many accessible signs in your buildings as possible. For best practice, a minimum requirement would be accessible signs for all toilets and lifts.

**Q: Where can I get more detailed information on braille?**

**A:** Please contact the Blind Foundation Braille Awareness Consultant by phoning 0800 24 33 33 or by emailing [braille@blindfoundation.org.nz](mailto:braille@blindfoundation.org.nz)

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- **New Zealand Disability Strategy** (2001), Minister for Disability Issues.
- **New Zealand Standard 4121:2001** Design for Access and Mobility – Buildings and Associated Facilities (2001), Standards New Zealand – Paerewa Aotearoa.
- **See it Right:** Making information accessible for people with sight problems (2006), Royal National Institute of the Blind, London.
- **Sign Design Guide:** A guide to inclusive signage (2000), JMU and the Sign Design Society.
- **Size and Spacing of Braille Characters** (2010), Braille Authority of North America: [www.brailleauthority.org/sizespacingofbraille](http://www.brailleauthority.org/sizespacingofbraille)

## Accessible Signage Check List

### Braille

- ☐ Dot shape, size and height (p8)
- ☐ Distance between dots, cells and lines (p8)
- ☐ Uncontracted Unified English Braille without capitals, includes numbers (p8, p9, p13)
- ☐ Braille same as print (p4)
- ☐ Macron and wh for Maori (p11)
- ☐ Multi-lined braille and indicator (p9)
- ☐ Imported signage compliance (p12)

### Tactile Print, Arrows, Indicators, Borders, Pictograms

- ☐ Soft-shoulders for raised letters (p9) and pictograms (p10)
- ☐ Pictograms accompanied by equivalent print and braille (p10)
- ☐ Pictograms use standard symbols (p10)
- ☐ Letter size and height from surface (p9, p10)
- ☐ Letter stroke thickness (p10)
- ☐ Font style (p9)
- ☐ Distance between letters and words (p10)

- ☐ Distance away from braille and other tactile elements (p7, p10)

- ☐ Capitalisation (p9)

### Non-Tactile Print

- ☐ Font size and style (p9)
- ☐ Capitalisation (p9)

### Contrast, Layout, Durability and Placement

- ☐ Contrast and glare (p7, p9, p10)
- ☐ Background (p9)
- ☐ Braille and print left justified (p7)
- ☐ Braille below print (p7)
- ☐ Durable materials used (p8)
- ☐ Placement of sign (pp4-7)



**Beyond vision loss**

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## Appendix B

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*PDF Version of Tag List*



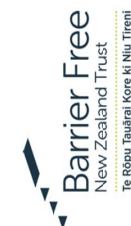
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Item#	Stage	Report Reference & Recommendation	Filter Codes	Filter Code Legend 2 = NZS4121 Requirement 3 = BFNZT Best Practice 4 = Blind Foundation Best Practice	WAM Response (date)	FOR BFNZT USE ONLY OK when it is resolved OR
1	Developed Design	8.1.1.1 Recommendation At least one of each the Sauna Rooms and Steam Rooms should provide an accessible space within it taking into account the fixtures which will be present in each room such as hot rock pits etc. which may restrict access.	2			
2	Developed Design	8.2.2.1 Recommendation Refurb the swing door to changing room B.00.008 so that it opens outwards.	2			
3	Developed Design	8.2.2.2 Best Practice Switch the location of storage area and change room B.00.008 over so that the door of B.00.008 can be swung outwards and not create a hazard to users moving around the pool.	3			
4	Developed Design	8.3.2.1 Recommendation Redesign the ramp to the warm water pool and its connected spa pools so that the top ramp section achieves a gradient of 1:12 or gentler.	2			
5	Developed Design	8.3.2.2 Best Practice Ramp gradients of 1:14 or gentler can make a big difference to the effort required by the user to navigate the slope, where possible aim for gentler ramp slopes than the minimum 1:12 to the warm water pool.	3			
6	Developed Design	8.3.5.1 Recommendation Increase the width of the warm water pool ramp by circa 100-200mm to accommodate the vertical post handrail solution proposed for the warm water pool. Alternately opt for a wall mounted handrail system.	2			
7	Developed Design	8.3.6.1 Best Practice Handrails to the warm water pool be located between 840-900mm as per NZS4121:2001	3			
8	Developed Design	8.3.7.1 Best Practice Install low edge rails to the vertical posts along the accessible ramp to the warm water pool and its connected spa pools.	3			
9	Developed Design	8.3.8.1 Recommendation Handrails should be selected in accordance with NZS4121:2001 appendix F, fig. F.1 below. Additionally, keep in mind that the fixing method of the handrail itself must not result in a situation where the passage of a hand along the rail becomes obstructed.	2			
10	Developed Design	8.3.9.1 Recommendation At the top of the warm water pool ramp, ensure that the handrails extend 300mm and return to the ground. Refer to NZS4121:2001 Fig.13 extracts below for guidance on requirements. Note: Handrail extensions are required at the top landing but not at bottom landing for pool ramps as per ADA Design Guidelines.	2			
11	Developed Design	8.5.1.1 Best Practice With regard to the Splash Park provision of comparable experiences for the accessible user, the only accessible features are two Volcano Sprayers and one Mist Sprayer. Both of which are non-interactive features. As it stands the area is split in two due to a discontinuous accessible route, and the only accessible features are two Volcano Sprayers and one Mist Sprayer. Both of which are non-interactive features. Please refer to the gradient map in the report to see a clear comparison of accessible friendly features vs. the non-accessible ones.	3			

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3 = BFMZT Best Practice		4 = Blind Foundation Best Practice					
Item#	Stage	Barrier Reference & Recommendation	Filter Codes	Wait Response (date)			
12	Developed Design	8.6.2.1 Best Practice Ramp gradients of 1:14 or gentler can make a big difference to the effort required by the user to navigate the slope, where possible aim for gentler ramp slopes than the minimum 1:12 to the warm water pool	3				
13	Developed Design	8.6.5.1 Recommendation Detail the handrails on the adventure play / ramp to NZS4121:2001.	2				
14	Developed Design	8.6.5.2 Recommendation Detail the handrails on the adventure play pool ramp, ensure that the handrails extend 300mm and return to the ground. Refer to NZS4121:2001 Fig.13 extracts below for guidance on requirements. Note: Handrail extensions are required at the top landing but not at bottom landing for pool ramps as per ADA Design Guidelines.	2				
15	Developed Design	8.6.6.1 Recommendation After the design of the adventure play pool stairs so that they are an accessible stair rather than a common stair, then private stair or ramp is required. Refer to NZS4121:2001 section 8.1.1 apply in this scenario.	2				
16	Developed Design	8.6.7.1 Recommendation Detail the handrails on the adventure play stairs to NZS4121:2001.	2				
17	Developed Design	8.6.7.2 Recommendation Incorporate a middle handrail into the adventure play stairs as their clear width exceeds 400mm	2				
18	Developed Design	8.6.8.1 Recommendation Detail the footings on the adventure play stairs, ensuring that they are rounded to avoid a sharp edge and are colour contrasted with the rest of the tread. Visibility of the stair tread is essential for stair safety. The difference between two dark colours does not necessarily provide sufficient tonal contrast to allow the edge of the tread to be seen by a person with impaired vision. Examples of strong contrast would be dark blue and white, or black and yellow.	2				
19	Developed Design	8.7.2.1 Recommendation After the design of the stairs between the adventure play and deep water pool, so that they are an accessible stair.	2				
20	Developed Design	8.7.4.1 Recommendation Detail the handrails on the stairs between the adventure play and deep water pool, ensuring that they are rounded to avoid a sharp edge and are colour contrasted with the rest of the tread. Visibility of the stair tread is essential for stair safety. The difference between two dark colours does not necessarily provide sufficient tonal contrast to allow the edge of the tread to be seen by a person with impaired vision. Examples of strong contrast would be dark blue and white, or black and yellow.	2				
21	Developed Design	8.8.2.1 Best Practice Ramp gradients of 1:14 or gentler can make a big difference to the effort required by the user to navigate the slope, where possible aim for gentler ramp slopes than the minimum 1:12 to the family spa pool.	3				
22	Developed Design	8.8.5.1 Recommendation Increase the width of the family spa ramp by circa 100-200mm to accommodate the vertical post handrail solution proposed. Alternately opt for a wall mounted handrail system.	2				

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3 = BFMZT Best Practice		4 = Blind Foundation Best Practice					
Item#	Stage	Barrier Reference & Recommendation	Filter Codes	Wait Response (date)			
36	Developed Design	9.1.5.1 Best Practice Handrails to the competition pool be located between 840-900mm as per NZS4121:2001	3				
37	Developed Design	9.1.6.1 Best Practice Handrails to the vertical posts along the accessible ramp to the competition pool	3				
38	Developed Design	9.1.7.1 Recommendation Handrails should be selected in accordance with NZS4121:2001. If the handrails are not selected in accordance with the method of the handrail itself must not result in a situation where the passage of a hand along the rail becomes obstructed.	2				
39	Developed Design	9.1.8.1 Recommendation At the top of the competition pool ramp, ensure that the handrails extend 300mm and return to the ground. Refer to NZS4121:2001 Fig.13 extract below for guidance on requirements. Note: Handrail extensions are required at the top landing but not at bottom landing for pool ramps as per ADA Design Guidelines.	2				
40	Developed Design	9.2.1.1 Recommendation On receiving the determination around whether provision of an accessible diving board is required, review the design and make a determination and follow the conclusion.	2				
41	Developed Design	9.2.1.2 BEST PRACTICE Provide an accessible connection to the dive pool, ideally in the form of a ramp or stairs, which is suitable for consideration as an alternative solution given this dive pools main purpose was to meet the full competition diving FINA standards. If all pools are accessible the facilities operator would likely not have to specially consider accessibility to the pools and their facilities alongside the Human Rights Act 1993 s42 & s43 (Access by the public to places, vehicles, and facilities) when planning events etc.	3				
42	Developed Design	9.4.1.1 Recommendation Ensure that the undersized accessible change cubicles C.00.054, C.00.059, C.00.055, C.00.056 are amended to provide the required 1900mm clear width.	2				
43	Developed Design	9.4.1.2 Recommendation Ensure that accessible change cubicles C.00.054, C.00.059, C.00.058, C.00.057, C.00.055, C.00.056 have their layout of fixtures amended to be aligned with NZS4121:2001. (this will assist with incorporation of a shelf as mentioned below too)	2				
44	Developed Design	9.4.3.1 Recommendation Rehang the swing doors to the accessible toilet and shower cubicles C.00.054 - C.00.059 so that they open outwards, or utilise sliding doors.	2				
45	Developed Design	9.4.4.1 BEST PRACTICE It would be best practice to incorporate a sanitary dry shelf within all accessible changing rooms that include a toilet and/or shower. The shelf would be used for storage of clean clothes, equipment or bags.	3				
46	Developed Design	9.4.5.1 Recommendation Within all accessible changing rooms and shower rooms a clothes hanging device shall be fitted, positioned between 1200mm and 1350mm above the finished floor level in drying spaces.	2				

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Item#	Stage	Barrier Reference & Recommendation	Filter Codes	Wait Response (date)	FOR BFMZT USE ONLY OK when item is resolved
47	Developed Design	9.5.1.1 BEST PRACTICE In ACC Change C.00.013, C.00.014, C.00.015, C.00.018 & C.00.022 an additional dry seat and grab rail should be installed. The circa 7.0m <sup>2</sup> floor area of these cubicles should be sufficient to accommodate this and would further increase the usability and flexibility of these change rooms.	3		OK?
48	Developed Design	9.5.3.1 Recommendation Retain the swing doors to accessible changing rooms C.00.013, C.00.014, C.00.015, C.00.018 & C.00.022 so that they open forwards, or utilise sliding doors.	2		
49	Developed Design	9.5.4.1 BEST PRACTICE It would be best practice to incorporate a sanitary dry shelf within all accessible changing rooms that include a toilet and/or shower. The shelf would be used for storage of clean clothes, equipment or bags.	3		
50	Developed Design	9.5.5.1 Recommendation Within all accessible changing rooms and shower rooms a clothes hanging device shall be fitted, positioned between 1200mm and 1350mm above the finished floor level in drying spaces.	2		
51	Developed Design	9.6.2.1 Recommendation Within all accessible changing rooms the staff changing rooms which are modified to be accessible staff changing rooms so that the doors open outwards, or utilise sliding doors.	2		
52	Developed Design	9.6.3.1 BEST PRACTICE It would be best practice to incorporate a sanitary dry shelf within all accessible changing rooms that include a toilet and/or shower. The shelf would be used for storage of clean clothes, equipment or bags.	3		
53	Developed Design	9.6.4.1 Recommendation Within all accessible changing rooms and shower rooms a clothes hanging device shall be fitted, positioned between 1200mm and 1350mm above the finished floor level in drying spaces.	2		
54	Developed Design	9.7.1.1 BEST PRACTICE Within accessible dry changing rooms within both the male and female amenity blocks so that groups with one disabled companion need not separate when changing or moving between the change rooms and pool.	3		
55	Developed Design	9.8.1.1 BEST PRACTICE Confirm that C.00.036 & C.00.038 are both to be type 2 Changing Places as per the changing places information kit (November 2013).	3		
56	Developed Design	9.11.1 BEST PRACTICE That the bench style seating to be used at the courts and pool areas have backrests, or where provided at least some of the benches will provide for backrests.	3		
57	Developed Design	9.11.2 BEST PRACTICE That the bench style seating to be used at the courts and pool areas have armrests installed along them, or where provided at least some of the benches have armrests.	3		
58	Developed Design	9.11.3 RECOMMENDATION A cross bar within 150mm of ground level should be installed between the galvanised steel legs of the bench seating that will be placed in areas of circulation so as to prevent a cane users cane from passing under the seating.	2		

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Item#	Stage	Revised Reference & Recommendation	Filter Codes	Wait Response (date)	FOR BFMZT USE ONLY OK when item is resolved
59	Developed Design	9.12.1.1 BEST PRACTICE When the seating in the upper tiers of the competition pool seating is selected consideration should be given to universal design principles, ensuring that backrests and armrests are provided so that all ambulant disabled people can easily use the seats.	3		OK?
60	Developed Design	9.14.1.1 BEST PRACTICE In ACC Change C.01.002 an additional dry seal and grab rail should be installed. The size of the cubicle should be sufficient to accommodate this and would further increase the usability and flexibility of it.	3		
61	Developed Design	9.14.2.1 BEST PRACTICE Retain the swing door to ACC changing room C.01.002 so that it opens outwards, or replace it with a sliding door.	3		
62	Developed Design	9.14.3.1 BEST PRACTICE It would be best practice to incorporate a sanitary dry shelf within all accessible changing rooms that include a toilet and/or shower. The shelf would be used for storage of clean clothes, equipment or bags.	3		
64	Developed Design	9.14.4.1 Recommendation Within all accessible changing rooms and shower rooms a clothes hanging device shall be fitted, positioned between 1200mm and 1350mm above the finished floor level in drying spaces.	2		
65	Developed Design	9.15.1.1 Recommendation Reconfigure ACC change room in the female change room cubicle to include a sanitary dry shelf within all accessible changing rooms that include a toilet and/or shower. The shelf will need to be enlarged to accommodate this.	2		
66	Developed Design	9.15.3.1 BEST PRACTICE Incorporate a sanitary dry shelf within all accessible changing rooms that include a toilet and/or shower. The shelf would be used for storage of clean clothes, equipment or bags.	3		
67	Developed Design	9.15.4.1 Recommendation Within all accessible changing rooms and shower rooms a clothes hanging device shall be fitted, positioned between 1200mm and 1350mm above the finished floor level in drying spaces.	2		
68	Developed Design	9.16.1.1 Recommendation If ACC CHANGE C.01.008 is to be a changing room not just and accessible toilet shower, then recommendations for other changing rooms in this report should be followed.	2		
69	Developed Design	9.16.2.1 BEST PRACTICE Retain the swing door to ACC changing room C.01.008 so that it opens outwards, or replace it with a sliding door.	3		
70	Developed Design	9.17.1.1 BEST PRACTICE When the seating in the upper tiers of the competition pool seating is selected consideration should be given to universal design principles, ensuring that backrests and armrests are provided so that all ambulant disabled people can easily use the seats.	3		
71	Developed Design	9.18.1.1 Recommendation Enlarge the ACC change rooms C.02.003 & C.02.006 which are currently not meeting minimum required cubical dimensions for an accessible toilet shower. The dimensions of the accessible toilet/shower cubical is required along with provision of a seat and grab rail.	2		

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72	Developed Design	9.13.3.1 BEST PRACTICE It would be best practice to incorporate a sanitary dry shelf within all accessible changing rooms that include a toilet and/or shower. The shelf would be used for storage of clean clothes, equipment or bags.	3				
73	Developed Design	9.13.4.1 Recommendation Within all accessible changing rooms and shower rooms a clothes hanging device shall be fitted, positioned between 1200mm and 1350mm above the finished floor level in drying spaces.	2				
74	Developed Design	9.13.1.1 Recommendation Enlarge the ACC change rooms C.02.017 & C.02.018 which are accessible to the public to include an accessible toilet at 1800x1800. The configuration of fixtures should be as NZS4121:2001 once this increase of cubical size is achieved.	2				
75	Developed Design	9.13.1.2 Recommendation If ACC change rooms C.02.017 & C.02.018 are to be changing rooms (not just accessible toilets) then the dimensions of an accessible toilet/shower cubical is required along with provision of a seat and grab rail and consideration to the other changing room recommendations repeated through this report.	2				
76	Developed Design	10.1.1.1 RECOMMENDATION As the design progresses ensure that the childcare will be on an accessible route and cater for accessibility within it as if it was a separate building. E.g. Saying that people with disabilities could go into the MGF to use those toilet facilities would not be acceptable.	2				
77	Developed Design	10.2.2.1 BEST PRACTICE With regard to the provisions of accessible seating for the courts, the whole bottom row of seating along the north and south sealing banks be loose (or removable) so that accessible seating could be easily created and configured to suit attendance on the day.	3				
78	Developed Design	10.2.3.1 BEST PRACTICE Consideration should be given to universal design principles with regards to the retractable seating system of Zone D. While backrests are provided by the seating, armrests are not provided which will restrict the usability of the seating for ambulant disabled people, the elderly etc.	3				
79	Developed Design	10.3.1.1 RECOMMENDATION Ensure that the entrances to Zone D from the western side of the building near the drop off zone are accessible.	2				

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Item#	Stage	Report Reference & Recommendation	Filter Codes	Wait Response (date)			
80	Developed Design	10.4.1.1 RECOMMENDATION We ask the following question about the HPSNZ Track as it is not on an accessible route with stair only access - 'Is it reasonable to expect someone with a disability may need to access this area?' If the answer is 'yes' then the HPSNZ Track needs to be connected to an accessible route.	2				
81	Developed Design	11.1.4.1 RECOMMENDATION If the answer is 'yes' then the baby change table does not reduce the functionality of the toilet cubicle when down. Currently it obstructs the entry door.	2				
82	Developed Design	11.2.1.1 BEST PRACTICE Community change/elevated area to be designed 'fit for purpose' for sport wheelchairs rather than just a standard wheelchair.	3				
83	Developed Design	11.3.1.1 RECOMMENDATION Flip the hinge side of door D.E.00.029 so that the handle side of the door can achieve the required 300mm clear space to its side.	2				
84	Developed Design	11.3.1.2 BEST PRACTICE If the answer is 'yes' then the HPSNZ Track needs to be connected to an accessible route. Currently it obstructs the entry door.	3				
85	Developed Design	11.4.1.1 RECOMMENDATION When designed, ensure that the reception at sport house iv.01 will be accessible for both staff and visitors.	2				
86	Developed Design	11.4.2.1 BEST PRACTICE If ACC W/SHR E.01.024 in sport house iv.01 is an area that it is reasonable to expect someone in a sport chair may visit, then it is recommended that the increased wheelchair and spatial requirements of these chairs.	3				
87	Developed Design	11.6.2.1 RECOMMENDATION Provide 2 accessible seating spaces (minimum) in the VIP seating area.	2				
88	Developed Design	11.6.2.2 BEST PRACTICE In addition to the recommendation, have the whole top row of VIP seating (if level with the VIP area) removable so that any number of accessible seating can be achieved as required.	3				
89	Developed Design	12.1.1.1 BEST PRACTICE With regard to the provisions of accessible seating for the courts within Zone F our suggestion at the preliminary design stage was that the seating be designed to be removable so that accessible seating could be easily created and configured to suit attendance on the day.	3				
90	Developed Design	13.1.2.1 RECOMMENDATION The main reception J.00.010 is currently non-compliant as it must enable both visitors and staff to undertake normal activities and process at it. This should mean that a dedicated lower section of counter is provided where a visitor in a wheelchair can pull in and fill in the counter and a staff member in a wheelchair can do the same on the staff side.	2				
91	Developed Design	14.1.1.1 RECOMMENDATION Check the detailing of all stairs within the MSF sheets AJ.5501 and AJ.5502 had the 'tread' has shown as the going and no specific dimensions are provided. It is recommended that the dimensions be difficult to ascertain exactly what the dimensions of the stairs were and accordingly we could not confirm which stairs are accessible.	2				



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Filter Code Legend		Filter Codes		Wait Response (date)		FOR BFMZT USE ONLY OK when item is resolved	
2 = NZS4121 Requirement		3 = BFMZT Best Practice				OK?	
3 = BFMZT Best Practice		4 = Blind Foundation Best Practice					
Item#	Stage	Recommendation	Filter Codes	Wait Response (date)			
92	Developed Design	14.1.2.1 RECOMMENDATION Ensure that all the stairs are reviewed in accordance with the summary in the accessibility report, and that the stairs which will be accessible are fully detailed to NZS4121:2001 as a minimum. As referenced in the report best practice would be all stairs are designed as accessible stairs not just the main stairs.	2				
93	Developed Design	15.1.1.1 RECOMMENDATION The design of all handrails should meet the requirements of NZS4121:2001 Appendix F and additionally: - Have no obstructions to the movement of the hand along its length. - A domed button to indicate the imminent termination of the rail shall be fixed at 150mm from the end of the rail as shown on figure 23 below.	2				
94	Developed Design	15.1.1.2 Best Practice Have Braille numbers or identification wording on hand rails to allow identification of floors.	3				
95	Developed Design	15.1.1.3 Best Practice The ideal handrail profile for all users is circular with a diameter between 32mm and 45mm.	3				
96	Developed Design	15.1.2.1 Recommendation Ensure handrails contrast visually to their background.	2				
97	Developed Design	15.1.4.1 Recommendation Ensure that the ends of handrails are turned down 100mm or returned fully to the end-post or wall face.	2				
98	Developed Design	15.1.7.1 Recommendation Detail the handrails against their adjacent wall surfaces, ensuring that a clear space of at least 50mm, and no greater than 60mm is provided so to enable the handrail to be usable without running the risk of limbs falling behind it.	2				
99	Developed Design	15.1.8.1 Recommendation Handrails should be securely fixed and rigid. A handrail must be able to support a weight of 110 kg. (Refer to Appendix F.) Handrails shall be fixed so that there is no obstruction to the passage of the hand along the grip.	2				
100	Developed Design	16.1.1.1 RECOMMENDATION Ensure lifts E1 - E 00.002 & E 00.003 are accessible lifts designed in accordance with NZS4121:2001 as a minimum. PLEASE NOTE THE BEST PRACTICE DOES NOT BELONG WITH REGARD TO LIFTS IN SPORTING FACILITIES.	2				
101	Developed Design	16.1.1.2 BEST PRACTICE Ensure lifts E1 - E 00.002 & E 00.003 are designed 'fit for purpose' and are accessible lifts designed in accordance with NZS4121:2001 as a minimum. The lifts shall be designed to allow a person in a wheelchair to board and alight safely. The lifts shall have a minimum clear width of 1000mm minimum and additional lift car floor area - This is to allow for the larger wheelchair of sport wheelchairs and avoid situations as pictured below from occurring.	3				
102	Developed Design	16.1.1.3 RECOMMENDATION If lift C 00.047 is a service lift locked off to visitors, then it does not need to be accessible (although it would be best practice) if the lift will be unlocked and available to visitors then it should be accessible.	2				
103	Developed Design	17.1.1.1 RECOMMENDATION Supply detail on the ramp between the main south entry and community courts, as shown in the 100% developed design we are providing, to ensure that it will meet color requirements and is far from best practice.	2				

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104	Developed Design	17.1.2.1 BEST PRACTICE That the sidewalk extends to protect the 300mm handrail projection at the bottom and top of the ramp between central hub v/01 and wellness/group fitness.	3		OK?
105	Developed Design	17.1.3.1 BEST PRACTICE Have the South Circulation ramp stop 1200mm back from the blind corner onto the corridor, this space enables a wheelchair user to have a level surface and stop moving before making the transition into the corridor and its pedestrian traffic.	3		
106	Developed Design	17.2.1.1 Recommendation The design of all handrails should meet the requirements of NZS4121:2001 Appendix F and additionally: • Handrails shall be continuous • There are no obstructions to the movement of the hand along its length. • A handrail must be provided at the end of the rail • The handrail must be fixed at 150mm from the end of the rail	2		
107	Developed Design	17.2.1.2 Best Practice Have Braille numbers or identification wording on hand rails to allow identification of floors.	3		
108	Developed Design	17.2.1.3 Best Practice: The ideal handrail profile for all users is circular with a diameter between 32mm and 45mm.	3		
109	Developed Design	17.2.2.1 Recommendation Ensure handrails contrast visually to their background.	2		
110	Developed Design	17.2.4.1 Recommendation Ensure that the ends of handrails are turned down 100mm or returned fully to the end-post or wall face.	2		
111	Developed Design	17.2.6.1 Recommendation Handrails must be set within the 840-900mm height range permitted by NZS4121:2001	2		
112	Developed Design	17.2.7.1 Recommendation Detail the handrails against their adjacent wall surfaces, ensuring the handrails are supported by the wall and the wall is provided so to enable the handrail to be usable without running the risk of limbs falling behind it.	2		
113	Developed Design	17.2.8.1 Recommendation Handrails must be fixed and rigid. A handrail must be able to support a weight of 110 kg (Refer to Appendix F.) Handrails shall be fixed so that there is no obstruction to the passage of the hand along the grip.	2		
114	Developed Design	18.1.2.1 Recommendation Confirm that all the accessible entrances to the NSF have a clear level approach space in excess of 1200x1200 both inside and outside.	2		

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115	Developed Design	18.1.4.1 Recommendation Confirm the threshold heights at all the entry points to the NSF.	2		OK?
116	Developed Design	18.2.2.1 Recommendation Confirm that all the accessible entrances to the NSF have a clear level approach space in excess of 1200x1200 both inside and outside.	2		
117	Developed Design	18.3.4.1 Recommendation Confirm the threshold heights at all the entry points to the NSF.	2		
118	Developed Design	18.3.2.1 Recommendation Confirm that all the accessible entrances to the NSF have a clear level approach space in excess of 1200x1200 both inside and outside.	2		
119	Developed Design	18.3.4.1 Recommendation Confirm the threshold heights at all the entry points to the NSF.	2		
120	Developed Design	18.3.5.1 Recommendation Ensure that the accessible staircase and ramp to the northernmost entry door at the western main entrance are detailed to NZS4121:2001 as a minimum.	2		
121	Developed Design	19.1.1.1 BLIND FOUNDATION RECOMMENDATION There should be separation of pedestrian routes and vehicle routes to increase the safety and ease of wayfinding.	4		
122	Developed Design	19.1.1.2 BLIND FOUNDATION RECOMMENDATION The design of the kerbside area should be such that it is clear to give priority to pedestrians and warning of potential hazards as well as directional wayfinding.	4		
123	Developed Design	19.1.1.3 BLIND FOUNDATION RECOMMENDATION Recommend that the priority on the footpath remains with the pedestrian.	4		
124	Developed Design	19.1.1.4 BLIND FOUNDATION RECOMMENDATION Recommend that the coach area is moved from the current location to the rear of the building. The area should be clearly marked, strengthened and includes a grade apron or other environmental features such as a garden edge to provide wayfinding.	4		
125	Developed Design	19.1.1.5 BLIND FOUNDATION RECOMMENDATION Recommend kerb height separation of 650mm minimum (LG 4407 shows kerb heights below this).	4		
126	Developed Design	19.1.1.6 BLIND FOUNDATION RECOMMENDATION Recommend the accessible path of travel is kept to one surface. The path of travel should be clearly marked and have a detectable change only where the car would be included.	4		
127	Developed Design	19.1.1.7 BLIND FOUNDATION RECOMMENDATION Recommend inclusion of visual and tactile warning for pedestrians.	4		

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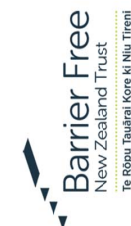
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Filter Code Legend		Filter Codes		Wait Response (date)		FOR BPNZT USE ONLY OK when item is resolved	
2 = NZS4121 Requirement		3 = BPNZT Best Practice				OK	
3 = BPNZT Best Practice		4 = Blind Foundation Best Practice					
Item#	Stage	Recommendation	Filter Codes	Wait Response (date)			
154	Developed Design	20.1.9.1 Recommendation If practicable to do so the accessible carparks must be covered to shelter users from the elements.	2				
155	Developed Design	20.1.10.1 Recommendation If practicable to do so the accessible carparks must be covered to shelter users from the elements.	2				
156	Developed Design	20.1.11.1 Recommendation If practicable to do so the accessible carparks must be covered to shelter users from the elements.	2				
157	Developed Design	20.2.2.1 Recommendation Ensure that the transverse gradient of crowned or banked footpaths or ramps shall not exceed 1 in 50 (see figure 10).	2				
158	Developed Design	20.3.3.1 Recommendation Ensure that the transverse gradient of crowned or banked footpaths or ramps shall not exceed 1 in 50 (see figure 10).	2				
159	Developed Design	20.3.2.1 Recommendation Ensure that the transverse gradient of crowned or banked footpaths or ramps shall not exceed 1 in 50 (see figure 10).	3				
160	Developed Design	20.3.3.1 Recommendation Ensure that the transverse gradient of crowned or banked footpaths or ramps shall not exceed 1 in 50 (see figure 10).	2				
161	Developed Design	20.3.4.1 Recommendation Ensure that the transverse gradient of crowned or banked footpaths or ramps shall not exceed 1 in 50 (see figure 10).	3				
162	Developed Design	20.5.1.1 Recommendation Ensure that the transverse gradient of crowned or banked footpaths or ramps shall not exceed 1 in 50 (see figure 10).	2				
163	Developed Design	20.5.2.1 Recommendation Ensure that the transverse gradient of crowned or banked footpaths or ramps shall not exceed 1 in 50 (see figure 10).	2				
164	Developed Design	21.1.1.1 Recommendation Ensure that the transverse gradient of crowned or banked footpaths or ramps shall not exceed 1 in 50 (see figure 10).	2				
165	Developed Design	21.2.1.1 Recommendation Ensure that the transverse gradient of crowned or banked footpaths or ramps shall not exceed 1 in 50 (see figure 10).	3				

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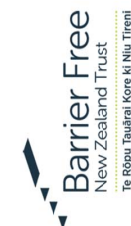
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METRO SPORT FACILITY  
Accessibility Tag List  
100% Developed Design  
First Draft Report  
22/02/2017



Last Audited Documentation: 100% Developed Design

Filter Code Legend		Filter Codes		Wait Response (date)		FOR BFMZT USE ONLY OK when item is resolved	
2 = NZS4121 Requirement		3 = BFMZT Best Practice				OK?	
4 = Blind Foundation Best Practice							
Item#	Stage	Recommendation	Filter Codes	Wait Response (date)			
181	Developed Design	21.10.6.1 Recommendation When detailing door hardware ensure that it meets the following requirements: a) Handles shall be between 900 mm and 1200 mm (optimum 1000 mm) above the finished floor level. b) The door handle shall have a lever action and the end of the handle shall be returned towards the door. c) The door opening pressure shall be the minimum required to suit specific use and conditions (refer to 7.3.5).	2				
182	Developed Design	21.10.7.1 Recommendation Ensure that the selected automatic doors can remain open for at least five seconds, or as long as it takes to clear the door whichever is the longer. The moving edges of the panels must also have a strongly contrasting visual strip device on the moving edge(s).	2				
183	Developed Design	21.10.7.2 Recommendation Ensure that the selected automatic doors sensor can be activated by people approaching from shallow angles, some people who are blind or partially sighted may use the building (face as a trail to the door).	2				
184	Developed Design	21.11.1.1 Recommendation Ensure that the wall finishes in change rooms, toilets and showers currently they are very white and with white fixtures this will be very difficult to navigate for the visually impaired.	2				
185	Developed Design	21.12.3.1 Recommendation Consider using a model of tap for the accessible toilets, showers and change rooms that has a more easily operable flow and control lever. More suitable variations appear to be available within the same product range such as the TEMPOMATIC MIX4 Ref. 480106LH	2				
186	Developed Design	21.12.3.1 Recommendation Replace the Caroma care 'Integra 500' basins specified for use within the accessible change, toilets and showers with a basin that meets the requirements of NZS4121:2001, the Caroma care 'Integra 500' basins are specified for use within the accessible change, toilets and showers which is greater than the 400mm maximum permitted by NZS4121:2001)	2				
187	Developed Design	21.12.4.1 Recommendation Ensure that only the 'supreme airforce' hand dryers are used in accessible areas; air blade styles are not suitable.	2				
188	Developed Design	21.12.6.1 Recommendation Ensure that the raised white nylon push plate with braille offering available from Zum, (below)	2				
189	Developed Design	21.12.6.2 BEST PRACTICE Consider using a model of tap for the accessible toilets, showers and change rooms that has a more easily operable flow and control lever. More suitable variations appear to be available within the same product range such as the TEMPOMATIC MIX4 Ref. 480106LH	3				
190	Developed Design	21.12.7.1 Recommendation Replace the specification for the ASI 7402-HSSM (single roll exposed toilet paper dispenser) in the accessible toilet areas with a higher capacity, shielded dispenser.	2				
191	Developed Design	21.15.1.1 Recommendation If a sound amplification system is to be provided within any areas of the building, then a listening system shall be installed to cover the total area of the room covered by such a system. Guidance on listening systems is found in NZS4121:2001 Appendix H.	2				

Last Audited Documentation: 100% Developed Design

METRO SPORT FACILITY  
Accessibility Tag List  
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Item#	Stage	Report Reference & Recommendation	Filter Codes	Wait Response (date)	FOR BFNZT USE ONLY OK when item is resolved
192	Developed Design	21.15.1.2 BEST PRACTICE For up to date, site specific advice on listening systems we recommend contacting Pauline Marshall of the hearing association which is based in CHCH (we will provide an introductory email for you). She can provide guidance reflecting current technologies and any specific requirements for the project further advanced than anything contained in NZS4121:2001.	3		OK?
193	Developed Design	21.16.1.1 Recommendation The recommended design sound levels within AS/NZS 2107:2016 should be adhered to, for effective hearing throughout the building.	2		
194	Developed Design	21.16.1.2 BEST PRACTICE As learned from our site visit to the Graeme Cordon pool noise issues, the design should consider the impact of noise on activities in public places, and can even cause damage to visitor and guest hearing if not minimised by the design. We suggest that the learnings of that walk around are constantly reflected on throughout the design process.	3		
195	Developed Design	21.17.1.1 Recommendation Pass onto the lighting designer the requirement that illumination should be provided in accordance with AS/NZS 1580:1/2006, and that illumination is at least highlight doors, stairs, handrails, counters, stairs (top, bottom and heads) and other artificial lit areas.	2		
196	Developed Design	21.18.1.1 Recommendation Ensure that the fire alarm system has both audible and visual alerting devices. Visual alerting devices enable deaf persons to be made aware of the fire alarm going off when they are in spaces of isolation. A typical example of this may be in toilet or office cubical spaces.	2		
197	Developed Design	21.19.1.1 BEST PRACTICE That taxi, other vehicle and coach drop off points be undercover so as to afford users a comfortable transfer and make their way to entrance without getting wet during rain.	3		
198	Developed Design	21.19.3.1 Recommendation Objects fixed permanently to the ground or to the side of an accessway e.g. telephone booths or outdoor furniture, including handrails, should be designed to be accessible. This includes, but is not limited to, display stands, billboards, sandwich boards etc. a/c. (a) Not intrude into or obstruct the 1200mm clear accessway; (b) Have a feature within 150mm of the ground that will be detectable by a person using a white cane; (c) Be colour contrasted to the surroundings.	2		
199	Developed Design	21.20.1.1 Best Practice The shared space elements of this project need to be talked through with the design team, BFNZT and a representative from the Blind Foundation present.	3		
200	Developed Design	21.21.1.1 Best Practice Where seating areas are created then consideration should be given to circular areas/arrangements (seating spaces) so that Deaf people do not need to cross their needs to talk to each other. Lighting should be designed to fully illuminate faces and the upper torso in these areas.	3		

Accessibility Review - Tag Sheet

Project - Metro Sports Facility (MSF)  
Jun-19  
Jul-19 Updates following meeting with CCC & Otakaro (28/06/19)  
The following table is a summary of the status of the general accessibility items on Metro sports.

The OPEN and CLOSED Assessments have been carried out by the W&M design team. W&M has identified which Barrier Free observations have been addressed or incorporated into the documents, these are identified as CLOSED. Observations which have not been incorporated or are outside the control of W&M have been identified with an 'OPEN' tag. Several of the OPEN tags relate to loose furniture or tenant fitout which is outside of W&M scope to control. These are identified with OPEN / OPERATOR TO NOTE to bring these to the attention of the facility operator and/or tenant to include in their management plan

BFNZT USE ONLY								
Item #	Area for consideration	Barrier Free observation	Drawing reference (example)	Requirement, recommendation, reference	Accessibility requirement level	STATUS (W&M ASSESSMENT)	W&M COMMENTARY	Action (Client meeting 28/06/28)
1	Facilities	Zone B, Steam Room 1 - accessible space TBC, purpose of fixed bench BEN4 - hinged to allow for wheelchair TBC	AB.1305 AB.6051 rev B AB.6052 rev B	See All Zones, recreation	1 - minimum compliance	CLOSED	A hinged seat is provided to provide a wheelchair space	
2	Facilities	Zone B, Steam Room 2 - accessible TBC, no bench BEN4 but small gap in seating corner TBC	AB.1305 AB.6051 rev B AB.6052 rev B	See All Zones, recreation	1 - minimum compliance	CLOSED	A hinged seat is provided to provide a wheelchair space	
3	Facilities	Zone B, poolside, accessible WC/shower x 1 public - accessible layout dimensions TBC	AB.1305 AB.6051 rev B AB.6052 rev B	See All Zones, sanitary facilities See All Zones, furniture	1 - minimum compliance	CLOSED	Accessible room is 2.235m x 1.950m and complies.	
4	Facilities	Zone B, Sauna Room 1 - accessible TBC, no bench BEN4 or gap	AB.1305 AB.6051 rev B AB.6052 rev B	See All Zones, recreation	1 - minimum compliance	CLOSED	A hinged seat is provided to provide a wheelchair space	
5	Facilities	Zone B, Sauna Room 2 - accessible TBC, purpose of bench BEN4 fixed, hinged to allow for wheelchair TBC	AB.1305 AB.6051 rev B AB.6052 rev B	See All Zones, recreation	1 - minimum compliance	CLOSED	A hinged seat is provided to provide a wheelchair space	
8	Internal circulation	Zone B, Stair B3 - accessible Hydroslide access stair	AB.1305 rev E AB.5002 rev D	See All Zones, stairs See All Zones, stair nosings See All Zones, handrails See All Zones, TGSIs	1 - minimum compliance	OPEN	The pitch of the stair and handrails are designed as accessible. We do not install TGSi to slide tower stairs as patron are bare foot and TGSi are a hazard with bare feet.	Client request for W&M to specify non SS TGSi's on the stair. W&M advised that there is no proven history of use and that the performance of TGSi's in a wet environment cannot be guaranteed, and may be uncomfortable to barefoot patrons. PTA currently updating drawings to show these. <a href="https://www.ecofloors.co.nz/item/312/TGSi/PU_TGSi">https://www.ecofloors.co.nz/item/312/TGSi/PU_TGSi</a>
9	Internal circulation	Pool ramps generally	AB.1305	See All Zones, ramps See All Zones, handrails See All Zones, TGSIs	1 - minimum compliance	OPEN	All pool ramps are 1200mm wide with minor handrails projections as per NZBC D1 Clause 1.5.2. TGSi's are not provided as they are not suitable for barefeet. No colour contrast to the handrail is proposed. W&M recommend against the use of a colourcontrasting paint coating to the stainless handrails in the pool environment. It is considered that the stainless steel handrails will provide good contrast against the background for visually impaired patrons.	Ramps at QEII Tairora are the same 1200 proposed on Metro, Selwyn and Wanaka are slightly wider. Otakaro memo (24th August 2017) outlines 1200mm wide ramps are acceptable. W&M recommend proceeding with the Mytha ramps as documented, with minor adjustment to handrail clearance from side wall to 50mm (previously 58.5mm) to comply with NZS4441.
10	Orientation & way-finding	Zone B, Hydroslide exit - hazard warnings TBC	AB.1305	See All zones, obstructions and hazards	1 - minimum compliance	CLOSED	Slide flumes / runouts are black and colour contrast with white floor tiles. They are raised 450-500mm high above floor. Photo to be provided.	
13	Facilities	Zone B, Pool area benches - BEN3, BEN4 TBC BE01, BENCH 01 - arm/back rests TBC	AB.1306 AB.6056 rev B AB.6700 rev C	See All zones, seating	1 - minimum compliance	CLOSED	Backrest and armrests are provided on seat type 3B.	
16	Orientation & way-finding	Zone B, Pool area column diagonal bracing - hazard warning TBC (benches)	AB.6056 rev B	See All zones, obstructions and hazards	1 - minimum compliance	CLOSED	Incorporated, colour contrast provided.	
17	Orientation & way-finding	Zone B, Column base plates - hazard warnings TBC	AB.1307 AB.5003 rev B	See All zones, obstructions and hazards	1 - minimum compliance	CLOSED	Incorporated, colour contrast provided.	
18	Facilities	Zone B, Adventure play leisure pool - accessible jungle TBC	AB.1308	See All Zones, recreation	1 - minimum compliance	OPEN	Note that not all equipment in the adventure playground is accessible.	No action. Client acknowledges that some water play elements are not accessible to all.
19	Pedestrian access	Zone B, Tenancy - cafe TBC, access TBC	AB.1309 rev E AB.6050 rev B	See All zones, accessible route	1 - minimum compliance	OPEN / OPERATOR TO NOTE	Café is shell only. Future operator to be aware of accessibility issues	Client noted.
20	Pedestrian access	Zone B, Foyer - temporary event kiosks	AB.1002 rev J	See All zones, obstructions and hazards See All Zones, furniture See All Zones, counters and desks	1 - minimum compliance	OPEN / OPERATOR TO NOTE	Operator to be aware when selecting temporary event kiosks that they should be designed as fully accessible. ie: low counters for both staff and customers	Client noted.
22	Facilities	Zone B, Lockers - accessible TBC	AB.1310 rev E AB.6056 rev B	See All Zones, furniture	1 - minimum compliance	CLOSED	Incorporated. Lockers colour contrast and provide a range of heights for accessible patrons	
23	Facilities	Zone B, Learn to swim pool WC - accessible TBC	AB.1310 rev E	See All Zones, sanitary facilities See All zones, doors		CLOSED	Incorporated. Basin has been adjusted to be exactly 300mm apart as requested	
24	Orientation & way-finding	Zone B, Fitness Centre column and diagonal bracing - hazard warnings TBC	AB.1312 rev E AB.6102 rev A AB.6103 rev B	See All zones, obstructions and hazards	1 - minimum compliance	CLOSED	Incorporated. White cross braces contrast against dark floor finish.	
25	Facilities	Zone B, Fitness Centre reception - accessible counter TBC (2 different layouts shown)	AB.1312 rev E AB.6014 rev A AB.6100 rev B	See All Zones, counters and desks	1 - minimum compliance	CLOSED	Incorporated. Lower counter provided for accessible patrons	
26	Facilities	Zone B, Fitness Centre assessment rooms - accessible space and furniture TBC	AB.1313 rev E AB.6103 rev B	See All zones, accessible route See All Zones, counters and desks	1 - minimum compliance	OPEN / OPERATOR TO NOTE	Operator to be aware of furniture and ensuring accessible clear route between loose furniture is maintained	Client noted.
27	Internal circulation	Zone B, Fitness Centre accessway - accessible route through equipment TBC (2 different layouts shown)	AB.1312 rev E AB.6014 rev A AB.6100 rev B	See All zones, accessible route	1 - minimum compliance	OPEN / OPERATOR TO NOTE	Operator to be aware of furniture and ensuring accessible clear route between loose furniture is maintained	Client noted.
28	Internal circulation	Zone B, Fitness Centre entry - accessible TBC	AB.1312 rev E	See All zones, accessible route	1 - minimum compliance	CLOSED	Incorporated	
29	Facilities	Zone B, Fitness Centre group fitness - accessible stage TBC	AB.1313 rev E	See All zones, entertainment	1 - minimum compliance	CLOSED	Incorporated	

Accessibility Review - Tag Sheet

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Jul-19 Updates following meeting with CCC & Otakaro (28/06/19)  
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The OPEN and CLOSED Assessments have been carried out by the W&M design team. W&M has identified which Barrier Free observations have been addressed or incorporated into the documents, these are identified as CLOSED. Observations which have not been incorporated or are outside the control of W&M have been identified with an 'OPEN' tag. Several of the OPEN tags relate to loose furniture or tenant fitout which is outside of W&M scope to control. These are identified with OPEN / OPERATOR TO NOTE to bring these to the attention of the facility operator and/or tenant to include in their management plan

BFNZT USE ONLY									
Item #	Area for consideration	Barrier Free observation	Drawing reference (example)	Requirement, recommendation, reference	Accessibility requirement level	STATUS (W&M ASSESSMENT)	W&M COMMENTARY	Action (Client meeting 28/06/28)	
30	Internal circulation	Zone B, Fitness Centre waiting space/circulation - ramp I (TBC) - see Zone J	AB.1313 rev E	See All Zones, ramps See All Zones, handrails	1 - minimum compliance	CLOSED	Incorporated		
31	Facilities	Zone B, Fitness Centre group fitness - accessible pigeon hole TBC	AB.1313 rev E	See All Zones, furniture	1 - minimum compliance	CLOSED	Incorporated		
32	Facilities	Zone B, Fitness Centre, lockers - colour contrast to surrounding surfaces TBC	AB.2002 rev C	See All Zones, furniture	1 - minimum compliance	CLOSED	Incorporated		
33	Orientation & way-finding	Window glazing manifestations generally		See All Zones, glazing manifestation	1 - minimum compliance	OPEN	Currently one band of opaque white 60mm circles at 150 centres, 1000mm above FFL has been documented. The patterning has been developed in collaboration with Matapopore to reflect the cultural narrative of the facility. The addition of a second band of manifestations has a cost premium.	Agreed to retain current design of manifestation dots. Noted that it would be relatively easy to add additional manifestations if problems occur.	
35	Facilities	All zones, water station - accessible TBC	AB.6050 rev B	See All Zones, furniture	1 - minimum compliance	CLOSED	Drinking fountains have been mounted at a height which is usable for all patrons		
36	Facilities	Zone C, accessible WC shower, 2 x staff, handed - 1 door open in, 1 door open out) - layouts TBC	AC.1002 rev J	See All Zone, sanitary facilities	1 - minimum compliance	CLOSED	Incorporated		
37	Internal circulation	Zone C, accessible facilities accessible route to all pool areas TBC	AC.1002 rev J	See All zones, accessible route	1 - minimum compliance	CLOSED	Incorporated		
38	Facilities	Zone C, accessible facilities, colour contrast - doors, fittings and fixtures TBC	AC.1002 rev J	See All Zones, sanitary facilities See All Zones, furniture	1 - minimum compliance	CLOSED	Generally door colours have been painted a colour to contrast against the surrounding walls to provide adequate contrast for visually impaired patrons.		
39	Facilities	Zone C, merchandising change cubicle - accessible TBC	AC.1002 rev J	See All Zones, accessible route See All Zones, furniture	1 - minimum compliance	CLOSED	Incorporated. The door width is sufficient for a wheelchair user.		
40	Facilities	Zone C, reception back of house - accessible space and furniture TBC	AC.1002 rev J AC.1308 rev E	See All zones, accessible route See All Zones, counters and desks	1 - minimum compliance	CLOSED	Incorporated. The door width is sufficient for a wheelchair user.		
41	Internal circulation	Zone C, aquatic sensory experience - accessible TBC Gradient TBC Length TBC Width TBC Landings depth TBC	AC.1002 rev J AC.1312 rev E AC.6064 rev B AC.6065 rev B AC.6066 rev C	See All Zones, ramps See All Zones, handrails See All Zones, TGSIs	1 - minimum compliance	OPEN	Recommend additional review. No handrails shown - is this correct? Ramp gradient is less than 1:12. TGSIs not provided as not suitable for barefeet.	Colour change of PVC liner to white tiles will provide sufficient contrast. Design team (W&M and PTA) are unclear on whether documents reflect requirements. Recommend meeting to talk through ASE plans with client and PTA when Robert is next over on 17/18th July.	
42	Facilities	Zone C, aquatic sensory experience - activity TBC, supervision or public use TBC, accessible route TBC	AC.1002 rev J AC.1312 rev E AC.6064 rev B AC.6065 rev B	See All Zones, accessible route See All Zones, furniture	1 - minimum compliance	CLOSED	Incorporated		
43	Facilities	Zone C, birthday party room - seating fixed or moveable, bench top accessible TBC	AC.1002a rev I AC.1308 rev E AC.6064 rev B	See All zones, accessible route See All Zones, counters and desks	1 - minimum compliance	CLOSED	Seating is loose. The desk is fixed at 720mm high		
44	Facilities	Zone C, accessible WC shower 1 male, 1 female, 1 unisex public, handed BUT only for male - layout TBC, entry of unisex with door opening on to ramp	AC.1003 rev G AC.6103 rev B	By having each gender as the same layout and the unisex facility handed, this allows for male or female users with disabilities on one side to choose which facility to use for ease.	1 - minimum compliance	CLOSED	Incorporated		
45	Internal circulation	Zone C, female changing - middle shower door opens on to accessible route to accessible WC shower	AC.1003 rev G AC.1310 rev E AC.6100 rev B	Open all non-accessible shower cubicle doors inwards to reduce congestion for users of accessible route to amenities.	2 - recommended	CLOSED	Incorporated		
47	Internal circulation	Zone C, male and female changing, corridor widths to accessible amenity TBC - some appear to be 1212mm, structural set out or finished surface dimensions TBC	AC.1003 rev G AC.1310 rev E AC.6100 rev B	Absolute minimum dimension for finished surface to finished surface 1200mm for all accessible routes, preferably wider if doors open on to accessible route	1 - minimum compliance	CLOSED	The 1212mm dimension is to finished face		
49	Internal circulation	Zone C, ramp, accessing store and other areas TBC - accessible/gradient ("1:12")/length/width/landing/handrail/colour contrast/tactile warning TBC	AC.1003 rev G AC.1310 rev E AC.6103 rev B	See All Zones, ramps See All Zones, handrails		CLOSED	Incorporated		
50	Orientation & way-finding	Zone C, column and diagonal bracing - hazard warning TBC	AC.1003 rev G AC.1004 rev G AC.1307 rev E	See All Zones, obstructions and hazards	1 - minimum compliance	CLOSED	Incorporated		
51	Internal circulation	Zone C, stair C2 - accessible (not lower ground or top, as advised by WaM)	AC.1003 rev G AC.3522 rev B AC.5102 rev B	See All Zones, stairs See All Zones, stair nosings	1 - minimum compliance	CLOSED	Incorporated		

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52	Internal circulation	Zone C, lift (#7) - accessible TBC	AC.1003 rev G	See All Zone, lifts	1 - minimum compliance	CLOSED	All lifts are accessible		
53	Internal circulation	Zone C, stair C1 - accessible (not lower ground or top, as advised by WaM) "Treads @ 285"	AC.5101 rev C	See All Zones, stairs  See All Zones, stair nosings		CLOSED	Incorporated		
54	Facilities	Zone C, aquatic events kiosk - activity and accessible counter TBC	AC.1004 rev G AC.1312 rev E AC.6202 rev B	See All zones, accessible route  See All Zones, counters and desks  See All Zones, furniture		OPEN / OPERATOR TO NOTE	These units are mobile, modular proprietary units and will not fully comply with NZS4121. Refer to FF&E schedule.	Client to discuss with the supplier to ensure a pragmatic solution is reached.	
55	Facilities	Zone C, accessible seating area - locations for viewing various activities restricted	AC.1003 rev G	Wheelchair users should be able to easily view all activities across the wet bar area, e.g. dive pool	2 - recommended	OPEN	Wheelchair seating spaces have been provided in a prime viewing area in a central location. Refer to AC.1004. It is not pragmatic to provide wheelchair viewing locations in multiple locations within the spectator seating grandstand.	Wheelchair viewing for diving can be provided poolside on the ground floor. Agreed it is not pragmatic to provide another high level viewing platform.	
56	Facilities	Zone C, lockers, public and staff - accessible height and reach behind benches TBC	AC.1003 rev G AC.1311 rev E AC.6101 rev B AC.6104 rev B AC.6105 rev B	Accessibility of lockers behind bench seat for wheelchair users TBC  See All Zones, furniture	1 - minimum compliance	CLOSED	Bench is 450mm high by 400 deep, the handle of the lowest lockers is located at 850mm high, which is reachable over the bench seat from a seated position.		
57	Internal circulation	Zone C, level 01, accessible unisex WC shower, door opens on to ramp	AC.1003 rev G AC.1310 rev E AC.1311 rev E AC.6103 rev B	NZS 4121:2001, 4.2.3 accessible route  Doors opening on to or immediately adjacent to accessible ramps are a hazard for	1 - minimum compliance	CLOSED	Incorporated		
58	Internal circulation	Zone C, level 01, accessible ramp - doors, continuous handrail with extensions top and bottom to both sides, warning tactile top and bottom TBC	AC.1003 rev G AC.1310 rev E AC.1311 rev E AC.6103 rev B	See All Zones, ramps  See All Zones, handrails	1 - minimum compliance	CLOSED	Incorporated		
59	Facilities	Zone C, accessible changing - no showers TBC, WC and hand wash basin layout not compliant	AC.1004 rev G AC.1313 rev E AC.6204 rev B	Are these to include showers as labelled as 'changing'?  See All Zones, sanitary facilities	1 - minimum compliance	CLOSED	This has been incorporated, one ACC change room has been provided with a shower, refer AC.1004.		
60	Facilities	Zone C, Movement Amenities - activity and accessible TBC	AC.1004 rev G	See All zones, accessible route  See All Zones, furniture	3 - information required	CLOSED	Benches are fixed. Access corridor has minimum width of 1210mm. Door has clear width of 910mm		
61	Internal circulation	Zone C, accessible lifts for public and staff - location TBC		See All Zones, lifts	1 - minimum compliance	CLOSED	Location is shown on drawings.		
63	Facilities	Zone C, Competition pool - moveable floor TBC	AC.1305 rev E	Details TBC - purpose, inter-relationship with access and other features	3 - information required	CLOSED	Incorporated		
64	Facilities	Zone C, Dive pool (canoe polo) - hoist details TBC	AC.1201 rev F AC.8401 rev C	Independent use TBC  Details TBC	3 - information required	CLOSED	Incorporated		
65	Facilities	Zone C, benches	AC.1305 rev E AC.1306 rev E	See All Zones, furniture  See All Zones, seating		CLOSED	Incorporated		
66	Facilities	Zone C, broadcasting platform - accessible TBC	AC.1306 rev E	See All zones, accessible route  See All Zones, counters and desks  See All Zones, furniture	3 - information required	OPEN	Broadcast platforms are not designed as accessible	Accepted.	
67	Facilities	Zone C, accessible changing, staff unisex, handed - minimum internal dimensions for door opening inwards TBC	AC.1307 rev E AC.6057 rev B	See All Zones, sanitary facilities  See All Zones, furniture  See All zones, doors	1 - minimum compliance	CLOSED	Incorporated		
68	Facilities	Zone C, accessible WC shower changing, family/public/staff, handed - distance from toilet pan to hand wash basin TBC	AC.1307 rev E AC.6051 rev B AC.6052 rev D AC.6053 rev D AC.6054 rev D	See All Zones, sanitary facilities  See All Zones, furniture  See All zones, doors	1 - minimum compliance	CLOSED	Incorporated		
69	Facilities	Zone C, level 00, accessible changing - fixed or retractable baby changing tables, impeding wheelchair movement if located within critical WC pan TBC	AC.1307 rev E AC.6051 rev B AC.6052 rev D AC.6053 rev D AC.6054 rev D	Baby changing (even when folded up) cannot be located within WC pan and other fixture zones where it will restrict positioning wheelchairs, etc when transferring, aligning or using fixtures and fittings.	1 - minimum compliance	CLOSED	Incorporated		
70	Facilities	Zone C, water station - accessible TBC	AC.1307 rev E	See All Zones, furniture	1 - minimum compliance	CLOSED	Incorporated		

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71	Facilities	Zone C, Competition Pool control room seating and bench top - fixed or moveable, accessible TBC	AC.1307 rev E AC.6050 rev C	See All Zones, accessible route  See All Zones, counters and desks  See All Zones, furniture	1 - minimum compliance	CLOSED	Bench top is fixed, with top surface at 750mm and minimum clearance of 675mm to underside. Seating is loose. Counter can be used by wheelchair user.		
72	Internal circulation	Zone C, competition pool bleacher stairs (all main access) - accessible TBC	AC.3525 rev B	See All Zones, stairs  See All Zones, stair nosings  See All Zones, handrails	1 - minimum compliance	OPEN	Note this stairway is designed as common, and is not fully accessible.	Other wheelchair seating options are provided poolside for viewing of the Dive Pool area.	
73	Internal circulation	Zone C, competition pool bleacher stairs (in between access) details TBC		TBC** NZBC D1/AS1 6.0.10 "Handrails are not required on the steps between tiers of seating rows such as in cinemas and stadiums where the steps take the form of two risers with a tread between leading onto a landing alongside a row of seats. However, a handrail shall be provided alongside the steps that give access to the end of a row of seats. Steps shall have a common stairway or accessible stairway dimensions (see Figure 11)."	1 - minimum compliance	CLOSED	A handrail BAL9 is provided at the ends of each aisle. Refer AC.1311		
74	Facilities	Zone C, accessible WC - set out TBC	AC.6051 rev B	See All Zones, sanitary facilities  See All zones, doors	1 - minimum compliance	CLOSED	Incorporated		
75	Orientation & way-finding	Zone C, batten patterned wall to dive pool - colours, lighting and patterns TBC	AC.6080 rev A	Patterns and colours can cause confusion.	2 - recommended	CLOSED	The timber decorative feature wall behind the dive tower has been simplified to plain white panels which will not create shadow or pattern and therefore should not cause confusion.		
76	Orientation & way-finding	Zone C, diving pool - diving board structures head height hazards TBC	AC.6603 rev CAC.8203 rev H	See All Zones, obstructions and hazards	1 - minimum compliance	CLOSED	Incorporated		
77	Orientation & way-finding	Doors - clear colour contrast to wall and floor surroundings for all doors along all accessible routes TBC	AC.7001 rev B AC.7002 rev B AC.7003 rev B AC.7004 rev B	See All Zones, doors	1 - minimum compliance	CLOSED	Incorporated		
78	Pedestrian access	Door hardware - clear colour contrast to door for all doors along all accessible routes TBC	AC.7001 rev B AC.7002 rev B AC.7003 rev B AC.7004 rev B	See All Zones, doors	1 - minimum compliance	OPEN	Hardware selections in 'Satin Chrome Plate' (LRV=40) or 'Satin Stainless Steel' (LRV approx 43). This will not achieve 30% luminosity contrast against mid grey door. Black hardware is possible but comes at a cost premium and durability concerns.	We can achieve the required contrast by changing the currently specified mid grey 'Dulux Spirits Bay' with an LRV of 44 to another mid grey with an LRV of 19. We will update finishes schedule to reflect this colour change and re-issue.	
79	Facilities	Zone C, moveable bulkhead - accessible TBC	AC.8403 rev C AC.9001 rev G AC.9002 rev E AC.9003 rev E	See All zones, accessible route	1 - minimum compliance	OPEN	Bulkhead is a floating pool divider, and is not an accessible walkway.	Accepted	
83	Facilities	Zone D, secured bike store - public, HPSNZ or MSF stationary TBC	AD.1001 rev I AD.3007 rev D	Details TBC	3 - information required	CLOSED	The secure bike store is a public facility for the storage of bicycles. This may also likely be used by staff and other tenants.		
84	Facilities	Zone D, competition control room - accessible access/facilities TBC	AD.1001 rev I AD.3002 rev D	See All Zones, accessible route  See All Zones, counters and desks	1 - minimum compliance	OPEN / OPERATOR TO NOTE	Door is 960mm wide. Workstations are client supply. CCC to provide accessible / adjustable desks for disabled staff members	Client noted. CCC to ensure furniture selection complies.	
85	Internal circulation	Zone D, stair D1 (.009) - common (as advised by WaM)	AD.1001 rev I AD.5001 rev C AD.5002 rev A	N/A		CLOSED			
86	Pedestrian access	Zone D, external doors - use (entry/exit/fire egress), accessible TBC	AD.1001 rev I	See All Zones, stairs  See All Zones, stair nosings  See All Zones, handrails  See All Zones, TGSIs		CLOSED	All doors to west of show courts are fire egress only.		
87	Facilities	Zone D, media areas (HPSNZ, fixed south stand, north retractable) - accessible access, seating and bench top details TBC	AD.1002 rev H AD.1304 rev C AD.1306 rev B AD.8001 rev F	See All Zones, accessible route  See All Zones, counters and desks  See All Zones, furniture	1 - minimum compliance	CLOSED	N/A. Workstation bench is supplied by others. Doors are accessible width.		
88	Orientation & way-finding	Zone D, media area (HPSNZ), cantilevered glass balustrade - obstruction hazard TBC	AD.1002 rev H AD.3002 rev C AD.3006 rev E AD.6101 rev A	See All Zones, obstructions and hazards  See All Zones, glazing manifestation		CLOSED	There is no obstruction hazard.		

