Te Pātaka o Rākaihautū
Banks Peninsula Community Board
ATTACHMENTS

Date: Monday 7 August 2023
Time: 10 am
Venue: Lyttelton Community Boardroom, 25 Canterbury Street, Lyttelton

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Okains Bay Reserve Management Committee meeting held on Wednesday 21st June 2023

Meeting opened at 5.03 pm.

Present: Wayne Kay (Chairperson), Graeme Page, Lester Fletcher, Judy Thacker, Nigel Intemann, Richard Boleyn, Colin Jacka, Amour-Jane Ryan, Michelle Wallis-Hartley, Asif Hussain, Delia Walker and Denise Tully (via internet call).

Apologies: Nick Thacker and Aaron Leith.
Moved Graeme/Judy that the apologies be accepted. Carried.

Minutes of the previous meeting: "The minutes of the previous meeting held on Wednesday 19th April 2023 were passed as a true and correct record."
Moved Graeme/Judy Carried.

Matters arising: # Music festival has been confirmed as not going ahead.
Reserves land and parks schedule; Delia spoke to the Board and said that an induction session is planned by the governance team from CCC. A schedule for each area will be followed with a triennial plan for the campground, waka shed paddock and Sefton's Park areas.Delia will follow up with the Esplanade and Victoria Park areas. The cemetery is a separate entity run by the Okains Bay Cemetery Board. Terms of reference to be continued as is on reserves areas.
WWII plaque; Under Ngai Tahu settlement, CCC has ownership of plaque in the hall and suggests the Board responds to correspondence from the Museum with a letter notifying the Museum that the plaque will be offered as a loan with suitable documentation. *Sharon to send email notifying the museum that CCC will be in touch.*
Moved Richard/Graeme that the WWII plaque be loaned to the Okains Bay Museum Carried.
Trees along the beachfront of the campground have been cut down and chipped.Chips will be used for garden areas and tree roots have been used to prevent some areas being used for camping.
Cabins will hopefully be over here before Summer season after consents have been completed.
Graeme was overjoyed to see caravans have been removed from the campground. Discussion around Warrant of Fitness and registration of caravans.
New flooring and an accessible toilet in the middle ablution block is a big improvement.
Removal of the temporary shower block is still ongoing.
Discussion re: finance reports being hard to understand or comprehend.

Health and safety: Staff member was working at the campground and nail from nail gun ricocheted off a knot in wood into hand. Taken to hospital where they were treated, has recovered well.

Correspondence: Inward correspondence
Apr 26 email from Delia Walker re: Okains Bay WWII memorial plaque information.
Apr 27 email from Graeme Page re: draft minutes.
Apr 27 email from Aaron Leith re: minutes received.
Apr 27 email from Banks Peninsula re: minutes received.

Unconfirmed

Apr 27 email from Colin Jacka re: finance reports.
May 1 email from Adrianna Hass re: Okains Bay RMC meeting dates for the next year.
May 19 email from BP re:Approved RMC appointments for Okains Bay
Jun 8 email from Wayne Kay re: upcoming meeting.
Jun 9 email from Delia Walker re: updates on WWII plaque and Reserves managed by RMC.
Jun 13 email from Wayne Kay re: meeting agenda.
Jun 14 email from Denise Tully re: zoom meeting option.
Jun 14 email from Colin Jacka re: April, May finance reports.
Jun 20 email from Nick Thacker re: apologies for upcoming meeting.
Jun 20 email from Denise Tully re: apologies for Aaron Leith and Denise for upcoming meeting.
Outward correspondence
Apr 22 email to Graeme Page re: draft minutes
Apr 27 email to Colin Jacka re: my IRD number and bank account details.
Apr 27 email to All re: minutes of meeting held on April 19th 2023.
Jun 9 email to All re: upcoming meeting on June 21st 2023.
Jun 14 email to All re: minutes and agenda for upcoming meeting.
Correspondence to be sent out with minutes a week before upcoming meetings.

Finance reports: to be discussed and passed at the next meeting.

General business: # maintenance and development at the campground. Colin spoke to the Board about current and upcoming projects.
no discussions have taken place since the last meeting. Koukourarata runanga have endorsed the proposed plan in principle. Discussion will be ongoing.
deputy chair - Wayne asked members to consider options to fill this position when he is unavailable.
water supply - a meeting to discuss Okains Bay water supply to be held at the campground office on Thursday 22nd June 2023 at 6pm.
the roof at the ablution block beside the river needs painting and small pine trees behind the toilet block should be cut out, burnt and replaced with natives.
Moved Richard/Graeme that pine trees be removed and replaced with native plantings. Carried. Colin to follow up with Paul Devlin.
Richard suggested putting name down to receive soil being dug up in Robinson's Bay.
Lester complemented the layout of plantings in the campground.
no money was made from felling pine trees at the beach as logs were used for garden edging or chipped and used on gardens.
Colin said he will have improved facilities set up for online meetings.

Meeting closed at 6.33 pm.
Next meeting on Wednesday 16th August 2023 at 5 pm in the campground office.

Unconfirmed

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Chairman Date

Minutes of the Meeting of the Duvauchelle Reserve Committee
Held at the Duvauchelle Community Centre, on Monday 19 June 2023, 5.30 pm

Welcome: Chairperson (Fiona Barnes) welcomed those present.

Present:

Committee members:	Jacque McAndrew, Geoff Carter, Bruce Watts
CCC Representative :	Colin Jacka via internet
BPCB Representative:	Nil
Managers:	Dale Hayes
Visitors:	Nil

Apologies: Tracy MacLeod (on leave), Ian Whenmouth

Motion: That the apologies be accepted.
Moved: Fiona Seconded: Bruce Carried

Minutes
Motion: That the May 2023 Minutes having been circulated, be taken as read and be accepted as a true and correct record.
Moved: Bruce Seconded: Jacque Carried

Matters Arising:
The boat on the Rec ground has been moved by the owner.
The new mower is getting a service.

Health & Safety:
Nil

Financial Report:
Verbal report – balance $165k
Motion: That the Financial Statements for May 2023 as presented be received.
Moved: Fiona Seconded: Bruce Carried

Correspondence
Inward: Heather Esker - Transfer of caravan on site 11 to son, Jay Esker. Heather to be invoiced for outstanding fees, and Jay to pay fees as from 8 June 2023.
Steve Dickie - Request to go on the waiting list for an annual site.

Outward: Kester and Margot Atkinson - accepted onto the waiting list, and sent **Rules & Policies** and **Process for buying/selling a caravan.**
Steve Dickie - accepted onto the waiting list, and sent **Rules & Policies** and **Process for buying/selling a caravan.**

Motion: That the Inward correspondence be accepted, and the Outward be approved
Moved: Jacque Seconded: Fiona Carried

Manager's Report:
Oscar has installed new stopcocks, and a new location plan has been drawn.
Dale to investigate the water supply pipe.
Tanks - 25,000L required for tank farm.
- 2 x 10,000L for area by pump shed.

Unconfirmed

CCC Representative:
Annual Plan request to fund a bouncing pillow for the playground.
New cabins on sites 64 & 65 can now be looked at as a new project, looking at one cabin in the meantime. Fiona to follow up on the new price etc. The project will have to be approved by the BP Community Board.
Upgrading road to asphalt to be considered.

BPCP Representative:
Nil

General Business:
There will be a camp walk around in the spring.
The existing boundary fence has been repaired at different times by Dale.
The roadside drains need cleaning out. Fiona to send a request to CCC by snap-send-solve.
The power at site 78 is being turned off, possibly caused by moisture. The green cover over the the box is untidy/ugly. Dale will follow up with the site holder and also check the power point.

There being no other business, the meeting closed at 6.10 pm.

Minutes will be confirmed at the next meeting.

Next meeting to be held in the Duvauchelle Community Centre at 5.30 pm Monday 17 July 2023.

Unconfirmed

Minutes of the Meeting of the Le Bons Bay Reserve Management Committee held on Tuesday, 4th July 2023 at 4pm at 13 Rue de la Mer, Le Bons Bay.

Present: Jo Rolley, Bruce Nicholl, Jenny Nicholl, Carol Osgood, Ciaran Murray, Charlotte Bleasdale, Fiona Waghorn (CCC).

Apologies: Doris Peleikis, Richard Hall, Jane Harrison (CCC). **(Carol/Jo. Carried)**

Welcome: Jo thanked Bruce and Jenny for their hospitality.

Co-option of New Board Member:
Richard Hall has agreed to be co-opted onto the RMC and has indicated to Bruce that he will be willing to take on the role of Treasurer. Richard was duly appointed to the committee.

Appointment of RMC officers:
Jo was voted in and appointed as new Chairperson. **(Charlotte/Jenny. Carried)**
Charlotte was voted in and appointed as new Secretary. **(Jo/Carol. Carried)**
Richard was voted in and appointed as new Treasurer. **(Jo/Jenny. Carried)**

Minutes: of the 4th February 2023 meeting had been previously circulated by email and were taken as read.

Matters Arising:

1. **Internet Banking:**
   Jo and Robin have been advised by BNZ that in order to have access to the IRD-held information on the Le Bons Bay Reserve Board, we need a new Board-approved contact person and for Andrew Dalglish, the previous approved spokesperson to formally advise the IRD he is no longer our representative. With the IRD's confirmation of our legal identity status and our tax number, we should be able to fill out all necessary declarations on the BNZ forms and operate internet banking.

   The RMC passed a resolution that: Richard Hall, Carol Osgood, and Doris Peleikis should be the new internet banking authorised signatories to the Le Bons Bay Reserve Management Committee's bank account. **(Jo/Bruce. Carried)**
   A second resolution was passed that: Richard Hall should become the IRD's contact on the RMC, replacing Andrew Dalglish. **(Jo/Bruce. Carried)**

2. **Account:**
   Jo noted that according to the 26th May 2023 statement, the RMC account currently stands at $10,367.50. It was further noted that the Le Bons Bay Bach Owners' fundraising efforts for the half-basketball court had been oversubscribed so there was no longer any need to call on the $5000 that the RMC had pledged to cover any shortfall in the total.

3. **Hall interior painting:**
   Fiona reported that Jane hoped to obtain some funding for this job via Paul Devlin and it looked hopeful that the work would be undertaken by CCC using a local contractor.
   Jo had obtained an estimate of the cost from Richard Hall and a quote from Akaroa painter Paul Crump. She was still waiting for Citycare to provide a specification for the scope of work to be undertaken, however she thought it probable this would be less detailed than the scope of the PRC quote, as she had asked Paul to quote for kitchen cupboards, staining of beams, etc etc. She had thanked Paul for his quote and passed it on to Jane.

Unconfirmed

4. **Fire alarms/smoke detectors:**
   The RMC requested these be installed by CCC following FENZ's visit (May 2021) and nothing has yet been done. It was noted that there had been a recent fire in one of the stoves due to a mouse short-circuiting wiring; fortunately, the party renting the Hall were on hand to extinguish the fire. Fiona said she would try to get some progress on this issue. Carol asked whether it would be a good idea to purchase a fire blanket. Jo said that she had asked that Le Bons Bay Domain Hall be put on CCC's fire inspection schedule. Fiona said she will check whether this can be arranged.

5. **New stove:**
   A new electric cooker is needed to replace the one damaged by fire. There was discussion about whether a larger commercial range should be purchased to replace the current arrangement of two stoves in the kitchen. The general feeling of the meeting was that two appliances provided more options for kitchen users. The RMC will look into options and costs for a new stove with the aim of finding something with larger capacity than the existing unit. Bruce commented that the barbeque also needed replacing; it is very old and gets a lot of use. He will look into options for replacement.

6. **Water supply:**
   Jo noted that the Bach Owners' water supply to the Hall (which had been used for flushing the lavatories), had been turned off when the new water system was installed. This meant that power was being utilised for flushing and if there is an outage, the facilities will not be flushable. She queried whether this had been an oversight and whether the RMC should consider getting a generator for use in the event of power outages.

7. **Consideration of whether the RMC should become an Incorporated Society or Charitable Trust:**
   Jo had requested information from Keith Harris at the Akaroa sports hub about their progress to becoming an Incorporated Society and copies of their draft deed of lease with the Council and their Constitution had been circulated. The process appeared to be very protracted and onerous on the local community representatives. Fiona had provided further information on the pros and cons of Incorporated Society and Charitable Trust status. It was agreed that the RMC needed more idea of what they were committing themselves to and what CCC would continue to do in the event they decided to go down either path. How easy would it be to back out again in the event there was no longer enough local interest in taking responsibility for the Reserve? Fiona queried whether the RMC would wish to oversee the entire Reserve or just the Hall – bearing in mind their main objective was having control over who rented the facility. The RMC would need to consult with the wider community before making a final decision.

8. **Hall usage:**
   The Hall had been well utilised in recent months. Local community events are usually hosted free of charge; there have been a number of musical events with a predominantly local audience, but where the artist has taken a door fee. It was agreed it would be reasonable to suggest that a koha be given towards the cost of power at ticketed events.

9. **Three-year wish-list:**
   Fiona said that Jane had asked that the RMC brainstorm a list of work they would like to see undertaken over the next three years, to be submitted to the local district plan. Items include:

Unconfirmed

- Hall interior painting
- Replacement of cooker
- Lupin control
- Dressing/remetalling of driveway. It was noted that the new grader is too big to cross the bridge into the Domain. Jo suggested CCC could ask local contractor Brad McNamara for a quote to do the work; Brad has recently undertaken work for CCC/Fulton Hogan.
- The Dalglish memorial white posts for the chain-link fence around the cricket pitch are rotting; Bruce and Richard have recently had to fix one of them. They all need replacement.
- Poplars behind the tennis court: the RMC hopes to take them down and replace with natives; the roots are undermining the tennis court and topping of the trees is costly.

Meeting closed at 5.30pm

Unconfirmed

LYTTELTON RESERVES COMMITTEE

COMMITTEE MEETING

6 July 2023 at 7:30pm. Trinity Hall, Lyttelton

AGENDA

Members:

Andrew Turner (Chair)
Flo McGregor
Kirsty Brennan
Joshua Merriam
Hamish Fairbairn
Helen Shaw
Darryl Warnock
John Garrett
Rewi Couch

1. **Opening Karakia**
   7:35 Andrew opens

2. **Apologies**
   - Apologies have been received from:
     Helen Shaw, Daryl Warnock, Philipa Hay
   - Members present:
     Josh Merriam, Andrew Turner, John Garrett, Kirsty Brennan, Hamish Fairbairn
   - Public:
     Paul Devlin

   Moved Andrew, Second Josh, Passed unanimously.

3. **Presentations from the public**
   None appearing.

4. **Health & Safety.**
   rotten log collapse on top. To be marked closed and decommissioned.

5. **Minutes of the previous meeting**
   Minutes of the previous are attached to this agenda.

   Motion to accept: Moved Josh, second Andrew, Passed unanimously.

6. **Matters arising**
   Any matters arising from the minutes not dealt with elsewhere in the agenda
   - Paul has contacted Brian and Glenn from Foster tce, about doing working bee. suggested something in spring, fire resilience theme. Do pruning and Gorse removal around the drainage bench. This will probably happen roughly Sept-Oct.

Unconfirmed

Kirsty about Development/Management plan. To be discussed at next meeting.

7. **Triennial Plan and budgets**
   Paul Devlin, CCC, in attendance to contribute to this discussion.
   Expects that we will deliver the budget as presented.

8. **Regular matters**
   Tracks:
   Pauls 2023 diagonal track proposal was discussed and committee had unanimous support for this proposal. Especially noting that it stayed away from the previous planting and the drainage gully, while finding the best path forward for this upgrade. Subject to a positive review by consent planners.

   Motion: to approve as above – Josh Moves, Andrew seconds, Passed unanimously.

   - Steadfast – Whakaraoupo – Crater rim poled route. Support from (Whanifekia)

   Motion: Support in conjunction with Cass Bay Reserve committee, for poled summit track. Moved Hamish, second by Kirsty. – Passed unanimously.

   Planting,
   Hamish: flag out routes for the path, clear and prep for plants.
   estimate 300,
   Aspiration of 1000 for next year.

   Pest control, Weeding,
   Weeding day done today,

   Neighbor relations:
   Advertise community meeting for Sept meeting, for later or Oct Foster drainage.

9. **Any other business**
   Andrew gave an update on potential members from the Lyttelton Community association, and other groups, noted that these matters are expected to be finalized at the next meeting.

   In Sept meeting: discuss an MOU with MTB club
   Gary Broker seat – 5k, Paul will handle. Ask Daryl, Liz Carter and ref:10/02/2014, Rewi
   Update requested on the funds from previous committee.

10. **Date of next meeting**
    The next meeting Monday 7 Aug 7pm, Community Boardroom.
    Tentative, Monday 4 Sept. discuss in Aug.
    Andrew may step down at end of year if all seems well

11. **Closing Karakia**
    Meeting closed at 8:55pm

Unconfirmed

BRIEFING TO TE PĀTAKA O RĀKAIHAUTŪ BANKS PENINSULA COMMUNITY BOARD

Purpose / Origin of Briefing	To introduce Canterbury Stories, the digital heritage repository hosted by Christchurch City Libraries. We will discuss local community connections and projects which could result in additional content being added to the collections.
Background	Christchurch City Libraries actively collects digital heritage material and stories from the Christchurch and wider Canterbury community. This heritage material is made accessible to the public via the Libraries digital heritage repository, Canterbury Stories, with a selection also viewable on the Discovery Wall. The Community Stories Liaisons in the Digital Content team actively work with diverse communities to enable them to present their histories and cultures digitally, and preserve them as part of Canterbury's history.
Key Issues	• Introduction to Canterbury Stories and its impact on the community. • Discuss the potential for communities in the Ward to contribute to the collection.
Next Steps	• Feedback from the Community Board is used to establish new community connections. • New collections and stories are regularly contributed to Canterbury Stories from the local community.
Useful Links	• CanterburyStories.nz • DiscoveryWall.nz

BPDC Council 8/9/1999 Pgs 758-759, 725, 724ff

'TS Steadfast' Property ,Cass Bay – Purchase

Council Agenda Report – BPDC Meeting of 8/9/1999

4.9	**RESERVES – CASS BAY – POTENTIAL PURCHASE OF "STEADFAST' RESERVE**	**COMMUNITY SERVICES MANAGER R E GOODRICH**

4.9.1 PURPOSE

The purpose of this report is to advise the Mayor and Councillors that they may be asked to consider a recommendation from the reserves working party, which is due to meet on 6 September 1999. Thus, this report is for information only.

4.9.2 BACKGROUND

This report is a follow-up to the council meeting on 14 June 1999 [Item 4.8.2], when the possibility of purchasing the "Steadfast" property at Cass Bay was discussed. The working party is meeting to re-consider the reasons for wishing to purchase the "Steadfast" property, and the possibilities of funding that purchase on 6 September 1999, and it is possible that a recommendation on the purchase may arise from that meeting.

Therefore, this agenda item has been prepared to ensure that such a recommendation can be discussed at the council meeting, which is only two days after the Reserves Working Party meeting.

Resolution 99/259 – Council Meeting of 8/9/1999

Resolved that:

1. That the Council will purchase the property known as the 'Steadfast' land, with a legal description of Lot 1 DP 76704 and Lot 1 DP 76703, totalling 22.8646 hectares. Following the purchase the land will be sub-divided. The council will retain two areas of land; one described in the report to the Finance Committee on 24/5/99, totalling approximately 10 acres, and a further area, to be defined, which will form a designated walkway through to Whakaraupo, the Crater Rim Walkway and the Summit Road. These two areas of land will, on sub-division, be designated as a Local Purpose (Recreation) Reserve. The balance of the land will be classed as surplus to requirements and sold.

2. That Council staff are instructed to buy the Steadfast land for the amount not exceeding the approved maximum, plus associated purchase costs of up to an agreed maximum. This instruction is subject to the Sea Cadets and the Cass Bay Community Association contracting to maintain the buildings situated on the lower part of the site.[i.e. Within the area to be designated as a Local Purpose Reserve]

3. That the initial purchase of the Steadfast property is funded by way of a loan.

BPDC Council 8/9/1999 Pgs 758-759, 725, 724ff

'TS Steadfast' Property ,Cass Bay – Purchase

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3. That the initial purchase of the Steadfast property is funded by way of a loan.

Report from Banks Peninsula Community Board - 15 April 2019

13. Banks Peninsula Property Review Process

Council Resolved CNCL/2019/00069

That the Council :

Notes that:

1. The purpose of this report is to determine the future use of land holdings that are no longer required, or being utilised, for the purpose that they were originally purchased. This is to be achieved by categorising them into the following three options for incorporation in a recommended resolution to Council.

   Three options:

   a. Option 1 - Retain for a future strategic purpose.

   b. Option 2 - 28 surplus for disposal.

   c. Option3 - Retention to explore an alternative public use.

2. It has received advice through workshops and staff reports (including the public excluded attachment titled "Update January 2019") on the possible future use of the various land holdings in this report.

d. HMNZS Steadfast - 64 & 86 Governors Bay Road

   i. Initial workshop outcome 2018: Option 1 - Retain for a future strategic purpose.

   ii. Staff suggestion: Option 3 – Retention and transfer to an alternative public work use. Subject to the criteria below under recommended resolution to Council 5.a being met.

   iii. Recent workshop outcome 28 January 2019: Support the staff recommendation i.e. retention for incorporation into the Parks portfolio.

Report from Banks Peninsula Community Board - 15 April 2019

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Security of tenure, management and use of HMNZS buildings

Summary of feedback to the buildings proposal included in consultation to the HMNZS Steadfast

There was very strong support from key community groups for a collaborative and robust approach to planning and management of the buildings, to ensure security of tenure and resourcing for the future. Across the board support for community access to the park was reinforced by a strong community drive to confirm use of the buildings to meet local, wider and diversifying community, recreational and cultural needs.

Feedback relating to responsibility for and management of the buildings	Staff response
Key points: • Support for MOU between key community groups, Council and the TS Godley sea cadets that will ensure they can work collaboratively for shared use • Cass Bay Residents Association and Cass Bay Reserves Committee stress the need to retain all land and property in Council ownership with security of tenure for all users. • These groups also stress the need to take into account the history and the original intentions for Steadfast eg Reserves act funding, intention for community use. • There is also concern that Sea Cadet funding needs to be confirmed before Council confirms an agreement with TS Godley. • The community needs to be assured the Council does not commit to a single group in a way that would compromise the Cass Bay Residents' Association's ability to fund raise in the future. • Need to cater for an increasingly diverse range of community use and activity – all ages and abilities, including ongoing use as Civil Defence base.	Key points: • Staff have received a draft MOU and are currently working with Community legal representatives to produce a document that operates in conjunction with a lease and assists in securing access and security of tenure for all users. • The Council recognise that the when the property was purchased it was on behalf of the community for community purpose and that sale of the buildings would be inconsistent. • Lease arrangements will be sufficient tenure to meet the needs of all parties • TS Godley have confirmed minimum base line funding to undertake proposed works • The options for providing sufficient tenure to enable the Cass Bay Resident's association to raise funding in the future are being considered. • All community uses will be considered in proposed future use

TS Godley

NAVY CADETS
Te Taua Tauira o Aotearoa



Sea Cadets from around the South Island gather at Cass Bay to compete in a regatta

Training Ship Godley is a unit of the New Zealand Sea Cadet Corps (NZSCC), a branch of the New Zealand Cadet Forces (NZCF). Your child has joined New Zealand's premier youth organisation. This booklet will provide you with the essential information you need to know about us.

The NZCF is made up of the Sea Cadet Corps (the Navy Cadets), the NZ Cadet Corps (the "Army Cadets") and the Air Training Corps.(the Air Cadets) In joining TS Godley, your young person has not just joined TS Godley, but has become part of a community of more than 3000 young men and women, aged 13 to 18, in more than 100 community-based units nationwide.

Our vision:

- Preparing New Zealand's successful leaders of tomorrow.

Our mission:

- To develop and enable self-disciplined, confident and responsible young New Zealanders.

Our values:

- **COURAGE** - Confronting challenges, both physical and moral, to overcome any adversity.
- **COMMITMENT** - Being reliable and loyally serving and supporting the NZCF, local communities and New Zealand.
- **COMRADESHIP** - Looking out for each other, having respect for all, and championing the benefits of friendship, teamwork and diversity.
- **INTEGRITY** - Having self-discipline, and always being honest, trustworthy and responsible.

Our purpose is to develop in youth the attributes of leadership, engaged and active citizenship and physical fitness, all within a safe environment that stimulates an interest in the leadership and self-development.

The Sea Cadet motto is **"Ready Aye Ready"**

History

Cadet units have been part of New Zealand life for more than 100 years.

1864: First Cadet Unit in NZ

The first unit raised was at Dunedin High School (now Otago Boys High School) in 1864. By 1870 there were several secondary school units in existence, including at Nelson College, Christ's College, Wellington College and Auckland Grammar School. As well at schools, some open (non-school) Defence Cadet Units existed.

1929: First Sea Cadets

The first Sea Cadet Unit in New Zealand was TS (Training Ship) Steadfast in Christchurch, formed as the Canterbury Division of the Navy League Sea Cadets on 21st October 1929. Units in Dunedin followed in 1938, Wellington (Petone) in 1941, and then Auckland in 1943. In 1958, a second Christchurch unit, TS Cornwell, was formed at Sumner and Redcliffs. TS Steadfast and TS Cornwell merged to form our unit TS Godley (as a result of the Christchurch earthquakes). TS Godley is therefore the inheritor of an unbroken Sea Cadet tradition in Christchurch dating back nearly 90 years.

Cadets in the 21st Century

The modern Cadet Forces organisation was established by an Act of Parliament in 1970, and is now maintained under the Defence Act 1990. This Act empowers the Minister of Defence to raise and maintain Cadet Forces in New Zealand. This authority is delegated to the Chief of Defence Force, and through that person to a Commandant of the NZCF, who is also a senior officer in the NZ Defence Force.

What this means for you is that your child is joining an organisation which is not part of the New Zealand Defence Force, but which is governed and supported by the NZDF under an Act of Parliament. The officers in TS Godley have been trained under Defence Force supervision, and hold a "commission" signed by the Minister of Defence. This commission is effectively a warrant which grants them the authority to train your child as a member of NZCF. It also imposes on them a duty of care to look after your child while he or she is engaged in Cadet activities.



Information for Parents

Cost of Membership

While cadet units receive a small amount of funding from the New Zealand Government, this does not cover the majority of the day-to-day cost of running the unit and our activities.

We therefore rely on fundraising and on annual donations from each cadet, recommended at $35 per term.

Donations cover the cost of providing a uniform, the general running of the unit and most activities. Some activities, such as camps, will have additional costs at the time.

There is also an additional one off cost of $50 fee for uniforms and $12 for a name badge. Cadets provide their own footwear and need to have polyprops/thermals for water-based activities. All safety equipment is provided.

Enrollment Process

Enrolling your son or daughter as a cadet at TS Godley is a simple process.

Trial Period

So your son or daughter can decide whether the Sea Cadet Corps is right for them, the process begins with a four week trial period where they can come along without commitment. This is a trial training and introductory period during which they be a New Entry Cadet.

Enrollment Forms

After the four week trial period, if your child wishes to join the Ship's Company, you will need to fill out some enrolment forms which will be provided to you.

Once you and your child agrees to the Terms and Condition of Membership, they can begin their general training as an Ordinary Cadet.

Parental Commitment

As a parent of a cadet you will have certain commitments to the organisation. These are similar to the commitments you would have to any community organisation your child might join.

You will be expected to:

- Support your child's involvement by ensuring their regular, uniformed attendance.
- Maintain in good order NZ Defence Force uniform items and other Unit equipment issued to your child and return the same to the Unit on completion of your child's involvement with Cadets.
- To the best of your ability meet all financial requirements that the Unit Branch Support Committee may set.
- To the best of your ability support your Unit during weekend activities.
- Support your New Zealand Cadet Forces Unit through active involvement in the Unit Branch Support Committee.

Unit Support Committee

Each Sea Cadet Corps unit has a Unit Branch Support Committee which is a branch of the National Support organisation, the Sea Cadet Association of New Zealand (SCANZ). This the community part of the partnership with the government through the New Zealand Defence Force.