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89	Facilities	Zone D, HPSNZ athletics track - colour contrasting of lanes, run off zone flooring, and end wall crash pad for visually impaired athletes to utilise, and avoid hazard	AD.1002 rev H AD.1303 rev C AD.6102 rev A AD.6103 rev A	See All Zones, obstructions and hazards  See All Zones, furniture	2 - recommended	OPEN / OPERATOR TO NOTE	Risk assessment for sprint track is HPSNZ responsibility. Crash pads part of FF&E fitout by HPSNZ. Sprint track colour contrasts (is bright blue) to other floor finishes.	CCC to advise tenant of requirement	
90	Internal circulation	Zone D, HPSNZ athletics track - accessible door handing, width and handle side nib for wheelchair use TBC (shows opposite directions on different plans)	AD.1002 rev H AD.1304 rev C AD.3007 rev D AD.6101 rev A	See All Zones, doors  See All Zones, recreation	1 - minimum compliance	CLOSED	Door swings out as per drawing AD.1304. Accessible route is via roller door which will open when sprint track is in use.		
91	Facilities	Zone D, retractable seating vs wheelchair spaces: North max 1313:6 TBC (7 required) Camera zone 60 - accessible space TBC South max 1045:6 TBC (exceeds minimum by 1) Fixed seating (VIP only TBC) at south end (see item below) 124/145/168:2 TBC Truncated 2 rows - seat numbers 1045 - 947 = 98 TBC VIP table seating, moveable, various locations/numbers - accessible TBC Wheelchair spaces to temporary seating to east ~150 TBC (2 required)	AD.1001 rev I AD.1002 rev H AD.1003 rev H AD.3003 rev D AD.8004 rev F AD.8006 rev F AD.8009 rev F AD.8010 rev C AD.8011 rev B	NZS 4121:2001, 12 places of assembly, entertainment and recreation 12.2.1.1 Ratio of wheelchair spaces to chairs 2:250, 1:250 thereafter 12.2.1.2 Wheelchair spaces shall be spread as evenly as possible throughout area VIP table seating - wheelchair spaces can be placed around tables that have accessible access widths and manoeuvrability TBC	1 - minimum compliance	CLOSED	In event mode, there are 2381 spectator seats in the retractable units . We have provided 12 accessible bays, spread as evenly as possible around the court. See 'Event Mode Seating markup.' There are 137 fixed seats on the VIP balcony and 2 accessible spaces located centrally.		
92	Internal circulation	Zone D, retractable seating, portable steps - accessible details TBC	AD.8009 rev F	See All Zones, stairs		CLOSED	There are no portable steps, seating truncates at top. Refer to AD.8011		
93	Facilities	Zone D, VIP, accessible seating, 2:124 (although other plans states VIP seating 145 and 168, ratio still compliant for section) fixed seating shown on south end only - wheelchair spaces concentrated in centre	AD.1003 rev H AD.1306 rev B AD.8004 rev F AD.8009 rev F	NZS 4121:2001, 12 places of assembly, entertainment and recreation 12.2.1.1 Ratio of wheelchair spaces to chairs 2:250, 1:250 thereafter 12.2.1.2 Wheelchair spaces shall be spread as evenly as possible throughout area VIP table seating - wheelchair spaces can be placed around tables that have accessible access widths and manoeuvrability TBC	1 - minimum compliance	CLOSED	Two seats have been provided centrally for ease of access, and are accompanied by four companion seats		
94	Internal circulation	Zone D, accessible seating, south fixed seating (VIP TBC) accessible route - path of travel, width, space size, manoeuvrability zone, removeable chairs TBC	AD.1003 rev H AD.1306 rev B	NZS 4121:2001 12.2.1.2 (figure 40) Wheelchair spaces locations and size shall be of adequate size (1000mm wide by 1500mm long) to allow for manoeuvrability (1500mm wide accessible route)	1 - minimum compliance	OPEN / OPERATOR TO NOTE	Note that loose tables shown in VIP are indicative only. The operator will set these out to ensure that an accessible path is provided to the seats (minimum 1200mm wide)	Client will ensure furniture is arranged to maintain a clear 1200 accessible route.	
95	Orientation & way-finding	Zone D, HPSNZ athletics track - column and diagonal bracing obstruction and projection hazards TBC	AD.1303 rev C AD.1304 rev C AD.6102 rev A	See All Zones, obstructions and hazards	1 - minimum compliance	CLOSED	All cross braces are parallel with, and adjacent to, external walls and pose no hazard.		
96	Internal circulation	Zone D, VIP suite, accessible seating TBC	AD.1304 rev C	See All Zones, seating	1 - minimum compliance	OPEN / OPERATOR TO NOTE	Note that loose tables shown in VIP are indicative only. The operator will set these out to ensure that an accessible path is provided to the seats (minimum 1200mm wide)	Client will ensure furniture is arranged to maintain a clear 1200 accessible route.	
97	Internal circulation	Zone D, seating steps, main access, riser/tread profile, handrails - accessible TBC	AD.1306 rev B	See All Zones, stairs  See All Zones, stair nosings  See All Zones, handrails  See All Zones, TGSIs	1 - minimum compliance	OPEN	The north retractable seating unit is not accessible as its steps have risers of 191mm. The southern unit is accessible for the first 13 rows, with step risers of 147.5mm, tread of 419mm, and 1219mm wide aisle. The remaining 6 rows are not accesible as the riser increases to 191mm. Note that the operator is advised to provide signage to indicate location of accessible steps.	Client will ensure ticketing of events will recognise that the south seating stand shall be used for users who require accessible steps. Note that a variety of wheelchair spaces are provided on both the north and south seating stands	
98	Internal circulation	Zone D, seating steps, in between access, riser/tread profile, handrails - accessible TBC	AD.1306 rev B	TBC** NZBC D1/AS1 6.0.10 "Handrails are not required on the steps between tiers of seating rows such as in cinemas and stadiums where the steps take the form of two risers with a tread between leading onto a landing alongside a row of seats. However, a handrail shall be provided alongside the steps that give access to the end of a row of seats. Steps shall have a common stairway or accessible stairway dimensions (see Figure 11)."	1 - minimum compliance	CLOSED	Incorporated		
99	Facilities	Zone D, storage D.00.004 vs first aid room TBC	AD.1001 rev I AD.3002 rev D	See All Zones, accessible route  See All Zones, counters and desks	1 - minimum compliance	CLOSED	D.00.004 is a storage room		



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100	Facilities	Zone D, mobile team seating BEN5 - colour contrasting to surroundings, arm and back rests, detectable TBC	AD.3009 rev D	See All Zones, furniture	1 - minimum compliance	OPEN	Loose benches are part of FF&E scope and are CCC (Christchurch city council) responsibility for selecting	CCC will work with their supplier to see if there is a solution for back and arm rests. Furniture items will be selected where possible to achieve the required colour contrast to the floor and wall surfaces.
101	Facilities	Zone D, courts mobile furniture - colour contrasting to surroundings, detectable base within 150mm of FFL	AD.3011 rev C AD.6003 rev C AD.8001 rev F	See All Zones, furniture	1 - minimum compliance	OPEN	Mobile furniture is part of FF&E scope and are CCC (Christchurch city council) responsibility for selecting	CCC will work with their supplier to see if there is a solution for back and arm rests. Furniture items will be selected where possible to achieve the required colour contrast to the floor and wall surfaces.
102	Facilities	Zone D, courts fixed furniture (lockers) - colour contrasting to surroundings to easily locate TBC	AD.3011 rev C AD.6001 rev C AD.6002 rev C	See All Zones, furniture	1 - minimum compliance	CLOSED	Incorporated	
103	Pedestrian access	Zone D, west entry, steps - accessible TBC	AD.4004 rev D	See All Zones, stairs  See All Zones, stair nosings  See All Zones, handrails  See All Zones, TGSIs	1 - minimum compliance	CLOSED	They are egress only and are not part of the accessible route	
104	Pedestrian access	Zone D, west entry, steps, bottom landing - appears on gradient, bottom riser not uniform along length or with others in flight	AD.4004 rev D	See All Zones, stairs	1 - minimum compliance	CLOSED	There will be a slight cross fall as permitted to drain this area away from the building. The cross fall is minimal. These steps do not form part of the accessible route and are provided for egress only.	
105	Pedestrian access	Zone D, west entry, steps, top landing - gradient TBC	AD.4004 rev D	See All Zones, stairs	1 - minimum compliance	CLOSED	Not part of accessible route. Fall will be less than NZBC requirements	
106	Pedestrian access	Zone D, west entry, threshold 20mm ramped plate up to entrance matt - matt vs FFL TBC	AD.4004 rev D	See All zones, accessible route	1 - minimum compliance	CLOSED	This is not an accessible route. Egress only.	
107	Pedestrian access	Zone D, west entry, steps - handrail TBC	AD.4004 rev D	See All Zones, handrail		CLOSED	This is not an accessible route. Egress only.	
108	Pedestrian access	Zone D, west entry, steps, tactile ground surface indicators (TGSIs) - size, colour, position top and bottom TBC	AD.4004 rev D	See All Zones, TGSIs	1 - minimum compliance	CLOSED	This is not an accessible route. Egress only.	
109	Pedestrian access	Zone D, Stair D1 door - FGL appears to be above door sill	AD.4005 rev A		3 - information required	CLOSED		
110	Internal circulation	Zone D, courts - level/ramp access TBC		See All Zones, ramps	1 - minimum compliance	CLOSED	Zone D courts have level access from the Hub, Zone J, and Zone E.	
111	Internal circulation	Zone D, Stair D1, TGSIs - set out TBC	AD.5001 rev C AD.5002 rev A	See All Zones, TGSIs	1 - minimum compliance	CLOSED	Incorporated	
112	Internal circulation	Zone E, Lifts E1 & E2 - accessible TBC	AE.1001 rev I AE.1301 rev D AE.1302 rev D AE.5001 rev C	See All Zones, lifts	1 - minimum compliance	CLOSED	Lifts are accessible	
113	Internal circulation	Zone E, Stair E1 - accessible (handrail profile, width between handrails, extensions, domes, nosing and handrail contrast, TGSIs). Legend and drawings do not match. Drawing legend: "STAIR NOTE 1 - ALL HANDRAILS TO HAVE 300mm HORIZONTAL HANDRAIL EXTENSION WITH 150mm DOWNTURN, DOMED BUTTON AS PER NZS4121 TO START AND FINISH AND BRAILLE NUMBER ON END OF HAND RAILS TO IDENTIFY FLOOR LEVEL. (IE: G, 01, 02) U032 - HORIZONTAL HANDRAIL EXTENSION TO RETURN TO BALUSTER, DOMED BUTTON AS PER NZS4121"	AE.1301 rev D AE.5005 rev C AE.5008 rev A AE.5010 rev C	See All Zones, stairs  See All Zones, stair nosings  See All Zones, handrails  See All Zones, TGSIs	1 - minimum compliance	CLOSED	Incorporated	
114	Internal circulation	Zone E, Stair E2 - common (as advised by WaM)	AE.1001 rev I AE.1302 rev D AE.5006 rev C AE.5007 rev C AE.5008 rev A	N/A	1 - minimum compliance	CLOSED	No action	



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115	Internal circulation	Zone E, Stair E3 - accessible TBC (handrail profile, width between handrails, handrail gap to wall, extensions, domes, nosing and handrail contrast, TGSIs). Legend and drawings do not match. Drawing legend: "STAIR NOTE 1 - ALL HANDRAILS TO HAVE 300mm HORIZONTAL HANDRAIL EXTENSION WITH 150mm DOWNTURN, DOMED BUTTON AS PER NZS4121 TO START AND FINISH AND BRAILLE NUMBER ON END OF HAND RAILS TO IDENTIFY FLOOR LEVEL. (IE: G, 01, 02) U032 - HORIZONTAL HANDRAIL EXTENSION TO RETURN TO BALUSTER, DOMED BUTTON AS PER NZS4121"	AE.5001 rev C AE.5010 rev C AE.6201 rev A AE.6205 rev A	See All Zones, stairs  See All Zones, stair nosings  See All Zones, handrails  See All Zones, TGSIs	1 - minimum compliance	CLOSED	Incorporated		
116	Internal circulation	Zone E, Stair E4 - accessible TBC (handrail profile, width between handrails, handrail gap to wall, extensions, domes, nosing and handrail contrast, TGSIs). Legend and drawings do not match. Drawing legend: "STAIR NOTE 1 - ALL HANDRAILS TO HAVE 300mm HORIZONTAL HANDRAIL EXTENSION WITH 150mm DOWNTURN, DOMED BUTTON AS PER NZS4121 TO START AND FINISH AND BRAILLE NUMBER ON END OF HAND RAILS TO IDENTIFY FLOOR LEVEL. (IE: G, 01, 02) U032 - HORIZONTAL HANDRAIL EXTENSION TO RETURN TO BALUSTER, DOMED BUTTON AS PER NZS4121"	AE.5010 rev C	See All Zones, stairs  See All Zones, stair nosings  See All Zones, handrails  See All Zones, TGSIs	1 - minimum compliance	CLOSED	Incorporated		
117	Internal circulation	Zone E, entrance, ramp internal x 2 - accessible TBC (landing to doors, TGSIs, handrails)	AE.1001 rev I AE.1301 rev D AE.6003 rev A AE.6027 rev A AE.6028 rev A	See All Zones, ramps  See All Zones, handrails  See All Zones, TGSIs		CLOSED	Incorporated		
118	Internal circulation	Zone E, entrance, ramp external - accessible TBC	AE.1001 rev I AE.1302 rev D	See All Zones, ramps  See All Zones, handrails  See All Zones, TGSIs		CLOSED	Incorporated		
119	Facilities	Zone E, food and beverage kiosk - accessible TBC	AE.1001 rev I AE.1301 rev D	See All Zones, obstructions and hazards  See All Zones, furniture  See All Zones, counters and desks		OPEN	Note that operator needs to be mindful of ensuring accesible food and beverage kiosks.	CCC will work with their supplier to see if there is a solution for back and arm rests.	
120	Facilities	Zone E, food and beverage, courts - accessible TBC	AE.1001 rev I AE.1301 rev D AE.6004 rev A AE.6005 rev A	See All Zones, obstructions and hazards  See All Zones, furniture  See All Zones, counters and desks		OPEN	The back of house ground floor kitchen is not designed to be fully accessible. Doors have clear width of 1950mm and 1850mm. Central Island has 1200mm to wall on north, and 1375 to equipment to south. Counters are 900mm high. Providing fully accessible counters with leg space under is not reasonable or practical in this location.	Host services have confirmed the commercial kitchen layout reflects best practice. They are not aware of any commercial kitchens that adopt full accessibility, lower counters, lower shallow sinks, special ovens and lay down areas adjacent. They have only ever incorporated these accessible provisions in a school multi-purpose kitchen.	
121	Facilities	Zone E, com. control room - accessibe TBC	AE.1001 rev I AE.1301 rev D	See All Zones, accessible route  See All Zones, counters and desks		CLOSED	Door has 1010mm clear width. Counter is 750mm to top surface with clearance of 710mm to underside as per NZS4121. Refer to AE.6602.		
122	Facilities	Zone E, accessible WC - fixtures and fittings to colour contrast against surroundings	AE.1001 rev I AE.1301 rev D AE.6006 rev C AE.6007 rev A	See All Zones, sanitary facilities  See All Zones, doors		CLOSED	Incorporated		
123	Facilities	Zone E, accessible WC - confirm fitting and fixture schedule (Excel spreadsheet)		See All Zones, sanitary facilities  See All Zones, doors  See All Zones, furniture		CLOSED	Incorporated		
124	Facilities	Zone E, accessible WC - sanitary disposal TBC	AE.1001 rev I AE.1301 rev D AE.6006 rev C AE.6007 rev A	See All Zones, sanitary facilities		OPEN	Note that operator should ensure these are located appropriately to ensure useability of toilet.	Client agreed.	

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125	Facilities	Zone E, accessible WC, baby changing - accessible layout (baby changing table BCT1 in 012 and 013)	AE.1001 rev I AE.1301 rev D AE.6006 rev C AE.6008 rev A	Move baby changing table to mid-wall opposite wash hand basin to allow for wheelchair access to side of pan, plus use of baby changing from both sides when in use by wheelchair user.	1 - minimum compliance	CLOSED	Incorporated		
126	Facilities	Zone E, accessible WC, baby changing - accessible layout (baby changing table BCT1 in 010)	AE.1001 rev I AE.1301 rev D AE.6006 rev C AE.6007 rev A	Use of the baby changing table in the alcove limits use by wheelchair users. Reconfiguring the layout of the male toilet and court food and beverage area should allow for a larger accessible WC space to have the baby changing on a flush wall.	2 - recommended	OPEN	There are wheelchair accessible baby change tables in accessible WCS 012 and 013 which provide a range of baby changing tables. There is no scope to achieve this for all three accessible / family rooms.	Client agreed.	
127	Facilities	Zone E, lockers above benches (see plan TBC), south circulations - accessible TBC	AE.6012 rev A	Access to lockers shall be unimpeded by other furniture and easy to use, contrast in colour to their surroundings  See All Zones, furniture	3 - information required	CLOSED	The locker unit has a 'Sublime teak' timber look laminate. LRV= approx 42-53 Surrounding wall is a charcoal black tile (LRV=7). This achieves a luminance contrast of at least 59% The locker units in the courts buildings also feature CCC's "rata red" colour, a magenta with approx LRV=21. This achieves 33% contrast against the Charcoal grey.		
128	Orientation & way-finding	Zone E, south circulation, column and diagonal bracing - warning of hazard TBC	AE.6012 rev A	See All Zones, obstructions and hazards	1 - minimum compliance	CLOSED	Incorporated		
129	Internal circulation	Zone E, event elite/community change 01 (025), accessible WC shower - entry door opens into main access route into changing (1210mm finished c/o?), all users restricted by wall, bench and door when in use	AE.1001 rev I AE.1302 rev D AE.6015 rev C	Change door to sliding on face of blockwork or within timber partition.  See All Zones, accessible route	2 - recommended	CLOSED	Changed to sliding door		
130	Internal circulation	Zone E, event elite/community change 04, bench and wall layout, accessible route width to accessible WC shower TBC	AE.1001 rev I AE.1302 rev D AE.6019 rev B	Error on drawing AE.1001 rev I to be revised. 1200mm shown (no room for tolerance)  See All Zones, accessible route	3 - information required	CLOSED	Amended to 1235mm. Refer to AE.6019		
131	Facilities	Zone E, event elite/community changing, bench colour contrast TBC ("slate grey" slats)	AE.1001 rev I AE.1302 rev D AE.6515 rev A	See All Zones, furniture	1 - minimum compliance	CLOSED	Slate grey benches have approx LRV of 6-9. White tile walls approx LRV = 88-92. This achieves a luminance contrast at least 81%		
134	Facilities	Zone E, accessible WC showers - colour contrast of fixtures and fittings to surroundings	AE.1001 rev I AE.1301 rev D AE.1302 rev D	See All Zones, sanitary facilities	1 - minimum compliance	CLOSED	Black toilet seat has been specified to achieve colour contrast against white.		
135	Orientation & way-finding	Zone E, tenancy, Allied Health, structural columns and diagonal bracing - hazard warnings TBC	AE.1002 rev H AE.1303 rev D AE.6101 rev A	See All Zones, obstructions and hazards		OPEN	Operator to be mindful of accessibility issues when fitout occurs.	Client to consider when fitout design occurs.	
136	Facilities	Zone E, tenancy, HPSNZ, reception desk - accessible (staff and public) TBC	AE.1002 rev H AE.1303 rev D AE.3003 rev D AE.6103 rev A	See All Zones, counters and desks		CLOSED	HPSNZ counter is accessible. The whole counter is low, at 750mm to top surface, visibility of persons in wheelchairs is not impeded at any point. There is a 1500x500mm min x 675mm clear height space for both staff and visitors		
137	Internal circulation	Zone E, tenancy, HPSNZ, staff 015 - accessible door use TBC	AE.1002 rev H AE.1303 rev D AE.3003 rev D AE.6104 rev A	Large sliding doors may be too heavy for wheelchair users to open  See All Zones, doors		CLOSED	Staff room sliding door has two top hung sliding panels. These should not require unreasonable force to open.		
138	Facilities	Zone E, tenancy, HPSNZ, offices - accessible use TBC	AE.1002 rev H AE.1303 rev D AE.6107 rev A AE.6109 rev A	See All Zones, accessible route  See All Zones, counters and desks		CLOSED	Office / meeting room doors have been enlarged to have clear door widths of 1050mm to allow sports wheelchairs.		
139	Internal circulation	Zone E, tenancy, HPSNZ, treatment - accessible door use TBC	AE.1002 rev H AE.1303 rev D AE.1304 rev D	See All Zones, doors		CLOSED	Treatment and Medical room doors have been enlarged to have minimum clear door widths of 1020mm to allow sports wheelchairs.		
140	Facilities	Zone E, tenancy, HPSNZ, coach/athlete/MP 027 - accessible furniture TBC	AE.1002 rev H AE.1303 rev D AE.1304 rev D	See All Zones, accessible route  See All Zones, counters and desks	1 - minimum compliance	OPEN / OPERATOR TO NOTE	Note that operator is to be mindful of accessible routes between loose furniture.	Client will ensure furniture is arranged to maintain a clear 1200 accessible route.	
141	Facilities	Zone E, tenancy, HPSNZ, athlete kitchen - accessible facilities TBC	AE.1002 rev H AE.1303 rev D AE.1304 rev D AE.6113 rev A	See All Zones, accessible route  See All Zones, kitchen	1 - minimum compliance	OPEN / OPERATOR TO NOTE	Kitchen has been designed so that appliances are within reach from a seated position. There is a 1500mm section of bench with counter height at 750mm. Operator to provide in sink shelf equipment to raise sink depth for accessible staff / athletes	A lower section of bench has been incorporated along the North side of the HPSNZ Athlete kitchen (Elevation 3 on AE.6113) to provide accessible access to a section of benchtop. The microwave has also been located below the counter for ease of access. A sink insert will be required to be provided by the tenant to create a shallower sink for wheelchair patrons.	
142	Orientation & way-finding	Zone E, tenancy, HPSNZ, circulation/collaboration, partition TBC mid-corridor outside offices - warning of hazard TBC	AE.1002 rev H AE.1303 rev D	Plan shows what appears to be partition in centre of circulation.  See All Zones, furniture	1 - minimum compliance	CLOSED	Door number D.E.01.025.C provides the accessible route between the collaboration space and strength and conditioning.		

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143	Orientation & way-finding	Zone E, tenancy, HPSNZ, structural columns and diagonal bracing - hazard warnings TBC	AE.1002 rev H AE.1303 rev D AE.3002 rev D AE.6117 rev A	See All Zones, obstructions and hazards	1 - minimum compliance	CLOSED	Flooring around structural columns contrasts with surrounding flooring - Light grey (approx LRV=48-51 ) and Dark grey (approx LRV = 12-15). This achieves at least 47% luminance contrast. Handrails have been added to headheight zone (between 2300mm and 100mm high) beneath centrally located braces.	
144	Internal circulation	Zone E, tenancy, HPSNZ, accessible WC - accessible clear opening	AE.6107 rev A	See All Zones, doors	1 - minimum compliance	CLOSED	Accessible WC door changed to sliding with 1150mm opening to allow for handle. Layout changed so shower seat not fixed to cavity slider wall.	
145	Facilities	Zone E, tenancy, HPSNZ, copy resource - accessible counter TBC	AE.6109 rev A	See All Zones, counters and desks	1 - minimum compliance	CLOSED	A lower section of workbench at 750mm high has now been added to this casework.	
146	Facilities	Zone E, media - accessible TBC	AE.1002 rev H AE.1305 rev C AE.6201 rev A	See All Zones, accessible route  See All Zones, seating  See All Zones, counters and desks	1 - minimum compliance	OPEN / OPERATOR TO NOTE	Door has clear width of 1350mm. Furniture is loose but layout provided has min 1300mm between. Note that operator is to be mindful of accessible routes between loose furniture.	Client will ensure furniture is arranged to maintain a clear 1200 accessible route.
147	Facilities	Zone E, VIP, server/bar - accessible TBC	AE.1002 rev H AE.1305 rev C AE.3005 rev C AE.6202 rev A AE.6203 rev A	See All Zones, counters and desks	1 - minimum compliance	OPEN / OPERATOR TO NOTE	Layout shown has 1400mm clear width between mobile units and fixed joinery. Mobile servery units provided by caterer. Note that operator is to be mindful of accessible routes between loose furniture.	Client will ensure furniture is arranged to maintain a clear 1200 accessible route.
148	Facilities	Zone E, VIP, amenities - accessible WC location TBC	AE.1002 rev H AE.1305 rev C	NZBC G1.3.3 - requires amenities to be in convenient locations, and having to travel through and out of Zone E, across Zone J to Zone B or C is not convenient, especially for	1 - minimum compliance	CLOSED	Building Consent has been granted without the addition of the proposed accessible WC to level 2 of Zone E.	
153	Facilities	Zone E, various admin' area, phone booth - accessible furniture TBC	AE.1002 rev H AE.1306 rev C AE.6226 rev A	See All Zones, accessible route  See All Zones, counters and desks	1 - minimum compliance	OPEN / OPERATOR TO NOTE	Operator to be mindful of providing accessible furniture	Client will ensure furniture is arranged to maintain a clear 1200 accessible route.
154	Facilities	Zone E, various admin' area, kitchen - accessible TBC	AE.1002 rev H AE.1306 rev C AE.6228 rev A AE.6229 rev A	See All Zones, accessible route  See All Zones, kitchen	1 - minimum compliance	OPEN / OPERATOR TO NOTE	We have noted on the drawing that counter (Design by Buchan Group) will need to comply. Recommend sports house / buchan group provide lower accessible counter at one end of bench so hot food from microwave is easier to deal with. Open underneath for wheelchairs.	Microwaves and fridges have been located below the counter for ease of access. A sink insert will be required to be provided by the tenant to create a shallower sink for wheelchair patrons. The counter is currently not designed at an accessible height, but it could easily be extended to provide a lower section of accessible counter. Please advise if this should be added?
155	Facilities	Zone E, various admin' area, reception desk - accessible (staff and public) TBC Shown as 900mm high	AE.1002 rev H AE.1305 rev C AE.6214 rev A	See All Zones, counters and desks	1 - minimum compliance	OPEN / OPERATOR TO NOTE	We have noted on the drawing that counter (Design by Buchan Group) will need to comply. Recommend sports house / buchan group provide lower accessible counter at one end of bench so hot food from microwave is easier to deal with. Open underneath for wheelchairs.	Buchan group action to check accessibility of reception counter. Otakaro to follow up.
158	Internal circulation	Zone E, various admin' area, east circulation, locker activity zone within accessible route only ~1250mm	AE.1002 rev H AE.1305 rev C AE.6221 rev A	Increase width to 1500mm to accommodate locker activity and wheelchair access route.	2 - recommended	CLOSED		
159	Facilities	Zone E, various admin' area, printer room - accessible counter TBC		See All Zones, counters and desks	1 - minimum compliance	OPEN / OPERATOR TO NOTE	Loose furniture is to be provided by the tenant. Not part of architectural scope.	Client will ensure furniture is arranged to maintain a clear 1200 accessible route.
160	Facilities	Zone E, various admin' area, offices - accessible furniture TBC	AE.6224 rev A AE.6225 rev A	See All Zones, counters and desks	1 - minimum compliance	OPEN / OPERATOR TO NOTE	Loose furniture is to be provided by the tenant. Not part of architectural scope.	Client will ensure furniture is arranged to maintain a clear 1200 accessible route.
162	Orientation & way-finding	Zone E-J - clarify floor finish patterns to detail 7	AE.3007 rev A	If these are TGSIs, more detail is required as to their purpose and compliance.	3 - information required	CLOSED	This has since been changed. Steel TGSIs are now being used to indicate low head height zones.	
163	Facilities	Zone E, wheelie bin WBE1 - accessible TBC (height, colour contrast, signage)	AE.6010 rev A	See All Zones, furniture		OPEN	Wheelie bin WBE1 are usable by accessible patrons and wheelchair users as the bins are within arms reach and wheelchairs can pull alongside. There is no separate lower accessible counter for wheelchair patrons.	Wheelie bin waste enclosures have a height of 1150mm to the top counter. The waste receptacles are located so that these are usable for patrons in wheelchairs.
164	Internal circulation	Zone E, store 019 - accessible steps TBC	AE.6013 rev A AE.6014 rev A	See All Zones, stairs  See All Zones, handrails		CLOSED	Store room steps are accessible	
168	Orientation & way-finding	Zone F, glazing, manifestation TBC MF01	AF.2001 rev B AF.2002 rev B AF.2003 rev B AE.3001 rev D	See All Zones, glazing manifestation	1 - minimum compliance	OPEN / OPERATOR TO NOTE	Currently one band of opaque white 60mm circles at 150 centres, 1000mm above FFL. The addition of another band has a cost premium.	Agreed to retain current design of dots. Noted that it would be relatively easy to add additional manifestations if problems occur.
169	Orientation & way-finding	Zone F, community courts, main access doors - colour contrast to surrounding glazing/wall/floor finishes TBC	AF.6001 rev C	See All Zones, doors	1 - minimum compliance	CLOSED	Doors have black frame which contrasts with glass and timber floors	
170	Facilities	Zone F, community courts, furniture - colour contrast, detectable base TBC (BEN8, LKR2, LKR3, WBE1, DFT1, etc)	AF.3001 rev D AF.3002 rev D AF.6001 rev C AF.8005 rev F	See All Zones, furniture	1 - minimum compliance	CLOSED	The locker unit has a 'Sublime teak' timber look laminate. LRV= approx 42-53. Surrounding wall is a charcoal black tile (LRV=7). This achieves a luminance contrast of at least 59% The locker units in the courts buildings also feature CCC's "rata red" colour, a magenta with approx LRV=21. This achieves 33% contrast against the Charcoal grey.	
171	Facilities	Zone F, community courts, furniture - accessible TBC (BEN8, LKR2, LKR3, WBE1, DFT1, etc)	AF.6001 rev C	See All Zones, furniture	1 - minimum compliance	CLOSED	These joinery elements are generally accessible	

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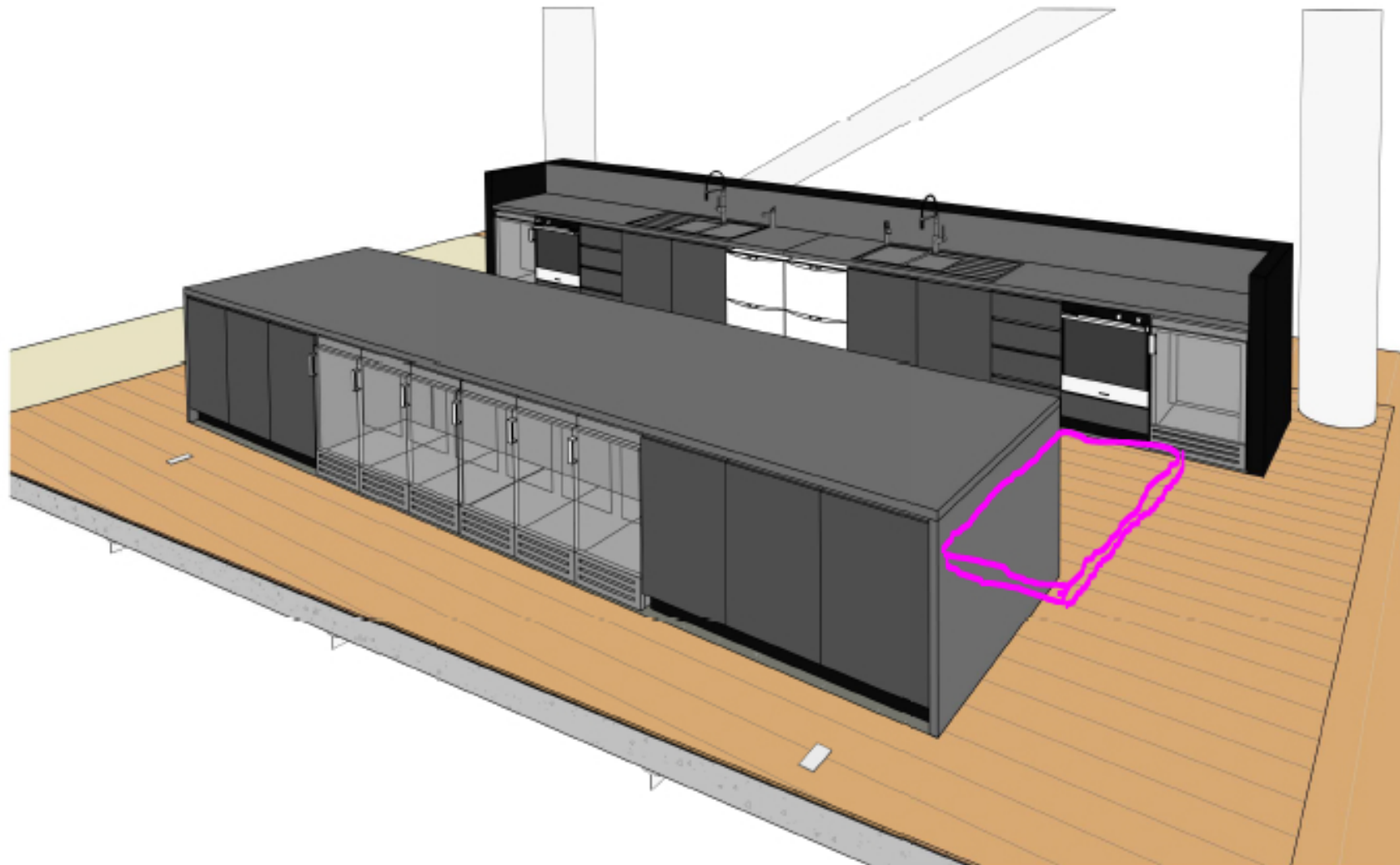
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176	Orientation & way-finding	Zone F, community courts, dividing nets - colour contrast TBC		See All Zones, obstructions and hazards See All Zones, furniture	1 - minimum compliance	CLOSED	Dividing nets colour contrast with timber floor		
177	Internal circulation	Zone J, central/social hub, stairs	AJ.1001 rev I AJ.1302 rev G AJ.5001 rev G	See All Zones, stairs See All Zones, handrails	1 - minimum compliance	CLOSED	Stairs within the hub are all designed as accessible with TGSi's, Handrails with domed buttons, gradients to NZS4121.		
181	Internal circulation	Zone J, central/social hub, ramps	AJ.1001 rev I AJ.1302 rev G AJ.5003 rev G AJ.5004 rev A	Redesign steps to allow for top handrail extension to not obstruct ramp exit, and TGSIs for ramp and steps to communicate hazards correctly.	1 - minimum compliance	CLOSED	Stairs within the hub are all designed as accessible with TGSi's, Handrails with domed buttons, gradients to NZS4121.		
185	Internal circulation	Zone J, central/social hub, pool access gates - 1340mm gate for both directions TBC	AJ.1001 rev I AJ.1301 rev G	See All ones, accessible route	1 - minimum compliance	CLOSED	Access gate is for unusually large users / vehicles and is able to be used by users in both directions.		
186	Internal circulation	Zone J, central/social hub, food and beverage kiosks - accessible TBC	AJ.1001 rev I AJ.1301 rev G AJ.1302 rev G	See All Zones, temporary See All Zones, counters and desks	1 - minimum compliance	OPEN / OPERATOR TO NOTE	Food and bev kiosks are tenant fitout. The operator shall be mindful to ensure the tenant designed counters and fitout is accessible.	Client agreed.	
187	Facilities	Zone J, central/social hub, main reception desk - accessible (staff and public) TBC 1220mm staff access gap <i>Accessible sections:</i>	AJ.1001 rev I AJ.1301 rev G AJ.6101 rev F AJ.6201 rev G	Confirm patron/public wheelchair users are able to sit with their legs under accessible counter.	1 - minimum compliance	CLOSED	Public side counter underside is 715mm and 775mm to top surface. Refer AJ.6801		
188	Orientation & way-finding	Zone J, central/social hub, main reception desk - large clear colour contrasting signage, and contrast/pattern to floor finish to signify main/accessible reception location for visually impaired	AJ.6201 rev I AJ.6202 rev A	See All Zones, signage	2 - recommended	CLOSED	Lettering on reception is for decorative purposes only. Wayfinding for the reception counter is included on accessible signage throughout hub. The counter itself is also well lit, highly contrasted against its surroundings and centrally located. White counter (LRV 88-92) against charcoal grey tile (LRV10-12) achieves luminance contrast of at least 76%		
189	Facilities	Zone J, central/social hub, furniture - accessible TBC (WBE1, etc)	AJ.1001 rev I AJ.1301 rev G AJ.1302 rev G	See All Zones, furniture	1 - minimum compliance	OPEN / OPERATOR TO NOTE	Loose furniture will be selected and placed by the operator. The operator will be mindful to ensure furniture does not obstruct the accessible paths.	Client will ensure furniture is arranged to maintain a clear 1200 accessible route.	
190	Internal circulation	Zone J, central/social hub, merchandise spill out zone - accessible TBC	AJ.1001 rev I AJ.1302 rev G	See All Zones, temporary	1 - minimum compliance	OPEN / OPERATOR TO NOTE	Loose retail stands will be selected and placed by the operator. The operator will be mindful to ensure retail stands do not obstruct the accessible paths.	Client will ensure furniture is arranged to maintain a clear 1200 accessible route.	
191	Facilities	Zone J, central/social hub, merchandise changing - accessible TBC	AJ.1001 rev I AJ.1302 rev G	See All Zones, doors See All Zones, furniture	1 - minimum compliance	CLOSED	Door is accessible width		
192	Facilities	Zone J, central/social hub, office and reception BOH - accessible TBC	AJ.1001 rev I AJ.1301 rev G AJ.1302 rev G	See All Zones, counters and desks	1 - minimum compliance	CLOSED	Doors has 1000mm clear width. Loose furniture is tenant supply, but the fixed joinery has been designed with 750mm counters, and desks indicated with top surface of 750mm and clearance of 710mm. Refer to AJ.6806		
194	Orientation & way-finding	Zone J, central/social hub, movement studio 2, Chinese Poles - hazards TBC	AJ.1002 rev H AJ.1306 rev G	See All Zones, furniture	1 - minimum compliance	CLOSED	Chinese poles could be hazardous to use for people with impairments. We recommend people who use the poles are trained and supervised accordingly. Poles will colour contrast against floor and staff will be available to ensure visually impaired patrons are made aware of the potential obstruction hazard.		
196	Orientation & way-finding	Zone J, central/social hub, full height glazed elevation - light glare	AJ.2001 rev B	NZS 4121:2001 4.10.3 illumination levels - avoid glare (artificial and natural)	2 - recommended	OPEN	There may be some visual discomfort to a very small number of users associated with glazing in the hub which is designed to provide views into the landscape and provide natural light into the centre of the facility. Natural light is proven to improve the wellness and amenity for the majority of patrons using the facility	Client agreed.	
197	Facilities	Zone J, central/social hub, bleacher seating area - wheelchair access and spaces TBC	AJ.5003 rev A AJ.5004 rev A	See All Zones, seating	1 - minimum compliance	CLOSED	Two wheelchair spaces integrated at top		
198	Facilities	Zone J, central/social hub, bleacher seating area - arm and back rests, colour contrast to surroundings TBC	AJ.5003 rev A AJ.5004 rev A	See All Zones, seating	1 - minimum compliance	CLOSED	Bleacher seats are timber and contrast against the black bluestone tiles		
199	Orientation & way-finding	Zone J, central/social hub, bleacher seating area - TGSIs adjacent to flat landings TBC (confusing as relaying incorrect information as to what and where the hazard is located).	AJ.5003 rev A AJ.5004 rev A	See All Zones, TGSIs	1 - minimum compliance	CLOSED	TGSi's are stainless steel and colour contrast against the dark bluestone tiles		
200	Orientation & way-finding	Zone J, central/social hub, TGSIs - colour contrast to flooring (e.g. black bluestone tiles of ramp E, F, G)	AJ.5003 rev A AJ.5004 rev A	See All Zones, TGSIs	2 - recommended	CLOSED	TGSi's are stainless steel and colour contrast against the dark bluestone tiles		
201	Orientation & way-finding	Zone J, central/social hub, bleacher seating area, glass balustrade to floor edge - manifestation TBC	AJ.5003 rev A AJ.5004 rev A AJ.5012 rev A	See All Zones, glazing manifestation	1 - minimum compliance	CLOSED	Manifestations are provided		
202	Orientation & way-finding	Zone J, central/social hub, solid balustrading 1 & 2 - colour contrast and extent of light glare through holes TBC	AJ.5010 rev G	See All Zones, accessible route See All Zones, obstructions and hazards	2 - recommended	CLOSED	There will be minimal light glare through the balustrade holes		
203	Orientation & way-finding	Zone J, central/social hub, glass balustrading 1 & 2 - colour contrast of pattern to surroundings, including background light TBC	AJ.5011 rev A	See All Zones, glazing manifestation	1 - minimum compliance	CLOSED	The balustrade panels will colour contrast against the background		

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The OPEN and CLOSED Assessments have been carried out by the W&M design team. W&M has identified which Barrier Free observations have been addressed or incorporated into the documents, these are identified as CLOSED. Observations which have not been incorporated or are outside the control of W&M have been identified with an 'OPEN' tag. Several of the OPEN tags relate to loose furniture or tenant fitout which is outside of W&M scope to control. These are identified with OPEN / OPERATOR TO NOTE to bring these to the attention of the facility operator and/or tenant to include in their management plan

BFNZT USE ONLY									
Item #	Area for consideration	Barrier Free observation	Drawing reference (example)	Requirement, recommendation, reference	Accessibility requirement level	STATUS (W&M ASSESSMENT)	W&M COMMENTARY	Action (Client meeting 28/06/28)	
204	Orientation & way-finding	Zone J, central/social hub, glazing manifestation TBC	AJ.6001 rev G AJ.6002 rev G AJ.7001 rev A AJ.7002 rev A	See All Zones, glazing manifestation	1 - minimum compliance	CLOSED	Manifestations are provided		
205	Facilities	Zone J, central/social hub, mind and body/spin/movement, lockers - colour contrast of red/grey to surrounding colours TBC	AJ.6102 rev F AJ.6103 rev F AJ.6104 rev A	See All Zones, furniture	1 - minimum compliance	CLOSED	Locker units are clearly visible. The colour inserts are at the back of the lockers and will be no more distracting than patrons bags which are naturally a multitude of colours and sizes.		
206	Internal circulation	Zone J, central/social hub, door schedule	AJ.7101 rev A	See All Zones, doors	1 - minimum compliance	CLOSED			







## 9. Parakiore Hydroslide Accessibility

Reference Te Tohutoro: 21/1794664

Report of Te Pou Matua: Craig Hutchings, Facilities Establishment Programme Manager

General Manager

Pouwhakarae: Mary Richardson, General Manager Citizens & Community

### 1. Brief Summary

- 1.1 The purpose of this report is to inform the Finance and Performance Committee of the process that informed the design of the hydroslices at Parakiore Recreation and Sport Centre.
- 1.2 The report has been written following a request from the Accessibility Regulatory Working Group to confirm whether a lift, or some other method of conveyance, could be provided so that the hydroslices can be accessed by customers in wheelchairs.

### 2. Officer Recommendations Ngā Tūtohu

That the Finance and Performance Committee note that:

1. Ōtākaro have advised that a project delay caused by design changes at this stage of the project would result in significant financial penalties. It is recommended that any design change to include a lift should be implemented after practical completion of the project.
2. Council staff will work in partnership with the disability sector to complete an independent risk assessment that informs operational practices and determines the demand for an accessible hydroslice to inform funding in the 2024-34 Long Term Plan.
3. The hydroslices at Parakiore will be operated in accordance with manufacture and supplier guidelines unless an independent risk assessment determines it is safe to operate outside these guidelines.

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

- 3.1 Incorporating design changes during the current construction programme. Ōtākaro have advised that design changes at this stage of the project would cause a delay to the project which would result in significant financial penalties. It is recommended that any design change to include a lift should be implemented after practical completion of the project.

### 4. Detail / Te Whakamahuki

- 4.1 Architects, Warren and Mahoney have advised that access in addition to the stairs is not recommended. A lift for the hydroslices was discussed during the design stages, as was the stair access. The level of physical ability required to ride the hydroslices is consistent with the ability to access the hydroslices via the stairs. In addition to capital cost there would also be significant ongoing cost to maintain a lift in a pool environment.
- 4.2 There have been a number of design and accessibility reviews that have not identified inclusion of access to the hydroslices for customers in a wheelchair. Reports include the Accessibility Report by Barrier Free NZ Trust in June 2016, Peer Review of Accessibility Report by Wrightson Associates in September 2016, and Universal Accessibility Report by Barrier Free



NZ Trust in February 2017 reconciled against the technical detail/specification of Acceptable Solution NZS4121:2001.

- 4.3 Hydroslide supplier Swimplex has advised that additional access for wheelchairs is not recommended. The operating manuals that outline rules of use have been developed in accordance with AS3533. AS3533 specifies the minimum criteria for the user in terms of weight, height and physical ability.
- 4.4 Swimplex, have had projects assessed for universal access and the decision has been that they are required to provide access to the first step, and from there stairs are appropriate because the mobility requirements for the slides align with the mobility requirements to climb stairs.
- 4.5 The slide manufacturer, Polin have advised that the slides are not suitable for people with reduced ability either temporary or permanent. However the client can make their own decisions. If the Council were not to follow the manufacturer's guidelines it would require the development of separate rules based on an independent risk assessment.
- 4.6 Sport NZ, Swimplex and Whitewater West international providers of hydrosides, could not provide any working examples world wide of hydrosides for customers who rely on a wheelchair for mobility.
- 4.7 Warren and Mahoney have advised that a lift could be installed into the south-east corner of the stair tower, but it would require demolition of some built works, new foundations and a structural assessment to be completed.
- 4.8 Otakaro have advised that a project delay caused by design changes at this stage of the project would result in significant delays to the project and financial penalties.

## 5. Resource Implications / Ngā Hīraunga Rauemi

### 5.1 Capex/Opex / Ngā Utu Whakahaere

- 5.1.1 Cost to Implement – The construction cost is unknown without the development of a concept design that is estimated at \$30,000.
- 5.1.2 Maintenance/Ongoing costs – The cost to maintain a lift will be higher than the average normal due to the aquatic environment. Based on existing lift maintenance and servicing charges the cost would be between \$3,000 - \$5,000

## Attachments Ngā Tāpirihanga

There are no attachments to this report.

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>	Craig Hutchings - Facilities Establishment Programme Manager Nigel Cox - Head of Recreation, Sports & Events
<b>Approved By</b>	Mary Richardson - General Manager Citizens & Community



## 10. Key Performance Results January 2022

Reference / Te Tohutoro: 21/1774670

Report of / Te Pou Matua: Peter Ryan, Head of Performance Management,  
peter.ryan@ccc.govt.nz

General Manager / Pouwhakarae: Lynn McClelland, Assistant Chief Executive  
lynn.mcclelland@ccc.govt.nz

### 1. Brief Summary

- 1.1 The purpose of this report is to track delivery of organisational performance priorities set out in the 2021-31 Long Term Plan, to target and within budget. The key organisational performance measures include:
  - Service delivery
  - Capital projects (planning and delivery)
  - Finance
- 1.2 Compared to the latest forecast report to the Committee (October 2021) there have been a number of forecast changes for levels of service resulting in a slight drop in service delivery. Good improvement is seen for both capital delivery and capital planning forecasts. Operational budget performance shows improvement between the first and second quarters.
- 1.3 Overall Council service delivery has remained stable since the move to the red traffic light setting in late January 2022, utilising, among other tools, a “split team” approach. It remains to be seen what impact community spread of Covid-19 will have on service continuity, however the use of these tools will enable staff to switch into new ways of operating that reflects the evolving situation.

### 2. Service delivery

ELT Goal: Deliver 85% Community Levels of Service to target

Community Level of Service Delivery



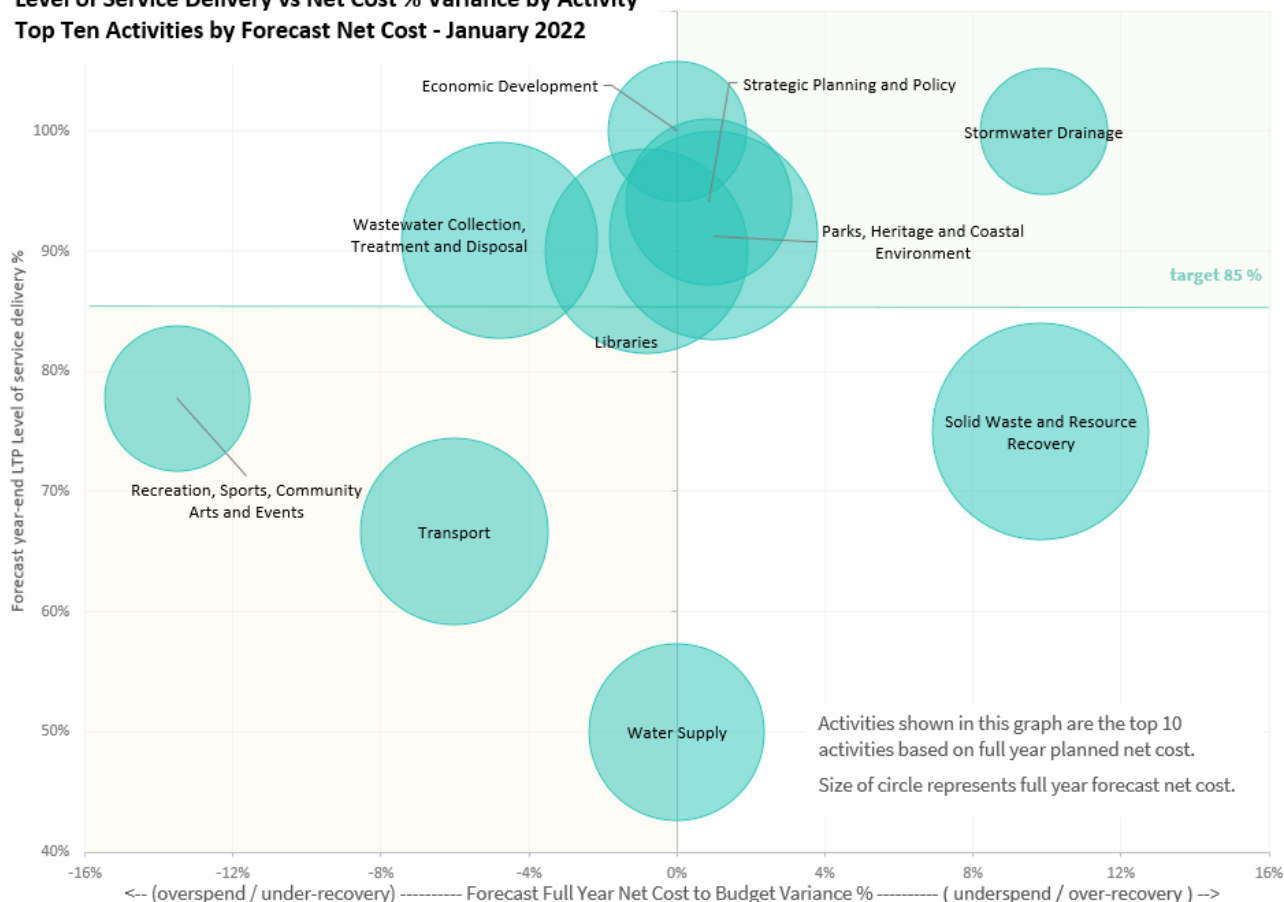
2021/22	# LOS	R/A/G
✗ 82.6%	213	7/30/176
▼ -3 LOS*		
R - Red	Will fail to meet target	
A - Amber	Intervention is required to meet target	
G - Green	Will meet target	

\*Compared to October 2021

- 2.1 Community levels of service (LOS) year-end forecast as at January is **82.6%** against the performance target of **85%**. This is 2.5% above the result from this time last year and slightly higher than last year's final result (81.6%).

- 2.2 The restrictions of the red traffic light setting continue to impact the number of people using the Council's services and programmes, such as Art Gallery, Akaroa Museum, Libraries, Recreation and Community Centres. A number of level of service exceptions reflect this situation. For further details, manager's comments for LOS exceptions are in Attachment A.
- 2.3 The scatter diagram below is an overview of the performance of the top ten activities for January 2022 (financials as at December 2021). The vertical y-axis shows service delivery performance. The horizontal x-axis shows budget over/underspend.

**Level of Service Delivery vs Net Cost % Variance by Activity**  
**Top Ten Activities by Forecast Net Cost - January 2022**



- 2.4 Since the start of this financial year, the majority of top-ten activities continue to cluster around the 'sweet spot' – delivering their LOS to target and on budget.
- 2.5 Similar to the previous forecast report, the activities requiring focus are Transport, Water Supply, Recreation, Sports, Community Arts and Events, and Solid Waste and Resource Recovery.
- 2.6 A number of LOS exceptions are cautiously forecast as they await results from this year's resident satisfaction surveys.
- 2.7 Level of service forecast changes to note since the October report include mobile library service, heritage advice and support for resource consents, and animal management response now reported as being on track. New exceptions include visitor numbers to Akaroa Museum, customer service telephone answer times, response times to requests for information held by Council, processing timeframes for notified resource management applications, and response timeframes to complaints in relation to excessive noise.
- 2.8 Water supply exceptions relate to volume of water use per resident per day, percentage water loss from the network, proportion of high and medium hazard commercial connections with

compliant backflow prevention devices tested within the last year, and a new exception pertaining to supplied water compliant with DWSNZ bacterial compliance criteria.

- 2.9 COVID-19 restrictions impacts continue to be the cause of lower revenue forecast for Recreation and Sports fees and charges, and Transport (on-street, off-street parking and compliance revenues). Community events and recreational facilities and programmes are still being delivered to target, maintaining opening hours, albeit with reduced participants at any point in time.

**Performance by Activity Table - Forecast January 2022**

Activities	Net Cost * (Opex)					Community Levels of Service	
	Full Year	Full Year Plan	Carry Fwd	**Variance	% Variance after	% Delivery	Total #
	Forecast \$000	\$000	\$000	after C/Fwd	C/Fwd		
Water Supply	26,231	26,231	0	0	0%	50%	16
Wastewater Collection, Treatment and Disposal	32,481	30,992	0	-1,489	-5%	91%	11
Stormwater Drainage	13,535	15,024	0	1,489	10%	100%	10
Flood Protection and Control Works	2,712	2,712	0	0	0%	100%	5
Strategic Planning and Policy	23,152	23,354	200	2	0%	94%	17
Economic Development	16,352	16,353	0	1	0%	100%	15
Transport	29,718	28,031	0	-1,687	-6%	67%	18
Solid Waste and Resource Recovery	39,870	44,220	0	4,350	10%	75%	8
Regulatory and Compliance	-349	4,617	0	4,966	108%	82%	28
Parks, Heritage and Coastal Environment	36,764	37,128	50	314	1%	91%	23
Housing	-6,785	-6,785	0	0	0%	100%	5
Governance	11,350	11,804	0	454	4%	80%	5
Citizens and Customer Services	9,086	8,993	0	-93	-1%	88%	8
Civil Defence Emergency Management	1,403	1,403	0	0	0%	50%	4
Community Development and Facilities	15,175	15,023	0	-152	-1%	100%	5
Christchurch Art Gallery	7,112	6,935	0	-177	-3%	33%	6
Canterbury and Akaroa Museums	8,661	8,726	0	65	1%	80%	5
Libraries	35,119	34,827	0	-292	-1%	90%	10
Recreation, Sports, Community Arts and Events	17,867	15,740	416	-2,543	-16%	78%	9
Performance Management and Reporting	0	0	0	0	0%	100%	5
<b>Net Cost</b>	<b>319,454</b>	<b>325,328</b>	<b>666</b>	<b>5,208</b>	<b>2%</b>	<b>0.0%</b>	<b>213</b>

\*Net Cost - excludes depreciation, corporate overheads and interest.

\*\* Negative variance means overspend or under-recovery

### 3. Capital projects, planning and delivery

**ELT Goal: Deliver 90% watchlist capital projects to 'delivery complete' milestones**

**ELT Goal: Deliver 85% non-watchlist capital projects to 'delivery complete' milestones**

- 3.1 Supply chain delays and construction price escalation remain a concern nationwide and are risks to the delivery of the Council's capital programme. Watchlist capital project delivery is forecast at 84.9% (target 90%) while non-watchlist project delivery is forecast at 81.8% (target 85%), both improvements since October 2021.
- 3.2 ELT's capital delivery targets relate to projects CCC are responsible for delivering, irrespective of how projects are funded.
- 3.3 The Capital Projects Performance Report from Programme Management Office contains underlying detail around these results, including a range of steps proposed to bridge the gap back to pre-lockdown performance.
- 3.4 For further information, refer to the detailed Capital Project Performance Report December 2021.

### Forecast Capital Project Delivery



	2021/22	Red/Amber/Green/Black
Watchlist Capital projects	84.8%	3/1/28/1
	4 projects	
Non-Watchlist Capital projects	81.8%	77/8/161/38
	2 projects	
	Red	>61 days delay
	Amber	31-60 days delay
	Green	<30 days delay
	Black	No baseline date set

Item 10

### Forward view of capital delivery performance for the LTP

This is an overview of capital delivery in the last three years against plan, plus capital delivery planned for the next three years in LTP 2021-31 (capital delivery being projects CCC are responsible for delivering, irrespective of how the project is funded). There are clear risks around deliverability, supply of materials and cost escalation that will impact both 2021/22 and 2022/23.



#### Total Planned Delivery: the

amount finalised in each Annual Plan or Long Term Plan.

**Total Planned Delivery:** Planned Delivery, excluding Parakiore and Te Kaha/CMUA.

\*The gap between the grey line and black line consists of the actual/planned spend for Te Kaha/CMUA and Parakiore.

**Total Actual/Forecast:** is the amount that was spent in a given year.

**Total Funded:** is made up of Planned Delivery plus any capital injection from the Crown, such as for Water Reform, CRAF and Shovel Ready projects.

**ELT Goal: Ensure capital planning for FY23 funding programme budgets allocated, 90% by 1 March 2022.**

**ELT Goal: Ensure capital planning for F24 & FY25 funding programme budgets drawn down, 90% by 1 May 2022.**

- 3.5 Capital planning targets are intended to monitor the draw-down of capital funding programme budgets in years 2, and 3 and 4 of 2021-31 LTP. This helps the business plan and prepare for future capital project delivery, in order to effectively implement the LTP.
- 3.6 91.1% of FY 2022/23 funding programme budgets have been allocated to date. The target is for 90% projects initiated to be allocated by 1st March 2022. Citizens and Community has achieved 96% and makes up 30% of capital programme budgets for FY 22/23, Transport & Waste Management (93%), Planning & Regulatory Services, Three Waters (94%), Facilities, Property & Planning (100%) and Digital (37%).



- 3.7 **60.7%** of FY2024/FY2025 funding programme budgets has been drawn down in CPMS (Capital Programme Management System). The target is for **90%** funding programme budgets drawn down by **1st May 2022**. Citizens and Community has achieved 72.5% draw down, and makes up 15% of Council total. All other delivery groups will need to increase their efforts to meet the target. Technical Services & Design (100%), Three Waters (58%), Transport & Waste Management (69%), Digital (6%), Facilities, Property & Planning (50%)

## 4. Finance

### ELT Goal: Demonstrate value for money and actively manage our operational budgets


- 4.1 There is currently an \$11.7 million (post COVID impact) forecast surplus for the year. This is an improvement of \$4.7 million from the September forecast. Driving the change is lower recycling processing fees (\$5 million), and a rebate of processing fees from prior years (\$1.4 million); partially offset by further impacts from extended Covid restrictions (\$1.5 million).
- 4.2 Financial performance is reported quarterly, more detail is available in the Corporate Finance Report - December 2021.

## 5. Officer Recommendations / Ngā Tūtohu

That the Finance and Performance Committee:

1. Receives the information provided in the Key Performance Results for January 2022.

## Attachments / Ngā Tāpirihanga

No.	Title	Page
A 	LOS Exception Commentaries January 2022	281

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

Document Name	Location / File Link
Not applicable	Not applicable

## Confirmation of Statutory Compliance / Te Whakatūtutanga 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>	Boyd Kedzlie - Senior Business Analyst Johan Jacobs - Performance Analyst
<b>Approved By</b>	Peter Ryan - Head of Performance Management Lynn McClelland - Assistant Chief Executive Strategic Policy and Performance

Level of Service Exceptions  
Forecast Period Ending: 31 Jan 2022

Deliver 'Community' Levels of Service to target

- ✖ Levels of service which will fail to meet target.
- Levels of service for which intervention is required to meet target.

#### GOA Communities and Citizens

##### Christchurch Art Gallery

- ✖ Measure: LTP21: 3.0.1 The Art Gallery attracts residents and visitors into the city, contributing to the identity, wellbeing and activation of the city.  
Target: Maintain visitation at 95% of the average of the last 5 years, or higher  
Actual: 74% of 7 month target.  
Target 173,023, actual 127,957  
Comments: Due to Covid closure Aug-Sep 21, the ongoing lack of international visitors and no visitors from the North Island during current Covid levels the Gallery is tracking at less visitor numbers than required to meet this annual target.
- ✖ Measure: LTP21: 3.0.6 Residents and visitors have access to a nationally significant art gallery  
Target: Maintain: Hours of opening: No fewer than 2,749 hours pa  
Actual: Due to Covid closures 18/8-8/9 incl the Gallery will be open 2710 hours in the 21\_22FY. Target is 2749  
Comments: Will not meet target due to Covid closures
- ✖ Measure: LTP21: 3.0.9.2 Deliver a diverse range of Public and school-specific programmes to promote and educate the importance of the visual arts  
Target: Average of at least 22,000 people attend advertised public programmes per annum  
Actual: 910 attended programmes in January. With the addition of 344 from December, YTD = 6,359.  
Comments: The joint summer children's trail worked well in bringing people to the gallery. (748)  
Remedial Action: Under RED, attendance at public programmes is limited.
- Measure: LTP21: 3.0.9.1 Deliver a diverse range of Public and school-specific programmes to promote and educate the importance of the visual arts  
Target: Average of at least 11,000 attend school specific programmes per annum  
Actual: No lessons during the school holidays. December total = 207 and YTD = 3,423.  
Comments: Bookings are coming in for Term 1 in February albeit more slowly than usual. Schools will be feeling their way under RED.

##### Canterbury and Akaroa Museums

- ✖ Measure: LTP21: 3.3.2 Visitors per annum to Akaroa Museum  
Target: Maintain visitation of at least 95% of the average of previous 3 years.  
Actual: Total visitors year to date - 9265  
Comments: Visitors to the Museum during January totalled 2407, less than half the total for January last year. Fewer travelling due to COVID effect.

##### Citizens and Customer Services

- Measure: LTP21: 2.6.4.1 Citizen and Customer expectations for service response are delivered in a timely manner  
Target: Telephone enquiries have an average speed to answer of no more than 120 seconds

Community LOS Exceptions, January 2022

Actual:	YTD: 133 seconds. Full year forecast to June 2022 - 124 seconds
Comments:	<p>Staffing remains our primary challenge in meeting this level of service. Temporary agency staff have been onboarded while permanent recruitment is completed. An Assessment centre was completed on January 26th with successful candidates scheduled to start their induction on the 7th of March.</p> <p>A total of 29,897 calls were received this month, a 3.6% increase when compared to last January (+1059 calls). Whilst a portion of this increase can be attributed to additional afterhours services, a common theme of enquiry this month has been in relation to Council facilities operating under COVID-19 alert levels.</p> <p>Post call survey was introduced on January 24th as the final component of the Genesys Cloud migration. This feature provides customers the opportunity to participate in a quick survey at the end of the phoneinteraction, a valuable way for us to capture real-time feedback and gain insight from our citizens. We had 274 callers participate in the survey within our first week, receiving a customer satisfaction rating of 95.4%.</p> <p>We continue to see the benefits of our "Courtesy call- back" function with a total of 1267 customers utilising this feature this month. The system advises our customers on the estimated wait time to answer their call and provides an option for them to receive an automated call-back.</p> <p>ASA Breakdown January 2022: The majority of calls 63.7% were answered in under 2 minutes.</p> <p>% calls answered in less than 2 minutes = 63.7% (16,709 calls) % calls answered between 2 - 5 minutes = 20.7% (5445 calls) % calls answered above 5 minutes = 15.6% (4096)</p>

#### Civil Defence Emergency Management

● Measure:	LTP21: 2.5.4.2 Build resilience through public education and community engagement programmes
Target:	At least 10 community based groups are actively supported in developing community response plans (CRP)
Actual:	Total Community based groups engaged in Community Response Planning: 9
Comments:	Resources currently limited in this area. Additional and alternative delivery options being assessed. Forecast is to complete this financial year
Remedial Action:	Vacancies to be actioned following the recent change decision to increase resources in this area
● Measure:	LTP21: 2.5.4.1 Build resilience through public education and community engagement programmes
Target:	At least 60 CDEM public education activities occur annually, including tsunami public education and Stan's Got a Plan school programmes
Actual:	Total public education activities delivered to date: 30
Comments:	Resources currently limited in this area. Additional and alternative delivery options being assessed.
Remedial Action:	Vacancies to be actioned following the recent change decision to increase resources in this area

#### Libraries

● Measure:	LTP21: 3.1.4 Provide public programmes and events to meet customers' cultural, creative, learning and recreational needs.
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Community LOS Exceptions, January 2022

Target:	Maintain participation of 310-380 per 1000 of population
Actual:	Programming participation remains impacted due to stricter limits on indoor gatherings so the KPI has decreased to 218 (Target: 280-350)
Comments:	A slight increase in the monthly participation was recorded, in comparison to other months, due to school holidays but overall the participation numbers remain considerably lower than the target
Remedial Action:	Face to face programming continues to be offered along with digital options. Lunar New Year activities will potentially be impacted by the red traffic light setting and we will shift what is feasible to online.

#### Recreation, Sports, Community Arts and Events

● Measure:	LTP21: 2.8.5.1 Produce and deliver engaging programme of community events.
Target:	A minimum of 11 events delivered annually of which three are marquee events. (Outdoor events subject to weather)
Actual:	Planning to deliver 11 events.
Comments:	The impact of the Covid19 and any changes to alert levels will need to be understood for events to go ahead.
● Measure:	LTP21: 7.0.2.2 Provide well utilised facility based recreational and sporting programmes and activities.
Target:	The number of participants using multipurpose recreation and sport centres, outdoor pools and stadia at least 4.4 million
Actual:	Actual YTD participations are 981,987 vs plan of 1,458,289
Comments:	The impact of Covid19 is ongoing while we remain in alert level 2, 3 or 4. Awaiting the detailed requirements for the Covid19 Vaccine Certificate and how this can be implemented under the recently announced traffic light system.
Remedial Action:	Will reforecast participations taking into account the impact of Covid19 and implementation of the traffic light system.

#### GOA Water Supply Water Supply

✗ Measure:	LTP21: 12.0.7 Average consumption of drinking water in litres per resident per day
Target:	<= 220
Actual:	YTD =285 January Actual= 349 December Actual = 298 November Actual = 319 October Actual = 274 September Actual = 261 August Actual = 241 July Actual = 247
Comments:	January saw a higher average water consumption than 5 year average due to low rainfall and a number of warm days. Water use is forecast to increase over Feb 2022. Leakage rates continue to track at 23%. Metrics are calculated in 21/1087131 (network operations KPI report 2022). Leakage rates are calculated in 15/1335382[v2] (network operations KPI report 2022).
Remedial Action:	Continue capital renewals as per approved Asset Management Plans, to manage network leakage rates. Newline article: Christchurch households that regularly use large amounts of water will begin paying an extra charge from July next year to cover the cost of supplying it.
● Measure:	LTP21: 12.0.6 Percentage of real water loss from Council's water supply reticulated network
Target:	<= 24%
Actual:	24.7%

Community LOS Exceptions, January 2022

Comments: As at EO January 2022, there are 13,557,853 m3 water lost to leakage, based on a 5-yr rolling data.  
Total annual pump station flow ending January 2022 is 54,821,233 m3 extracted from WaterOutlook report.  
This comes to a percent leakage of 24.8%

Remedial Action: The leakage rate is based on a 5-year rolling data. There is a reactive repair programme via third party provider that fixes identified leaks.

To significantly reduce the leakage rate, a proactive leak repair programme must be done. This can be accomplished by installing meters in each of the 200 zones so that there is accurate measurement of water supply and consumption, and zones with the highest leakage rate can be prioritised for repairs. There is currently a test zone for this set up.

● Measure: LTP21: 12.0.1.14 The proportion of residents satisfied with Council responsiveness to water supply problems  
Target: >= 55%  
Actual: Waiting on year end results.  
Remedial Action:

The LOS target for drinking water has been monitored and reported through the water supply improvement programme. Since early 2018 the water supply has been dosed with chlorine. We continue with water supply improvement initiatives in conjunction with the DWA.

Target missed last year largely due to the large number of leaks being responded to across the city, with the large number of these being highly visible. Response times have improved greatly. Focus is still being given to replace, rather than repair, water connections. This will increase asset life and over time we will start to see a reduction of leaks at connections. Renewal programmes will also contribute to the reduction of reactive repairs depending on the level of funding approved. There is general dissatisfaction across Christchurch regarding water supply.

● Measure: LTP21: 12.0.2.19 Proportion of residents satisfied with quality of Council water supplies  
Target: >= 50%  
Actual: Waiting on year end results.  
Remedial Action: Residents survey results from last year reflect general dissatisfaction with the addition of chlorine to the water supply and the large number of leaks.

The LOS target for drinking water has been monitored and reported through the water supply improvement programme. Since early 2018 the water supply has been dosed with chlorine. We continue with water supply improvement initiatives in conjunction with the DWA

● Measure: LTP21: 12.0.2.2 Proportion of High Hazard commercial connections with compliant backflow prevention device tested within the last year  
Target: >=100%  
Actual: 95% of High Hazard commercial connections with compliant backflow prevention device tested within the last year (Note, this is not an actual but a plan, actual figures will be available once the backflow project is completed in early 2022.)  
Comments: This level of service relates to all high hazard backflow prevention devices throughout the water supply network, Council owned and private. Private devices are required to be tested under the New Zealand Building Code through a building warrant of fitness process and provide a high level of confidence that these are tested (we are not currently able to identify if the device is high or medium hazard in Pathways at the moment) as it's a legislative requirement. Council devices that have been installed and managed by Council are programmed to be tested on a yearly basis.

Community LOS Exceptions, January 2022

Remedial Action: Continue with backflow project that includes reporting, integration and a register to improve reporting figures and confidence.

● Measure: LTP21: 12.0.1.13 Proportion of residents satisfied with reliability of water supplies.  
Target: >= 75%  
Actual: Waiting on year end results  
Remedial Action: Resident survey results from last year

Reflect general dissatisfaction with the addition of chlorine to the water supply and the large number of leaks. The LOS target for drinking water has been monitored and reported through the water supply improvement programme. Since early 2018 the water supply has been dosed with chlorine. We continue with water supply improvement initiatives in conjunction with the DWA

● Measure: LTP21: 12.0.2.20 Proportion of Medium Hazard commercial connections >38mm diameter with compliant backflow prevention device tested within the last year  
Target: >=95%  
Actual: 95% of Medium Hazard commercial connections >38mm diameter with compliant backflow prevention device tested within the last year (Note, this is not an actual but a plan, actual figures will be available once the backflow project is completed in early 2022.)  
Comments: This level of service relates to all medium hazard backflow prevention devices throughout the water supply network, Council owned and private. Private devices are required to be tested under the New Zealand Building Code through a building warrant of fitness process and provide a high level of confidence that these are tested (we are not currently able to identify if the device is high or medium hazard in Pathways at the moment) as it's a legislative requirement. Council devices that have been installed and managed by Council are programmed to be tested on a yearly basis.  
Remedial Action: Continue with backflow project that includes reporting, integration and a register to improve reporting figures and confidence.

● Measure: LTP21: 12.0.2.9 Proportion of residents (with supplies of > 100 customers) supplied water compliant with the DWSNZ bacterial compliance criteria  
Target: 100%  
Comments: Drinking Water Assessor stated on its Quarterly Compliance report:  
"Section 4 " Criteria 6A (DWSNZ S4.3.1(2)) " non-compliances relating to maximum intervals exceeded for the following zone " Northwest (CHR001NO). This relates to missed samples occurring on the 19th September 2021. A decision has been made to issue a non-compliance however given the DWSNZ compliance period is one year (DWSNZ 4.3 page 31) this effect on the whole year is unable to be officially qualified at this point in time."  
Remedial Action: Final compliance statement will need to be assessed once the financial year is finished.

#### GOA Wastewater Collection, Treatment and Disposal

##### Wastewater Collection, Treatment and Disposal

● Measure: LTP21: 11.0.1.16 Proportion of residents satisfied with the reliability and responsiveness of wastewater services  
Target: >= 67%  
Actual: Waiting on year end results.  
Remedial Action: Response times for wastewater maintenance have been good. We will continue to improve on all wastewater related response times to help improve on this year's result and continue to refine our planned wastewater maintenance rounds to reduce blockages. No widespread wastewater outages have occurred.

GOA Transport  
Transport  
Community LOS Exceptions, January 2022

✖	Measure:	LTP21: 10.5.41 Increase access within 15 minutes to key destination types by walking
	Target:	>=53% of residential land holdings with a 15-minute walking access
	Actual:	43%
	Comments:	<p>No change since September due to reporting cycle (once a year).</p> <p>The actual shows a 9% decline from last financial year result and is 10% less than the 53% target of this FY. The decline is attributed to the following:</p> <p>5.5 %: Process refinement, where walking speed input is changed from 5km/hr to 4km/hr, resulting in a reduction in walkable catchment size.</p> <p>This refinement makes the speed assumptions more demographically inclusive and aligned to those used for the Spatial Plan.</p> <p>3 %: Actual changes to the network with residential growth in inaccessible settings</p> <p>0.5 %: Closure of key destination (Redcliffs supermarket closure).</p> <p>When 5.5% decline attributed to method change is taken out of consideration, the remaining 3.5% decline (i.e 48.5% against 53% target) still suggests that we are unlikely to meet the target as we are unlikely to influence key services (food, health, employment, education) to open in the unconnected residential areas within the financial year</p>
	Remedial Action:	<p>Within its direct area of influence:</p> <ul style="list-style-type: none"> <li>- Staff continue to contribute to the Christchurch Spatial Plan. Strategic policy, planning and delivery staff support and work towards greater integration between land use and transport which is required to increase walkability access to key destinations.</li> <li>- Staff continue to provide regulatory advice to private developments to ensure effective walking connectivity is provided for proposed commercial and residential developments.</li> </ul> <p>Within its indirect areas of influence, Transport Unit can:</p> <p>Initiate focused communications and education. Whilst unlikely to change the results for the FY, it can improve public awareness in the medium and long term. For example the mapping used in calculating the walkable catchments can be made public to assist the public in their decision making for where they choose to live. This would need to be prioritised amongst other education and advocacy programmes.</p> <p>In early November 2021, Transport staff presented at Christchurch Conversations, on the topic of 15 minute neighbourhoods and shared the concepts and maps with the public.</p>
●	Measure:	LTP21: 10.0.2 Increase the share of non-car modes in daily trips
	Target:	>=17% of trips undertaken by non-car modes
	Actual:	<p>Last available data as per FY2018: 17%</p> <p>Unknown if the target will be met by end of year.</p>
	Comments:	<p>Set in amber:</p> <ol style="list-style-type: none"> <li>1. We do not have updated data and no indication for the timeframe for the survey by waka kotahi.</li> <li>2. A method and target change for this goal is included in the proposals from staff for the raft Annual Plan 2022-2023.</li> </ol> <p>The proposal is to change the method of measurement and target FROM Ministry of transport Household Travel Survey &amp; &gt;17% TO Annual Life in Christchurch Residents Survey &amp; &gt;35% . New target is proposed based on the trend alignment with the previous target (see Transport unit meeting agenda paper 20.9.2021)</p> <p>January addition:2021 Christchurch Residents Survey results are published. These show a decline in non-car modes. The actual is 32.5% against the proposed new target of 35%.The main decline is in PT by 23% (1.3% decline in overall mode share) and in cycling by 10% (1.8% decline in overall mode share) since last year 2020. The decline is attributed to lower trips overall in the pandemic environment, particularly with the increased number of office workers having worked from home and a large decrease in public transport use due to concern regarding close proximity travel with strangers.</p> <p>PT share is down across the board for all trip purposes. Cycling is the roughly the same for education and work purposes but considerably lower for other trip purposes. Walking is slightly higher for other trip purposes (excl. work and education) leading to slightly higher overall mode share.</p>

Community LOS Exceptions, January 2022

Remedial Action: New method and target are proposed as part of the Annual Plan process which, if approved, will ensure continuity of surveys and provide higher reliability on accessing the data. Remedial actions to increase non-car mode share are - focus on public transport which has recently benefited from central government's CRAF funding to bring forward some of the broader PT Futures business case projects.  
- continued construction and completion of major cycle ways as well as local cycle way connections projects.

- Measure: LTP21: 10.3.3 Maintain customer perception of the ease of use of Council on- street parking facilities  
Target: >=50% resident satisfaction  
Actual: This goal will be determined by the Council's annual resident's survey, due April 2022.  
Comments: The 2021 goal was not achieved with a result of 49%, the target being 53%.  
Remedial Action: Staff intend to undertake a targeted survey of on-street parking users to gather more specific feedback so consideration can be given to improve satisfaction levels.
- Measure: LTP21: 10.3.7 Maintain customer perception of vehicle and personal security at Council off-street parking facilities  
Target: >=50% resident satisfaction  
Actual: This goal will be determined by the Council's annual resident's survey, due April 2022.  
Comments: The 2021 goal was not achieved with a result of 50%, the target being 53%.  
Remedial Action: Staff intend to undertake a targeted survey of on-street parking users to gather more specific feedback so consideration can be given to improve satisfaction levels.
- Measure: LTP21: 16.0.9 Improve resident satisfaction with footpath condition  
Target: >=40% resident satisfaction  
Actual: Target amended through LTP21, but still higher than last year's actual (36%). Life in Christchurch is indicating that satisfaction has improved.  
Comments: Definition and delivery of the footpath renewal programme is underway to target worst condition areas. CRAF programme is also looking to address liveability issues in worst affected suburbs across the city.  
Remedial Action: Footpath resurfacing programme budgets may require smoothing across the three years of the LTP to ensure progress is maintained.
- Measure: LTP21: 16.0.10 Maintain the perception that Christchurch is a walking friendly city  
Target: >=85% resident satisfaction  
Actual: Annual Residents Survey Result 74% for FY21  
Comments: FY21 Annual Residents Survey 74%, FY20 was 83%. The target of 85% looked achievable.  
Remedial Action: There is a programme of work in the LTP #60377 to improve walking at key priority locations identified in the Network Operating Framework. This work will identify the interventions to improve the experience for pedestrians. Initial delivery package planning underway with prioritisation of programme planned for early 2022.

The footpath renewal programme LTP #164 has \$12 million for years FY22 to FY25 recognising the fact that we are still catching up from the earthquakes' legacy.

## Solid Waste and Resource Recovery

### Solid Waste and Resource Recovery

- Measure: LTP21: 8.0.3 Customer satisfaction with kerbside collection service  
Target: At least 80% customers satisfied with Council's kerbside collection service for each year  
Actual: To be determined by Residents Survey, due April 2022  
Comments: Ongoing discussions with contractor and internal teams to improve how we communicate and provide high levels of service to the resident

Community LOS Exceptions, January 2022



● Measure:	LTP21: 8.0.1 Recyclable materials collected by Council services and received for processing at the Materials Recovery Facility (MRF)
Target:	80kg (+40%/-10%) recyclable materials / person / year collected and received by Council services
Actual:	78.01 kg per person
Comments:	Post COVID lockdown in April 2020 40% of all truckloads of recycling were being sent to landfill due to containing contamination over 10%. By January 2022 this has been reduced to 9 % being sent to landfill.
Remedial Action:	Council is continuing to address the excessive contamination issue with ongoing education, bin auditing and bin removals

## GOA Governance

### Governance and decision-making

⊗ Measure:	LTP21: 4.1.29.2 Respond to requests for information held by Council in a manner that complies with the legislative processes and timelines set out in the LGOIMA
Target:	Provision of information is in accordance with LGOIMA principles and requirements - 100%
Actual:	The Council received 85 LGOIMA requests. Current YTD - 531 requests.
	YTD the Council has met its obligations - 99.1% of the time (526 out of 531 requests)
Remedial Action:	1 Request was sent directly to unit staff and not actioned or forwarded to OI. This was raised with CE and Unit Head. 1 Request was sent to staff and not followed up directly. OI staff will leave tickets open when staff will respond.

## GOA Regulatory and Compliance

### Building Regulation

● Measure:	LTP21: 9.1.1 Grant Building Consents within 20 days working days
Target:	The minimum is to issue 95% of building consents within 19 working days from the date of acceptance
Actual:	26.0% of consents have been issued within 19 working days for the month of November 38.7% of consents have been issued within 19 working days Financial YTD
Comments:	There is an ongoing workload issue which is putting a lot of pressure on resources.
Remedial Action:	Further efficiencies are being explored.

### Resource Consenting

● Measure:	LTP21: 9.2.1 % of non-notified resource management applications processed within statutory timeframes.
Target:	99% within statutory timeframes.
Actual:	53% of non-notified applications were processed within statutory timeframes in January, YTD is tracking at 84%
Comments:	Number of applications being received continue at record highs. The sustained high numbers mean that not all applications can be processed within the statutory timeframe
Remedial Action:	Recruitment is continuing. Use of consultants is being maximised. Further process efficiencies are being explored.
● Measure:	LTP21: 9.2.18 % of notified resource management applications processed within statutory timeframes.
Target:	99% within statutory timeframes.
Actual:	100% of notified applications were processed within statutory timeframes, 92% YTD as an application from a previous month was reported incorrectly

Community LOS Exceptions, January 2022

Comments: Number of applications being received continue at record highs. The sustained high numbers mean that not all applications can be processed within the statutory timeframe

Remedial Action: No remedial actions are proposed as only one application has exceeded the timeframe. That said, initiatives being undertaken for non-notified applications are also applicable for notified applications.

#### Regulatory Compliance and Licensing

● Measure: LTP21: 9.0.8 The community is not subjected to inappropriate noise levels

Target: 90% of complaints in relation to excessive noise are responded to within one hour.

Actual: Of the 1365 calls that have been made about excessive noise, 1227 were responded to within one hour for the month. KPI for the month was 89.9%.

Comments: The KPI result for January is 89.9% which is up from 89.4% in December. However the YTD result is currently 85.6% which is 4.4% below the 90% target.

Remedial Action: Continue work with the afterhours contractor to  
Provide feedback on a weekly basis against KPI performance and identify shortfall areas regarding either time of day or particular area of city. provide instruction on how priority complaints to be dealt with, report on performance during the month and identify areas of non-performance, train and warrant all officers made available by the contractor

● Measure: LTP21: 9.0.5 Food premises are safe and healthy for the public

Target: 98% of scheduled Food Control Plan verification visits are conducted.

Actual: 836 verifications completed YTD.

Comments: The numbers of completed verifications each month continue to be greater than the numbers estimated at the beginning of the year. This is reducing the number of delayed verifications significantly each month.

Remedial Action: Monitoring will occur over this month and if the trend continues we will be able to forecast that we will meet this target.

#### GOA Parks, Heritage and Coastal Environment

##### Parks and Foreshore

● Measure: LTP21: 6.0.3 Overall customer satisfaction with the presentation of the City's Community Parks

Target: Community Parks presentation: resident satisfaction >=60 %

Actual: Score from Previous year was 57%, measure point of contact resident satisfaction survey (currently underway)

Remedial Action: Covid and a very wet, protracted growth season has added difficulty to spring/summer maintenance. Increased monitoring and management of main maintenance contract along with additional resources have been put into the ongoing maintenance regime to assure LOS

● Measure: LTP21: 6.8.5 Satisfaction with the overall availability of recreation facilities within the city's parks and foreshore network.

Target: Resident satisfaction with the availability of recreation facilities across the parks and foreshore network: >= 70%.

Actual: This is a resident satisfaction survey result so not available until the last 1/4 of the FY.

Comments: This is a resident satisfaction survey result so not available until the last 1/4 of the FY.

Remedial Action: This is a resident satisfaction survey result so not available until the last 1/4 of the FY.

#### GOA Strategic Planning and Policy

##### Public Information and Participation

● Measure: LTP21: 4.1.9 We provide advice and support in community engagement, and consultation planning and delivery, to teams across the organisation and to Elected Members

Target: Percentage of residents who feel they can participate in and contribute to Council decision-making. 41%

Community LOS Exceptions, January 2022

Actual: This is determined by the Annual Residents Survey. Last year the result was 26 per cent.  
Comments: The target is 41 per cent and last year's result was 26 per cent. This is an area of focus for the Unit. However last year's result was well below the target.  
Remedial Action: We are looking at innovative ways of engaging the public to try to meet this level of service. We are getting a good public response to our current consultation on coastal hazards.

Community LOS Exceptions, January 2022

## 11. Capital Project Performance Report - December 2021

Reference / Te Tohutoro: 22/77967

Report of / Te Pou Matua: Ruth Cable, Head of Programme Management Office,  
ruth.cable@ccc.govt.nz

General Manager / Pouwhakarae: Lynn McClelland, Assistant Chief Executive Strategic Policy and Performance, lynn.mcclelland@ccc.govt.nz

### 1. Brief Summary

- 1.1 The purpose of this report is for the Finance and Performance Committee to be informed of Capital Performance for period ending 31 December 2021.

Queries about individual projects may be accessed at: <https://ccc.govt.nz/the-council/future-projects/construction-projects/>.

- 1.2 As at the end of January the forecast delivery is likely to reduce from the reported 91% figure for 31 December, reflecting the realisation of some already signalled risks to the capital programme. The Covid situation remains very uncertain and supply chain issues are taking effect despite comprehensive mitigations. A more detailed update on how these issues will affect the capital programme delivery will be provided in the next report to this committee, once the data has been further analysed.

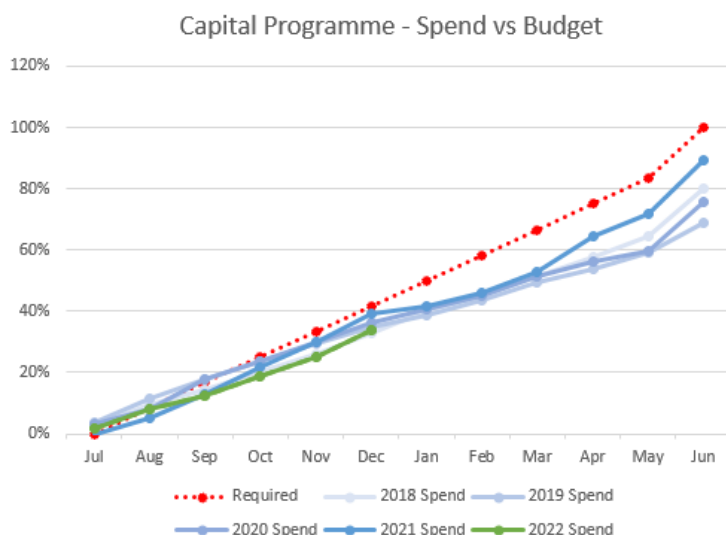
#### 1.3 Current Forecast

	CCC Core	External Funded	CMUA / Parakiore	TOTAL
<b>Budget:</b>	\$415.3m	\$73.4m	\$119.4m	<b>\$608.1m</b>
<b>Forecast to 30 June 2022:</b>	\$378.2m	\$61.3m	\$107.4m	<b>\$546.9m</b>
<b>Spend to date:</b>	\$143.9m	\$24.4m	\$36.4m	<b>\$204.7m</b>
<b>FY22 Forecast Delivery (as of December 2021)</b>	<b>91%</b>	<b>84%</b>	<b>90%</b>	<b>90%</b>

This compares to a core programme forecast of 93%, and external funded forecast of 100% reported in November 2021, primarily due to delays in Hornby Library and issues encountered in our Transport Shovel Ready projects. Refer to deliverability commentary for further detail.

#### Spend to Date

Current spend to date, in comparison with previous year performance is shown in the following graph. This considers both Core and External funded projects, but excludes CMUA and Parakiore. This shows that additional effort is required in order to meet current FY22 budget. Current forecast by delivery units, including deliverability commentary is in the attached Capital Project Performance Report.



#### 1.4 3 Waters Delivery Programme

The 3 Waters programme is budgeted to increase over the term of the Long Term Plan, with a current budget proposed for FY23 of \$190m.

There are a number of key activities underway in order to increase the delivery of 3 Waters projects. These are detailed as an attachment, visibility of status against these activities will be provided to Finance and Performance Committee monthly.

#### 1.5 Covid Related Impacts

##### • Projects in Construction

Information in relation to Projects in Construction that may be subject to Covid-19 lockdown related cost or time extensions are detailed in a separate attachment.

54 of 110 projects mobilised prior to Alert Level 4 have confirmed a Covid-related cost variation will be submitted.

46 variations have been received to date with contractor claims totalling \$2.9m. Of claims received, \$1.9m has been paid out in interim and final agreed costs.

Updates will be provided monthly to Finance and Performance Committee.

##### • Supply Chain and Cost Escalation Risks and Issues

Visibility of supply chain and cost escalation risks and issues are attached.

Updates from those previously reported are highlighted in yellow.

#### 1.6 Capital Delivery Teams

Tier 3 restructure changes were implemented in December 2021.

While the overall capital budget for Council has remained the same, there are changes to the delivery team structure (and therefore there budget allocation). Delivery teams that have changed are in the table below. Those not listed have had no change.

The revised delivery teams are reflected in this Capital Project Performance Report.













Pre December	New Delivery Team
Major Facilities	Vertical Capital Delivery
Community (includes Parks project management)	
3 Waters and Waste	3 Waters
Transport	Transport and Waste Management
Parks	Parks (includes Parks Project Management)

## 2. Officer Recommendations / Ngā Tūtohu

That the Finance and Performance Committee:

1. Receive the information in the Capital Project Performance Report, 3 Waters Delivery Enhancements, Covid-19 Impacts on Delivery, Watchlist Report, External Funded Report, and the Delivery Complete FY22 report to 31 December 2021 report

## Attachments / Ngā Tāpirihanga

No.	Title	Page
A  	Capital Project Performance Report - December 2021	295
B  	3 Waters - Delivery Enhancements - Dec 2021	320
C  	Covid-19 Impacts on Delivery - Dec 2021	323
D  	Capex Watchlist Report - December 2021	343
E  	External Funded Report - December 2021	346
F  	Project Delivery Completes FY22	349

Additional background information may be noted in the below table:

Document Name	Location / File Link
Nil	Nil

## Confirmation of Statutory Compliance / Te Whakatūtutanga 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>Author</b>	Ruth Cable - Head of Programme Management Office
<b>Approved By</b>	Mary Richardson - General Manager Citizens & Community Jane Davis - General Manager Infrastructure, Planning & Regulatory Services Lynn McClelland - Assistant Chief Executive Strategic Policy and Performance

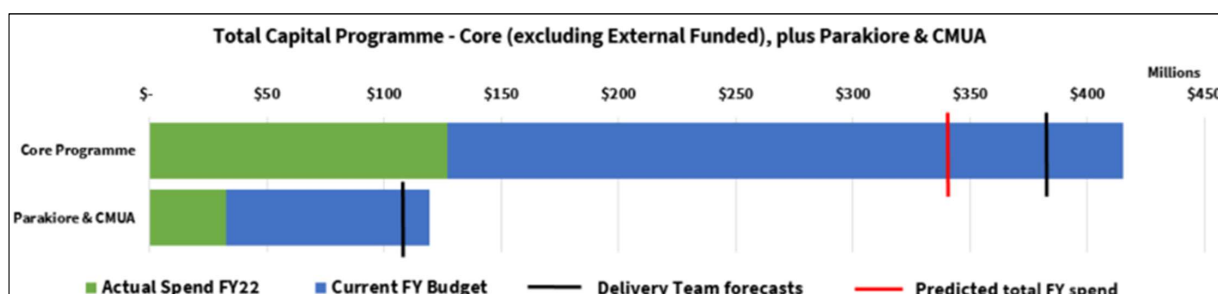
## Finance and Performance Committee of the Whole

Capital Performance Overview - status as of end December 2021

### Financial Year 2022 Position

Number of Inflight Projects: **956**

	CCC Core	External Funded	CMUA / Parakiore	TOTAL
<b>Budget:</b>	\$415.3m	\$73.4m	\$119.4m	<b>\$608.1m</b>
<b>Forecast to 30 June 2022:</b>	\$378.2m	\$61.3m	\$107.4m	<b>\$546.9m</b>
<b>Spend to date:</b>	\$143.9m	\$24.4m	\$36.4m	<b>\$204.7m</b>
<b>FY22 Forecast Delivery (as of December 2021)</b>	<b>91%</b>	<b>84%</b>	<b>90%</b>	<b>90%</b>



### Deliverability against Current FY22 Forecast

Commentary on deliverability to current financial year forecast against the Council Core and External Funded Programme (excludes CMUA and Parakiore) is noted in the following table by delivery unit.

Delivery Unit	Budget (FY22)*	Forecast (FY22)	% Spend YTD (of budget)	Commentary
<b>Transport and Waste Management</b>	\$148.5m	\$148.4m	36%	<p>Transport delivered well in FY21 and has a similar FY22 budget, giving confidence that this is achievable.</p> <p>A review of project forecasts was carried out in November and December 2021, which has driven the large reduction in Financial Year Forecast in the month. Most of the reduction has come from a small number of projects: 2xSouth Express MCR; Heathcote Expressway MCR; Halswell Junction Road; Dyers Pass Guardrails; and Road Lighting Renewals.</p> <p>Budgets in this Financial Year are proactively being managed: where projects are not in a position to spend this year substitutions are being sought. Furthermore, projects continue</p>



Delivery Unit	Budget (FY22)*	Forecast (FY22)	% Spend YTD (of budget)	Commentary
				<p>to Initiated, allowing for a steady flow of work is available if projects need to be substituted.</p> <p>There is expected to be a significant jump in output in the second half of the year compared to the first half.</p> <p>This will be driven by Chipsealing during Summer and Spring; plus a number of larger projects hitting site such as: Lincoln Road; South Express &amp; Rapanui-Shag Rock MCRs; and Coastal Pathway.</p> <ul style="list-style-type: none"> <li>- <b>Early delivery of projects:</b> notably High Street, Lower Styx/Marshland, and sections of Halswell Junction Road</li> <li>- <b>External Dependencies</b> - Developers are building at a much greater rate than previously expected, resulting in related growth projects being brought forward in response</li> <li>- <b>External Funded requirements</b> - Delivery of MCRs in line with External Funder requirements: tender award for most of the biggest spending Shovel Ready MCR projects is complete and a number are starting on site in Jan/Feb '22.</li> <li>- <b>Current Asset Condition</b> - Forecast additional spend against Structures-related Delivery Packages due to asset condition.</li> </ul> <p>These current conditions have also been considered in the development of the FY23 Annual Plan.</p> <p>The biggest risks to delivery of this in FY22 are:</p> <ul style="list-style-type: none"> <li>- <b>Kiwirail interface:</b> Kiwirail interface: A number of our larger spend projects – most notably parts of Halswell Junction Road &amp; parts of the MCR programme (South Express had a significant forecast drop from November to December period). These projects are at risk due to issues resulting from Kiwirail resource problems. Regular meetings are ongoing to understand and mitigate this risk.</li> <li>- <b>COVID shutdown impact:</b> Changes to levels and/or outbreaks may affect access to resources</li> <li>- <b>Supply Chain issues:</b> exposure to imported goods such as bitumen and LED lights could impact overall spend and/or scope. Current risks and issues are detailed in the attachment to this report.</li> <li>- <b>Risks against Reseals programme:</b> about 20% of the programme has only recently been confirmed, so clash risks are not fully investigated and contractors have not yet fully programmed the works.. Level of risk has dropped in the month</li> </ul> <p>Spend relies on key projects with remaining spend forecast as follows:</p>

Delivery Unit	Budget (FY22)*	Forecast (FY22)	% Spend YTD (of budget)	Commentary
				<ul style="list-style-type: none"> <li>- <b>Carriageway Reseals – Chipseal and Carriageway Smoothing (\$14.6m)</b> – 80% of the FY22 scope is locked down and is underway. The remaining 20% is now agreed, and with Maintenance Contractors</li> <li>- <b>Coastal Pathway &amp; Moncks Bay (\$6.3m)</b> – Contract awarded and work has started on site</li> <li>- <b>Major Cycleway – Rapanui Shag Rock (\$4.8m)</b> – Project is on track, with the final works tender closed and submissions being assessed ahead of starting on site in Feb</li> <li>- <b>Major Cycleway South Express Craven to Buchanans (\$4.6m)</b> – Contract now awarded and forecast matches contractor programme</li> <li>- <b>Halswell Junction Road Extension (\$4.6m)</b> – Current stages underway. Final stage has been delayed as awaiting Kiwirail feedback, and additional funding will be required before this can be tendered</li> <li>- <b>Northern Arterial Extension including Cranford Street (\$3.9m)</b> – Forecast is based on Alliancing agreement led by NZTA. Final surfacing still to be completed and has been delayed by Supply Chain issues</li> </ul> <p>The teams are working to drawdown from programmes, initiate projects, and substitute projects that are slipping to ensure that a steady flow of work is available.</p>
Three Waters	\$182m	\$166.8m	38%	<p>As per previously reported in October Finance and Performance, the full FY22 budget will not be delivered given the current environment and resourcing constraints.</p> <p>Progress updates as follows:</p> <ul style="list-style-type: none"> <li>• <b>Resourcing</b> <ul style="list-style-type: none"> <li>- Three Waters have reviewed resource to meet the demands of an increased programme in FY22 and future LTP years.</li> <li>- Filling existing vacancies in critical planning teams is underway but challenging due to the buoyant labour market and availability of qualified resource.</li> <li>- Further resource is required before March 2023 to support FY23 delivery.</li> <li>- Existing resources are prioritising work to support achieving initiation and draw down of projects for FY years 2023/24/25 supporting a rolling programme of work in construction.</li> </ul> </li> <li>• <b>Project Pipeline</b> <ul style="list-style-type: none"> <li>- Early initiation of projects as briefs are completed is a focus and real opportunity to increase FY22 spend. Target at risk due to resource – see above.</li> <li>- Packaging up renewals to; provide economic benefits, reduce delays tendering for individual projects,</li> </ul> </li> </ul>

Delivery Unit	Budget (FY22)*	Forecast (FY22)	% Spend YTD (of budget)	Commentary
				<p>provide certainty of work to consultants/contractors {also secures external resources}</p> <ul style="list-style-type: none"> <li>- Assessing projects in relation to design complexity and accelerating delivery of lower complexity projects</li> <li>- Review of current delivery mechanisms to enable speed to market, and increased programme.</li> <li>- Planning to generate more candidates with project briefs completed so that when projects are delayed or we receive good tender rates we have projects ready to commence immediately.</li> </ul> <p>• <b>Current Risks to Delivery</b></p> <ul style="list-style-type: none"> <li>- There is a risk in relation to the delivery of the full FY23 programme if there are significant delays in the recruitment and on-boarding of internal resources.</li> <li>- Bottlenecks in the Planning and Design phase (resource availability) - while we backfill planning roles we are employing external consultants to provide some cover at increased cost.</li> <li>- There is a heightened risk to delivery of our capital work programme from Covid-19 from staff and external resources dependent on progression of the virus.</li> <li>- Increasing material and labour costs impacting projects and the overall LTP Capital Programme – refer to the attached supply chain, cost escalation attachment.</li> <li>- Resource availability may become more of an issue as water service providers nationwide increase Capital Delivery programmes that compete for the same resources and increase cost and or shortages of materials.</li> </ul> <p><b>An update on activities required to increase 3 waters delivery is provided as an attachment to this report.</b></p>

Delivery Unit	Budget (FY22)*	Forecast (FY22)	% Spend YTD (of budget)	Commentary
Vertical Capital Delivery	\$72.5m	\$46.1m	23%	<p>Key projects forecasting significant remaining spend in FY22 are as follows:</p> <ul style="list-style-type: none"> <li><b>Hornby Library, Customer Services &amp; South West Leisure Centre (\$10.4m)</b> – Construction has commenced - there has been further delays since piling commenced while determining and then implementing a solution to the pile capacity issue – awaiting updated programme which will inform forecast. Once piling is complete, significant foundation risks will be eliminated. Risks relating to supply durations, Covid-19 unknowns and resource competition.</li> <li><b>Performing Arts Precinct, including Site Decontamination (\$3m)</b>, review of the programme is currently underway to inform the likely construction period. Decontamination and civil works started on site in November 2021.</li> <li><b>Ōtākaro Avon River Corridor (\$2.9m)</b> – Bridges and Landing forecasting completion in FY22. First steel plan in place and all three bridges plus landing are forecast completion and full spend by end of FY.</li> <li><b>Multicultural Recreation and Community Centre (\$2.5m)</b> – project being investigated and scoped. A draft agreement for the purchase of the Netball Centre in Hagley Park has been reached with the first payment of \$2.5m due in February 2022</li> <li><b>Naval Point Development Plan (\$2.4m)</b> – Stage One works forecasting completion in March 2022, 100% of the FY forecast to be spent by early 2022.</li> <li><b>Old Municipal Chambers (\$2.2m)</b> – payment based project, phasing as per the agreement with Box 112</li> <li><b>Te Pou Toetoe Linwood Pool (\$1.3m)</b> – complete. Opening held 1 October</li> <li><b>Diamond Harbour Wharf Renewal (\$1.2m)</b> – reflects current delivery schedule, supply chain risks around pontoon purchase from North island Supplier. Engineered deck grip procured early. Main contract in final negotiation now</li> </ul> <p>\$14m of FY22 relates to Organics Processing Plant which is subject to Council decision on options in March 2022.</p>
Parks	\$24.1m	\$24.1m	34%	<p>The Parks unit now includes the Parks Project Management team (historically part of Community Capital Delivery Team). Deliverability commentary now reflects the combined Parks unit.</p> <p>In FY21, Parks spent 69% of their core programme budget. To date, in FY22 Parks have spent 113% of forecast. Additional effort and focus will continue to be required in FY22 to deliver the additional budget.</p> <p>Activities to improve delivery are as follows:</p> <ul style="list-style-type: none"> <li>A revised approach to the Parks programme is continuing to be implemented to enable delivery to a</li> </ul>

Delivery Unit	Budget (FY22)*	Forecast (FY22)	% Spend YTD (of budget)	Commentary
				<p>larger capital budget in FY22 and beyond including reviewing the capacity and capability of the current teams.</p> <ul style="list-style-type: none"> <li>Dedicated resources have been assigned to scope projects, assess deliverability and define the delivery mechanism (through Community, Rangers, Parks project managers etc.). Priority is on completing this activity for FY22, with a wider focus on the next three years to enable a rolling programme of work in construction for future years.</li> <li>Fortnightly meetings with sponsors to review progress on current year's programme including accuracy of forecast and commitments (purchase orders raised).</li> </ul> <p><b>This has resulted in the following achievements in the last month:</b></p> <ul style="list-style-type: none"> <li>\$25.4m forecast against a \$24.1m programme (last month \$24.1m),</li> <li>\$16.9m forecast against projects in construction (last month \$13.4m),</li> </ul> <p>The step up in forecast over Feb 22 – Mar 22 is being driven by five projects with remaining spend as follows, four of which are currently in construction</p> <ul style="list-style-type: none"> <li><b>Lancaster Park redevelopment (\$1.5m)</b> – currently in construction and tracking well to programme and forecast</li> <li><b>Chokebore Lodge (\$600k)</b> - works are scheduled to complete by September 2022, delivery tracking to current forecast</li> <li><b>Robert McDougall Gallery Strengthening (\$570k)</b> – this will not be spent this financial year and has since been removed from the forecast</li> <li><b>Lancaster Park War Memorial Gates (\$475k)</b> – there are some supply chain and resource consent processing risk, but still scheduled to deliver this financial year</li> <li><b>Takapūneke Reserve Planned Renewals (\$471k)</b> – construction well under way, forecast may need to be increased based on current work programme and available budget</li> </ul>

Delivery Unit	Budget (FY22)*	Forecast (FY22)	% Spend YTD (of budget)	Commentary
Information Technology	\$23 M	\$22 M	45%	<p>Increased effort is required in FY22 to deliver an additional \$13.3m from delivery in FY21.</p> <p>Current status as follows:</p> <ul style="list-style-type: none"> <li>Quarterly review of progress still to be completed for FY22. This is now forecast for February 2022.</li> <li>Current portfolio level risks and issues are in relation to Resource Availability and scheduling conflicts – recruitment is underway and contractor resourcing sought to mitigate impacts to the programme.</li> <li>A Portfolio Delivery Risk Management Working Group has been established to address management of dependencies, risks and issues across the Portfolio, this group meets monthly or as required to respond to the current risk/issue level.</li> <li>Pipeline will need to be slowed while resource constraints are addressed. Additional initiatives will only proceed if delivery resource is not constrained or where necessary it is an organisational priority in which case portfolio priorities will be re-set and teams informed of a change in priorities, we are in the process of addressing items identified in this report.</li> <li>Risks to delivering against current forecast due to continued constraints around resourcing and IT system environments to support current projects in-flight.</li> </ul> <p>Remaining spend (in brackets below) relies on the following key initiatives</p> <ul style="list-style-type: none"> <li><b>23 projects in early phases – Plan and Initiate (\$7m)</b> - 15 of these projects are currently flagging resource related risks.</li> <li><b>Data Network upgrade New Design Future Phases (\$1.1m)</b> – high certainty in delivering against current forecast. Detailed planning (Elaboration) has just been completed.</li> <li><b>IT Equipment Infra &amp; Device R&amp;R (\$1m)</b> - high certainty in delivering against current forecast. Renewals of computers, network equipment and mobile phones are planned.</li> <li><b>SAP Back Office Improvement Programme – Assets (\$1m)</b> - PM still to be assigned to the Assets project. On track to spend against current forecast.</li> <li><b>Get off GEMS (\$700k)</b> – resource conflict risk with other projects. Delivery risk escalates for support past December 2021. On track to spend against current forecast – IT are onboarding contractors next month to increase output.</li> <li><b>Backflow Prevention (\$700k)</b> – high risk in relation to spend against current FY forecast. This is following a review of scope and decision to deliver MVP (Minimum Viable Product) only.</li> </ul>

Delivery Unit	Budget (FY22)*	Forecast (FY22)	% Spend YTD (of budget)	Commentary
				<ul style="list-style-type: none"> <li><b>Digital Citizen Experience Identity Platform Service (\$680k)</b> – project in planning, solution confirmed, SAP consulting costs to implement the selected software and software licensing require inclusion in scope. On track to deliver against current forecast.</li> <li><b>SAP Back Office Improvement Programme – Core Financial and Planning (\$621k)</b> – On track to spend against current forecast. PMs recruited, being inducted. Initial indications are that original estimates against these projects were low.</li> </ul>
Other	\$22.7 M	\$17.9 M	27%	<p>Remaining spend relies on key initiatives:</p> <ul style="list-style-type: none"> <li>Delivery Package - Housing Reactive Renewals (\$3.0m)</li> <li>Delivery Package – Library Resources (\$3.6m)</li> <li>Property Purchase – 213 Lichfield Street for the Christchurch Community House Te Whakaruruhau ki Ōtautahi Trust (\$3.1m) – sale and purchase agreement signed.</li> </ul>
<b>Totals</b>	<b>\$472.9M</b>	<b>\$425.3M</b>	<b>35%</b>	

\*\$15.8m of budget FY22 relates to Art Gallery, Sports and Rec, Libraries and Information not included in this table.

## FY22 Forecast by Month

Visibility of spend against forecast is provided in the following graph.

Forecast accuracy year to date is at 96% (this compares to 89% forecast accuracy as at 31 December 2020).



## Monthly Forecast Commentary

Monthly forecasts that are significantly greater than previous performance are provided in the following tables – March, April and May 2022. This breakdown provides visibility of what makes up the high monthly forecasts.

Forecast spend per month is provided in the following tables by Delivery Unit.



Month:	Mar		Last Mar Actuals (\$m)	
<b>Forecast:</b>	<b>\$56.5m</b>			
		<b>\$8.4m (15%) Parakiore / CMUA</b>		<b>Parakiore Recreation and Sports Centre: \$4.6m</b> – based on contractor cash-flow <b>CMUA: \$3.8m</b> – based on current cash-flow forecasts (includes CMUA Site Decontamination)
		<b>\$20m (35%) Transport &amp; Waste</b>	<b>\$15.5m</b>	<b>Projects forecasting &gt;\$1m</b> Northern Arterial Extension including Cranford Street Upgrade - \$3m Carriageway Reseals – Chipseal and Smoothing - \$4.5m  <b>\$8m forecast</b> for 58 projects currently in construction.  Key spend relies on: <ul style="list-style-type: none"> <li>Road Pavement Renewals - \$700k</li> <li>Footpath Renewals - \$500k</li> <li>Halswell Junction Road Extension - \$500k</li> </ul>
		<b>\$18.7m (33%) 3 Waters and Waste</b>	<b>\$9.6m</b>	<b>Projects forecasting &gt;\$1m</b> SW Eastman Sutherland and Hoon Hay Wetlands - \$1.1m  47 projects currently progressing through detailed design and procurement phases.
<b>Last FY:</b>	<b>\$39m</b>			
		<b>\$9.5m (17%) Other</b>		<b>Projects forecasting &gt;\$1m</b> Hornby Library, Customer Services & South West Leisure Centre: \$2m Performing Arts Precinct and Decontamination - \$1m <b>IT: \$2.4m</b> relies on key spend as follows; <ul style="list-style-type: none"> <li>Excess Water Use \$250k</li> <li>Infrastructure Device Replacements - \$226k</li> <li>Digital Citizen Experience Identity Platform Service - \$193k</li> </ul>

Month:	Apr	Last Apr Actuals (\$m)	
Forecast:	\$63.6m -\$6.8 from last month		<p><b>\$13.4m (21%)</b> <u>Parakiore / CMUA</u></p> <p><b>Parakiore Recreation and Sports Centre: \$5.8m</b> – based on contractor cash-flow</p> <p><b>CMUA: \$7.6m</b> – based on current cash-flow forecasts (includes CMUA Site Decontamination)</p>
Last FY:	\$52.4m		<p><b>\$19.2m (30%)</b> <b>Transport and Waste</b></p> <p><b>\$13.2m</b></p> <p><b>Projects forecasting &gt;\$1m</b> Carriageway Reseals – <u>Chipseal</u> and Smoothing - \$4.5m</p> <p><b>\$6.1m</b> forecast for 47 projects currently in construction.</p> <p>Key spend relies on the following</p> <ul style="list-style-type: none"> <li>Road Lighting Renewals - \$806k</li> <li>Northern Arterial Extension, including Cranford Street Upgrade - \$744k</li> <li>Road Pavement Renewals - \$700k</li> <li>Core PT – SW Lincoln Road, Phase 1 - \$550k</li> <li>Coastal Pathway &amp; Moncks Bay - \$505k</li> <li>Footpath Renewals - \$500k</li> </ul> <p><b>Major Cycleways: \$3.1m</b> <u>Rapanui</u> - <u>Shag Rock Route</u> (Section 3) - \$950k South Express Section 2 - \$500k South Express Section 2 - \$405k</p> <p>19 projects currently progressing through detailed design and procurement phases.</p>
			<p><b>\$21.9m (34%)</b> <b>3 Waters</b></p> <p><b>\$19.3m</b></p> <p><b>Projects forecasting &gt;\$1m</b> WS Eastern Terrace Trunk Main Renewal - \$1.6m SW Eastman Sutherland and <u>Hoon</u> Hay Wetlands - \$1.1m</p> <p>45 projects currently progressing through detailed design and procurement phases.</p> <p><b>\$10.2m</b> forecast for 81 projects currently in Construction.</p> <p>Key spend relies on</p> <ul style="list-style-type: none"> <li>WS Ben Rarere Pump Station Bexley Earthquake Replacement - \$809k</li> <li>SW Flood Management LDRP 521 Stage 1 <u>Waitaki</u> Street (OARC) - \$771k</li> <li>WW <u>Lyttelton</u> Harbour Wastewater Scheme - \$750k</li> <li>SW <u>Mairehau</u> Drain Timber Lining Renewal (<u>Westminister</u> to Crosby) - \$656k</li> <li><u>Hoon</u> Hay Basin Outlet and Cashmere Stream Control Structure (Eastman Sutherlands) - \$528k</li> </ul>
			<p><b>\$9.1m (14%)</b> <b>Other</b></p> <p><b>Projects forecasting &gt;\$1m</b> Hornby Library, Customer Services &amp; South West Leisure Centre - \$2m</p> <p><b>IT: \$2m</b> relies on key spend as follows;</p> <ul style="list-style-type: none"> <li>Excess Water Use - \$239k</li> <li>SAP Back Office Improvement Programme – Assets - \$238k</li> </ul> <p>Other key spend relies on:</p> <ul style="list-style-type: none"> <li>Performing Arts Precinct and Decontamination- \$475k</li> <li>Naval Point Development Plan - \$450k</li> <li><u>Otākaro</u>-Avon River Corridor (OARC) - \$450k</li> <li>Old Municipal Chambers - \$374k</li> </ul>

Month:	May		Last May Actuals (\$m)	
Forecast:	\$63.3m -\$4 from last month	\$14.6m (22%) Parakiore / CMUA		<p><u>Parakiore Recreation and Sports Centre</u>: \$5.7m – based on contractor cash-flow</p> <p>CMUA including Decontamination: \$8.9m – based on current cash-flow forecasts (includes CMUA Site Decontamination)</p>
		\$16.9m (27%) Transport and Waste	\$12.3m	<p><b>Projects forecasting &gt;\$1m</b> Major <u>Cycleway Rapanui</u> - <u>Shag</u> Rock Route (Section 3) - \$1.4m</p> <p>Other key spend relies on the following:</p> <ul style="list-style-type: none"> <li>Traffic Signal Renewals - \$740k</li> <li>Core Public Transport Route &amp; Facilities - \$550k</li> <li><u>Halswell</u> Road Junction Extension - \$500k</li> <li>Condell Ave, Aorangi Road &amp; <u>Matsons</u> Ave Kerbing and Street Renewals - \$500k</li> </ul> <p><b>Major Cycleways: \$2.9m</b> South Express Section 2 - \$800k South Express Section 3 - \$7250k Northern Line Route (Section 2a) - \$375k</p> <p><b>\$6.2m</b> forecast for 47 projects currently in construction. 19 projects currently progressing through detailed design and procurement phases.</p>
Last FY:	\$39m	\$20.8m (33%) 3 Waters	\$13.4m	<p><b>Projects forecasting &gt;\$1m</b> WS Eastern Terrace Trunk Main Renewal - \$1.9m WW <u>Lyttelton</u> Harbour Wastewater Scheme - \$1.5m</p> <p>43 projects currently progressing through detailed design and procurement phases.</p> <p><b>\$8.5m</b> forecast for 79 projects currently in Construction.</p> <p>Key spend relies on the following:</p> <ul style="list-style-type: none"> <li>SW Eastman Sutherland and <u>Hoon</u> Hay Wetlands - \$950k</li> <li>SW Flood Management LDRP 521 Stage 1 <u>Waitaki</u> Street (OARC) - \$721k</li> <li>WS Ben <u>Rarere</u> Pump Station Bexley Earthquake Replacement - \$603k</li> <li>WW <u>Avonhead</u> Road Main Renewal - \$450k</li> <li>SW Tennyson Street Reticulation Renewal (Brick Barrel) - \$450k</li> </ul>
		\$11.3m (18%) Other		<p><b>Projects forecasting &gt;\$1m</b> Hornby Library, Customer Services &amp; South West Leisure Centre: \$2m</p> <p><b>IT: \$2.3m</b> relies on key spend as follows;</p> <ul style="list-style-type: none"> <li>Excess Water Use - \$279k</li> <li>Data Network Upgrade New Design Future Phases - \$269k</li> <li>Modern Workplace Programme – Council Meeting Rooms Audio Visual Upgrade - \$220k</li> </ul> <p>Other key spend relies on:</p> <ul style="list-style-type: none"> <li>Naval Point Development Plan - \$450k</li> <li><u>Ōtākaro</u>-Avon River Corridor (OARC) - \$450k</li> <li>Old Municipal Chambers - \$440k</li> </ul>

### Council Delivered Projects

Delivery budget for this financial year where Council manages delivery is \$415.3m. Current forecast against this budget is \$378.2m.

Project	Whole of Life Budget	FY22 Budget	FY22 Forecast	Forecast Delivery Date
Hornby Library, Customer Services & South West Leisure Centre	\$35.9 M	\$18.0 M	\$11.7 M	Mar-23
Organics Processing Plant Development	\$21.6 M	\$14.9 M	\$0.3 M	Jun-23
Carriageway Reseals - Chipseal	\$135.7 M	\$13.7 M	\$14.5 M	Jun-26
SW Eastman Sutherland and Hoon Hay Wetlands	\$29.9 M	\$9.8 M	\$7.8 M	Dec-24
Major Cycleway South Express Route (Section 2) Craven to Buchanans	\$15.5 M	\$8.0 M	\$5.1 M	Dec-22
WW Lyttelton Harbour Wastewater Scheme	\$60.8 M	\$7.8 M	\$5.8 M	Jun-22
Performing Arts Precinct	\$36.0 M	\$6.8 M	\$2.6 M	Apr-24
Ōtākaro-Avon River Corridor (OARC)	\$53.8 M	\$6.5 M	\$6.5 M	Jun-30
Coastal Pathway & Moncks Bay	\$16.2 M	\$6.2 M	\$6.8 M	Nov-23
WS Eastern Terrace Trunk Main Renewal	\$16.4 M	\$5.1 M	\$5.1 M	Nov-22
Dyers Pass Corridor Guardrails Installation	\$10.4 M	\$5.0 M	\$3.5 M	Dec-22

Further detail on the current performance of key Council delivery projects can be found in the Capital Watchlist report appended to this Capital Project Performance report.

### Third Party Delivered Projects

Key third party payment projects (by this financial year budget value) are:

Project	Whole of Life Budget	FY22 Budget	FY22 Forecast	Forecast Delivery Date
Parakiore Recreation and Sports Centre	\$151.3 M	\$56.9M	\$54.1 M	Mar-23
Canterbury Multi Use Arena within Te Kaharoa (CMUA)*	\$531.8M	\$59.3M	\$52.6 M	Jun-25
<b>Totals</b>	<b>\$683.1 M</b>	<b>\$116.3 M</b>	<b>\$106.7 M</b>	

\*Includes CMUA Site Decontamination (\$10m CRAF funded).

Further detail on the current performance of key third party projects can be found in the Capital Watchlist report appended to this Capital Project Performance report.

## Carry Forward/Bring Back Analysis

Carry Forwards or Bring Backs exist when projects are either delivered faster or slower than originally planned within this Financial Year budget. Definitions are as follows:

- **Carry forward** – project is forecasting to spend less this financial year than originally budgeted.
- **Bring back** – project is forecasting to spend more this financial year than originally budgeted.

The “net carry forward” is the difference between carry forward and bring back.

Net Carry Forward against a \$489.6m budget based on current Project Manager forecast as of December 2021 is \$49.2m (+\$49.24m carry forward, -\$27k bring back).

**Breakdown by Delivery Department for the Core Programme (including External Funding projects) is as follows:**

Delivery Unit	THIS MONTH Forecast Variance Current FY
Art Gallery	(\$14,966)
Building Consenting	\$10,250
Comm Supp, Governance & Partnerships	\$362,342
Facilities, Property & Planning	\$192,049
Financial Management	\$4,007,000
Information Technology	\$1,032,483
Libraries & Information	\$30,619
Parks	(\$12,827)
Recreation Sports & Events	\$1,600,836
Regulatory Compliance	\$50,000
Smart Christchurch	\$177,966
Strategic Policy & Resilience	\$20,551
Sustainable City Growth and Development	\$959
Technical Services & Design	\$53,598
Three Waters	\$15,274,622
Transport and Waste Management	\$85,485
Vertical Capital Delivery	\$26,345,687
<b>TOTAL</b>	<b>\$49,216,653</b>

\*Table is focussed on delivery to our core programme including External Funded, and excludes Parakiore Recreation and Sports Centre and Canterbury Multi Use Arena within Te Kaharoa (CMUA). Currently, these Projects are forecasting a carry forward of \$12m against a financial year budget of \$119.4m.

## Carry Forward Commentary (by exception + or - \$5m)

The following commentary relates to phasing changes only, and not changes to total approved budget.

Unit	Net Carry Forward	Commentary
Three Waters	\$15.3 M	<p><b>Bring back</b> reflects progress on projects that are progressing quicker than current financial year phased budget – key contributors are as follows:</p> <p>The following projects are forecasting bring backs &gt;\$1m into FY22:</p> <p><b>Water Supply</b></p> <ul style="list-style-type: none"> <li>- <b>WS Reactive Water Meter Renewal</b> – (\$1.9 M) refer to the Top Ten Bring Backs on the following page.</li> <li>- <b>WS Ben Rarere Pump Station Bexley Earthquake Replacement</b> – (\$1.3 M) reflects current delivery schedule – project is in construction.</li> <li>- <b>WS Rocking Horse, Heron, Plover, Mermaid &amp; Pukeko Mains Renewal</b> (\$0.7 M) reflects currently delivery for phase 2 works (Pine Avenue). Phase 1 - Southshore is complete.</li> </ul> <p><b>Waste Water</b></p> <ul style="list-style-type: none"> <li>- <b>WW Avonhead Road Main Renewal</b> (\$2.0M) refer to the Top Ten Bring Backs on the following page.</li> <li>- <b>WW Reactive Lateral Renewals</b> (\$1.9 M) – Reflects the expected reactive works that will be required in FY22.</li> <li>- <b>WW Ascot, Randwick, Flemington, Beach &amp; Bower Mains Renewal</b> – (\$1.1 M) reflects current schedule to commence construction in FY22.</li> <li>- <b>WW Hayton Road Main Renewal</b> – (\$1.3 M) reflects current delivery schedule, tender for construction has been awarded.</li> </ul> <p><b>Storm Water</b></p> <ul style="list-style-type: none"> <li>- <b>SW Pump Station Earthquake Repairs (LDRP 513) (PS205)</b> (\$1.5 M) Delivery ahead of budget phasing – forecasting delivery in August 2022 against baseline June 2023.</li> <li>- <b>SW Rossendale Infrastructure Provision Agreement (IPA)</b> (\$1.1 M) – dependent on developers programme – this will rely on a dry spring, summer and early autumn and no Covid lockdowns.</li> </ul> <p><b>Carry Forward</b> reflects projects that are progressing slower than current financial year phased budget. The following projects are forecasting carry forwards &gt;\$1m into future financial years:</p> <p><b>Water Supply Delivery</b></p> <ul style="list-style-type: none"> <li>- <b>WS Scruttons Road Pump Station to Lyttelton Road Tunnel &amp; St Andrews Hill Road Mains Renewal</b> (\$1.5M) – based on current programme – tender prices received.</li> <li>- <b>WS Jeffreys Road Pump Station Suction Tank Renewal (PS1076)</b> (\$2.2M) – reflects current construction programme. Tenders have been received.</li> </ul> <p><b>Wastewater Delivery</b></p> <ul style="list-style-type: none"> <li>- <b>WW Upper Totara, Puriri, Balgay, Milnebank, Karamu, Field, Wharenuai</b>, (\$2.2 M) – based on contractor schedule. Completion scheduled end of 2022 calendar year.</li> <li>- <b>WW Lyttelton Harbour Wastewater Scheme</b> (\$1.5 M) – based on current cashflow.</li> </ul> <p><b>Storm &amp; Waterways Planning</b></p> <ul style="list-style-type: none"> <li>- <b>Organics Processing Plant Development</b> (\$14.6 M)</li> </ul>

Unit	Net Carry Forward	Commentary
		<ul style="list-style-type: none"> <li>- <b>SW Knights Drain Ponds (LDRP 509)</b> (\$2.6 M) – refer to Top Ten Carry Forwards table on next page.</li> <li>- <b>SW Eastman Sutherland and Hoon Hay Wetlands</b> (\$2.4 M) – reflects current programme, team is looking for work that can be completed early to reduce current forecast carry forward.</li> <li>- <b>SW Gardiners Stormwater Facility</b> (\$2.0 M) – Currently forecasting a carry forward following the recent meeting with ECan there is no confidence we will have consents for Gardiners construction /operation in time to start construction in the dry weather season.</li> <li>- <b>Stopbank - True Right Bank - Wainoni Bridge to Waitaki (OARC)</b> (\$1M) based on current programme, project in early phase with project plan and programme underway.</li> <li>- <b>SW Flood Management LDRP 521 Stage 1 Waitaki Street (OARC)</b> (\$1.1M) reflects current delivery programme – work still to be awarded.</li> </ul>
Vertical Capital Delivery	\$26.3 M	<p><b>Bring back</b> reflects progress on projects that are progressing quicker than current financial year phased budget – key contributors are as follows: The following projects, refer to the Top Ten Bring Backs on the following page:</p> <ul style="list-style-type: none"> <li>- <b>Multicultural Recreation and Community Centre</b> (\$2.5 M)</li> <li>- <b>Naval Point Development Plan</b> (\$1.9 M)</li> </ul> <p><b>Carry Forward</b> reflects projects that are progressing slower than current financial year phased budget The following projects, refer to the Top Ten Carry Forwards on the following page:</p> <ul style="list-style-type: none"> <li>- <b>Hornby Library, Customer Services &amp; South West Leisure Centre</b> (\$6.3M)</li> <li>- <b>Performing Arts Precinct</b> (\$4.1 M).</li> </ul>



All of Council

Top 10 Carry Forward Projects

The following projects listed as the top carry forwards by budget value are as follows:

Project Title	Project Phase	FY22 Budget	FY22 Forecast Carry Forward	Project Manager Comment
<b>Organics Processing Plant Development</b>	Execute (Investigate)	\$14.9 M	\$14.6 M	The 9 September 2021 Council resolution means that this project moves back into the Plan phase and will not be spending any Capital until a further Council resolution is made (at the earliest).  Consequently the project will now have a significant carry forward of the FY22 capital budget, with the overall budget to be reconfirmed following the March 2022 Council meeting.
<b>Canterbury Multi Use Arena (CMUA)</b>  (figures include CRAF funded CMUA Decontamination)	(Execute) Investigate	\$59.3 M	\$6.8 M	The current programme for completion of the CMUA is June 2025. This will be confirmed during the PCSA phase.
<b>Hornby Library, Customer Services &amp; South West Leisure Centre</b>	(Execute) Construction	\$18.0 M	\$6.3 M	Carry Forward is based on the revised QS phasing and the revised contractor programme given shipping delays of steel. Refer watchlist for current project status.
<b>Performing Arts Precinct</b>	Execute (Design)	\$6.8 M	\$4.1 M	Reflects current programme indicating a building completion in early 2024.
<b>Parakiore Recreation and Sports Centre Equipment (Metro Sport Facility)</b>	Execute (Construction)	\$56.9 M	\$4 M	Reflects current contractor schedule and cashflow forecast. This is a third party delivered project by Otakaro.
<b>Corporate Investments</b>	Execute (Construction)	\$4.9 M	\$4 M	Reflects predicted spend profile of Housing Initiative.
<b>Major Cycleway South Express Route (Section 2) Craven to Buchanans</b>	Execute (Construction)	\$8.0 M	\$2.9 M	Bulk of construction is planned for FY22, but due to risks associated with the project some of the construction forecast has been pushed into FY23. This may be brought back once construction starts and programmes agreed
<b>Evans Pass Road &amp; Reserve Terrace Remedial Works</b>	Execute (Design)	\$3.8 M	\$2.7 M	Reflects phasing of the work. This first stage of this project is expected to be tendered in November with work starting early in 2022. Carry forward required to fund the next stages of construction.



Project Title	Project Phase	FY22 Budget	FY22 Forecast Carry Forward	Project Manager Comment
SW Knights Drain Ponds (LDRP 509)	Execute (Design)	\$3.8 M	\$2.6 M	Tender documents currently being prepared. Current forecast reflects anticipated construction programme which will continue into FY23.
Parakiore Recreation and Sports Centre Equipment	Execute (Procure)	\$3.2 M	\$2.4 M	Forecast reflects current purchasing timeframes – planning is underway on finalising the equipment requirements.