Unit Branch Support Committees are comprised of interested parents, ex-cadets, members of the local community and anyone else who has the interest of NZ Cadet Forces at heart.

Your Unit Branch Support Committee is responsible for:

- Liaising with the local community and publicising the activities and achievements of the unit.
- Providing and administering funds for the maintenance and training requirements of the unit.
- Assisting the Unit Commander in preparing the annual activity programme of the unit.
- Assisting the Unit Commander in recruiting new cadets and officers.
- Assisting the Unit Commander to support and supervise local activities when required.

Unit Branch Support Committees meet whenever there is a requirement to make decisions and plans on providing support for the unit, usually once a month. Meetings follow the normal meeting format and are generally relaxed. Everyone is encouraged to contribute their knowledge and expertise.

Members of the committee are not required to attend weekly parade nights, their role is to provide the support which is not provided by NZ Cadet Forces or the unit officers.

The TS Godley branch of SCANZ meets at 7.00pm on the second Tuesday of every month, at 419 Montreal Street Cadet Centre. Parents and caregivers are encouraged to actively participate in the committee. Current office holders are:

- Chairperson: Mr Kerry Ridgeway
- Secretary: TBC
- Treasurer: TBC

- Chairperson: Mr Chris Nee
- Secretary: Mrs Tracey Prince
- Treasurer: Mrs Yolanda Maris
- Associated Members

Safety

Your child's safety has top priority.

All NZCF commissioned officers undergo formal training in risk management as part of their Commissioning course, this includes NZQA risk management and outdoor leader unit standards.

Sea Cadet Officers undergo Marine Activity Supervisors courses which contribute to their Yachting New Zealand Club instructor certificate. They are al required to qualify on the NZ Coast Guard Day Skippers and Boat Master qualifications.

Before they are permitted to take groups on formed tracks in the bush all officers have to qualify on the Mountain Safety Council Outdoor Leaders coarse. This course also incorporates relevant NZQA unit standards as well as First Aid training

All officers are required to qualify on NZ Defence Force conducted firearms safety, range safety and shooting coaching courses before they are allowe to conduct any form of firearms safety training. All cadets complete the same firearms safety course, taught by their unit officers, before they are allowed to handle and shoot with NZCF firearms.

Regular Officer up-date training weekends are conducted to ensure officers remain current with their skills and their knowledge.

However, no activity can be completely risk free. Cadet Forces officers are trained to recognise and minimise risk to a point where it does not impact negatively on your child's learning experiences. Some of the ways that we ensure your cadet's safety on activities include:

- Always obtaining parental consent for activities
- Obtaining medical and emergency contact information for activities
- Providing detailed information to parents about our activities, including notices signed by an officer
- Notifying, and obtaining permission from, NZ Cadet Forces before any activity goes ahead
- Preparing a Risk Management Analysis for each activity, and ensuring we have the correct number of staff per cadet ratios
- Ensuring we have appropriately qualified officers on each activity.

Some of our qualifications include:

- Risk Management
- Marine Activity Supervisor qualifications for sailing and other water activities
- New Zealand Mountain Safety Council Qualifications in Outdoor Leadership for bush activities
- Range Safety Officer qualification for shooting

If you ever have any concerns - please come talk with us.

NZ Cadet Forces

Welcome to NZCF

The New Zealand Cadet Forces (NZCF or Cadet Forces) is a voluntary military-style training organisation for New Zealand youth.

Run in a partnership between the New Zealand Defence Force (NZDF) and a number of locally appointed community organizations, it is composed of three Corps (similar to the New Zealand Defence Force): the Sea Cadet Corps (SCC), the New Zealand Cadet Corps (NZCC) and the Air Training Corps (ATC).

Find out more...



Sea Cadet Corps

The Sea Cadet Corps (SCC) is the maritime arm of the NZCF, and is aligned with the Royal New Zealand Navy (RNZN). The smallest of the three branches, the SCC has 16 units in all three Cadet Force areas.

The SCC training focus is maritime based, with a high level of sailing time allowing personnel to develop their skills on the water including a swimming test in the beginning of service.

Find out more...

New Zealand Cadet Corps

The New Zealand Cadet Corps (NZCC) is the land force arm of the NZCF, founded in 1864 and is aligned with the NZ Army. There are 34 units nationwide.

Cadet Corps training includes drill, first aid, land based navigation, land-based Search and Rescue, survival skills and weapons safety training. A Cadet Skills competition is held annually, pitting the units from across New Zealand against each other to find the best overall.

Find out more...

Air Training Corps

The Air Training Corps (ATC) is the aviation arm of the NZCF, and is aligned with the Royal New Zealand Air Force (RNZAF). Formed in September 1941 originally for the purpose of training young pilots ready for active service. There are 49 ATC Squadrons located throughout New Zealand with a vision to foster the spirit of adventure and teamwork, and to develop those qualities of mind and body essential for good citizens and leaders.

Find out more...

SEA CADET CORPS

The Sea Cadet Corps (SCC) or Sea Cadets, is one of the three corps in the New Zealand Cadet Forces (NZCF), the other two being the Air Training Corps (ATC), and the New Zealand Cadet Corps (NZCC). Its members are civilians. Members have no obligation to join the New Zealand Defence Force (NZDF) however some do choose to join the NZDF. The NZDF is partnered with the civilian Sea Cadet Association of New Zealand (SCANZ).

History

The SCC traces its roots back to 1929 when the first open Sea Cadet unit was formed in Christchurch, by the Canterbury Navy League. Units formed in the four main centres and were controlled nationally by the Canterbury branch of the League.

More NZCF history...

Courses

There are several courses available to Sea Cadets

TRI-CORPS COURSES

Junior NCO Course
Senior NCO Course
Warrant Officers Course
Under Officers Course
Cadet Bushcraft Course

SCC COURSES AND COMPETITIONS

Cadet Sailing Charge Course
Area Sea Cadet Skills
National Sea Cadet Skills
Sea Time



Organisation



National

The SCC, as a component of the New Zealand Cadet Forces, is managed at a national level by the Commandant NZ Cadet Forces (usually a Regular Force Lieutenant-Colonel or equivalent), who is part of Headquarters New Zealand Defence Force staff in Wellington. At community level, The SCC are represented by the Sea Cadet Association of New Zealand.

Units



Each unit is managed by the Cadet Unit Commander, and his/her officers. There are seventeen Sea Cadet Units (also known as Training Ships) across New Zealand. To find your nearest unit, use our unit locator.

Activities

Parade nights

Every unit holds Parade Nights around 2–3 hours long weekly during school terms. Each parade night usually begins with a Colours Ceremony and ends with a Sunset Ceremony. The starting parade is used to inspect uniforms, and to inform the cadets on the parade night's activities. The final parade to inform the cadets on upcoming events in the unit. Between the parades, the cadets undergo classroom or practical instruction, including on boat work and rigging, shooting and other activities.

Boat work and rigging

Sea Cadets undergo training to develop and maintain safe seamanship skills in power, sail, oar, and paddle craft, and learn the correct way to utilise ropes and pulleys.

Other activities

- Drill
- History of RNZN
- Dress and bearing
- First Aid
- Navigation
- Radio procedures
- Initiative
- Leadership
- Team Work

CASS BAY NEW BUILD PROJECT

PREPARED FOR: TS GODLEY

PREPARED BY: MK2 Consulting

DATE: 26.02.2023



CONTEXT

TS Godley are proposing to enter into a lease agreement with the Christchurch City Council to lease the council owned site and buildings at Governors Bay Rd, Cass Bay. The purpose of the enterprise is to provide TS Godley with a safe, compliant and accessible space for cadets to use for training and events.

The existing buildings have a high degree of deferred maintenance and require a number of compliance upgrades and safety additions to create a useable, compliant space for the organisation. The current buildings are unsuitable for accommodation and it has been agreed that a bespoke, new, fit for purpose building would be a more pragmatic and economic option as opposed to refurbishment of an existing building.

We understand that the buildings have a degree of historical significance and are subject to planning restrictions as outlined in the recently released Conservation Report. We have developed a conceptual scope for a new, stand alone cadet accommodation building located on the upper western aspect of the site. The purpose of this report is for the Conservation Architect and any other relevant stakeholders to assess and providing feasibility feedback prior to T S Godley entering into a lease for the property. The new build would add approximately 172m2 of additional floor space, which should not present any issues for site coverage. The building is located away from the natural waterways and significant features identified in the conservation report, and does not impact on any site boundaries.

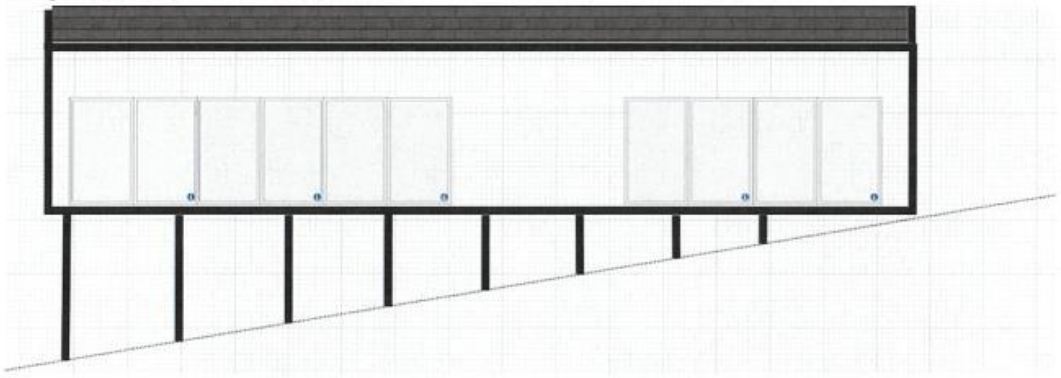
The proposed building is located adjacent to an existing access way on the site, is within easy reach of existing sanitary facilities and is in close proximity to site services.

DESIGN

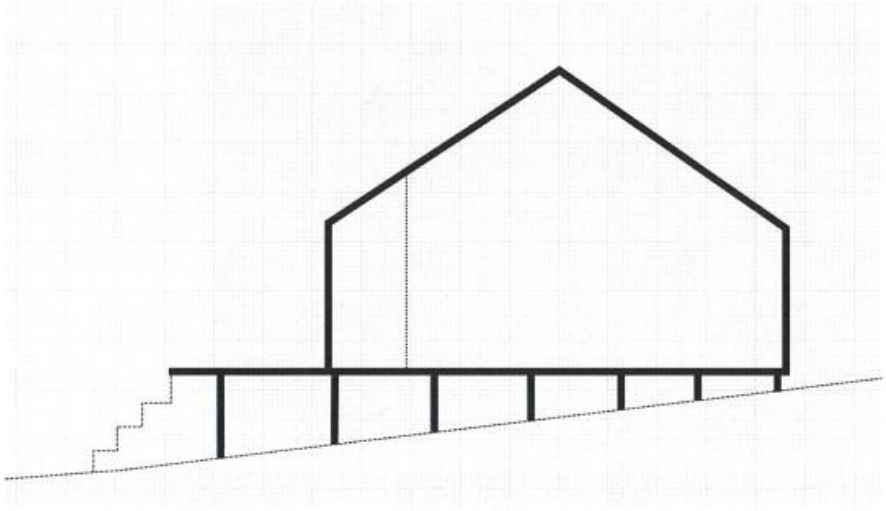
The proposed design is intended to philosophically replicate the design intent of the existing buildings on the site, that is, it is rectangular in shape, a pitched roof of approximately 35 degrees with a single hip and gable ends.
It is proposed to found the building on timber poles, both to minimize the ground works required, to allow for boat storage beneath and to allow for the possibility of easy removal from site at the end of the lease period if required.
Aesthetically it is proposed to mirror, but not replicate, cladding, roof and joinery details, in this way the building will blend in on the site, but will be recognizable as new construction. It is proposed that the colours are to match existing buildings on the site, battleship grey weatherboard cladding, grey corrugate colour steel roofing and white aluminum joinery with white timber facing boards.
It is proposed the area beneath the building can be enclosed, and used as storage for kayaks, yachts and other items that require secure storage.
It is proposed that the roadway through the site is remediated as part of the wider site works, this remediation is proposed to continue further up the site, beyond the facilities block, to provide a compliant accessway to the new building.
A small timber deck provides access to the building and some flat outdoor amenity.
A formal value engineering process is to be applied during the design phase to ensure the buildings carbon footprint is minimized during both construction and the lifecycle of the building.

MK2

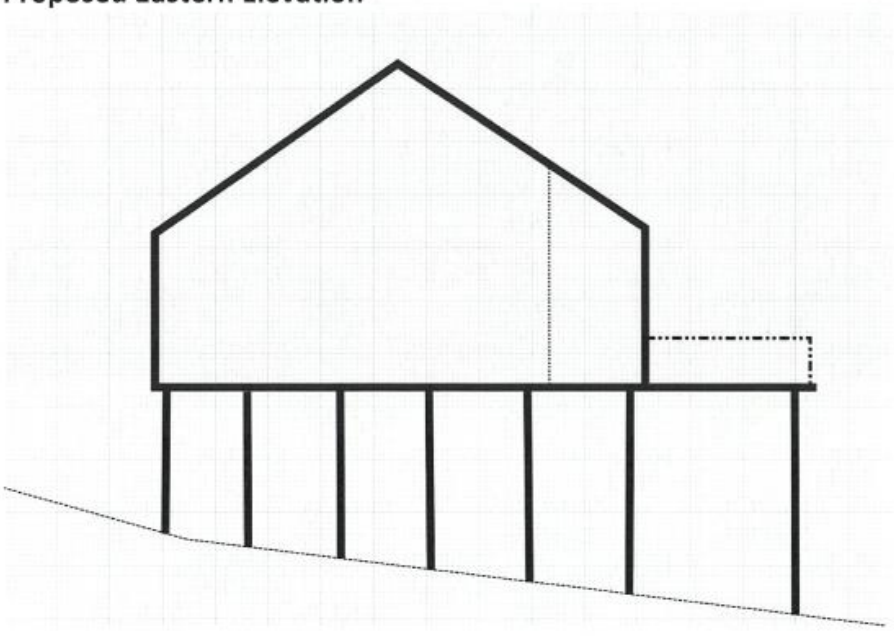
Proposed Northern Elevation



Proposed Western Elevation



Proposed Eastern Elevation

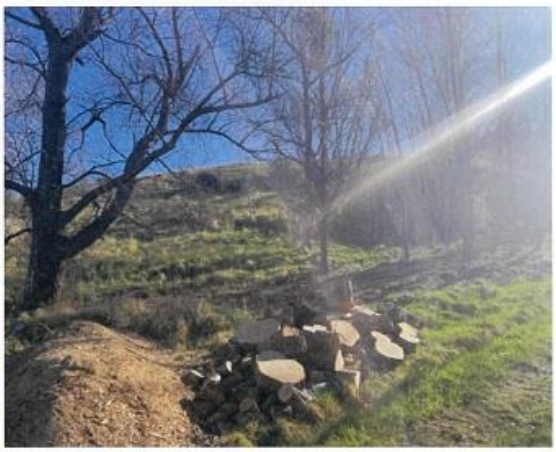


PROPOSED LOCATION

Proposed location of new building noted as grey rectangle.
Visually this location is screened by the drill hall when entering the site.

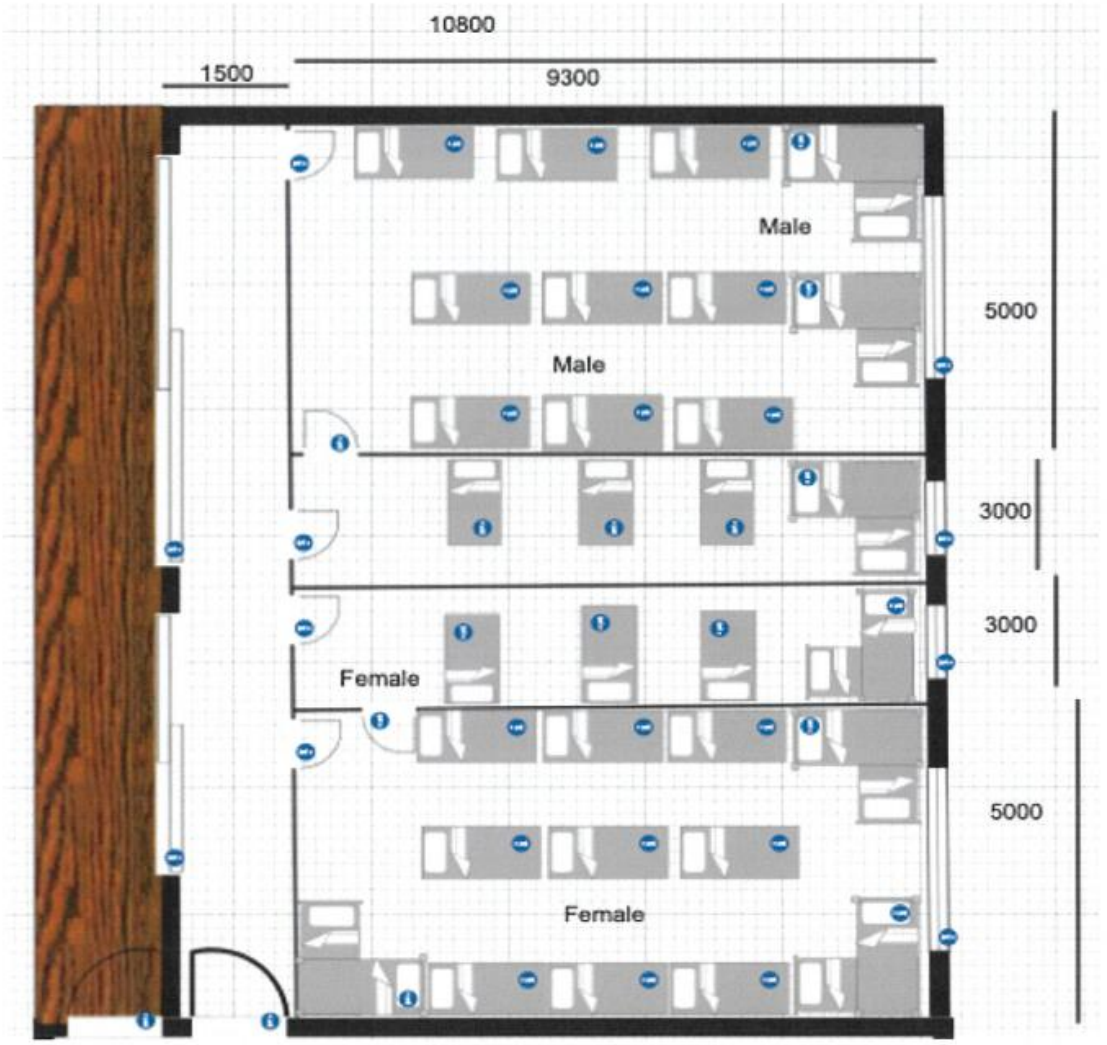






MK2

Proposed Floor Plan



MK2 CONSULTING

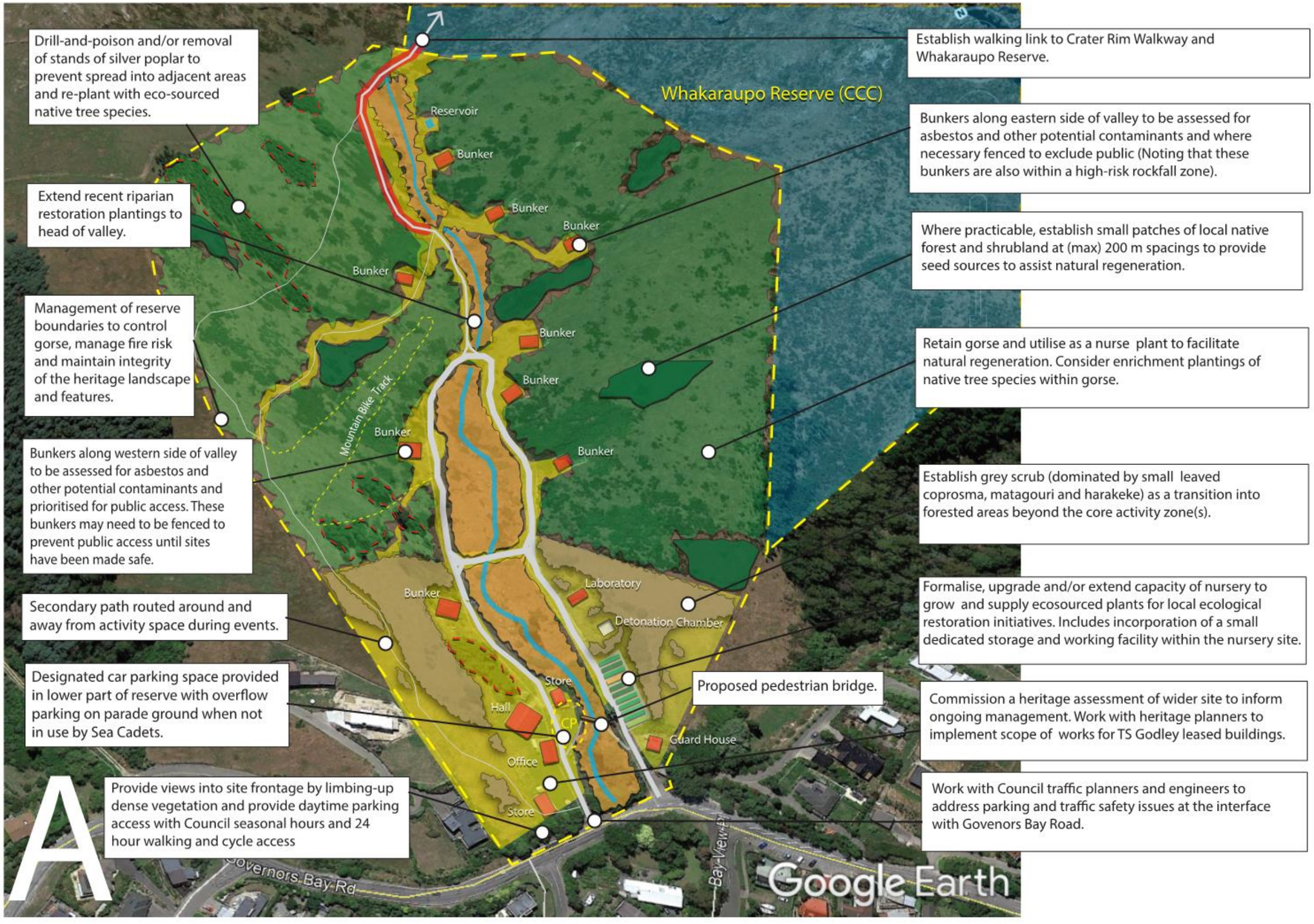
PROPOSED BUDGET

Please note that this budget is a high level estimate prepared prior to any design, consent, site investigation, consultation or engineering. Estimates are intended for initial budgeting purposes only.

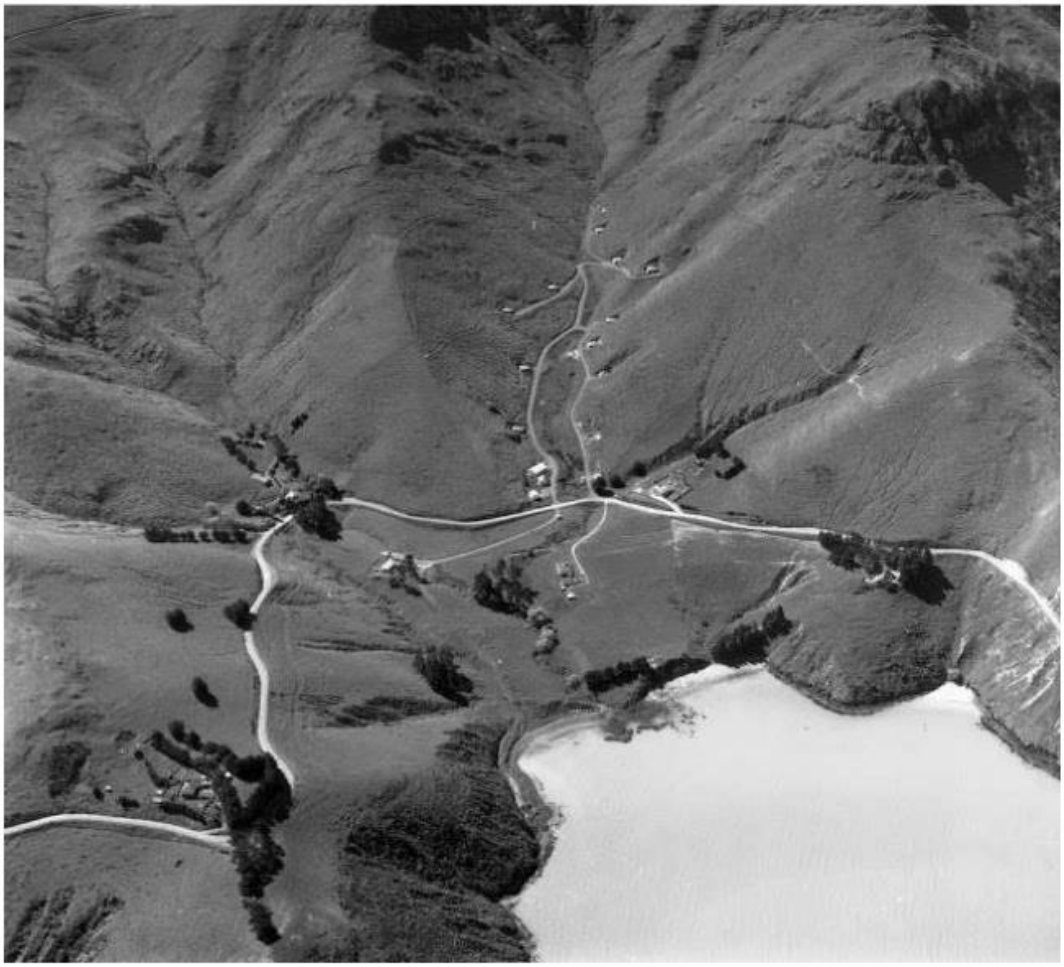
Reference	New BL 02 Estimate
Customer name:	I S Oakley
Property address:	94 Governors Bay Rd, Cass Bay

Garage Area	-	m2
Lower Floor	-	m2
Total as built area	172.80	m2
Footprint perimeter	53.80	lm
Labour rate	$ 65.00	per hr
Margin	15.0%	Net construction
P&G	5.0%	Net construction