## All of Council

### Top 10 Bring Back Projects

The following projects listed as the top bring backs by budget value are as follows:

Project Title	Project Phase	FY22 Budget	FY22 Forecast Bring Back	Project Manager Comment
Canterbury Multi Use Arena Site Decontamination (CMUA)	Initiate	\$3.8 M	\$6.2 M	Reflects current delivery programme.
Major Cycleway - Rapanui - Shag Rock Route (Section 3) Dyers to Ferry Road Bridge	Execute (Construction)	\$1.6 M	\$4.8 M	Reflects accelerated delivery programme to meet Shovel Ready requirements.
Halswell Junction Road Extension	Execute (Construction)	\$0.2 M	\$4.5 M	Bring back required to allow construction which is anticipated to commence in the first half of 2022.
Central City Projects - High Street (Cashel to Tuam)	Execute (Construction)	\$1.0 M	\$3.9 M	Bring back required to meet construction commitments, works are underway with construction completion anticipated to be in early 2022.
Northern Arterial Extension including Cranford Street Upgrade	Close	\$1.4 M	\$2.7 M	Reflects payment schedule from third party as per agreement.
Multicultural Recreation and Community Centre	Initiate	\$0.0 M	\$2.5 M	Bring Back to FY22 required for sale and purchase agreement for the Hagley Netball Centre.
Core Public Transport Route & Facilities - South-West Lincoln Road (Phase 1)	Execute (Procure)	\$0.4 M	\$2.4 M	Bring back required to meet project schedule. This project is to be delivered in conjunction with 3W's Lincoln Road upgrade for delivery efficiency and reduced disruption to the community.

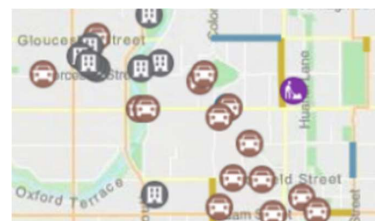
Project Title	Project Phase	FY22 Budget	FY22 Forecast Bring Back	Project Manager Comment
<b>WW Avonhead Road Main Renewal</b>	Execute (Procure)	\$0.1 M	\$2.0 M	Reflects current delivery timeframe – forecasting earlier delivery than baseline in FY22.
<b>WS Reactive Water Meter Renewal</b>	Execute (Construction)	\$0.2 M	\$1.9 M	Reflects the expected reactive works that will be required in FY22. Given the reactive nature of the works, forecast spend is difficult to predict.
<b>Naval Point Development Plan</b>	Execute (Investigate)	\$4.0 M	\$1.8 M	Reflects expected spend required to deliver the first stage of construction.

## All Financial Years (Project Whole of Life)

### Current Capital Works Map

Visibility of current projects in-flight is available on the Council External website [here](#).

Information provided includes project type, project description, estimated construction start and end date, and approximate value of the projects.



This map provides current and future planned projects across the city, and by community ward including:

- Facilities: community centres, social housing and heritage buildings.
- Transport: new and upgraded transport infrastructure
- Water supply: pumping stations, well heads, reservoirs, mains and sub mains.
- Wastewater: collection and treatment including pump stations and pipe network.
- Stormwater: stop banks, drainage, flood control and runoff water quality.
- Parks and Recreation: gardens, swimming pools and playgrounds.

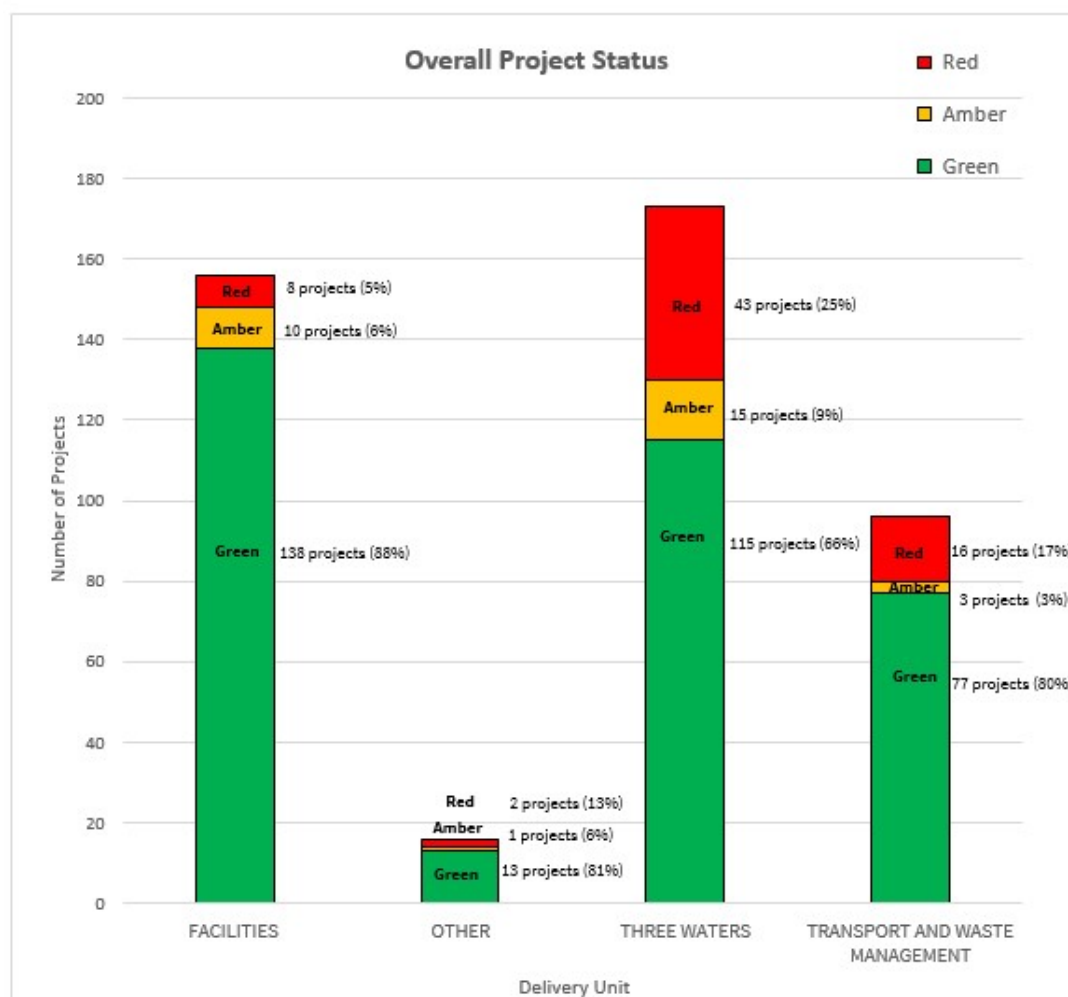
### Current Project Status

**Current Overall Project Status** is provided by Delivery Unit for all projects from Execute (Design) through to Project Delivery Complete.

This status is set by Project Managers using objective criteria, and considers Cost, Time, Scope, Risks and Issues.

Project and Unit governance actively monitors progress, risks and issues, ensuring appropriate action and mitigations are in place on all projects.

Green	Amber	Red	Total Projects
343	29	69	441



**Current programme level risks/issues that exist across the Capital Programme are as follows:**

#### Covid-19

Current risks and issues in relation to Covid 19 lockdown are in a separate attachment to this report.

#### Supply Chain

Contractors continue to review supply chain risks and issues, including identification of alternative (lower risk) sourcing locally. Projects are identifying alternative supply wherever possible, or re-phasing work to reduce impact of supply delays. Further information in relation to supply chain risks and issues are in a separate attachment to this report.

#### Port Delays

Risk relating to supply of imported materials being constrained by delays at both international and local ports.

This is additional to any Covid related impacts. Projects are identifying alternative supply wherever possible, or re-phasing work to reduce impact of supply delays.



### Cost Escalation

Heads of Service responsibility to assess the commercial viability of continuing projects that are experiencing these issues. This needs to be assessed against risk, e.g. asset condition.

Where deferring is the preferred option, Units will look to substitute, i.e. deliver future approved projects in the programme earlier ensuring minimal impact on the overall budget commitment. Further information of any projects at risk or currently impacted is in a separate attachment to this report.

**Exchange Rate** - any hike in the US dollar may impact project costs – at present, this is not impacting projects however has potential to do so. Any change in project costs are subject to contractual conditions with the contractor.

**Human Resources** – current buoyant job market, and the retention / attraction of staff in technical roles –within Council and external Professional Services companies.

**For all projects forecasting >\$1m, with an Overall Project Status of Red in the Execution phase (until Project Delivery Complete), commentary is provided on the following page.**



## Performance Exception Report

### Projects >\$1m in Execution - Overall Current Project Status “Red”

Commentary is provided below for all projects forecasting >\$1m, with an Overall Project Status of Red in the Execute Construction phase (until Project Delivery Complete). Project Status Indicators are based on Whole of Life parameters. For Watchlist, External Funded or MCR projects, refer separate reports.

**Of 402 current active projects forecasting greater than \$1m Whole of Life, 17 projects currently have a Red Status.**

**Of 269 current active projects in Execution forecasting greater than \$1m Whole of Life, 51 projects currently have a Red Status.**

Time (Deviation from Baseline)	
Green	<30 days delay
Amber	31-60 days delay
Red	>61 days delay

Budget (Deviation from Baseline)	
Green	On Track
Amber	Forecast Overspend <5%
Red	Forecast Overspend >5%

Trend	Trend Description
↑	Project Status Improved
→	No change in Project Status
↓	Project Status Reduced
New	Project new to Exception Report

Project	Trend	Cost	Time	Scope	Risks	Issues	Current Forecast Delivery	Commentary
Waste Water Reactive Lateral Renewals	→	RED	GREEN	GREEN	GREEN	GREEN	Ongoing	Spend rate can vary as the works are reactive in nature and directed by the operations team. The works are carried out by a panel of drain layers as faults are reported and as a result of planned inspection programs. Forecasting an overspend of \$1.550m, this will be covered by surplus in the WW renewal program, a change request will be actioned to source the funds.

Project	Trend	Cost	Time	Scope	Risks	Issues	Current Forecast Delivery	Commentary
WW Treatment Plant Asset Reactive Renewals	New	RED	GREEN	GREEN	GREEN	GREEN	Ongoing	Spend rate can vary as the works are reactive in nature and directed by the operations team. Additional funding is being sought through the FY23 Annual Plan process to ensure budget is reflective of the current maintenance requirements of WW Treatment Plants on Banks Peninsula.
Sparks Road Improvements	→	RED	GREEN	AMBER	GREEN	GREEN	Jun-24	Development has progressed faster than previously expected, with additional developments starting (increased scope). This is putting more pressure on the network and hence this budget. The bulk of the work is funded by the developers, this project funds CCC share to ensure consistency and connectivity. Additional funding is being sought through the FY23 Annual Plan.
Takapūneke Reserve Planned Renewals	New	RED	GREEN	GREEN	RISKS	ISSUES	Jun-22	Tender price received is in excess of available budget. Sponsor working to identify additional funding sources to complete these works. Also looking at options to reduce costs with the contractor. Risks relating to budget, and short timeframe to complete the project for Waitangi Day celebrations. Potential delays if there is poor weather conditions.
Social Housing Warm & Dry - Programme Overheads	→	RED	RED	GREEN	GREEN	GREEN	Jun-22	Over spend on overhead costs have been associated with additional resources required to complete the programme (staff). The overspend is offset by underspends in the Warm and Dry programme. The programme will be in on budget.
Water Supply Backflow Prevention for Water Safety Plan	→	GREEN	RED	GREEN	GREEN	GREEN	Aug-22	Current forecast date is later than baseline due to additional scope having been added to this project. This includes at least another 516 (minimum) non-industrial medium risk installs to be completed over the next financial year. This scope has been added to ensure that we are meeting the Drinking Water Standards and minimising any risk to the Water Supply network. Budget is sufficient.

Project	Trend	Cost	Time	Scope	Risks	Issues	Current Forecast Delivery	Commentary
SW Lyttelton Reticulation Renewals (Brick Barrel)	New	GREEN	GREEN	AMBER	AMBER	AMBER	Jun-24	Scope and risks flag relate to heritage requirement to retain brick barrels, which may alter design and construction methods across the network. Some of the methods required to repair these brick barrels are unproven, rigorous offline testing will be carried out prior to practical works to prove the methods. Issues relating to archaeological authority requirements from Heritage NZ.



### 3 Waters – Delivery Enhancement Programme

The 3 Waters programme is budgeted to increase over the term of the Long Term Plan, with a current budget proposed for FY23 of \$190m.

There are a number of key activities underway in order to increase the delivery of 3 Waters projects.

Finance and Performance Committee have requested visibility of the activities underway, and their current status. This is provided in the following table.

Item	Requirement	Action	To be complete by (ensuring no impact to FY23)	Current Status
Planning and Delivery Governance	Improve Governance	New 3 Tier Governance structures are being implemented to ensure greater monitoring and control of the 3 Waters delivery. (PGG, PSG, PCG)	Completed	Ongoing
Panels	Review Panel arrangements	Review current HDM Panel contracts performance to inform new future HDM panel contracts. Note: changes don't benefit FY23 but do benefit FY24 onwards.	Completed	Council approved extension of Consultancy services panel to align it with the physical works panel in December. All HDM Panels now expire i.e. 31/1/2023.  Ongoing work on HDM Panel Rev 2.
Resourcing	Planning and Technical	Recruitment of Engineers and Planners underway – internal preferable to retain IP  <b>Risk:</b> Current HR market. Time to get staff up to speed.	Tranche#1 End Feb 2022  Tranche#2 End Jun 2022  Tranche#3 End Oct 2022  Tranche#4 End Apr 2023	2 of 4 resources have been recruited to date but challenging due to the buoyant labour market and availability of qualified resource. Piecemeal nature of recruitment not optimal. Currently unapproved  Currently unapproved  Currently unapproved

Item	Requirement	Action	To be complete by (ensuring no impact to FY23)	Current Status
Resourcing	Project Managers	<p>Recruit additional project manager to Stormwater</p> <p>Additional project managers required in Water Supply &amp; Wastewater. Prefer in-house due to sustained future need in 3 Waters programme.</p> <p><b>Risk:</b> Resources to be approved. Current HR and contracting market.</p>	<p>Tranche#1 Completed</p> <p>Tranche#2 Phased from Mar-June 2022</p> <p>Tranche#2 Phased from Sept-Oct 2022</p> <p>Tranche#3 Phased from March-April 2023</p>	<p>1 approved PM role to support delivery of FY22 projects recruited.</p> <p>Currently unapproved</p> <p>Currently unapproved</p> <p>Currently unapproved</p>
Project Pipeline	Initiation of Projects	<p>90% projects to be initiated by 1 March 2022 enabling pipeline of projects for delivery (currently \$28m FY23 budget for initiation)</p> <p><b>Risk:</b> Initiation by 1 March requires a balance with quality – ensuring projects are set up for success. Relies on increase in planning resource.</p>	Mar 2022	<p>Ongoing.</p> <p>Subject to successful recruitment and prioritisation of work within teams.</p>
Delivery Mechanisms	Multi-Year Renewals	<p>Bundling of renewal projects into multi-year programmes for tendering.</p> <p><b>Risk:</b> Not all candidates suitable for bundling. Longer time to brief – relies on increase in planning resource. Requires</p>	Mar 2022	<p>Ongoing.</p> <p>Subject to successful recruitment and prioritisation of work within teams.</p>

Item	Requirement	Action	To be complete by (ensuring no impact to FY23)	Current Status
		flexibility to over deliver within 10yr programme.		
<b>Delivery Mechanisms</b>	<b>Runway system for project design</b>	<p>Implement a process enabling customised design approach based on complexity per projects, e.g. light approach to design for less complex projects.</p> <p><b>Note:</b> changes don't benefit FY23 but do benefit FY24 onwards.</p>	<b>Feb 2023</b>	<p>This and other initiatives will form the basis of the new Panel agreements.</p> <p>HDM Rev2.0 that must be up and running 31/01/23.</p>

## Covid 19: Impacts on Delivery

### What the Alert Levels meant for our Construction Contracts

	Government Guideline	Council Response
<b>Alert Level 4</b>	Essential only Immediate H&S risks only	No Capital Projects progressed With the exception of 9x 3 Water Pump Station projects aligned with MBIE guidelines: “nationally important infrastructure that enables or supports supply chains that are needed to provide for the current needs of people and communities”
<b>Alert Level 3</b>	All projects may proceed with physical distancing, extra hygiene measures	All Capital Projects may progress subject to a revised Site Safety Plan accepted by Council (Engineer's Rep/Project Manager).
<b>Alert Level 2</b>	All projects may proceed with physical distancing, extra hygiene measures	The Contractor has to make the decision whether or not it is able to comply with the Alert Level guidelines and directives.

#### Reason for Covid-19 related cost variations on Capital Projects

If a COVID-19 directive changes the ‘Cost to the Contractor/ Supplier of performing the Contract’ this may, depending upon the terms and conditions of the contractual relationship, trigger a variation to the contract. Additional costs may include

- demobilisation and remobilisation,
- site security,
- cost of plant and equipment,
- direct labour and onsite/off-site overheads and
- profit.

For Contract Works or Maintenance Contracts governed by the NZS 39xx standard form, the costs are considered by the Engineer to the Contract, who are contractually obliged to, independently of either the Council as Principal to the contract or the contractor party, fairly and impartially make decisions as to Contractor's entitlements under the contract.

The contractor/ supplier has an obligation to take reasonable steps to mitigate costs, such as short term hire, supply (incl labour supply) and to apply for any relevant Government Wage subsidy. The contractor/ supplier must be able to identify the actual subsidies received in relation to workers whose time is being claimed in respect of a variation.

The Engineer to the Contract will expect the Contractor to provide evidence of the actual hours worked by individuals and for it to be clear the amount of the government subsidy received in relation to each worker for whom a variation claim is being made.

Variations are reviewed and negotiated with the contractor/ supplier and will also consider factors such as whether the Government Wage subsidy was available to the contractor/ supplier.

### August 2021 – Covid Alert Level 4 and Alert Level 3

The following projects are those in construction, and were mobilised on site prior to the Alert Level 4 lockdown. These are subject to Covid related variations.

Visibility of Covid related variations received will be provided monthly to Finance and Performance Committee.

46 variations have been received to date with contractor claims totalling \$2.9m. Of claims received, \$1.9m has been paid out in interim and final agreed costs.

Delivery Unit	Site Works on Hold at Alert Level 4	Variation to come – confirmed	Variation received	Variation finalised
Transport	26	15	15	7
3 Waters	60	31	27	22
Community	16	6	4	
None	5			
Rec & Sport	1	None		
Major Facilities	3	None (to CCC)		
	<b>110</b>	<b>54</b>	<b>46</b>	<b>29</b>

### Cost Escalation and Supply Chain Risks and Issues

Over the last year global steel prices have continued to rise due to a significant escalation in raw material costs. In addition, transport and logistics costs have also been under pressure leading to higher container, shipping, other freight charges, and delays in supply.

The ongoing impact of COVID-19 outbreaks and the resulting emergency measures on international trade are unknown.

#### Mitigation

Mitigations for this risk have been identified including:

- Early procurement and subcontract package tendering in order that price and quantities can be locked in; and
- Leverage of existing supply chains,
- Selection of materials that avoid fluctuations, including local material selection
- Early purchase of materials, procuring steel early and passing it to the main contractor,
- Early visibility of the Council forward works provided to the contractor market,
- Encouraging Contractors to fully consider their supply chain when preparing a tender response - identifying how they will manage the supply chain as well as lead in times for supplies.

### Cost Escalation

The capital programme continues to be impacted by cost escalation.

Where cost escalation exists on a project, it may mean that deferring the project for future delivery is a more commercially viable option.

Delivery Units, in assessing cost escalation issues will consider the following:

- Commercial viability of continuing work on a project subject to cost escalation versus urgency of work based on asset condition
- The principle of substitution across each unit, i.e. in the event a project may be deferred, units will look to substitute other LTP approved projects to ensure minimal impact to delivery of the overall budget commitment
- Progressing projects through phases not subject to cost escalation issues (i.e. early planning, design and consultation), facilitating a rolling programme of work in construction for future years;
- Proactive communication and engagement with Councillors and Community Boards in relation to projects that are impacted (see following pages).

### Capital Programme - Supply Chain and Cost Escalation Risks and Issues

Those resolved to date are:

Delivery Unit	CPMS ID	Project	Detail
Transport	18342	High Street (Cashel to Tuam)	Material Shipping – supplies from Europe were ordered early
Transport	57717	Oxford Terrace Bollards	Material Shipping - ship got stuck in the Suez Canal, and the flow on effect of this was a delay to ensure the works were done at a time that suited the Tram company.

Current identified project risks and issues in relation to supply chain follow.

Updates from those reported last month are highlighted.

Transport

CPMS ID	Project	PM	Risk/Issue	Detail	Mitigation/Action
61843	Coastal Pathway	Richard Humm	Risk	Stainless Steel Balustrades Streetlights	The project team has explored the option of a potential design change to a painted steel barrier, but this created an unacceptable durability/ quality risk for a minimal financial saving. The risk will instead be mitigated by facilitating the Contractor to place a stainless steel order immediately at tender award, and Council's position being protected by an advance payment bond.  For streetlights, can substitute older lights in interim if there are delays.
12692	Belfast Park Cycle & Pedestrian Rail Crossing	Chris Strydom	Risk	Unknown value for the supply of raw materials for works on the rail corridor. Manufacturing cost escalation and delays Shipping cost escalation and delays.	Review at scheme design completion and estimation stage.  CCC will continue to work with Kiwirail around supply issues to understand any impacts on prices and supply chain timelines.
18378	Lichfield Street (Manchester – Madras)	Lindsay White	Risk	Steel for manufacture of light or tram poles	Complete design early to enable early order supply of the materials. This may not mitigate the risk of a high price but will mitigate the risk of time delay.  There is no indication of delay in these materials at present.
66258 51514 37449 37446	Road lighting programme	Andrew Cameron	Risk	All products are at risk from delays due to current international supply chain issues. The impact of the current effects on the world wide supply of raw materials and components is not known at this stage. Cost of Luminaires previously installed has increased by 28% and this may increase further over time based upon the impact of the above.	Continue to procure as early as possible, to seek product that meets all technical criteria whilst meeting best value and appropriate supply chain risk.  Once the cost of luminaires for the remaining upgrades are understood a revised cost to complete will be put together which will inform the decision as to do whether the full scope is to be completed by FY24, a reduced scope is required, or further funds can be made available.

CPMS ID	Project	PM	Risk/Issue	Detail	Mitigation/Action
				<p>The next round of procurement which is due to take place early February for approximately 3000 lights will provide a clearer idea of the long term impact as this has looked at a wider range of luminaires.</p> <p>If the cost to install exceeds the current renewals budget the work not undertaken would either be included in the next LTP renewals budget or further funds would be sought for FY24.</p> <p>At this time it is still anticipated that all renewals will be carried out within budget.</p>	
924	Halswell Junction Road Extension	Sandra Novais	Risk	Street Lighting components (poles, lights and cables) longer lead time/delays due to current international supply chain issues.	Components will be ordered as soon as possible to be available at the time of installation/construction.
37221	Delivery Package - Advanced Direction Signage	Luke Thomas	Risk	<p>A yet to be determined number of overhead gantry signs will be repaired/replaced as they are near their end of life.</p> <p>New gantry structures will require steel for fabrication.</p>	<p>Components and steel will be ordered as soon as the need is identified.</p> <p>A strategic review of cheaper and alternative signage options is underway.</p>
1969	Central City Projects - Wayfinding	Luke Thomas	Risk	Steel for manufacture of signs.	Components will be ordered as soon as possible to be available at the time of installation/construction.
66701	Delivery Package - EV Charging At CCC Off Street Parking Buildings & Facilities	Luke Thomas	Risk	New electric vehicle charging stations may need to be procured from overseas.	This work is being pushed out to FY23 as instructed by the planning team. It is expected upgraded technology will be available next financial year and international logistical constraints improved.
PAN053	Transport Professional Services	Kirsty Mahoney / Tim Cheesebrough	Risk	Skills shortage within current workforce market for transport services.	This is mitigated with the existing professional services contract in place with nine consultancies over six areas of work.

### 3 Waters



CPMS ID	Project	PM	Risk/Issue	Detail	Mitigation/Action
Multiple	Multiple	Multiple	Risk/Issue	Purchase of Electrical, Instrumentation and Control equipment (EIC) where these are sourced from overseas.	Purchase equipment in advance of the projects scheduled for delivery. This may need to continue to FY23 if supply market constraints continue.
Multiple	Multiple	Multiple	Risk/Issue	Concrete / PE pipes, manholes, risers and associated fittings	Pipe suppliers are made aware of Councils forward work programme so that they can reserve stock appropriately. It may be best for material requirements to be noted and bulk procurement be sought.
Multiple	Multiple	Multiple	Risk	Hynds Water (supplier) has flagged that any non-standard materials/equipment manufactured outside NZ has a lead time of 2 months minimum. Hynds are expecting this to get worse in the near term due to Chinese planned output reductions over Chinese New Year and a reduction in output as China tries to improve air quality prior to the Winter Olympics in 2022.	Project teams to identify <i>at risk</i> items during design stage and determine whether equipment should be procured prior to contractor appointment.
Multiple	WW/WS/SW Pumping Station upgrades projects	Multiple	Risk	Shipping delays - bespoke fabricated mechanical equipment including gearboxes, fluid couplings, diesel engines, new bearings, shafts and flight extensions.	No current impacts. Programme is being planned with consideration of the prevailing logistic environment in mind.
Multiple	Pump Stations and Treatment Plant New / Renewal / Upgrade projects	Multiple	Risk	Pump stations/Treatment plant all electrical/electronic/automation gear such as pump starters, switchboard, main switches, actuators, communication equipment, PLCs etc. Normally the gear is delivered in 6 weeks and it's starting to push out to 12-16 weeks.	Progressing with the option to procure items upfront and novate to contracts throughout the year.

CPMS ID	Project	PM	Risk/Issue	Detail	Mitigation/Action
Multiple	Waterway Lining Projects	Multiple	Risk	Timber for Waterway Linings	Ongoing issues around availability of timber lagging. Approximately 2 – 3 month lead time to order timber, not all timber sizes available, have made approved substitutions to keep projects on programme.
Multiple	Multiple Projects, especially reticulation	Multiple	Risk/Issue	Issue with price increases, especially with PVC and PE pipes. Risk of product shortages. The material increases will impact these fast tracked projects that are still in design phase.	Encourage Contractors to fully consider their supply chain when preparing a tender response - identifying how they will manage the supply chain as well as lead in times for supplies. For projects in construction, contractors would have secured agreements with the supplier at award stage. There could be a potential claim for material price increases if contractor has not secured an agreement with the supplier. Suppliers are not holding stock for contractors and prices are on a weekly rate. Design consultant to confirm if we can put out an SOP for pricing and secure the materials before the increase.
Multiple	Multiple	Multiple	Issue	Sneider (electrical equipment manufacturer) has sent notification to electrical contractors that its prices will be increasing by 25% in February due to supply chain constraints. Sneider are the primary supplier of variable speed drives (VSDs) for CCC pumps.	Other suppliers to be considered. Project Managers to forecast equipment cost increase where Sneider equipment is the only option.
32243	Eastman Wetlands (Eastman Wetland Control Structure Portion)	Midhun Joseph	Risk/Issue	Council recommended gate manufacturer declined to price the supplied tender documents through CCC procurement. This results in consider alternative suppliers but only a few suppliers available in the country to design. Manufacture and supply the gate.	An Expression of Interest is prepared and awaiting CCC Procurement to publish it to the open market. The respondents will be evaluated and included in the physical works main contract as “approved supplier”.

CPMS ID	Project	PM	Risk/Issue	Detail	Mitigation/Action
62925	SW Flood Management LDRP 521 Stage 1 Waitaki Street (OARC)	Kamal Narang	Issue	Material supply of bespoke and off the shelf concrete pipes, manholes, culverts, wings.	Discussion with contractor in 1) changing programme to suit material availability 2) casting manholes insitu This will lead to a change in financial spend and increase costs of project. Will require more management by designer and Council.
62450	WW CCTV inspections	Marie Holland	Risk	Risk of product shortages	Discussion with contractor to secure supply early
67850	WS Drinking Water sampling Points Distribution Network	Marie Holland	Risk	Risk of product shortage /supply	Ordered early to reduce the risk of delay
17885	WS Eastern Terrace	Rohan Meissenheimer	Risk	Potential delays to DI pipe (600mm) with all fittings being procured from China via France. These are the only manufacturers of this material.	Will award possession of site when the material arrives, this is set a condition in the contract.
42603	WW Reticulation renewal projects (Riccarton, Edgeware, Hayton Road, Papanui, St. Albans)	Shamin Eswardutt	Risk	PE pipes, manholes, risers and associated fittings Cast metallic fitting (valve/hydrant/lid etc.)	Pipe suppliers are made aware of Councils forward work programme so that they can reserve stock appropriately. It may be best for material requirements to be noted and bulk procurement be sought. Consider pre-ordering the common material by the Council and issue them to contractors as client supply items.
42193	WW Halswell Pump Station (Stage 2) (PS60)	Barry Hu	Risk	Pumps and valves are from overseas, risk of delay. Supply of parts also affects the switchboard (which has a long lead time).	There is a small float in the programme. Order early and monitor.

CPMS ID	Project	PM	Risk/Issue	Detail	Mitigation/Action
			Risk	Supply of two new Penstocks	Currently even lead time is unclear. Close communication with supplier and look into alternative.
62350	WS Smart Water Monitoring System	Irmana Garcia Sampedro	Risk	Lead time to manufacture and deliver sensors is on average three months - This time is lately being extended due to global pandemic. It can take about six months from time of placing order a sensor until delivery. Sensors include: smart residential water meter, flowmeters, acoustic and transient sensors.	Plan and order devices well in advance.
63671	Stormwater - Hoon Hay Basin Outlet and Cashmere Stream Control Structure (Eastman Sutherlands)	Jo Golden	Issue	Stainless steel increased cost	Minor impact to project (\$2k)
				Actuator and Gate Lead Times	Will be installed during defects liability period.
32243	Stormwater – Eastman Sutherland and Hoon Hay Wetlands	Mark Penrice	Risk	Actuator and Gate Lead Times	Ordering early to reduce the risk of delay
				Plant order relies on supply from nursery, short-falls have occurred previously	Considering on-site nursery
40237	Stormwater - Wigram East Retention Basin (LDRP 520)	Mark Penrice	Risk	Actuator and Gate Lead Times	Ordering early to reduce the risk of delay
57643	Hayton Road WW Renewal	Shamin Eswardutt	Risk and Issue	Supply of (The Perfect) concrete lined pipe for Pipe Jacking Shortage of Restraint Pipe Under Hayton Road contract is Randolph Street WW main renewal and a water main	Delay due to COVID-19, Auckland region at level 4 and at level 3, impacting the manufacture of the pipe. CCC provided some alternative work to the contractor to mitigate any standing costs or delays. Update: 13/1/2022: No cost impacts to the project, pipe delivery in progress.

CPMS ID	Project	PM	Risk/Issue	Detail	Mitigation/Action
				renewal for Hayton Road – pipe supply material increases.	We have taken the option to open trench the laterals due to shortage of restraint Pipe. Cost impact managed within the project for restraint pipe supply. Note: A potential claim for price increases on Randolph St WW renewal and Hayton Road water main projects.
33813	Jeffreys Suction Tank Renewal	Grant Deeney	Issue	Risk of higher than anticipated tender prices due to general market price escalation has been previously flagged. Tender prices are now received with higher than anticipated construction prices. Market price escalation is a factor.	Additional funds are needed. A change request will be prepared and memo will be prepared for ELT with details.
50449	Sydenham Suction Tank Replacement	Grant Deeney	Risk	Detailed design is complete and the project is in the tender phase. There is a risk that the cost will be higher than anticipated when the budget was estimated due to escalation of steel prices globally.	A decision has been made to continue with the tender process to establish what the price will be. This will be based on actual prices from suppliers.
37305	SW Lyttelton Reticulation Renewals (Brick Barrel)	Stephen Holder	Risk	Bespoke manhole covers required for 10 new manholes for works awarded in November 2021 – long lead items	This was listed as risk during tender period, awarded contractor has been advised to place the order urgently to avoid delays.
56181	WW Edmonds, Randolph, Marcroft, Manning, Wildberry, Hopkins, Ferry & Okeover Mains Renewal	Shamin Ewardutt	Risk	Material supply issue of PVC. There is risk of delaying of programme and price hike, etc.	Contractor proposed to purchasing material for the whole project and storing off site. HDM reviewed the approach is acceptable. The approach can be adopted on other contracts or tenders if deemed appropriate following the usual risk assessment and tender management process. This can be managed using Schedule 14 of 3910.

CPMS ID	Project	PM	Risk/Issue	Detail	Mitigation/Action
					Update: 13/1/2022: CCC approved advance material purchase by a signed agreement with requirements and store in contractor premises.
56182	WW Edinburgh, Hinemoa, Nairn, Neville, Lyttelton, Torrens, Dundee, Somers & Hillier Mains Renewal	Shamin Ewardutt	Risk	Material supply issue of PVC. There is risk of delaying of programme and price hike, etc.	Contractor proposed to purchasing material for the whole project and storing off site. HDM reviewed the approach is acceptable. The approach can be adopted on other contracts or tenders if deemed appropriate following the usual risk assessment and tender management process. This can be managed using Schedule 14 of 3910. Update: 13/1/2022: CCC approved advance material purchase by a signed agreement with requirements and store in contractor premises.

### Community

CPMS ID	Project	PM	Risk/Issue	Detail	Mitigation/Action
42147	Delivery Package - Planned Monuments & Artworks Renewals	Jo Grigg	Issue	Shipping of glass has delayed Peveral Street Fountain mural.	No alternative supplier. Keep in regular contact with supplier and report progress through monthly status reports.
52317	Cowles Stadium Building Renewals	Luke Watson	Issue	Delay in shipping of the coils (roof sheeting material) to New Zealand. Australian Roof Sheet supplier is required on site but requires MIQ spot or travel bubble to be reopened.	Work to be completed after the winter due to risk in working on roofs in the rain season. Travel bubble monitored, MIQ if required and possible.
60112	Te Hapua Pool Renewals & Replacements	Luke Watson	Risk	Delays in shipping or A/C units. Project at risk of not being completed in FY22	Alternative A/C unit selection to be investigated

CPMS ID	Project	PM	Risk/Issue	Detail	Mitigation/Action
60110	Graham Condon R & R	Luke Watson	Risk	Long lead time on A/C Units 22 – 30 weeks Project at Risk of not being delivered in FY22	Early procurement of Units by CCC
63028	Park Rubbish Bin Replacement	Jo Grigg	Risk	Smart bins Delayed in Singapore port by 4-6 weeks. International shipping delays on any further orders.	No alternative supplier. Keep in regular contact with supplier and report progress through monthly status reports.
62806	Lyttelton Public Amenities Renewals	Jo Grigg	Risk	Sanitary hardware Current indication 4 week lead time	Early procurement of items ahead of construction. Keep in regular contact with supplier and report progress through monthly status reports.
16133	Lancaster Park War Memorial Entrance Gates (Capex)	Jo Grigg	Risk	Steel reinforcing	Will consider pre-ordering and purchasing reinforcing ahead of the main construction contract once detailed design is completed and quantities are known.
16130	Citizens War Memorial	Jo Grigg	Risk	Portland (UK) Stone - 16 week lead time Replacement stone is coming via shipping from UK.	Early condition assessment of the stone during deconstruction completed. The stone has been ordered and the supplier has confirmed the order. Additional stone has also been ordered for contingency.
36547	Cemetery Beams New Development	Kevin Williams	Risk	Granite plot and block markers Maybe a slight delay as they come from China.	Materials have been ordered. Will maintain regular communication with the supplier. Contract was minor works so no claim for costs available to the contractor.
61773	Memorial Cemetery Development	Kevin Williams	Risk		
43681	Harewood Nursery Development	Kevin Williams	Risk	Steel and Timber delays	Early pre-ordering where quantities are known. Time delays, however no additional cost.
43698	Play Item Renewals	Marcy McCullum	Issue	Slides - supply timeframe for slides currently 32 weeks	Regular and close communications with supplier.

CPMS ID	Project	PM	Risk/Issue	Detail	Mitigation/Action
				Timeframes for other play equipment has been pushed out by an extra month and the cost has increased around 10-15% for most items	Alternative supplier designs are less suitable and more expensive and would exceed current project budget.  Alternative options are not often possible due to the nature of the equipment/community board approvals of Landscape plans for specific items of equipment and it seems that all suppliers are in the same situation.  Mitigation is to order as soon as possible and keep in regular contact with suppliers around dispatch dates.
43662	Bays Skate and Scooter Park	Marcy McCullum	Risk	Steel reinforcing Skate bowl materials (coping blocks) Resource Consent Lead Times - Currently not being allocated to a Planner for 38 working days + processing time	Consider pre-ordering and purchasing ahead of the main construction contract once detailed design is completed and quantities are known.  Lodge consent applications as soon as possible.
50154	Te Papa Kura Redcliffs Park Development	Marcy McCullum	Risk	Steel reinforcing Prefabricated toilets currently 15 weeks	Early ordering and procurement via direct appointment will reduce risk and shorten the delivery timeframe.
43678	Little River Play and Recreation Development	Marcy McCallum	Risk	Resource Consent Lead times Currently not being allocated to a Planner for 38 working days + processing time	Lodge consent applications as soon as possible
2302	Risingholme Park Playground Renewal	Marcy McCallum	Risk	Resource Consent Lead times Currently not being allocated to a Planner for 38 working days + processing time	Lodge consent applications as soon as possible
51762	Bishopdale Park Skate Park Renewal	Steve Gray	Risk	Steel Reinforcing	Project out to tender and any material supply timeframes will be identified at that stage.
53521	St Albans Skate Park Extension	Steve Gray	Risk	Steel Reinforcing	Project out to tender and any material supply timeframes will be identified at that stage.



CPMS ID	Project	PM	Risk/Issue	Detail	Mitigation/Action
17916	Port Levy Toilet Block Renewal	Sharni McKay	Risk	Steel reinforcing Prefabricated toilets currently 15 weeks	Early ordering and procurement via direct appointment will reduce risk and shorten the delivery timeframe.
1436	Takapūneke Reserve Planned Renewals	Steve Gray	Risk	Retaining wall designs - Steel Reinforcing for concrete vs timber poles	Working with the contractor to identify the best supply options
65414	Public Artworks, Monuments and Artefacts Planned Renewals	Sharni McKay	Risk	Carrara marble for the Charlotte Godley Wayside Cross reinstatement may need to be sourced from overseas depending on stonemason's stock. If sourced from overseas, there are likely to be delivery delays. Note: Delays are only considered a significant issue if Sail GP MIQ request is reconsidered and accepted.	Stonemason's carrara marble stock to be confirmed. Confirm no other national sources. Updates to be reported through monthly status reports. PM to stay up to date on Sail GP event
58672	Ōtākaro Avon River Corridor	Kent Summerfield	Risk	Low risk across the programme for its scale due to the nature of the work. Key risks include further steel and timber requirements as well as any material supply from overseas. Programme will require very significant numbers of plants which will place a strain on Council nursery.	Early planning Early ordering of material Alternate model substituted where available Local sourcing of product Ongoing communication with supplier
357	Naval Point Development Plan	Kristine Bouw	Risk	Very minor pricing increases around concrete, bitumen, cables & steel but the quantities involved on this project is small	None required as the contract is measure & value i.e. pricing has been locked in.

CPMS ID	Project	PM	Risk/Issue	Detail	Mitigation/Action
54276	Diamond Harbour Wharf Renewal	Olivia Heaslip	Risk	Supply chain issues if there are underground existing utilities/services discovered that were not shown in the plans and/or are in deteriorating conditions.	The contractor will perform a proper utilities/services investigation including exploration pits, ground penetrating radar, etc before starting excavation works.
			Risk	Manufacturing, availability of resources, increased costs	Negotiating with the Contractor to extend the same rates for the extended work scope. This will not affect the original scope which is mostly done.
			Risk	Floating pontoon suppliers are very busy and fully booked for approx. six months. This is at increased risk due to recent lockdown as suppliers are based in Auckland/Northland.	Complete existing wharf works prior to pontoon installation. Main contractor to provide programme with tender submission.
			Risk	Composite decking material - 14 week lead time.	Procure material prior to contract being awarded and novate to contract.
			Risk	Hardwood timber beams availability We do not know quantity required until we remove the deck and can observe the condition of each beam.	Allow contractor to use alternative timber sourced from Australia instead of South America.

### Major Facilities

CPMS ID	Project	PM	Risk/Issue	Detail	Mitigation/Action
862	Hornby Library, Customer Services &	Peter MacGibbon	Risk and Issue	Piling unknowns are an ongoing risk until the piling is complete.	The piles were designed to minimise the risks in piling through the landfill. The team are working

CPMS ID	Project	PM	Risk/Issue	Detail	Mitigation/Action
	South West Leisure Centre			All overseas supplied materials have significant programme uncertainty around supply and shipping. Resource competition due to the constrained labour market and competing large projects could cause delays.	collaboratively to resolve issues as they arise. The cost to Council is still under negotiation. The contractor is ordering materials earlier than usual and has leased a warehouse to store materials from multiple projects. The contract is flexible in allowing off-site materials payments. All key subcontracts are in place mitigating somewhat the supply and resource competition risks. We will undertake a further risk workshop in January 2022 including Naylor Love.
64048	Performing Arts Precinct	Peter MacGibbon	Risk	All overseas material supply has higher than usual programme risk. Pricing volatility. A cost estimate is underway on the 60% detailed design documents. Indications are that escalations over the last 4 months in particular have been significant, as are the projections over the next two years.	Greater detail than usual is being included in the programme to allow analysis of lead times and consideration of Council ordering materials. We are discussing supply issues with the short listed contractors to identify the key material and supply chain risks. Higher than usual escalation allowances are included in the cost estimates. We are exploring the early procurement of three key materials.
1026	Canterbury Multi Use Arena	Mark Noonan	Risk	Risk Workshops have continued on 12 <sup>th</sup> October & 15 <sup>th</sup> November with the Contractor; 14 <sup>th</sup> & 18 <sup>th</sup> October with the Project Team; and 17 <sup>th</sup> November with the CMUA project Delivery Ltd Board. A presentation on Risk was made to the Audit & Risk Management Committee on 3rd December and two further Risk Workshops for the Project Team were held on 13 <sup>th</sup> & 14 <sup>th</sup> December. A further Risk review with the Board is planned for 18 <sup>th</sup> January. Items which have been mentioned by BESIX Watpac to date follow:	
				Concrete supply (market capability for large pours) Crane availability (700 tonne) – investigated by BESIX Watpac & no longer an issue.	Possible issues only - monitoring

CPMS ID	Project	PM	Risk/Issue	Detail	Mitigation/Action
				Elevated Work Platforms (EWPs) with sufficient height reach.	
				Structural steel ETFE roofing/cladding	Council Briefing on 30 <sup>th</sup> November on Early Works Strategy held with Strategy being approved at 9 <sup>th</sup> December Council meeting – indenting larger structural steel members; carrying out site decontamination & ground improvements; early subcontractor engagement for ETFE roofing/cladding & temporary steel; and continuing detailed design and the consenting process.
1017	Parakiore Recreation and Sports Centre (Metro Sport Facility)	Ōtākaro	Nil	Ōtākaro have advised that CPB, their main contractor, have raised supply chain risks/ issues with obtaining blocklayers and scaffolders, as well as subcontractor staff from Australia, especially for the installation of the hydrolides and Waste Water Heat Recovery (WWHR) system.	CPB have sourced some additional blocklayers and scaffolders for the project, but are still trying to obtain more resources.  The availability of subcontract staff from Australia, especially for the installation of the hydrolides and WWHR system, is dependent on COVID restrictions. CPB are investigating using local subcontractors for some of the work, but a lot of the work requires the overseas subcontractors to ensure that warranties are not impacted.

## IT

CPMS ID	Project	PM	Risk/Issue	Detail	Mitigation/Action
2203	IT Equipment Infrastructure & Device Replacements & Renewals	Nick Rayner	Issue	Delay in specialised hardware e.g. 2 in 1 devices were a 5-6 week wait now 3-4 months	Equipment is being ordered in advance to cover long delivery times so risk of equipment delivery mitigated.



### March 2020 – May 2020 – Covid Alert Levels 2, 3 and 4

As of August 2021, the value of claims received totals approximately \$6.5m. These are across 46 projects (Transport – 37%, Community – 3%, 3 Waters – 60%).

97% of all claims have been paid out to date in both interim and finalised costs.

Of the \$6.5m in Contractor Claims received, the most that Council will pay is \$4.7m in final agreed values. Contractually, claims may not be fully resolved until 1 month after the final payment schedule.

Claims have been finalised on the below projects. New projects agreed since last report are highlighted in yellow.

Delivery Unit	Project	Contractor
3 Waters	Ward St brick barrel lining	City Care
	HHB Inlet Structure	Hunter Civil
	Sutherlands Basin	Brian Perry Civil
	Cox's Quaifes	GSL
	Heathcote Dredging	City Care
	Canal Reserve Drain	City Care
	Temporary stop banks - Waitaki St	GHD
	Wilmer's Basin	GSL
	WS Well Renewal Grassmere Well 1	Seipp
	WS Belfast - Well Renewal	Seipp
	WW Mains Renewal - Flockton Street	Dormer
	WW Mains Renewal - Neville St, Domain Tce, Edinburgh St, Cooke St, McCombs St, Stennes Ave, Selwyn St	Downer
	WW Mains Renewal - Randolph St, Hobson St, Inglis St, Forfar St, Dee St, Pascoe Ave	Brian Perry Civil
	WW Mains Renewal - Barbadoes, Cannon St, Bealey Ave, Madras Street	Downer
	WW Mains Renewal - Springfield Rd, Berry St, Clare Rd, Onslow St	City Care
	WS Submains Renewal FY20/21	Utilities Infrastructure
	WS Mains Renewal - Cranford St, Sherborne St and Victoria Street Transport projects	Isaacs
	Riccarton Road Roading upgrade - Harakeke to Matipo	Fulton Hogan
	WS Wrights Pump Station Well Renewal	Citycare

Delivery Unit	Project	Contractor
	WW Mains Renewal - Tuam Street Brick Barrel - Livingstone Street to Mathesons Road	March Construction
	WW Lyttelton Harbour Wastewater Scheme - WP#3	Fulton Hogan
Community	Manuka Cottage Capital Endowment Fund project	Watts & Hughes
	Opawa Public Library Rebuild	Watts & Hughes
	St Albans Community Centre	Watts & Hughes
	NPW - Athletics Indoor Training Facility	HRS Construction
	Pioneer Recreation & Sport Centre – Roof Replacement	Watts & Hughes
	Kapuatohe Dwelling/Cottage	Higgs
	Edmonds Band Rotunda	Dominion
	Ōtākaro Avon River Corridor	WSP
	Harrington Park Play Space Renewal	Mike Downs
	Delivery Package Parks Hard Surface Renewals - Jellie Park Paths	Pigeon Contracting
Transport	Palmers Road (Bowhill-New Brighton)	Isaacs
	Warden Street (Petrie-Chancellor)	City Care
	Riccarton Road Bus Priority	Fulton Hogan
	Downstream of Christchurch Northern Corridor (Project 1)	Isaacs
	Downstream of Christchurch Northern Corridor (Project 2)	Fulton Hogan
	Main North Road Bus Lane Modifications	City Care
	Road Lighting LED Installation	Connetics
	Main Rd M3 Beachville Road Streetscape Enhancements	Higgins
	New Brighton MP Streetscape Enhancements A2, A4	Mike Downs
	Local Cycleway: Northern Arterial Link Cranford to Rutland	Fulton Hogan
	New Retaining Walls delivery project	Hunter Civil
	DEMP Investigation Contract 46*3054	Downer

CHRISTCHURCH CITY COUNCIL - CAPITAL PROGRAMME WATCHLIST  
December 2022

December 2022

		Time (Deviation from Baseline)					Budget (Deviation from Baseline)								
		Green	<30 days delay				Green	On Track							
		Amber	31-60 days delay				Amber	Forecast Overspend <5%							
		Red	>61 days delay				Red	Forecast Overspend >5%							
		TIME						BUDGET						RISK (BUDGET , SCOPE AND TIME)	
Project Title		Current Phase	Time Status	Original Delivery Date	Current Approved Delivery Date	Current Forecast Delivery Date	Time Comment (By Exception)	Budget Status	Current Approved Budget	Current Forecast	Actuals to Date	Budget Comment (by Exception)	Status	Risks <i>All risks are monitored with mitigations actively managed by delivery units.</i>	
Parks	Lancaster Park Enabling Works <i>(pre-requisite to Lancaster Park Redevelopment)</i>	(Execute) - Construction	Green (<30 days)	Jun-19	Mar-22	Mar-22		Green - On Track	\$3.0 M	\$3.0 M	\$2.9 M		Green		
	Lancaster Park Redevelopment	(Execute) - Construction	Green (<30 days)	Jun-26	Jun-26	Jun-26		Green - On Track	\$8.7 M	\$8.6 M	\$0.9 M		Green		
	Citizens War Memorial Earthquake Repair	(Execute) Construction	Red (>61 days)	Jun-19	Apr-22	Oct-22	Additional supply chain delays and price escalations have caused the construction of the foundation to push out. Estimated start on site is 31-January-2022. Preliminary construction programme indicates 32 weeks construction. Supply chain delays as a result from Covid ongoing.	Amber (<5%)	\$0.36 M	\$0.36 M	\$0.4 M	Tender price exceeds available budget. Approval granted to award Separable Portion (SP1) foundation and concrete. Further clarification and negotiation required for SP2 stonework/masonry. Negotiation underway in accordance with Partnership and Gifting Agreement between Council & Church Property Trustees.	Red	The Portland stone order has been delivered however the travertine stone has not yet been shipped. Ongoing Covid related supply chain delays and price escalations have caused the start of construction to push out. The estimated start on site is now 31-January. Additional budget will need to be sourced to ensure the project continues efficiently. The impact from Omicron in the community and the Governments move to the Red Traffic Light setting is not yet known.	
Vertical Capital Delivery	Hornby Library, Customer Services and South West Leisure Centre	(Execute) Construction	Red (>61 days)	Apr-20	Dec-22	Mar-23	A delay in the shipping of the pile steel and a review of the contractors programme suggests the facility opening will likely be in the first quarter 2023.  Further work is underway to refine/confirm the programme.  While piling is underway, it remains a key risk until complete.	Green - On Track	\$35.9 M	\$35.9 M	\$6.3 M		Amber	The project team regularly reviews the project risks via workshops with different groups including the contractor and Project Steering Group. The risks are reported to the Project Steering Group each month.  The remaining piling, shipping of overseas supplied items, Covid-19, resource competition and scope variations remain the main project risks. Supply problems are not a significant risk to the work that is occurring over the remainder of the FY.  While piling is underway, it remains a key risk until complete. We have resolved a pile capacity issue, and the piling is now progressing normally, although delayed. We are awaiting an updated construction programme which will inform the forecast. Once piling is complete in early March, significant foundation risk will be eliminated. Naylor Love have engaged all main subcontractors, and we are facilitating payments for early materials procurement.	
	Naval Point Development Plan	Execute (Investigate & Scheme Design)	Green (<30 days)	Jun-15	Aug-31	Aug-31		Green - On Track	\$29.7 M	\$29.7 M	\$6.7 M		Green		
	Akaroa Wharf Renewal	Execute (Investigate & Scheme Design)	Green (<30 days)	Feb-23	Aug-25	Aug-25		Green - On Track	\$20.2 M	\$20.2 M	\$1.1 M		Amber	The project includes a number of risks including project budget (particularly at this early stage), currently escalating material and shipping costs, availability of specialist materials, the management of the existing use of the wharf structure and the future of privately-owned buildings.  The current project budget has been forecast based on the current delivery and stakeholder consultation process. As the project is currently in the planning stage, the project team will continue to manage costs and inform Council of cost increases in advance of the anticipated start of construction works in 2024. A preferred option has been developed and consultation is being held between 1 December 2021 and 31 January 2022. Staff presented to the Community Board on 9 August 2021 and Council on 5 October 2021 on the refined alignment and the process moving forward.	
	Red Zone Regeneration-Southshore and South New Brighton Estuary Edge Erosion Management	(Execute) Investigation and Scheme Design	Green (<30 days)	Jun-25	Jun-25	Jun-25		Green (<30 days)	\$5.7 M	\$5.7 M	\$0.0 M		Green		
	Performing Arts Precinct <i>(Includes Site Decontamination)</i>	(Execute) Design	Red (>61 days)	Jun-18	Nov-23	Apr-24	Re-baseline of the programme to be completed following a detailed review of the potential construction programme, including reviews by the shortlisted contractors.	Green - On Track	\$39.0 M	\$39.0 M	\$3.3 M		Amber	A draft estimate based on the 60% complete detailed design documents is suggesting significant cost escalations, both over the last three months and projected over the next two years. Council are finalizing the estimate and undertaking a Quantitate Risk Assessment to determine the level of risk this poses. The PSG will be reviewing this information in the January 2022 meeting.	



	Project Title	Current Phase	TIME				Time Comment (By Exception)	BUDGET				Budget Comment (by Exception)	RISK (BUDGET , SCOPE AND TIME)	
			Time Status	Original Delivery Date	Current Approved Delivery Date	Current Forecast Delivery Date		Budget Status	Current Approved Budget	Current Forecast	Actuals to Date		Status	Risks <i>All risks are monitored with mitigations actively managed by delivery units.</i>
Transport and Waste Management	High Street Tram Extension	(Execute) Construction	Green (<30 days)	Jun-21	Mar-22	Mar-22		Green - On Track	\$3.7 M	\$3.6 M	\$2.5 M		Amber	Power study results underway to determine power operating requirements for the TRAM which could have cost impacts
	Barrington, Lincoln & Whiteleigh Intersection Improvement	(Execute) Procure	Green (<30 days)	Jun-17	Oct-23	Oct-23		Green - On Track	\$1.5 M	\$1.5 M	\$0.1 M		Green	
	Core Public Transport Route & Facilities - South-West Lincoln Road (Phase 1)	(Execute) Procure	Green (<30 days)	Jun-20	Oct-23	Oct-23		Green - On Track	\$5.1 M	\$5.1 M	\$1.2 M		Green	
	Wigram & Hayton Intersection Improvement	(Execute) Design	Amber (31-60 days)	Jun-21	May-22	Jul-22	The pre tender estimate exceeds the budget, funding options are being considered and once resolved the works will be tendered. Construction complete will be further informed by the successful contractors programme.	Red (>5%)	\$0.56 M	\$0.98 M	\$0.2 M	The pre-tender estimate indicates a budget shortfall. A design review and further site investigations have been undertaken and additional funds are being sought as part of the Annual Plan review and from within the wider Transport Programme.	Amber	Flag reflects need for additional funding which if not obtained will mean safety benefits the intersection will not be realised.
	Downstream Intersection Improvements: Cranford Street	Execute (Investigate & Scheme Design)	Green (<30 days)	Jun-20	Jun-26	Jun-26		Green - On Track	\$40.7 M	\$40.6 M	\$28.2 M		Green	
	Dyers Pass Corridor Safety Improvements (Guardrails, Cycle Safety and Pedestrian)	(Execute) - Construction	Green (<30 days)	Jun-19	Dec-22	Dec-22		Green - On Track	\$13.4 M	\$13.4 M	\$9.4 M		Green	
	Evans Pass Road and Reserve Terrace Remedial Works	(Execute) - Design	Green (<30 days)	Jun-19	Jun-28	Jun-28		Green - On Track	\$24.5 M	\$24.5 M	\$1.7 M		Green	
	Halswell Junction Road Extension	(Execute) - Construction	Green (<30 days)	Jun-16	Jul-24	Jun-23		Red (>5%)	\$12.5 M	\$14.0 M	\$6.2 M	The current forecast is based on updated design costs and the best information to hand at this time and taking into account the changing risk profile in the current market.  This is still to be further refined prior to tender of the works and a change request will be raised when detailed information is received from Kiwrail which is expected to be in January.	Red	There is a high risk of costs exceeding budget, all costs and contingencies are currently being reviewed. Kiwirail programme of works is still to be confirmed, however staff and Kiwirail are working together to minimise risk of delays.  Potential land contamination is also a risk.
	Road Lighting LED Installation	(Execute) - Construction	Green (<30 days)	Jun-18	Aug-22	Aug-22		Amber (<5%)	\$27.5 M	\$27.9 M	\$26.0 M	Funding is available from within the wider lighting programme, a change request will be submitted for the extra funding in April when there is more certainty around the amount required.	Green	The main risk to the project remains the supply chain which is unpredictable as a result of Covid. Longer lead times are being used when forecasting to take account of this.
Three Waters	SW Cashmere Worsleys Flood Storage (LDRP 500)	(Execute) - Construction	Green (<30 days)	Apr-17	Jun-23	Jun-23		Green - On Track	\$27.2 M	\$27.2 M	\$23.1 M		Green	
	SW South New Brighton & Southshore Estuary Edge Flood Mitigation	(Execute) Investigate and Scheme Design	Green (<30 days)	Jun-26	Jun-26	Jun-26		Green - On Track	\$6.5 M	\$6.5 M	\$0.0 M		Green	
	SW Eastman Sutherland and Hoon Hay Wetlands (including Eastman Wetlands (LDRP 528))	(Execute) - Construction	Green (<30 days)	Jun-24	May-25	Dec-24		Green - On Track	\$39.6 M	\$39.6 M	\$23.8 M		Green	
	WW Akaroa Reclaimed Water Treatment & Reuse Scheme	(Execute) Investigate and Scheme Design	Green (<30 days)	Jun-16	Jul-29	Jul-29		Green - On Track	\$74.5 M	\$74.5 M	\$12.0 M		Green	

		TIME						BUDGET				RISK (BUDGET , SCOPE AND TIME)		
	Project Title	Current Phase	Time Status	Original Delivery Date	Current Approved Delivery Date	Current Forecast Delivery Date	Time Comment (By Exception)	Budget Status	Current Approved Budget	Current Forecast	Actuals to Date	Budget Comment (by Exception)	Status	Risks <i>All risks are monitored with mitigations actively managed by delivery units.</i>
Three Waters	WW Lyttelton Harbour Wastewater Scheme	(Execute) - Construction	Green (<30 days)	Feb-19	Jun-22	Jun-22		Green - On Track	\$60.8 M	\$60.7 M	\$52.7 M		Amber	<p>A risk workshop scheduled for 11 February 2022 to review outstanding risks: Commissioning of the wastewater system as a whole and demolition of the treatment plants. Project will define a commissioning plan to manage the commissioning process with commissioning in stages</p> <ul style="list-style-type: none"><li>- Commission each Pump station individually</li><li>- Commission the "system" as whole</li><li>- Handover Workshop scheduled for 15 February 2022 for the project design consultant to present the design and transfer knowledge to CCC 3-Waters Operations, Asset Management and maintenance contractor. Operations, asset management and the maintenance contractor have been proactively consulted in the lead up to handover.</li></ul> <p>Unstable rock face above Diamond Harbour pump station during decommission and demolition of clarifier. Recommendation that the rock face be assessed by Geotech engineer prior to demolition work beginning, contractor risk to be managed through H&amp;S procedures/plans. This risk was communicated in the December Audit and Risk committee. This risk has been realised and rock protection is required, budget is available from the risk allowance.</p> <p>Other risks relate to contractor extension of time claims and resolution of the final accounts. Potential for future Covid 19 lockdowns. Supply chains delay risks for materials being delivered from overseas. Majority of equipment is now in New Zealand, but local sourcing demands may trigger delays. Revised approved budget by Finance and Performance Committee includes an allowance of contingency based on the current risk profile.</p>
Third Party Delivery / Funding	Third Party Delivery / Funding													
	Parakiore Recreation and Sports Centre (Metro Sport Facility)	(Execute) - Construction	Green (<30 days)	Jan-20	Mar-23	Mar-23		Green - On Track	\$151.3 M	\$151.3 M	\$114.6 M	Current approved budget and forecast reflects Council contribution to Parakiore only. Current performance against overall Parakiore budget is monitored by Ōtākaro .	Amber	<p>Construction programme and completion date being reviewed monthly by Contractor and Ōtākaro. The programme has been impacted by COVID-19, including the availability of specialist overseas and Auckland subcontractors due to the border/COVID restrictions.</p> <p>The completion date for the main construction work by CPB Contractors is still to be confirmed.</p>
	Canterbury Multi Use Arena within Te Kaharoa (CMUA)	(Execute) - Investigate & Scheme Design)	Green (<30 days)	Jun-25	Jun-25	Jun-25		Green - On Track	\$521.8 M	\$521.8 M	\$26.0 M	<p>As per Council resolution 12 August 2021 to retain 30,000 seat arena (in sports mode), Council approved an additional \$50m budget.</p> <p>Commitment to spend against the construction budget is subject to a further Council decision in relation to the Design &amp; Construct contract, after Developed Design phase.</p>	Red	<p>On 9 December 2021, the CMUA Project Delivery Board presented to Council an update on the status of the Preliminary Design work and a recommendation, which was adopted by Council, to carry out an Early Works package in response to supply chain cost escalation and delivery delays (the Early Works package includes the procurement of detailed design consultants, materials &amp; sub-contractors, and onsite construction works).</p> <p>Kōtui (BESIX Watpac and their consultant team) have worked with Client representatives including Council and Venues Ōtautahi staff and have now completed the Preliminary Design for the arena. The Preliminary Design has updated the impacts on programme, risk contingency, escalation and total estimated cost for the arena.</p> <p>A workshop with Councillors on the Preliminary Design will be held on 25 January 2022 and approval of the Preliminary Design is being sought at the 27 January 2022 Council meeting.</p> <p>Because of the tight project programme, Kōtui have decided to commence work on the Developed Design phase of the project.</p> <p>Commitment to spend against the construction budget is subject to a further Council decision in relation to the Design &amp; Construct contract, after the Developed Design phase. Value Management will be required throughout the Developed Design phase to ensure the project is maintained within the available approved budget.</p>
	Multicultural Recreation and Community Centre	Initiate	Green (<30 days)	Jun-21			Forecast delivery date unable to be estimated - dependent on sale and purchase agreement (and transfer of funds) subject to Canterbury Netball (Netsal) progressing with their new build project at Ngā Puna Wai.	Green - On Track	\$3.0 M	\$3.0 M	\$0.0 M		Green	<p>Project is currently being investigated and scoped. Council has given its support to the project, including the proposed location.</p> <p>Sale and purchase agreement (and transfer of funds) subject to Canterbury Netball (Netsal) progressing with their new build project at Ngā Puna Wai.</p>
<div><div><div>Time (Deviation from Baseline)</div><div><div>Green</div>&lt;30 days delay</div><div><div>Amber</div>31-60 days delay</div><div><div>Red</div>&gt;61 days delay</div></div><div><div>Budget (Deviation from Baseline)</div><div><div>Green</div>On Track</div><div><div>Amber</div>&lt;5% overspend forecast</div><div><div>Red</div>&gt;5% overspend forecast</div></div></div>														

EXTERNAL FUNDED PROJECTS  
Dec-21

Time (Deviation from Baseline)  
Green <30 days delay  
Amber 31-60 days delay  
Red >61 days delay

Budget (Deviation from Baseline)  
Green On Track  
Amber Forecast Overspend <5%  
Red Forecast Overspend >5%

INDUSTRY REFERENCE GROUP: SHOVEL READY (\$133.2M)															
	Project Title	Current Phase	TIME					BUDGET						RISKS (BUDGET AND TIME)	
			Time Status	Status Trend (from last month)	Current Approved Delivery Date	Current Forecast Delivery Date	Time Comment (By Exception)	Budget Status	Status Trend (from last month)	Current Approved Budget	Current Forecast	Actuals to Date	Budget Comment (By Exception)	Risk Status	Risk Commentary (By Exception)
Heathcote Expressway	Section 2 - Tannery to Martindales	Procurement	Green (<30 days)	→	Jun-25	Jul-23		Red (>5%)	→	\$8.7 M	\$11.1 M	\$0.9 M	Tenders have closed and confirmed a budget shortfall. Options are being investigated for additional funding and a CR will be raised in the near future.	Red	Kiwirail crossing works are still in design phase and risks exist until design, costs, and supply of materials are confirmed
	Programme Contingency - Major Cycleway - Heathcote Expressway								\$3.0 M	\$0.0 M	\$0.0 M				
Total										\$11.7 M	\$11.1 M	\$0.9 M			
Northern Line Cycleway	Section 1 - Major Cycleway - Northern Line Route (Section 1) Blenheim to Kilmarnock, and Harewood Crossing and Restell	Detailed Design	Red (>61 days)	→	Jun-23	Aug-23	Delivery reflects the dependencies with Kiwirail on the design and implementation of the crossings. Work is progressing with Kiwirail to consider options that will allow a faster delivery schedule. Construction programmes are still to be confirmed by Kiwirail which will further inform the completion milestone.	Amber (<5%)	→	\$8.1 M	\$8.2 M	\$4.5 M	Costs are high level based on 2017 estimates and are being updated as projects progress through the design process. Design of the signals is currently being procured which will inform updated cost estimates.	Red	External resource for Kiwirail signal design has being procured through Kiwirail to speed up delivery. Deed of Grant and lease agreement are being finalised. Kiwirail to carry out internal civil design and commence procurement of long lead items. Potential for Lizards to be at some locations which will require relocation.
	Section 2a - Major Cycleway - Northern Line Route Tuckers to Sturrocks including crossings	Detailed Design	Red (>61 days)	→	Jun-21	Oct-22		Amber (<5%)	→	\$3.2 M	\$3.2 M	\$0.2 M		Red	
	Section 2b - Major Cycleway Northern Line Route (Section 2b) Sturrocks to Barnes & Main North Road	Construction	Green (<30 days)	→	Oct-22	Oct-22	Green - On Track	→	\$2.2 M	\$2.0 M	\$0.2 M	Red		Final design approval from Kiwirail required.	
	Section 3a - Major Cycleway Northern Line (Section 3a) Styx Mill Overbridge to Northwood Boulevard	Construction	Green (<30 days)	→	Dec-22	Mar-22	Green - On Track	→	\$1.5 M	\$1.5 M	\$0.5 M	Green			
	Major Cycleway - Northern Line Route (Section 1) Railway Crossings	Detailed Design	Green (<30 days)	→	Dec-23	Aug-23	Green - On Track	→	\$5.4 M	\$5.3 M	\$0.0 M	Red		Construction programmes still to be confirmed by Kiwirail which will further inform the completion milestone. External resource for Kiwirail signal design has being procured. For efficiency of delivery, rail crossings may be procured with other Northern Line sections. To be confirmed with Kiwirail.	
	Programme Contingency - Major Cycleway Northern Line Cycleway								\$1.5 M	\$0.0 M	\$0.0 M				
	Total										\$21.8 M	\$20.2 M	\$5.4 M		
	Project Title	Current Phase	TIME					BUDGET						RISKS (BUDGET AND TIME)	
			Time Status	Status Trend (from last month)	Current Approved Delivery Date	Current Forecast Delivery Date	Time Comment (By Exception)	Budget Status	Status Trend (from last month)	Current Approved Budget	Current Forecast	Actuals to Date	Budget Comment (By Exception)	Risk Status	Risk Commentary (By Exception)
Nor'West Arc	Section 1a - Major Cycleway Nor'West Arc Route (Section 1a) Cashmere To Sparks	Defects Liability	Green (<30 days)	→	Dec-20	Dec-20	Construction is now complete.	Green - On Track	→	\$4.8 M	\$4.7 M	\$4.7 M			
	Section 1b - Major Cycleway Nor'West Arc Route (Section 1b) Sparks to Lincoln & Halswell Intersection	Defects Liability	Red (>61 days)	→	Oct-20	Mar-21	The completion date moved due to property purchase and contractor availability for traffic light connection. Construction is now complete.	Green - On Track	→	\$4.0 M	\$4.0 M	\$4.0 M		Green	
	Section 1c - Major Cycleway Nor'West Arc Route (Section 1c) Lincoln & Halswell Intersection to Annex & Southern Motorway Underpass	Defects Liability	Green (<30 days)	→	Mar-22	Dec-20	Construction is now complete.	Green - On Track	→	\$2.2 M	\$2.1 M	\$2.1 M			
	Annex, Birmingham & Wrights Corridor Improvement	Construction	Red (>61 days)	→	Mar-24	Jul-25	Works will be primarily complete by July 2022. The forecast milestone date reflects the work that is required at the Annex Road Rail Crossing, options for treatment at this crossing are currently under investigation.	Red (>5%)	→	\$7.1 M	\$7.8 M	\$1.4 M	Sufficient funding for completion of works currently in construction. The second stage that involves Kiwirail integration is still in the design phase and is based on high level estimates. Costs will be monitored closely as work progresses.	Red	Sufficient funding for completion of works currently in construction. The second stage that involves Kiwirail integration is still in the design phase and is based on high level estimates. Costs will be monitored closely as work progresses.
	Ilam, Middleton & Riccarton Intersection Improvement	Construction	Green (<30 days)	↓	Dec-21	Dec-21		Green - On Track	→	\$1.3 M	\$1.2 M	\$1.0 M		Green	
	Section 2 - Major Cycleway - Nor' West Arc Route (Section 2) Annex & Wigram Road to University	Construction	Green (<30 days)	→	Jul-22	Jul-22	This section is primarily complete and the MCR operational. The completion date reflects the delivery of the remaining works in Suva Street.	Green - On Track	→	\$13.2 M	\$7.9 M	\$6.7 M		Green	

EXTERNAL FUNDED PROJECTS  
Dec-21

Time (Deviation from Baseline)  
Green <30 days delay  
Amber 31-60 days delay  
Red >61 days delay

Budget (Deviation from Baseline)  
Green On Track  
Amber Forecast Overspend <5%  
Red Forecast Overspend >5%

			TIME					BUDGET						RISKS (BUDGET AND TIME)		
Nor West Arc	Project Title	Current Phase	Time Status	Status Trend (from last month)	Current Approved Delivery Date	Current Forecast Delivery Date	Time Comment (By Exception)	Budget Status	Status Trend (from last month)	Current Approved Budget	Current Forecast	Actuals to Date	Budget Comment (By Exception)	Risk Status	Risk Commentary (By Exception)	
	Section 3 - Major Cycleway - Nor' West Arc Route (Section 3) University to Harewood	Investigation and Scheme Design	Green (<30 days)	→	May-25	Jun-23		Green - On Track	→	\$10.8 M	\$10.7 M	\$0.9 M		Green		
	Programme Contingency - Nor' West Arc															
										Total	\$45.4 M	\$38.6 M	\$20.8 M			
Rapanui - Shag Rock	Section 3 - Major Cycleway - Rapanui Shag Rock Route (Section 3) Dyers to Ferry Road Bridge	Construction	Green (<30 days)	→	Jun-23	Jun-22		Green - On Track	→	\$9.0 M	\$9.0 M	\$3.7 M		Green		
	Programme Contingency - Major Cycleway Rapanui Shag Rock															
											Total	\$10.0 M	\$9.0 M	\$3.7 M		
South Express	Section 1 - Major Cycleway - South Express Route (Section 1) Hei Hei to Jones	Construction	Red (>61 days)	↑	Dec-22	Dec-23	The majority of the works are forecast for completion in March 2023, however the work at Gilberthorpes Road has KiwiRail dependency and will not be completed until later. The forecast completion will be updated as more certainty is available.	Green - On Track	→	\$9.2 M	\$9.2 M	\$3.0 M		Red	Status reflects the dependency on KiwiRail and the risk to both time and budget beyond what is forecast.	
	Section 2 - Major Cycleway - South Express Route (Section 2) Craven to Buchanans	Construction	Green (<30 days)	→	Dec-22	Dec-22		Green - On Track	→	\$15.5 M	\$15.5 M	\$0.7 M		Green	Work can continue on delivery of some of the route and construction is anticipated to start in FY23.	
	Section 3 - Major Cycleway - South Express Route (Section 3) Curletts to Old Blenheim	Construction	Green (<30 days)	→	Dec-21	Dec-21	Transport component of the works is primarily complete. The watermain and wastewater works in the same contract are due for completion in February.	Red (>5%)	→	\$15.9 M	\$17.2 M	\$14.8 M	Forecast reflects anticipated extension of time claim due to service clashes and additional drainage works required once the contractor was on site. Contingency at Programme level is expected to be required.	Green		
	Programme Contingency - Major Cycleway - South Express								Total	\$42.6 M	\$41.8 M	\$18.6 M				
Coastal Pathway	Coastal Pathway & Moncks Bay	Construction	Green (<30 days)	→	Nov-23	Nov-23		Green - On Track	→	\$16.2 M	\$15.8 M	\$1.2 M		Red	A recent Risk Workshop involving contractors, designers, project managers, planners, and asset owners has further informed the risk to the project and resulted in the change to a red status.	
	Programme Contingency - Coastal Pathway															Significant constraints to be worked through - minimal space in road corridor, clashes with existing services, traffic management, property issues, geotech, coastal marine environment (sensitive ecology, consenting, and complex engineering), stormwater/ flooding issues, archaeology.
											Total	\$17.7 M	\$17.3 M	\$1.2 M		
TOTAL SHOVEL READY										\$149.1 M	\$137.9 M	\$50.6 M				
Total Budget of \$149.1M is Shovel Ready funding plus historic costs																

EXTERNAL FUNDED PROJECTS  
Dec-21

Time (Deviation from Baseline)			Budget (Deviation from Baseline)		
Green	<30 days delay		Green	On Track	
Amber	31-60 days delay		Amber	Forecast Overspend <5%	
Red	>61 days delay		Red	Forecast Overspend >5%	

CROWN REGENERATION ACCELERATION FUND - CRAF (\$40M)														
Across all CRAF Transport Improvement projects listed below, further projects will be drawn down once scope has been defined to provide visibility of the confirmed initiatives.														
Project Title	Current Phase	TIME					BUDGET						RISKS (BUDGET AND TIME)	
		Time Status	Status Trend (from last month)	Current Approved Delivery Date	Current Forecast Delivery Date	Time Comment (By Exception)	Budget Status	Status Trend (from last month)	Current Approved Budget	Current Forecast	Actuals to Date	Budget Comment (By Exception)	Risk Status	Risk Commentary (By Exception)
Linwood & Woolston Roading & Transport Improvements	Investigation and Scheme Design	Green (<30 days)	→	Jun-26	Jun-26		Green - On Track	→	\$2.1 M	\$2.1 M	\$0.2 M		Green	
New Brighton Roading & Transport Improvements	Investigation and Scheme Design	Green (<30 days)	→	Jun-26	Jun-26		Green - On Track	→	\$2.1 M	\$2.1 M	\$0.1 M		Green	
Riccarton Roading & Transport Improvements	Investigation and Scheme Design	Green (<30 days)	→	Jun-26	Jun-26		Green - On Track	→	\$2.1 M	\$2.1 M	\$0.1 M		Green	
Richmond Roading & Transport Improvements	Investigation and Scheme Design	Green (<30 days)	→	Jun-26	Jun-26		Green - On Track	→	\$2.1 M	\$2.1 M	\$0.2 M		Green	
Spreydon, Somerfield, Waltham & Beckenham Roading & Transport Improvements	Investigation and Scheme Design	Green (<30 days)	→	Jun-26	Jun-26		Green - On Track	→	\$2.1 M	\$2.1 M	\$0.1 M		Green	
Road Safety Priorities Delivery Package (CRAF)	Construction	Green (<30 days)	→	Jun-24	Jun-24		Green - On Track	→	\$5.0 M	\$5.0 M	\$1.8 M		Green	
Public Transport Network Improvements	(Concept) Programme Planning	Green (<30 days)	→				Green - On Track	→	\$5.0 M	\$5.0 M	\$0.0 M		Green	
TOTAL CRAF										\$20.5 M (\$19.5m still to be allocated - refer progress update)				

CHRISTCHURCH EARTHQUAKE APPEAL TRUST (\$13.8M) and CROWN REGENERATION ACCELERATION FUND (\$40M)														
Project Title	Current Phase	TIME					BUDGET						RISKS (BUDGET AND TIME)	
		Time Status	Status Trend (from last month)	Current Approved Delivery Date	Current Forecast Delivery Date	Time Comment (By Exception)	Budget Status		Current Approved Budget	Current Forecast	Actuals to Date	Budget Comment (By Exception)	Risk Status	Risk Commentary (By Exception)
Ōtākaro Avon River Corridor - 3x Footbridges & Landing (CEAT)	Construction (Bridges) Procurement (Landing)	Green (<30 days)	→	Mar-22	Mar-22		Green - On Track	→	\$13.8 M	\$13.8 M			Green	
Ōtākaro Avon River Corridor - City to Sea Pathway, Ecological Restoration, Landings (CRAF)	Plan	Green (<30 days)	→	Jun-30	Jun-30		Green - On Track	→	\$40.0 M	\$40.0 M	\$5.1 M		Amber	Key programme risks relate to expectations around Third Party infrastructure, particularly Orion assets (escalated to CE level to be addressed initially with Orion counterpart, and consenting interpretations, particularly ECAN positions on contamination and passive groundwater take. Specific representative of ECAN has been appointed and is now a member of the Project Steering group to provide advice and support.  Other key risks captured in a programme wide register, actively managed and reviewed by PM, PCG and PSG meetings.
TOTAL CEAT AND CRAF										\$53.8 M	\$53.8 M	\$5.1 M		

Projects Delivered - Financial Year 2022

Budget (Deviation from Baseline)	
Green	Delivered on / Under Budget
Amber	Actual Overspend <5%
Red	Actual Overspend >5%

Time (Deviation from Baseline)	
Green	<30 days delay
Amber	31-60 days delay
Red	>61 days delay

Delivery Unit	Project ID	Project Title	Project Manager	Delivery Team	BUDGET	TIME
					Spend against budget	Delivery against Baseline
	358	Westmoreland Re-vegetation	Steve Gray	Parks Project Management	●	●
	56897	QEII Park Master Plan Delivery	Marcy McCallum	Parks Project Management	●	●
	56895	QEII Park Master Plan Fitness Station & Track Development	Marcy McCallum	Parks Project Management	●	●
	43670	Bexley Park Development	Steve Gray	Unknown	●	●
Vertical Capital Delivery	21129	Te Pou Toetoe Linwood Pool	Kent Summerfield	Anchor Projects & Major Facilities	●	●
Digital	64546	IT Asset Management Tool	Jason Diaper	Digital Service Operations	●	●
	60232	Alemba Platform Enhancement 2020	Andi Cossar	Digital Service Operations	●	●
	62022	C4HANA CCv2 Upgrade	Barrie Nunn	Digital Platform	●	●
	34955	Digital Office Microsoft 365	Nick Rayner	Digital Service Operations	●	●
	62013	Holidays Act Corrections	Deborah Murfin	Digital Platform	●	●
	66639	Vault Migration	Amanda Townsend	Digital Platform	●	●
	62018	Procurement Audit Actions and Continuous Improvement	Andi Cossar	Digital Platform	●	●
	61943	Migration of Contact Centre Solution to the cloud - Pure Connect to Pure Cloud	Andi Cossar	Digital Service Operations	●	●
Transport and Waste Management	32017	The Palms Public Transport Facilities	Luke Thomas	Project Management Transport	●	●
	17147	Manchester, Moorhouse & Pilgrim Intersection Improvement	Sandra Novais	Project Management Transport	●	●
	57717	Oxford Terrace Bollards at Hereford Street	Lindsay White	Project Management Transport	●	●
	1346	Cashmere, Hoon Hay & Worsleys Intersection Improvements	Pana Togiato	Project Management Transport	●	●
	52498	Eastgate Public Transport Hub Passenger Facilities Upgrade	Jenny Rankin	Project Management Transport	●	●
Three Waters	28742	SW Temporary Stop Bank Management (LDRP 507)	Kamal Narang	SW LDRP	●	●
	66208	WW Fitzgerald Avenue Brick Barrel Manhole	Marie Holland	WW Renewal Reticulation	●	●
	55802	WS North New Brighton Area & Bossu Road Submains Renewal	Peter McConnell	WS Renewal Reticulation	●	●
	58146	WS Port Hills Road Mains Renewals	Patrick Cantillon	WS Renewal Reticulation	●	●
	46181	SW Heathcote Dredging (LDRP 527)	Matt Jackson	SW LDRP	●	●
	51495	WS Addington Well Head Conversion (Package 5)	Grant Deeney	Water Supply Improvement	●	●
	49232	WW Flockton Street Mains Renewal	Peter McConnell	WW Renewal Reticulation	●	●
	33392	WW Settlers Crescent Odour Treatment (PM0052 Discharge)	Rohan Meissenheimer	WW New Reticulation	●	●
	56950	SW South New Brighton Set-Back Bund (Bridge Street to Jetty)	Joanne Golden	SW New	●	●
	55065	SW Jacksons Creek Reticulation Renewal (Brick Barrel) (Brougham to Barrie) (SWPipe ID 17624)	Midhun Joseph	SW Renewal	●	●
	49282	SW Wilkins Drain Concrete Lining Renewal (Holmwood Road) (80m)	Martin Densham	SW Renewal	●	●
Facilities, Property & Planning	59843	Social Housing Warm & Dry (Insulation)	Lisa Washington	Social Housing	●	●



## 12. Corporate Finance Report - December 2021

Reference Te Tohutoro: 22/53637

Report of Te Pou Matua: Bruce Moher, Head of Finance, [bruce.moher@ccc.govt.nz](mailto:bruce.moher@ccc.govt.nz)

General Manager Leah Scales, Acting General Manager Resources/CFO,

Pouwhakarae: [leah.scales@ccc.govt.nz](mailto:leah.scales@ccc.govt.nz)

### 1. Brief Summary

- 1.1 The purpose of this report is for the Finance and Performance Committee to be updated on Council's financial performance to 31 December 2021, including the current full year forecast, and to receive information relating to the Council's treasury and debtors risks, and insurance notifications.
- 1.2 Financial results to date and forecast are positive.
- 1.3 All treasury risk positions are within policy limits.
- 1.4 Rates and general debt at \$41.5 million is \$1.5 million higher than at 30 September 2021.
- 1.5 There was \$71,962 of debt written off in the 3 months to 31 December 2021.
- 1.6 There were 2 vehicle insurance claims and 1 liability claim against Council for the period.

### 2. Officer Recommendations Ngā Tūtohu

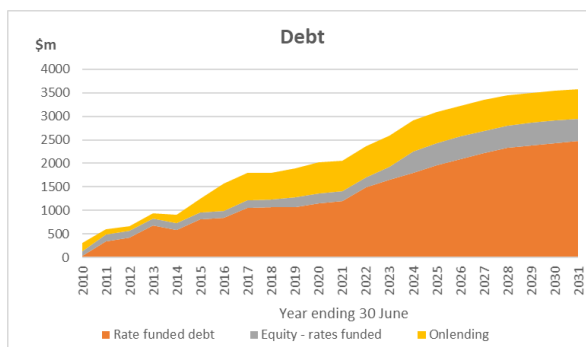
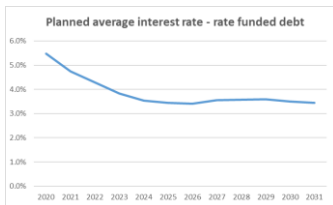
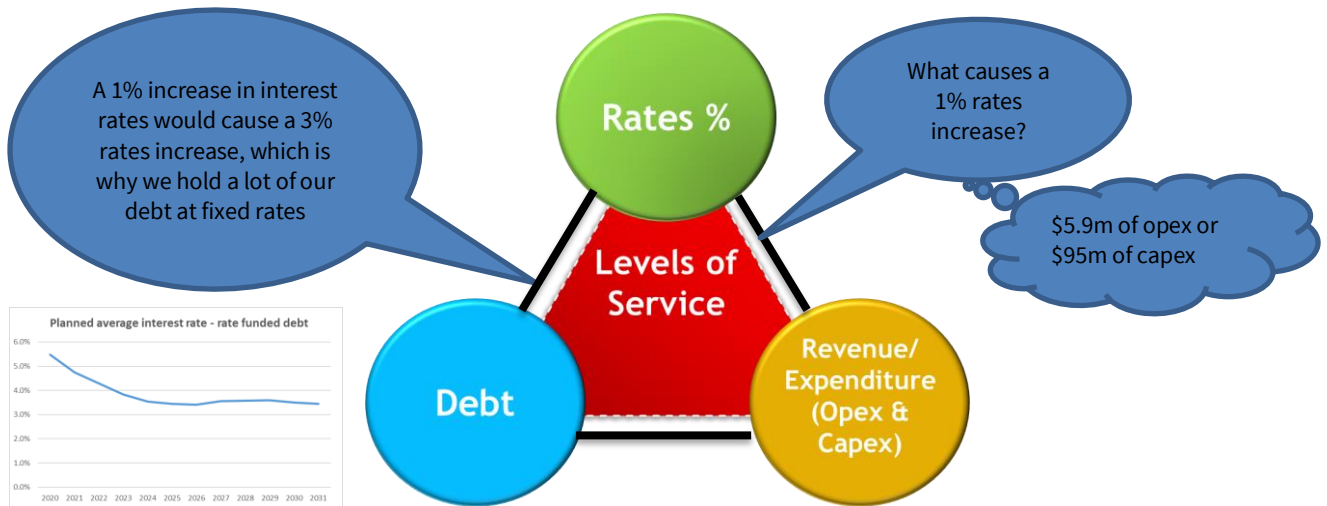
That the Finance and Performance Committee:

1. Receives the information in the Corporate Finance Report for December 2021.



### 3. Key Financial Statistics

	2020/21	Current Year
Rating Units	175,617	177,350 (+1.0%)
Rating Base (CV)	\$114.0b	\$116.7b (+2.4%)
Total Rates	\$557.2m	\$594.7m (+6.7%)
Increase to existing payers	3.80%	4.97%
Residential CV \$400k	\$2,312	\$2,417 (+4.54%)
CV \$509k (avg)	\$2,842	\$2,975 (+4.68%)
CV \$1m	\$5,239	\$5,500 (+4.98%)



#### Funding and Spending for 2021/22 (\$m)

Expenditure		Revenue	
Capex	634	Rates	595
Opex	501	Capital revenues	152
- interest	85	Fees and charges	145
Debt repayment	54	Dividends	20
Reserves	2	Interest	18
	1,276		929
The balancing factor is borrowing			347

### Historic and projected gross debt level

Scale of Business	\$m
Fixed assets and Infrastructure	12,673
Investments	3,211
Cash and other	309
Total assets	16,193
Less Debt	15% 2,366
Less other liabilities	3% 517
= Equity	82% 13,310

## 4. Financial Performance Overview

- 4.1 Financial information reported to Council covers two key areas.
- 4.1.1 Operational (expenditure and revenue) covers the day to day spend on staffing, operations and maintenance, and revenues.
- 4.1.2 Capital covers the capital programme spend and funding relating to it.
- 4.2 Operational revenue exceeds expenditure as it includes rates revenue for capital renewals and debt repayment. This revenue is referred to below as 'Funds not available for Opex' and removed from the Operational result.
- 4.3 There is currently an \$11.7 million (post COVID impact – ref. 4.4 – 4.5) forecast surplus for the year. This is an improvement of \$4.7 million from the September forecast. Driving the change is lower recycling processing fees (\$5 million), and a rebate of processing fees from prior years (\$1.4 million); partially offset by further impacts from extended Covid restrictions (\$1.5 million).
- 4.4 In this report Orange light COVID restrictions are forecast until 31 March 2022, with an adverse forecast impact of \$4.6 million.
- 4.5 The January forecast has been completed subsequent to this report based on Orange/Red light restrictions (immaterial impact between the two lights) continuing until the end of the financial year. This has a further impact of \$0.8 million on the reported \$11.7 million forecast due to a further deterioration within Recreation and Sport due to distancing requirements, recent mask requirement changes brought in by the Government, and provision for testing kits. Public behaviour changes when Omicron starts circulating in our community could have a further impact (but this is an unknown and not forecast). Any new required lockdowns or tightening of restrictions will impact the financials further.
- 4.6 The intention is to recommend use of \$7.25 million of the forecast surplus to avoid the current year's planned COVID borrowing.

\$m	Year to Date Results			Forecast Year End Results			After Carry Forwards	
	Actual	Plan	Var	Forecast	Plan	Var	Carry Fwd	Var
<b>Operational</b>								
Revenues	(398.6)	(386.4)	12.2	(804.6)	(791.1)	13.5	-	13.5
Expenditure	303.9	309.5	5.6	620.1	619.6	(0.5)	0.8	(1.3)
Funds not available for Opex	78.3	78.8	0.5	172.0	171.5	(0.5)	-	(0.5)
<b>Operating Surplus</b>	<b>(16.4)</b>	<b>1.9</b>	<b>18.3</b>	<b>(12.5)</b>	<b>-</b>	<b>12.5</b>	<b>0.8</b>	<b>11.7</b>
<b>Capital</b>								
Core/External Funded Programme	164.5	195.4	30.9	439.6	488.8	49.2	44.4	4.8
CMUA/Parakiore	33.0	42.7	9.7	107.4	119.4	12.0	12.0	-
Less unidentified Carry Forwards	-	-	-	(33.7)	-	33.7	33.7	-
<b>Capital Programme Expenditure</b>	<b>197.5</b>	<b>238.1</b>	<b>40.6</b>	<b>513.3</b>	<b>608.2</b>	<b>94.9</b>	<b>90.1</b>	<b>4.8</b>
Revenues and Funding	(133.0)	(141.8)	(8.8)	(300.1)	(303.2)	(3.1)	(10.0)	6.9
<b>Borrowing required</b>	<b>64.5</b>	<b>96.3</b>	<b>31.8</b>	<b>213.2</b>	<b>305.0</b>	<b>91.8</b>	<b>80.1</b>	<b>11.7</b>

## Operating Surplus

Full year forecast

**\$11.7m**

Budget

\$0m

**Key drivers:** Recycling processing fee savings and prior year rebate (\$6.4 million), higher Building/Resource Consent volumes (\$3.9 million – net of resourcing costs), higher rates revenue (\$2.4 million), personnel savings (\$2.2 million – excl. Consenting/capitalised IT), favourable interest/dividend revenues (\$2 million), insurance savings (\$1.1 million). Partially offset by COVID-19 restrictions impacts (\$4.6 million), and higher refuse disposal fees (\$1.3 million).

## Operating Revenue

Year to date **\$398.6m** ↑

Full year forecast

**\$804.6m** ↑

Budget

\$386.4m

Budget

\$791.1m

**Key drivers:** Higher Resource and Building consent revenues, Burwood Landfill, Recycling processing fee rebate, increased dividends, interest and rates revenues.  
(Ref. 5.1 for variances and explanations)

## Operating Expenditure

Year to date **\$303.9m** ↓

Full year forecast

**\$620.1m** ↑

Budget

\$309.5m

Budget

\$619.6m

**Key drivers:** YTD - recycling processing fee savings, timing of grants, water reform spend timing, Parks/Rec & Sport expenditure timing, Le Bons Bay Remediation timing, and lower insurance costs.  
Forecast is higher than budget due to additional costs required to service the high volumes of Resource/Building consents (offset by higher revenue).  
(Ref. 5.2 for variances and explanations)

## Capital Expenditure

Year to date **\$197.5m**

Forecast delivery

**\$513.3m**

Budget **\$608.2m**

Budget

\$238.1m

Forecast carry forwards

\$90.1m

15% of gross budget

**Comment:** Project managers have identified \$56.4 million relating to specific projects forecast to be carried forward. There is an additional \$33.7 million of forecast carry forwards yet to be specifically identified (forecast based on actuals to date and historical trend analysis).



## 5. Operational Details

Month Results			\$m	Year to Date Results			Forecast Year End Results			After Carry Forwards	
Actual	Budget	Var		Actual	Budget	Var	Forecast	Budget	Var	C/F	Result
(22.2)	(17.0)	5.2	Operating revenue	(86.6)	(76.4)	10.2	(164.8)	(157.3)	7.5	-	7.5
(2.1)	(3.5)	(1.4)	Interest and dividends	(14.9)	(14.5)	0.4	(46.8)	(43.2)	3.6	-	3.6
(0.4)	(0.3)	0.1	Rates income	(297.1)	(295.5)	1.6	(593.0)	(590.6)	2.4	-	2.4
<b>(24.7)</b>	<b>(20.8)</b>	<b>3.9</b>	<b>Revenue</b>	<b>(398.6)</b>	<b>(386.4)</b>	<b>12.2</b>	<b>(804.6)</b>	<b>(791.1)</b>	<b>13.5</b>	-	<b>13.5</b>
19.0	17.9	(1.1)	Personnel costs	105.3	101.2	(4.1)	210.7	206.1	(4.6)	-	(4.6)
(3.1)	(3.4)	(0.3)	Less recharged to capital	(19.9)	(19.8)	0.1	(41.8)	(39.2)	2.6	-	2.6
10.2	8.3	(1.9)	Grants and levies	35.5	37.6	2.1	57.4	57.6	0.2	0.2	0.0
13.1	14.1	1.0	Operating costs	87.7	93.6	5.9	189.2	193.0	3.8	0.3	3.5
8.2	9.9	1.7	Maintenance costs	51.1	53.1	2.0	114.7	113.9	(0.8)	0.3	(1.1)
7.6	7.4	(0.2)	Debt servicing	44.2	43.8	(0.4)	89.9	88.2	(1.7)	-	(1.7)
<b>55.0</b>	<b>54.2</b>	<b>(0.8)</b>	<b>Expenditure</b>	<b>303.9</b>	<b>309.5</b>	<b>5.6</b>	<b>620.1</b>	<b>619.6</b>	<b>(0.5)</b>	<b>0.8</b>	<b>(1.3)</b>
<b>30.3</b>	<b>33.4</b>	<b>3.1</b>	<b>Net Cost</b>	<b>(94.7)</b>	<b>(76.9)</b>	<b>17.8</b>	<b>(184.5)</b>	<b>(171.5)</b>	<b>13.0</b>	<b>0.8</b>	<b>12.2</b>
(0.9)	(1.0)	(0.1)	<b>Other Funding</b>	(4.9)	(5.0)	(0.1)	(6.8)	(6.9)	(0.1)	-	(0.1)
(6.1)	(3.3)	2.8	Transfers from Special Funds	(14.0)	(13.4)	0.6	(22.5)	(22.5)	-	-	-
-	-	-	Borrowing for Covid-19/capital grants/insurance claim	97.2	97.2	-	201.3	200.9	(0.4)	-	(0.4)
<b>(7.0)</b>	<b>(4.3)</b>	<b>2.7</b>	<b>Funds not available for Opex</b>	<b>78.3</b>	<b>78.8</b>	<b>0.5</b>	<b>172.0</b>	<b>171.5</b>	<b>(0.5)</b>	-	<b>(0.5)</b>
<b>23.3</b>	<b>29.1</b>	<b>5.8</b>	<b>Operating Deficit/(Surplus)</b>	<b>(16.4)</b>	<b>1.9</b>	<b>18.3</b>	<b>(12.5)</b>	-	<b>12.5</b>	<b>0.8</b>	<b>11.7</b>

Item 12

### Revenue

#### 5.1 Revenue variances YTD and year end forecast include:

- Increased Building and Resource Consent volumes (\$5.8 million YTD – Forecast \$8.5 million),
- Crown Water Reform revenue timing (\$4.7 million YTD),
- Rates revenues (\$1.6 million YTD – Forecast \$2.4 million) 2020/21 rating growth was higher than planned,
- Burwood Landfill revenue (\$2 million YTD/Forecast) – uncertainty surrounding the granting of the consent means this revenue is not guaranteed to continue for the remainder of the year,
- Recycling processing volume rebate from EcoCentral relating to prior financial years (\$1.4 million YTD/Forecast),
- Higher final 2020/21 Transwaste Canterbury Ltd dividend received (\$0.7 million YTD/Forecast), and,
- Higher interest revenues (\$1.3 million YTD - Forecast \$2.9 million).

Partially offsetting these are;

These are partially offset by forecast COVID-19 restrictions impacts (\$2.8 million YTD – Forecast \$4.5 million), mainly within Recreation and Sport fees and charges, parking and compliance revenues, commercial rental relief, shops, libraries, and petroleum tax.

## Expenditure

5.2 Expenditure variances YTD and forecast include:

- Slower spend across the Three Waters activities (\$2.6 million YTD) – due to timing of the Water Reform programme,
- Lower recycling processing charges (net of increased disposal of contaminated loads) (\$2.4 million YTD – Forecast \$3.7 million),
- Slower timing of grant payments (\$2.1 million YTD),
- Lower Parks operating costs (\$1.1 million YTD – Forecast \$0.4 million) – managing costs to cover loss of COVID related revenues,
- Slower Recreation and Sport expenditure (\$1 million YTD) – forecasting \$0.4 million to be carried forward (ref. Attachment A note 4),
- Le Bons Bay Remediation delays (\$0.8 million YTD),
- Lower Insurance premiums (\$0.6 million YTD – Forecast \$1.1 million),
- Personnel costs (excluding Building/Resource Consenting/capitalised IT costs) (\$0.7 million higher YTD, driven by timing of Annual Leave accrual – Forecast \$2.2 million saving),
- Higher debt servicing costs (\$0.4 million YTD – Forecast \$1.7 million) – offset by higher interest revenues,
- Higher Burwood Landfill operation costs (*offset by higher revenues*) (\$0.7 million YTD – Forecast \$1.1 million) – due to extended time landfill has been operating,
- Procurement savings budget - unlikely to be found due to the impact of the living wage decision (Forecast - \$0.7 million),
- Earlier Transport spend (\$1 million YTD),
- Increased costs to service due to increased volumes in Building/Resource Consents (\$3.2 million YTD - \$5.0 million forecast) – these are driving the higher personnel costs seen in the financial table above.

5.3 The net cost of individual activities is shown in **Attachment A**.

## 6. Capital Programme

\$m	Year to Date Results			Forecast Year End Results			After Carry Forwards	
	Actual	Plan	Var	Forecast	Plan	Var	C/F	Result
Communities & Citizens	28.5	44.4	15.9	95.0	109.2	14.2	13.6	0.6
Flood Protection and Control Works	7.1	15.0	7.9	29.7	37.7	8.0	8.0	-
Housing	5.1	4.3	(0.8)	7.8	7.4	(0.4)	(0.1)	(0.3)
Parks, Heritage & Coastal Environment	16.7	22.1	5.4	43.0	40.1	(2.9)	(2.9)	-
Solid Waste & Resource Recovery	1.8	8.5	6.7	5.0	19.6	14.6	14.1	0.5
Stormwater Drainage	6.1	7.6	1.5	17.8	21.6	3.8	3.4	0.4
Strategic Planning & Policy	0.2	0.3	0.1	0.8	0.9	0.1	-	0.1
Transport	51.5	52.1	0.6	145.6	146.1	0.5	0.5	-
Wastewater	28.1	25.9	(2.2)	58.4	61.2	2.8	2.8	-
Water Supply	26.1	24.9	(1.2)	61.9	62.9	1.0	0.5	0.5
Corporate Capital	26.3	33.0	6.7	82.0	101.5	19.5	16.5	3.0
<b>Gross Capital Spend</b>	<b>197.5</b>	<b>238.1</b>	<b>40.6</b>	<b>547.0</b>	<b>608.2</b>	<b>61.2</b>	<b>56.4</b>	<b>4.8</b>
Unidentified Carry forwards	-	-	-	(33.7)	-	33.7	33.7	-
<b>Capital Programme Expenditure</b>	<b>197.5</b>	<b>238.1</b>	<b>40.6</b>	<b>513.3</b>	<b>608.2</b>	<b>94.9</b>	<b>90.1</b>	<b>4.8</b>
Development Contributions	(18.9)	(12.1)	6.8	(32.0)	(24.3)	7.7	-	7.7
Less DC Rebates	0.1	3.7	3.6	4.4	7.4	3.0	3.0	-
Crown Recoveries	(27.3)	(40.5)	(13.2)	(81.7)	(95.0)	(13.3)	(13.3)	-
NZTA Capital Subsidy	(9.4)	(10.0)	(0.6)	(21.0)	(20.0)	1.0	1.7	(0.7)
Venues Ōtautahi recovery - Town Hall	(0.1)	-	0.1	(0.4)	-	0.4	-	0.4
Misc Capital Revenues	(3.1)	(4.7)	(1.6)	(10.2)	(9.7)	0.5	(1.5)	2.0
Asset Sales	(0.7)	(3.5)	(2.8)	(6.8)	(7.0)	(0.2)	-	(0.2)
<b>Capital Revenues</b>	<b>(59.4)</b>	<b>(67.1)</b>	<b>(7.7)</b>	<b>(147.7)</b>	<b>(148.6)</b>	<b>(0.9)</b>	<b>(10.1)</b>	<b>9.2</b>
Rates for Renewals	(70.0)	(70.0)	-	(146.9)	(146.5)	0.4	-	0.4
Reserve Drawdowns	(3.6)	(4.7)	(1.1)	(5.4)	(8.0)	(2.6)	0.1	(2.7)
<b>Other Available Funding</b>	<b>(73.6)</b>	<b>(74.7)</b>	<b>(1.1)</b>	<b>(152.3)</b>	<b>(154.5)</b>	<b>(2.2)</b>	<b>0.1</b>	<b>(2.3)</b>
<b>Borrowing Required</b>	<b>64.5</b>	<b>96.3</b>	<b>31.8</b>	<b>213.3</b>	<b>305.1</b>	<b>91.8</b>	<b>80.1</b>	<b>11.7</b>

### Capital Expenditure

- 6.1 Gross capital expenditure of \$197.5 million has been incurred year to date. A further \$315.8 million is forecast to be spent by year end. The \$513.3 million forecast spend is based on a Core/External Funded delivery of \$405.9 million, plus forecast spend of \$107.4 million on Te Kaha and Parakiore projects.
- 6.2 Communities and Citizens slower forecast spend is driven by the South West Leisure Centre (\$6.3 million), and Parakiore (\$5.2 million) projects.
- 6.3 Solid Waste & Resource Recovery slower forecast spend reflects the Organics Processing Plant Development (\$14.9 million). The September Council resolution means that this project moves back to the Plan phase. No additional spend until a further resolution is made.
- 6.4 Corporate capital slower forecast spend is driven by the Te Kaha (\$13 million) and Performing Arts Precinct (\$4.1 million) projects. Forecast savings after carry forwards reflect a forecast under spend on the Town Hall (\$2.6 million).

### Capital Revenues

- 6.5 Development contributions are higher than budget year to date because new development has been higher than anticipated. Development contribution rebates have been slower than planned, pending compliance with the scheme criteria.

- 6.6 Crown recoveries are slower year to date, driven by timing of Shovel Ready revenues (\$10.4 million), forecast to be \$0.3 million lower at year end. Based on project spend for Te Kaha, recoveries are \$3.4 million slower year to date, forecast to be \$13 million behind budget by year end.
- 6.7 The slower borrowing requirement forecast of \$91.8 million, is due to the lower capital programme forecast delivery. There is a permanent lower borrowing requirement forecast of \$11.7 million, due to higher development contributions forecast to be drawn down, forecast savings within the capital programme, and better than budgeted water connection fee revenues.

## 7. Special Funds

- 7.1 The current and forecast movements and balance of the Housing Account, Capital Endowment Fund and Earthquake Mayoral Relief Fund are shown in **Attachment B**.
- 7.2 The forecast balance of 2021/22 funds available for allocation from the Capital Endowment Fund at 31 December 2021 was \$872,007.

## 8. Treasury

- 8.1 Standard and Poors (S&P) annual review of Councils credit rating resulted in our outlook being upgraded from stable to positive. This is very good news and suggests a one in three possibility of an upgrade in the next 2 years. The rationale for the upgrade was based around strong financial management, reflected in the positive operating results and delivery of the capital programme in recent times. Christchurch was one of only two upgrades in the 50 Council's S&P review, with the overall national trend being negative.

### Borrowing, Advances to Related Parties, and Bank Deposits

- 8.2 Council's Borrowing (excluding finance leases) and treasury-related Advances are shown below:

	Current	YTD Change
Gross Borrowing	2,159,115,000	118,750,000
Advances to Related Parties	686,981,062	12,987,250
<b>Rates-Funded Borrowing</b>	<b>1,472,133,938</b>	<b>105,762,750</b>

- 8.3 Gross Borrowing increased \$72.3 million in the quarter – \$4.8 million to fund a net increase in Advances, plus \$67.5 million of new rates-funded debt incurred in advance of requirements to take advantage of favourable borrowing margins.
- 8.4 Borrowing in advance of requirements has resulted in higher working capital cash holdings (\$227 million, up \$30 million in the quarter). This will be reduced over coming months.
- 8.5 By financial year-end, rates-funded borrowing is expected to be unchanged, with working capital cash falling to around \$135 million.

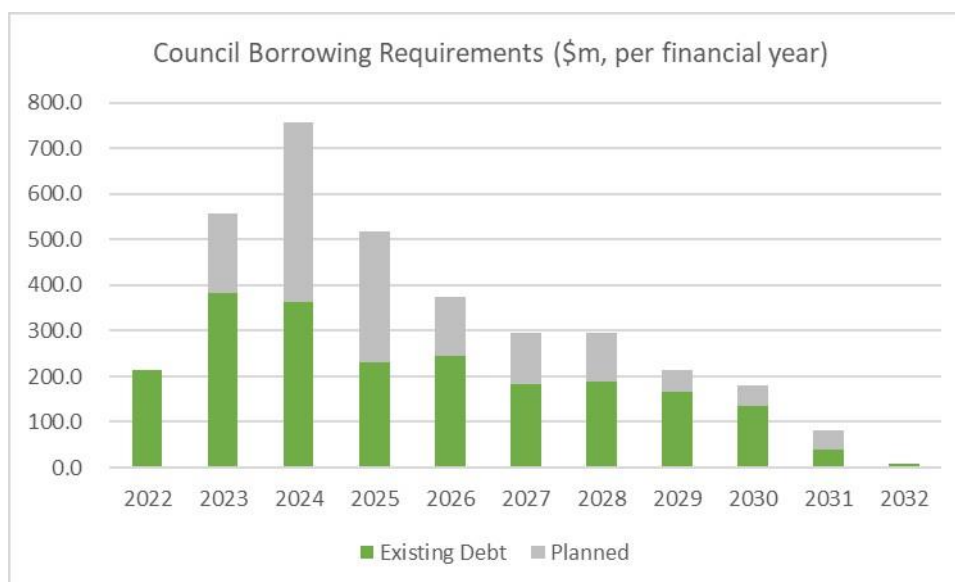
### Policy Compliance

- 8.6 All Treasury risks are within Policy limits:

Risk Area	Compliance?
Liquidity Risk	Yes
Funding Risk	Yes
Interest Rate Risk	Yes
Counterparty Credit Risk	Yes

## Funding & Interest Rates

- 8.7 Council's projected funding needs per financial year are shown in the chart below for the maturity of existing gross borrowing (green) and expected new borrowing requirements (grey). There is a significant concentration risk in the 2024 year which is subject to on-going management.



- 8.8 Council's interest rate risk is managed to reduce the volatility of interest costs from year to year – the bulk of existing borrowings have been hedged to fixed interest rates for at least the next three years. The average interest rate on rates-funded borrowing is therefore expected to be relatively stable over the next three years, despite recent market increases, as shown in the table below.

*Estimated average cost of funding, by financial year*

	FY22	FY23	FY24
<b>Rates-Funded Debt</b>	4.4%	4.3%	4.1%

## 9. Rates Arrears

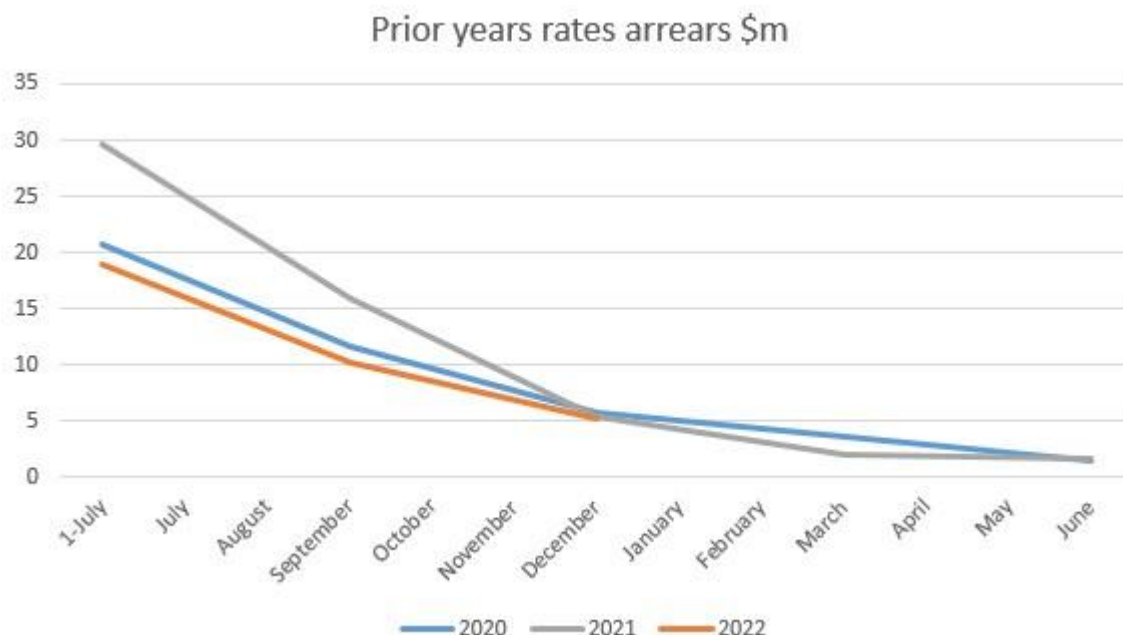
- 9.1 The table below highlights rates invoices and arrears. The arrears ignore ratepayers in credit who have paid in advance of the next instalment date.

2021/22				
\$m	Invoiced to 31 Dec 2021	<b>Total outstanding</b>	Current year outstanding	Prior years arrears
Christchurch City Council	340.4	19.9	15.2	4.7
Environment Canterbury	43.9	2.6	2.0	0.6

- 9.2 Total outstanding rates debt is \$22.5 million compared to \$23.4 million at 30 September 2021.
- 9.3 Prior year debt (owing as at 30 June 2021) has reduced from \$18.7 million to \$5.3 million, consistent with previous years. Of the \$5.3m, \$4.4m relates to the year ended 30 June 2021.
- 9.4 Arrears are actively managed to the extent possible. Options include payment plans, direct debit arrangements, and rates postponement where appropriate. Prior year rates arrears are



subject to the normal debt recovery processes for prior year rates, including notifications, formal demands, and legal action.



- 9.5 Excess water rates debt is \$0.58 million. This has decreased \$0.41 million from 30 September 2021. Commercial billing is invoiced on a rolling quarterly basis. Of the current debt, \$0.19 million is greater than 90 days old.

\$m	Dec-21	Sep 21	Jun 21	Mar 21	Dec 20
Excess water rates debtors	0.58	0.99	0.96	1.12	0.23

## 10. General Debt

Non -rates debt increased \$2.4 million from 30 September 2021 to \$19.0 million. Of this, \$11.2 million has since been paid relating to the funding for Te Kaha, \$1.3 million relating to development contributions, and \$0.98 million relating to an ECAN infrastructure claim. Of the remaining debt, \$0.40 million is owed relating to Turanga Partnership Funding.

- 10.1 Debt aging profile is as follows. Overdue debt is 2% of total debt.

General Debt	Current	Due	Overdue	Total
\$m	(less than 30 days)	(between 30 and 90 days)	(greater than 90 days)	
31 Dec 2021	17.5	1.1	0.4	19.0
30 Sep 2021	15.4	0.8	0.4	16.6

10.2 Analysis shows:

	Dec 21 \$m	Sep 21 \$m	Movement	Dec 21 %	Sep 21 %
<b>All non-rates debt</b>	<b>19.0</b>	<b>16.6</b>	<b>Up</b>	<b>100</b>	<b>100</b>
Greater than \$5k < \$1m	5.2	4.7	Up	27	28
Greater than \$1m	12.4	10.4	Up	65	63
<b>Debt Category</b>					
General	14.4	13.1	Up	75	79
Resource Consent	2.5	1.1	Up	13	7
Building Consent	1.7	1.9	Down	9	11
Health	0.1	0.2	Down	1	1
Infringements	0.2	0.2	No change	1	1
Others	0.1	0.1	No change	1	1



### General Debt Written Off

- 10.3 General debts of \$0.07 million have been written-off in the three months to 31 December 2021 consistent with what was written off in the prior three months.
- 10.4 Library debt written off comprises a large number of relatively small amounts where the debt collection agency has been unable to locate the debtor or the debtor has refused to pay. Only amounts over \$30 are referred to the debt collection agency for collection. Given the recent council decision, this will cease from 1 March.
- 10.5 A summary report of debtors written off in 2021/22 by month is provided as **Attachment C**.




## 11. Insurance Claims

The table below outlines the number of events that have been notified by Council against its insurance policies as well as claims against Council from third parties for the quarter ending December 2021.

	Policy	Claims / Notifications		Estimated Cost
		Above excess	Below excess	
Claims by Council	Motor Vehicle	1	1	\$40,000
	Material damage	1	0	\$TBC
Claims against Council	PI / PL	1	0	\$TBC

- 11.1 Council's insurer has accepted the claim for the Trickling Filter fire at the Christchurch Wastewater Treatment Plant on November 1. An initial payment of \$10 million was received in late November and offsetting budgets created to reflect the operational expenditure incurred to date.
- 11.2 The total quantum of the claim for this event remains unknown at this stage while damage assessments and reconfiguration of the plant are underway. Updates on this claim will be reported to the Insurance Subcommittee, in accordance with the updated Terms of Reference for this Subcommittee.

## Attachments Ngā Tāpirihanga

No.	Title	Page
A 	Financial Performance	364
B 	Special Funds	368
C 	Debtors Written Off Summary	369

Additional background information may be noted in the below table:

Document Name	Location / File Link
Nil	Nil

## Confirmation of Statutory Compliance Te Whakatūtutanga 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>	Denise Yee - Treasury Accountant Ryan McLachlan - Reporting Accountant Andrew Jefferies - Manager Rates Revenue Steve Ballard - Group Treasurer Brett Hales - Manager Transactions Adrian Seagar - Senior Insurance Specialist
<b>Approved By</b>	Bruce Moher - Acting Head of Finance Leah Scales - Acting General Manager Resources/Chief Financial Officer

## Attachment A – Financial Performance

### Activity Operating Results

		Year to Date Results			Forecast Year End Results				
\$000's		Actual	Plan	Var	Forecast	Plan	Var	Net C/F	Result
Christchurch Art Gallery	1	5,210	5,591	381	10,988	11,321	333	-	333
Canterbury & Akaroa Museums		5,963	5,956	(7)	9,065	9,139	74	-	74
Libraries	2	22,283	23,098	815	45,962	47,276	1,314	-	1,314
Community Development and Facilities	3	10,312	11,274	962	17,995	18,276	281	-	281
Recreation, Sports, Comm Arts & Events	4	13,236	15,927	2,691	28,785	32,628	3,843	416	3,427
Civil Defence Emergency Management		763	914	151	1,897	1,897	-	-	-
Citizen and Customer Services		4,573	4,466	(107)	9,012	8,937	(75)	-	(75)
<b>Communities &amp; Citizens</b>		<b>62,340</b>	<b>67,226</b>	<b>4,886</b>	<b>123,704</b>	<b>129,474</b>	<b>5,770</b>	<b>416</b>	<b>5,354</b>
Economic Development		7,904	7,887	(17)	15,782	15,784	2	-	2
Civic & International Relations		485	553	68	1,113	1,104	(9)	-	(9)
<b>Economic Development</b>		<b>8,389</b>	<b>8,440</b>	<b>51</b>	<b>16,895</b>	<b>16,888</b>	<b>(7)</b>	<b>-</b>	<b>(7)</b>
Flood Protection & Control Works		1,934	2,074	140	3,982	4,165	183	-	183
<b>Flood Protection and Control Works</b>		<b>1,934</b>	<b>2,074</b>	<b>140</b>	<b>3,982</b>	<b>4,165</b>	<b>183</b>	<b>-</b>	<b>183</b>
Governance & Decision Making	5	6,733	7,083	350	13,876	14,192	316	-	316
Office of Mayor & Chief Executive		1,038	1,170	132	2,205	2,389	184	-	184
<b>Governance</b>		<b>7,771</b>	<b>8,253</b>	<b>482</b>	<b>16,081</b>	<b>16,581</b>	<b>500</b>	<b>-</b>	<b>500</b>
Community Housing	6	3,122	3,260	138	(955)	(310)	645	-	645
<b>Housing</b>		<b>3,122</b>	<b>3,260</b>	<b>138</b>	<b>(955)</b>	<b>(310)</b>	<b>645</b>	<b>-</b>	<b>645</b>
Parks and Foreshore	7	34,779	32,812	(1,967)	73,552	67,624	(5,928)	50	(5,978)
Parks Heritage Management		1,092	1,321	229	2,738	2,998	260	-	260
<b>Parks, Heritage &amp; Coastal Environment</b>		<b>35,871</b>	<b>34,133</b>	<b>(1,738)</b>	<b>76,290</b>	<b>70,622</b>	<b>(5,668)</b>	<b>50</b>	<b>(5,718)</b>
Solid Waste & Resource Recovery	8	19,437	24,060	4,623	42,391	47,604	5,213	-	5,213
<b>Solid Waste &amp; Resource Recovery</b>		<b>19,437</b>	<b>24,060</b>	<b>4,623</b>	<b>42,391</b>	<b>47,604</b>	<b>5,213</b>	<b>-</b>	<b>5,213</b>
Regulatory Compliance & Licencing	9	815	1,273	458	4,681	5,076	395	-	395
Building Regulation	10	94	1,046	952	455	2,196	1,741	-	1,741
Resource Consenting	11	(919)	930	1,849	(2)	2,237	2,239	-	2,239
Land & Property Information Services	12	(1,122)	(655)	467	(1,657)	(1,308)	349	-	349
<b>Regulatory &amp; Compliance</b>		<b>(1,132)</b>	<b>2,594</b>	<b>3,726</b>	<b>3,477</b>	<b>8,201</b>	<b>4,724</b>	<b>-</b>	<b>4,724</b>
Stormwater Drainage	13	18,940	20,951	2,011	42,117	43,516	1,399	-	1,399
<b>Stormwater Drainage</b>		<b>18,940</b>	<b>20,951</b>	<b>2,011</b>	<b>42,117</b>	<b>43,516</b>	<b>1,399</b>	<b>-</b>	<b>1,399</b>
Strategy Planning, Future Devlp & Regen	14	12,132	13,172	1,040	21,864	22,152	288	200	88
Public Information & Participation		2,910	3,135	225	6,095	6,310	215	-	215
<b>Strategic Planning &amp; Policy</b>		<b>15,042</b>	<b>16,307</b>	<b>1,265</b>	<b>27,959</b>	<b>28,462</b>	<b>503</b>	<b>200</b>	<b>303</b>

Attachment A – Financial Performance as at 31 December 2021

		Year to Date Results			Forecast Year End Results				
\$000's		Actual	Plan	Var	Forecast	Plan	Var	Net C/F	Result
Transport Access	15	48,624	45,183	(3,441)	98,516	96,366	(2,150)	-	(2,150)
Transport Environment	16	4,152	4,794	642	10,585	9,965	(620)	-	(620)
Transport Safety		2,152	2,155	3	4,501	4,535	34	-	34
<b>Transportation</b>		<b>54,928</b>	<b>52,132</b>	<b>(2,796)</b>	<b>113,602</b>	<b>110,866</b>	<b>(2,736)</b>	-	<b>(2,736)</b>
WW Collection, Treatment & Disposal	17	50,860	49,161	(1,699)	112,233	110,790	(1,443)	-	(1,443)
<b>Wastewater</b>		<b>50,860</b>	<b>49,161</b>	<b>(1,699)</b>	<b>112,233</b>	<b>110,790</b>	<b>(1,443)</b>	-	<b>(1,443)</b>
Water Supply	18	29,707	37,309	7,602	73,139	73,139	-	-	-
<b>Water Supply</b>		<b>29,707</b>	<b>37,309</b>	<b>7,602</b>	<b>73,139</b>	<b>73,139</b>	-	-	-
<b>Groups of Activities</b>		<b>307,209</b>	<b>325,900</b>	<b>18,691</b>	<b>650,915</b>	<b>659,998</b>	<b>9,083</b>	<b>666</b>	<b>8,417</b>
Corporate Revenues & Expenses	19	(269,411)	(265,102)	4,309	(565,546)	(559,222)	6,324	-	6,324
Capital Revenues	20	(58,638)	(63,610)	(4,972)	(140,603)	(141,586)	(983)	(10,090)	9,107
ISPs & Eliminated Internals	21	5,745	3,691	(2,054)	10,998	11,049	51	100	(49)
<b>Net Cost of Service (excl Vested)</b>		<b>(15,095)</b>	<b>879</b>	<b>15,974</b>	<b>(44,236)</b>	<b>(29,761)</b>	<b>14,475</b>	<b>(9,324)</b>	<b>23,799</b>
Misc P&L Unallocated		2	-	(2)	1	-	(1)	-	(1)
Vested Asset Income	22	(10,042)	(46,213)	(36,171)	(53,648)	(54,713)	(1,065)	-	(1,065)
<b>Total Net Cost of Service</b>		<b>(25,135)</b>	<b>(45,334)</b>	<b>(20,199)</b>	<b>(97,883)</b>	<b>(84,474)</b>	<b>13,409</b>	<b>(9,324)</b>	<b>22,733</b>

Note the Net Cost of Services differs from the Operating result due to the inclusion of capital revenues and depreciation.

## Notes

- Christchurch Art Gallery variances are due to lower depreciation than budgeted (\$0.3 million year to date - \$0.5 million forecast), driven by reassessed lives for buildings resulting from revaluations. Revenues are forecast to be \$0.1 million lower due to loss of revenue from commercial hire, donations and facility hire driven by COVID-19.
- Libraries variances are driven by lower depreciation (\$0.8 million year to date - \$1.6 million forecast), driven by reassessed lives for buildings resulting from revaluations. Library charges are forecast to be \$0.3 million lower, as a result of the lockdown and implementation of vaccine passports. The visitor numbers have had a significant decline in the last two years due to COVID-19 and the trend is not expected to change in the foreseeable future.
- Community Development and Facilities year to date variance is mainly due to timing of grant expenditure (\$0.6 million), and lower depreciation (\$0.2 million year to date - \$0.5 million forecast) driven by reassessed lives for buildings resulting from revaluations. Reflected in the forecast are higher rates remissions than budgeted (\$0.2 million).
- Recreation, Sports, Community Arts and Events variance year to date is driven by lower depreciation (\$2.8 million), forecast to be \$5.4 million lower (driven by reassessed lives for buildings resulting from revaluations). COVID-19 alert level impacts of \$2.0 million are forecast, this incorporates the COVID-19 restrictions experienced to date and assumes orange traffic light restrictions until 31 March 2022. The carry forwards signalled in the forecast reflect \$0.25 million of Orangetheory stadium maintenance (this years is covered by funding from the Stadium Trust wind up), carry forward of budget signalled due to possibility of additional maintenance required in the next financial year. Budget is also signalled to be carried forward for the new Recreation, Sports and Events website which has been delayed (\$0.15 million).
- Governance and Decision Making below budget spend is due to lower personnel costs (\$0.2 million year to date - \$0.3 million forecast) driven by vacancies.
- Community Housing variance is due to lower depreciation (\$0.3 million year to date - \$0.6

Attachment A – Financial Performance as at 31 December 2021

- million forecast) driven by reassessed lives for buildings resulting from revaluations.
7. Parks and Foreshore variances are the result of higher depreciation (\$2.9 million year to date - \$6.4 million forecast) following the parks revaluation. Operating costs are \$0.9 million lower year to date due to timing of service contract spend, security services, and rates (mainly in Residential Red Zone, properties are still being handed over to the team). The forecast includes operating cost savings (\$0.2 million), due to lower rates driven by a delay in Red Zone properties being handed over, and lower personnel costs (\$0.2 million).
  8. Solid Waste and Resource Recovery variances are driven by lower recycling processing fees (\$3.1 million year to date - \$5 million forecast), as a result of higher bucket prices and disposing contaminated loads to landfill which has an increased cost of \$0.7 million year to date (\$1.3 million forecast). The Burwood Landfill operation has favourable variances of \$1.3 million year to date (\$0.8 million forecast) - revenues are \$2 million higher year to date (\$1.7 million forecast) and are partially offset by unbudgeted maintenance costs of \$0.7 million (\$0.9 million forecast). The apparent conservative forecast is due to uncertainty regarding the ongoing consent for the site to operate. A slower than budgeted spend on the Le Bons Bay Remediation project (\$0.7 million) is contributing to the year to date variance. Depreciation is \$0.4 million lower year to date (\$0.6 million forecast).
  9. Regulatory Compliance and Licencing favourable variances year to date are due to timing of revenues (\$0.4 million). Personnel savings of \$0.3 million are forecast (\$0.1 million year to date), year to date variance includes an annual leave accrual of \$0.1 million, with leave forecast to be taken by year end.
  10. Building Regulation variances are due to the increased volumes of Building Consents being processed. Revenues are \$2.9 million higher year to date (\$4.9 million forecast); partially offset by increased expenditure to service the higher volumes (\$2 million year to date - \$3.2 million forecast).
  11. Resource Consenting variances are due to higher volumes. Revenues are up \$2.9 million year to date (\$3.6 million forecast), partially offset by increased expenditure of \$1.1 million year to date (\$1.4 million forecast).
  12. Land and Property Information Services variances are due to higher volumes resulting from the buoyant property market.
  13. Stormwater Drainage below budget spend year to date is mainly due to lower maintenance costs (\$1.6 million). One of the main reasons for this is that the infrastructure across the city has been renewed rather than repaired (thereby utilising capital budgets for much of their work as opposed to operational budgets for repairs). This is reflected in the forecast.
  14. Strategy Planning, Future Development and Regeneration year to date variance is driven by timing of grants (\$1 million). These include Innovation and Sustainability, Heritage, City Place Making, Biodiversity, and EV charging. There is a \$0.2 million carry forward forecast for EV charging grants.
  15. Transport Access variances are mainly due to lower revenues (\$1.4 million year to date - \$1.9 million forecast), driven by the lockdown due to lower parking and enforcement revenues and traffic management. Maintenance costs are \$1.7 million higher year to date, which is timing.
  16. Transport Environment below budget spend year to date is due to timing of expenditure (\$0.9 million), resulting from reduced maintenance over lockdown; forecasting to be materially in line with budget for the full year. Partially offsetting this is higher depreciation (\$0.3 million year to date - \$0.7 million forecast).
  17. Wastewater Collection, Treatment and Disposal variances are due to higher maintenance costs (\$1.1 million), these costs have been consistently over spent over the years although are trending down slightly due to better management and utilisation of maintenance contracts. Timing of Trade Waste charges (\$0.6 million) are contributing to the year to date variance. The forecast reflects higher maintenance costs being incurred.
  18. Water Supply year to date variance is due to Crown Water Reform revenues (\$6.1 million), the

Attachment A – Financial Performance as at 31 December 2021

actual Water Reform revenues need to be analysed to ensure the split is appropriate across the activities. Expenditure is \$1.4 million lower year to date driven by timing of Water Reform projects.