Headings & Definitions	Description	Unit	Quantity	dim 1	dim 2	dim 3	Total quantity	Labour constant	Labour total	Material cost	Material total	Unit rate	Total	Total to trade, carried to summary
Preliminaries	*Site supervision, site facilities, site access etc*													
Percentage	P&G as per percentage of nett construction	%	1.00	1.00	1.00	0.090	0.09	-	-	487,455.56	43,871.00	487,455.56	43,871.00	
														$ 43,871.00
Ground Works	*Ground works*													
	Site scrape	m2	180.00	1.00	1.00	1.00	180.00	1.00	10.00			175.00	31,500.00	
	Excavate and install 300/SED timber poles	ea	80.00	1.00	1.00	1.00	80.00	1.00	10.00			360.00	33,480.00	
	EV Augered bearing for poles	sum	1.00	1.00	1.00	1.00	1.00	1.00	1.00			3,500.00	3,500.00	
	EV concrete for storage area	m2	50.00	1.00	1.00	1.00	50.00	1.00	50.00			185.00	9,250.00	
														$ 79,730.00
Subfloor	*Timber subfloor, insulation, +/- flooring etc*													
	Subfloor framing and bracing	m2	172.80	1.00	1.00	1.00	172.80	-	-			455.00	78,624.00	
	Subfloor insulation	m2	172.80	1.00	1.00	1.00	172.80					28.40	4,907.52	
	Flooring	m2	172.80	1.00	1.00	1.00	172.80	-	-			126.80	21,911.04	
														$ 105,442.56
Super Structure	*Timber framed walls and trusses*													
	Pensaled wall framing	Prov Sum	1.00	1.00	1.00	1.00	1.00					23,000.00	23,000.00	
	Pensaled roof trusses	Prov Sum	1.00	1.00	1.00	1.00	1.00					22,360.00	22,360.00	
	Lysaght timberlink sys	Prov Sum	1.00	1.00	1.00	1.00	1.00					6,400.00	6,400.00	
	Wall insulation	m2	233.74	1.00	1.00	1.00	233.74					24.80	5,796.75	
	Joinery suite	Prov Sum	1.00	1.00	1.00	1.00	1.00					40,000.00	40,000.00	
	Linings, supply and fix	m2	441.18	1.00	1.00	1.00	441.18					70.00	30,877.20	
	Stopping - walls and ceilings	m2	441.18	1.00	1.00	1.00	441.18					20.00	8,823.60	
	Painting and decoration internal	m2	172.80	1.00	1.00	1.00	172.80					70.00	12,096.00	
	Painting and decoration external	m2	172.80	1.00	1.00	1.00	172.80					55.00	9,504.00	
	Seam - internal	ea	8.00	1.00	1.00	1.00	8.00					250.00	1,500.00	
	Trims, jointing joints etc	Prov Sum	1.00	1.00	1.00	1.00	1.00					3,500.00	3,500.00	
	Cladding - linea weatherboard roof lining etc	m2	188.44	1.00	1.00	1.00	188.44					176.00	37,668.32	
	Fascia	lm	53.80	1.00	1.00	1.00	53.80					55.20	2,969.76	
	EV gable end detailing	Sum	1.00	1.00	1.00	1.00	1.00					2,500.00	2,500.00	
	Skirting to building perimeter	m2	129.64	1.00	1.00	1.00	129.64					65.00	8,426.60	
	Subfloor door set	Prov Sum	1.00	1.00	1.00	1.00	1.00					3,500.00	3,500.00	
														$ 215,589.75
Roof	*Roof*													
	Insulation to roof	m2	207.36	1.00	1.00	1.00	207.36	-	-	28.50	5,909.76	28.50	5,909.76	
	Galvatrhot complete roof (see spray cans)	m2	207.36	1.00	1.00	1.00	207.36	-	-	95.00	19,699.20	190.00	39,412.80	
	Gutter and DPs	Prov Sum	1.00	1.00	1.00	1.00	1.00	-	-	5,500.00	5,500.00	5,500.00	5,500.00	
														$ 50,422.05
Interior	*Interior fitout*													
	Carpet	m2	148.80	1.00	1.00	1.00	148.80	-	-	74.80	11,011.20	74.80	11,011.20	
	Vinyl	m2	24.00	1.00	1.00	1.00	24.00			130.00	130.00	150.00	3,600.00	
	Misc fitout	Prov Sum	1.00	1.00	1.00	1.00	1.00			2,500.00	2,500.00	2,500.00	2,500.00	
														$ 17,111.20
Services	*Plumbing drainage electrical etc*													
	Plumbing	Prov Sum	1.00	1.00	1.00	1.00	1.00	-	-	18,000.00	18,000.00	18,000.00	18,000.00	
	Drainage	Prov Sum	1.00	1.00	1.00	1.00	1.00			20,000.00	20,000.00	20,000.00	20,000.00	
	Electrical	Prov Sum	1.00	1.00	1.00	1.00	1.00			19,000.00	19,000.00	19,000.00	19,000.00	
	Fire	Prov Sum	1.00	1.00	1.00	1.00	1.00			12,500.00	12,500.00	12,500.00	12,500.00	
	Scaffold	Prov Sum	1.00	1.00	1.00	1.00	1.00			9,000.00	9,000.00	9,000.00	9,000.00	
														$ 96,500.00
Roading and Landscaping	*Asphalt, planting*													
	Asphalt to roadway	m2	120.00	1.00	1.00	1.00	120.00	-	-		-	100.00	12,000.00	
	Wall landscaping	Prov Sum	1.00	1.00	1.00	1.00	1.00					5,000.00	5,000.00	
	Soft landscaping	Prov Sum	1.00	1.00	1.00	1.00	1.00					5,000.00	5,000.00	
							1.00							$ 22,000.00
Decking	*Timber decking and balustrading*													
	Timber decking	m2	22.00	1.00	1.00	1.00	22.00	-	-	386.80	12,649.60	385.80	12,649.60	
	Balustrade	Prov Sum	1.00	1.00	1.00	1.00	1.00					4,900.00	4,500.00	
	Stairs	Prov Sum	1.00	1.00	1.00	1.00	1.00					6,500.00	6,500.00	
	Handrails	lin	8.00	1.00	1.00	1.00	8.00	-	-	150.00	750.00	150.00	750.00	
														$ 24,399.60
Estimate subtotal														
	Estimate subtotal incl P&G	Subtotal	1.00	1.00	1.00	1.00	1.00	-	-	125,648.16	125,648.16		699,356.16	
														$ 608,036.36
Builders margin														
	Builders margin on materials and subtrades excluding P&G	Sum	1.00	1.00	1.00	10.0%	0.100	-	-	125,648.16	12,564.82	125,640.16	12,564.82	
														$ 12,564.82
Contingency														
	Contingency	Sum	1.00	1.00	1.00	0.10	0.10			608,036.36	608,036.36	608,036.36	60,803.64	
														$ 60,806.66
Professional Fees														
	Design - architectural	Prov Sum	1.00	1.00	1.00	1.00	1.00					15,000.00	15,000.00	
	Design - geotech	Prov Sum	1.00	1.00	1.00	1.00	1.00					5,500.00	5,500.00	
	Design - structural	Prov Sum	1.00	1.00	1.00	1.00	1.00					18,000.00	18,000.00	
	Building Consent - CCC (assume no RC required)	Prov Sum	1.00	1.00	1.00	1.00	1.00					18,000.00	18,000.00	
	Project Manager	Prov Sum	1.00	1.00	1.00	1.00	1.00					36,000.00	36,000.00	
														$ 79,500.00
Total estimate														
	Includes Margin, Contingency, P&G, excludes GST													$ 791,926.25



HMNZS Steadfast Draft Landscape Plan for Community Board Appoval



HMNZS STEADFAST – LANDSCAPE HISTORY & CONSERVATION REPORT

PREPARED FOR CHRISTCHURCH CITY COUNCIL

JANUARY 2022

DRAFT

Christchurch City Council

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Cover image: Motukauatirahi-Cass Bay and the Royal New Zealand Armament Depot, VC Browne & Son, 1962

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Executive Summary

HMNZS Steadfast is located at 64 and 86 Governors Bay Road in Motukauatirahi-Cass Bay. It is the site of the former Royal New Zealand Navy Armament Depot that was established and actively used between 1943-1961. The depot was second in seniority in New Zealand after Kauri Point in Auckland and a third depot in Shelley Bay, Wellington. The Steadfast buildings and structures are intimately linked to New Zealand's World War Two (WWII) history and since 1965, New Zealand government departments and the Navy League Sea Cadet Unit TS Steadfast. The setting of HMNZS Steadfast includes other WWII defence locations in Whakaraupō-Lyttelton Harbour, important views to landmarks of cultural significance, Outstanding Natural Landscapes and is connected to adjacent recreational reserves. HMNZS Steadfast is not currently scheduled as a heritage item in the Christchurch District Plan (CDP) nor listed as an Historic Place with Heritage New Zealand Pouhere Taonga (HNZPT). In the CDP the site sits within an Open Space Natural Zone, an Amenity Landscape and is adjacent to an Outstanding Natural Landscape. It also has views to an Identified Important Ridgeline.

HMNZS Steadfast is of local, regional and national heritage significance as the South Island Royal Navy Armament Depot and associated military buildings. The site is significant for the spectacular views of the dramatic volcanic crater rim ridgelines of Whakaraupō-Lyttelton Harbour, the historic rural landscape character and an ephemeral stream that flows through the site. The ridgeline and spurs are of particular significance to tāngata whenua with specific place names recording important landmarks, events and whakapapa of Motukauatirahi-Cass Bay. Further investigation is required to ascertain the value of the site to tangata whenua.

The site provides insights into mid-20th century military and defence building practices, with ten magazine stores that demonstrate the requirements for housing explosive materials. Strategically located, the magazine stores were embedded into the hillside as a deliberate attempt to camouflage the structures from visibility. Water reservoirs were located above the ammunition stores for firefighting should explosions occur in the magazines below and a detonation chamber was located below the ammunition stores, to ensure minimal damage to personnel or surroundings. Other structures built when the base was first established include the guard house/quarter master's lobby, the administration buildings/office, and the laboratory, which feature a similar utilitarian style. As the requirements of the base grew, buildings were dismantled from other naval bases and re-erected on site.

Other historic spaces and site elements associated with the armament depot include the military road with its two land bridges linking the ammunition stores, and the perimeter concrete post and barbed wire fence. The grounds surrounding the administration buildings at the site entrance on both sides of the stream are an area associated with naval activity (i.e. parades and naval exercises) with stone retaining walls, rock terracing, pedestrian bridges and pathways from the grounds west of the stream to the original parade ground and mast/flag station on the eastern side. Together, the various buildings, structures, and objects have significant group value as a collective military and naval architectural set, which was enhanced by relocated buildings from other naval sites and further developed in 1965 when the site was inherited by the government and leased by the Navy League Sea Cadets, TS Steadfast. The land was purchased by Banks Peninsula Council in 1999, after extensive community consultation and support, providing justification that the land would serve a recreational function for local and Christchurch communities.

The landscape and buildings appear to be in moderate to very poor condition. This is partly due to the February and June 2011 earthquakes, where boulders were thrown from the ridgeline above Cass Bay and

the ammunition store buildings penetrated by large rocks, leaving holes in their walls and roofs. The timber framed buildings are generally suffering from rotting timber joinery and cladding, failing internal linings, failing roof cladding (including asbestos cladding), animal infestations, microbiological growth, and water ingress issues caused by a combination of the aforementioned issues. The brick ammunition stores are generally suffering from blunt-force trauma caused by the aforementioned rockfall, as well as internal flooding, failing roof cladding, and severe microbiological growth. The main issues affecting the landscape are unkempt weed growth affecting the stream, hillside and historic road access, and the loss of character to the lower site where the historic streamside terracing, pathway and parade ground is overgrown by grass and weeds. Post-earthquake, new site elements have been installed from TS Cornwall which augment the narrative of the site's military history. A substantial stream planting programme by Whaka-Ora Healthy Harbour Ki Uta Ki Tai has been undertaken on the site since 2020, designed to reduce sedimentation into Whakaraupō-Lyttelton Harbour and improve site biodiversity and stream habitat.

This Landscape History and Conservation Report provides conservation and implementation policies to protect the significant features, fabric and spaces of HMNZS Steadfast using the ICOMOS NZ Charter for the Conservation of Places of Cultural Heritage Value 2010 (NZ Charter 2010) and the ICOMOS Historic Gardens (The Florence Charter 1981). The purpose of these policies is to: respect the site's historic identity, protect and conserve existing heritage fabric and those qualities that give the place its character, and to retain and protect the intended and designed experiential qualities of the place. Management guidelines are drawn from policy to protect significant fabric and ensure that the cultural heritage values of the site are retained, while also allowing for the structures and landscape of the site to be adapted to meet the amenity and safety requirements of both TS Steadfast and the local community. These guidelines also allow for the removal of features that detract from the overall heritage significance of the place or obscure fabric of greater heritage value. We recommend that HMNZS Steadfast be considered for scheduling in the Christchurch District Plan and that the place be managed as a heritage asset regardless of district plan scheduling, to retain the significant elements identified in this report.

1. Introduction

1.1. Purpose

Conservation Reports describe a place and its history, identify its significance and heritage values and determine how to manage a place according to this significance. The Christchurch City Council has commissioned this Landscape History and Conservation Report for HMNZS Steadfast to identify and assesses its cultural heritage values. The Plan provides strategies, guidelines and actions to allow for the appropriate conservation, management and maintenance of this place.

1.2. Approach and Methodology

This Conservation Report is consistent with Heritage New Zealand's Guidelines for the Preparation of Conservation Management Plans.[1] It also follows the internationally recognised Semple Kerr methodology in Conservation Management Plan: A Guide to the Preparation of Conservation Management Plans for Places of European Cultural Significance (7th Edition)[2] and the Illustrated Burra Charter: Good Practice for Heritage Places.[3]

1.3. Authorship

This document was prepared by Wendy Hoddinott, Heritage Landscape Architect from Gather Landscape Architecture, WSP Principal Conservation Architect Chessa Stevens and Alex Pirie, WSP Heritage Consultant.

1.4. Acknowledgements

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Maria Adamski, Asset Engineer, Parks - Building and Heritage, Christchurch City Council
Jenny Healey, Chairperson, Cass Bay Residents Association and Reserves Management Committee
Chris Nee, TS Godley Sea Cadets (previously TS Steadfast)
Amanda Ohs, Senior Heritage Advisor, Christchurch City Council
Jane Robertson, Author, Governors Bay
Gareth Wright, Heritage Advisor, Christchurch City Council

1.5. Terminology

The following abbreviations have been used throughout this Conservation Report:

CBA	Cass Bay Residents Association
CDP	Christchurch District Plan
CRPS	Canterbury Regional Policy Statement
DSIR	Department of Scientific and Industrial Research
HMS	Her Majesty's Ship
HMNZS	Her Majesty's New Zealand Ship
HNZPT	Heritage New Zealand Pouhere Taonga
HNZPTA	Heritage New Zealand Pouhere Taonga Act 2014
ICOMOS	International Council on Monuments and Sites
NZAA	New Zealand Archaeological Association

[1] Bowron & Harris, 1994
[2] Kerr, 2013
[3] Marquis-Kyle & Walker, 2004

ONL	Outstanding Natural Landscape
RAL	Rural Amenity Landscape[4]
RMA (1991)	Resource Management Act (1991)
RNZN	Royal New Zealand Navy
TS	Training Ship

1.6. Information Used to Inform This Assessment

A site visit was carried out on 29th April 2021 by Wendy Hoddinott, Heritage Landscape Architect from Gather Landscape Architecture, WSP Principal Conservation Architect Chessa Stevens and Alex Pirie, WSP Heritage Consultant. Wendy Hoddinott carried out further site visits on 18 October and 15 November 2021. Information regarding protected resources and heritage has been sourced from the Christchurch District Plan. Other documents used to inform this Conservation Report are limited to those listed in the Bibliography. They include a range of primary and secondary sources, published texts, unpublished reports, national and local authority legislation, press releases, certificates of title, survey plans, newspaper articles, archive records and internet sources.

1.7. Limitations

The following constraints apply to this Conservation Report:

- No invasive testing or analytical investigation has been carried out for the purpose of preparing this Landscape History and Conservation Report.
- While this Conservation Report contains advice on the current condition of the buildings, it does not comprise a structural or safety assessment or contain any kind of engineering advice.
- While this Conservation Report considers archaeological values, it does not contain an archaeological assessment, which can only be prepared by an appropriately qualified archaeologist.
- No consultation with HNZPT or māna whenua has been carried out as part of preparing this Conservation Report.

1.8. Images

Most of the images in this document were taken by the authors during the site visits mentioned above. All other images have been appropriately acknowledged.

1.9. Canterbury Earthquakes

Banks Peninsula is an area of high seismic risk and as a result of the February and June 2011 earthquakes, many boulders were thrown from their positions along the ridgeline of Cass Bay, breaching the Steadfast perimeter fences bordering Whakaraupō Reserve. Several of the ammunition store buildings were penetrated by large rocks, extensively damaging some walls and roofs, and many boulders came to rest near the valley floor.[5] Much of the upper valley of HMNZS Steadfast is now within rockfall management areas (Figure 3), a key consideration in this Conservation Report.

[4] "Areas on Banks Peninsula including Rural Banks Peninsula, Open Space Natural and Pāpakainga / Kāinga Nohoanga Zones that are not identified as outstanding natural features or outstanding natural landscapes" (CDP, Appendix 9.2.9.2.4 Schedule of Rural amenity landscapes)

[5] Letter to M. McCallum, Project Manager, Christchurch City Council from J. Dykstra and D. Macfarlane from URS. HMNZS Steadfast Reserve – Initial Rockfall Hazard Assessment, 17 July 2014

1.10. The Site – Legal Description

Site:	HMNZS Steadfast
Controlling Local Body:	Christchurch City Council
Physical Address of Site:	64 and 86 Governors Bay Road
Legal Description/Land Area:	Lot 1 DP 76703, 11.65 hectares (formerly Pt Lot 3 DP2983) Lot 1 DP 76704, 11.22 hectares (formerly Pt Lot 2 DP2983)
Summary History of Land Ownership:   *Land set aside for defence purposes indicated within Lots 2 and 3 of DP2983 (current HMNZS Steadfast site).* *Source: Archives NZ, R631020 – CH889 – 23/78/132, 1962-90.*	1852 Rev. Edward Puckle pre-purchases section 268 and 483 (part of DP2983 and future Steadfast parcel) before arriving in New Zealand 1865 Puckle sells sections 268 and 483 to the Crown 1865 - 1880 R.M. Morten purchases a significant area of land in Cass Bay 1910 R.M. Morten owns Lots 2 and 3 of DP2983 1910 Miss Wallis and Messrs Wallis purchase 600 acres of Morten's land (5 subdivisions) 1915 William George Butler Wallis purchases Lot 3, DP2983 1915 Charles Wallis purchases Lot 2, DP2983 1918 Lot 2 transfers to Joseph Wallis, then to George Wallis 1933 Lot 2 transfers to Georgina Wallis, John Henry Wallis & Joseph Wallis 1943 Lot 2 transfers from John Henry Wallis to Robert William G. Loader 1945* Land within Lots 2 and 3 set aside by the Crown for defence purposes 1965* Defence gazette uplifted and new gazette created for government buildings Administering government departments: 1979* Department of Science and Industrial Research (DSIR) 1980* Department of Lands & Survey 1983* Department of Labour (to enable explosives storage) 1997 New Certificates of Title allocated (CB44B/16 and CB44B/17) 1999 Steadfast land purchased by Banks Peninsula District Council 2006 Steadfast land transfers to Christchurch City Council (amalgamation) **Gazette notice issued*
Heritage Buildings / Structures in Christchurch District Plan Heritage New Zealand Pouhere Taonga Registrations:	The landscape and buildings are not scheduled as historic heritage in the CDP. However the Council's Heritage Team intend to investigate the scheduling of the landscape and buildings as part of a future plan change. The site and buildings are not currently listed as a heritage place by Heritage NZ Pouhere Taonga.
Archaeological Site:	The New Zealand Archaeological Association's Archaeological Site Recording Scheme website ArchSite shows that there is no recorded site at HMNZS Steadfast on their database. However Motukauatirahi-Cass Bay is a landscape associated with pre-1900 human activity and is protected under the archaeological provisions of the Historic Places Act.
Scheduled Trees or notable trees:	There are no trees scheduled in the CDP and no trees listed by the New Zealand Notable Trees Trust.
Christchurch District Plan Zoning:	HMNZS Steadfast sits within an *Open Space Natural Zone* and a *Rural Amenity Landscape (RAL)*. The site is adjacent to an *Outstanding Landscape*, with views to an *Identified Important Ridgeline*. Steadfast is also part of an area where *Mahaanui Iwi Management Plan Silent Files* apply.[6]

[6] This refers to places that are considered by Ngāi Tahu to be wāhi tapu and/or wāhi taonga. In some instances, the precise location of sacred places may not be disclosed by whānau (silent files).



Figure 1: Aerial view of Ōtautahi/Christchurch and Horomako/Banks Peninsula, with Motukauatirahi-Cass Bay indicated.
Source: Google Earth.



Figure 2: Aerial view of Motukauatirahi-Cass Bay with site of HMNZS Steadfast and prominent local landscape features indicated.
Source: Canterbury Maps with graphic overlay, 2021.

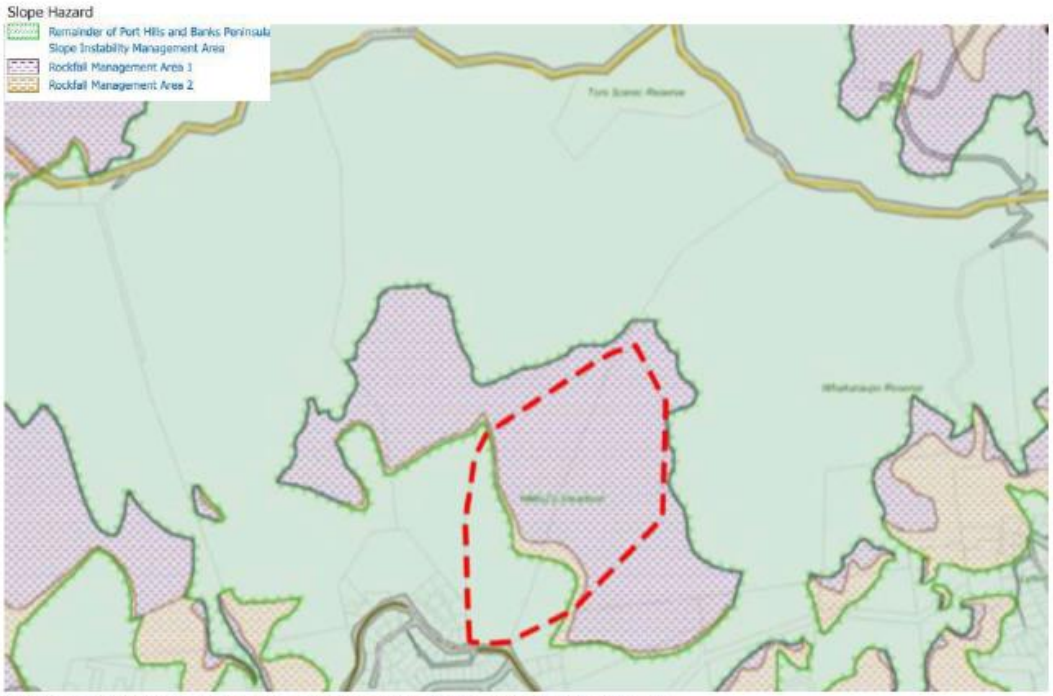

Figure 3: CDP Planning Map 5B showing Natural Hazards affecting the HMNZS Steadfast site.
Source: CDP, 2021.



Figure 4: View from Steadfast towards the crater rim ridgeline and Te Maenga-O-Wheke/'The Tors' Reserve.

2. Understanding the Place

2.1. Historic Background

2.1.1 Geology and Original Vegetation

The geology of Whakaraupō-Lyttelton Harbour is the result of volcanic eruptions that began 12 million years ago and continued over 5-6 million years. Subsequent erosion destroyed and modified these original volcanic landforms, leaving a complex landscape of mountains, hills, valleys and coastline.[7] Motukauatirahi-Cass Bay sits within the Lyttelton Volcanic Group landform, characterised by the "steep rocky slopes of the upper caldera rim with smoother more gentle lower colluvial slopes" towards the coast.[8] Warm volcanic springs have been found at Motukauatirahi-Cass Bay which would have been familiar to local Māori.[9] Geologist R.M. Laing discovered two springs on the western side of the bay in 1883 although the area has been modified since by the construction of road and recreational facilities.[10]

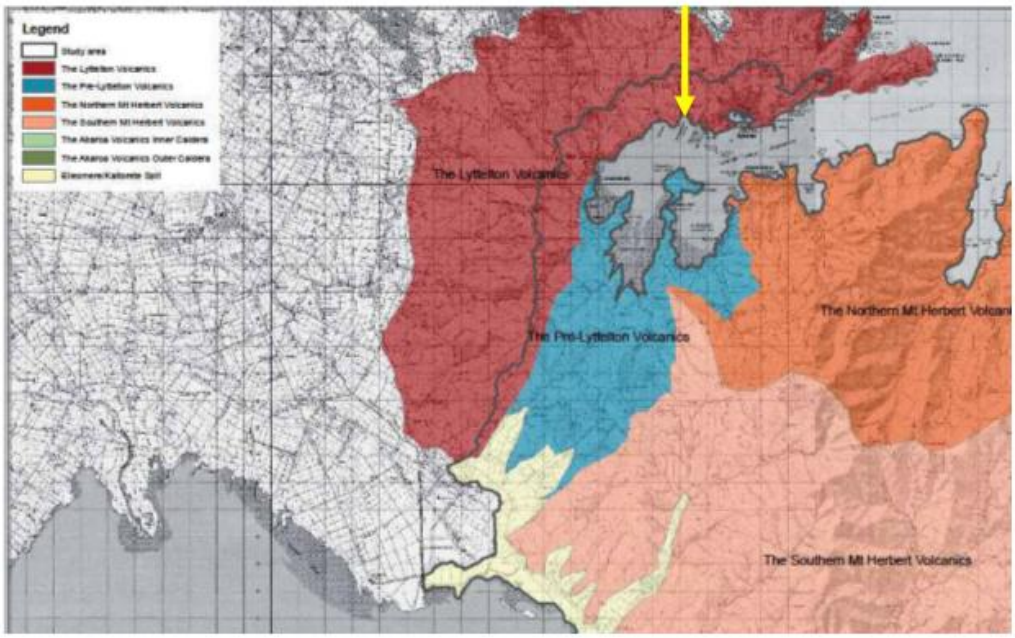

Figure 5: Broad landscape areas of Banks Peninsula, Motukauatirahi-Cass Bay is indicated.
Source: Banks Peninsula Landscape Study (2007, p. 39).

The deep, rich, well-drained soils of Motukauatirahi-Cass Bay are hillslopes of loess, mixed volcanic and loess colluvium on the slopes and upper shoulders, and rolling toe-slope fans with a whole range of subtle variations.[11] Here and across the wider Whakaraupō-Lyttelton Harbour these soils supported spectacular podocarp/hardwood forests prior to human settlement.[12] The fertile soils and shelter resulted in a dense and diverse forest canopy such as tōtara and mataī and a mix of hardwood canopy trees – māhoe, tarata (lemonwood), narrow-leaved lacebark and broadleaf. Beneath this would have existed a rich layer of ferns,

[7] Boffa Miskell, 2007
[8] Boffa Miskell, 2007, p38
[9] Robertson, 2021
[10] Given, 1983
[11] Lucas Associates, 2005
[12] Wilson, 2009

shrubs, climbers and epiphytes with a ground layer of mosses and herbs.[13,14] Many bush-shaded streams supported a rich diversity of aquatic and forest fauna. As a result of fire and other early land clearance methods the forest retreated to gullies, leaving little original native vegetation.

Prior to Māori occupation, climatic changes and natural fires caused limited and sporadic vegetation disturbance. Much greater vegetation disturbance was caused by Māori who were reliant on fire for their horticulture systems and almost every aspect of their daily lives.[15] The arrival of European settlers accelerated the loss of native forest on the Peninsula, as they harvested timber and cleared forest to create pasture for cattle.[16]

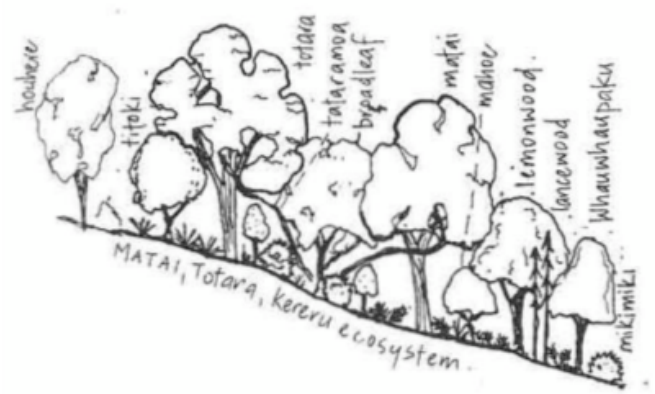

Figure 6: Example of original vegetation on the middle slopes of Motukauatirahi-Cass Bay before human settlement. Source: Lucas Associates, 2005, p13.

2.1.2 Māori Occupation and Use

The following information outlines Māori settlement and succession on Banks Peninsula and has been sourced from the report, *Banks Peninsula contextual historical overview and thematic framework*[17] commissioned by Christchurch City Council in 2014.