19. Corporate Revenues and Expenses variances are due to a higher rates revenues (\$1.6 million year to date - \$2.4 million forecast) resulting from higher 2020/21 growth than planned, prior year recycling processing fee rebate (\$1.4 million year to date and forecast), lower net interest costs (\$0.9 million year to date - \$1.2 million forecast), and lower insurance premiums (\$0.6 million year to date - \$1.1 million forecast).
20. Capital revenues - year to date Crown and Earthquake Appeal recoveries are \$16.2 million slower than budget due to timing of spend on Shovel Ready, Canterbury Multi Use Arena (CMUA) and Ōtākaro Avon River Corridor projects; these partially offset by higher development contributions \$6.8 million and slower development contribution rebates (\$3.6 million). Crown Recoveries are forecast to be \$13.3 million slower and will be carried forward (due to slower forecast CMUA spend); partially offset by higher forecast development contributions (\$7.7 million), and slower development contribution rebates (\$3 million – to be carried forward). Higher water connection fees of \$1.4 million are also forecast.
21. Internal Service Providers and Eliminated Internals year to date variance is mainly due to lower Crown Water Reform revenues (\$0.9 million); the actual Water Reform revenues need to be analysed to ensure the split is correct across the activities. Timing of insurance claim preparation and management costs (\$0.7 million) also contribute.
22. The Vested assets budget year to date includes \$37.7 million relating to the Canterbury Multi Use Arena Land. A small portion of land was transferred across to Council from the Crown in December, totalling \$2.5 million. The remainder of the land was transferred across in January, with the value being assessed.



## Attachment B - Special Funds

\$000's	Year to Date Results			Forecast Year End Results			After Carry Forwards	
	Act/YTD	Plan/YTD	Variance	Forecast	Plan Year	Variance	Carry Fwd	Variance
<b>Housing Development Fund</b>								
1 July Opening Balance	2,853	2,853	-	2,853	2,853	-	-	-
Income	5,223	5,642	(419)	15,298	15,798	(500)	-	(500)
Operating expenditure	(5,702)	(5,919)	217	(9,022)	(9,522)	500	-	500
Capital expenditure	(5,107)	(4,336)	(771)	(7,783)	(7,354)	(429)	(85)	(344)
Interest on fund balance	1	(3)	4	(1)	(7)	6	-	6
Balance	(2,732)	(1,763)	(969)	1,345	1,768	(423)	(85)	(338)
<b>Capital Endowment Fund</b>								
Capital Balance	104,337	104,337	-	104,337	104,337	-	-	-
<b>Income Distribution</b>								
1 July Opening Balance	1,983	1,983	-	1,983	1,983	-	-	-
Income	1,579	1,579	-	3,121	3,132	(11)	-	(11)
Less: Expenditure								
Christchurch NZ	(669)	(769)	100	(1,539)	(1,539)	-	-	-
Park Rangers	(195)	(195)	-	(390)	(390)	-	-	-
Environmental / Climate Change Partnership Fund	(280)	(175)	(105)	(350)	(350)	-	-	-
Metropolitan Discretionary Response Fund	-	-	-	(250)	(250)	-	-	-
Innovation and sustainability grants	(82)	(159)	77	(159)	(159)	-	-	-
City Mission - 275 Hereford Street	-	-	-	(155)	(155)	-	-	-
Summit Road Society	-	(150)	150	(150)	(150)	-	-	-
Papatipu Rūnanga Partnership	(85)	(43)	(42)	(85)	(85)	-	-	-
Healthier Homes Canterbury	-	-	-	(80)	(80)	-	-	-
Upper Riccarton Domain Development	-	-	-	(70)	(70)	-	-	-
Botanic D'Lights	-	(64)	64	(64)	(64)	-	-	-
Future of Ferrymead	-	(20)	20	(40)	(40)	-	-	-
Add: Returned funds	190	-	190	190	190	-	-	-
Unallocated funds	-	-	-	(873)	(873)	-	-	-
Balance	2,441	1,987	454	1,089	1,100	(11)	-	(11)
Committed carry forwards to FY2023*				(1,090)	(1,090)			
Funds available for allocation				872				
*Committed carry forwards comprise of unspent budgets from FY2021 carried forward to FY2023 for Multicultural Community Centre (\$1m), and Healthier Homes Canterbury (\$90k). Returned funds recognise a \$190k reversal of a committed grant on balance sheet that is no longer eventuating.								
<b>Earthquake Mayoral Relief Fund</b>								
1 July Opening Balance	10	10	-	10	10	-	-	-
Balance	10	10	-	10	10	-	-	-

Debtors Written Off Summary 31 December 2021

Attachment A

Debt written off - summary report														YTD Total	%
	July	August	September	October	November	December	January	February	March	April	May	June			
Breakdown:															
Parking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Regulatory	\$ 781.40	\$ -	\$ -	\$ -	\$ 580.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,361.40	1.4%
Sundry	\$ -	\$ -	\$ 132.95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 132.95	0.1%
Street Poles	\$ 8,598.63	\$ -	\$ -	\$ 16,971.83	\$ -	\$ 39,278.13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,848.59	67.0%
Commercial Rents	\$ -	\$ -	\$ 6,843.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,843.75	7.1%
Hall/Facilities Hire	\$ -	\$ 78.00	\$ 26.00	\$ 468.90	\$ 26.55	\$ 165.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 764.45	0.8%
Others	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 214.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 214.20	0.2%
Library	\$ 3,251.48	\$ 3,841.66	\$ -	\$ 4,064.69	\$ 3,612.69	\$ 5,377.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,148.06	20.8%
Intelli-RSU	\$ 410.54	\$ 536.27	\$ 330.71	\$ 316.79	\$ 592.45	\$ 293.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,480.22	2.6%
<b>Total 2021-2022</b>	<b>\$ 13,042.05</b>	<b>\$ 4,455.93</b>	<b>\$ 7,333.41</b>	<b>\$ 21,822.21</b>	<b>\$ 4,811.69</b>	<b>\$ 45,328.33</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 96,793.62</b>	
Total 2020-2021	\$ 16,088.77	\$ 5,663.43	\$ 44,169.20	\$ 35,698.57	\$ 12,524.91	\$ 97,525.75	\$ 4,950.13	\$ 9,947.91	\$ 10,750.76	\$ 3,584.63	\$ 8,508.84	\$ 8,511.71	\$ 257,924.61		
Variance to Last Year	\$ (3,046.72)	\$ (1,207.50)	\$ (36,835.79)	\$ (13,876.36)	\$ (7,713.22)	\$ (52,197.42)	\$ (4,950.13)	\$ (9,947.91)	\$ (10,750.76)	\$ (3,584.63)	\$ (8,508.84)	\$ (8,511.71)	\$ (161,130.99)		



## 13. Te Kaha CMUA Elected Member Update

Reference Te Tohutoro: 22/88242

Report of Te Pou Matua: Alistair Pearson, Project Lead Canterbury Multi-Use Project Delivery  
alistair.pearson@ccc.govt.nz

General Manager Barry Bragg, Chairman Canterbury Multi-Use Project Delivery  
Pouwhakarae: Limited, barry.bragg@ngaitahu.iwi.nz

### 1. Brief Summary

- 1.1 The purpose of this report is to update Elected Members on the progress of the Te Kaha CMUA (Canterbury Multi-Use Arena).

### 2. Officer Recommendations Ngā Tūtohu

That the Finance and Performance Committee:

1. Receive the information in the Te Kaha CMUA Elected Member Update report

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>Author</b>	Hannah Gillespie - Project Coordinator Rita Estrella - Senior Project Coordinator
<b>Approved By</b>	Alistair Pearson – Project Lead Canterbury Multi-Use Arena Project Delivery Limited Barry Bragg – Chair Canterbury Multi-Use Arena Project Delivery Limited

### Attachments Ngā Tāpirihanga

No.	Title	Page
A 	Te Kaha CMUA Elected Member Update January 2022	372



PRELIMINARY DESIGN – VIEW FROM NORTHWEST CORNER

## Elected Member Update

### Te Kaha CMUA Budget

- \$533M (CCC/Crown)

Current Phase: Planning (Developed Design)

31 JANUARY 2022

# Te Kaha CMUA

## SCOPE

Te Kaha CMUA will position Central Christchurch and the Canterbury region as a world class option for attracting and hosting events. Its main purpose will be to host major sporting and entertainment attractions up to an international level.

Te Kaha CMUA is to be located over three city blocks between Hereford and Tuam Streets, bounded by Madras and Barbadoes Streets. This location is well connected with main transport routes and within easy walking distance of the central city accommodation, hospitality and transport facilities. Te Kaha CMUA is a replacement for the previous stadium at Lancaster Park, destroyed in the 2010-2011 earthquakes, and the current temporary Orangetheory Stadium.

## CURRENT UPDATES

Kōtui, a consortium led by BESIX Watpac NZ (CMUA) Limited, with Christchurch-based construction companies Southbase Construction and Fulton Hogan, have been appointed as the main contractor for the Pre Contract Services Agreement (PCSA) phase, with a particular focus on working with local consultants, subcontractors and suppliers.

The CMUA Board presented to Council on 09 December 2021 an update on the status of the Preliminary Design work. As well as the update, Council approved the Early Works Strategy which includes the procurement of detailed design consultants, materials & sub-contractors, and onsite construction works.

At its meeting on 27 January 2022, Council approved the Preliminary Design and the name Te Kaha for the arena with capacities of 30,000 in sporting mode and minimum 36,000 for concerts. The proposed design features a U-shaped concourse, with space for a 'stage pocket' at the northern end of the arena. Kōtui have worked with Client representatives including Council and Venues Ōtautahi staff to prepare the Preliminary Design. This has confirmed impacts on programme, risk contingency, escalation and total estimated cost for the arena.

The current delivery programme, based on the Early Works Strategy being approved on 9 December 2021, is as follows:

BRIEF				PROCURE				DESIGN				EARLY WORKS				CONSTRUCTION						
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
2020				2021				2022				2023				2024				2025		

Delivery timetable as of 28 January 2022. Disclaimer – All timeframes are accurate at the time of publication and are dependent on public sector delivery mechanisms.

## 14. Resource Management Reform - Draft submission on MfE consultation document

Reference Te Tohutoro: 21/1679103

David Falconer, Team Leader – City Planning, Planning & Consents

Report of Te Pou Matua: Unit

Jasmine Mouat, Senior Policy Analyst, Planning & Consents Unit

General Manager

Jane Davis, GM Infrastructure, Planning and Regulatory Services,

Pouwhakarae:

jane.davis@ccc.govt.nz

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

- 1.1 This report seeks the Council's approval of the draft submission to the Ministry for the Environment (MfE) on their *Our Future Resource Management System* discussion document.<sup>1</sup>
- 1.2 Submissions are due to be provided to MfE by Monday 28 February 2022.
- 1.3 The decision in this report is of low significance in relation to the Christchurch City Council's Significance and Engagement Policy. This recognises that while there is likely to be community interest in the Government's resource management reform programme, the specific decision sought (to approve the draft submission) is of a lower level of significance.

### 2. Officer Recommendations Ngā Tūtohu

That the Finance and Performance Committee:

1. **Approve** the draft Council submission to the Ministry for the Environment, on their *Our Future Resource Management System* discussion document. (**Attachment A**)  
  
OR  
  
**Delegate** the authority to approve the submission to [the Mayor/Deputy Mayor and/or [named Councillors].
2. **Note** the final submission will be published on the Council's website.

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

- 3.1 The Council regularly makes submissions on proposals which may significantly impact Christchurch residents or Council business. Making submissions is an important way to influence national policies and legislation development.
- 3.2 MfE has called for submissions on its *Our Future Resource Management System* discussion document, which describes current proposals for the proposed Natural and Built Environments Bill (NBA) and the Strategic Planning Bill (SPA). Feedback is specifically being sought from Māori, local government and other stakeholders
- 3.3 Despite the technical nature of the questions, this submission presents an opportunity for the Council to publicly reiterate elements of its July 2021 submission on the exposure draft of the

<sup>1</sup> Ministry for the Environment, *Our Future Resource Management System*, November 2021, available online at <https://environment.govt.nz/assets/publications/Our-future-resource-management-system-materials-for-discussion.pdf>, and attached to this report.

Natural and Built Environments Bill.<sup>2</sup> On this basis, the Mayor determined in December 2021 that a Council-level submission was appropriate (as opposed to a staff-level submission).

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

- 4.1 The alternative option to the recommendation outlined above is for the Council to not make a submission on these proposals. This is not the preferred option as it is important for the Council to advocate on issues that affect the Christchurch community and Council business.

#### 5. Detail Te Whakamahuki

##### Background

- 5.1 In February 2021, the Government announced it would reform the resource management system by replacing the Resource Management Act 1991 (RMA) with three new Acts: the Natural and Built Environments Act (NBA), the Strategic Planning Act (SPA), and the Climate Adaptation Act (CAA).
- 5.2 In 2021, the Government released an exposure draft of the NBA. The Council made a submission on the exposure draft, which was approved at the 29 July 2021 Finance and Performance Committee meeting.
- 5.3 MfE is now undertaking targeted engagement with Māori, local government and other stakeholders on the current policy proposals for the NBA and SPA before the Bills are developed further.
- 5.4 This latest discussion document forms the basis of that targeted engagement.

##### Key submission points

- 5.4 The questions posed in the discussion document show that the MfE drafters are grappling with some fundamental concepts and concerns relating to the resource management system's design that were raised by the Council and other submitters - such as how to facilitate District Council engagement in the system, or how to provide for both improved efficiency and improved community engagement. The Council has the opportunity here to expand and provide further detailed assistance to the MfE on some of these fundamental concerns.
- 5.5 We have also proposed some general comments that the Council may wish to make in its submission relating to the wider resource management reform process. Key points include: the constrained timeline available for the community to engage with such important generational change; the need for greater engagement – especially with local government; and the need to include mana whenua as a decision-making partner rather than a stakeholder group.

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

##### Strategic Alignment Te Rautaki Tīaroaro

- 6.1 This report supports the [Council's Long Term Plan \(2021 - 2031\)](#):
- 6.1.1 Activity: Strategic Planning, Future Development and Regeneration
- Level of Service: 17.0.1.1 Advice to Council on high priority policy and planning issues that affect the City. Advice is aligned with and delivers on the governance

<sup>2</sup> Christchurch City Council, Submission on the Exposure Draft of the Natural and Built Environments Bill, available online at <https://ccc.govt.nz/assets/Documents/The-Council/Request-information/2021/Christchurch-City-Council-submission-on-NBA-exposure-draft.PDF>

expectations as evidenced through the Council Strategic Framework. - Triennial reconfirmation of the strategic framework or as required.

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

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

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

- 6.3 The decision to approve the draft submission does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does specifically impact Mana Whenua, their culture and traditions.
- 6.4 We expect that the changes to the resource management system, stemming from the review, will bring greater involvement for mana whenua. In our draft submission, we emphasis the need for MfE to engage with mana whenua as partners to the system reform, rather than as a stakeholder.

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

- 6.5 The decision to approve the draft submission does not have any implications for climate change impacts.

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

- 6.6 The decision to approve the draft submission does not necessitate any accessibility considerations.

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

### **Capex/Opex Ngā Utu Whakahaere**

- 7.1 Cost to Implement - the cost of preparing a submission has been met from existing budgets.
- 7.2 Maintenance/Ongoing costs - there will be no ongoing costs associated with making this submission.
- 7.3 Funding Source - existing operational budgets.

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

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

- 8.1 This consultation, although focused on seeking views from Māori, and local government, is public and open to any person or organisation.
- 8.2 All Committees of the Whole have been delegated authority to approve draft submissions on behalf of the Council (23 January 2020 CNCL/2020/00008).

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

- 8.3 Last year the government predicted that it would introduce the Natural and Built Environment Bill in early 2022. The public opportunity to comment on an "exposure draft" of part of that draft Bill last year was in that context. Government is now slowing that process down and providing this further opportunity to comment on some key issues. The nature of the questions in this consultation round show that the MfE policy advisors have picked up on some of the concerns raised in the Council's submission (and other submissions) last year and are open to investigating addressing those concerns. This is a valuable opportunity for the Council to provide more detailed assistance to the MfE policy team on how to frame the Bill to address some of the Council's key points.




- 8.4 This report and the draft submission has been reviewed and approved by the Legal and Democracy Services.

## 9. Risk Management Implications Ngā Hiraunga Tūraru

- 9.1 There are no significant risks associated with this decision

## Attachments Ngā Tāpirihanga

No.	Title	Page
A 	Draft Submission	377

Additional background information may be noted in the below table:

Document Name	Location / File Link
Nil	Nil

## 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 Falconer - Team Leader City Planning Adair Bruorton - Programme Manager Jasmine Mouat - Senior Policy Analyst Ellen Cavanagh - Policy Analyst Brent Pizzey - Senior Legal Counsel
<b>Approved By</b>	John Higgins - Head of Planning & Consents Jane Davis - General Manager Infrastructure, Planning & Regulatory Services

Due: 28 February 2022

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### Christchurch City Council comments on 'Our future resource management system – Materials for discussion'

1. Christchurch City Council (the Council) thanks the Ministry for the Environment (the Ministry) for the opportunity to comment on its document 'Our future resource management system – Materials for Discussion' (2021).
2. This submission is broken into two parts:
  - a) General Comments
  - b) Answers to the List of Resource Management reform Questions for Discussion.
3. We value the opportunity to provide comments through this submission process, but would also like to add that our elected members and staff continue to be available to assist with the Resource Management (RM) reform programme on a less formal basis. As practitioners of the Resource Management Act, local government authorities have a breadth of experience of challenges and opportunities of the current resource management system, which are an invaluable resource for the RM reform programme.

#### Part a) – General Comments

4. In our July 2021 submission on the exposure draft of the Natural and Built Environment Bill (NBA),<sup>1</sup> we expressed the Council's broad support for the government's planned reform of environment and planning legislation. This support continues, however, we remain concerned about the constrained timetable – particularly for engagement. The Council acknowledges that since July last year, the Ministry has built in additional time for engagement; established the Local Government Steering Group; and has committed to a partnership-based engagement approach. We would suggest that more time spent engaging at this stage of the reform process will pay dividends into the future. We also note that engagement with, and support for, local government needs to continue over the 10-year transition and implementation period, and must not stop once the legislation has been enacted.
5. Given the Rangatiratanga status afforded to Te Rūnanga o Ngāi Tahu across its takiwā both within a Te Tiriti context, as well as under the Ngāi Tahu Settlements Act 1998, Council expects to see Ngāi Tahu representation on any subsequent national level authority on RM. We are interested to see how the Ministry plans to elevate its engagement with Iwi within the RM reform programme.
6. The RM reform programme presents an opportunity for the Government and Māori to co-design resource

<sup>1</sup> Christchurch City Council, Submission on the Natural and Built Environments Bill exposure draft, available at: <https://ccc.govt.nz/assets/Documents/The-Council/Request-information/2021/Christchurch-City-Council-submission-on-NBA-exposure-draft.PDF>.

management programmes and policy, and to make decisions together. Representation and composition of subsequent local governance entities should be a matter of consultation between mana whenua and local authorities. Concerns are again raised on capacity of Māori to engage without significant funding support from both central and local authority level. This is exacerbated when considering similar, concurrent engagement across Three Waters Reform and Local Government Reform. The Council looks forward to central Government intent on resolving capacity and funding matters.

7. We note that the RM reform is being carried out in parallel to the Review of Local Government, and suggest that the outcome of the latter may have significant implications for the design of any future RM system – specifically regional-level planning and the make-up of joint committees.
8. We acknowledge that the *Our future resource management system* focuses on specific areas. However, we are awaiting further clarity on a range of topics, raised in our submission on the NBA, that are not covered in the discussion document. These include:
  - **The role of the Joint Committees.** The discussion document proposes how these will be made up, but does not offer the requested clarity about the committees' purpose and function/s.
  - **How public participation will be encouraged, and increased, in the new system.** Our submission on the NBA called for increased opportunities for the public to be involved (e.g. through the Independent Hearings Panel processes). The discussion document suggests that local government will be required to represent public views and makes no mention of how the system design will cater to greater levels of engagement.
  - **Planning toward transition and implementation of the new system.** While we appreciate the RM reform is in its initial stages, we would expect that work is already underway on the transition and implementation of the new system and would appreciate sharing our views.
  - **Treatment of technical matters** e.g. ensuring quality built environments; management of natural hazards and climate change; heritage outcomes; and recognition of incompatible activities. While we appreciate that the detail on these matters will come from the subsequent draft versions of the legislation, we would appreciate further information as to how they will be treated.
9. We would appreciate clarification of the above matters as soon as possible.
10. We would like to acknowledge the time that Ministry staff have spent in recent months, engaging with the Christchurch City Council about its experiences with different planning mechanisms in the post-earthquake context, and hope to continue this dialogue over the coming months.



Part b) – Answers to the List of Resource Management Questions for Discussion



National Planning Framework	
1. What role does the national planning framework (NPF) need to play to resolve conflicts that currently play out through consenting?	<p>In the Council’s submission on the NBA exposure draft, we requested that the NBA provide stronger direction on how conflicts between environmental outcomes and between environmental outcomes and environmental limits can be resolved. We considered that there is potential for conflicts to arise because those outcomes and limits, and the purpose of the Act and related provisions, seek both the promotion of the natural environment and the well-being of people and communities.</p> <p>If those conflicts are not resolved within the NBA itself, they should be clearly resolved through the NPF, particularly where there is likely to be conflict in respect of matters of national interest, environmental outcomes or environmental limits. An example of how this can be done can be found in the policies for the proposed National Policy Statement for Highly Productive Land (2019). It dealt with the potential conflict with the then National Policy Statement on Urban Development Capacity (2016) by only allowing urban expansion onto highly productive land if certain criteria were met.</p> <p>In our submission on the exposure draft of the NBA, we also suggested that the Act include a government-funded declaratory judgment service and/or an independent panel (similar to the Ministry for Building, Innovation and Employment’s Determinations Process) to resolve interpretation issues quickly and conclusively. Such a panel could deal with interpretation issues arising from the NBA itself and from conflicting NPF directions. Any outcomes of such a service will need to be communicated widely so that any changes to or refinements of interpretations are able to be applied consistently nationwide.</p> <p>The role of national direction should be to identify national environmental priorities for protection; set out how the resource management outcomes will be achieved; and specify protection methods and standards if possible and desirable at a national level. However, the latter should be closely considered as some existing national direction has been found to be well meaning but impractical to implement. National direction should be well integrated and should not result in conflict between national instruments. Directly addressing conflict resolution at the highest level would ensure the outcomes can be effectively promoted. This could significantly reduce litigation which can be both prolonged and expensive. Consideration should be given to determine how any conflicts could be resolved and how this would work in practice.</p> <p>We support the proposal to introduce consolidated national direction in the form of an NPF. It is important that existing conflicts between pieces of existing national direction are resolved, as well as resolving conflicts between existing and new forms of national direction. We would be supportive of the NPF being contained within a single document but consider that it also needs to be integrated and easy to navigate.</p> <p>Conflicts should be resolved in the NPF and NBA plans, where possible, rather than at the consenting stage. Some conflicts will be best resolved through the NPF and some conflicts such as those relating to place-making will be best resolved at a regional level through NBA plans.</p> <p>We request continued meaningful engagement with local government on the development of the NPF which will ensure that the NPF is workable.</p>
2. How would we promote efficiency in the Board of Inquiry process while still ensuring its transparency and robustness?	<p>The Board of Inquiry process could promote efficiency by including the opportunity for submissions; a hearing; by commissioning independent advice; and restricting appeals to only those based on points of law.</p> <p>For less substantive changes, a smaller panel could consider the submissions without a hearing being required, but with the possibility of a hearing if the Board decided one was warranted. We suggest there would need to be clear, prescribed criteria in the NBA for determining whether a change was “less substantive”.</p>
3. How often should the NPF be reviewed, bearing in mind the relationships between the NPF, regional spatial strategies and Natural and Built Environments Act plans?	<p>A 9 or 10 year review period, suggested in the discussion document, seems to be a reasonable period to determine how provisions in planning documents are affecting outcomes and to identify problems that need to be fixed.</p> <p>The timeframes for the first regional spatial strategies and NBA plans should be sequential following the release of the first NPF. However, our experience suggests that it is likely to be difficult to specify a review period for the NPF to maintain that sequence for the subsequent reviews of all regional spatial strategies and NBA plans. Even with fixed 10 year review periods for regional and district planning documents stipulated in the RMA, and previous planning Acts, the variability in the time to complete reviews has inevitably resulted in reviews of regional and district planning documents getting out of sequence.</p> <p>The NBA should include the ability to change parts of the NPF within the review period when necessary.</p>



Regional spatial strategies	
4. To what degree should regional spatial strategies (RSSs) and implementation agreements drive resource management change and commit partners to deliver investment?	<p>As we understand, the primary purpose of RSSs is to determine how the region should develop over the next 30 years. This should include the identification of resource management/land use changes required to NBA plans and the mechanisms and tools outside of NBA plans that will be necessary to enable such changes e.g. the provision of the new infrastructure required for new urban growth areas. In some cases, the feasibility of providing the necessary infrastructure may determine where new urban growth areas are identified in the RSS. So, to answer the question in part, the RSS should drive resource management changes in NBA plans that are necessary to achieve strategic outcomes.</p> <p>However, there will be resource management issues that do not need to be addressed in the RSS and can be dealt with in NBA plans. This is particularly so if the resource management issue is not reliant on integration with mechanisms and tools outside of NBA plans. For example, the issue of how to appropriately protect a residential area from the adverse effects of a neighbouring industrial area, such as noise or large overbearing buildings, is not a strategic issue and is likely to be able to be managed through NBA plans without the need for mechanisms and tools outside of such plans.</p> <p>Where the resource management issue is reliant on integration with mechanisms and tools outside of NBA plans, there needs to be a clear public commitment from partners to the RSS to implement those mechanisms and tools. RSSs should therefore clearly identify what commitment partners will deliver. This may include commitments to mechanisms other than infrastructure provision. It may include, for example, commitments by various levels of government to facilitate mitigation, adaptation and risk reduction for natural hazards and climate change.</p> <p>The engagement material suggested the possibility of legal mechanisms to ensure the delivery of commitments by partners, which we agree may be useful. However, it would also be useful if NBA plans can include provisions that limit proposed resource management/land use changes being given effect to, until the necessary mechanisms and tools outside of NBA plans are delivered. This would avoid, for example, development occurring where the necessary infrastructure provision had not yet been implemented to achieve an integrated approach.</p> <p>Any new growth related infrastructure required to implement the spatial plan should be funded through Councils' Long Term Plan and Annual Plan processes. Capital Government projects should align with spatial plans (e.g. NZTA, Ministry of Education, Urban Development Authorities) to ensure alignment between Government funding of infrastructure and services and regional and local plans.</p>
5. How can appropriate local issues be included in RSSs?	<p>Provision should be included for parts of RSSs that are of relevance to only parts of regions to be prepared by the relevant district councils alongside their communities. This could be through sub-committees of the regional joint committee. For example, the urban growth strategy for Greater Christchurch is likely to be of relevance to only the three district councils that make up the Greater Christchurch Partnership, rather than all of the councils in the Canterbury region. Another example is the Canterbury Water Management Strategy, which relates to water zones and sets different outcomes for different catchments in Canterbury.</p> <p>In some cases matters may only be of relevance to a single or limited number of districts or zones in the region. For example, developing adaptation or mitigation responses for communities subject to coastal hazard risks. While a broad framework for managing such risks may be set by the joint committee, its application to specific areas and communities would be more appropriately developed through the relevant district council. This would be particularly so where the relevant district is likely to be contributing to the adaptation or mitigation response, or has infrastructure, facilities and other assets likely to be impacted by such decisions.</p> <p>There should also be a requirement that district councils be meaningfully engaged on the relevant values and issues of significance in their districts before drafting of the RSS begins. For example, identifying areas of significant ecological, cultural or other values that should be protected from development. District councils should also be able to submit on the RSS to ensure the interests of their communities are fully considered.</p>



6. With regional and unitary council boundaries proposed for RSSs, how should cross-boundary issues be addressed?	There should be a requirement, similar to that applying to planning documents under the RMA, that regard be had to the extent to which the RSSs need to be consistent with the RSSs of adjacent regions.
NBA Plans	
7. Do you agree with the Randerson Panel's recommendation to have one combined Natural and Built Environments Act (NBA) plan per region?	<p>We have concerns whether a regional approach will adequately address local concerns and needs consideration of the local variation that exists within regions. The Canterbury region is the largest, geographically, in the country with 11 different local authorities. The issues and opportunities across our region are incredibly varied, and one size does not fit all.</p> <p>We acknowledge that many topics could be addressed regionally to a certain extent (e.g., natural hazards, amenity values (setbacks, recession plane, height etc.), and rural land use) which would resolve a lot of duplication, leading to greater efficiency and ease of use for Plan users. However, we consider that a sub-regional NBA plan would be better option than a regional NBA for the Greater Christchurch area, given the significant urban growth challenges Greater Christchurch faces.</p> <p>Alternatively provision should be made for sub-regional sections to be prepared by sub-committees that include the relevant councils. This would enable more successful place-based planning for specific areas with no regional comparators, such as the Greater Christchurch area. (Refer to the response to Question 8 for further response on this).</p> <p>It is also important that identified character areas within different districts continue to have bespoke provisions. In our opinion, it is critical that the planning system must appropriately consider local variations within regions.</p> <p>While a single regional plan is likely to be easier for regular users of plans, especially professionals who work with several district and regional plans, it is uncertain whether a single regional plan will be less complex, especially for lay people. The need for NBA plans to address regional and local matters, will likely result in a lengthy plan which may be challenging to navigate.</p>
8. Would there be merit in enabling sub-regional NBA plans that would be incorporated into an NBA plan?	<p>Yes – if matters are of local relevance only, rather than region wide issues. It would assist in ensuring that local concerns and needs, considering the local variation that exists within regions, is appropriately addressed – e.g. urban, provincial and rural experiences. For the Greater Christchurch area, there would be value in setting up a sub-committee to prepare area-specific draft plan sections. This would address Greater Christchurch-specific challenges/opportunities stemming from our significant urban growth and our area's particular resource management issues. This is effectively how urban growth within Greater Christchurch is managed, with provisions being included in the Canterbury Regional Policy Statement which apply specifically to the Greater Christchurch area.</p> <p>For some issues a single district could prepare part of the NBA plan relating to their district. For example, developing the detailed adaptation or mitigation responses for communities subject to coastal hazard risks.</p> <p>The role of district councils in the preparation of sub-regional NBA plans would need to be worked through in more detail.</p>



<p>9. What should the role of local authorities and their communities be to support local place-making and understanding of local issues in NBA plans?</p>	<p>NBA plans will need to be developed in partnership with local authorities and with communities to ensure that local place making is prioritised. We endorse a ‘community-up’ approach, rather than a top-down approach.</p> <p>The broader approach indicated for drafting the NBA should provide opportunities for less formal feedback to be sought and taken into account, rather than only relying on formal submissions which limit participation in the process to those with the knowledge and resources to work the system.</p> <p>District councils should be required to be consulted on the values and issues of significance in their districts before drafting of the NBA plans begins. District councils should also be able to submit on the NBA plan to ensure the interests of their communities are fully considered and have a representative on the panel for relevant hearings.</p>
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<p>10. Will the proposed plan-making process be more efficient and effectively deliver planning outcomes?</p>	<p>The proposed plan-making process has the potential to be more efficient and effective – but more detail is required. At the regional level proposed and given the size of the Canterbury region for example, there is the risk that local level issues will be overlooked, meaning appropriate planning outcomes will not be delivered.</p> <p>Effectiveness is likely to be increased by the proposals to facilitate early, better and targeted public participation and a sustained role for hapū/iwi/Māori entities in the development of plans. Allowing local government and hapū/iwi/Māori entities to make submissions and have representatives on relevant hearings panels is also likely to assist. Past experience suggests that this may have some efficiency implications. But this may be overcome to a degree by central government resourcing of hapū/iwi/Māori entities in particular.</p> <p>The quality of decision making on plans has been variable and therefore there need to be processes and requirements that ensure that evidence is tested and that decision makers are sufficiently qualified and experienced.</p> <p>More democratic representation could be provided by requiring some level of Council representation on hearings panels.</p> <p>The NBA proposal is that submissions must be considered by an independent hearings panel. An independent hearing panel should not be an adversarial or overly legalistic platform, but rather an inquisitorial one. For lay submitters without representation or counsel, an adversarial panel is likely to be a further barrier to engagement. Ideally it should avoid the ‘trappings’ or perception of being a judicial process, whilst retaining appropriate formality. If the intention is to reduce the scope of appeals to the Environment Court thereby expanding the importance of a hearing panel, then the hearing panel should not become a defacto court process.</p> <p>We stress that Schedules 1 and 2 of the NBA should in principle require:</p> <ul style="list-style-type: none"> <li>• local opportunity for people to participate in the process</li> <li>• duty to engage with each local authority in the region prior to any formal notification</li> <li>• full consultation with the affected community/communities</li> <li>• more engagement at the start of plan making processes</li> <li>• easier opportunities for non-professionals to be involved in hearings</li> <li>• provision for the opportunity for local authorities to consult and be consulted on draft provisions, regulations and Regional Spatial Plans prior to any formal public notification process.</li> </ul> <p>We note that communities with few resources are disadvantaged in the existing process. Our experience is that submissions by residents groups on development appear to get more traction if from affluent areas, due to the social and capital resource imbalances in our communities. The “scaling up” of planning processes to a regional level will make current barriers to engagement by some sectors of the community worse, unless there is active planning to reverse that trend. A statutory requirement to consult with such sectors of the community prior to notification of NBA plans would assist.</p> <p>We recommend making it easier for people to submit by accepting submissions in any form, similar to engagement processes under the Local Government Act, rather than the prescribed and restrictive nature of the RMA (i.e., submissions must be written in accordance with Form 5).</p> <p>We also recognise the need for planning processes to be responsive to enable changes to occur at local community level which reflect the desire of the local community.</p>
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RSS and NBA joint committees

11. How could a joint committee model balance effective representation with efficiency of processes and decision-making?	<p>To ensure appropriate representation the joint committees would need to include local authority representation of all local authorities and that should be proportional to the population of the district being represented. However, in the case of Canterbury the size of such a committee is likely to be unwieldy.</p> <p>As noted earlier (refer question 7 above), we consider that sub-regional NBA plans (e.g. a plan for the Greater Christchurch area) should be considered. Such a sub-regional plan would enable the efficient development of an NBA plan and spatial strategy and decision making, while enabling effective representation of the relevant local authorities. This is effectively how the Greater Christchurch Partnership operates in terms of urban development within Greater Christchurch, with provisions being included in the Canterbury Regional Policy Statement which apply specifically to the Greater Christchurch area.</p> <p>The recommended mechanism would provide for a single representative for each local authority for the joint committee, with that joint committee dealing with issues of relevance to the region as a whole. In addition, to increase efficiency and effective representation, it would include provision for sub-committees of only the relevant local authorities to prepare and decide on area-specific NBA plan and spatial strategy sections.</p> <p>One main challenge would be retaining local democratic input where final plan making decisions are made by a joint committee. We support the proposal being considered that the structure and composition of committees are to be determined on a region-by-region basis, however, it is important that there is local authority representation of all local authorities.</p>
12. How could a joint committee provide for local democratic input?	<p>Refer to the response to the previous question.</p> <p>Committees should be resourced to establish local sub-committees with local area knowledge, representation and relationships. We strongly suggest that these committees should be made up of elected members with appropriate training (Making good decisions etc ), rather than staff or consultants. Elected members have a range of experience – urban, rural and provincial communities, and are accountable to the communities that elect them. We acknowledge that the three-yearly electoral cycle could create ongoing changes to the membership of planning committees. Consideration must also be given to the capability of elected members including the availability of training such as the current ‘Making Good Decisions’ course.</p> <p>It is imperative that local authorities are able to provide policy and technical input into the drafting of their region’s NBA plan and RSS, prior to public notification. In addition, committees should be required to engage with local councils on draft NBA plans and RSS, prior to public notification.</p> <p>Planning committees’ functions include promulgating and making decisions on plans. This is currently a council function under the RMA. This shift will result in a loss of local democracy as key policy and planning decisions for districts will no longer be made by elected councillors from that local authority.</p> <p>We are concerned that the Bill limits the involvement of local elected members in decision-making and that the structure of proposed planning committees will reduce the relevance of local and territorial authorities in place making decisions for their respective communities. It is also unclear what role public participation will have in the new system particularly in terms of the opportunities available for local input into plan-making processes. Communities are highly localised and the regionalisation of planning issues and processes has the potential to undermine the abilities of communities to influence and make decisions about the places that they live. We recommend making it easier for people to submit by accepting submissions in any form, similar to engagement processes under the Local Government Act, rather than the prescribed and restrictive nature of the RMA (i.e., submissions must be written in accordance with Form 5).</p> <p>The exposure draft proposal is that submissions must be considered by an independent hearings panel. Currently councils have discretion to retain or delegate this function. Given independent panels are more expensive for the local authority than appointing elected councillors, the Bill should be clear which organisation is intended to fund/resource the panel. Democratic representation could be retained by requiring some level of council representation on independent panels.</p>
13. How could a joint committee ensure adequate representation of all local authority views and interests if not all local authorities are directly represented?	<p>As above, committees should be required to engage with local councils on draft NBA plans and RSS, prior to public notification.</p> <p>This should be required even if all local authorities are represented on the committee, as it gives constituent local authorities time to consider drafts in greater depth.</p>



14. Are sufficient accountabilities included in the proposed new integrated regional approach to ensure the strategies and plans can be owned and implemented by local authorities?	It is difficult to comment on this when there is currently not sufficient detail.
15. How should joint committees be established?	<p>Refer to responses to the previous questions in this section.</p> <p>In addition to representation from local government, nominated representation should be from hapū/iwi/Māori and from central government for RSSs.</p> <p>Committee Secretariats' locations should be prescribed – we would expect they would be based in the largest metropolitan council area in a region. The logistical requirements of provincial councillors' participation will need to be considered through the establishment phase (similar to comments above).</p> <p>Additional high-level direction is required on how these committees should be funded.</p>

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Consenting

16. Will the proposed future system be more certain and efficient for plan users and those requiring consents?

- Some suggestions to increase certainty and efficiency:
- We support non-complying activity status being removed.
  - Discretionary activities should also include activities that may be less appropriate in some circumstances, but not in all circumstances.
  - It is not clear on the merit in renaming what effectively appear to be restricted discretionary activities to “controlled”, if consent can in some circumstances be declined. Categories could be permitted, restricted discretionary, discretionary and prohibited.
  - Support provisions for notification, provided these are clearly articulated, including what happens when an activity triggers rules that are a combination of non-notifiable and notifiable – can the effects of the non-notifiable aspect be considered for notification purposes?
  - Regarding written approval being a pathway to a permitted activity, clearly set out what happens when ownership changes or approval is withdrawn.
  - Regarding third party certification, provided the qualifications of the certifier are clearly set out and nationally recognised we support this – OR if the NBA Plan rule itself can set out the qualifications required for the certifier (i.e. qualification levels of arborists for tree related conditions, qualifications and experience of urban designers for urban design certification).
  - The scope to review consents should be broader. This would help to ensure there is a mechanism to address matters not considered through the initial consent process. Currently, section 128 RMA enables reviews only at the time specified in the consent for specified reasons. This is not considered enough or practical. For instance, it is difficult to specify a reason to review the consent if it was not obvious at the time of processing the consent. Greater flexibility in reviewing consents also provides the opportunity to redress the poor outcomes of some consented activities. There would need to be further consideration in terms of how this would work in the case of a review that effectively nullifies the grant of consent or had a significant financial effect on the consent holder.
  - It is suggested that consideration is given to the expiry of consents if not exercised for a certain period of time. This provides more certainty to the community and avoids the re-establishment of what could be unsuitable activities.
  - Regional consents should be reviewed within a set time period after a rule in a regional plan becomes operative. This would save time in reviewing consents and make plans more responsive and effective in addressing environmental issues and achieving environmental bottom lines.
  - Provision for joint consent processing for regional and district functions (e.g. effluent disposal) would be beneficial e.g., one application is jointly processed by regional and district council.
  - National direction is needed with regards to specifying resource consent types that will be subject to notification/non-notification clauses in the NBA, NPF and NBE plans.



Compliance, monitoring and enforcement	
17. Do you agree with the proposed changes to compliance, monitoring and enforcement provisions and tools?	<p>The proposed changes to compliance, monitoring and enforcement (CME) provisions that seek to improve these functions within the future RMA system, are a positive and necessary step.</p> <p>The comment in the discussion document that Councils will continue to be responsible for CME processes, and that the establishment of regional hubs will be deferred, is noted. There is strong relationship between consenting functions and compliance/monitoring functions, which risk being lost if the two functions are delivered by separate entities.</p> <p>Whilst there are benefits to local councils retaining control over CME activities, this has the potential to frustrate a regional or combined approach to plan making and consenting – particularly for smaller councils that have difficulty resourcing and administering CME programmes and where priorities at a local level are inconsistent with those at a regional level.</p> <p>Some compliance / enforcement work where nationally important values are involved needs to be handled centrally. That's the experience from 30 years of the Act reflected in MfE reports. We suggest consideration be given to developing national guidance for CME functions e.g. guidance, standards similar to the National Policy Statement framework. The functions could then be delivered locally or regionally, with attention paid to ensuring that the approaches are nationally consistent (e.g. similar to moderation of NCEA exam marking).</p> <p>We suggest that the following are necessary to improve the efficiency and effectiveness of the compliance, monitoring and enforcement functions under the RMA:</p> <ul style="list-style-type: none"> <li>• Bigger fines for non-compliance to ensure that fines are an adequate deterrent and that it does not make commercial sense to contravene the planning framework. It is recommended that there is a change to include a substantial increase in financial penalties, broadening the range of offences subject to fines for commercial gain, and increasing the statute of limitations to 24 months. Therefore, we would be supportive.</li> <li>• Take the right to use a resource away for repeat or major offences. Proposed change to provide for alternative sanctions to traditional enforcement action and provide for new intervention tools, including enforceable undertakings and consent revocation. Therefore, we would be supportive.</li> <li>• Include the ability to consider past performance when considering applications for natural resource use. It is proposed that there is a change to allow consent authorities to consider an applicant's compliance history in the consent process.</li> <li>• Auditor to conduct annual review of councils' compliance, monitoring and enforcement functions and make mandatory directions regarding processes and resourcing. This could work like Building Control Authority audit and accreditation system.</li> <li>• Introduce fees for permitted activity monitoring. This would allow Councils to recover the costs of monitoring. Proposed change to broaden the cost recovery provisions for CME in the NBA, allowing for costs to be recovered for compliance monitoring of permitted activities and investigation of non-compliant activities. Therefore, we would be supportive.</li> </ul> <p>We are supportive of retaining a devolved system but request stronger support, guidance, resourcing/funding, and performance monitoring from central government. All councils are challenged to adequately resource compliance, monitoring and enforcement functions.</p> <p>There has been increased co-operation in the CME space between councils in the Canterbury region which has resulted in the adoption of the Canterbury Strategic Compliance Framework. By adopting the framework, Councils have agreed to work towards best practice, have consistency in approach to compliance, and target our resources where the highest risk exists.</p> <p>The Ministry for the Environment's Best Practice Guidelines for Compliance, Monitoring and Enforcement under the Resource Management Act have been useful for informing our practice, and we'd like to see guidance and support of this sort furthered.</p>
18. How practical will the proposals be to implement?	<p>The functions will need to be clearly set out in the legislation.</p> <p>As noted above, the retention of CME functions with local Councils may frustrate the regional / combined approach to plan making and consenting where regional and local priorities and methods aren't aligned.</p>



Monitoring and system oversight	
19. Will these proposals lead to more effective monitoring and oversight of the system?	<p>The proposals will be effective if the importance of effective monitoring and oversight needs to be imbedded in the system otherwise monitoring gets left until last.</p> <p>Monitoring and oversight needs to be appropriately valued so it is resourced properly by Councils. There need to be consequences for not meeting monitoring timeframes, but this needs flexibility to take into account the capabilities of the particular Council – with possibly contestable government funding available for monitoring functions for smaller local authorities.</p> <p>The matters selected for monitoring should be meaningful and useful to reflect the state of the environment and the system performance, for example measuring compliance with ‘working days’ is a blunt tool that doesn’t reflect the individual nuances of applications or issues around resourcing, workloads etc. and is not meaningful when it comes to the quality of the outcome.</p> <p>The Council has some concerns that the ‘system oversight’ proposals in the engagement document, namely ‘stronger regulatory stewardship and operational oversight of the system by central government and other independent oversight bodies,’ and ‘a range of powers for ministers to intervene and direct the system,’ are significant interventions. We suggest that the proposals are clarified and that any required actions or interventions are undertaken with agreement with local authorities. The risk is that the councils may be perceived to be incapable of performing their duties. It may reduce confidence in the Council and create uncertainty.</p>
20. Will the system be able to adequately respond and adapt to changing circumstances?	<p>If resourced appropriately and with the right legislative wording.</p>
Role of local government in the future system	
21. What does an effective relationship between local authorities and joint committees look like?	<p>An effective relationship between local authorities and joint committees would be strongly driven and enhanced by the other suggestions made in this submission for local authority involvement.</p> <p>We would expect that joint committees’ membership be made up of local government elected members and local mana whenua representatives. Refer to the comments above in the section on RSS and NBA joint committees.</p> <p>We would expect that local government would be engaged by committees on the development of the NPF, and of RSSs, including both ongoing informal engagement and a statutory consultation period on the proposed drafts prior to public notification.</p> <p>We would also expect that local government is involved in undertaking community engagement, particularly on those issues that are locally specific, e.g. developing adaptation or mitigation responses for communities subject to coastal hazard risks</p> <p>Although council staff may be involved in the development of RSSs and NBA plans through the secretariat, it would not be appropriate to expect them to represent the policy positions of individual councils.</p>
22. What other roles might be required to make the future resource management system effective and efficient?	<p>Councils should be able to continue to seek to influence, outside of planning committees, the policy determinations of regional and sub-regional committees on matters that affect (or could affect) the Council’s communities or environment. This should include the statutory provision for councils to formally seek changes to NBA plans and RSSs, as is currently the case in respect of Regional Policy Statements under the RMA. Councils should still also be able to continue to pursue outcomes through submissions, hearings and appeals (to the extent appeals are provided for in the Act) on behalf of their communities.</p>



<p>23. What might be required to ensure the roles and responsibilities of local authorities can be effectively and efficiently delivered?</p>	<p>Clarity of national direction (as addressed above) and resourcing for local authorities to deliver. Support for local government needs to continue over the 10-year transition and implementation period, and must not stop once the legislation has been enacted.</p> <p>We note that the engagement material says ‘Regional councils will retain responsibility for natural resource functions, and territorial authorities will retain their core land use and subdivision responsibilities.</p> <p>We suggest that territorial authorities’ functions should include:</p> <ul style="list-style-type: none"> <li>- Consent authority for land use and subdivision consents under the NBA.</li> <li>- Decide on NBA plan changes that are of solely local significance.</li> <li>- Compliance monitoring and enforcement (instead of regional hubs).</li> </ul> <p>Regional councils functions should include:</p> <ul style="list-style-type: none"> <li>- Technical expertise and environmental knowledge-base to support territorial authorities’ decisions.</li> <li>- Environmental monitoring.</li> </ul> <p>We note the Review of Local Government is underway, and may change the roles and responsibilities of local authorities.</p>
<p>National Māori entity</p>	
<p>24. What functions should a national Māori entity have?</p>	<p>A National Māori entity should:</p> <ul style="list-style-type: none"> <li>• have oversight of the NPF</li> <li>• appoint Māori members to any Board of Inquiry process</li> <li>• have system oversight and monitoring functions (including monitoring of Te Tiriti performance).</li> </ul>
<p>25. What should the membership and appointments process be for the entity?</p>	<p>Membership and appointment processes for the National Māori entity should be determined by Māori to ensure the group has sufficient mana.</p>
<p>Joint committee composition</p>	
<p>26. Should parties in a region be able to determine their committee composition?</p>	<p>Yes. Different areas will require different representation arrangements –particularly for mana whenua representatives, representing different iwi/hāpu.</p> <p>The committee composition will hinge on whether there is a single NBA per region, or not.</p>
<p>27. What should be the selection and appointments processes for joint committee members?</p>	<p>Selection and appointment processes for Māori appointees to joint committees should be determined by Māori.</p>
<p>28. Are sub-committees needed to meet regional needs including Treaty settlements?</p>	<p>This should be determined on a regional basis, and in consultation with local iwi/hapu.</p>





29. How do we best provide for existing arrangements (eg, Treaty settlement or other resource management arrangements)?	Current Tiriti Settlement and other existing resource management arrangements should be carried through into the new system.
Enhanced Mana Whakahono ā Rohe arrangements, integrated with transfers of powers and joint management agreements	
30. How could an enhanced Mana Whakahono ā Rohe process be enabled that is integrated with transfers of powers and joint management agreements?	<p>We support capacity building for mana whenua, appropriate resourcing of this function, clear legislative direction for transfers of powers and joint management agreements.</p> <p>We consider that this question would be best addressed according to each iwi or rūnanga and their respective councils rather than in some super-regional style agreement which may not reflect hāpu or iwi boundaries.</p> <p>In some ways, we suggest that this question cannot be answered until roles and responsibilities around consenting / compliance are determined.</p> <p>There is a risk that Regional / Combined Plan format could work against diverse local tangata whenua wishes.</p>
31. What should be covered in the scope of an enhanced Mana Whakahono ā Rohe and what should be mandatory matters?	<p>Mandatory consultation with appropriate local iwi where sites/issues of significance are involved, both at plan making and consenting. Requirement to give specific regard to the outcomes of consultation in decision making.</p> <p>Mandatory consideration of Iwi Management Plans in preparation of strategic and regional plans.</p> <p>Mana Whakahono ā Rohe, or any equivalent agreement, should cover process specifics such as who and how to contact to initiate hapū/iwi/Māori involvement for different types of issues, including whether there are issues on which no involvement is sought, agreed timeframes, and funding arrangements.</p>
32. What are the barriers that need to be removed, or incentives added, to better enable transfers of powers and joint management agreements?	Capacity within iwi – resourcing commensurate with the level of input required.
Funding in the future system	
33. How should funding be distributed across taxpayers, ratepayers and individuals?	<p>The Crown should clearly articulate in the NPF where funding responsibilities begin and cease from a Crown perspective and as to what becomes a local authority funding initiative.</p> <p>The Crown should fund:</p> <ul style="list-style-type: none"> <li>• hapū/iwi/Māori involvement at various stages of the NPF, RSS and NBA plan development and decision making processes, and in compliance, monitoring, enforcement and oversight, as Treaty partners;</li> <li>• Community Advice Centres to assist people with understanding and participating in the process as well as planning disputes; and</li> <li>• the additional costs councils will face implementing the NBA and SPA.</li> </ul> <p>The changes to the resource management system currently being proposed by central government are estimated to increase costs for local government by 11% per annum (Interim regulatory impact statement: Reforming the resource management system (15 June 2011)). Central government should provide funding or alternative assistance to help Councils meet these increased costs.</p>





34. How should Māori participation be supported at different levels of the system?	<p>In addition to funding as covered in the response to the previous question, the system’s design, and ways of operating should support Māori participation by default. For example, sufficient time needs to be allowed in engagement/consultation processes for meaningful engagement with iwi and hapu.</p> <p>In addition, central government funding needs to be provided to iwi/hapu to ensure participation.</p> <p>We are concerned that a lack of resourcing for mana whenua is already a barrier to their effective engagement in the RMA. Consideration should be given to how government can support mana whenua and provide greater resourcing under the new system so they can effectively engage and participate in RM processes. As stated in question 33, above, central government funding needs to be provided to iwi/hapu to ensure participation. Consideration should also be given to other support e.g. access to technical experts, to ensure engagement</p>
Other comments	
35. Databases and systems	<p>We strongly encourage the Ministry to consider a standardised consenting and monitoring database to be used across the country to avoid councils investing in separate IT systems individually. A standardised database would also bring efficiency gains for reporting.</p>

DRAFT

**Conclusion**

11. Thank you for the opportunity to provide this submission. For any clarification on points within this submission please contact Mark Stevenson, Manager, Planning ([Mark.Stevenson@ccc.govt.nz](mailto:Mark.Stevenson@ccc.govt.nz)).

Ngā mihi

[Mayor/Councillor name] on behalf of the Christchurch City Council



## 15. Christchurch City Holdings Ltd - Quarter 2 2021/22 Traffic Lights Report

Reference Te Tohutoro:	22/155025
Report of Te Pou Matua:	Linda Gibb, Performance Advisor, Resources Group (linda.gibb@ccc.govt.nz).
General Manager Pouwhakarae:	Leah Scales, Acting General Manager/CFO, Resources Group (leah.scales@ccc.govt.nz).

### 1. Brief Summary

- 1.1 The purpose of this report is to present Christchurch City Holdings Ltd's (CCHL's) Quarter 2 'traffic lights' report. It records CCHL and each of its subsidiaries' progress in achieving their Statement of Intent (SOI) full year targets by 31 December 2021.
- 1.2 The report has been written following receiving CCHL's Quarter 2 report on 11 February 2022 which is at **Attachment A**.

#### COVID-19


- 1.3 The greatest impacts of COVID-19 restrictions on the CCHL group are the border closures and their impact on air travel throughout the country, alert level 4 lockdowns when non-essential businesses were unable to operate and supply chain delays and disruptions. The major impacts are on Christchurch International Airport Ltd's (CIAL's) aeronautical activities and City Care's contracted activities in Auckland, both of which are advising net profit after tax will not meet SOI targets.
- 1.4 CCHL expects to meet its SOI target dividend to the Council for the year, and each of its subsidiaries, except CIAL are on target to meet their respective SOI target dividends to CCHL. CIAL notes it remains committed to making a dividend distribution, however the quantum is uncertain.

### 2. Officer Recommendations Ngā Tūtohu

That the Finance and Performance Committee:

1. Receives Christchurch City Holdings Ltd's Quarter 2, 2021/22 Traffic Lights report.

## Attachments Ngā Tāpirihanga

No.	Title	Page
A 	Christchurch City Holdings Ltd - Traffic lights report for six months ending 31 December 2021	397

Additional background information may be noted in the below table:

Document Name	Location / File Link
Nil	Nil

## 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>Author</b>	Linda Gibb - Performance Monitoring Advisor CCO
<b>Approved By</b>	Leah Scales - Acting General Manager Resources/Chief Financial Officer



Christchurch  
City Holdings  
Limited

## Report for Board

**Date:** 11 February 2022

**To:** Dawn Baxendale, CEO, Christchurch City Council

**From:** Toni Rowell, CFO

**Subject:** CCHL Quarterly Performance Against Sols – FY22 Q2

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### Background & Purpose

This report provides a summary of quarter-end performance against SOI targets for CCHL Group entities (including CCHL Parent) for the period ending 31 December 2021 (FY22 Q2).

The summary is in the form of a “dashboard” report for each entity.

Please note that:

- Dashboards should be published on the Council’s website within one month of the date of this report, in compliance with section 66(5) of the Local Government Act 2002.
- This quarter (ended 31 December 2021) is the second quarter report for all entities except Orion, whose 31 March balance date makes this their Q3 report.

### Recommendation

That the FY22 Q2 Quarterly Performance Against SOIs Report be received.



Toni Rowell  
CFO

CCHL Parent

Performance against Statement of Intent targets

Quarter Ended31-Dec-21

On track	
Uncertain	
Will not be achieved	
Annual Target to be assessed at year-end	

Financial			
SOI Measure	Target	Tracking	Comment on non-performance
Net Profit After Tax	65.0		
Return on Average Equity	3.4%		
Shareholder's funds / Total Assets	41.0%		
Dividends - Ordinary	16.1		

Kaitiakitanga			
SOI Measure	Target	Tracking	Comment on non-performance
Actively engage with its operating subsidiaries and its shareholder to ensure strategic alignment with the Council's strategic priorities. CCHL regularly receives a strategic performance report detailing financial, market and performance updates. Management meet with operating subsidiary management regularly to review current performance and strategic focus areas. Receive business plans from each operating subsidiary by 31 May each year. Operating subsidiary Chair and CEO will meet with CCHL Board at least annually. Encourage group participation in Te Whāriki, Sustainability Working Group, CFO Group, CEO Group, Chairs and Audit Committee Chairs meetings.			

Mana			
SOI Measure	Target	Tracking	Comment on non-performance
The CCHL Group uses the Te Whāriki platform in at least four projects per annum to explore, test, pilot, trial or implement new technologies or innovative work practices across the Group. Major matters of urgency are reported to Council at the earliest opportunity under its 'no surprises' policy within the constraints of commercial sensitivity and NZX listing requirements. Matters of material impact are disclosed in line with CCHL framework for continuous disclosure.			

People			
SOI Measure	Target	Tracking	Comment on non-performance
CCHL Group will show active improvement in continuing to work towards a living wage for all direct employees, including investing in training and staff development programmes. Continue to support and encourage the use of Te Whāriki as a means of developing and sharing human resource throughout the Group. The process followed for each appointment to a subsidiary company board is transparent, fully documented and in line with approved policies and procedures. Actively promote and report on board diversity as part of its appointment process and include the process undertaken as part of its approval of appointments with Council.  CCHL will aim to increase our diversity on our boards and report on progress as part of our annual reporting to our shareholder. Encourage its subsidiaries to report on and work to show a narrowing of the gap between the highest and lowest remuneration in each company.  An independent board effectiveness review with will be undertaken every 3 years, next due in 2022. The Chair will actively monitor and approve any training requirements for the Board. Hold regular meetings with and provide support to existing Associate Directors throughout the programme. Establish an alumni programme for all previous Associate Directors and Intern Directors.			Process is underway  Regular meetings organised  Programme established, however first event delayed due to COVID restrictions

Sustainability			
SOI Measure	Target	Tracking	Comment on non-performance
CCHL Group will publish independently verified annual GHG emission footprints, alongside science-based reduction targets and timeframes for each subsidiary. This will provide the basis of a Group wide reduction target to be set by 31 December 2021.  CCHL Group will prepare a GHG emissions reduction management plan including a timeline to achieve a Group target of being net zero GHG emissions. CCHL Group will deliver an Integrated Reporting framework over the next two years. Establishment of a sustainability framework for our debt funding programme aligned with our IGFF. CCHL SWG will oversee active emission reduction workstreams, including making recommendations on opportunities to accelerate Group decarbonisation. CCHL Group will assess and disclose climate change risks, compliant with TCFD reporting standards.  CCHL SWG will proactively share learnings and successes with others, including the wider community.			The SWG has completed, during Q2, and collated the annual GHG emissions footprint for all subsidiaries (excluding LPC who are still completing their assessment and due early 2022) with science based targets have been set to reduce our scope 1 and scope 2 emissions from the baseline. Next step is for the Board to review the findings and targets ready to publish the data.  Completed - successful Sustainable Bond Offer issued and fully subscribed in November 2021  Work underway but timing uncertain due to XRB timeline and delays already occurring in their consultation process. Final standard expected to be available by Dec 2022. Compliance required from FY24.

Christchurch International Airport Ltd

Performance against Statement of Intent targets

Quarter Ended

31-Dec-21

On track	
Uncertain	
Will not be achieved	
Annual Target to be assessed at year-end	

Financial			
SOI Measure	Target	Tracking	Comment on non-performance
Total Revenue	\$166.5m		August Alert Level 4/3 lockdowns, latest move to red alert level and delay in reopening borders, will materially impact outcomes. Updated forecasts provided in January 2022 indicate that this target will not be met.
Earnings Before Interest, Tax, Depreciation, Amortisation, and Fair Value adjustments (EBITDAF)	\$96.1m		See above
Net Profit After Tax (NPAT)	\$20.2m		See above
EBITDAF / Revenue	57.1%		
Return on Invested Capital	3.1%		See above
Equity / Total Assets	59.8%		
Debt / [Debt + Equity]	33.6%		
EBITDAF Interest cover	3.9x		See above
Free Funds Interest cover	3.7x		See above
Free Funds / Debt	11.4%		See above
Dividends	\$9.1m		Intention remains - quantum uncertain
Passenger volumes			
SOI Measure	Target	Tracking	Comment on non-performance
Domestic	4,495,665		August Alert Level 4/3 lockdowns, latest move to red alert level will materially impact domestic passengers
Tasman & Pacific Islands	614,202		Further delay to phased re-opening of boarders - not expected to reopen until Q4 FY22
International	14,528		
Total	5,124,395		See above
Carbon			
SOI Measure	Target	Tracking	Comment on non-performance
Reduction in carbon emissions vs. FY-15 benchmark	84% by 2035		
Seek to influence airport Scope 3 emissions	yes/no		
Waste			
SOI Measure	Target	Tracking	Comment on non-performance
Develop CIAL Waste Minimisation Strategy	yes/no		
Create separated waste streams with known destinations	yes/no		
Undertake waste minimisation projects to reduce emissions	yes/no		
Energy			
SOI Measure	Target	Tracking	Comment on non-performance
Actively pursue energy transition from fossil fuel to clean energy	yes/no		
Make an impact beyond CIAL terminal boundaries	yes/no		
Undertake energy efficiency projects, including LED lighting	yes/no		Underway
Water			
SOI Measure	Target	Tracking	Comment on non-performance
Measure, understand and undertake to conserve water around terminal and campus	yes/no		
Noise			
SOI Measure	Target	Tracking	Comment on non-performance
Number of noise complaints per 10,000 aircraft movements (pa)	<=10		
Successful delivery of updated noise compliance contours to Ecan	yes/no		Models provided to Ecan in December 2021.
Long term and ongoing program to protect CIAL from noise reverse sensitivity affects	yes/no		
Offers of acoustic mitigation to noise-impacted properties currently eligible	yes/no		
Land			
SOI Measure	Target	Tracking	Comment on non-performance
Understand and enhance our unique dryland habitat	yes/no		
Undertake planning to celebrate native species and plant succession planning	yes/no		
Monitor and understand bird migration patterns to mitigate bird strike	yes/no		
Insert bird strike management areas in the regional and district planning framework	yes/no		
Health & Safety			
SOI Measure	Target	Tracking	Comment on non-performance
Maintain HS&W score above 85% in annual culture and engagement survey	yes/no		Latest survey delayed due to pandemic
CIAL HS&W workplan delivered on schedule	yes/no		
Annual review of SMS and HSMS	yes/no		
Incremental increase in wellbeing measures in culture & engagement survey	yes/no		
Mental Health & Resilience Programme delivered	yes/no		
Community			



SOI Measure	Target	Tracking	Comment on non-performance
Continued support for events for city benefit (i.e.. Visitors, reputation, residents)	yes/no		Dependant on lockdown restrictions
Senior Leaders participate in and address events and functions, sharing expertise and skills	yes/no		Dependant on lockdown restrictions
Support local and national charities through hosting collections in the terminal and active staff engagement in charity events	yes/no		Dependant on lockdown restrictions
Open stakeholder engagement & communication via Exec attendance at events, speeches, etc.	yes/no		Dependant on lockdown restrictions
Respectively engage with our local communities, iwi mana whenua & stakeholders in respect of CIAL's plans to explore potential for a new airport in Central Otago	yes/no		Plan well developed and ongoing

People			
SOI Measure	Target	Tracking	Comment on non-performance
Improvements in leadership measures in annual Culture & Engagement survey	yes/no		Dependant on lockdown restrictions
Create a Future of Work Framework	yes/no		
Strengthen diversity, inclusion and engagement	yes/no		Current retention rates are high
Improved retention of critical future talent	yes/no		



Orion New Zealand Ltd

Quarter Ended31-Dec-21

Performance against Statement of Intent targets

On track	
Uncertain	
Will not be achieved	
Annual Target to be assessed at year-end	

Financial			
SOI Measure	Target	Tracking	Comment on non-performance
Network Delivery Revenue	\$227.6m		
Net Profit After Tax (NPAT)	\$25.1m		
Dividends	\$31m		
NPAT / Equity	3.7%		
Debt / [Debt + Equity]	38%		
Equity / Total Assets	51%		

Network Reliability			
SOI Measure	Target	Tracking	Comment on non-performance
SAIDI -- planned interruptions (minutes per customer)	40		
SAIDI -- unplanned interruptions (minutes per customer)	85		
SAIDI -- total interruptions (minutes per customer)	125		
SAIFI -- planned (interruptions per customer)	0.15		
SAIFI -- unplanned (interruptions per customer)	1.00		
SAIFI -- total (interruptions per customer)	1.10		

Health & Safety			
SOI Measure	Target	Tracking	Comment on non-performance
Events that did or could have resulted in serious injury to Orion Group employees	4 or less		Three non-injury notifiable events
Events that did or could have resulted in serious injury to Orion service providers	4 or less		One non-injury notifiable event
Events that did or could have resulted in serious injury to the public, excluding car versus pole incidents	Nil		Nil

Re-imaging the future network			
SOI Measure	Target	Tracking	Comment on non-performance
Increase the real time 'visibility' of the state of our low voltage network (Jun 2021)			Ongoing: 216 LV monitors installed, with installations ongoing. Data is now being presented in our real time operating system
Develop a live operating model of our low voltage network (Sep 2022)			Prototype developed. Learnings have been documented and shared with stakeholders and GE. Our PowerOn upgrade in November 2021 has enabled a rollout of our Low Voltage Network into this model. We will now consider how and when this is completed.
Undertake a trial of non-network alternatives to low voltage constraint management			Complete, team has trialled satcoms as a viable alternative to low voltage network reinforcement
Data and digitisation strategy in place			On hold until GM Data and Digital in place
Develop options for non-network supply procurement			No opportunities have presented themselves yet to explore this
Design for new field data collection method in place (Sep 2021)			Design for new field data collection method in place, completed
Development of publicly available network constraint maps			In April 2022 Orion will publish first LV constraint map within its Asset Management Plan
Install a new digital voice radio network in Banks Peninsula (Sep 2021)			The main architecture is complete and commissioned. Sub network needs to be built out and will be complete in FY23. Delay is due to Covid impacting the supply of equipment.

Customer inspired			
SOI Measure	Target	Tracking	Comment on non-performance
Net Promoter Score	>50%		Research has been conducted. Research company is processing results and will share with Orion in 2022.
Implement a new Customer Relationship Management platform (CRM) - foundation complete			Phase 1 of this project (Implementation of three consent journeys) has progressed - "go live" delayed until Feb 2022 as COVID retrictions delayed UAT - Timing is still on track.
Launch a new Outage Notifications service to our community			Outage Notification Service is available. Will be integrated into CRM platform when complete. CRM launch date has been delayed until Feb 2022 so integration into CRM may be delayed. This is largely driven by COVID. Orion was unable to bring in their preferred external contractors . The project was close to implementation of phase 1 of the CRM pre-Christmas but chose to defer until Feb. The orange reflects timing against a March target rather than project cancellation.
Further develop our customers and community engagement programme to give greater voice to our stakeholders' views in Orion's decision making (Dec 2021)			
Continue our community sponsorships and align with our Group Strategy			

Lead and grow			
SOI Measure	Target	Tracking	Comment on non-performance
Build a data warehouse and implement data marts (March 2021)			
Automate the enabling/disabling of our network auto-reclose functions (September 2021)			
Install a new digital voice radio network on Banks Peninsula (September 2021)			
Increase the real time 'visibility' of the state of our low voltage network (June 2021)			

Accelerating capability

SOI Measure	Target	Tracking	Comment on non-performance
Enhance employee engagement Continue to embed and evolve leadership development Complete the next major phase of our diversity and inclusion programme  Complete the first major phase of initiatives for the Energy Academy Continue to champion the Wāhine tū tahi, wāhine kaha - CCHL's Women & Leadership series (Sep 2021)			

Powering the Low Carbon Economy

SOI Measure	Target	Tracking	Comment on non-performance
Prepare to offset our Group corporate carbon emissions, to become carbon neutral by June 2022 Halve our Group benchmark corporate emissions by 2030. Obtain Group carbon reduce (previously CEMARS) certification Undertake initial scenario modelling of physical risks to our network from climate change (Sep 2021) Partner with local landowners to create a native forest resource  Set a business environmental budget aligned with the planetary boundaries Partnerships to promote the effective use of electricity in the region Access to data on thermal fuel boilers (Jun 2021)			Feasibility study complete, agreement in principle achieved. Working towards concluding carbon sharing agreement but Runanga approval process may push this into FY23. Additional discussion with small landowner underway, working to conclude FY22.

Our key projects

SOI Measure	Target	Tracking	Comment on non-performance
Improve how we manage our critical health and safety risks Construct a new 66kV line between Highfield zone substation and Norwood GXP  Replace our end of life 11kV switchgear at Oxford Tuam zone substation with modern vacuum breakers (Dec 2021)  Build and commission a new zone substation at Belfast and connect it with our existing 66kV sub-transmission network and a new switching station to be built and commissioned at Marshland			Orion is in the final stages of purchase of land at Norwood, which is also the subject of resource consents. Construction will start in FY23  Was delayed until Feb 22 due in a large part to Covid restrictions. The current completion date is 4 March 2022, again due to restrictions of safe work around Covid The civil construction of the Belfast substation is well advanced and due to be completed 23 Feb and the secondary (11kV) electrical fit out is due for completion on 30 June. The MAR-BEL cable is installed and terminated at both ends. Timing delay, impacted by delays in material supplies.

--

**Lyttleton Port Company Ltd**  
Performance against Statement of Intent targets

Quarter Ended  
31-Dec-21

On track	
Uncertain	
Will not be achieved	
Annual Target to be assessed at year-end	

Financial

SOI Measure	Target	Tracking	Comment on non-performance
Revenue (\$m)	\$156m		
NPAT (\$m)	\$17m		
Shareholder Funds to Total Assets	62%		
Interest Cover Ratio	12 times		
Debt (\$m)	\$217m		
Dividends (\$m)	\$10m		

Operational

SOI Measure	Target	Tracking	Comment on non-performance
Ship Rate (from MoT)			Shipping and supply chain disruptions including delays at other ports, have made the target challenging due to unpredictable ship movements and delays. Additionally, there have been reliability issues with Crane 3, as well as Crane 1 being out of service.
	65		
Coal Load-out Rate (tonnes per day)			Currently racking at 21.7k mt/day – issues with reliability of ageing coal loading conveyor system. Recent repairs completed and it is likely that target will be met by end of FY22.
	25,000		

People

SOI Measure	Target	Tracking	Comment on non-performance
<b>Organisational culture change</b>			
Establish Culture and Transformation Team			Team now fully resourced
Develop plan for implementation of workplace culture review findings			Work plan is developed and a regular programme status report is in place
<b>Leadership &amp; development</b>			
Redesign LPC leadership programme to reflect workplace culture review findings			COVID-19 Red light setting means the ability to deliver programmes in a group setting is difficult. This has introduced some risk to this programme.
Gender balance male/female	85/15		This gender balance is trending positively, but currently is 88/12. This is improved from 90/10 at the beginning of FY23
Engagement score	72		

Health & Safety

SOI Measure	Target	Tracking	Comment on non-performance
Reportable injuries/incidents	0.0		
Total Recordable Injury Frequency Rate	5.4		
Lost-time injury frequency rate	<2.66		This rose due to a spike in cases at the beginning of FY22 but is now trending back down again.
Health and safety interaction per calendar month	>30		

Planet

SOI Measure	Target	Tracking	Comment on non-performance
Carbon: 3% reduction in scope 1 and 2 operational emissions or carbon intensity from baseline year 2018	Yes		
Waste: 7% increase in diversion rates (operational waste) from landfill from base-line FY18	Yes		Analysis has established that the FY18 and FY19 waste data that LPC holds is unreliable and potentially incorrect. LPC will be resetting this target, with FY20 as the baseline, and correcting the SOI appropriately.
<b>Biodiversity Positive</b>			
Evaluate and report on biodiversity as part of natural capital in the integrated report	Yes		
50% of all LPC Lyttelton non-operational land is actively managed for key predators	Yes		
Increase in area of non-operational land actively managed for terrestrial weeds	Yes		
Responsible sourcing: 50% of operational product suppliers >\$50k/annum evaluated against responsible sourcing criteria	Yes		
<b>Reporting</b>			
Publish first full integrated report	Yes		FY21 report was prepared following the principles of IR, and there is a small amount of extra work for FY22 to be a full integrated report
Conduct risk assessment against the Task Force on Climate-related Financial Disclosures criteria	Yes		

**Enable Services Ltd**

Performance against Statement of Intent targets

Quarter Ended

31-Dec-21

On track	
Uncertain	
Will not be achieved	
Annual Target to be assessed at year-end	

**Growing a Strong Business**

SOI Measure	Target	Tracking	Comment on non-performance
Revenue	\$90.2m		After a good start to FY22, incoming new orders are now slowing, and therefore revenue is marginally behind business plan. This adverse trend is likely to continue in Q3 and Q4 despite strategies underway to recover connections growth targets.
Net Profit After Tax	\$21.6m		
Total Assets	\$688.5m		
Debt	\$294.4m		
Equity	\$310.0m		
Shareholder's funds to total assets ratio	45.0%		
Dividends	\$20.0m		
Cumulative connections	144,100		
Connections SLA achievement	>95%		
Total network availability	>99.97		

**Our People**

SOI Measure	Target	Tracking	Comment on non-performance
Living wage provided to 100% of Enable's (direct) employees	100%		
Plan established for direct contractors to pay living wage	Plan established		
Improve Culture and Leadership employee net promoter score (eNPS)	20		
Increase females in leadership from 25% to over 33%	>=33%		Started but behind timeline
Role remuneration equality	Role rem equity		
Relationship established with manu whenua, first partnership initiatives completed by 31 December 2021	Relationship established		Sustained zero total recordable incidents in Q2.
Total recordable injuries (TRI) <=3	<=3		
Incur no serious harm injuries	Nil		

**Sustainable Future**

SOI Measure	Target	Tracking	Comment on non-performance
Reduce scope 1, 2 and scope 3 (excluding staff commute) emissions by 17% (against audited FY2020 Base Year) to 581 tonnes	17% reduction		34% reduction forecast (S1, S2, Operational S3) Outperforming Scope 1, 2 and operational Scope 3 emissions reductions (includes those within direct control – primarily business travel, T&D losses and office waste). Still gathering more information on overall scope 3 emissions – with new sources being added - so not yet able to effectively measure overall Scope 3 performance or drive a reduction programme in this area.
Establish model for Green Fibre	Establish model		
Reduce overall corporate consumption by an average of 25% from FY2020	25% reduction		Benchmark done - targets to be set. Delayed due to work on other Sustainability priorities in parallel eg piloting solar panels for electricity generation on Network electronics buildings, "Central Offices"
Benchmark established & reduction targets for corporate consumption in place by 31 December 2021	Benchmark established, targets in place		
Establish circular economy principle(s) and criteria for Enable corporate consumption	Principles/ criteria established		
Plan and targets established for network operations consumption	Plan, targets established		Timing delayed. Delayed due to work on other Sustainability priorities in parallel eg piloting solar panels for electricity generation on Network electronics buildings, "Central Offices"
			Plan in development

**Community**

SOI Measure	Target	Tracking	Comment on non-performance
Maintain our Canterbury Employers' Chamber of Commerce sponsorship	Maintain		
Maintain our Future Leaders in Technology sponsorship	Maintain		
Deliver 10 to 12 small sponsorship initiatives that directly positively impact our community	10-12		
2,000 ŌCHT residents' units built to and >1,000 residents benefitting from access to the internet	2,000		Awaiting ministerial approval
The first ~25 free WIFI hotspots deployed and operating in the city	25		11 completed. There have been some timing delays in getting the Wi-fi network constructed and commissioned to required performance standards. It is very near completion and should be finished by March 2022

CityCare Ltd
 Quarter Ended 31-Dec-21
 Performance against Statement of Intent targets

On track	
Uncertain	
Will not be achieved	
Annual Target to be assessed at year-end	

Financial (all are Group measures)

SOI Measure	Target	Tracking	Comment on non-performance
Revenue	\$ 307,891		At half year, Revenue and NPAT behind budget (mainly due to Covid) and unlikely to recover to be in line with Budget by the end of the year per the 6+6 forecast.
Net Profit After Tax	\$ 6,421		
RoIC	14%		
Equity / Total Assets	52.0%		
Dividends	\$ 3,211		

Client Satisfaction

SOI Measure	Target	Tracking	Comment on non-performance
Positive year-on-year "Net Promoter Score" (NPS) based on annual customer survey	yes/no		

Environmental

SOI Measure	Target	Tracking	Comment on non-performance
100% of new (non-operational) passenger vehicles purchased or leased to be hybrid or EV (excludes vehicles procured through acquisitions) (subject to vehicle availability)			
Annual reduction of Company-wide greenhouse gas emissions normalised against annual turnover to reach 2030 goals			

Health & Safety

SOI Measure	Target	Tracking	Comment on non-performance
<10 incidents requiring notification to WorkSafe annually			
<1 WorkSafe investigation annually			

Employee engagement/diversity

SOI Measure	Target	Tracking	Comment on non-performance
Incremental increase in the number of women in leadership roles			
Increase in youth in the workforce measured by higher % of staff under 25 years			
More than 50 people in registered training annually			

System Management

SOI Measure	Target	Tracking	Comment on non-performance
Maintain current ISO-accredited systems			

Community

SOI Measure	Target	Tracking	Comment on non-performance
Collaborate with community stakeholders to deliver the safe coordination of >15,000 volunteer hours			

Apex

SOI Measure	Target	Tracking	Comment on non-performance
Positive Net Promoter Score	yes/no		UoA micro-internship programme, Smart meter installs, chorination telemetry
Identify two new products or technologies to bring to market			

EcoCentral Limited

Performance against Statement of Intent targets

Quarter Ended

31-Dec-21

On track	
Uncertain	
Will not be achieved	
Annual Target to be assessed at year-end	

Financial			
SOI Measure	Target	Tracking	Comment on non-performance
Revenue	\$38.4m		General refuse tonnes ahead of budget, supported by contaminated tonnes from the EcoSort. EcoSort revenue ahead of budget due to higher than expected tonnes
Net Profit After Tax	\$1.06m		YTD profit enhanced by higher revenue at the EcoDrops and EcoSort
Total Assets	\$20.5m		Dependant on timing of roll out of capital expenditure programme
Equity	\$11.9m		YTD equity enhanced by YTD profit levels
Debt	Nil		No term debt
Return on Equity	9.2%		YTD profit enhanced by higher revenue at the EcoDrops and EcoSort
Dividends	\$0.25m		2021 Dividend announcement not yet made
Equity / Total Assets	57.6%		Dependant on timing of roll out of capital expenditure programme

Operations			
SOI Measure	Target	Tracking	Comment on non-performance
EcoDrop -- Waste Minimisation, divert at least 75,000 tonnes from landfill	yes/no		Project currently experiencing mild delays due to shipping constraints & COVID in Australia. At this stage we expect to catch the time up and still complete the project within the expected timeline  EcoSort now on track towards target as contamination levels continue to reduce  Adversely affected by COVID lock down
EcoSort - MRF plant improvement, deliver on completion of MFE and Plastic 2 year capital improvement projects within agreed schedule	yes/no		
EcoSort - Proportion of waste	<11%		
EcoShop - number of customer sales (pa)	120,000		
EcoShop - tonnes diverted from landfill (pa)	8,000		

Health & Safety			
SOI Measure	Target	Tracking	Comment on non-performance
Safe work observations >100	>100		
Remedy and close out corrective actions: >90% within 8 weeks of initiation	90%		
Complete Bowtie investigation and mitigation analysis of Critical Risks in conjunction with HSR's.	yes/no		

Sustainability			
SOI Measure	Target	Tracking	Comment on non-performance
Improve operational efficiency of machinery - reduction in kWh/T	yes/no		Unlikely to achieve target due to need to slow production speed down so company can meet quality requirements for export customers
Reduction of carbon footprint	yes/no		To be determined at year end
Community recycling education to community groups and businesses	80+ sessions		Community sessions are currently on hold due to current COVID levels.

DCL  
Performance against Statement of Intent targets

Quarter Ended 31-Dec-21

On track	
Uncertain	
Will not be achieved	
Annual Target to be assessed at year-end	

Governance			
SOI Measure	Target	Tracking	Comment on non-performance
DCL will work closely with CNZ to continue to dispose of land held for resale on commercial terms - Confirmed sale and purchase agreements on all property held for resale which achieve appropriate outcomes for the city	Yes		
Monitor investment and establish appropriate ownership model for Council's stake in the Christchurch Adventure Park	Yes		
DCL does not intend to make any distributions	Yes		



RBP Property Limited

Quarter Ended31-Dec-21

Performance against Statement of Intent targets

On track	
Uncertain	
Will not be achieved	
Annual Target to be assessed at year-end	

Financial			
SOI Measure	Target	Tracking	Comment on non-performance
Net Profit After Tax	\$0.379m		Not expected to meet NPAT target due to loss on sale of remaining bus assets.
Total Assets	\$21.2m		\$19.8m at 31 Dec 2021, consistent with wind down of entity. Ferry Rd property held at 30 June 2021 value of \$16.2m.
Equity	\$18.7m		\$17.9m at 31 Dec 2021, consistent with wind down of entity.
Shareholder Funds to Total Assets	88%		91% at 31 Dec 2021.

Mana			
SOI Measure	Target	Tracking	Comment on non-performance
RBLPL will work with CCHL and in turn with CCC to establish the future for the Ferry Road site, and to then implement whatever is required to give effect to the desired outcome	yes/no		

Kaitiakitanga			
SOI Measure	Target	Tracking	Comment on non-performance
Site maintained in compliance with consents and lease arrangements	yes/no		

## 16. Venues Ōtautahi - Draft Letter of Expectations for 2022/23

Reference Te Tohutoro: 21/1545039

Report of Te Pou Matua: Linda Gibb, Performance Advisor, External Reporting and Governance, Resources (linda.gibb@ccc.govt.nz).

General Manager Leah Scales, Acting General Manager/CFO, Resources  
Pouwhakarae: (leah.scales@ccc.govt.nz).

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

- 1.1 The purpose of this report is to seek the Council's approval of the draft Letter of Expectations (LOE) for Venues Ōtautahi (VŌ) for 2022/23 which is at **Attachment A**.
- 1.2 This report has been written to meet the component of the end-to-end governance and accountability framework for communicating shareholder expectations to the VŌ board.
- 1.3 At its meeting on 9 December, the Council approved a draft Enduring Statement of Expectations for all of its CCOs which VŌ duly received before Christmas.
- 1.4 At the time of writing this report, a workshop has yet to be held on the draft LOE; it is scheduled for 8 February. The attached draft LOE will be updated to reflect comments made at the workshop and the changes will be brought to the Committee's attention.
- 1.5 The decisions in this report are of low significance in relation to the Christchurch City Council's Significance and Engagement Policy. The level of significance was determined by taking into account the extent to which the expectations set out in the draft LOE may impact the community.

### 2. Officer Recommendations Ngā Tūtohu

That the Finance and Performance Committee:

1. Approves the draft Letter of Expectations for Venues Ōtautahi for 2022/23.

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

- 3.1 To allow the VŌ board to take into account shareholder's expectations when developing its business plans and accountability documentation for the 2022/23 financial year.

### 4. Alternative Options Considered Ētahi atu Kōwhiringa

- 4.1 The only alternative is to not issue a LOE for 2022/23.

### 5. Detail Te Whakamahuki

- 5.1 A key component of the governance and accountability cycle between VŌ and its Council shareholder is the communication of shareholder expectations for the next financial year. The LOE needs to be provided to VŌ as soon as possible to enable it to take account of the expectations when it undertakes its business planning which is a key input into its draft SOI (due to the Council by 1 March 2022).
- 5.2 There are several key issues that are addressed in the draft LOE as follows:
  - VŌ has proposed a working group comprising its staff and the Council's finance staff to review VŌ's business plan, cost and revenue drivers, financial flexibility, risks,

prioritisation and trade-offs and performance reporting. This is a welcome proposition which should help the Council to better understand the value for money inherent in its operating subsidy of circa \$4 million per annum;

- VŌ has agreed to take the lead role in seeking capital for Te Kaha, which it will do in consultation with CMUA Project Delivery Ltd and the Council. This resolves the ambiguity around the accountability and responsibility for this function;
- the Council's family of organisations to have a joined-up approach towards maximising the economic, social and cultural net benefits for the city from the use of the Te Kaha attraction fund. VŌ (and ChristchurchNZ Holdings Ltd in its LOE) are asked to work together to agree a framework for attributing value and prioritising event delivery; and
- for VŌ to socialise Te Kaha operating cost estimates with the Council early, notwithstanding they will not need to be finalised until the 2023/24 Annual Plan.

## 6. Background InformationTe Horopaki

- 6.1 A LOE is an administrative accountability tool used to communicate the shareholder's key performance expectations of its CCO. It is a matter for the CCO's board to decide whether it accepts the shareholder's expectations, taking into account, among other things Companies Act 1993 directors' duties to act in the best interests of the company and any obligations in the company's constitution.
- 6.2 In practice, a CCO board will generally accept the majority of shareholder expectations where they are pitched at governance and outcomes. A board will be less likely to agree to those that are operational in nature, for example setting terms and conditions of employment of CCO employees, requiring the company to deliver activities and services that do not contribute to meeting its strategic objectives efficiently or requiring it to engage in activities that are outside the constraints of the nature and scope of its business as set out in the SOI.
- 6.3 The shareholder also has an interest in ensuring the expectations it creates do not weaken its ability to hold the board accountable for performance, such as asking the CCO to act in a manner at odds with its operational strategy. Should the CCO's overall performance outcomes be lower than expected, the Council would find it difficult to call the board to account (i.e. the Council's intervention would likely be identified as the catalyst for the performance variance).
- 6.4 The annual 'end to end' accountability and reporting cycle over a financial year (1 July to 30 June) is shown in the following table, beginning at the current point in the cycle:

### SOI process

Due date	Accountability document	Process milestones
October – December	LOE	Draft LOEs workshopped with Councillors and submitted to F&P for approval.
December-February	CCO business planning	Includes consideration of LOE implications for the CCO's business.
1 March	Draft SOI	LGA statutory deadline for draft SOIs to be submitted to shareholders.
March / April	Draft SOI	Large CCOs (CNZHL, CCHL and VŌ) workshop draft SOIs with Councillors, and submitted to F&P for comments to be provided to CCO boards.
1 May	Draft SOI	LGA statutory deadline for shareholder comments on draft SOIs to be provided to CCO boards for consideration.
By 30 June	Final SOI	LGA statutory deadline for CCO boards to finalise SOIs, reflecting shareholder comments on the draft SOIs if appropriate (note that CCO boards are not required to act on the comments).
July	Final SOI	Staff report to F&P advising changes between draft and final SOIs and how shareholder comments on the draft SOIs have been addressed. (Note final SOIs do not require shareholder approval).
By 31 July	Final SOI	SOI published on CCO website within one month of being finalised, and no later than 31 July.

### Reporting

Due dates	Report	LGA performance reporting to F&P Committee
November / December	Quarter 1 performance	For the period 1 July – 30 September, due by 30 November.
March / April	Quarter 2 / half year	For the period 1 October 31 December, due by 28 February.
June / July	Quarter 3 performance	For the period 1 January – 31 March, due by 31 May.
October / November	Annual results	For the period 1 July – 30 June, due by 30 September.

- 6.5 The **Annex** to this report sets out a comparison of the draft LOE content with that in the draft 2021/22 LOE.

## 7. Policy Framework Implications Ngā Hiraunga ā- Kaupapa here

### Strategic Alignment Te Rautaki Tīaroaro

- 7.1 LOEs are strongly aligned to the Council's strategic objectives and to its LTP 2021-31.

### Policy Consistency Te Whai Kaupapa here

- 7.2 The decision is consistent with Council's Plans and Policies – in particular promoting good governance.

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

- 7.3 The decision does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does specifically impact Mana Whenua, their culture and traditions.

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

- 7.4 The draft LOE includes sustainability and climate change expectations, in particular to work towards the Council's target of its wider group being net carbon neutral by 2030.

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

- 7.5 Not relevant.

## 8. Resource Implications Ngā Hīraunga Rauemi

### Capex/Opex Ngā Utu Whakahaere

- 8.1 The majority of the expectations expressed in the draft LOE will not lead to new activities or extra obligations for VŌ. Consequently there is unlikely to be much, if any incremental cost imposed on the organisation as a result of the draft LOE.

## 9. Legal Implications Ngā Hīraunga ā-Ture

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

- 9.1 The LOE is an administrative accountability tool, not a statutory one. In the unlikely event meeting any of the expectations has legal implications, it will be a matter for the VŌ board to determine the most appropriate response to the Council.


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

- 9.2 There is no legal context, issue or implication relevant to this decision.

## 10. Risk Management Implications Ngā Hīraunga Tūraru

- 10.1 Not relevant.

## Attachments Ngā Tāpirihanga

No.	Title	Page
A 	Venues Ōtautahi - draft Letter of Expectations for 2022/23	416

Additional background information may be noted in the below table:

Document Name	Location / File Link
NA	NA

## Confirmation of Statutory Compliance Te Whakatūtutanga 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>Author</b>	Linda Gibb - Performance Monitoring Advisor CCO
<b>Approved By</b>	Len Van Hout - Manager External Reporting & Governance Bruce Moher - Acting Head of Finance Leah Scales - Acting General Manager Resources/Chief Financial Officer

### LOE comparison with prior year

The following table compares the content in the draft LOE (draft white; last year's grey).

<b>COVID-19 and recovery</b>
Focus on recovery from the impacts of the COVID-19.
Focus on positioning the company for recovery.
Engagement with Council to manage the ongoing impacts of COVID-19.
Consider scenario planning to ensure company can react swiftly to material changes in the market that may still arise due to ongoing COVID-19 uncertainties as well as the constraints on the supply of events.
<b>Value for money</b>
Focus on assisting the Council to minimise annual rates' increases.
Do all that it can to reduce reliance on Council's operating grants.
Advise the financial trade-offs that VŌ faces to deliver on its economic, social, cultural and environmental objectives and how it prioritises among the various opportunities.
Despite the importance of the CMUA project, VŌ must not lose sight of its wider set of business interests and challenges.
Managing risks and building long term resilience with clear targets set.
Demonstrate value for money through prioritisation of activities taking into account both the commercial and wider economic costs and benefits.
Be transparent about returns on investment in events, including economic and social returns.
Prioritise activities that enable VŌ to minimise the Council's subsidy.
<b>Balance sheet</b>
Focus on prudently manage balance sheet, and in particular maintain value in the venues.
Maintaining the value of the events' facilities in accordance with best practice asset management and maintenance plans.
<b>Relationships</b>
Continue to work closely with members of the wider Council group, particularly <b>ChristchurchNZ</b> to ensure there is no duplication, and to create synergy benefits from a joined-up approach to events and facility utilisation.
Continue high level of engagement with <b>CMUA Project Delivery Ltd</b> to bring its vast experience in operating venues to bear on the design of the venue.
As the operator of the CMUA, it is vital that the operational costs associated with the CMUA are minimised, and the Council acknowledges that VŌ's input to achieving this is critical.
Working closely with ChristchurchNZ to maximise the number of major events and minimise the costs of provision.
Engagement with CMUA Project Delivery Ltd to ensure the Council's and VŌ's interests in the new multi-use arena are understood and formalised
<b>Strategic</b>
Focus on contributing to meeting the long term challenges facing Christchurch, including promoting the economic, social, cultural and environmental wellbeing of everyone in Christchurch city.
Show leadership in innovative practices.

Show how it intends to deliver against the Council's strategic framework.
Develop and show leadership in innovative practices.
<b>Remuneration</b>
Focus on being a good employer.
Show restraint in the level of senior executive total remuneration.
Remunerate directors on a fair and reasonable basis which takes into account the public service nature of the positions.
Exercise restraint in the level of senior executive total remuneration.
Remunerate directors on a fair and reasonable basis which takes into account the public service nature of the positions.
<b>Climate change</b>
Focus on achieving the Council's goal of its wider group being net carbon neutral by 2030.
Provide a verified (not certified) greenhouse gas emission footprint, a greenhouse gas emission, energy, solid waste and water management plan and advice on achieving the target by 2030.
Develop planning, decision-making and reporting frameworks for identifying and addressing climate change impacts
<b>Governance</b>
Have full representation of the core skills, expertise and competencies required for VŌ to fulfil its governance obligations in line with best practice.
Comply with the Council's Policy for the Appointment and Remuneration of Directors, including diversity in board membership and for there to be succession planning in addition to core skills and competencies.
Provide advice of the estimated cost of implementing the living wage to suppliers, and a timeframe by which that could be implemented and to receive VŌ's assurance on an annual basis that its directly employed staff are earning at least the current living wage.
<b>Measuring performance</b>
Standard performance targets sought.
Include trend analysis of key performance indicators, in graphical form (with commentary).
Place increased focus on future performance, including expectations of full year outturn, in approximate terms.
<b>Canterbury Multi-use Arena</b>
Work with ChristchurchNZ Holdings Ltd to attract events to the CMUA leading up to its opening.
Advise the Council of its estimations of operating costs for the CMUA as soon as practicable.
Supporting information for its costings to include identification of key cost and revenue drivers, underlying assumptions, risks and risk management strategies, sensitivity analysis and efficiencies for the wider VŌ business as a result of increasing the scale of its event infrastructure.



Mr Gill Cox  
Chair  
Venues Ōtautahi

By email: [Gill.cox@snap.net.nz](mailto:Gill.cox@snap.net.nz)

Dear Gill

**Christchurch City Council's expectations for 2022/23**

Please find attached the Council's Letter of Expectations, focussing on the Council's tailored expectations for Venues Ōtautahi (VŌ) for the next financial year ending 30 June 2023. This document partners the Statement of Expectations that the Council issued to VŌ (along with all its CCOs) in December 2021 setting out our enduring generic expectations of all CCOs.

As always we request that you consider the Council's expectations set out in the two documents and where appropriate incorporate them into VŌ's Statement of Intent (SOI) for 2022/23.

At its meeting on 15 December 2021, the Finance and Performance Committee resolved to acknowledge its appreciation of the benefits VŌ has achieved with its successful move to local procurement from local producers and suppliers.

I would like to also acknowledge the VŌ staff and board for the resilience they have shown in navigating through the difficulties posed by the COVID-19 impacts and uncertainties and for the significant time and effort they and the VŌ board have contributed to the Canterbury Multi-Use Arena, Te Kaha, to date.

Ngā mihi nui

Lianne Dalziel  
**Mayor of Christchurch City**

c.c. Ms Caroline Harvie-Teare, Chief Executive, VŌ ([caroline.harvie-teare@venuesotautahi.co.nz](mailto:caroline.harvie-teare@venuesotautahi.co.nz)).

## To the Directors of Venues Ōtautahi Limited

### Letter of Expectations

The Council's expectations for VŌ, as set out in this letter are underpinned by its strategic priorities and community outcomes which are appended to the Statement of Expectations sent to VŌ in December 2021. VŌ plays a very important role in helping the Council meet its commitments to the community by:

- prudently managing its balance sheet, and in particular maintaining value in the venues;
- being a good employer;
- contributing to meeting the long term challenges facing Christchurch, including promoting the economic, social, cultural and environmental wellbeing of everyone in Christchurch city;
- doing all that is necessary to make a speedy but sustainable recovery from the impacts of COVID-19;
- achieving the Council's goal of its wider group being net carbon neutral by 2030; and
- assisting the Council to minimise annual rates' increases.

The Council wants to build on and broaden strategic alignment among the wider Council family of entities. For VŌ, the key priorities are to seek to do so with ChristchurchNZ Holdings Ltd and Te Kaha Project Delivery Ltd.

### Value for money

It is important that the Council has sufficient information to support its decisions to allocate operating and capital funding grants to VŌ, the amounts of which are not insignificant. We would like to gain a better understanding of the financial trade-offs that VŌ faces to deliver on its economic, social, cultural and environmental objectives and how it prioritises among the various opportunities.

The Council would like its finance staff to work with VŌ to take a project-based approach to exploring value for money and financial flexibility. This would include reviewing VŌ's business plan, understanding how VŌ prioritises events to meet its commercial and social objectives, identifying key cost and revenue drivers, and developing graphical ways of reporting progress in achieving value for money outcomes, trend analysis, benchmarking and the sensitivity of VŌ's overall financial performance to changes in key cost and revenue drivers.

The Council understands that you have engaged with our finance staff recently proposing the convening of a working group to complete the review work. We commend this approach, and look forward to seeing the results of this work in time for being reflected in the final SOI for 2022/23.

The Council recognises the importance of VŌ's contribution to the design of Te Kaha from an operator's perspective. However, it is also vital that VŌ does not lose sight of its wider set of business interests and the significant challenges that are continuing to arise due to, among other things COVID-19 restrictions.

The Council is continuing to carefully manage its financial resources in order to maintain flexibility to respond to the ongoing uncertainties inherent in the current environment. Along with the Council's own budget, and those of other CCOs, the Council requests that VŌ do everything it can to reduce its reliance on the Council's operating grants.

### Governance

The Council expects the VÖ board to have full representation of the core skills, expertise and competencies required for it to fulfil its governance obligations in line with best practice. CCO boards are required to comply with the Council's Policy for the Appointment and Remuneration of Directors which includes directors (as a group) having core skills and competencies, the board having diversity in membership and for there to be succession planning. The Policy also gives responsibility for the appointment of directors to the VÖ board to CCHL (as well as for other CCO boards).

As always, the Council expects VÖ to exercise restraint in the level of senior executive total remuneration, develop and show leadership in innovative practices and remunerate directors on a fair and reasonable basis which takes into account the public service nature of the positions.

The Council expects all of its CCOs to ensure their procurement processes meet the legal requirements of the Local Government Act 2002 (section 14) and the principles governing public spending within the Controller and Auditor-General's Procurement Guidance by aligning their procurement policies to the Council's Procurement Policy and Framework.

### Measuring performance and reporting

The Council would like to gain greater awareness of how VÖ plans to deliver against its strategic objectives. We request that you engage with Council staff on the organisation's business plan and any supporting information that further informs the plan's content. As part of this work the Council would like you to look at the performance reporting with a view to ensuring it informs the achieving of value for money outcomes, and considers the use of trend analysis, benchmarking and sensitivity of VÖ's overall financial performance to changes in key cost and revenue drivers.

The Council has asked its trading CCOs to consider including the following standardised performance targets in its regular reporting. We recognise that these may not necessarily be optimal for every CCO, and ask that you at a minimum consider them as part of the working group's review agenda.

#### Shareholder returns

Return on equity	Net profit after tax / average equity
------------------	---------------------------------------

#### Profitability/efficiency

Return on invested capital	Underlying EBIT / average invested capital
Operating margin	Underlying EBITDA / average invested capital

#### Leverage/solvency

Debt to EBITDA	Net debt / underlying EBITDA
Gearing	Total debt / total debt plus equity
Interest cover	Underlying EBIT / net interest expense

#### Growth

Revenue	Current year's revenue / previous year's revenue
Underlying EBITDA	Current year's EBITDA / previous year's EBITDA

1. Trend analysis of key performance indicators, in graphical form (with commentary); and
2. Increased focus on future performance, including expectations of full year outturn, in approximate terms.

As always the Council needs VÖ to provide its reporting and accountability documentation in good time to meet the statutory timelines, and to give Council staff sufficient time to work through their reporting requirements. Early submission of draft reports to staff would be always be well received.

#### Community access to venues

The Council would like VŌ to report (formally or informally) on the nature of community groups or individuals who which access to VŌ's venues is provided at the cultural rate. This could be provided either annually, or six monthly, at VŌ's discretion.

#### Climate Change

The Council is committed to addressing climate change including the impact of Council-controlled organisations' activities on the environment, the need to build resilience and understand and manage risk. The Christchurch district has a target to reduce greenhouse gas emissions by 50% by 2030 (from the FY2016/17 baseline) and to be net zero greenhouse emissions by 2045 (there are different targets for methane).

The Council is taking a leadership role on climate change and in doing so has set a target to be net carbon neutral by 2030 for its activities. The Council expects all members of its wider group to adopt this target, with the focus being on reducing greenhouse gas emissions and then offsetting any residual amounts.

The Council expects VŌ to review its activities and provide a verified (not certified) greenhouse gas emission footprint, a greenhouse gas emission, energy, solid waste and water management plan and advice as to how it will achieve the target by 2030.

If you require advice with this, please contact Kevin Crutchley, Council's Resource Efficiency Manager, by email [kevin.crutchley@ccc.govt.nz](mailto:kevin.crutchley@ccc.govt.nz) or by phone 941 8209.

#### Living wage

The Council recently resolved to require all of its regular and ongoing suppliers to be living wage employers, and for this to apply to all procurement processes and contract renewals from 1 October 2021.

The Council requests that VŌ provides advice of the estimated cost of implementing the living wage to its suppliers, and a timeframe by which that could be implemented. The Council would also like to receive VŌ's assurance on an annual basis that its directly employed staff are earning at least the current living wage.

#### Relationships

The Council would like VŌ to continue to work closely with members of the wider Council group, particularly ChristchurchNZ Holdings Ltd to ensure there is no duplication, and to create synergy benefits from a joined-up approach to events and facility utilisation.

The Council would like VŌ to work with Council staff to present a workshop to members of the Council group of organisations that explores VŌ's journey in implementing its 'buy local' policy that incorporates the goal of improving commercial returns.

#### Te Kaha/Canterbury multi-use arena

Design and construction of Te Kaha is one of the largest and most important projects on the Council's radar presently. The Council expects VŌ to continue with its deep engagement with Te Kaha Project Delivery Ltd, and involvement in its design to bring its vast experience in operating venues to ensure commercial, guest experience, operational and multi-use design fundamentals are achieved.

As the future operator of Te Kaha, it is vital that the operational costs of event delivery at the facility are minimised, and the Council acknowledges that VŌ's early engagement in the design of Te Kaha to ensure whole of life and capital trade-offs is critical.

Over the course of the next financial year the Council would like VŌ to turn its attention to the following:

- developing a commercial strategy for Te Kaha which optimises the commercial, social and economic returns to the city;
- working with Te Kaha Project Delivery Ltd and the Council to develop and implement a communication and engagement strategy with stakeholders including the community; and
- actively leading the acquisition of capital for Te Kaha while protecting future commercialisation opportunities and community connection and access to Te Kaha. The Council would like VŌ to consider formalising the roles and responsibilities for this activity with Te Kaha Project Delivery and Council staff to ensure there is unambiguous consensus among the parties.

Looking ahead, the Council will be considering making an allocation of attraction funding for Te Kaha in its Annual Plan for 2023/24. It will be imperative that the Council's family of organisations have a joined up approach towards maximising the economic, social and cultural net benefits for the city. The Council expects VŌ to work with ChristchurchNZ Holdings Ltd to attract events to Te Kaha leading up to its opening. This will potentially require an agreed framework for attributing value and prioritising delivery. It is also very important that the framework takes into account the need for swift responsiveness to event promoters.

The Council would be pleased to receive advice from VŌ as soon as practicable on its estimations of operating costs for Te Kaha, notwithstanding they will first be published in the Council's Annual Plan for 2023/24.

The Council expects VŌ to engage with Council staff to demonstrate the value for money that underpins the costings. The value for money case should include identification of key cost and revenue drivers, underlying assumptions, risks and risk management strategies and sensitivity analysis. It should also identify any efficiencies for the wider VŌ business as a result of increasing the scale of its event infrastructure.

#### **Town Hall**

The Council's ambition for the Town Hall is for it to be a vibrant and inclusive place of activity and would like to see VŌ continue to build on the partnership with the CSO. The Council would like VŌ to consider what might be needed to activate the Town Hall outside of event days, including considering re-locating its corporate hub to the Town Hall.

#### **Statement of Intent**

The Council requests that your draft SOI for 2022/23 is submitted to the Council with black typeface on a white background. How you wish to record your final SOI for the benefit of other stakeholders is a matter for you to decide.

#### **Timetable**

Item	Due date 2022
Draft SOI	1 March
Workshop on draft SOI (with Joint Committee) and half year performance (to 31 December)	end March / early April
Shareholder comments on draft SOI	1 May
Final SOI	30 June
SOI/LOE to be published to VŌ website	31 July

Half year report (including assessment of performance against SOI targets)	28 February
Annual report	30 September
Presentation on annual performance results at F&P	October/November

DRAFT



## 17. Civic Financial Services - Statement of Intent 2022

Reference Te Tohutoro: 21/1810141

Report of Te Pou Matua: Linda Gibb, Performance Advisor, Resources  
(linda.gibb@xtra.co.nz).

General Manager Leah Scales, Acting General Manager/CFO, Resources  
Pouwhakarae: (leah.scales@ccc.govt.nz).

### 1. Brief Summary

- 1.1 The purpose of this report is to notify the Finance and Performance Committee of Civic Financial Services' (Civic's) Statement of Intent (SOI) for 2022. The report has been written following receipt of the SOI on 10 December 2021 which is at **Attachment A** (together with a cover letter).
- 1.2 The Council has a 12.6% ownership stake in Civic, second in size only to Auckland Council which has 19.5% (together 32.1%). There are 73 other local authority shareholders.
- 1.3 Civic's main business is administration of superannuation schemes for local government employees of which investment funds total close to \$0.5 billion.
- 1.4 Civic is not a Council-controlled organisation (CCO); it is exempted under section 6(4)(f) of the Local Government Act 2002 (LGA) due to its previous insurance activities that brought it under the Municipal Insurance Act 1960 (now repealed). As a result, Civic has no statutory local government-specific governance framework. Staff understand that the Department of Internal Affairs is considering whether the exemption should be removed as part of its wider local government review which is due to report back to the Government in 2022.
- 1.5 Although not legally required to, Civic issues a SOI to keep shareholders informed of its expected performance. However, it does not seek shareholder comments on a draft SOI and does not publish the document on its website. In previous years, staff have raised concerns about the lack of meaningful performance measures that enable shareholders and investors to be informed of the performance of Civic's superannuation schemes with the market.
- 1.6 In a letter to the Civic board on 5 May 2021 the Council requested that it considers providing greater transparency of its financial and non-financial performance in its future SOIs. In particular, to consider including a target that compares the performance of its superannuation schemes against industry benchmarks. The SOI has not responded to the request and to the knowledge of staff, the Civic board has not replied to the Council's letter.

#### Statement of Intent 2022

- 1.7 The following table sets out Civic's forecast surplus in its current and last year's SOIs.

Surplus before tax	2022 Forecast \$000	2023 Forecast \$000	2024 Forecast \$000
This year's SOI	244	235	209
Last year's SOI	416	397	-
Difference	-172	-162	-

- 1.8 The surplus has reduced materially in each of the forecast years due to a combination of lower administration income and higher costs. Civic's covering letter advises that it has reduced its schemes' base investment management fee by 0.03% having reduced it in 2021 by 4% though



whether this explains the entire reduction in surplus is unknown. The cost of reducing the management fee is borne by shareholders through a lower dividend distribution.

1.9 Civic has only two performance targets as follows:

- To provide superannuation services to at least 90% of local authorities; and
- To continue to be an efficient and effective administration manager for its LAPP, Riskpool, CLP and CPP schemes (former insurance schemes that are closed for new business, and which are being run out).

1.10 As noted in this report, and in staff reports in the past, the omission of measures relating to the almost \$0.5 billion of superannuation funds being administered is unsatisfactory.

#### Governance

1.11 The Chair of Civic Financial Services, Mr John Melville, has announced the retirement of two long serving directors, Tony Marryatt and Tony Gray, from 2<sup>nd</sup> and 3<sup>rd</sup> of December 2021 respectively.

1.12 Craig Stevenson the Chief Executive of New Plymouth District Council has been co-opted onto the board to replace Tony Gray effective 3 December 2021. Nicola Mills the General Manager Financial and Business Performance at Auckland Council has been co-opted onto the board to replace Tony Marryatt effective 14 January 2022. Both Craig and Nicola will step down at the next AGM but can be nominated for election onto the Board.


1.13 Civic's long-serving Chief Executive Mr Ian Brown retired in 2021, and the board has appointed Mr Charlie Howe to the role. In his covering letter, Mr Howe has advised he intends to meet with all shareholders in person in early 2022. Staff recommend seeking Mr Howe's agreement to visit the Council as a priority given it is the second largest of Civic's shareholders.

## 2. Officer Recommendations Ngā Tūtohu

That the Finance and Performance Committee:

1. Notes Civic Financial Services' Statement of Intent for 2022;
2. Requests that Council staff contact the Chief Executive of Civic Financial Services to seek an early timeslot in his schedule of in-person visits to shareholders in early 2022.

## Attachments Ngā Tāpirihanga

No.	Title	Page
A 	Civic Financial Services SOI 2022	426

Additional background information may be noted in the below table:

Document Name	Location / File Link
Nil	Nil

## Confirmation of Statutory Compliance Te Whakatūtutanga 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>Author</b>	Linda Gibb - Performance Monitoring Advisor CCO
<b>Approved By</b>	Len Van Hout - Manager External Reporting & Governance Leah Scales - Acting General Manager Resources/Chief Financial Officer



Dawn Baxendale  
Chief Executive  
Christchurch City Council  
PO Box 237  
CHRISTCHURCH 8140

09 December 2021

Kia ora Dawn,

**Civic Financial Services- Statement of Intent for 2022**

Please find enclosed your copy of Civic's Statement of Intent for 2022.

Civics' income comes from two sources, providing administration services and investment income. The main income source from our administration services comes from supporting our two superannuation schemes (SuperEasy and SuperEasy KiwiSaver Superannuation Scheme) and additionally supported by administration services to LAPP, Riskpool, Civic Liability Pool and Civic Property Pool.

As stated in our 2021 Statement of Intent; to support and enhance Civic's primary source of income from providing administration services to its SuperEasy and SuperEasy KiwiSaver Superannuation Schemes, Civic will not be paying a dividend to its shareholders. We will be using the funds that would otherwise be provided as dividends by way of applying this as a reduction to the management fees for the members of these schemes.

We are very pleased to announce a further reduction in the schemes' base investment management fee from 1 April 2022 from a rate of 0.40% per annum to 0.37% per annum.

Civic (through its SuperEasy and/or SuperEasy KiwiSaver Scheme) provides superannuation services to 76 councils, has over 11,000 members and funds under management of over \$530 million. Of the councils that have a preferred provider for KiwiSaver, 69 out of 73 (94%) have appointed Civic.

Although I have managed to visit several Councils which has been awesome, it is my intention to meet with you all in person in the early part of next year.

Thank for your continued support and I look forward to working with you in 2022.

Ngā mihi



Charlie Howe  
Chief Executive

Email: [charlie.howe@civicfs.co.nz](mailto:charlie.howe@civicfs.co.nz)



**CIVIC FINANCIAL SERVICES LIMITED**  
**STATEMENT OF INTENT**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

**TABLE OF CONTENTS**

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## **1.0 Mission Statement**

<b>Mission Statement of Civic Financial Services Ltd</b>
To provide superannuation and risk-financing solutions to the local government sector

## **2.0 Corporate Goals**

The specific goals of the Company are:

- 2.1 To operate as a sound and successful business.
- 2.2 To be the primary supplier of superannuation and risk-financing services to the local government sector.
- 2.3 To investigate and facilitate, as appropriate, new products and markets in superannuation and risk-financing and such other markets that it believes could prove beneficial to its shareholders and the local government sector.

## **3.0 Nature and Scope of Activities**

- 3.1 The Company administers superannuation services for local government and local government staff via SuperEasy and the SuperEasy KiwiSaver Superannuation Scheme.
- 3.2 The Company provides administration, accounting, and a range of other services to LAPP, Riskpool, CLP (Civic Liability Pool) and CPP (Civic Property Pool).
- 3.3 The Company investigates and facilitates as appropriate such new superannuation and risk-financing services and/or markets that it believes will prove beneficial to its shareholders and the local government sector.
- 3.4 In a modest and selective way the Company provides sponsorship for a range of local government activities at regional and national level.

## 4.0 Financial Projections

Civics' projected profit outlook over the next three years is shown in the tables below.

Civics' main revenue streams will come from two sources: fees from providing administration services and investment income.

**Profits from providing administration services:** Civics' primary source of income in 2022 will come from providing superannuation services for local government and local government staff via the SuperEasy and the SuperEasy KiwiSaver Superannuation Schemes, supported by administration, accounting, and a range of other services to LAPP, Riskpool, Civic Liability Pool and Civic Property Pool.

**Profits from investment income:** Civics' income in 2022 other than from providing administration services will come solely from investment income.

**Dividends:** Civic with the support from the 2020 Special General Meeting has resolved not to pay any dividends to the shareholders. The funds that could otherwise be provided as dividends will be applied to affect a reduction to the Management fees for members of the SuperEasy and SuperEasy KiwiSaver Superannuation Schemes. That practice will in turn provide greater benefits for the Schemes members.

**Fee reduction for our SuperEasy and SuperEasy KiwiSaver Superannuation Schemes:** For the reasons described above we will be reducing the schemes' base investment management fee from 1 April 2022 from a rate of 0.40% per annum to 0.37% per annum. This reduced fee structure has been taken into consideration and is reflected in the projections below.

Financial projections for 2022 to 2024 are:

	2022	2023	2024
Administration Income	\$2,423,497	\$2,473,855	\$2,480,892
Investment Income	\$121,225	\$124,000	\$129,000
Revenue	\$2,544,722	\$2,597,855	\$2,609,892
Expenses	\$2,301,209	\$2,362,501	\$2,400,903
<b>Surplus before tax</b>	<b>\$243,512</b>	<b>\$235,355</b>	<b>\$208,989</b>
<b>Surplus after tax</b>	<b>\$175,329</b>	<b>\$169,455</b>	<b>\$150,472</b>

Please note that these are projections, not firm predictions.

## **5.0 Performance Targets and Measures**

- 5.1 We aim to provide superannuation services to at least 90% of local authorities.
- 5.2 We plan to continue to be an efficient and effective administration manager for LAPP, Riskpool, CLP and CPP.

## **6.0 Reporting to Shareholders**

- 6.1 We will provide an audited annual report for the 2021 year by 30 April 2022.
- 6.2 We will provide a report on the first half of 2022 by 30 September 2022. The report will contain a review of the Company's operations during the half year and unaudited half-yearly accounts.

## **7.0 Acquisitions/Disposals**

Any acquisition or disposal that is equivalent to 50% or more of the Company's assets will constitute a "major transaction" under the Company's constitution and approval of the shareholders will be sought in accordance with the constitution. Any acquisition that is equivalent to 25% or more but less than half of the Company's assets will constitute a "minor transaction" under the Company's constitution and consultation with shareholders will take place.

## **8.0 Transactions with Related Parties**

The Company has 72 local authority shareholder members plus TrustPower (holding 1.22%). Local Government Superannuation Trustee Limited and Local Government Mutual Funds Trustee Limited are wholly owned subsidiaries of the Company. Because it is sharing management resources, the Local Authority Protection Programme (LAPP), Riskpool, CLP and CPP are also considered to be related parties. Transactions with shareholder members include risk-financing services and superannuation related financial services.

Charges to and from shareholder members will be made for services provided as part of the normal trading activities of the Company and its subsidiaries. Transactions with shareholder members are on a wholly commercial basis.

\*\*\*\*\* END \*\*\*\*\*

Civic Financial Services Ltd

-4-





## 18. Christchurch Foundation - Annual Report for year ended 30 June 2021 and Half Year Report for six months ended 31 December 2021

Reference Te Tohutoro: 22/3616

Report of Te Pou Matua: Linda Gibb, Performance Advisor, Resources Group  
(linda.gibb@ccc.govt.nz).

General Manager Pouwhakarae: Leah Scales, Acting General Manager/CFO, Resources Group  
(leah.scales@ccc.govt.nz).

### 1. Brief Summary

- 1.1 The purpose of this report is to advise the Finance and Performance Committee of the Christchurch Foundation's (the Foundation's) Annual Report for the year ended 30 June 2021 (at **Attachment A**) and its Half Year Report for the period 1 July 2021 to 31 December 2021 (at **Attachment B**).
- 1.2 The report has been written following the Christchurch Foundation's publishing of its Annual Report for 2020/21 on its website in December 2021, and receipt of its Half Year Report for the first half of 2021/22 on 26 January 2022.

### 2. Officer Recommendations Ngā Tūtohu

That the Finance and Performance Committee:

1. [Receives the Christchurch Foundation's Annual Report 2020/21 and Half Year Report for the period 1 July to 31 December 2021.](#)

#### Annual Report 2020/21

- 2.1 The Foundation's 2020/21 Annual Report was formally signed off and published in December 2021. The Foundation reported its Quarter 4 results, including year to date outturn to the Finance and Performance Committee's meeting on 23 September 2021.
- 2.2 The Foundation's Annual Report records the following financial outturn:

	Actual 2020/21 \$000	Budget 2020/21 \$000	Prior year 2019/20 \$000
Total Revenue	3,387	1,159	5,704
Total Expenditure	(3,557)	(1,154)	(11,163)
End of year position	(170)	5	(5,459)

- 2.1 Revenue includes donations received, fees-for-service earned and the Council's operating grant. Expenditure includes distributions made and operating and administrative costs incurred. Note that some of the funds distributed were raised in previous financial years. Excluding the impact of donations and distributions, the Foundation made a small operating profit for the year.
- 2.2 For the year, the Council's operating grant was \$540,000, a reduction of \$60,000 over the prior year (as requested by the Foundation). Its operating and administrative costs were \$731,000 compared to the budget for the year of \$793,000 and the prior year's costs of \$874,000. Reduced costs are mostly due to lower activity due to COVID-19 restrictions as well as savings made through pro-bono partnerships.

- 2.3 The Foundation has accumulated \$290,000 in reserves as a contingency for operating and administrative costs in line with its policy to actively grow its reserves.
- 2.4 **Against budget**, total revenue was higher by \$2.3 million which was an unexpected lump sum donation of funds raised in Qatar for the victims of the 2019 terror attacks. Expenditure was higher by \$2.4 million reflecting the distribution of donations received in the current period and in earlier periods but which were not cleared for release until 2020/21.
- 2.5 **Against last year**, revenue was lower by \$2.3 million largely reflecting the near end of incoming philanthropy for the 2019 terror attack victims and their families (in all \$13 million was donated of which all but \$1.7 million has been distributed; the \$1.7 million is held by the Foundation in a fund for the education of the children of the victims of the terror attacks). Expenditure was lower by \$7.6 million reflecting the lower level of distributions made.
- 2.6 Services in-kind were provided from the Foundation's corporate sponsors, including KPMG (accounting services), Brannigans Consulting (recruitment services) and PWC (audit services), which has reduced the Foundation's costs by \$120,000.

#### Half year report for the period 1 July to 31 December 2021

- 2.7 The following table sets out the Foundation's half year performance:

	Actual 2021/22 \$000	Budget 2021/22 \$000	Prior year 2020/21 \$000
Total Revenue	828	705	3,314
Total Expenditure	(875)	(674)	(3,213)
Operating surplus	(48)	31	102

- 2.8 The half year results reflect the impact that the COVID-19 restrictions have continued to have on the Foundation.
- 2.9 **Against budget**, revenue was ahead of budget by \$123,000 largely due to the Council's Quarter 3 funding instalment of \$88,000 and a contribution for Turanga of \$85,000 being made before Christmas ahead of the holiday period. These are temporary timing issues and will resolve by year end. Expenditure was higher by \$200,000 which is a combination of lower operating and administration expenditure of \$76,000 and higher distributions of \$277,000. Lower operating and administration expenditure is expected due to the reduced Council funding grant and the reduced activity due to COVID-19 restrictions.
- 2.10 Against last year, revenue is lower by \$2.5 million which reflects the one-off donations received in 2020/21 for the victims of the 2019 terror attacks. Distributions were lower than last year by \$2.2 million reflecting that the Foundation has now distributed the majority of the philanthropy received relating to the 2019 terror attacks. Operating and administrative costs were lower by \$120,000, reflecting in most part reduced activity due to COVID-19.

#### Projections for second half of 2021/22

- 2.11 The Foundation reduced its requirements for Council funding to \$350,000 for the 2021/22 financial year due to its success in obtaining funding commitments from other parties including implementing a fee-for-service operating model. The Foundation confirms its previous advice to the Council that it has sufficient funding committed from other sources to fund its level of expenditure in excess of the Council's funding.
- 2.12 For the remainder of the financial year, the Foundation is focussed on broadening its client base towards being able to ramp up its activities once COVID-19 restrictions are lifted.

#### Comment from the Christchurch Foundation

- 2.13 The Chief Executive of the Foundation, Amy Carter has provided the following commentary. She will be available at the Finance and Performance Committee meeting to take questions.

*Undoubtedly COVID-19 has had an impact on donor generosity and while positive conversations continue, we are unlikely to reach our raised funds target for the financial year, unless a large and unexpected gift is to be received in the last two quarters. Operational revenue remains secure with the majority under contract.*

*On a brighter note we are seeing repeat giving to multiple projects/causes from existing donors (on a small scale) which indicates a building trust and confidence in the Foundation.*

*Meridian Energy has extended its existing agreement with us for another full year and increased the number of trees it is funding by another 5,000 trees for the 2022 calendar year. We have verbal agreement with another major partner which will see new programmes funded with focus on low decile schools support for camps and cleaning up the Heathcote River.*

*Several public announcements are planned in the current quarter in the areas of the environment and equity.*



*Registrations to our mail-out and followers on all social media platforms are continuing to grow and event registrations are positive (when we can proceed). Given the uncertainty of COVID-19 we are prioritising digital engagement to continue to build our global database.*

*We have also launched our Better City Business Programme (operational revenue) which is receiving strong interest.*

*Planning is underway for events and engagement programmes to begin in the UK, as COVID-19 restrictions are relaxed, in their spring.*

*Subject to border closures it is hoped that the Chief Executive can travel this calendar year to personally thank and re-engage with large donors based overseas. Some of these costs may fall, as budgeted into the 2022 financial year but travel is likely to be July/August/September.*

## Attachments Ngā Tāpirihanga

No.	Title	Page
A 	Christchurch Foundation - Annual Report 2020/21	437
B 	Christchurch Foundation - Half year report 1 July to 31 December 2021	464

Additional background information may be noted in the below table:

Document Name	Location / File Link
Nil	Nil

## Confirmation of Statutory Compliance Te Whakatūtutanga 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>Author</b>	Linda Gibb - Performance Monitoring Advisor CCO
<b>Approved By</b>	Len Van Hout - Manager External Reporting & Governance Bruce Moher - Acting Head of Finance Leah Scales - Acting General Manager Resources/Chief Financial Officer

# ANNUAL REPORT

Financial Year  
Ending 30 June 2021

# CHRISTCHURCH FOUNDATION

FOR A  
BETTER  
CITY

# TRUSTEES & STAFF

## Trustees



Humphry Rolleston  
Chair



Paul Deavoll  
Deputy Chair



Andrew Turner  
Trustee



Hugh Lindo  
Trustee  
(Part Year)



Hon. Lianne Dalziel  
Trustee



Paul Bingham  
Trustee



Graham Dockrill  
Trustee  
(Part Year)

## Management



Amy Carter  
Chief Executive



Julia Rose  
Endowment and Partners Manager  
(Part Year)



Nicole Perry  
Endowment and Partners Manager  
(Part Year)



Hannah Duder  
Kaitiakitanga Programme Manager  
(Part Year)



Raf Manji  
Independent Advisor  
(Part Year)



Kim Elder  
Events and Operations Manager  
(Part Year)

# PARTNERS

Financial Year Ending 30 June 2021

## Founding Funder



## City Partners



## Strategic Partner

MADEKNOWN

## Major Partners



## Collaborative Partners




## Project Partners





# CHAIRMAN'S REPORT



 Humphry Rolleston  
Chair

The 2021 Financial Year has been a productive year for the Christchurch Foundation.

\$2,801,174 was raised for various causes/projects which will benefit our city, and \$2,826,413 was distributed. In addition the Foundation acted as agents for the Rod Donald Banks Peninsula Trust and raised for them \$383,461 to purchase Mt. Herbert/ Te Ahu Pātiki and Mt Bradley, the two highest peaks on Banks Peninsula.

I would like to acknowledge the assistance Hugh Lindo gave The Christchurch Foundation in its startup phase and welcome Graham Dockrill as a new trustee. Our trustees freely give their time and expertise to the Foundation.

Thanks also to our small team of staff who are working with the Trustees to build a great Foundation for Christchurch.

Annual Report

Financial Year Ending 30 June 2021

This financial year the Christchurch Foundation has focused on our philanthropic customer networks, co-ordinating over 20 different gifting programmes that will add real value to greater Christchurch and to everyone living in our region.

We have also continued to provide funding and advocacy to those most impacted by the March 2019 terror attacks.

This year the Christchurch Foundation produced an operational cash tax paid surplus of \$53,224.

Our operational reserves are \$289,854. Such reserves are an important part of ensuring the long-term sustainability of the Foundation which in turn gives comfort to our existing and future donors.

It is important to highlight the following achievements this year:

The completion of the establishment of our sister charity in the United Kingdom, with Gift Aid status. This makes it easier for expatriates to give to causes they are interested in here in Christchurch.

We are starting to see repeat philanthropy. Several corporates and individuals have now given more than once and often to different funds or projects from their original gift. This shows that we are building trust and engagement with our supporters.

In January the Trustees updated the foundation's five-year operational plan. This now reflects

what we have achieved to date and focuses our aspirations for the future.

Our aim is to grow philanthropy in greater Christchurch as we believe this will strengthen our community, which in turn will make our region a more enjoyable place to live, work, play and invest in.

Thank you to our donors and supporters for your contribution and your trust in our city.

Humphry Rolleston  
Chair



# CHIEF EXECUTIVE'S REPORT



Amy Carter  
Chief Executive

Despite the impact of a global pandemic the 2021 financial year has seen significant progress on the establishment of the Christchurch Foundation. Throughout the year as capacity has been released from our work supporting the victims of the terror attacks, we have been able to turn more attention to solidifying our fundraising and operational infrastructure.

We have formalized our relationship with our sister organisation The Christchurch Foundation – NZ, in the United Kingdom, by signing an agreement to provide administration expertise. We also have made a commitment to provide a contribution to their operational costs to assist with their establishment.

This provides much needed support to the voluntary board, resulting in the entity securing its charitable and Gift Aid status. Additionally, two new trustees (Karen Pflug and Sam Martin) joined the UK board which has built depth and networks on the ground.

Despite not being able to travel, work continued securing support in the United States with my remote attendance at the Seattle Sister City AGM as a speaker, and by growing our database of expatriates based there. Launching of a US entity with charitable registration is planned and budgeted for the 2023 financial year.

Two legacy projects remain from the Our People, Our City Fund, which provide support to the victims of the March 15 terror attacks. The Education Fund began its first distributions this year. This fund supports the 105 children most impacted with their education post High School.

We proudly attended the launch of the Sakinah Trust, a charity focused on empowering those most impacted by the shootings. This was something that both the Muslim Communities of Ōtautahi and our donors desired as a positive outcome from that horrific day.