> *Māori tradition recognises three waves of ancient settlement on Banks Peninsula /Te Pataka o Rakaihautū. The most distant wave, 'Te Tai Pamaomao', was that of the Waitaha people, who called Banks Peninsula Te Pataka o Rakaihautū (the foodstore of Rākaihautū).*
>
> *The next and longest wave, 'Te Tai Roa', was that of the settlement of Ngāti Māmoe (the descendants of Hotu Mamoe) who migrated south from Poverty Bay attracted by the diversity of the South Island's resources. More warlike than the Waitaha, Ngāti Māmoe absorbed their predecessors into their own ranks and were responsible for constructing several early pā on the Peninsula.*
>
> *Ngāi Tahu settlement came with the most recent wave, 'Te Tai Nui', around the mid eighteenth century. Over time, through warfare and intermarriage, Ngāi Tahu largely suppressed and assimilated Ngāti Māmoe, taking ownership and control of Te Pataka o Rakaihautū and eventually adopting much of the Waitaha history and traditions. By way of the 1996 Te Runanga o Ngai Tahu*

[13] Wilson, 2009
[14] Lucas Associates, 1998
[15] Beaumont, L., Carter, M., Wilson J., 2014
[16] Wilson, 2009
[17] Beaumont et al., 2014

> *Act, Ngāi Tahu are the tangata whenua of the South Island and therefore the Treaty partner. Rūnanga with responsibility for the Banks Peninsula area are Te Hapū o Ngāti Wheke, (Rāpaki); Te Rūnanga o Koukourārata, (Port Levy); Ōnuku Rūnanga, (Akaroa); Wairewa Rūnanga, (Little River).*[18]

Tuahiwi is the home of Ngāi Tūāhuriri and has played a vital role in Ngāi Tahu history. The takiwā (district) of Te Ngāi Tūāhuriri Rūnanga centres on Tuahiwi and extends from the Hurunui to the Hakatere river and inland to the Main Divide. Nearby the famous Kaiapoi Pā was established by the first Ngāi Tahu ancestors when they settled Te Wai Pounamu. Kaiapoi Pā was the major capital, trading centre and point from which further penetration of the South Island occurred so the area is a genealogical centre for all Ngāi Tahu whānui (descendants). Kaiapoi Pā was established by Moki's elder brother Tūrākautahi who was the second son of Tūāhuriri, hence 'Ngai Tūāhuriri' is the name of the hapū of this area.[19]

The abundant food resources of Whakaraupō made the harbour an ideal location for early Māori settlement, and to protect those resources, pā began to appear on the defensible headland locations from around 1500 AD. Taununu's pā (Rīpapa Island) was the site of fierce conflict during the Kai Huanga (eat relation) feud.[20] Māori were present on Banks Peninsula throughout the years of European settlement with 40 of the 339 recorded in the 1842 census located in Whakaraupō.[21] There is evidence of both Māori and European defence installations throughout Banks Peninsula and in Whakaraupō-Lyttelton Harbour. These installations range from nineteenth-century gunfighter pā and settler blockhouse, twentieth-century World War One and Two structures and archaeology.[22]

Rāpaki sits adjacent to Motukauatirahi-Cass Bay, beneath the mountain Te Poho o Tamtatea (the breast of Tamatea). Chief Te Rakiwhakaputa claimed the land for his people, laying down his Rāpaki and moving on while his son Wheke established the settlement.[23] Immediately east of Rāpaki, Motukauatirahi-Cass Bay means 'the large fire-making tree grove' and refers to the kaikōmako tree (*Pennatia corymbosa*), which was common throughout both Cass and Corsair Bays. Neighbouring Corsair Bay is known as Motukauatiiti (little fire-making tree grove) which also refers to the kaikōmako tree. Using the kauati method, kaikōmako was used to make fire by laying one piece of wood on the ground and rubbing another piece into it to make fire.[24]

Māori place names around Whakaraupō reference important landmarks and events that occurred. Several of these record the whakapapa of Motukauatirahi-Cass Bay (Figures 7 – 10). The names of these places recall stories of adventures and battles of the area. Overlooking Motukauatirahi is the ridge of Te Whakatakanga-o-te-ngārehu-o-te-ahi-a-Tamatea which refers to the famed explorer Tamatea Pōkai Whenua and his travelling party who were struck by a southerly storm on the hills above Rāpaki after an exploratory trip of Te Waipounamu.[25]

> *By means of karakia, Tamatea appealed for help to Ngātoroirangi, āriki of the northern volcanoes of Tongariro and Ngāuruhoe, who assisted by sending ahi tipua (volcanic fire) from his mountains. The flames came down the course of the Whanganui River and across to Whakatū (Nelson), with some falling off on their journey, creating the hot springs at Hanmer. The flames burst out as a*

[18] Beaumont et al, 2014
[19] https://ngaitahu.iwi.nz/te-runanga-o-ngai-tahu/papatipu-runanga/ngai-tuahuriri/ (accessed June 2021)
[20] Wilson et al, 2005
[21] Beaumont et al, 2014
[22] Beaumont et al, 2014
[23] https://ngaitahu.iwi.nz/te-runanga-o-ngai-tahu/papatipu-runanga/rapaki/ (accessed October 2021)
[24] https://www.kahurumanu.co.nz/atlas
[25] https://www.kahurumanu.co.nz/atlas

blaze above the hills overlooking Whakaraupō, giving warmth to Tamatea and his travelling party. Tamatea named the area where he received the ahi tipua as Te Whakatakanga-o-te-ngārehu-o-te-ahi-a-Tamatea, the place where the ashes of Tamatea lie.[26]

Several features surround the bay with views out towards others. Te Moenga-o-Wheke ("The Tors") is prominent rocky outcrop along the ridgeline of Motu-kauati-rahi/Cass Bay and references Wheke, the son of Te Rakiwhakaputa, who sought to establish ahi kā [continuous occupation] in Rāpaki.

He was a rangatira toa who would search the surrounding hills of Whakaraupō (Lyttelton Harbour) for Ngāti Māmoe refugees. It is said that he had camping places in the hills where he would sleep the night. One of these in the hills north-east of Rāpaki was named Te Moenga-o-Wheke – The Sleeping Place of Wheke. The hapū at Rāpaki, Te Hapū o Ngāti Wheke, are named after him, and the whare tipuna at Rāpaki is also named after him.[27]

Ōtūherekio/Pony Point is the lower spur between Rāpaki and Motukauatirahi-Cass Bay, providing views across Whakaraupō-Lyttelton Harbour and Rāpaki marae.[28] Ōtaranui is the dominant hill overlooking Motukauatiti/Corsair Bay but is also observable from Motukauatirahi-Cass Bay.



Figure 7: View east from within Steadfast – Ōtaranui is east of Steadfast and overlooks both Cass and Corsair Bays.



Figure 8: View north from within Steadfast – Te Moenga-o-Wheke/The Tors Reserve is a prominent rocky outcrop above.



Figure 9: View northwest of Te Poho-o-Tamatea (the breast of Tamatea), named after the explorer Tamatea Pōkai Whenua.



Figure 10: View southeast from the north boundary of Steadfast towards Ōtūherekio/Pony Point and Ōtamahua/Quail Island.

[26] https://www.kahurumanu.co.nz/atlas
[27] https://www.kahurumanu.co.nz/atlas
[28] https://www.kahurumanu.co.nz/atlas

2.1.3 European Settlement in Lyttelton Harbour and Cass Bay

In 1809, Captain Chase in his ship the *Pegasus*, was the first European to sail into Lyttelton Harbour, discovering that Banks Peninsula was not an island as Cook had suggested.[29] Flax trader Captain William Wiseman named the harbour Port Cooper, after his Sydney employer. A large influx of British and American whaling ships followed after 1835 and in 1838 Captain J-B Cécille made the first survey and chart of Whakaraupō-Lyttelton Harbour aboard his ship *Héroine*, complete with sketch of the harbour entrance as viewed from the sea[30] (Figure 11).

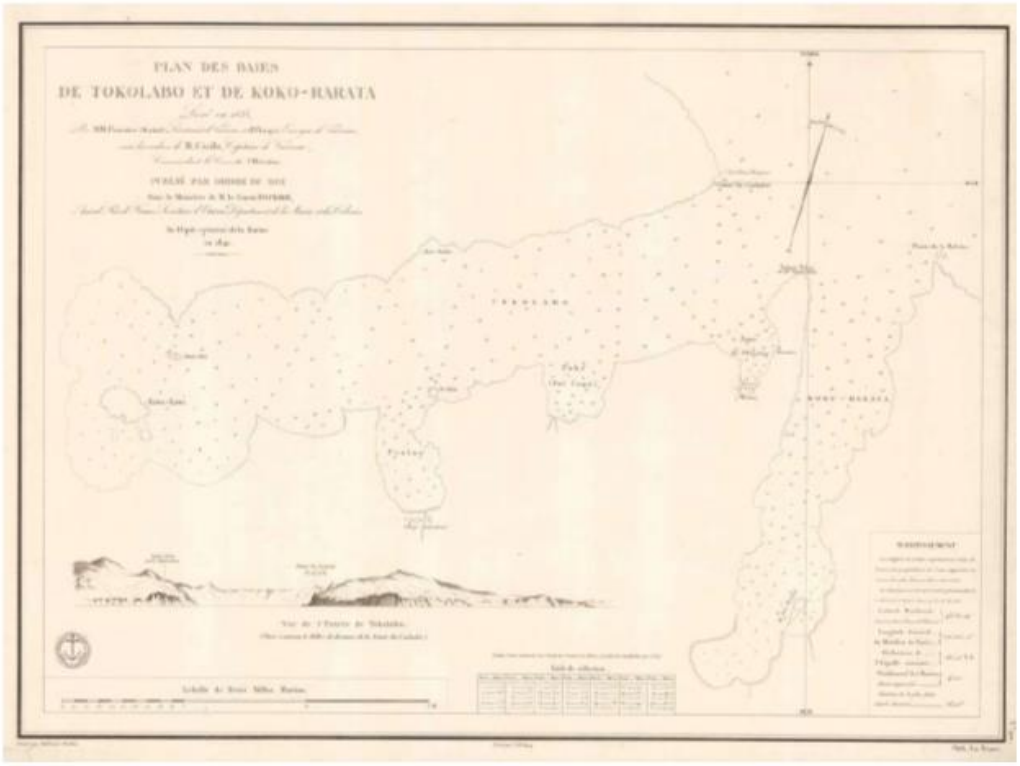

Figure 11: Captain J-B. Cécille's 1840 map of Tokolabo (Whakaraupō) Harbour, from his 1838 survey. The plan includes a sketch of the entrance to the harbour. Tokolabo was the French corruption of Whakaraupō, the Māori name for Port Cooper (Lyttelton). Kokorarata is Port Levy. Source: https://olteagallery.com/view_product.php?prod_id=PROD100003223

Thomas Cass arrived in New Zealand in 1841, as surveyor for the New Zealand Company (Figure 12). He returned to England and was hired by the Canterbury Association as assistant to Chief Surveyor Captain Joseph Thomas. In 1848 Cass returned to Port Cooper and along with Joseph Thomas was joined by fellow surveyors Charles Torlesse and Henry Cridland. Cass charted the harbour and the group set up camp in what was originally known as 'Port Lincoln' but eventually named after him as Cass Bay.[31] Crown agent Walter Mantell, who was working to secure land for the Crown joined them, his journal records showing that he helped move the group to Cavendish Bay (Lyttelton) on 20 July 1849. He volunteered to "go round to Cass's bay and fetch Crindland and Torlesse with their house. Pulled it down brought it round &

[29] Rice, 2004
[30] Rice, 2004
[31] Rice, 2004

helped(!) to put it up again. All right by night."[32] A sketch in Mantell's field-book shows the five relocated houses and a smithy soon after their move (Figure 13). All had been prefabricated in Hobart.[33] Late in 1850, the first four of ships chartered by the Canterbury Association to bring settlers to the new colony, arrived in Lyttelton Harbour. The name Port Cooper was officially changed to Port Victoria (after Queen Victoria) in 1849, when the harbour became a Port of Entry.[34] In 1851 Cass became the chief surveyor for the Canterbury Association.[35]



Figure 12: Thomas Cass (undated)
Source: Alfred Charles Barker (1819-1873) Barker Collection, ID: 13/57, 4/102, CM.

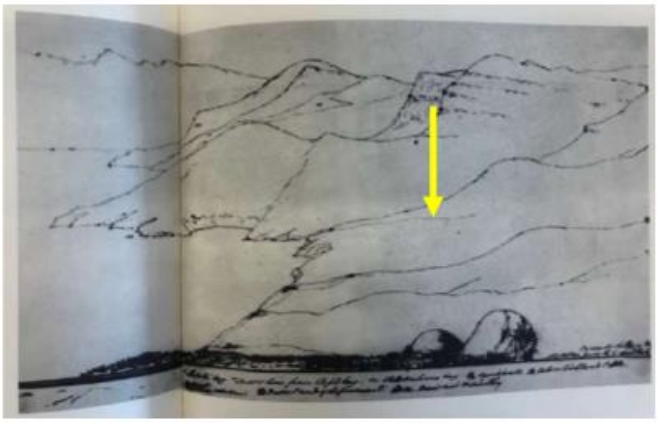

Figure 13: Sketch from Walter Mantell's fieldbook looking east, of Lyttelton township and the five houses and smithy relocated from Cass Bay and erected on 20 July 1949. Cass's 'line of road' from Cass Bay to the plains is indicated in the middle distance.
Source: Maling, 1981, pp 72-73.

Initially Joseph Thomas determined to locate Christchurch at the head of the harbour and Port Lyttelton at Rāpaki,[36] the next bay west from Motukauatirahi-Cass Bay (Figure 14). He returned to Wellington to send these first maps and report back to England but ultimately decided that the amount of reclamation needed for a town at the head of the harbour would be too expensive. The site of Christchurch was consequently moved to the plains.[37] Another reason for his change of mind was that the 850-acre section of land in Rāpaki had been set aside as Native Reserve as part of the Port Cooper Purchase in 1849. Thomas moved the site of the new port from Rāpaki to Erskine, which was also then known as Cavendish Bay (now Lyttelton). In 1858 the harbour's name changed again to Lyttelton Harbour, although the name appears to have been in use for almost a decade prior to the name change. Ownership of the native reserve in Rāpaki was confirmed in 1868 when the Native Land Court determined that ownership resided with 71 people belonging to Ngāti Wheke.[38]

[32] Maling, 1981, p72
[33] Maling, 1981
[34] NZ Spectator and Cook's Straight Guardian, Vol. V, Issue 420, 11 August 1849, p4
[35] Robertson, 2021
[36] Rice, 2004
[37] Rice, 2004
[38] https://www.kahurumanu.co.nz/atlas

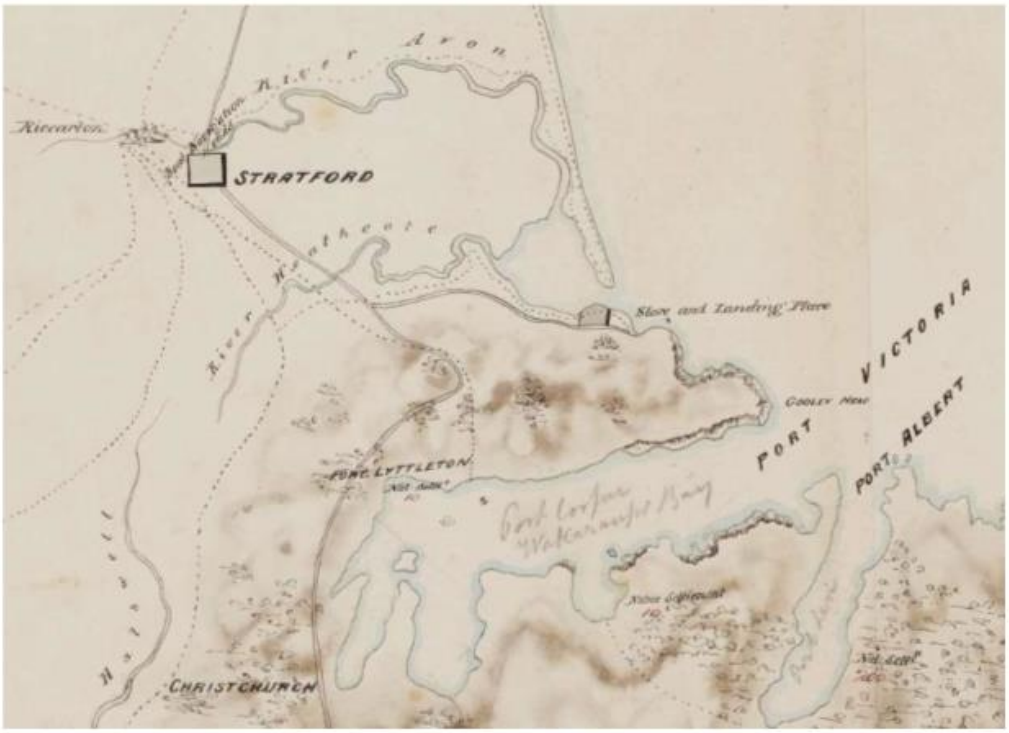

Figure 14: Cropped detail from Captain Thomas's 1849 map of Canterbury with intended locations for Lyttelton and Christchurch. Instead of Rāpaki, Port Lyttelton was moved further east to Erskine (also known as Cavendish) Bay.
Source: National Library, Archives ID: R25435603, Series No: 23142.

In 1852 Reverend Edward Puckle of Heathcote Parsonage advertised 50 acres of freehold land in Cass Bay, "with or without 500 acres of adjoining pasturage."[39] Puckle had pre-purchased his land in England and had arrived as chaplain on the *Randolph* in December 1850.[40] Expecting sizeable accommodation when he arrived, he had brought with him his wife, six children and 70 tons of furniture which was stored on the seashore and slowly carried out by the tide.[41] Puckle's land in Cass Bay took some time to sell – he was one of many early settler clerics who appeared to engage in a form of 'landbanking'.[42] Puckle eventually sold sections 268 and 483 to the Crown on 8 December 1865 (Appendix 1). Both were part of the current Steadfast site (Figure 15).

[39] Lyttelton Times, Vol 2, Issue 69, 1 May 1852, p11 (supplement)
[40] Robertson, J., 2021
[41] South Canterbury Times, Issue 9143, 1 Sept. 1898, p4
[42] Robertson, J., 2021



Figure 15: Cropped detail of c.1864 Black Map showing road deviation plans through Cass Bay. Reverend Edward Puckle owned Sections 268 (part of the current Steadfast site) and 483 between 1850 and 1865.
Source: National Library, Archives ID: R22667980, Series No. 23142.

During the mid to late 1800s, Cass Bay was used for grazing cattle, sheep and horses. By 1856 Eli Salt of "Cass's Bay Run' was advertising pasture for cows and calves in the Lyttelton times (Figure 16). Richard May Morten settled in Canterbury in 1860, and while it is not clear exactly when Morten purchased land in Motukauatirahi-Cass Bay, Crown Grant Plans shows he owned a portion of Cass Bay in 1880 (Appendix 2) and by 1910, the majority of the Bay.[43] Morten was a leading runholder, property developer and businessman, who at one point owned or leased the entire Port Hills from Saint Martins to Godley Head (11,000 acres).[44] Other farmers in the bay included John Webb who ran a dairy farm in Cass Bay between 1870 and 1878 and Roderick Gallagher whose dairy farm and house were threatened by a major bush fire that spread across Rāpaki, Cass Bay, Corsair and Dampier Bays in 1889.[45] With no provision for slaughter-house facilities near Lyttelton, Cass Bay was initially the default place for town butchers to slaughter animals. Butcher George Hunt was listed as working at Cass Bay as early as October 1851.[46] Other butchers leasing a slaughterhouse in Cass Bay are listed as Garforth and Lee[47] and Owen and Dyer who took over the renewal of the same slaughterhouse license in 1892.[48] The slaughterhouse is recorded as the property of R.M Morten and was totally destroyed by fire in 1894[49] with Morten uninsured.

[43] DP2983, LINZ
[44] Ogilvie, 2009
[45] Robertson, 2021
[46] Robertson, 2021
[47] Globe, Vol XX, Issue 1373, 10 July 1878, p3
[48] Lyttelton Times, Vol LXXVII, Issue 9728, 18 May 1892, p4
[49] Lyttelton Times, Vol LXXXI, Issue 10269, 10 February 1894, p6

CASS'S BAY RUN.

MR. E. SALT, having taken this run, is open to take in cows at £1 per head, and calves at 12s. per head, per annum. The greatest care will be taken of any stock entrusted to him.

N.B. The owners of all stock now depasturing upon such run are hereby requested to muster the same at E. Salt's stockyards in Cass's Bay aforesaid, in order that an account and delivery may be taken of the same.

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Figure 16: Eli Salt was one of the earliest European settlers using Cass Bay for grazing.
Source: Lyttelton times, Volume VI, Issue 392, 6 Aug. 1856, p1.



Figure 17: Cass Bay abattoir was re-built from brick and concrete in 1902 to a state-of-the-art design (undated).
Source: Richard Wolfe Collection, Canterbury Museum, 1977.406.7.

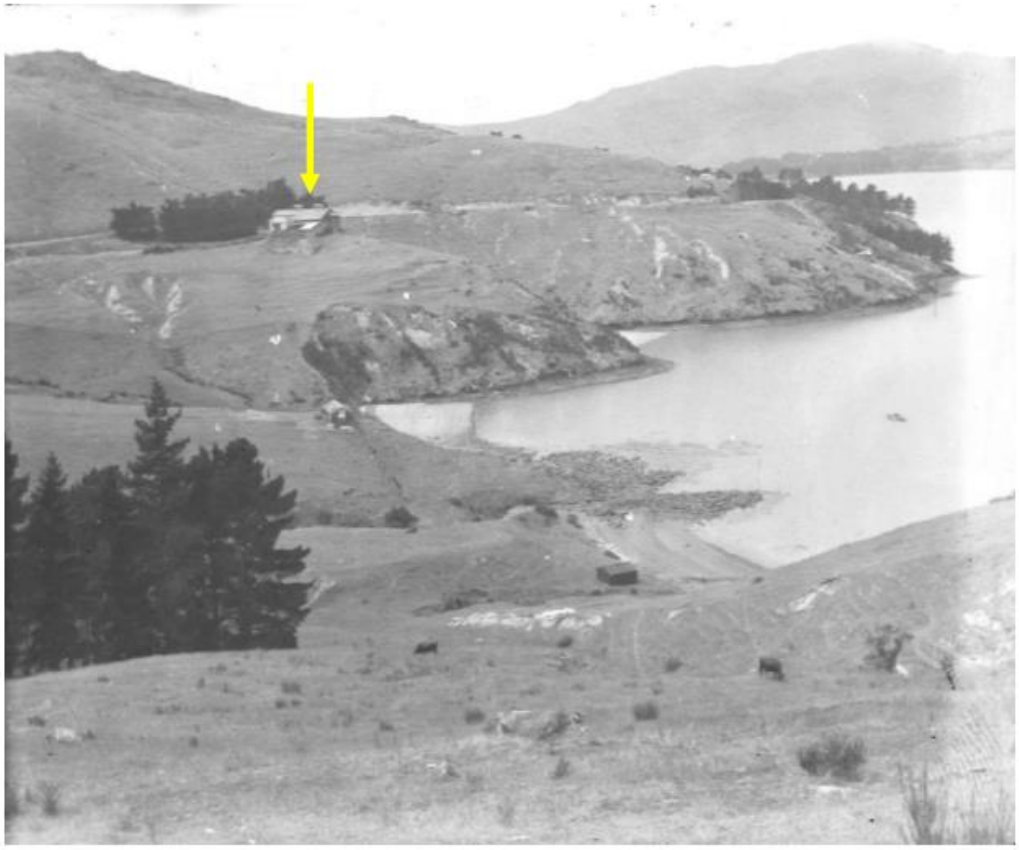

Figure 18: Cass Bay abattoir (indicated) in Motukauatirahi-Cass Bay (undated). Part of the W A Taylor collection, one of many photographs taken during the 1920s but possibly earlier.
Source: W A Taylor Photograph Canterbury Museum, 1968.213.407.

In May 1901 the Lyttelton Borough Council purchased R.M. Morten's slaughterhouse site including the 55 acres of surrounding land.[50] As the first public abattoir in the district, the facilities were rebuilt and officially opened in 1902, having been designed by J.C. Maddison and erected by W.B. Scott (Figure 17).[51] At the opening ceremony the Lyttelton Times reported that, "those who had seen the other abattoirs which have been erected in the colony, freely expressed the opinion that the Lyttelton one was the most up-to-date."[52] Many locals recall the abattoir and offal discharge into Cass Bay which drew sharks to the area and eventuated in a barrier constructed in Corsair Bay to protect bathers while swimming. The Cass Bay abattoir operated until 1964 although aerial imagery shows it was still on the site in 1973 (Figure 70).

Abattoir discharge was not the only effect on sea life and the ocean. Over time silt accumulated in the harbour partly due to Harbour Board dredging of Lyttelton Harbour. In March 1897 Robert Anderson wrote to the *Lyttelton Times* concerned at the loss of oyster beds in Cass Bay explaining that, "…myself and many others formerly used to dredge for oysters from in a line between Church Bay and Cass Bay, nearly as far as Parson's Rocks. The bottom then was very hard live shell; but soon after dredging began the bottom gradually got softer, and at the present time is a dungeon of soft mud, and it would be impossible to move an oyster dredge over it."[53]

Land transport was difficult and expensive so it is likely that produce from Cass Bay travelled via sea to Lyttelton rather than land.[54] The early trail on the hills behind Cass Bay was considered as a possible road to Christchurch, however the idea was abandoned due to cost and the difficult terrain with its deep gullies and rocky volcanic bluffs.[55]

Towards the end of the nineteenth century, activities in Cass Bay expanded from farming to various recreational pursuits, including Lyttelton Football Club practices and in 1884 the Christ's College annual swimming races.[56] In 1892 the Lyttelton Martini-Henry Rifle Club opened a rifle range at Cass Bay, on land belonging to R.M Morten.[57]

R.M Morten died on the 20th of August 1909.[58] A survey plan commissioned for the attorneys of his estate shows the extent of Cass Bay Morten owned in 1910 (Figure 19).[59] The same year, the Press reported that Miss Wallis and the Messrs Wallis had purchased 600 acres of this land in five subdivisions.[60] Certificates of title show that in 1915, William George Butler Wallis of Governors Bay owned Lot 3[61] and Charles Wallis of Governors Bay, also of Governors Bay owned Lot 2. Lot 2 was transferred to various members of the Wallis family, until John Henry Wallis transferred his share to local farmer Robert William Loader in 1943 who in 1945 was owner of the area set aside for defence purposes.[62] The Steadfast parcel can be seen as the red

[50] Lyttelton Times, Vol. CV, Issue 12515, 31 May 1901, p6
[51] Lyttelton Times, Vol CVII, Issue 12859, 4 July 1902, p3
[52] Lyttelton Times, Vol CVII, Issue 12859, 4 July 1902, p3
[53] Lyttelton Times, Vol XCVII, Issue 11211, 8 March 1897, p3
[54] Robertson, 2021
[55] Robertson, 2021
[56] Lyttelton Times, Vol LXI, Issue 7177, 29 February 1884, p6
[57] Lyttelton Times, Vol LXXVII, Issue 9652, 18 Feb. 1892, p2
[58] Lyttelton Times, Vol. CXX, Issue 15079, 21 August 1909, p10
[59] The red, dashed lines show the HMNZS Steadfast site, the plan used later to show the area gazetted for government buildings in 1965. Part Lots 1, 2 and 3 are also shown as part of the Summit Road Protection Area created in 1964.
[60] Lyttelton Times, Vol CXXI, Issue 15317, 28 May 1910, p3
[61] Certificate of Title, 297 227, Archives NZ Christchurch, R631020 – CH889 – 23/78/132 – Royal New Zealand Navy Armament Depot – Cass Bay – 1962-90
[62] Certificate of Title, 297 226, Archives NZ Christchurch, R631020 – CH889 – 23/78/132 – Royal New Zealand Navy Armament Depot – Cass Bay – 1962-90

dashed lines in the centre of the 1910 survey plan. In 1965 the same land would be uplifted and gazetted for government buildings.[63]



Figure 19: Extent of land owned by R.M Morten at his death in 1910. The red dashed line around the Steadfast site shows the portion of land that was gazetted and set aside for defence purposes in 1945 and for government buildings in 1965.
Source: DP2983, LINZ

2.1.4 World War II and the Development of the Royal New Zealand Navy

New Zealand's response to the threat of war was 'fortification', which alongside the isolated island geography of New Zealand, had been strongly influenced by the defence fortifications of Māori hilltop villages.[64] British warships had visited New Zealand since the mid 1850s, as the new British Colony grew and conflict with Māori had increased.[65] In 1877 the New Zealand and Australian governments signed an agreement with Great Britain, agreeing to financially contribute to the cost of maintaining Royal Navy

[63] Certificate of Title, 20 July 1915, Archives NZ Christchurch, R631020 – CH889 – 23/78/132 – Royal New Zealand Navy Armament Depot – Cass Bay – 1962-90
[64] Cooke, P. 2000
[65] Cooke, P. 2000.

vessels in Australian and New Zealand waters.[66] In 1913 New Zealand initiated a naval organisation to crew ships employed in New Zealand waters, with the Naval Defence Act of 1913 passed to give effect to the decision. This meant the government could raise and maintain naval forces by regulations issued under authority of Orders in Council.[67] As part of the British Empire, New Zealand maintained a sea-going naval force and training centre, 'The New Zealand Division of the Royal Navy'. A Volunteer Reserve Force was formed in 1922, officered by and recruited from volunteers who did not follow the sea as a profession. World War II had a major effect on the New Zealand Naval Forces. The number of ships rose from five in 1939 to over 100 vessels of all types during 1944 (Table 1).

New Zealand's Naval Forces – 1944 **Royal New Zealand Navy**
Cruisers: - HMNZS *Gambia* - HMNZS *Achilles*
Corvettes: - HMNZS *Arabis and Arbutus* - HMNZS *Tui and Kiwi*
Minesweepers - 3 x 'Isles' Class - 19 x trawlers - 8 x converted coasters
Patrol Craft: - 12 x Fairmiles - 16 x HDMLs - 57 x requisitioned civilian craft
Auxiliary Craft - 7 Boom defence - 8 Degaussing duties

Table 1: New Zealand's Naval Forces 1944.
Source: Royal New Zealand Navy, 2002, p.18.

At the same time, there was a huge increase in personnel from 1939 to 1944. In 1939 permanent New Zealand Naval personnel totaled 8 officers, 716 ratings together with 74 officers and 541 ratings from the Royal Navy. In addition the Royal New Zealand Naval Volunteer Reserve (RNZNVR) totaled 70 officers and 600 ratings. By mid 1944 there were approximately 10,000 people in the RNZN and RNZNVR. About 3200 were serving with the Royal navy and about 540 in the Fleet Air Arm.[68]

New Zealand's harbours became important refuges given the country's geographical isolation, and self-sufficiency became crucial to New Zealand's defence system. As with other harbours in the main centres of New Zealand, the topography of Lyttelton Harbour offered a natural defensive position with its shelter and hills. A number of fortified works were fitted with heavy armament in various locations including the Godley Head 80th Coastal Defence Battery at the head of Lyttelton Harbour.[69] This was of pivotal

[66] History and Development of the Royal New Zealand Navy, TS Steadfast archives
[67] History and Development of the Royal New Zealand Navy, TS Steadfast archives
[68] Royal New Zealand Navy, 2002
[69] Beaumont et al., 2014

importance to the area's defences and by 1942, Japanese forces had advanced southwards. Anti-invasion defence works across Banks Peninsula during this time included the Tikao Bay Mine Depot, the Cass Bay Magazine Depot and the Wainui Battery.[70] The naval barracks, HMNZS Tasman was located in Lyttelton and commissioned on 20 January 1944 on the current oil storage facility (Figure 20). The complex provided accommodation for 200 officers and ratings and was used by the RNZN as a training facility for telegraphist and anti-submarine warfare.[71] It was formally decommissioned in 1957, with some buildings being relocated to other naval bases in the years immediately prior – such as the former Shipwright Store which was re-erected at the Cass Bay Naval Armament Depot as a garage in 1956/1957.



Figure 20: HMNZS Tasman, Lyttelton, 1952.
Source: https://navymuseum.co.nz/explore/by-collections/places/hmnzs-tasman/

New Zealand's naval forces entered World War II as a Division of the Royal Navy, purely as a national service.[72] However in 1941, King George VI approved the name of the Division as 'The Royal New Zealand Navy', changing the names of ships and establishments from HMS to HMNZS.[73] After the war, the Royal New Zealand Naval Volunteer Reserve was reconstituted, and drill and training commenced in 1948.[74] HMNZS Pegasus became the Canterbury Division, operating a training scheme for young boys through the New Zealand Navy League Sea Cadet Corps.[75]

[70] Beaumont et al., 2014
[71] https://navymuseum.co.nz/explore/by-collections/places/hmnzs-tasman/
[72] History and Development of the Royal New Zealand Navy, TS Steadfast archives
[73] History and Development of the Royal New Zealand Navy, TS Steadfast archives
[74] History and Development of the Royal New Zealand Navy, TS Steadfast archives
[75] TS Steadfast Archives

2.1.5 Development of Cass Bay as a Defence Site

From the mid 1930s there was a shortage of state houses in Lyttelton, and the Lyttelton Borough Council were looking for land to expand. The 55 acres Council owned and used to graze abattoir stock became an attractive prospect for housing or at least for holiday accommodation. A 1935 Press headline read,

> *"Removal of abattoir at Lyttelton. It is expected that the Lyttelton Borough Council will shortly consider a proposal to remove the municipal abattoir from its present site at Cass Bay. Our photo'graph shows the beach and abattoir buildings, and the sites which would be available for week-end cottages."*[76]



Figure 21: Municipal abattoir at Cass Bay in 1935. Abattoir to the right of the image.
Source: Press, Vol LXXI, Issue 21515, 3 July 1935, p20

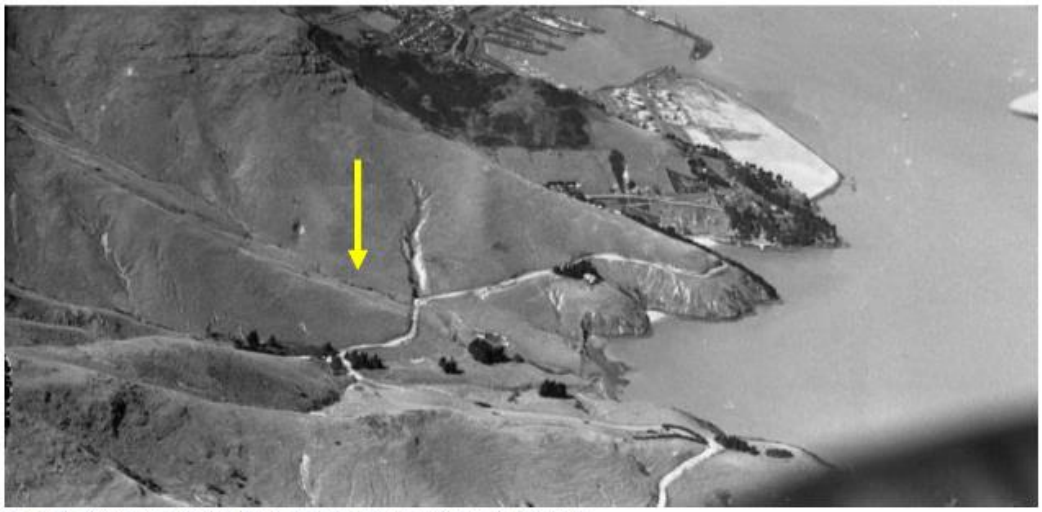

Figure 22: Motukauatirahi-Cass Bay in 1935 (Steadfast future location indicated).
Source: V.C Browne & Son, PB0308-19.

[76] Press, Vol LXXI, Issue 21515, 3 July 1935, p20

During this time, there was a notable increase in the popularity of yachting and motor-boating around Lyttelton, with the notion of Cass Bay raised as an additional complement to Lyttelton.[77] However, Purau Bay, rather than Cass Bay, was selected as the preferred site for the new yacht harbour.

Then when war broke out in 1939, all housing and harbour development was put on hold. The rapid advancement of the Japanese forces in early 1942 placed New Zealand under direct threat of invasion, and as a result, many anti-invasion defenses were constructed around the country – including Canterbury. Initially, the Royal New Zealand Navy (RNZN) built a magazine site at Akaroa in 1942-1943, but this turned out to be unsuitable due to it being too far by road or sea from the port of Lyttelton, and so the RNZN turned to Cass Bay. Cass Bay was selected because it was largely uninhabited, was not visible from the Lyttelton Harbour heads, and could be accessed by sea.[78] A 1944 survey shows the portion of Cass Bay taken by the New Zealand government for defence purposes in February 1945 (Figure 23) and the gazette notice of 4 February 1945 (Figure 24). It includes an area of land on the south side of Governor's Bay Road – on which a house, referred to as the "navy house" was built - and a right-of-way down to the shore of Cass Bay (Figure 27).

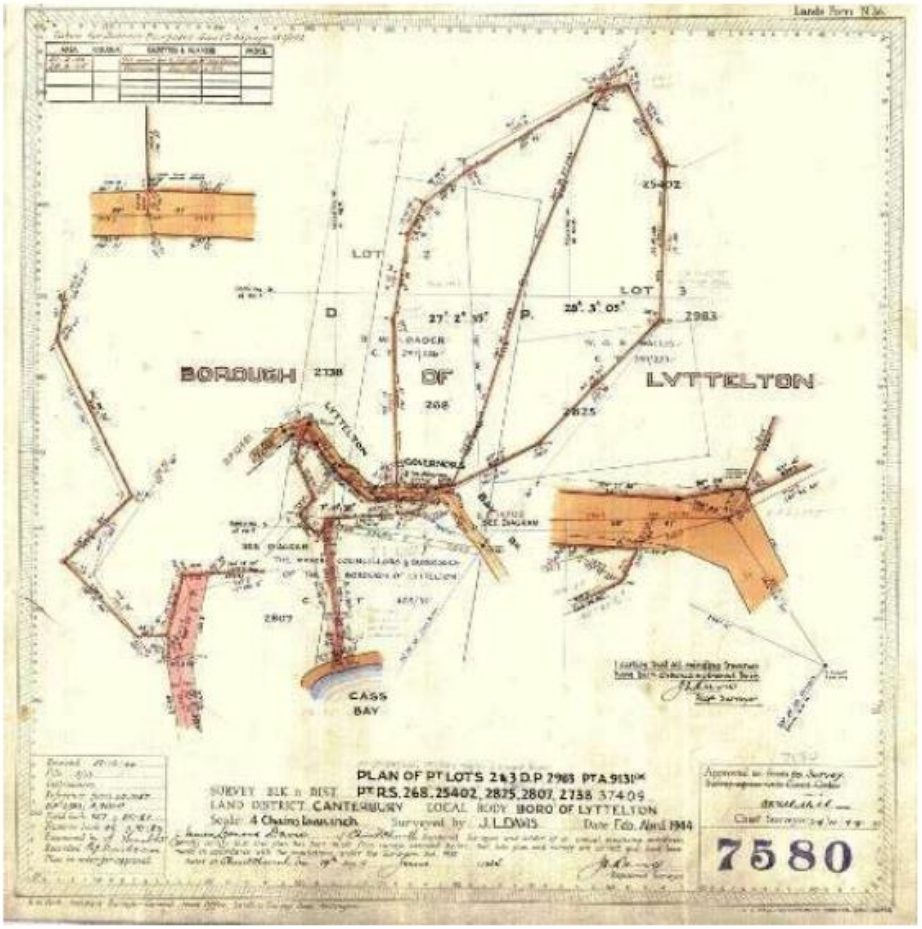

Figure 23: Survey plan DP 7580 showing the portion of land and right-of-way set aside in 1945 for defence purposes. Source: DP 7580, LINZ.

[77] *Press*, 9 December 1939, p7
[78] http://lytteltonharbourjetties.blogspot.com/2019/06/cass-baymotukauatirahi.html

Land and a Right-of-way taken for Defence Purposes in the Borough of Lyttelton

[L.S.] C. L. N. NEWALL, Governor-General

A PROCLAMATION

IN pursuance and exercise of the powers and authorities vested in me by the Public Works Act, 1928, and of every other power and authority in anywise enabling me in this behalf, I, Cyril Louis Norton Newall, the Governor-General of the Dominion of New Zealand, do hereby proclaim and declare that the land described in the First Schedule hereto is hereby taken for defence purposes and that an easement over the land described in the Second Schedule hereto is hereby taken for defence purposes, vesting in His Majesty the King the full and free liberty, right, license, and authority in perpetuity to construct and use a right-of-way with the right for His Majesty's servants, agents, and workmen from time to time and at all times hereafter to go, pass, and repass with or without horses or other animals or vehicles over the said land for the purpose of access to the land described in the First Schedule hereto, such easement to be held appurtenant to the land described in the First Schedule hereto.

FIRST SCHEDULE

APPROXIMATE areas of the pieces of land taken :—

A.	R.	P.	Being
27	2	35	Part Lot 2, D.P. 2983 (parts Rural Sections 268 and 25402) ; edged red.
28	3	5	Part Lot 3, D.P. 2983 (parts Rural Sections 2825, 268, and 25402) ; edged red.
3	0	38	Parts Rural Sections 2738, 268, 2807, and 37409 ; edged red.

SECOND SCHEDULE

APPROXIMATE area of the piece of land over which an easement is taken : 2 roods 30·8 perches.

Being parts Rural Sections 2807, 268, 2738, and 37409 ; coloured pink.

All situated in the Borough of Lyttelton (Canterbury R.D.). (S.O. 7580.)

140 THE NEW ZEAL

All in the Canterbury Land District ; as the same are more particularly delineated on the plan marked P.W.D. 120743, deposited in the office of the Minister of Works at Wellington, and thereon coloured as above mentioned.

Given under the hand of His Excellency the Governor-General of the Dominion of New Zealand, and issued under the Seal of that Dominion, this 10th day of February, 1945.

H. G. R. MASON,
For the Minister of Works.

GOD SAVE THE KING !

(P.W. 23/857)

Figure 24: Gazette references for the area identified in red on Survey Plan DP7580, detailing the land and 'right-of-way taken for defence purposes on 10 February 1945.
Source: The New Zealand Gazette 1945, No. 11, pp139-140.

Extract from *N.Z. Gazette*, 21 October 1965, No. 61, page 1814

Land Held for Defence Purposes Set Apart for Buildings of the General Government in the Borough of Lyttelton

PURSUANT to section 25 of the Public Works Act 1928, the Minister of Works hereby declares the land described in the Schedule hereto to be set apart for buildings of the General Government from and after the 26th day of October 1965.

SCHEDULE

CANTERBURY LAND DISTRICT

ALL those pieces of land situated in the Borough of Lyttelton, Canterbury R.D., described as follows:

A.	R.	P.	Being
27	2	35	Part Lot 2, D.P. 2983, being parts Rural Sections 268 and 25402, and being the land first described in Proclamation No. 2027, Canterbury Land Registry.
28	3	5	Part Lot 3, D.P. 2983, being parts Rural Sections 2825, 268, and 25402, and being the land secondly described in Proclamation No. 2027, Canterbury Land Registry.

As the same are more particularly delineated on the plan marked P.W.D. 120743 (S.O. 7580), deposited in the office of the Minister of Works at Wellington, and thereon edged red.

Dated at Wellington this 1st day of October 1965.

PERCY B. ALLEN, Minister of Works.

(P.W. 24/4796; D.O. 23/78/1/132)

R. E. OWEN, Government Printer, Wellington, New Zealand.

Figure 25: Gazette notice for the area set apart for government buildings in 1965. See also Figure 18.
Source: The New Zealand Gazette 1965, No. 61, p1814.

The armament depot consisted of ten brick and concrete magazines, an ammunition processing building, camp/administration buildings, a four-man hut, a guard house, a flag station, and fencing enclosing the entire complex. A navy gun was mounted adjacent to the Lyttelton-Governors Bay Road and passing traffic had to await a naval escort through the bay during wartime.[79]

A set of twin articles published in The Press in 1959 (fifteen years after the construction of the depot) describe the site and its various structures:

[79] http://lytteltonharbourjetties.blogspot.com/2019/06/cass-baymotukauatirahi.html

"From the road can be seen the administration buildings, the timber gunwharf store, the Blue Ensign fluttering from the yard of a mast and naval guns pointing out over the harbour, all set in a neat lawn, rock garden, and young trees and shrubs. In the steep gully beyond and up to 400 feet (122 metres) above the highway are the partly concealed magazines containing hundreds of tons of weapons, explosives, and missiles and the laboratories where they are continually inspected and tested for safety and effectiveness. The arsenal's 56 ½ acres is bounded by a high security fence patrolled constantly by dockyard police. The guards are on duty 24 hours a day. There are 14 Navy-paid civilians (no women) manning the depot, who work with windows and doors open, even in the coldest weather.

The magazines are built of two brick walls 22 inches (560mm) apart and ventilation and temperature are controlled. Roofs are lightly made to channel explosions upwards. Floors are shiny black bitumastic for spark prevention. Wherever possible, non-ferrous metal or wooden fixtures are used and all ferrous metal, including the heavy outside steel sliding doors, are bonded to a main unit lightning arrester. The cleanliness of the magazines is clinical and the white walls and ceilings, silence, and still atmosphere give the impression of a sepulchre. The fact that there have been no explosions to date does not make one less anxious to be outside and away. And when one is told on reaching the open air once more that confidential symbols painted on the outside of each magazine door indicate to firefighters that the contents ignited will either burn fiercely, explode violently, or release poisonous gases. The information that reservoirs uphill contain 58,000 gallons (264,000 litres) of firefighting water does not seem quite as reassuring as it should.

Stores have included the jet take-off rockets for the American Antarctic expedition and railways gelignite and detonators held in custody during the waterfront strike of 1951.

The three naval guns guarding the entrance are used by traversing them up-gully. Although the guns are not old in years, they are now considered souvenirs by depot staff whose latest technical training is in the guided weapons field. Two are 4in' surface guns, of a quick-firing semi-automatic type. The third, built only in 1943, is a dual-purpose 4in' gun.

The Cass Bay Depot was built for the British Pacific Fleet in 1944 and closed between 1945 and 1950 when it was recommissioned as an armament depot flying the Union Jack. It was not for some years that the Union Jack was hauled down and replaced with the Blue Ensign although the depot was being manned by the RNZN. Since 1950, existing buildings have been modified and additional buildings constructed. An unusual feature of such a warlike place is the love of the staff for silviculture (the growing of trees). When the depot was reactivated nine years ago (1950) there were two trees on the property. Now there are 1100 trees, all planted by the staff who keep a list of every type and species. The interest in trees is three-fold – aesthetics, camouflage, and an anti-erosion measure."[80]

Little information is available about the flower beds and rock garden and the list of 1100 trees has not been found. However a 1965 image (Figure 26) shows established vegetation and terracing either side of the stream in the lower part of the site with larger shrubs and trees visible further upstream. While aerials of this time don't appear to show extensive planting, the trees in the 1965 image may indicate some of the 1100 planted in the 1950s. The 1965 image also shows newly established trees located in drums (right of the photograph), presumably to protect the establishing trees from grazing sheep. The image also shows circular elements in the grass between the Drill Hall and Ward Room, which are most

[80] Press, Volume XCVIII, Issue 29020 and 29022, 8 October and 10 October 1959, Page 8 and Page 18

likely the flower beds mentioned in the 1961 letter from the Resident Naval Officer to the Ministry of Works.[81] The flower beds look to be gone by the 1980s when they can no longer be seen in aerials.



Figure 26: Cropped image showing Cass Bay Naval Armament Depot planting, 1965. Two circular flower beds can be seen to the right of the image, between the Drill Hall and Garage. It is unclear what the two white, hexagonal shaped elements are either side of the stream. The anchor from TS Cornwall now sits atop the right hand element opposite the Ward Room. Source: VC Browne and Son, 9156-9162.

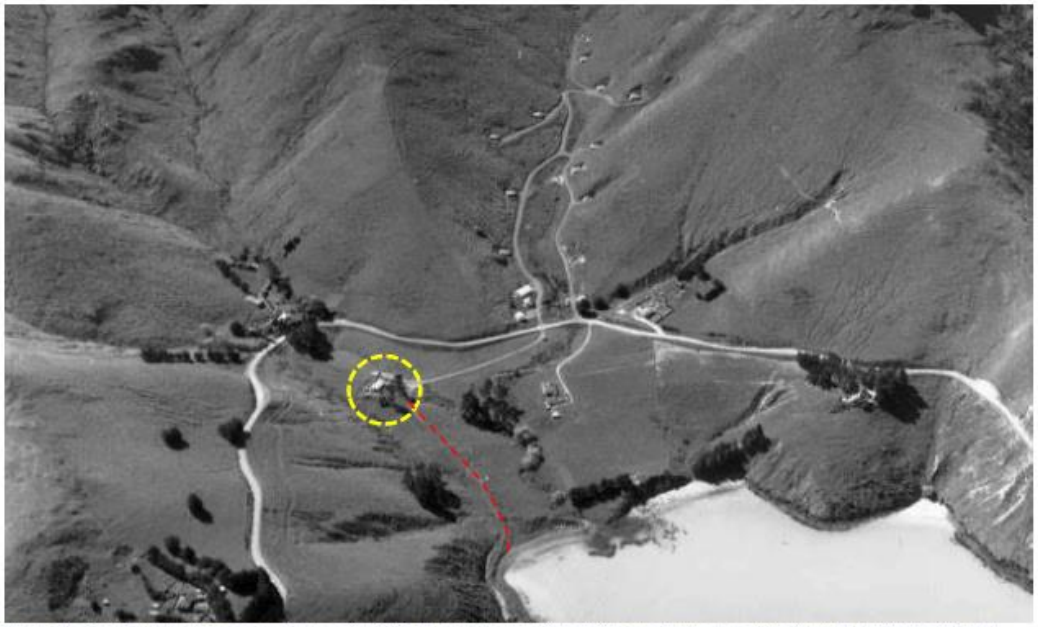

Figure 27: Cass Bay Naval Armament Depot aerial 1962. The navy house (circled) is located at the top of the right-of-way (dashed in red). Source: VC Browne and Son, 6808-6823.

[81] Letter from Resident Naval Office to Ministry of Works, 21 April 1961, Archives NZ Christchurch, R18988957 – CH150 – 41/3 - Navy Department Files – Cass Bay – Buildings and Services – 1979-83



Figure 28: Fire equipment and water pipe opposite the Drill Hall (see Figure 26 above), 1960s.[82]
Source: TS Steadfast Archives, 1954-1994.

2.1.5.1 The Armament Depot Buildings 1945 - 1965

Following the end of WWII, the Lyttleton Borough Council once again turned to the idea of using its land at Cass Bay for residential development. The Lyttelton Borough Empowering Bill, which would give the Council the power to subdivide and sell its land at Cass Bay, was passed in August 1946.[83] However, the Council was stymied in 1947. The Public Works Department (PWD) declined a request from the council that the Department should waive its claim to a right-of-way at Cass Bay so the council could form a road for the proposed sub-division. The Department was concerned about the risk from explosives, and began considering acquisition of the whole property.[84] The PWD advised the Lyttelton Borough Council that, if they were to open their land up for residential development, they would need to maintain a safety distance of 1,000 yards from the nearest points of all buildings within the depot. In response, the Council protested to the Minister of Defence against the decision to retain the depot as a permanent establishment. A naval representative met with the Mayor and the Town Clerk in Lyttelton to confirm that he could not recommend the abandonment and removal of the depot "in the present unsettled state of world affairs" as "in emergency, national security was dependent to an important degree upon dispersal of explosives, stores, oil, etc".[85] Lyttelton Borough Council then passed a resolution in December 1947 that "for a period of five years, this Council will not dispose of the land owned by it at Cass Bay and that no further permits for building on that land be permitted for a similar project."[86]

[82] Pers. Comm. C. Nee/W. Hoddinott, 17 December 2021
[83] Press, Volume LXXXII, Issue 24955, 16 August 1946
[84] Press, Volume LXXIII, Issue 25159, 15 April 1947
[85] Memorandum from the Naval Secretary to the Permanent Head of the Public Works Department, Wellington, dated 17th October 1947. Archives NZ, Christchurch.
[86] Memo to 'the Officer-in-charge HMNZS 'Tasman' from Navy Office, Wellington, 15 Jan 1948, Archives NZ Christchurch, 1945-1950.

Parliamentary Papers record that three of the ten magazines at Cass Bay had been on loan to the Army during 1946;[87] but that, by 1947, "all explosives" had been transferred from the Cass Bay magazines to the Naval Armament Depot at Kauri Point in Auckland.[88] Other contemporary reports (including that quoted above) refer to the magazines as being emptied at this time;[89] and a memorandum from the PWD dated 7th July 1947 states that magazines 1 and 2 were the only ones waiting to be emptied and, as soon as this was done, the buildings would be made available for private lease.[90]

In September 1947, magazines 1 and 3 were let to Imperial Chemical Industries. Initially, they had requested only one of the magazines as well as the laboratory building, but subsequently found that the laboratory did not comply with their requirements. The remaining eight magazines were made available for lease to private businesses for storage purposes;[91] and the PWD District Architect was requested to draw up plans for conversion of "the office building" into to flats to provide accommodation for naval personnel.[92] This may refer to what is now the officer's accommodation building, but this cannot be confirmed on the basis of the available information. A memorandum from the PWD District Architect on 22nd July 1948 stated that a contractor – N. Caldwell of Christchurch - was appointed and would commence work later in the month. The work was completed by September.[93] In parallel, the PWD District Architect was asked to prepare plans for converting the "surplus army huts" in the Armament Depot to "married quarters".[94] In February 1949, the Ministry of Works (MoW, formerly the PWD) called for tenders to carry out this work.[95] In the absence of plans or other documentation, it is assumed that the "army huts" referred to are the two huts that were joined together and later became the quartermaster's accommodation building.