The final transfer of funds establishing the Sakinah Community Trust marks the end of our distributions from the Our People Our City Fund. It is also a milestone moment as these incredible women take the mantle to help their families and community heal, grow, and flourish. We continue to act in a supporting role to the trustees of the Sakinah Trust.

Annual Report

Financial Year Ending 30 June 2021

# CHIEF EXECUTIVE'S REPORT

Mid-year we conducted additional research (Vital Signs) to understand the priorities for generosity for our residents. This data helps us inform our donors and our proactive programmes. Notably residents of Christchurch, Selwyn and Waimakariri indicated an increased desire to address inequality. The full report can be found on our website.

In response we began engagement with several established groups to see where we might add value in the equity space. One group was the Christchurch PRIDE Committee. We worked with this voluntary group to identify where we might assist. This collaboration led to the establishment of our PRIDE Fund.

Additionally, to support the annual PRIDE festival we launched #colourfulcashel (an interactive artwork running the length of City Mall), worked with ChristchurchNZ to install rainbow flags throughout the CBD, and brought on The Crusaders who showed support by lighting their stadium, and wearing rainbow laces.

We acted as a conduit between the PRIDE committee and business leaders, through our partners Brannigans and the Central City Business Association which saw a business focused event added to the festival programme and a decorate your workplace competition which painted the CBD in rainbows.

Working on this programme was a milestone moment in the evolution of the Foundation. It has become clear that our impact is much greater where, when required, we step beyond the traditional role of “funder”. The full suite of our funds and programmes can be found later in this document along with some additional case studies.

Madeknown joined us as a strategic partner and has generously worked with us, on a pro bono basis, to develop a stronger narrative that will inspire more generosity from the beginning of the 2022 FY. A notable addition to our approach is the establishment of Ambassador’s. We were thrilled to announce Mike McRoberts as our first ambassador this year.

The Christchurch Foundation recognises that in order to measure the full impact of our work it is necessary to develop a framework that catches the range and depth of the work being carried out. Reporting purely on our financials fails to achieve this.

Towards the end of year we began discussions with Rose Challies, a organisational impact specialist and Next Foundation Fellow, as to how we measure and report on our organisational impact and asked her to review our work to date. I’m excited to share that her impact review of us will be released alongside this document. Additionally, we have built a social impact framework that we will report against annually starting at the end of the 2022 financial year.

We are committed to making positive change, on behalf of our donors, against needs identified by our residents and aligned to our communities’ aspirations.

The funds that we collect and distribute are critical but must

Annual Report

Financial Year Ending 30 June 2021

be wisely invested against identified need. The impact of this investment measured, and if necessary, the approach amended to ensure that positive change occurs.

Our goal to make greater Ōtautahi Christchurch better is lofty and long term. Our efforts need to be informed and our limited resources targeted to ensure that we are making an impact.

Thank you to our donors, supporters, and advocates for placing your trust and gifts with us. Together we can and are making greater Ōtautahi Christchurch better.

Amy Carter  
Chief Executive

Christchurch Foundation

Annual Report

Financial Year Ending 30 June 2021

**IN 2019 OUR  
COMMUNITY  
ASKED US TO  
PRIORITISE:**

**1 VIBRANT ŌTAUTAHĪ**  
**ENSURING THAT GREATER**  
**ŌTAUTAHĪ IS A VIBRANT PLACE**  
**TO LIVE AND VISIT.**

**2 KAITIAKITANGA**  
**GUARDIANSHIP OF THE NATURAL**  
**ENVIRONMENT OF OUR CITY.**

**3 OPPORTUNITIES FOR ALL**  
**CREATING AND SUPPORTING**  
**OPPORTUNITIES FOR ALL OUR**  
**RESIDENTS.**

Christchurch Foundation

# PRIORITY AREAS

Our areas of  
focus are:

## VIBRANT ŌTAUTAHĪ

Ensuring that greater  
Ōtautahi is a vibrant place  
to live and visit.

Arts, culture and events

Getting Around

Regeneration of the central city

## KAITIAKITANCA

Guardianship of the natural  
environment of our city.

Environmental Sustainability

Enhancing and protecting  
biodiversity

Greening of our garden city

Smarter use and accessibility  
to clean energy

\*SDG 15: Protect, restore and  
promote sustainable use  
of terrestrial ecosystems,  
sustainably manage forests,  
combat desertification, and halt  
and reverse land degradation  
and halt biodiversity loss

## OPPORTUNITIES FOR ALL

Creating and supporting  
opportunities for all our  
residents.

Reducing inequality

Resident belonging  
and engagement

Supporting and welcoming  
newcomers

\*SDG 16: Promote peaceful and  
inclusive societies for sustainable  
development, provide access to  
justice for all and build effective,  
accountable and inclusive  
institutions at all levels

\*United Nations Sustainability  
Development Goals

Annual Report

Financial Year Ending 30 June 2021

# OUR WORK IN THESE AREAS

## VIBRANT ŌTAUTAHĪ

Ensuring that Greater  
Ōtautahi is a vibrant place to  
live and visit.

#colourfulcashel

Tūranga Partnership

## KAITIAKITANCA

Guardianship of the natural  
environment of our city.

Partnership with Meridian

Te Ahu Pākiti

Tūi Corridors

## OPPORTUNITIES FOR ALL

Creating and supporting  
opportunities for all our  
residents.

Aspiring Actors Fund

Earthquake Memorial Fund

Generation Give

Pride Fund

OPOC Education Fund

Kate Sheppard Women's Fund

Sports Inclusivity Fund

Christchurch Foundation

Annual Report

Financial Year Ending 30 June 2021

# CELEBRATING GENEROSITY

Thank you to our donors, partners, and supporters, to the trustees and the staff. Your dedication and generosity for greater Ōtautahi Christchurch is simply amazing.

Total funds raised for  
Ōtautahi, Christchurch  
since launch (2017)

\$15.5M

\$2.8M

Total funds  
raised in 2021 FY  
(excl. CCC Grants, Operational  
Interest and Te Ahu Pātiki)

\$2.8M

Total funds  
distributed in 2021 FY  
(excl. Te Ahu Pātiki)

\$2.1M

Total funds  
raised for victims  
of March 15

\$2.3M

Total funds  
distributed to victims  
of March 15  
(incl. funds raised in 2020 FY)

\$353K

Total funds distributed for  
CCC community facilities  
(\$1m since 2017)

3

Grants supporting  
grassroots  
women leaders

Christchurch Foundation

Annual Report

Financial Year Ending 30 June 2021

In 2021 the Christchurch Foundation has been working on over 20 projects, bespoke to greater Ōtautahi Christchurch. Below are four case studies.

# CASE STUDIES



Christchurch Foundation

# KATE SHEPPARD WOMEN'S FUND



Annual Report

Financial Year Ending 30 June 2021

Our city has a proud history of women facilitating groundbreaking societal change. To recognise this, and to ensure this proud legacy continues, we formed this fund to support women and girls in our city who are changemakers.

The Fund supports girls and women in our city who are:

- Actively leading change in their community
- Leading change focused on positive outcomes for our city and its residents
- Leading change driven by people coming together
- Offering grassroots support for our communities

In September 2020 the following women were announced as the winners for the year.

Ciara Foley | Erin Manning | Jo Bailey

In addition to the funding, we developed short videos on each of the winners to showcase their work. These can be found on the news section of our website.

A small group of volunteers worked alongside our team to deliver an inspiring speaker series of inspirational women in response to the initial Covid lockdown. Videos of these speakers are available on our social media platforms and website.

Christchurch Foundation

# TE AHU PĀTIKI



Annual Report

Financial Year Ending 30 June 2021

Providing strategic advice and support to the not-for-profit sector is a significant block of work for the Foundation.

Most of this work is conducted behind the scenes but in this collaboration with the Rod Donald Banks Peninsula Trust we were publicly involved and raised \$383,461 this year to assist with the purchase of the two tallest peaks on Bank Peninsula. Additional funds have been raised in the 2022FY.

We worked with the Trust to develop their fundraising strategy and messaging, provided the primary gifting platform through our website, and brought donors to the project.

\*The Rod Donald Banks Peninsula Trust is a council controlled entity



Christchurch Foundation

# SPORTS INCLUSIVITY FUND



Annual Report

Financial Year Ending 30 June 2021

Sport is a shared passion that transcends ethnicity. Since the March 2019 terror attacks, we have been working alongside Sport Canterbury, Sport New Zealand, and the Christchurch City Council on how we can help grow cultural understanding through this medium.

We have received support from New Zealand Cricket, the English Premier League and the England and Wales Cricket Board on this initiative.

This year has culminated with our Sport Inclusivity Fund funding a Diversity and Inclusion Manager (Hussain Hanif) who is working with Cricket and Football to trial a comprehensive programme. The fund is also supporting several of the activations within the programme which is running for 18 months.

It is hoped that the learnings from this trial programme will then be offered to other sporting codes nationally, making sport and active recreation more diverse and accessible.

Christchurch Foundation

# TŪI CORRIDORS



Annual Report

Financial Year Ending 30 June 2021

This initiative is run by the Foundation and is wholly funded by Meridian Energy as a part of our Stronger Greener Christchurch partnership.

Tūi are no longer found in most of Christchurch and Canterbury, but some were reintroduced to Hinewai near Akaroa in 2010.

Having more bird life in the city has been identified by our residents as an aspiration for our garden city. To bring Tūi and other nectar feeding birds back to the city and the plains more habitat and “Tūi tucker” is needed.

This year over 7,000 plants and trees were planted in locations between Banks Peninsula and the central city. The plants were selected and sourced based upon guidance from Laura Molles, a Tūi expert.

Christchurch Foundation

Annual Report

Financial Year Ending 30 June 2021

# FINANCIALS



# Financial Statements

The Christchurch Foundation  
For the year ended 30 June 2021



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- 7 Statement of Financial Position
- 8 Statement of Changes in Equity
- 9 Statement of Cash Flows
- 10 Notes to the Financial Statements
- 20 Auditor's Report



Directory

The Christchurch Foundation  
 For the year ended 30 June 2021

Nature of Business  
 Funding charitable activities

Location of Business  
 Level 3, BNZ Centre  
 101 Cashel Street  
 Christchurch 8011

IRD Number  
 124-261-864

Accountants  
 KPMG - Enterprise  
 Level 5  
 79 Cashel Street  
 Christchurch 8011

Auditors  
 PWC  
 Level 4  
 60 Cashel Street  
 Christchurch 8011

Bankers  
 TSB  
 ANZ

Deed Established  
 21 July 2017

Registration Date  
 8 September 2017

Registration Number  
 CC54845

Trustees  
 Andrew Turner  
 Graham Dockrill (Appointed 24/02/21)  
 Humphrey Rolleston  
 Lianne Dalziel  
 Paul Bingham  
 Paul Deavoll



Approval of financial statements

The Christchurch Foundation  
 For the year ended 30 June 2021

The Trustees are pleased to present the financial statements of The Christchurch Foundation for the year ended 30 June



Andrew Turner  
 Trustee of the Christchurch Foundation



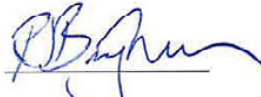
Graham Dockrill  
 Trustee of the Christchurch Foundation



Humphrey Rolleston  
 Trustee of the Christchurch Foundation



Lianne Dalziel  
 Trustee of the Christchurch Foundation



Paul Bingham  
 Trustee of the Christchurch Foundation



Paul Deavoll  
 Trustee of the Christchurch Foundation

Dated: 14 December 2021





Statement of Comprehensive Revenue and  
Expense

The Christchurch Foundation  
For the year ended 30 June 2021

In New Zealand Dollars

	NOTES	2021	2020
<b>Comprehensive Revenue and Expenses</b>			
<b>Revenue</b>			
Revenue from exchange transactions	5	36,074	171,670
Revenue from non-exchange transactions	5	3,350,934	5,532,309
<b>Total Revenue</b>		<b>3,387,008</b>	<b>5,703,979</b>
<b>Expenditure</b>			
Administration expenses	6	539,835	648,362
Operating expenses	7	79,899	105,699
Direct costs	8	2,937,373	10,409,203
<b>Total Expenditure</b>		<b>3,557,107</b>	<b>11,163,264</b>
Surplus/(Deficit) for the period		(170,099)	(5,459,285)

Reconciliation of results from operating activities to the surplus / (deficit) for the period

	NOTES	2021	2020
<b>Reconciliation</b>			
Surplus / (Deficit) for the Period		(170,099)	(5,459,285)
<b>Non-Operating Items</b>			
Non-Operating Revenue		(2,631,864)	(4,892,697)
Non-Operating Direct Costs		36,670	100,162
Non-Operating Distributions of Funds Received in Current and Previous Years		2,818,517	10,288,557
<b>Total Non-Operating Items</b>		<b>223,323</b>	<b>5,496,021</b>
Surplus / (Deficit) for Operations		53,224	36,736



Statement of Comprehensive Revenue and  
Expense

The Christchurch Foundation  
For the year ended 30 June 2021

Results of Operating Activities

	NOTES	2021	2020
<b>Operating Activities</b>			
<b>Operating Revenue</b>			
Revenue from Exchange Transactions	4	20,318	19,041
Revenue from Non-Exchange Transactions	4	728,979	792,240
<b>Total Operating Revenue</b>		<b>749,297</b>	<b>811,281</b>
<b>Operating Expenditure</b>			
Administration Expenses	6	539,723	648,362
Operating Expenses	7	74,164	105,699
Direct Costs		74,290	10,223
Distributions		7,896	10,261
<b>Total Operating Expenditure</b>		<b>696,073</b>	<b>774,545</b>
Surplus / (Deficit) for Operations		53,224	36,736





Statement of Financial Position

The Christchurch Foundation  
As at 30 June 2021

In New Zealand Dollars

	NOTES	30 JUN 2021	30 JUN 2020
<b>Assets</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents	9	2,293,976	2,678,131
Accrued Revenue		30	11
Accounts Receivable	10	132,250	2,588
Customs Duty		-	4,033
Prepayments		16,683	5,357
GST Receivable		-	10,435
<b>Total Current Assets</b>		<b>2,442,939</b>	<b>2,700,555</b>
<b>Non-Current Assets</b>			
Property, Plant and Equipment		928	1,962
Intangibles	18	10,994	21,989
<b>Total Non-Current Assets</b>		<b>11,922</b>	<b>23,951</b>
<b>Total Assets</b>		<b>2,454,861</b>	<b>2,724,506</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable		22,216	45,233
Accrued Expenditure	11	40,699	102,992
Deferred Revenue		89,787	103,501
Provision for donation	20	21,172	30,750
PAYE Payable		12,416	9,863
GST Payable		6,503	-
<b>Total Current Liabilities</b>		<b>192,793</b>	<b>292,339</b>
<b>Total Liabilities</b>		<b>192,793</b>	<b>292,339</b>
<b>Net Assets</b>		<b>2,262,068</b>	<b>2,432,167</b>
<b>Equity</b>			
Accumulated surplus or (deficits)		2,262,068	2,432,167
<b>Total Equity</b>		<b>2,262,068</b>	<b>2,432,167</b>



Statement of Changes in Equity

The Christchurch Foundation  
For the year ended 30 June 2021

In New Zealand Dollars

	NOTE ADMINISTRATION FUNDS	ENDOWMENT FUNDS	PASS THROUGH FUNDS	TOTAL EQUITY
<b>2021</b>				
Balance at 1 July 2020	234,538	23,038	2,174,591	2,432,167
Comprehensive Revenue and Expense for the year	55,316	5,244	(230,659)	(170,099)
Balance at 30 June 2021	19	289,854	28,282	1,943,932
	2,262,068			
	NOTE ADMINISTRATION FUNDS	ENDOWMENT FUNDS	PASS THROUGH FUNDS	TOTAL EQUITY
<b>2020</b>				
Balance at 1 July 2019	246,272	18,874	7,626,306	7,891,452
Comprehensive Revenue and Expense for the year	(11,734)	4,164	(5,451,715)	(5,459,285)
Balance at 30 June 2020	19	234,538	23,038	2,174,591
	2,432,167			





Statement of Cash Flows

The Christchurch Foundation  
For the year ended 30 June 2021

In New Zealand Dollars

	NOTES	2021	2020
Cashflow			
Cash Flows from Operating Activities			
Cash Receipts		3,226,488	4,290,161
Cash Paid for Distributions		(2,826,413)	(10,298,818)
Cash Paid to Suppliers and Employees		(801,708)	(783,562)
Total Cash Flows from Operating Activities	17	(401,633)	(6,792,219)
Cash Flows from Investing Activities			
Investment Income		17,478	77,822
Purchasing Property, Plant, Equipment & Intangibles		-	-
Total Cash Flows from Investing Activities		17,478	77,822
Net (decrease)/increase in cash and cash equivalents		(384,155)	(6,714,397)
Cash and cash equivalents at the beginning of the period		2,678,131	9,392,528
Cash and cash equivalents at the end of the period	9	2,293,976	2,678,131



Notes to the Financial Statements

The Christchurch Foundation  
For the year ended 30 June 2021

1. Reporting Entity

The Christchurch Foundation (the “Foundation”) is a public benefit (not-for profit) entity, domiciled in New Zealand and registered under the Charities Act 2005. The financial statements have been prepared in accordance with the requirements of that Act.

The Foundation's main operation is to raise and receive money to be applied exclusively for charitable purposes that benefit the Christchurch community.

2. Basis of Preparation

(a) Statement of Compliance

The financial statements have been prepared in accordance with and comply with New Zealand Generally Accepted Accounting practice (“NZ GAAP”). They comply with Tier 2 PBE Accounting Standards – Reduced Disclosure Regime (Not-For-Profit). The Foundation qualifies to report under Tier 2 as it has no public accountability and for the two most recent reporting periods has had less than \$30 million operating expenditure.

The financial statements were authorised for issue by the Trustees on \_\_\_\_ December 2021.

(b) Basis of Measurement

The financial statements are prepared on the historical cost basis.

The financial statements are prepared on an accrual basis.

(c) Functional and Presentation Currency

The financial statements are presented in New Zealand dollars, which is the functional and reporting currency of the Foundation and all values are rounded to the nearest dollar except where indicated otherwise.

3. Significant Accounting Policies

The accounting policies set out below have been applied in preparing the financial statements for the year ended 30 June 2021.

(a) Revenue from Exchange Transactions

Interest Income

Interest income is earned for the use of cash and cash equivalents or any amounts due to the Foundation.

Interest income is recognised in the statement of comprehensive revenue and expense as it is earned. Interest income is accrued using the effective interest rate method. The effective interest rate exactly discounts estimated future cash receipts through the expected life of the financial asset to that asset’s net carrying amount. The method applies this rate to the principal outstanding to determine interest revenue each period.

Corporate events/Workshop

Revenue from services is recognised in the accounting period in which services are rendered, by reference to completion of the specific transaction.







# Notes to the Financial Statements

## The Christchurch Foundation

### For the year ended 30 June 2021

**(b) Revenue from Non-Exchange Transactions**  
Non-exchange transactions are those where the Foundation receives value from another entity (e.g. cash or other assets) without giving approximately equal value in exchange.

Inflows of resources from non-exchange transactions, other than services in-kind, that meet the definition of an asset are recognised as an asset only when:

- It is probable that the Foundation will receive an inflow of economic benefits or service potential; and
- the fair value of the inflow can be measured reliably.

Inflows of resources from non-exchange transactions that are recognised as assets are recognised as non-exchange revenue, to the extent that a liability is not recognised in respect to the same inflow.

Liabilities are recognised in relation to inflows of resources from non-exchange transactions when there is a resulting present obligation as a result of the non-exchange transactions, where both:

- It is probable that an outflow of resources embodying future economic benefit or service potential service potential will be required to settle the obligation; and
- The amount of the obligation can be estimated reliably.

*Gifts, donations and bequests*  
Gifts, donations and bequests are voluntary transfers of assets including cash or other monetary assets and goods in-kind that the Foundation receives which are free from stipulations.

Gifts, donations and bequests are recognised as revenue when it is probable that the future economic benefits or service potential will flow to the entity, and the fair value of the assets can be measured reliably. For gifts and donations this is usually upon receipt of the gift or donation. However for bequests, a period of time may elapse between the death of the testator and the entity receiving any assets – in which case the entity makes an assessment of whether the deceased person’s estate is sufficient to meet all claims on it and satisfy all bequests. If the will is disputed, this is taken into account in determining the probability of assets flowing to the entity. Gifts, donations, and bequests are recognised as revenue at their fair value at the date of receipt of cash. Revenue from donations, grants and fundraising with “use or return” conditions are recognised as a liability on receipt. The donation, grant and fundraising is recognised as revenue on satisfaction of the condition

*Sponsorship*  
Sponsorship income is recognised in the period the sponsorship is stipulated for.

**(c) Property, Plant & Equipment**  
Items of property, plant and equipment are measured at cost less accumulated depreciation and impairment losses. Cost includes expenditure that is directly attributable to the acquisition of the asset. Where an asset is acquired through a non-exchange transaction, its cost is measured at its fair value as at the date of acquisition.

Depreciation is charged on a diminishing value basis over the useful life of the asset. Depreciation is charged at rates calculated to allocate the cost or valuation of the asset less any estimated residual value over its remaining useful life:

- Computer Equipment: 50% - 67%

Depreciation methods, useful lives and residual values are reviewed at each reporting date and are adjusted if there is a change in the expected pattern of consumption of the future economic benefits or service potential embodied in the asset.

**(d) Taxes**  
The Foundation is a registered charitable organisation and is therefore exempt from income tax.

**(e) Intangibles**  
All intangible assets are stated at cost less accumulated amortisation and impairment losses. Cost includes expenditure that is directly attributable to the acquisition of the items.

Where an asset is acquired in a non-exchange transaction for nil or nominal consideration the asset is initially measured at its fair value.



# Notes to the Financial Statements

## The Christchurch Foundation

### For the year ended 30 June 2021

**(f) Leases**  
Leases in which a significant portion of the risks and rewards of ownership are retained by the lessor are classified as operating leases. Payments made under operating leases are charged to the statement of comprehensive revenue or expense on a straight line basis over the lease term.

**(g) Goods and Services Tax**  
The Foundation became GST registered on 1 October 2018. The Statement of Comprehensive Revenue and Expenditure has been prepared and stated exclusive of GST. All items in the Statement of Financial Position are stated net of GST, with the exception of receivables and payables which include GST invoiced.

**(h) Cash and Cash Equivalents**  
Cash and cash equivalents comprise cash on hand and cash at bank, deposits on call and highly liquid investments with an original maturity of three months or less, which are readily convertible to known amounts of cash and are subject to insignificant risk of changes in value.

**(i) Accounts Receivable**  
Receivables are stated at estimate realisable value after providing against debts where collection is doubtful. Bad debts are written off during the period in which they are identified.

**(j) Short and Long-Term Employee Benefits**  
The cost of all short-term employee benefits, such as leave pay, is recognised during the period in which the employee renders the related service.

**4. Operating Activities**

Operating activities include all revenue and expenditure directly attributable to the day to day management and operation of the Christchurch Foundation including the administration of the charitable funds.

For the purposes of the non-GAAP reconciliation of results from operating activities to the surplus/ (deficit) for the period, non-operating activities include all other revenue and expenditure including pass through, endowments and events/projects run through the administration fund that are not directly attributable to the day to day management and operation of the Christchurch Foundation.

	2021	2020
<b>5. Revenue from Exchange Transactions</b>		
Alexandra Shackleton Event	11,377	-
Interest Income	17,527	77,833
Te Ahu Patiki Fees for Service	1,953	-
Thinker In Residence	-	20,000
Vital Signs Research Project	-	70,237
Women's Fund High Tea	5,217	3,600
<b>Total Revenue from Exchange Transactions</b>	<b>36,074</b>	<b>171,670</b>



Notes to the Financial Statements

The Christchurch Foundation  
For the year ended 30 June 2021

	2021	2020
<b>Revenue from Non-Exchange Transactions</b>		
Donations - Cash	2,282,780	4,368,697
Alexandra Shackleton Donations	795	-
Women's Fund Donations	925	-
Grants	549,760	790,240
Sponsorship	514,674	365,000
Endowments	2,000	8,372
<b>Total Revenue from Non-Exchange Transactions</b>	<b>3,350,934</b>	<b>5,532,309</b>

Services In-Kind

Perception PR & Marketing Limited's partnership agreement with The Christchurch Foundation finished at the end of FY2020 and as such no pro bono marketing services were provided in the current year. (2020: Pro bono of \$24,538)

KPMG provided \$131,248 of accounting services for \$51,936 in the current year. (2020: Pro bono of \$61,000)

Brannigans Consulting Limited provided \$40,100 in pro bono recruitment services in the current year. (2020: \$nil)

PwC provided \$15,600 of statutory audit services for \$14,500 in the current year. (2020: \$15,000 audit services provided for \$7,500)

Services in-kind are not included in revenues as there is no enduring asset created from the receipt as the benefit is consumed immediately on receipt.

	2021	2020
<b>6. Administration Expenses</b>		
Accounting / Finance	41,258	50,556
Audit Fees	14,500	7,500
Amortisation	10,995	21,989
Depreciation	1,034	2,284
Insurance	3,588	3,323
Interest Expense	30	108
Legal Expenses	9,290	37,544
Other Administration Expenses	50,887	81,267
Salaries	394,891	430,546
Subscriptions	13,362	13,245
<b>Total Administration Expenses</b>	<b>539,835</b>	<b>648,362</b>

	2021	2020
<b>7. Operating Expenses</b>		
Advertising	4,850	19,957
Marketing	31,962	22,720
Other Operating Expenses	15,306	21,826
Rent	21,640	24,626
Travel	6,141	16,570
<b>Total Operating Expenses</b>	<b>79,899</b>	<b>105,699</b>



Notes to the Financial Statements

The Christchurch Foundation  
For the year ended 30 June 2021

	2021	2020
<b>8. Direct Costs</b>		
Diaspora Programme	-	10,223
Distributions	2,826,413	10,288,557
Events	53,112	-
Stronger Greener Christchurch Expenses	25,002	-
Thinker In Residence Expenses	-	19,832
UK Establishment Costs - Note 15	16,340	10,261
US Establishment Costs - Note 15	577	-
Vital Signs Research Project Expenses	15,929	80,330
<b>Total Direct Costs</b>	<b>2,937,373</b>	<b>10,409,203</b>

	2021	2020
<b>9. Cash and Cash Equivalents</b>		
ANZ - 00 Account (Opex)	11,832	15,609
ANZ - 01 Account (OPOC Fund)	100,456	345,226
ANZ - 02 Account (Education Fund)	1,659,489	1,627,246
ANZ - 00 Account (General Fund)	313,645	-
Blackbaud Merchant Services	148	-
Credit Card - Staff	173	-
Petty Cash	25	10
TSB - 00 Account (Opex)	208,208	302,606
TSB - 80 Account	-	387,434
<b>Total Cash and Cash Equivalents</b>	<b>2,293,976</b>	<b>2,678,131</b>

	2021	2020
<b>10. Accounts Receivable</b>		
Brannigans Consulting Limited	-	1,438
ChristchurchNZ Limited	-	1,150
Meridian Energy Limited	115,000	-
Mondelez International	5,750	-
Westpac	11,500	-
<b>Total Accounts Receivable</b>	<b>132,250</b>	<b>2,588</b>





## Notes to the Financial Statements

### The Christchurch Foundation For the year ended 30 June 2021

	2021	2020
<b>11. Accrued Expenditure</b>		
Accounting Fee	-	5,500
Accrued Salary	8,862	6,672
Admin - Our People, Our City	-	6,000
Admin - Stronger Greener Christchurch	4,167	-
Audit Fee	14,500	7,500
Bonuses - Note 15	-	32,584
Holiday Pay	6,111	18,937
Vital Signs Research Project Expenses	6,850	-
Project Costs	-	25,421
Telephone & Internet	209	378
<b>Total Accrued Expenditure</b>	<b>40,699</b>	<b>102,992</b>

#### 12. Contingent Liabilities

There are no contingent liabilities at year end (2020 : \$Nil)

#### 13. Operating Expense Commitments

There are no operating expense commitments as at 30 June 2021 (2020: \$20,315 commitments for Vital Signs Project).

#### 14. Operating Lease Commitments

The Foundation leases part of Level 3, 101 Cashel Street, Christchurch from Christchurch NZ. The lease was signed on 17 January 2018 with no end date. The lease is currently \$2,000 per month and can be terminated with one month's notice. (2020: \$2,000 per month)

#### 15. Related Parties

##### Key Management Personnel

The senior management group consists of the CEO. The total remuneration of the senior management group and the number of managers, on a full-time equivalent basis, receiving remuneration in this category are:

	2021	2020
<b>Remuneration Summary</b>		
Total Remuneration	211,484	221,192
Number of Persons	1	1

In the 2021 financial year, the CEO and the Trustees agreed to remove the bonus component from the CEO's remuneration package, effective 1 July 2020.



## Notes to the Financial Statements

### The Christchurch Foundation For the year ended 30 June 2021

#### Related Party Transactions

During the year the Foundation received the following income and incurred the following expenses from Brannigans Consulting Limited. Amy Carter's (CEO) spouse is a partner at Brannigans Consulting Limited.

	2021	2020
<b>Income and Expenditure</b>		
<b>Income</b>		
Donation	4,674	4,461
Sponsorship	8,000	16,250
Stationery	-	248
Corporate Events	-	200
<b>Total Income</b>	<b>12,674</b>	<b>21,159</b>
<b>Expenses</b>		
Administration Expenses - Sports Inclusivity	(1,395)	-
Recruitment Fees	(820)	-
<b>Total Expenses</b>	<b>(2,215)</b>	<b>-</b>
<b>Net Income (Expenditure)</b>	<b>10,459</b>	<b>21,159</b>

During the year the Foundation incurred the following expenses from Simpson Grierson. Hugh Lindo (Trustee until 10/02/21) is a partner of Simpson Grierson.

	2021	2020
<b>Expenses</b>		
Legal Expenses	9,290	33,885

During the year the Foundation incurred the following expenses in relation to the establishment of separate Christchurch Foundation entities in the UK and US. The purpose of these entities is to collect donations from New Zealand expatriates which will be transferred to the Christchurch Foundation (NZ) to be used in line with the Christchurch Foundation's purpose.

	2021	2020
<b>Expenses</b>		
UK Establishment Costs	16,340	10,261
US Establishment Costs	577	-
<b>Total Expenses</b>	<b>16,917</b>	<b>10,261</b>





Notes to the Financial Statements

The Christchurch Foundation  
For the year ended 30 June 2021

The Mayor of the Christchurch City Council ("CCC"), Lianne Dalziel, and her deputy, Andrew Turner, make up two of the seven Trustees at The Foundation and therefore CCC and The Foundation are considered to be related parties. This relationship also existed in 2020 but the disclosures were only made on grants received from the CCC. This disclosure is being corrected to include the expenses incurred with the CCC for 2021 and the comparative period as follows:

	2021	2020
<b>Income and Expenditure</b>		
<b>Income</b>		
Donations	75,438	-
Grants	540,000	600,000
<b>Total Income</b>	<b>615,438</b>	<b>600,000</b>
<b>Distributions</b>		
Distributions	353,500	700,000
<b>Total Distributions</b>	<b>353,500</b>	<b>700,000</b>
<b>Net Income (Expenditure)</b>	<b>261,938</b>	<b>(100,000)</b>

During the year, the Foundation received the following income on behalf of the Rod Donald Banks Peninsula Trust (RDBPT) under a fee for service agreement in relation to the Te Ahu Patiki project. The Donations, less the fee for service and transaction fees were distributed to RDBPT. Andrew Turner is a Trustee of The Christchurch Foundation and the RDBPT.

	2021	2020
<b>Income and Expenditure</b>		
<b>Income</b>		
Donations	383,461	-
Fees For Service	1,952	-
<b>Total Income</b>	<b>385,413</b>	<b>-</b>
<b>Expenses</b>		
Transaction Fees	1,030	-
<b>Distributions</b>		
Distributions	382,431	-
<b>Net Income (Expenditure)</b>	<b>1,952</b>	<b>-</b>

16. Subsequent Events

There were no subsequent events to balance date when the financial statements were signed.



Notes to the Financial Statements

The Christchurch Foundation  
For the year ended 30 June 2021

17. Reconciliation of Net Cash Flows from Operating Activities to Surplus / (Deficit)

	2021	2020
<b>Cashflow Reconciliation</b>		
<b>Surplus/(Deficit) for the year</b>		
Surplus/(Deficit) for the year	(170,099)	(5,459,285)
<b>Total Surplus/(Deficit) for the year</b>	<b>(170,099)</b>	<b>(5,459,285)</b>
<b>Non-Cash Movements</b>		
Amortisation	10,995	21,989
Depreciation	1,034	2,284
<b>Total Non-Cash Movements Movements in Working Capital</b>	<b>12,029</b>	<b>24,273</b>
<b>Net Cash Flows from Operating Activities</b>		
Increase/(Decrease) in payables	(106,069)	(1,460,043)
Increase/(Decrease) in GST Payment	16,938	(2,815)
(Increase)/Decrease in Receivables	(136,956)	183,473
Investment Income	(17,476)	(77,822)
<b>Total Movements in Working Capital</b>	<b>(243,563)</b>	<b>(1,357,207)</b>
<b>Net Cash Flows from Operating Activities</b>	<b>(401,633)</b>	<b>(6,792,219)</b>

18. Intangible Assets

	2021	2020
<b>Website</b>		
Opening Book Value	21,989	43,978
Current Year Amortisation	(10,995)	(21,989)
<b>Total Website</b>	<b>10,994</b>	<b>21,989</b>

The Foundation developed and completed a website in 2019. The website provides access for the public to make electronic donations to the Foundation and therefore generates economic benefits.





Notes to the Financial Statements

The Christchurch Foundation  
For the year ended 30 June 2021

19. Equity

	\$
2021	
Opening Balance	2,432,167
Current year movement	
Administration funds	55,316
Endowment funds	5,244
Pass through funds	(230,659)
Total Current year movement	(170,099)
Balance as at 30 June 2021	2,262,068
	\$
2020	
Opening Balance	7,891,452
Prior year movement	
Administration funds	(11,734)
Endowment funds	4,164
Pass through funds	(5,451,715)
Total Prior year movement	(5,459,285)
Balance as at 30 June 2020	2,432,167

Pursuant to a directive from the Community Foundations of New Zealand, the Foundation has established the following reserves during the prior year:

Administration funds (accumulated surplus)  
Funds held for the running of the Foundation and not held for charitable distribution purposes.

Endowment funds  
Donated funds held in perpetuity or with a donor-directed pay down period of three or more years from the date the donation is made.

Pass through funds  
Donated funds held temporarily by the foundation before being distributed to assigned charitable purposes.

20. Provision for Conditional Donation

In the year ending 30 June 2021 the Foundation received a conditional donation of \$2,071,172. The Foundation utilised \$2,050,000 of this donation for the specified purpose by 30 June 2021 and the remaining \$21,172 has been recognised as a liability at year end. (2020: \$30,750.)

21. COVID-19

On 11 March 2020, the World Health Organisation (WHO) declared the outbreak of COVID-19 a pandemic. For the Foundation this has resulted in temporary deferral and cancellation of public events during Alert Level 3 and 4 periods, but the Foundation has been able to carry on its operations as usual without any further disruptions.





### Independent auditor's report

To the Trustees of The Christchurch Foundation

#### Our opinion

In our opinion, the accompanying financial statements of The Christchurch Foundation (the Foundation), present fairly, in all material respects, the financial position of the Foundation as at 30 June 2021, its financial performance and its cash flows for the year then ended in accordance with Public Benefit Entity Standards Reduced Disclosure Regime.

#### What we have audited

The Foundation's financial statements comprise:

- the statement of financial position as at 30 June 2021;
- the statement of comprehensive revenue and expense for the year then ended;
- the statement of changes in equity for the year then ended;
- the statement of cash flows for the year then ended; and
- the notes to the financial statements, which include significant accounting policies and other explanatory information.

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)) and International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Independence

We are independent of the Foundation in accordance with Professional and Ethical Standard 1 International Code of Ethics for Assurance Practitioners (including International Independence Standards) (New Zealand) (PES 1) issued by the New Zealand Auditing and Assurance Standards Board and the International Code of Ethics for Professional Accountants (including International Independence Standards) issued by the International Ethics Standards Board for Accountants (IESBA Code), and we have fulfilled our other ethical responsibilities in accordance with these requirements.

Other than in our capacity as auditor we have no relationship with, or interests in, the Foundation.

#### Other information

The Trustees are responsible for the other information. The other information comprises the information included in the Annual Report, but does not include the financial statements and our auditor's report thereon. The Annual Report is expected to be made available to us after the date of this auditor's report.

Our opinion on the financial statements does not cover the other information and we will not express any form of audit opinion or assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on the work we have performed on the other information that we obtained prior to the date of this auditor's report, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

PricewaterhouseCoopers, PwC Centre, 60 Cashel Street, PO Box 13-244, Christchurch 8141 New Zealand  
T: +64 3 374 3000, [www.pwc.co.nz](http://www.pwc.co.nz)



#### Responsibilities of the Trustees for the financial statements

The Trustees are responsible, on behalf of the Foundation, for the preparation and fair presentation of the financial statements in accordance with Public Benefit Entity Standards Reduced Disclosure Regime, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Foundation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Foundation or to cease operations, or have no realistic alternative but to do so.

#### Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) and ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located at the External Reporting Board's website at

<https://www.xrb.govt.nz/assurance-standards/auditors-responsibilities/audit-report-8/>

This description forms part of our auditor's report.

#### Who we report to

This report is made solely to the Trustees, as a body. Our audit work has been undertaken so that we might state those matters which we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Foundation and the Trustees, as a body, for our audit work, for this report or for the opinions we have formed.

The engagement partner on the audit resulting in this independent auditor's report is Simon Kirkpatrick.

For and on behalf of:

Chartered Accountants  
14 December 2021

Christchurch

PwC

Christchurch Foundation

Annual Report

Financial Year Ending 30 June 2021

# FOR A BETTER CITY

The Christchurch Foundation  
Level 3, BNZ Centre,  
101 Cashel Street, Christchurch 8011  
[enquiries@christchurchfoundation.org.nz](mailto:enquiries@christchurchfoundation.org.nz)  
[christchurchfoundation.org.nz](http://christchurchfoundation.org.nz)

# CHRISTCHURCH FOUNDATION

[bettercity.nz](http://bettercity.nz)





# The Christchurch Foundation

## Biannual Report

6 Months Ended 31 December 2021

January 2022



# FUELLING PROSPERITY

We passionately believe that the flow-on effect from focusing on helping **fuel the prosperity** of our clients significantly contributes to ensuring that our communities, and ultimately our country and all New Zealanders, will enjoy a more prosperous future.

# Compilation Report

## Report to the CEO & Trustees of The Christchurch Foundation ("the Foundation")

### Scope

We have prepared the Biannual report for the 6 months ended 31 December 2021 based on information provided by you, and in accordance with our engagement letter dated 13 September 2017.

### Responsibilities

The Biannual report has been prepared based on information provided by the CEO and the Foundation. The CEO and the Foundation are solely responsible for the information upon which the Biannual report is based.

### Disclaimer of liability

We have compiled the Biannual report in accordance with the limited procedures agreed in our letter of engagement dated 13 September 2017.

As part of our engagement, the CEO and the Foundation has provided records, information, documents and explanations on which we have relied. Our procedures do not involve verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed. We do not accept any responsibility for the accuracy and completeness of the accounting records and other information the CEO and the Foundation has supplied to us or for the reliability, accuracy and completeness of the financial information compiled on the basis of those records and information. We also do not accept any responsibility for the maintenance of adequate accounting records, an adequate internal control structure and the selection and application of appropriate accounting policies within your organisation. In addition, the CEO and the Foundation are solely responsible to users of the financial information we compile.



**KPMG – Christchurch**  
**Dated: 24 January 2022**



# Financial Performance – Consolidated

Item 18

Attachment B



## Statement of Financial Performance - Consolidated

### The Christchurch Foundation For the 6 months ended 31 December 2021

	JUL-DEC 2021	YTD	BUDGET	VARIANCE	PRIOR YTD
<b>Revenue</b>					
Donations	85,223	85,223	-	85,223	2,451,575
Grants	262,500	262,500	175,000	87,500	279,760
Sponsorship	449,658	449,658	350,000	99,658	533,408
Endowments	-	-	-	-	1,000
Endowment Establishment Gift	1,000	1,000	5,000	(4,000)	1,000
Te Ahu Patiki Fees for Service	8	8	-	8	1,037
<b>Events</b>					
Alexandra Shackleton / Tim Jarvis	-	-	-	-	12,065
Moon Dinner	945	945	-	945	-
Rainbow Dinner	6,500	6,500	-	6,500	-
Women's Fund High Tea	5,244	5,244	-	5,244	5,217
<b>Total Events</b>	<b>12,689</b>	<b>12,689</b>	<b>-</b>	<b>12,689</b>	<b>17,282</b>
Ambassadors Club	-	-	15,000	(15,000)	-
Business Club	2,500	2,500	15,000	(12,500)	-
Sundry Income	217	217	-	217	-
Fees for Service	-	-	125,000	(125,000)	-
<b>Total Revenue</b>	<b>813,795</b>	<b>813,795</b>	<b>685,000</b>	<b>128,795</b>	<b>3,285,062</b>
<b>Less Distributions</b>					
Distributions	627,130	627,130	350,000	277,130	2,844,579
<b>Total Distributions</b>	<b>627,130</b>	<b>627,130</b>	<b>350,000</b>	<b>277,130</b>	<b>2,844,579</b>
<b>Gross Surplus (Deficit)</b>	<b>186,665</b>	<b>186,665</b>	<b>335,000</b>	<b>(148,335)</b>	<b>440,483</b>
<b>Expenses</b>					
Accounting / Finance	20,004	20,004	20,004	-	21,254
Administration Expenses - Earthquake Memorial	7	7	-	7	-
Administration Expenses - Our People, Our City	-	-	-	-	38,187
Administration Expenses - Sports Inclusivity	-	-	-	-	1,403
Administration Expenses - Te Ahu Patiki	13	13	-	13	695
Audit Fees	-	-	7,500	(7,500)	-
Conferences	300	300	500	(200)	325
Consultant Support	-	-	-	-	820
Depreciation / Amortisation	3,126	3,126	2,988	138	6,014
Entertainment	2,146	2,146	2,500	(354)	4,013
Events	9,703	9,703	8,250	1,453	16,442
Fund Manager	-	-	2,500	(2,500)	-
General	2,311	2,311	2,950	(639)	3,176
Insurance	1,514	1,514	1,752	(238)	1,771
Legal Expenses	-	-	6,500	(6,500)	9,290

These financial statements have been prepared without conducting an audit or review engagement and should be read in conjunction with the attached Compilation Report on page 3.

Statement of Financial Performance - Consolidated



	JUL-DEC 2021	YTD	BUDGET	VARIANCE	PRIOR YTD
Marketing / Advertising	6,227	6,227	37,500	(31,273)	11,820
Phone / Computer / Software	10,631	10,631	12,000	(1,369)	14,308
Rent	10,820	10,820	10,818	2	10,820
Salaries	157,812	157,812	168,920	(11,108)	196,914
Stronger Greener Christchurch Expenses	20,835	20,835	25,000	(4,165)	-
Travel	3,021	3,021	5,550	(2,529)	2,982
UK Establishment Costs	-	-	7,500	(7,500)	11,660
US Establishment Costs	-	-	-	-	577
Vital Signs Research Project Expenses	-	-	1,500	(1,500)	15,929
<b>Total Expenses</b>	<b>248,470</b>	<b>248,470</b>	<b>324,232</b>	<b>(75,762)</b>	<b>368,398</b>
<b>Other Income</b>					
Interest Income	6,450	6,450	-	6,450	9,482
Thinker In Residence	-	-	20,000	(20,000)	20,000
Unrealised Gain / (Loss) on Investments	7,173	7,173	-	7,173	-
<b>Total Other Income</b>	<b>13,622</b>	<b>13,622</b>	<b>20,000</b>	<b>(6,378)</b>	<b>29,482</b>
<b>Net Surplus (Deficit)</b>	<b>(48,182)</b>	<b>(48,182)</b>	<b>30,768</b>	<b>(78,950)</b>	<b>101,567</b>

These financial statements have been prepared without conducting an audit or review engagement and should be read in conjunction with the attached Compilation Report on page 3.



## Statement of Financial Position - Consolidated

### The Christchurch Foundation As at 31 December 2021

	31 DEC 2021	30 JUN 2021
<b>Assets</b>		
<b>Current Assets</b>		
Cash and Bank	1,146,771	2,293,976
Accounts Receivable	189,325	132,250
Accrued Revenue	69	30
Prepayments	8,014	16,683
<b>Total Current Assets</b>	<b>1,344,179</b>	<b>2,442,940</b>
<b>Non-Current Assets</b>		
Fixed Assets	1,675	928
Website	8,246	10,995
JBWere Investment Portfolio	1,307,173	-
<b>Total Non-Current Assets</b>	<b>1,317,094</b>	<b>11,922</b>
<b>Total Assets</b>	<b>2,661,273</b>	<b>2,454,862</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	425,467	34,633
Accrued Expenditure	14,969	40,699
Deferred Revenue	-	89,787
GST Payable	6,951	6,503
Income in Advance	87,500	-
Provisions	-	21,172
<b>Total Current Liabilities</b>	<b>534,887</b>	<b>192,794</b>
<b>Total Liabilities</b>	<b>534,887</b>	<b>192,794</b>
<b>Net Assets</b>	<b>2,126,386</b>	<b>2,262,068</b>
<b>Equity</b>		
<b>Administration Funds</b>		
Administration Funds - Allocated	100,000	128,672
Administration Funds - Unallocated	116,140	161,183
<b>Total Administration Funds</b>	<b>216,140</b>	<b>289,854</b>
<b>Endowment Funds</b>		
General Fund - Where It's Needed Most	12,294	8,902
Pride Fund	17,414	17,246
Women's Fund	1,616	2,134
<b>Total Endowment Funds</b>	<b>31,324</b>	<b>28,282</b>
<b>Pass Through Funds</b>		
Alexandra Shackleton	795	795
CBD Activations	(815)	(709)
Earthquake Memorial	73,316	73,216

These financial statements have been prepared without conducting an audit or review engagement and should be read in conjunction with the attached Compilation Report on page 3.

Statement of Financial Position - Consolidated



	31 DEC 2021	30 JUN 2021
General	10,000	10,000
GenGive	1,400	2,866
Lantern Fund	100	-
OPOC Education Fund	1,654,889	1,659,509
OPOC Victims Fund	-	83,510
Sports Inclusivity Fund	98,874	168,239
Stronger Greener Christchurch	250	50
Turanga	31,113	(53,545)
Women In Sport	9,000	-
<b>Total Pass Through Funds</b>	<b>1,878,922</b>	<b>1,943,932</b>
<b>Total Equity</b>	<b>2,126,386</b>	<b>2,262,068</b>

These financial statements have been prepared without conducting an audit or review engagement and should be read in conjunction with the attached Compilation Report on page 3.





## Statement of Cash Flows - Consolidated

The Christchurch Foundation  
For the 6 months ended 31 December 2021

	JUL-DEC 2021	YTD	PRIOR YTD
<b>Cash Flows from Operations</b>			
Cash receipts	738,640	738,640	2,992,377
Payments to suppliers and employees	(291,847)	(291,847)	(474,141)
GST Refund / (Payment)	(21,764)	(21,764)	(12,111)
Distributions	(278,645)	(278,645)	(2,900,895)
<b>Total Cash Flows from Operations</b>	<b>146,384</b>	<b>146,384</b>	<b>(394,770)</b>
<b>Investing Activities</b>			
Interest Income	6,411	6,411	9,448
<b>Total Investing Activities</b>	<b>6,411</b>	<b>6,411</b>	<b>9,448</b>
<b>Net Increase/(Decrease) in Cash</b>	<b>152,795</b>	<b>152,795</b>	<b>(385,322)</b>
<b>Bank Accounts and Cash</b>			
Opening cash	2,293,976	2,293,976	2,678,005
Closing cash	2,446,771	2,446,771	2,292,683
<b>Net change in cash for period</b>	<b>152,795</b>	<b>152,795</b>	<b>(385,322)</b>

These financial statements have been prepared without conducting an audit or review engagement and should be read in conjunction with the attached Compilation Report on page 3.



# Financial Performance – Operations

Item 18

Attachment B



## Statement of Financial Performance - Operations

### The Christchurch Foundation For the 6 months ended 31 December 2021

	JUL-DEC 2021	YTD	BUDGET	VARIANCE	PRIOR YTD
<b>Revenues</b>					
Donations	(5,000)	(5,000)	-	(5,000)	4,674
Endowment Establishment Gift	1,000	1,000	5,000	(4,000)	1,000
Grants	262,500	262,500	175,000	87,500	279,760
Sponsorship	15,000	15,000	-	15,000	152,295
Te Ahu Patiki Fees for Service	8	8	-	8	1,037
<b>Events</b>					
Alexandra Shackleton Event	-	-	-	-	12,065
Moon Dinner	945	945	-	945	-
Rainbow Dinner	6,500	6,500	-	6,500	-
Women's Fund High Tea	-	-	-	-	4,582
<b>Total Events</b>	<b>7,445</b>	<b>7,445</b>	<b>-</b>	<b>7,445</b>	<b>16,647</b>
Ambassadors Club	-	-	15,000	(15,000)	-
Business Club	2,500	2,500	15,000	(12,500)	-
Sundry Income	217	217	-	217	-
Fees for Service	-	-	125,000	(125,000)	-
<b>Total Revenues</b>	<b>283,670</b>	<b>283,670</b>	<b>335,000</b>	<b>(51,330)</b>	<b>455,413</b>
<b>Less Distributions</b>					
Distributions	20,000	20,000	-	20,000	7,896
<b>Total Distributions</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>	<b>20,000</b>	<b>7,896</b>
<b>Gross Surplus</b>	<b>263,670</b>	<b>263,670</b>	<b>335,000</b>	<b>(71,330)</b>	<b>447,517</b>
<b>Expenses</b>					
Accounting / Finance	20,004	20,004	20,004	-	21,254
Administration Expenses - Earthquake Memorial	7	7	-	7	-
Administration Expenses - Our People, Our City	-	-	-	-	38,187
Administration Expenses - Sports Inclusivity	-	-	-	-	1,403
Administration Expenses - Te Ahu Patiki	-	-	-	-	211
Audit Fees	-	-	7,500	(7,500)	-
Conferences	300	300	500	(200)	325
Consultant Support	-	-	-	-	820
Depreciation / Amortisation	3,126	3,126	2,988	138	6,014
Entertainment	2,146	2,146	2,500	(354)	4,013
Events	9,703	9,703	8,250	1,453	16,442
Fund Manager	-	-	2,500	(2,500)	-
General	2,362	2,362	2,950	(588)	3,176
Insurance	1,514	1,514	1,752	(238)	1,771
Legal Expenses	-	-	6,500	(6,500)	9,290
Marketing / Advertising	6,121	6,121	37,500	(31,379)	11,820
Phone / Computer / Software	10,631	10,631	12,000	(1,369)	14,308

These financial statements have been prepared without conducting an audit or review engagement and should be read in conjunction with the attached Compilation Report on page 3.

Statement of Financial Performance - Operations



	JUL-DEC 2021	YTD	BUDGET	VARIANCE	PRIOR YTD
Rent	10,820	10,820	10,818	2	10,820
Salaries	157,812	157,812	168,920	(11,108)	196,914
Stronger Greener Christchurch Expenses	20,835	20,835	25,000	(4,165)	-
Travel	5,104	5,104	5,550	(446)	2,982
UK Establishment Costs	-	-	7,500	(7,500)	11,660
US Establishment Costs	-	-	-	-	577
Vital Signs Research Project Expenses	-	-	1,500	(1,500)	15,929
<b>Total Expenses</b>	<b>250,485</b>	<b>250,485</b>	<b>324,232</b>	<b>(73,748)</b>	<b>367,914</b>
<b>Other Income</b>					
Interest Income	601	601	-	601	1,754
Thinker In Residence	-	-	20,000	(20,000)	20,000
<b>Total Other Income</b>	<b>601</b>	<b>601</b>	<b>20,000</b>	<b>(19,399)</b>	<b>21,754</b>
<b>Net Surplus (Deficit)</b>	<b>13,786</b>	<b>13,786</b>	<b>30,768</b>	<b>(16,982)</b>	<b>101,357</b>

These financial statements have been prepared without conducting an audit or review engagement and should be read in conjunction with the attached Compilation Report on page 3.

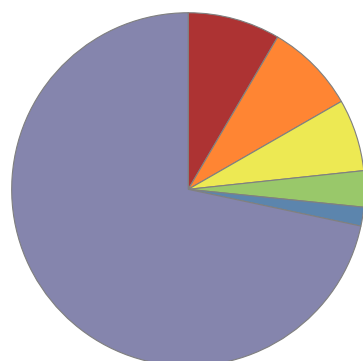


# JBWere - Investment Fund Performance

REGISTERED OFFICE  
Level 38, Vero Centre, 48 Shortland Street  
Auckland, New Zealand 1010  
web site: www.jbwere.co.nz

**Portfolio Asset Allocation Report - Account 57803 - The Christchurch Foundation (15 March 19 Fund)(DIMS AC)  
- as at 31 December 2021**

	Cost Value (NZD)	Current Value (NZD)	Portfolio %
New Zealand Equities	107,578.49	110,521.50	8.46 %
Australian Equities	106,959.10	107,861.93	8.25 %
Offshore Equities	86,007.07	86,309.15	6.60 %
Offshore Bonds	43,000.84	43,210.95	3.31 %
Property	21,527.45	22,527.25	1.72 %
Cash	936,744.69	936,741.77	71.66 %
<b>Portfolio Total</b>	<b>1,301,817.65</b>	<b>1,307,172.56</b>	<b>100.00 %</b>



**NZD FX Rates**

AUD	0.9414
CAD	0.8643
CHF	0.6234
DKK	4.4750
EUR	0.6018
GBP	0.5053
HKD	5.3349
JPY	78.7903
NOK	6.0327
NZD	1.0000
SEK	6.1942
SGD	0.9223
USD	0.6843

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# Financial Performance – Commentary

Item 18

Attachment B

# Commentary

This commentary will focus on material variances reported in the Consolidated Statement of Financial Performance as well as any other notable transactions in the Consolidated Statement of Financial Position and Consolidated Statement of Cash Flows (pages 5 – 7).

## Analysis of Financial Performance

### Donations

Donation revenue for the year to date is \$85k. \$59k of this is unbudgeted donations. \$20.5k is as result of end of year accounting adjustments to move conditional donations received from FY21 to FY22 when they will be distributed. There was also an end of year accounting adjustment to move the \$5.47k in conditional Margaret Mahy donations received from FY21 into FY22 where they have now been refunded. Note that no provision was made in the 2022 budget for donations.

### Grants

Grant revenue of \$262k contains operational funding received from the Christchurch City Council (agreed for FY22, \$350k).

### Sponsorship

Sponsorship received year to date of \$450k shows a favourable variance of \$100k against budget. Notable contributors to this variance include an end of year accounting adjustment of \$85k to defer Turanga sponsorship received from FY21 to FY22 once it has been earned.

### Events

Event revenue received year to date is \$13k. This shows ticket revenue broken down by each individual event. Any net surplus remaining at the end of an event will be transferred to the relevant fund.

### Fees for Service

The annual budget for Fees for Service income includes \$150k from ECAN for the costs of running the Green Philanthropy Fund and \$100k from Meridian for Stronger Greener Christchurch. For the purpose of the budget, this income was spread evenly over the 12 month period. In reality, it will likely be received in two lump sum payments during the year and as such, this variance is merely a timing issue.

### Ambassadors/Business Club

The annual budget for the Ambassadors and Business Clubs are \$30k each. This reflects the FY22 goal of getting three entities to join the Ambassadors Club and 12 entities to join the Business Club who will each contribute \$10k pa and \$2.5k pa respectively towards the Foundation's operations. For the purpose of the budget, this income was spread evenly over the 12 month period. In reality, it will likely be received in an irregular manner throughout the year and as such, this variance is merely a timing issue.

### Distributions

In the year to date, the Foundation has made distributions totaling \$627k. Other than the expected Turanga distribution, an allowance for distributions was not included in the FY2022 budget. A summary of the Foundation's lifetime distributions can be found on the final commentary page of this report.



# Commentary

## Analysis of Financial Performance (Continued)

### Unrealised Gain / (Loss) on Investment

This Other Income line tracks the unrealised gains and losses on the JBWere investment portfolio. As at 31 December 2021, there is an unrealised gain of \$7,173, which is approximately 0.55% of the initial \$1.3m investment.

### Administration Expenses – Te Ahu Patiki

This expense line contains bank and transaction fees incurred from ANZ and Blackbaud on transactions relating to the Te Ahu Patiki Fund. These expenses have been disbursed to the Rod Donald Banks Peninsula Trust.

### Fund Manager / Legal / Marketing / Advertising

These expense lines all show favorable variances against budget due to the budgeted annual expenditure being spread evenly over the 12 month period. In reality, this expenditure will be incurred sporadically throughout the year and as such, these variances are only due to timing.

### Events

Events expenditure year to date of \$10k shows an unfavourable variance against budget of \$1.5k. The events expenditure will be incurred sporadically throughout the year and as such, these variances are only due to timing.

### Salaries

Salaries are showing a favourable variance to budget due to the budgeted Administrator role not being filled.

### UK Establishment Costs

This expense lines is to track the expenses incurred in the establishment of the UK entity. A provision of \$15k has been made for the UK Establishment Costs in the FY2022 budget. There is a clawback clause in the agreement which may result in these funds being repaid by the respective entities in future.

# Commentary

## Analysis of Financial Position

### Accounts Receivable

Of the \$189k outstanding receivables, \$172.5k relates to Turanga sponsorship, \$16k relates to the Pride fund, and the remaining \$1k relates to the Lantern fund.

### Prepayments

Included in the prepaid expenditure amount of \$8k is prepaid insurance, subscriptions, computer software licensing and travel. These expenses are transferred to the Statement of Financial Performance in the month the expense is realised.

### JBWere Investment Portfolio

This line item tracks the market value of the JBWere Investment Portfolio which contains \$1.3m of the OPOC Education Funds. Please see page 26 of this report for a breakdown of the investment.

### Accrued Expenditure

Accrued expenditure of \$15k includes a provision for holiday pay, the outstanding portion of the FY21 audit fee and the December Spark invoice.

### Equity

The way Equity is reported on the Statement of Financial Position has been adjusted to provide a more granular breakdown of the balances of each of the funds that make up the Foundation's total Equity balance. Operational reserves are split out from allocated operational funds under the "Administrative Funds" heading.

# Commentary

## Distributions

Since inception, the Christchurch Foundation has made the following distributions totaling \$14,124,530 as of 31 December 2021, these are broken down as follows:

- \$15,000 To the Town Hall.
- \$2,065,702 From the Qatar Charity Fund (FIANZ) to the victims of the March 15<sup>th</sup> attacks (\$15,702 of which was transferred to The Sakinah Trust).
- \$1,533,834 From the gift received from HRH Prince Al Waleed Bin Talal to the victims of the March 15<sup>th</sup> attacks.
- \$293,450 From the Al Taqwa donation to the victims of the March 15<sup>th</sup> attacks.
- \$100,100 From an anonymous donation to several victims of the March 15<sup>th</sup> attacks.
- \$7,279 From various donations to victims of the March 15<sup>th</sup> attacks.
- \$45,000 In Countdown grocery gift cards for the victims of the March 15<sup>th</sup> attacks.
- \$460,000 To St John for two ambulance vehicles.
- \$44,960 To various charities and organisations through business partnerships.
- \$20,000 To the Women's Fund grant recipients.
- \$1,418,887 To Tūranga.
- \$389,038 To the Rod Donald Banks Peninsula Trust.
- \$126,705 Towards Sports Inclusivity projects.
- \$18,969 To various causes via the Generation Give program.
- \$4,102 From the Earthquake Memorial Fund.
- \$24,876 In other general distributions.
- \$7,135,400 Our People, Our City - Victims Fund
- \$123,600 Our People, Our City - Education Fund
- \$297,628 Our People, Our City - Community Support Fund

# Thank you

**James Hickmott**

Director, Private Enterprise

**Thomas Mills**

Senior Advisor, Private Enterprise

The information contained herein is of a general nature and is not intended to address the circumstances of any particular individual or entity. Although we endeavour to provide accurate and timely information, there can be no guarantee that such information is accurate as of the date it is received or that it will continue to be accurate in the future. No one should act on such information without appropriate professional advice after a thorough examination of the particular situation.

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## 19. Resolution to Exclude the Public

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

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

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

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

### Note

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

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

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

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

ITEM NO.	GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	SECTION	SUBCLAUSE AND REASON UNDER THE ACT	PLAIN ENGLISH REASON	WHEN REPORTS CAN BE RELEASED
20.	PUBLIC EXCLUDED FINANCE AND PERFORMANCE COMMITTEE MINUTES - 15 DECEMBER 2021			REFER TO THE PREVIOUS PUBLIC EXCLUDED REASON IN THE AGENDAS FOR THESE MEETINGS.	
21.	CHRISTCHURCH CITY HOLDINGS LTD - STRATEGIC UPDATE AS AT 31 DECEMBER 2021	S7(2)(B)(II), S7(2)(H)	PREJUDICE COMMERCIAL POSITION, COMMERCIAL ACTIVITIES	TO PROTECT COMMERCIALLY SENSITIVE INFORMATION THAT COULD ERODE THE GROUP'S PROFITABILITY IF IT BECAME KNOWN TO COMPETITORS.	1 OCTOBER 2022  AFTER THE ANNUAL REPORT FOR THE YEAR ENDING 30 JUNE 2022 IS PUBLISHED WITHIN THREE MONTHS OF THE END OF THE FINANCIAL YEAR.
22.	CHRISTCHURCH CITY HOLDINGS LTD - APPOINTMENT OF INTERIM CHAIR TO ORION NEW ZEALAND LTD	S7(2)(A)	PROTECTION OF PRIVACY OF NATURAL PERSONS	TO PROTECT THE PRIVACY OF THE CANDIDATE	IMMEDIATELY FOLLOWING THE CANDIDATE BEING NOTIFIED OF THE COUNCIL'S DECISION.
23.	24225901 - ROADING MAINTENANCE PROCUREMENT PLAN	S7(2)(B)(II), S7(2)(H)	PREJUDICE COMMERCIAL POSITION, COMMERCIAL ACTIVITIES	COMMERCIALLY SENSITIVE MATERIAL - PROCUREMENT STRATEGY	30 SEPTEMBER 2022  ON APPROVAL OF HEAD OF PROCUREMENT AND CONTRACTS
24.	PARK TREES MANAGEMENT AND MAINTENANCE CONTRACT 4600000792 EXTENSION	S7(2)(B)(II), S7(2)(H), S7(2)(I)	PREJUDICE COMMERCIAL POSITION, COMMERCIAL	EXTENSION OF CURRENT CONTRACT FOR COUNCIL TO APPROVE	4 OCTOBER 2022  ON REVIEW AND APPROVAL FROM THE

			ACTIVITIES, CONDUCT NEGOTIATIONS		HEAD OF PROCUREMENT AND CONTRACTS
25.	CMUA PROJECT DELIVERY LTD - EARLY WORKS STRATEGY: FINANCIAL DELEGATION	S7(2)(B)(II), S7(2)(H), S7(2)(I)	PREJUDICE COMMERCIAL POSITION, COMMERCIAL ACTIVITIES, CONDUCT NEGOTIATIONS	SENSITIVITY REGARDING THE PROJECT BUDGET INCLUDING ESCALATION AND CONTINGENCY PROVISIONS.	31 AUGUST 2022  REVIEW AND APPROVAL OF THE DESIGN AND CONSTRUCT CONTRACT WITH BESIX WATPAC