In October 1948 compensation was paid to the Lyttelton Borough Council for land taken in 1945 under Section 25 of the Public Works Act for an easement below Governors Bay Road, part of C.T. 485/89 which had been held in trust by the Council for an abattoir.[96]

Various international conflicts were responsible for the recommissioning of the Depot in 1950, among them the developing Cold War between the Soviet Union and its former wartime allies in the west which was causing instability in the Middle East, and the Korean Civil War.[97] Both conflicts drew the RNZN into committing naval resources to each cause, and a number of training drills and exercises were conducted in the Christchurch region in preparation for deployment.[98]

By mid-1950 the Depot was back in "full operation";[99] and a memorandum from the Naval Secretary to the MoW District Engineer advised that the water supply equipment at the Depot was in need of repair. The

[87] Appendix to the Journals of the House of Representatives, 1946 Session I, H-05 Royal New Zealand Navy Report of the New Zealand Naval Board
[88] Appendix to the Journals of the House of Representatives, 1947 Session I, H-05 Royal New Zealand Navy Report of the New Zealand Naval Board
[89] Press, Volume LXXIII, Issue 25206, 10 June 1947
[90] Memorandum from the Public Works Department P.W.23/857, dated 7 July 1947, Archives NZ, Christchurch.
[91] Memorandum from the District Chief Clerk to Christchurch businesses, dated 12th March 1948, Archives NZ, Christchurch.
[92] Memorandum from Lieutenant Schumacher RNZN to the District Architect, Public Works Department, Christchurch, dated 5th April 1948, Archives NZ, Christchurch.
[93] Memorandum for the Under Secretary, Public Works Department, Wellington for Contract Cass Bay – Conversion of Building to Flats, dated 20th September 1948, Archives NZ, Christchurch.
[94] Memorandum for the Officer-in-Charge HMNZS "Tasman" from the District Architect, Ministry of Works, dated 22nd July 1948, Archives NZ, Christchurch.
[95] Press, Volume LXXV, Issue 25729, 15 February 1949
[96] 4 October 1948, Archives NZ Christchurch, R189988959 – CH150 – 41/3 – part 2 – Navy Department Files – Cass Bay Naval Armament Depot and Residence – 1945-50
[97] https://nzhistory.govt.nz/war/royal-new-zealand-navy/post-war-operations
[98] https://nzhistory.govt.nz/war/royal-new-zealand-navy/post-war-operations
[99] Memorandum for the Naval Secretary, from the District Architect, Ministry of Works, Christchurch, dated 17 August 1950, Archives NZ, Christchurch.

pump used for refilling the reservoirs was damaged, and there was some deterioration of the fire protection equipment including perished hoses and deterioration of hose boxes.[100] A report prepared by the MoW District Architect at this time details the fire protection setup at the Depot, which included bell hydrants sited adjacent to each magazine, hose boxes placed at strategic positions, and a sprinkler system in two of the magazines.[101] Repairs to the reservoir pump and firefighting equipment were made, along with other repairs to the electrical services, loading banks, and accommodation buildings on the site.[102]

In 1951, a memorandum from the Navy Secretary to the MoW confirmed that that, notwithstanding the discussions that had been made in 1947, retention of the Depot was essential; and, further, that it was necessary to acquire all of the land within 1,000 yards of any buildings containing explosives to ensure public safety.[103] Recognising that the adjacent landowners were not happy about the possibility of compulsory acquisition, and noting that "Navy Department, Wellington, doesn't seem to appreciate all the implications of the proposal", the MoW recommended instead that the necessary land could be leased from the owners.[104] The response from the Navy was that it was also necessary to prohibit those land owners from building on or subdividing their land within the 1000 yard boundary.[105] Lyttelton Borough Council, the largest adjacent landowner, objected; and asked the Government to move the explosives out of Cass Bay instead.[106]

In 1956/1957, the HMNZS Tasman Shipwright Shop building was dismantled and relocated to Cass Bay to serve as a garage (Figure 29) but would eventually be used as the Girls Accommodation Block and referred to as 'the Store' building. A memo addressed to the Resident Naval Officer, HMNZS Pegasus, Christchurch, dated 9th May 1956 detailed the removal of the building from the HMNZS Tasman Base to the Cass Bay Site:

> *"The above-described building [the Shipwright Shop] has been dismantled and removed from [HMNZS] Tasman and its re-erection at Cass Bay is virtually complete, the Depot's vehicles being already housed..."*[107]

The memo also implied that the re-erection was done hastily for several reasons, including urgent stowage required for vehicles, the onset of winter which would have delayed re-erection works, other parties attempting to obtain the building, and the inability due to financial constraints to engage outside contractors to undertake the dismantling and re-erection work. The building was split into sections before being moved and was reportedly in very poor condition due to lack of maintenance. The total cost of the work was £75.

[100] Memorandum for the District Engineer, Ministry of Works, Christchurch, from the Naval Secretary, dated 21 July 1950, Archives NZ, Christchurch.
[101] The magazine numbers aren't stated. Letter to the Chief Naval Officer from the District Architect, Ministry of Works, Christchurch, dated 20 July 1950, Archives NZ, Christchurch.
[102] Archives NZ, Christchurch, CAXP CH150 2954 Box 530, 1945-1950
[103] Memorandum for the Commissioner of Works, Ministry of Works, Wellington, from the Navy Secretary, dated 13 February 1951, Archives NZ, Christchurch.
[104] Memorandum for the District Commissioner of Works, Ministry of Works, Christchurch, from the Commissioner of Works, Ministry of Works, Wellington, dated 20 July 1951, Archives NZ, Christchurch.
[105] Memorandum for the Commissioner of Works, Ministry of Works, Wellington, from the District Commissioner of Works, Ministry of Works, Christchurch, dated 31st July 1951, Archives NZ, Christchurch.
[106] Newspaper Article dated 18 September 1951, Archives NZ, Christchurch.
[107] Archives NZ Christchurch, R18988957 – CH150 – 41/3 - Navy Department Files – Cass Bay – Buildings and Services – 1979-83

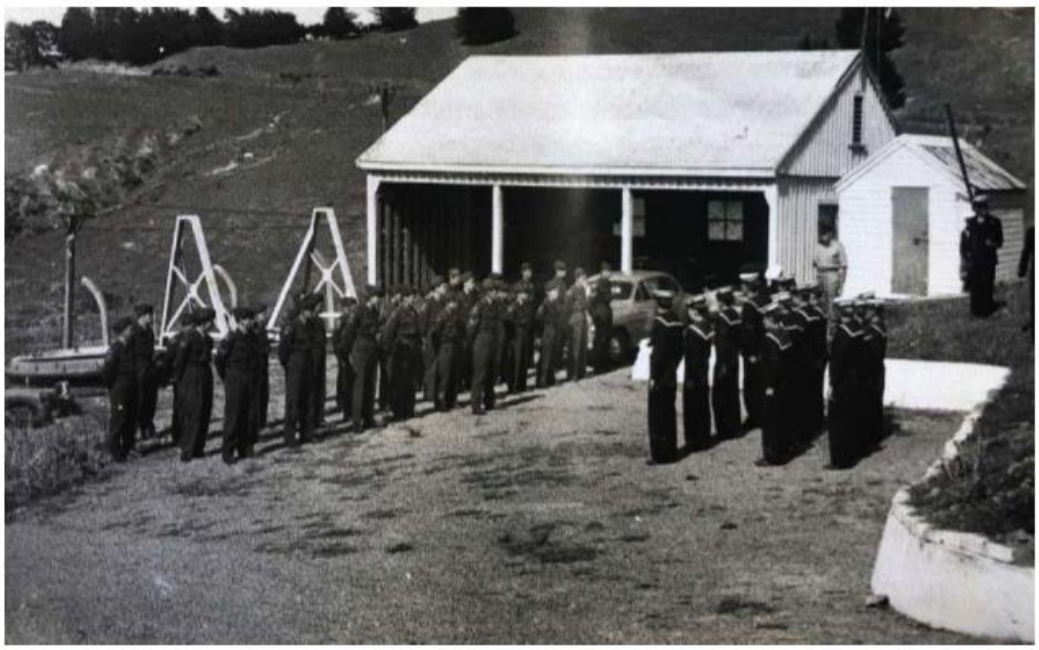

Figure 29: The Shipwright's Shop which was originally located at HMNZS Tasman, but dismantled and re-erected at Cass Bay in 1956 to serve as a garage.
Source: TS Steadfast Archives.

The *Press* reports that 15 tons of cargo including "old age high explosive" was removed from the Cass Bay Armament Depot in 1956 as part of "a final "Destoring" clean-up of the Tasman base".[108] This was followed in 1959 and 1960 by reports that new ammunition was regularly brought by ship into Cass Bay and substituted for deteriorated or outmoded ammunition at the Depot, some of which was taken out to sea and dumped.[109,110]

In September 1959, the *Press* noted that a new reinforced concrete pit would be built at the Armament Depot by a private contractor working to Ministry of Works specifications. The purpose was to "confine any explosions that could take place during the stripping of dangerous pieces of ammunition."[111] It is possible that this is the detonation chamber seen under construction and indicated in Figure 69.

[108] *Press*, Volume XCIV, Issue 28011, 4 July 1956
[109] *Press*, Vol XCIII, Issue 28946, 14 July 1959, p20
[110] *Press*, Vol XCIX, Issue 29264, 23 July 1960, p14
[111] *Press*, Vol XCVIII, Issue 290112, 29 September 1959, p14

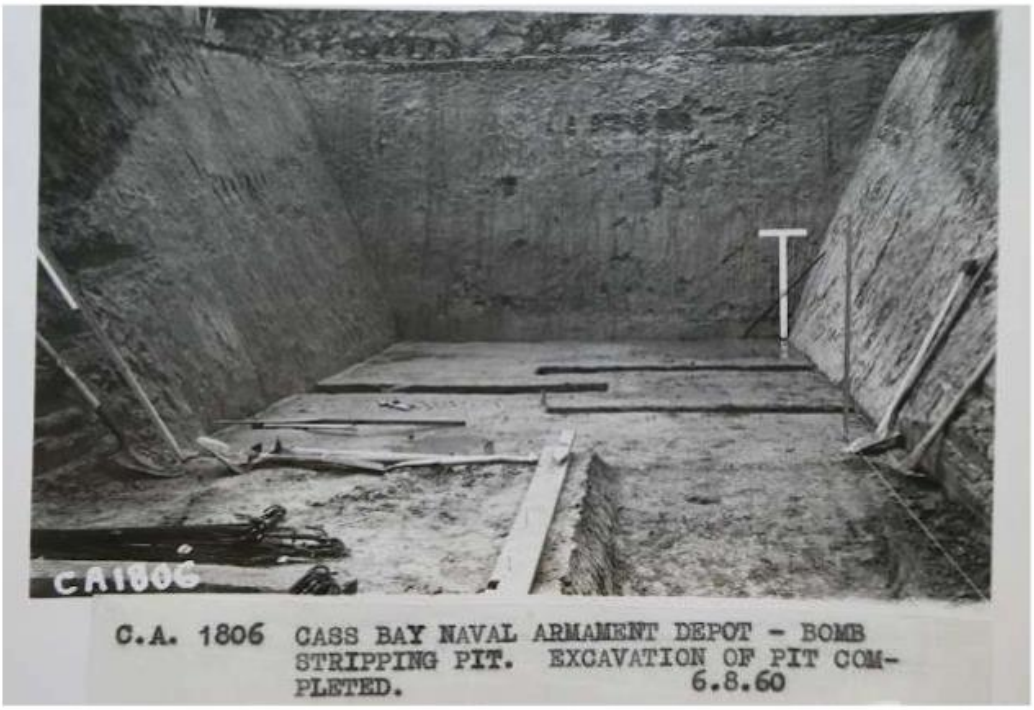

Figure 30: Cass Bay Naval Armament Depot – bomb stripping pit excavation 1960.
Source: Archives NZ, Christchurch, R20482164 – CH167/36r – Gch 857, 1960.



Figure 31: Cass Bay Naval Armament Depot – bomb stripping pit excavation 1960.
Source: Archives NZ, Christchurch, R20482164 – CH167/36r – Gch 857, 1960.



Figure 32: Cass Bay Naval Armament Depot – bomb stripping pit wall construction, 1960.
Source: Archives NZ, Christchurch, R20482164 – CH167/36r – Gch 857, 1960.



Figure 33: Cass Bay Naval Armament Depot – bomb stripping pit wall construction, 1960.
Source: Archives NZ, Christchurch, R20482164 – CH167/36r – Gch 857, 1960.



Figure 34: The Drill Hall (rear) and the administration building (front), undated.
Source: TS Steadfast Archives



Figure 35: A helicopter next to ammunition store 5, undated, c.1968.
Source: TS Steadfast Archives, 1954-1994.



Figure 36: 1970-1974 aerial showing helicopter landing area adjacent to ammunition sotre #5 (indicated).
Source: Canterbury Maps, Historical Imagery, 2021.



Figure 37: Naval manoeuvres in Akaroa, 1950. Source: ALHI, ID: 1370-313-4



Figure 38: Naval manoeuvres in Akaroa, 1950. Source: ALHI, ID: 1370-313-5

In 1961, the Cass Bay Armament Depot was formally closed, and remaining ammunitions were reported as having been transported by HMNZS Endeavour to Auckland.[112] This process took several years, and while some reports state that the munitions were removed from the site by 1967,[113] the explosion of one of the magazines in 1980 (discussed below) suggests otherwise. Also in 1961, in response to a request from the Lyttelton Borough Council, the Naval Board agreed to surrender the Defence easement over the right of way from the Navy house to the water's edge (refer Figure 27) so that land might be formed and dedicated as a street.[114] By June 1962 the Naval Board had agreed to the Council taking ownership of the land. Comparison of historic aerials and recent Google Earth images indicate the house is still on the site.

A letter from the MoW Commissioner of Works dated 7 August 1962 states that the Navy would retain the land title and the use of magazines 9 and 10, while the Army requested use of "the store and office buildings". The remaining buildings – being "eight magazines, a guardhouse, laboratory and open fronted garage" – were therefore to be made available to any Government Department that had a use for them.[115]

The District Commissioner of Works then sent out several letters to various departments asking if they had a use for the buildings. The Department of Scientific and Industrial Research (DSIR) which had been using buildings at the Cass Bay Armament Depot to test radio frequencies since the end of WWII,[116] requested ongoing use of magazine 6 which was approved on the condition that they advise what goods would be stored there.[117] The DSIR responded that their primary requirement at Cass Bay was installation of a low frequency ionosonde:

> *This involves the installation of special electronic equipment, and will require a pair of feeder wires to be taken through a wall to run to an aerial system to be installed. None of this installation will interfere with any existing equipment or buildings, apart from the necessity to make two small holes about 1" diameter in the wall of the magazine for the aerial feeders. These holes could be easily and effectively filled after removal of the equipment.*

[112] https://rnzncomms.org/nznbr-1961/
[113] Lyttelton Review, May 2020
[114] Letter from J. Thompson Town Clerk to The Resident Naval Officer, 4 Dec. 1961, Archives NZ Christchurch, R18988957 – CH150 – 41/3 - Navy Department Files – Cass Bay – Buildings and Services – 1979-83
[115] Letter from J. T. Gilkison, MoW Commissioner of Works, to E. C. Smart, District Commissioner of Works, 7 August 1962, Archives NZ, Christchurch.
[116] Lyttelton Review, May 2020
[117] Letter from J. T. Gilkison, MoW Commissioner of Works, to the DSIR, dated 8 November 1962, Archives NZ, Christchurch.

> *A better proposition from this point of view would be to utilize a room in the guard house, where the feeders could be passed through a window and thus avoid any holes having to be made. If therefore such space is still available, would you please regard this as formal application.*

The magazine will be used in any case for the storage of scientific records, printed matter, and small electronic components. None of these comes into the "dangerous" classification, and even if the ionosonde has to be installed in the magazine, no damage to or effects on the floor is likely.[118]

In 1964 a letter from the Council to the MoW advised that access to the water's edge was no longer required owing to a new subdivision layout. What Council did require however was the right-of-way to the water's edge be dedicated as a street.[119] The declaration was actioned the same year.

2.1.5.2 The Armament Depot Landscape 1945 – 1965

As this report notes, the depot was gradually closed following the end of WWII. In November 1945, the Public Works Department invited "Tenders for Grazing" of 59 acres at the depot[120] and all neighbouring landowners were invited to submit to "save ill feeling."[121] W.D. Gebbie of Teddington was ultimately successful offering the highest rental of 40 pounds per annum.[122] A lease condition added on 24 December 1945, stated that it "shall be terminable by the department without notice, if necessary in a time of emergency."[123] Grazing rights continued while the buildings were leased to various tenants.[124]

In 1950 it became clear that land surrounding the perimeter fence was prone to erosion and slipping, and trees were planted on both sides of the boundary with the adjoining landowner's consent to enter and carry out the work.[125] Concern about under-runners caused by rabbit burrows and fence post holes was an ongoing issue, with particular concern about the area around the magazine excavations and the eastern boundary fence.[126] The grazing lease was consequently cancelled in 1951 given the erosion concerns, particularly since sheep were destroying ice plants planted on the batters behind the magazines to address the erosion. Deciduous tree planting of willows and poplars was carried out by July the same year.[127] In 1952 agreements were completed with owners of properties adjoining the naval armament depot (Charles Wallis and Eric Charles Allan) to carry out tree planting on their properties to deter erosion within the depot site.[128] Erosion prevention included using available loose rock around the area as well as "blowing to obtain facing rock."[129]

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[118] Letter from C. O. Clinton, District Officer of DSIR, to the Commissioner of Works, dated 23 November 1962, Archives NZ, Christchurch.
[119] Letter from J. Thompson Town Clerk to MoW, 11 Sept. 1964, Archives NZ Christchurch, R18988957 – CH150 – 41/3 - Navy Department Files – Cass Bay – Buildings and Services – 1979-83
[120] Press, Volume LXXI, Issue 24718, 8 November 1945
[121] Memo from E.F. Evans, Acting District Engineer to Naval Officer in Charge, 28 Nov 1945, Archives NZ Christchurch, R189988959 – CH150 – 41/3 – part 2 – Navy Department Files – Cass Bay Naval Armament Depot and Residence – 1945-50
[122] Other tenders were from J.S. Bundy, C.A. Chinnery and R.W. Loader
[123] Letter to W.D. Gebbie, 24 December 1945 from the Acting District Engineer, Archives NZ Christchurch, R189988959 – CH150 – 41/3 – part 2 – Navy Department Files – Cass Bay Naval Armament Depot and Residence – 1945-50
[124] Letter from Ministry of Works to Mr Whitford, 17 October 1949, Archives NZ Christchurch, R189988959 – CH150 – 41/3 – part 2 – Navy Department Files – Cass Bay Naval Armament Depot and Residence – 1945-50
[125] Memo 9 August 1950, Archives NZ Christchurch, R18988960 – CH150 – 41/3 – part 3 – Navy Department Files – Navy Armament Depot – Cass Bay – 1950-52
[126] Memo 15 August 1950 to The District Engineer, MoW from the District Land Purchase Officer, Archives NZ Christchurch, R18988960 – CH150 – 41/3 – part 3 – Navy Department Files – Navy Armament Depot – Cass Bay – 1950-52
[127] Letter from W.F. Young, MoW to The District Land Purchase Officer, 19 July 1951, Archives NZ Christchurch, R18988957 – CH150 – 41/3 - Navy Department Files – Cass Bay – Buildings and Services – 1979-83
[128] Letter from District Land Purchase Officer at MoW to District Commissioner of Works, Archives NZ Christchurch, R18988960 – CH150 – 41/3 – part 3 – Navy Department Files – Navy Armament Depot – Cass Bay – 1950-52
[129] Letter from MoW to the Resident Naval Officer, 19 August 1959, Archives NZ Christchurch, R18988957 – CH150 – 41/3 - Navy Department Files – Cass Bay – Buildings and Services – 1979-83

In 1952 a request from the Officer in Charge for a culvert at the main entrance was approved with an estimate of three hundred pounds.[130] Investigations into tar sealing the graded shingle roads to the ammunition stores began in 1954, an important initiative for both cost and safety.[131] The roads were at a steep grade, 76 chains in length plus the fourteen approaches to the various magazines and buildings. Erosion, dust grass and weed growth were constant problems and the roads needed frequent regrading. In 1955 the Cass Bay Officer in Charge outlined his concerns to the Naval Secretary in Wellington regarding the roads at the Depot,

> *The Royal NZ Naval Armament Regulations called for absolute cleanliness and freedom from grit in magazine workrooms and explosive store houses. To this end, labour and bitumastic are constantly being used on the floors of the buildings, all to little use because of the tramping in, of mud and grit off the roads. This has an effect upon the safety of this establishment as a whole because of the possibilities of sparks setting off an explosion.*
>
> *It will be readily seen that tar sealing of these roads will eliminate all these costly items and give better traction for the vehicles, in their work of shifting ammunition and explosives, eliminate the dust menace from the magazines leaving the M.O.W. labourer free to keep tidy the gardens and grounds which he was initially placed here for, and leave my staff unimpeded to attend to their proper work, Armaments.*[132]

A notice to tenders was issued for the "top course and tar sealing" of the ammunition store access roads in October 1955[133] and February 1956, with a plan showing the areas for sealing attached to the tender documentation (Appendix 3).[134] The successful tenderers were Civil Engineers and Road Contractors, British Pavements (Canterbury) Ltd who were officially engaged on 2 March 1956.[135]

A Press article highlighted broader issues for the depot when in 1955 pranksters were caught rolling boulders down the hill onto the depot just for fun. A spokesman explained that, "people do not realise just how dangerous this practice is […] One boulder striking the right spot could detonate the whole of the ammunition in the magazine." [136]

It is clear that the Navy took pride in the condition of the armament depot grounds, which was highlighted by the retirement in 1961 of Mr C. Morris, the groundskeeper responsible for the gardens. A letter from the Resident Naval Officer to the Ministry of Works that same year commented that "it is requested that a suitable replacement be provide with the minimum delay to obviate any break in continuity with area maintenance which could lead to a major operation in putting lawns, flower beds and drains etc. back into reasonable order."[137]

Maintenance of grass was an ongoing issue and in 1962 the Commissioner of Works noted that because of the "rough and steep terrain, it does not appear practicable to cut the grass with a machine and [it is] too

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[130] Letter from W.F. Young, M.o.W to Officer in Charge, HMNZS Tasman, 23 April 1952, Archives NZ Christchurch, R18988957 – CH150 – 41/3 - Navy Department Files – Cass Bay – Buildings and Services – 1979-83
[131] Letter from Officer-In-Charge, HMNZS Tasman to M.o.W, 22 Sept. 1954, Archives NZ Christchurch, R18988957 – CH150 – 41/3 - Navy Department Files – Cass Bay – Buildings and Services – 1979-83
[132] Letter from Officer in Charge RNZN Armament Depot Cass Bay to The Navy Secretary Wellington, 24 May 1955, Archives NZ Christchurch, R18988957 – CH150 – 41/3 - Navy Department Files – Cass Bay – Buildings and Services – 1979-83
[133] Press, Vol XCII, Issue 27802, 29 October 1955, p13
[134] Press, Vol XCIII, Issue 27896, 18 February 1956, p14
[135] Letter from British Pavements (Canterbury Ltd) to the District Commander of Works, 23 July 1956, Archives NZ Christchurch, R18995061 – CH160 – 4736 – Sealed Contracts – Cass Bay Naval Depot – Top course and tar sealing – 1956
[136] Press, Vol XCII, Issue 27806, 3 November 1955, p12
[137] Letter from Resident Naval Office to Ministry of Works, 21 April 1961, Archives NZ Christchurch, R18988957 – CH150 – 41/3 - Navy Department Files – Cass Bay – Buildings and Services – 1979-83

large an area to cut by hand."[138] Recommendations were for a large quantity of sheep to be moved into the area for a short time after which it was thought a smaller flock could keep the growth in check. Gorse, broom, boxthorn along the road frontage and later scotch thistles were regular weed species reported during the 1960s, some of which encroached on the old storehouses.[139] Scotch thistles were reported to form the largest part of noxious weeds on the hills overlooking Cass Bay, the problem originating from the wind-borne seeds blown from the opposite side of the harbour.[140] 1960s aerials of the Steadfast site during show faint tracks from Ammunition Store #8 towards the west boundary and along the fence line travelling north (Figure 39). It is possible these tracks were used by patrol vehicles.



Figure 39: 1961 aerial showing faint tracks from Ammunition Store #8 towards the west boundary fence of Steadfast and along the fence line travelling north. Possibly the route of a patrol vehicle.
Source: SN 3152/27, http://retrolens.nz and licenced by LINZ CC-BY 3.0.

In 1964, the Ministry of Works received advice from the Navy Office in Wellington that arrangements were being made to uplift the Defence Reserve at Cass Bay. The letter included several intended actions including, use of the open garage and laboratory building by the Canterbury Sea Cadet Corps which was to be removed by them as soon as possible, and that the DSIR would use No. 6 magazine and a small hut at the area entrance. The 4 inch gun mounted at the entrance was gifted to the Dunedin Sea Cadet Corps, with a note that it would also be removed by them as soon as possible.[141]

2.1.6 Government Buildings and the Navy League Sea Cadet Unit TS Steadfast, 1965 – 1990

The area set aside for defence was officially uplifted with a gazette notice issued on 1 October 1965 (Figure 25). The area was identified on the 1910 plan surveyed for the attorneys of R.M. Morten, delineating the area set aside for Government Buildings (Figure 19).[142]

[138] Letter from E.C. Smart, District Commissioner of Works to The Resident Naval Officer, 31 Oct. 1962, Archives NZ Christchurch, R18988957 – CH150 – 41/3 - Navy Department Files – Cass Bay – Buildings and Services – 1979-83
[139] Correspondence from the Banks Peninsula Noxious Weeds Control Committee to the MoW, 11 June 1965, Archives NZ Christchurch, R18988959 – CH150 – 41/3 – part 2 – Navy Department Files – Cass Bay Naval Armament Depot and Residence – 1945 -50.
[140] Letter from L.H. Stone of RNZAF Wigram to M.H. Mullany, MoW, 5 Feb 1971, Archives NZ Christchurch, R18988959 – CH150 – 41/3 – part 2 – Navy Department Files – Cass Bay Naval Armament Depot and Residence – 1945-50
[141] Letter from the Lieutenant Commander RNZN to MoW, 16 Sept 1964, Archives NZ Christchurch, R18988957 – CH150 – 41/3 - Navy Department Files – Cass Bay – Buildings and Services – 1979-83
[142] The New Zealand Gazette 1965, No. 61, p1814

In 1965, the DSIR agreed to share some of the buildings with the Navy League as premises for the training of the Naval Sea Cadet Unit TS Steadfast (see below).[143] Six of the ammunition stores, an old wooden house, a large store, and a garage were made available.[144] Some of these buildings, such as the Store (former Garage) and the Drill Hall, were moved on site from elsewhere as they were surplus to requirements in their original locations. The Drill Hall was relocated from the mothballed Tikao Bay naval facility at Akaroa.[145] The ammunition stores would be used for classrooms, clothing storage, recreation space and sleeping accommodation for weekend camps.[146]

In 1968, an article in The Star newspaper details the approval of "a new galley and mess hall" at Cass Bay for TS Steadfast, which would house 100 cadets and would allow the group to hold large weekend camps and training exercises.[147] The Drill Hall had already been relocated by this time, as evidenced by aerial photographs (Figure 28) and there is no other building on the site that would accommodate 100 people. In 1975 a safe by Samuel Withers & Co. Ltd was transported to Cass Bay from the New Zealand Post Office in Hereford Street, Christchurch.[148] It is unknown if the safe is in one of the buildings and further research should be carried out to determine whether it is still there.

2.1.6.1 Navy league Sea Cadets, TS Steadfast – 1965 onwards

The first Navy League Sea Cadet Corps, TS Steadfast was established in Christchurch in 1929, the Canterbury Division of the New Zealand Navy League. The Christchurch branch Pegasus was the headquarters for the country until the 1940s and was set up to "train boys for the sea should they desire to make a career of the Navy and of preparing youths for citizenship."[149] Other units followed in Dunedin (1938), Wellington (1941) and Auckland (1943). In 1958 TS Cornwell was established at both Sumner and Redcliffs[150] and until this time TS Steadfast had undertaken training exercises and camps at Rīpapa and Quail Islands. However once TS Cornwall formed, the new unit was given access to both Rīpapa and Quail Islands and in 1965 Steadfast were given permission to use some of the buildings and grounds of Cass Bay.[151] An article in the 1968 Press reported that,

> "the highlight of the training at TS Steadfast is undoubtedly the week-end trips to the unit's camp at Cass Bay in Lyttelton Harbour. For them, this is the life of a true sea cadet which gives them the chance to put all their theory of the classroom into practical use. Every Sunday officers take over boys who are available and they spend the day sailing, swimming and boat building."[152]

[143] In 1958, a second Christchurch unit, TS Cornwell, was formed and merged with TS Steadfast to form TS Godley (as a result of the Christchurch earthquakes).
[144] http://lytteltonharbourjetties.blogspot.com/2019/06/cass-baymotukauatirahi.html
[145] http://lytteltonharbourjetties.blogspot.com/2019/06/cass-baymotukauatirahi.html
[146] http://lytteltonharbourjetties.blogspot.com/2019/06/cass-baymotukauatirahi.html
[147] 'Cass Bay Building Approved', TS Steadfast Archives, The Star, 1968
[148] Pers. Comm., M. Adamski/W. Hoddinott, December 2021
[149] Newspaper article dated January 1949 in TS Steadfast Archives, Book No. 1, p.9
[150] The Christchurch Star, February 19, 1968, p14
[151] Lyttelton Review, May 2020, Issue 255, p6
[152] The Christchurch Star, February 19, 1968, p14



Figure 40: Early recruitment flyer for the Sea Cadet Corps
Source: TS Steadfast Archives to 1954, p100.

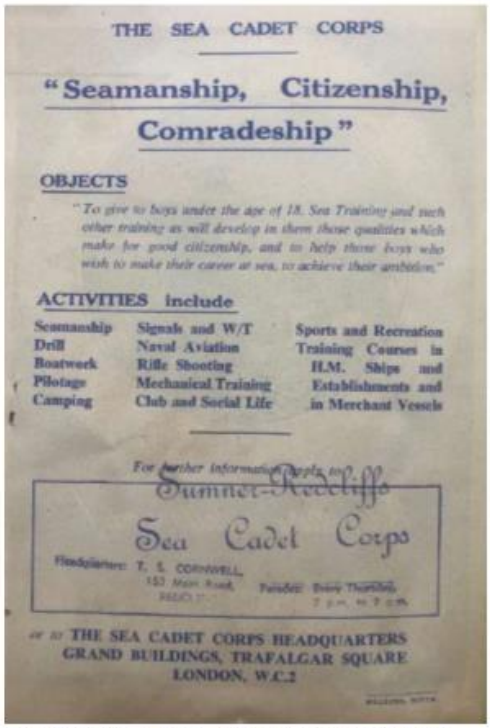


Figure 41: Early flyer identifying the activities available to Sea Cadets.
Source: TS Steadfast Archives to 1954.



Figure 42: Boatwork and Seamanship were part of the practical training of the Navy League Sea Cadets. RNZN boatshed is in the background, c.1968
Source: TS Steadfast Archives, 1954-1994.



Figure 43: Navy League Sea Cadet Sports Day, c. 1968
Source: TS Steadfast Archives, 1954-1994.



Figure 44: View towards Steadfast c.1968. The mast is in its original location, east of the stream.
Source: TS Steadfast Archives, 1954-1994.



Figure 45: TS Steadfast cadets and firefighting practice on Steadfast site. The laboratory can be seen in the background.
Source: TS Steadfast Archives, 1954-1994.

Eventually open to girls and young women, the navy league sea cadets offered training and leadership for young people between the ages of thirteen and eighteen, interested in developing maritime and life skills.[153] Among the various training and camp activities enjoyed by cadets since the 1940s (e.g. boatwork, seamanship, firefighting, signalling, musketry and camps), the unit performed site maintenance tasks during their association with the place.[154] Periodic detention workers have been engaged since the 1980s to carry out site maintenance tasks including native planting along the Governors Bay Road boundary and soil relocation from north of the Drill Hall to level the bank opposite the road adjacent to the stream. As the native vegetation along the road boundary began to screen the TS Steadfast signage, the cadets erected a new sign in its current position inside the gate alongside the main driveway (2006-7).[155] The local padre started the tradition of painting stones white which continues with the sea cadet corps today.

After the February 2011 earthquakes, TS Cornwall's buildings were damaged and eventually demolished so the two units were amalgamated. Several site features from TS Cornwall were brought to the Steadfast site and installed between the stream and the west entrance road including a mine, an anchor, a bell and a 7-inch, 7-ton gun barrel.[156] The gun was originally located at the Officers' Point emplacement (Timeball Station site) during the late 1800s, and soon after moved to Erskine Point (above the Torpedo Museum) before decommissioning in c.1904.[157] In 1934 the gun was scrapped and the barrel rescued by the Redcliff Sea Cadets. It was located outside TS Cornwall headquarters on the main road until being relocated at Steadfast as part of the amalgamation of the two units. [158] The mine sits atop what was an artesian water well.[159]

[153] Lyttelton Review, May 2020, Issue 255, p6
[154] TS Steadfast Archives
[155] Pers. Comm. C. Nee/W. Hoddinott, 29 September 2021
[156] Pers. Comm. C. Nee/W. Hoddinott, 29 September 2021
[157] https://districtplan.ccc.govt.nz/Images/DistrictPlanImages/Statement%20of%20Significance/Banks%20Peninsula/HID%201136.pdf
[158] https://districtplan.ccc.govt.nz/Images/DistrictPlanImages/Statement%20of%20Significance/Banks%20Peninsula/HID%201136.pdf
[159] Pers. Comm. C Nee/W. Hoddinott, 17 December 2021



Figure 46: TS Steadfast cadets replace signage along the front boundary fenceline, prior to roadside planting) c.1980s. Source: TS Steadfast Archives, 1954-1994.



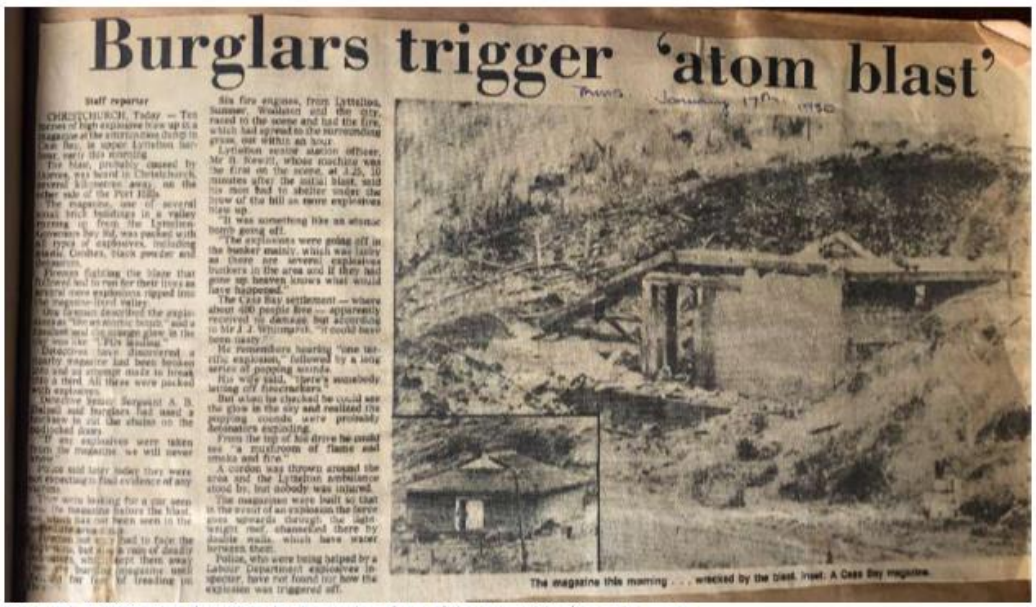
Figure 47: New signage in place along the front boundary, c.1980s. Source: TS Steadfast Archives, 1954-1994.

2.1.6.2 From DSIR to the Department of Labour 1979 – 1990

In 1979 the land and buildings were transferred from the DSIR to the Department of Lands and Survey. Soon after, the Department of Labour advised that it required the property for use as an explosives storage depot. While funding took time to secure, transfer of control to Department of Labour was made on 1 December 1980 at the "current market value" of $75,500.[160] On 27 May 1982 the Minister of Works and Development altered the site's designation from 'Department of Scientific and Industrial Research for an Ionosphere Station' to the 'Department of Labour Magazine (Explosives and Dangerous Goods Storage and Disposal) and Protection Area'. The conditions included locating an internal fence of similar construction to the perimeter fencing of the site uphill of Magazine 10, with a lockable gate on the vehicular access. Vehicular access to all storage facilities were also to be upgraded to provide safe vehicular access and shaped to facilitate the disposal of stormwater runoff via water tables and culverts to the watercourse running through the property. It was also suggested that eroded areas be planted.[161] The gazette notice was finally issued on 2 June 1983.[162] Grazing continued into the 1980s leased by two local farmers, Messrs Porteous and Cunningham. No rental was required but the gentlemen were responsible for a portion of the rates.[163]

In January 1980, ten tonnes of high explosive in magazine 8 was blown up by thieves who broke into the site. The *Press* report refers to the site as an "ammunition dump" and describes at least three of the magazines as being "packed with explosives".[164] As noted above, this does not accord with statements made in the *Lyttelton Review* that the site had been cleared of munitions in 1967;[165] and indicates that either the report was incorrect, or that new munitions were brought to the site for storage between 1967 and 1980.

[160] Letter from District Property Office to District Commission of Works, 18 December 1980, Archives NZ Christchurch, R631020 – CH889 – 2/78/132 – Royal New Zealand Navy Armament Depot – Cass Bay – 1962-90
[161] Letter from Lyttelton Borough Council to Ministry of Works, 27 May 1982, Archives NZ Christchurch, R631020 – CH889 – 2/78/132 – Royal New Zealand Navy Armament Depot – Cass Bay – 1962-90
[162] NZ Gazette, 2 June 1983, No. 76, p1725.
[163] Memo from Secretary of Labour Wellington to District Commissioner of Works, 17 Apr. 1980, Archives NZ Christchurch, R631020 – CH889 – 2/78/132 – Royal New Zealand Navy Armament Depot – Cass Bay – 1962-90
[164] Burglars trigger 'atom blast', TS Steadfast Archives, The Press, 7th January 1980
[165] Lyttelton Review, May 2020



Burglars trigger 'atom blast'

Staff reporter

CHRISTCHURCH, Today — Ten tonnes of high explosives blew up in a magazine at the ammunition dump in Case Bay, in upper Lyttelton harbour, early this morning.

The blast, probably caused by thieves, was heard in Christchurch, several kilometres away, on the other side of the Port Hills.

The magazine, one of several small brick buildings in a valley running up from the Lyttelton-Governors Bay Rd, was packed with all types of explosives, including [illegible], Cordtex, black powder and detonators.

Firemen fighting the blaze that followed had to run for their lives as several more explosions ripped into the magazine-lined valley.

One fireman described the explosions as "like an atomic bomb," and a [illegible] and [illegible] glow in the sky was like "Fire landing."

Detectives have discovered a nearby magazine had been broken into and an attempt made to break into a third. All three were packed with explosives.

Detective Senior Sergeant A. B. Dalzell said burglars had used a hacksaw to cut the chains on the padlocked doors.

"If any explosives were taken from the magazine, we will never know."

Police said later today they were not expecting to find evidence of any [illegible].

They were looking for a car seen [illegible] the magazine before the blast, [illegible] has not been seen in the [illegible].

[illegible] had to face the [illegible], but [illegible] a rain of deadly [illegible], which kept them away [illegible] the burning magazine until [illegible] for fear of treading on [illegible].

Six fire engines, from Lyttelton, Sumner, Woolston and the city, raced to the scene and had the fire, which had spread to the surrounding grass, out within an hour.

Lyttelton senior station officer, Mr B. Rewitt, whose machine was the first on the scene, at 3.25, 10 minutes after the initial blast, said his men had to shelter under the brow of the hill as more explosives blew up.

"It was something like an atomic bomb going off.

"The explosions were going off in the bunker mainly, which was lucky as there are several explosives bunkers in the area and if they had gone up heaven knows what would have happened."

The Case Bay settlement — where about 400 people live — apparently received no damage, but according to Mr J. J. Whitmarsh, "it could have been nasty."

He remembers hearing "one terrific explosion," followed by a long series of popping sounds.

His wife said, "there's somebody letting off firecrackers."

But when he checked he could see the glow in the sky and realized the popping sounds were probably detonators exploding.

From the top of his drive he could see "a mushroom of flame and smoke and fire."

A cordon was thrown around the area and the Lyttelton ambulance stood by, but nobody was injured.

The magazines were built so that in the event of an explosion the force goes upwards through the light-weight roof, channelled there by double walls, which have water between them.

Police, who were being helped by a Labour Department explosives inspector, have not found out how the explosion was triggered off.

The magazine this morning . . . wrecked by the blast. Inset: A Case Bay magazine.

Figure 48: A 1980 article describing the destruction of one of the ammunition/magazine stores.
Source: TS Steadfast Archives.



Figure 49: Ammunition store 8 prior to the explosion, c.1980.
Source: CCL-StarP-05135A



Figure 50: Ammunition store 8 after to the explosion, 1980.
Source: CCL-StarP-05136A



Figure 51: Refurbishment of the access road by RNZ Army Engineers, c.1980s.
Source: TS Steadfast Archives, 1994-



Figure 52: Ammunition stores access road and original power poles which still appear to be in place, c.1980s.
Source: TS Steadfast Archives, 1994-

In June 1984 Lyttelton Borough Council expressed concern to the Department of Labour regarding holes in the security fence and that the gates were often left open or easily crossed. More concerning given the insecure perimeter fencing was that magazine 9 (in the lower part of the site) was being used for explosive storage, which was counter to Council conditions. Discussions were ongoing and requests made that security be improved.[166]

1989 records show HMNZS Steadfast was still being grazed by Mr B.M. Porteous living on Governors Bay Road in Cass Bay who was offered to continue his lease of the land. The terms and conditions were that he would be responsible for fencing within the site boundary, the maintenance of fencing and water supply and the control of noxious weeds and pests.[167]

2.1.7 Post World War Two - Residential Development and Recreation Reserves

In December 1945, after the delays of WWII, subdivision plans for Cass Bay re-emerged, with the Press noting that "authority will be sought from the Government to subdivide council land at Cass Bay into residential sections on modern town-planning lines."[168] It wasn't until 1965 and after the completion of the Lyttelton Road tunnel, that the first 76 sections appeared on the market (Figure 53). The Press suggested that this could be the beginning of "major seaside housing development around the harbour."[169] The Cass Bay Residents Association formed in the 1960s and has been an active presence in the community since this time.[170] Aerial images show that the public abattoir was still on site in 1973 (Figure 70), but had been removed by 1980 (Figure 72).



Figure 53: Sale plan for Cass Bay with asking prices, Lyttelton Harbour, c.1965.
Source: Canterbury Museum, CMU1418.

[166] Letter from G.T. Broker, Lyttelton Borough Council to Department of Labour, 21 June 1984, Archives NZ Christchurch, R631020 – CH889 – 2/78/132 – Royal New Zealand Navy Armament Depot – Cass Bay – 1962-90
[167] Letter to the Area Manager Occupational Safety and Health (sender's name missing), 6 July 1989, Archives NZ Christchurch, R631020 – CH889 – 23/78/132 – Royal New Zealand Navy Armament Depot – Cass Bay – 1962-90
[168] Press, Vol. LXXXI, Issue 24761, 29 December 1945, p4
[169] Press, 10 November 1965
[170] Pers. Comm. J. Healey/W. Hoddinott, 18 October 2021



Figure 54: The new road built for the proposed subdivision to Cass Bay, with the HMNZS Steadfast site at the bottom right of the image (1965).
Source: VC Browne and Son, 6808-6823.

In 1999, before Banks Peninsula District Council's (BPDC) amalgamation with Christchurch City Council in March 2006, the BPDC purchased the Steadfast site using funds from their Reserves Development Account.[171] Extensive consultation was carried out with communities from Lyttelton to Little River, identifying that Cass Bay residents were keen to see more walking tracks linked to Lyttelton, the foreshore and the Summit Road and a facility for a play group and community activities.[172] The intent of the purchase was to complement other Council owned reserves in the Bay, using the lower part of the site as a community and recreational facility for Cass Bay residents.[173] Surveyors were engaged to subdivide the upper part of the land into two lifestyle blocks and a new sealed road was constructed over the military road to the two proposed house sites.[174] Electrical, telephone, water and sewage services were also

[171] Lyttelton Review, May 2020, Issue 255, p6
[172] Lyttelton Review, May 2020, Issue 255, p6
[173] Lyttelton Review, May 2020, Issue 255, p8
[174] Lyttelton Review, May 2020, Issue 255, p8

installed. A 2004 aerial shows no new road surface on the site, but by 2006 the road is in place (Figure 74). As a result of the proposed subdivision, land and buildings available to the Sea Cadets were reduced to the area west of the stream (below the internal fence line).[175] Accordingly, the cadets relocated their parade ground to the lawn west of the stream and secured the mast and flagpole onto the gun turret east of the Garage. In anticipation of the proposed subdivision a Heritage Covenant was prepared in 2005 between New Zealand Historic Places Trust (NZHPT) and Banks Peninsula District Council. The covenant contained a diagrammatic layout of the buildings and structures with heritage significance, including a dam located above the reservoirs (Figure 55).[176]

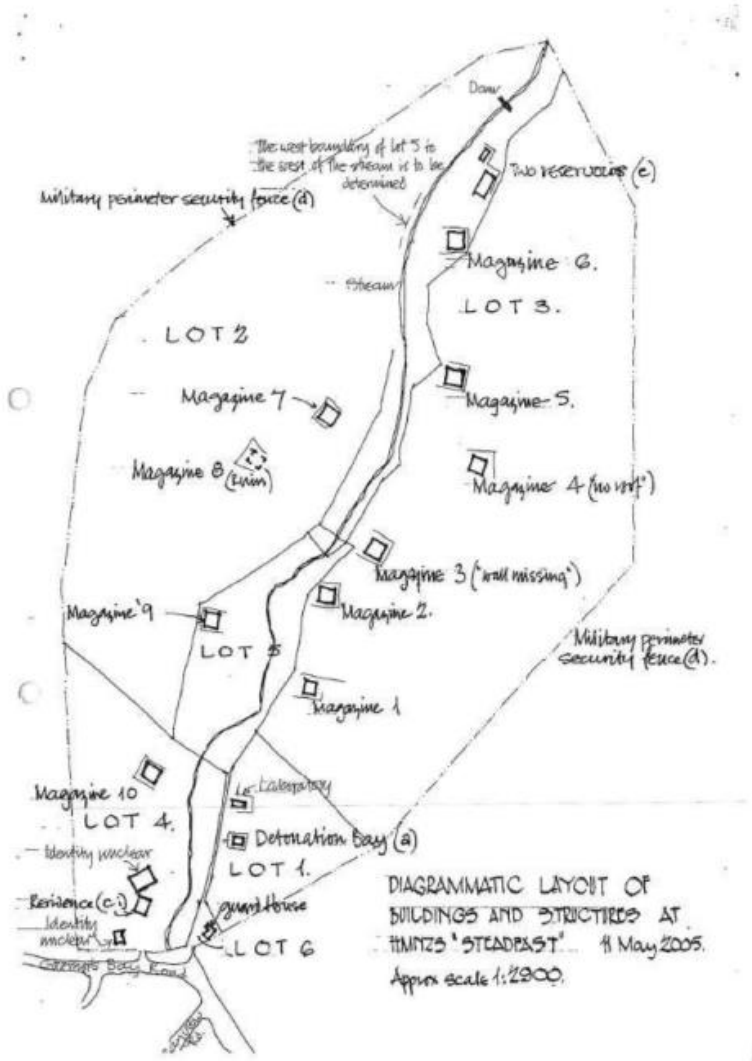


Figure 55: Diagrammatic layout of buildings and structures containing heritage significance at HMNZS Steadfast. The plan was prepared by NZHPT ahead of the proposed subdivision as as part of a Heritage Covenant between Banks Peninsula District Council and NZHPT. Source: CCC Heritage Files.

[175] Pers. Comm. C. Nee/W. Hoddinott, 29 September 2021
[176] Correspondence between Jim Espie, Conservation Architect for HPTNZ and Kathy Jarden, Property Officer at Banks Peninsula District Council, 2 May 2005, CCC Heritage Files.

However the subdivision never occurred and the covenant never registered.[177] Following amalgamation the buildings continued to be used as they were previously, by TS Steadfast and the Cass Bay Residents. There was no formal tenure.

2.1.7.1 The 2010/2011 Canterbury Earthquakes and Their Impact on HMNZS Steadfast

The 22 February 2011 earthquake was just a few kilometres east of Cass Bay and while it registered 6.3 on the Richter scale, the peak ground acceleration was one of the greatest ever recorded. The shallow depth of the earthquake and proximity to the epicentre impacted the area dramatically and many boulders were thrown from their positions along the ridgeline, breaching the site's perimeter fences bordering Whakaraupō Reserve. Several of the ammunition store buildings were penetrated by large rocks, leaving large holes in their walls and roofs. The site was closed and the Sea Cadets returned approximately two years later.

An Initial Rockfall Hazard Assessment of the Steadfast site was carried out by URS on 15 May 2014, to determine potential rockfall source areas that could affect the Steadfast site, particularly the mid to lower slopes where Christchurch City Council were keen to carry out maintenance. Aerial images taken after both the 22 February 2011 and 13 June 2011 earthquakes show that both events initiated substantial rockfall from the steep slopes above, particularly from the south side of Te Moenga-o-Wheke/The Tors Reserve. Many boulders came to rest near the valley floor within the Steadfast boundary.[178]



Figure 56: Rockfall damage to the ammunition stores. Fallen boulders can be seen on the slopes in the foreground and in the valley floor in the backrgound.
Source: J. Dykstra, URS, 2014.

The report concluded that the greatest risk to individuals was from "rockfall originating directly upslope, or within an approximately 30 degree cone centred along the "fall line" above them.[179] The authors recommendations were to limit time spent in the upper slopes, minimise time spent in or near the main valley bottom, local gullies, slopes directly below bluffs and slopes on the upper northwest part of the

[177] Pers. Comm. M. Adamski/W. Hoddinott, December 2021
[178] J. Dykstra and D. Macfarlane, URS (2014). HMNZS Steadfast Reserve – Initial Rockfall Hazard Assessment, 17 July
[179] J. Dykstra and D. Macfarlane URS (2014). HMNZS Steadfast Reserve – Initial Rockfall Hazard Assessment, 17 July

catchment, and to avoid the area completely during and after potential trigger events of heavy rainfall and moderate to strong ground shaking.[180] Signage was also recommended to ensure public awareness of high rockfall risk in the area.

A 2015 map produced by Aecom identified High, Medium and Low Hazard Rockfall Zones within Steadfast and a potential new route through the centre of the site. A 'No Stopping' Zone was also identified within the site (Figure 57). In 2016, a Geotechnical Engineer and Council staff member surveyed the hillside and remediated some rockfall source zones to allow the new track to be built connecting the valley with the Crater Rim Walkway (Figure 58).[181]

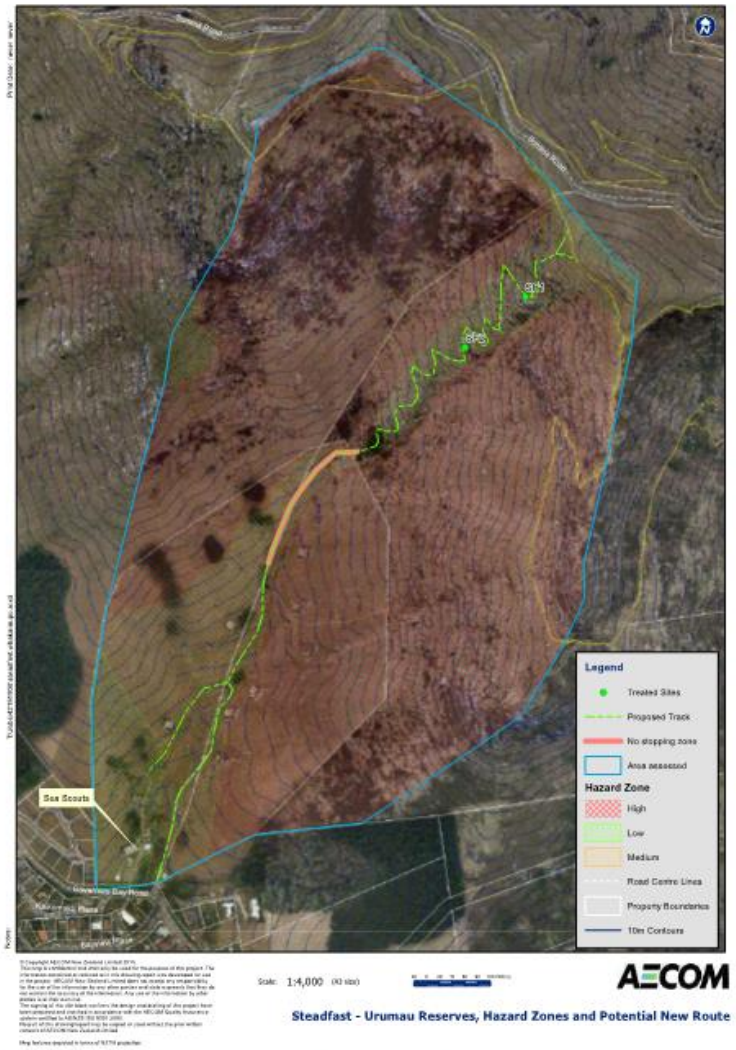


Figure 57: Steadfast to Whakaraupō Reserve - Hazard Zones and Potential New Route. Source: Aecom, 2015.

[180] Letter to M. McCallum, Project Manager, Christchurch City Council from J. Dykstra and D. Macfarlane from URS. HMNZS Steadfast Reserve – Initial Rockfall Hazard Assessment, 17 July 2014.
[181] Pers. Comm. M. Adamski/N. Singleton, email dated 6 December 2021.

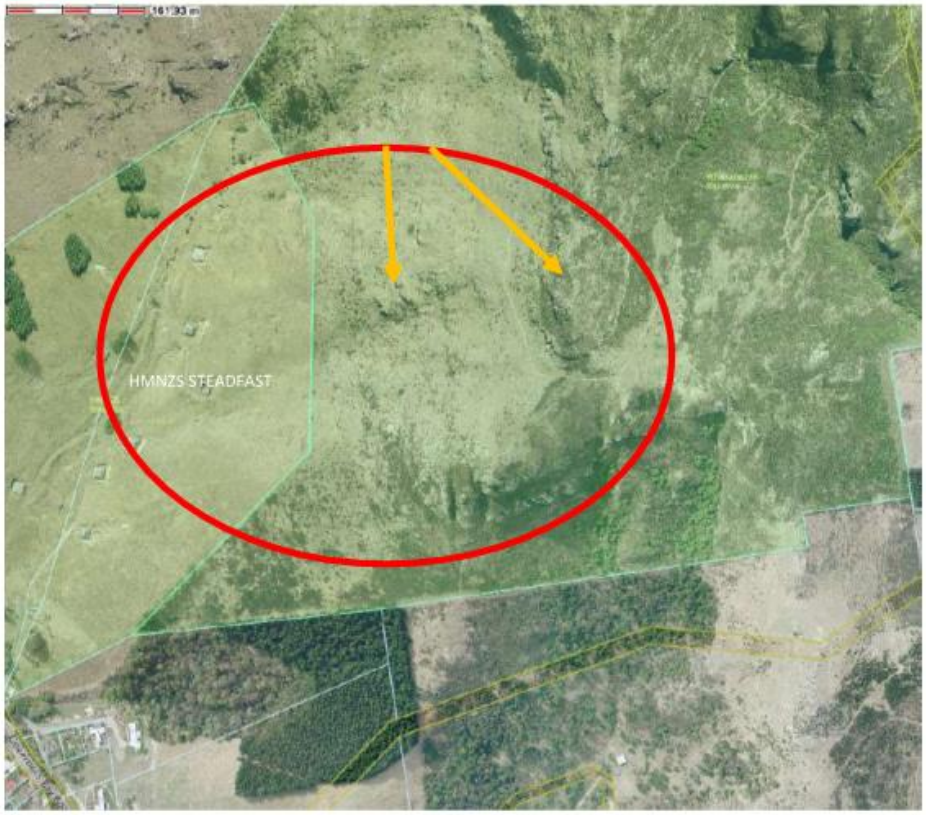


Figure 58: In 2016, a Geotechnical Engineer and Council staff member surveyed the hillside and remediated some rockfall source zones to allow the new track to be built connecting the valley with the Crater Rim Walkway.
Source: N. Singleton, 2021.

2.1.7.2 Recreation Reserves and Ecology of the Site

Whakaraupō Reserve (87 ha) sits immediately east of Steadfast, and The Tors Scenic Reserve (5.3 ha) is located immediately above. Whakaraupō Reserve has been closed since the earthquakes. These reserves are linked to other Council and Department of Conservation reserves further afield through the Crater Rim Walkway, the Christchurch 360 Trail and the Summit Road. Smaller coastal reserves extend around the foreshore and are linked to similar reserves in Corsair Bay and Lyttelton by the Head to Head Coastal Walkway. Corsair Bay Reserve extends into Cass Bay at the edge of residential development, connecting with Cass Bay Walkway Reserve and a pedestrian link to Cass Bay Place. Here, Cass Bay Playground Reserve is connected on two sides with Ōtūherekio Reserve/Pony Point which wraps around the Ōtūherekio headland.[182] The 2007 *Banks Peninsula Landscape Study* noted that the headland around Cass and Corsair Bay were people's favourite places on the peninsula. The landscape within the Steadfast enclosure is maintained and managed by the Sea Cadet Unit TS Godley and the Royal New Zealand Naval Volunteer Reserve.

No ecological study has been undertaken for the site. However a 2018 fish survey report found that where stream reaches in Cass Bay were in natural condition, with pools and boulders, considerable numbers of banded kōkopu were found. Banded kōkopu are not considered threatened nationally but are rare in Canterbury and the authors noted that substantial improvement could be made to the habitat in the Cass

[182] Smith, P. and Grimwood, S., 2018

Bay streams.[183] Since August 2020, a stream planting project at HMNZS Steadfast has been working to help deliver the outcomes of the Whaka-Ora Healthy Harbour Catchment Management Plan which includes improving habitat for such species.[184] The planting initiative is a collaboration between Christchurch City Council, Environment Canterbury, Te Hapū o Ngāti Wheke, Te Rūnunga o Ngāi Tahu, Lyttelton Port Company and the Lyttelton Harbour communities. In 2020 the local community planted over 2,000 locally sourced seedlings alongside the lowest section of the stream on the site.[185] In 2021, stage two was completed with another 3000 seedlings planted further upstream. Stage three will occur in 2022 and extend to the top of the stream within the Steadfast site. Once established, the aim is that these plants will eventually provide shelter to increase biodiversity, reduce sedimentation into the harbour and encourage the natural regeneration of other native plant species. Several community organisations have an interest in this project and are involved in regular watering and maintenance including the Navy Cadets, Cass Bay Reserves and Management Committee, Cass Bay Residents Association, the Whaka-Ora Community Advisory Group and Conservation Volunteers New Zealand.[186]



Figure 59: Streamside planting project at HMNZS Steadfast, August 2021. The project is an part of the Whaka-Ora Healthy Harbour initiative and over 5,000 locally sourced seedlings have been planted since 2020.
Source: https://www.healthyharbour.org.nz/news/cass-bay-planting-day-a-success-despite-weather/

Since amalgamation the Sea Cadets have made a number of attempts to secure formal tenure, to provide security and justify their investment in the buildings. Discussions with the Council Parks Unit in 2019 led to a proposal that the buildings be gifted to the Sea Cadets with a grounds lease. The proposal was publicly notified, leading to a request from the community that a development plan for the site be prepared before decision on the future of the buildings.

Early in 2021, a draft landscape plan was developed for the HMNZS Steadfast site with the aim to "ensure ongoing community access to the park and buildings, including new Council use agreements with longstanding occupant TS Godley."[187] Consultation on the draft plan closed on 10 May 2021 with staff considering feedback and final changes before approval by the Te Pātaka o Rākaihautū/Banks Peninsula Community Board later in 2021. The Cass Bay Residents Association have requested a Māori name for the site and that it be formally gazetted as a reserve.[188] This Landscape History and Conservation Report is one of the short-medium term actions undertaken before implementation of the draft landscape plan (Appendix 4).

[183] Email correspondence from Duncan Gray to Katie Noakes, 23 October 2019
[184] The outcomes of the initiative are to reduce sedimentation in Whakaraupō-Lyttelton Harbour and at the same time improve biodiversity and habitat for indigenous species
[185] Pers. Comm. J. Healey/W. Hoddinott, 19 October 2021
[186] https://healthyharbour.org.nz/news/whaka-ora-plans-native-planting-for-steadfast/
[187] https://ccc.govt.nz/the-council/haveyoursay/show/402
[188] https://ccc.govt.nz/the-council/haveyoursay/show/402

At its meeting on Monday 6 December, Te Pātaka o Rākaihautū Banks Peninsula Community Board resolved to:

1. Approve the HMNZS Steadfast Reserve Landscape Plan and Tracks plan 2021 as shown in Attachments A & B of the agenda for the meeting;

2. Request that staff investigate and report back to the Board on the submitted suggestions relating to a Te Reo Māori name for the park, along with information on the existing name; and

3. Request that staff investigate and report back to the Board on the submitted suggestions for gazetting the land as reserve.



Figure 60: Streamside planting project at HMNZS Steadfast, 2021.

2.1.8 Comparative Analysis – Munitions Storage Facilities

When the threat of WWII to New Zealand became clear in 1941 and 1942 with German and Japanese naval raiders venturing into southern hemisphere waters, several defence sites were rapidly established across the country. These took a range of forms and purposes, including:

- Camps and bases, used for the housing and basic training of troops
- Training areas, used for the large-scale training operations simulating real-world situations
- Storage facilities, used to store ammunitions and other weaponry/materials
- Forts and batteries, used as strategic outposts for surveillance of approaching enemy vessels with active artillery

The HMNZS Steadfast site can be categorised as a storage site – one of many built across the country in the early 1940's, placed strategically so that the ammunition could easily be transported to a port when required. As a naval armament depot, the Cass Bay site stored ammunitions for use by the RNZN.

Storage sites usually feature a number of simple heavy-duty utilitarian buildings built from brick or concrete to withstand accidental explosions from the interior, and damage from the exterior which would detonate the ammunitions within. The structures would be spaced out to prevent chain reaction explosions, and hidden in the folds of the landscape where possible. Other sites and structures similar to the Cass Bay Naval Armament Depot, now the TS Steadfast site, are described below.

2.1.8.1 Belmont Magazines, Wellington

More than 60 structures used for storing munitions made up the "Belmont magazines" on farmland in the western hills of Lower Hutt, all built between 1942 and 1944.[189] Of the 355,000 budget allocated to building ammunition accommodation across the country in 1941, $200,000 of the funds went towards the Belmont site which covered 32 acres.[190]



Figure 61: Belmont magazine stores, Wellington. Source: Peter Hodge



Figure 62: Belmont magazine store, Wellington. Source: Stuff.co.nz

[189] https://www.stuff.co.nz/national/last-post-first-light/106280391/explosive-shell-found-by-kids-was-likely-missed-during-wwii-packup-historian-says
[190] Belmont Regional Park History

2.1.8.2 Bunker Hill Former Magazine Store, Ngāruawāhia

The red brick munitions storage depots at Bunker Hill were built between 1938 and 1945 a short distance away from the Hopuhopu Army Camp to handle the vast amounts of artillery shells and gun casings that were being housed before being sent up to Auckland by rail and truck, and then onwards by sea to the various theatres of war where Kiwi troops were fighting.[191]



Figure 63: Former military defence magazine store, Ngaruwahia.
Source: Stuff.co.nz



Figure 64: Former military defence magazine store, Ngaruwahia.
Source: Stuff.co.nz

2.1.8.3 Former Magazine Stores, Alexandra

Selected by army officers in October 1942, the Letts Gully armament depot was on a gravel ridge 3.2km northeast of Alexandra, away from any centre of population, but within 4.8km of the railway station.[192] The depot had a series of nine ammunition stores built in 1943 and a laboratory, much like the Cass Bay depot, for checking that stored ammunitions were not deteriorating.[193] Twenty men guarded the complex and lived on site in cottages. The compound also included a kitchen, mess-room, showers, and a water supply drawn from the Manuherikia irrigation race. [194]



Figure 65: Former military defence magazine store, Alexandra.
Source: Otago Daily Times



Figure 66: Former military defence magazine store, Alexandra.
Source: Stuff.co.nz

[191] https://www.stuff.co.nz/life-style/homed/latest/117320154/waikato-war-bunker-site-for-sale-with-explosives-warning
[192] https://www.odt.co.nz/lifestyle/home-garden/ammunition-cosy-transition
[193] https://www.odt.co.nz/lifestyle/home-garden/ammunition-cosy-transition
[194] https://www.odt.co.nz/lifestyle/home-garden/ammunition-cosy-transition

2.2. Chronological Summary

The table below provides a timeline of key events relating to HMNZS Steadfast and Motukauatirahi-Cass Bay.

Table 2: Chronology of Events

PERIOD	EVENT
From c.1200	Māori settlement of Te Pataka o Rakaihautū/Banks Peninsula by Waitaha and successive migrations of Ngāti Māmoe and Ngāi Tahu
1809	Captain Chase in his ship the *Pegasus* is the first European to sail into Lyttelton Harbour
1815	First Europeans set foot on Banks Peninsula
1827	Lyttelton Harbour is known as Port Cooper, named by flax trader Captain William Wiseman after his Sydney employer
1835	Large influx of British and American whaling ships are using Port Cooper (Lyttelton Harbour)
1838	Captain J-B Cécille makes the first survey and chart of Whakaraupō-Lyttelton Harbour aboard his ship Héroine
1841	December. Thomas Cass first arrives in New Zealand as a surveyor for the New Zealand Company
1848	The Canterbury Association forms and Cass is hired as assistant to Captain Joseph Thomas
	'Kemps Deed' is signed by sixteen Ngāi Tahu chiefs, selling a large part of the South Island
	Canterbury Association sends Captain Joseph Thomas to select and survey a site for the new settlement. Thomas Cass and Charles Torlesse assist.
	Thomas Cass charts Port Cooper and in July the group set up camp in Cass Bay
1849	Rāpaki Native Reserve 875 is set aside as part of the Port Cooper Purchase
	The site of Christchurch is located on the Canterbury Plains after initial intention at the head of the harbour and Port Lyttelton at Rāpaki
	The name of Lyttelton Harbour changed from Port Cooper to Port Victoria
1850	Reverend Edward Puckle arrives in Lyttelton having pre-purchased land in Cass Bay
1851	Butcher George Hunt is listed as working in Cass Bay
1856	Eli Salt of 'Cass's Bay Run' advertises pasture for cows and calves
1852	Puckle advertises 50 acres of freehold land in Cass Bay 'with or without 500 acres of adjoining pasturage'
1860	R.M. Morten begins purchasing land in Cass Bay
1865	Puckle sells sections 268 and 483 to the Crown
1870 - 1878	John Webb runs a dairy farm in Cass Bay
1876 - 1878	Slaughterhouse renewals requested by Garforth and Lee
1892	Lyttelton Martini-Henry Rifle Club opens rifle range at Cass Bay on R.M Morten's land
1883	Warm volcanic springs discovered at Motukauatirahi-Cass Bay by Geologist R.M. Laing
1884	Christs College annual swimming races are held in Cass Bay
1889	A major bush fire spreads across Rāpaki, Cass, Corsair and Dampier Bays
1892	Lyttelton Martini-Henry Rifle Club opens rifle range at Cass Bay on land belonging to R.M Morten
1901	May. Lyttelton Borough Council purchases the abattoir site and 55 acres of surrounding land from R.M. Morten
1902	Public abattoir built
1909	August. R.M Morten dies
1910	Survey commissioned for the attorneys of Morten's estate

	600 acres of Morten's land in five subdivisions is sold to Miss Wallis and Messrs Wallis
1929	TS Steadfast, the first New Zealand Navy League Sea Cadet Unit is established in Christchurch
1935	Lyttelton Borough Council announces intention to remove municipal abattoir
1939	World War Two breaks out. All housing and boat harbour development put on hold
1945	February. Portion of Cass Bay surveyed and set aside for defence purposes. Gazette notice issued. Armament depot initially built for the British Pacific Fleet
	Cass Bay Armament Depot is closed and recommissioned as an armament depot
	Tenders issued to lease the 59 acres of grazing land at the depot
	December. Subdivision in Cass Bay announced by Lyttelton Borough Council
1949	Ministry of Works invite tenders to convert the army huts into living quarters
1950	Cass Bay Armament Depot is 're-activated'
1955	Larrikins are reported rolling boulders down the hill onto the depot for fun
1955-1956	Tenders for top course and tar sealing issued
1958	Breakaway sea cadet unit *TS Cornwall* establishes at Sumner and Redcliffs
1956-1957	Shipwright Shop building at HMNZS Tasman is dismantled and re-erected at Cass Bay Naval Armament Depot to serve as a garage
1959	1100 trees reported on Steadfast (for aesthetics, camouflage and anti-erosion)
1959-1961	Detonation chamber under construction
1964	Lyttleton Road Tunnel opens
	Lyttelton Borough Council closes public abattoir in Cass Bay
1965	October. Defence area is set aside for government buildings. Gazette notice issued
	TS Steadfast gain permission to use the government buildings and grounds at Cass Bay
	First 76 sections appear on the market for Cass Bay subdivision, 20 years after the Council's initial announcement
1980	Ammunition store (magazine) no. 8 explodes
1998	Ablutions block constructed on the site
1999	Banks Peninsula District Council purchases Steadfast site
c.2005	Surveyors engaged to subdivide upper part of the land on eastern side of the stream into 2 lifestyle blocks
	New sealed road constructed on east gate access road with electrical, telephone, water and sewage services are installed
2006	March. Banks Peninsula District Council amalgamates with Christchurch City Council
2006/7	Sea Cadets erect new sign inside the gate as native vegetation begins to cover existing signage on Governors Bay Road boundary fence
2011	February. Canterbury earthquakes cause rockfall into Cass Bay and Steadfast site
	TS Steadfast and TS Cornwall merge to become TS Godley
2013	June. Strong aftershocks initiate rockfall into Cass Bay
	Amalgamation of Navy League Sea Cadet Units *TS Steadfast* and *TS Cornwall* to form *TS Godley*
2018	Ecology report discovers banded kokopu in stream that flows through Steadfast
2020	July. Whaka-Ora Healthy Harbour Ki Uta Ki Tai Stream Planting Project – local community groups plant 2,000 native seedlings
2021	August. Stage two of the Steadfast Stream Planting Project – local community plant 3,000 native seedlings

2.3. Aerial Chronology

The following images depict an aerial history of the HMNZS Steadfast landscape over time and are to be read alongside Table 2: Chronology of Events.

1925



Figure 67: Aerial of Motukauatirahi-Cass Bay and the abattoir site (indicated) in 1925, prior to development of the naval armament depot.
Source: Canterbury Maps, 2021.

1941



Figure 68: Motukauatirahi-Cass Bay 1941, prior to development of the naval armament depot.
Source: http://retrolens.nz and licenced by LINZ CC-BY 3.0

1961

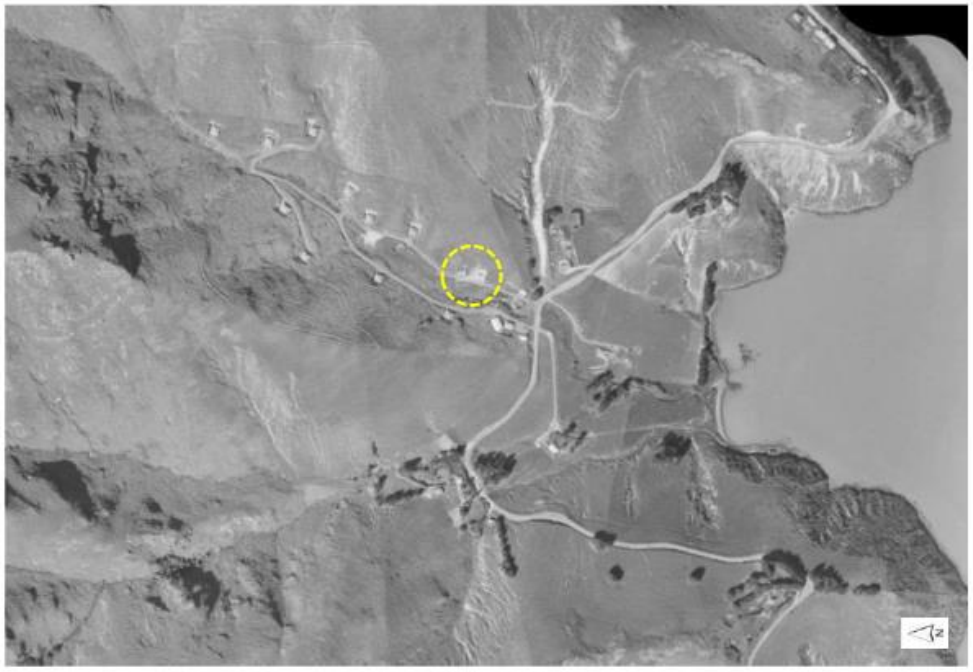


Figure 69: Motukauatirahi-Cass Bay and the naval armament depot, 1961.
The detonation chamber appears to be under construction (indicated) and all ammunition stores intact.
Source: SN 3152/27, http://retrolens.nz and licenced by LINZ CC-BY 3.0.

1973

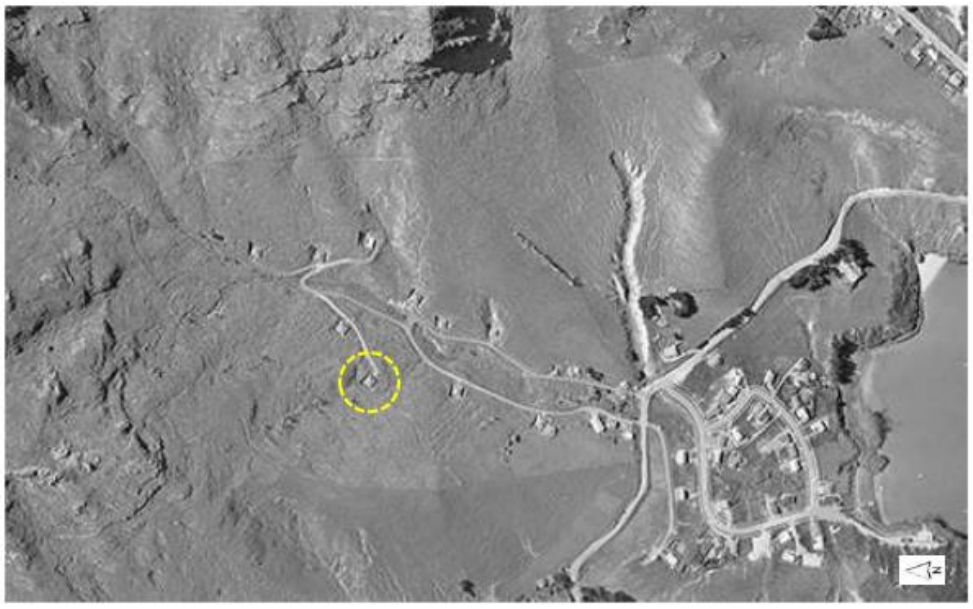


Figure 70: Motukauatirahi-Cass Bay and the naval armament depot 1973. Ammunition store #8 is still intact (indicated).
Source: SN 2634, M/45, http://retrolens.nz and licenced by LINZ CC-BY 3.0

1970-1974

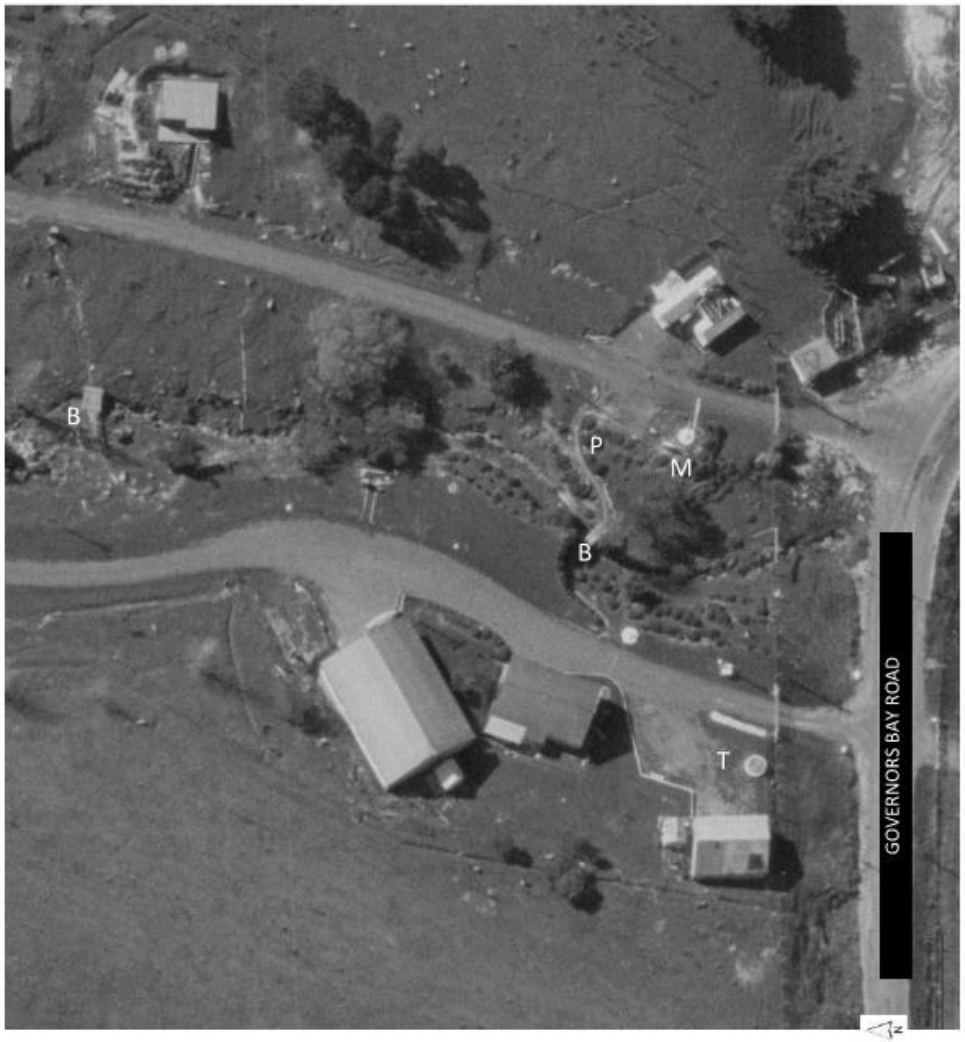


Figure 71: Cropped view of grounds around the administration buildings at the naval armament depot, 1970-74. Note the driveway east of the Store (former garage). Landscaped terraces (with stone retaining walls) can be seen in the lower part of the site alongside the stream and two pedestrian bridges (B) with a pathway enabling access across the stream. Other elements include the mast/flagpole (M) and RNZN parade grounds (P) located in their original positions east of the stream and the turret (T) which was a mounting structure on which a gun was located.
Source: LINZ, Canterbury Maps, Historical Imagery, 2021.

1980-1984



Figure 72: Motukauatirahi-Cass Bay and the naval armament depot 1980-84. After the explosion of ammunition store #8 (indicated). Source: Canterbury Maps, 2021.

1990 - 1994



Figure 73: Motukauatirahi-Cass Bay and the naval armament depot 1990-94. Source: Canterbury Maps, 2021.

2006



Figure 74: Motukauatirahi-Cass Bay and the naval armament depot 2006. The newly sealed road for the proposed subdivision (part of the original military road) is in place (indicated). The sea cadets are restricted to using the grounds and administration buildings west of the stream below the internal fence.
Source: Google Earth, 2021.

2011



Figure 75: Motukauatirahi-Cass Bay and the naval armament depot site, 2011.
Source: Google Earth, 2021.

2015



Figure 76: Motukauatirahi-Cass Bay and the naval armament depot site, 2015. Increasing weed species spread throughout the site. Source: Google Earth, 2021.

2019



Figure 77: Motukauatirahi-Cass Bay and the naval armament depot, 2019. Source: Google Earth, 2021.

3. Understanding the Place – Physical Evidence

This description is based on the historic research outlined in Section 2 and a site visit to HMNZS Steadfast on 29 April 2021. Conversations with stakeholder representatives Chris Nee from TS Godley and Jenny Healey, Chair of the Cass Bay Residents Association and Reserves Management Committee, have also informed this description. Locations of specific site fabric and features relevant to HMNZS Steadfast and setting[195] are shown below in Figure 79 - Figure 81. The integrity of these elements is discussed in more detail in Section 3.4.



Figure 78: Ammunition Stores #3 and #4 with Ōtoranui behind.

[195] Setting is defined in the ICOMOS New Zealand Charter 2010, as "the area around and/or adjacent to a place of cultural heritage value that is integral to its function, meaning and relationships. Setting includes the structures, outbuildings, features, gardens, curtilage, airspace and access ways forming the spatial context of the place or used in association with the place. Setting also includes cultural landscapes, townscapes and streetscapes; perspectives, views and view shafts to and from a place; and relationships with other places which contribute to the cultural heritage value of the place. Setting may extend beyond the area defined by legal title and may include a buffer zone necessary for the long-term protection of the cultural heritage value of the place."

3.1. Location Plan - Setting

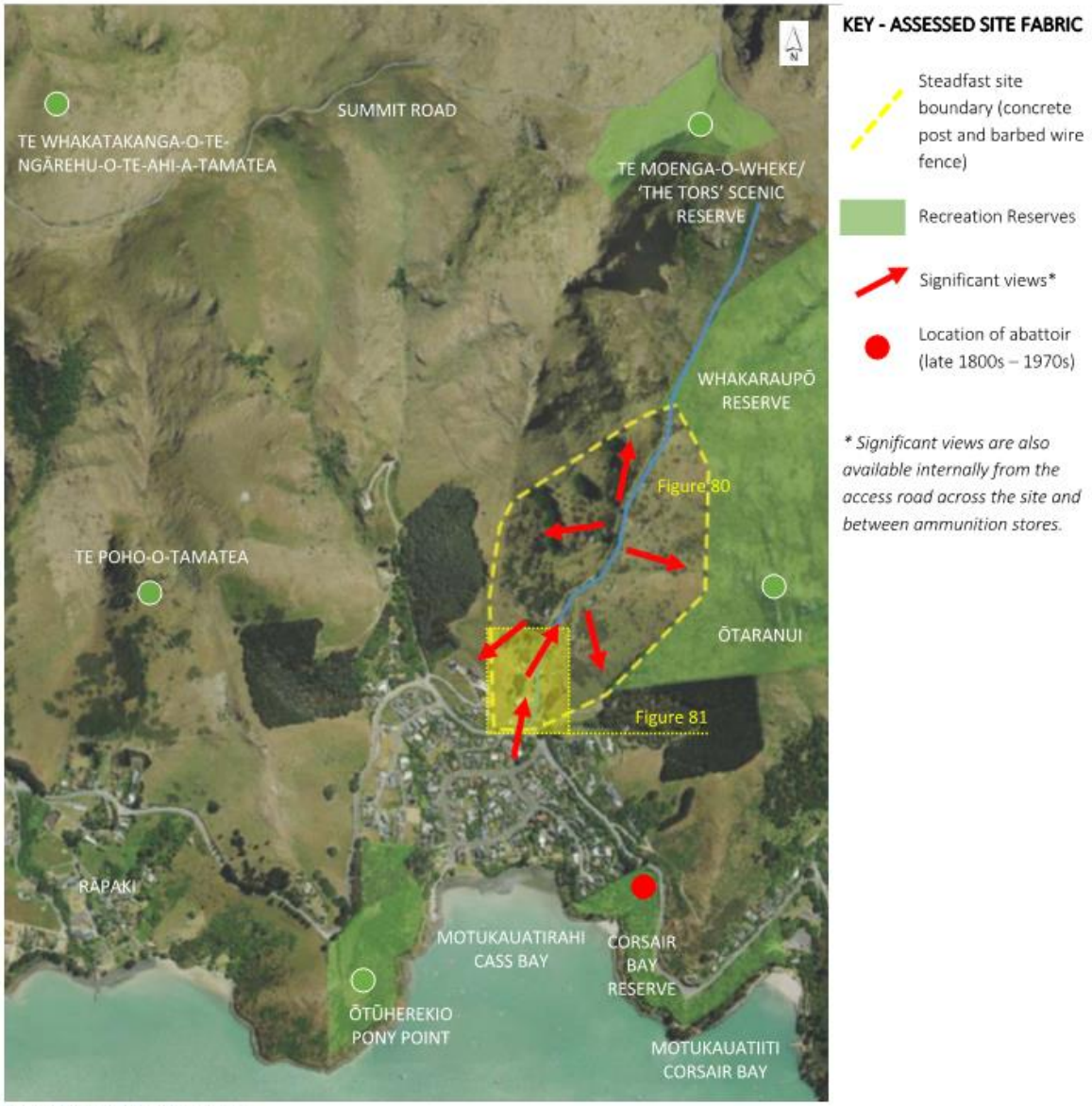


Figure 79: HMNZS Steadfast setting.
Source: Canterbury Maps, 2021 with graphic overlay.

3.2. Location Plan – Buildings

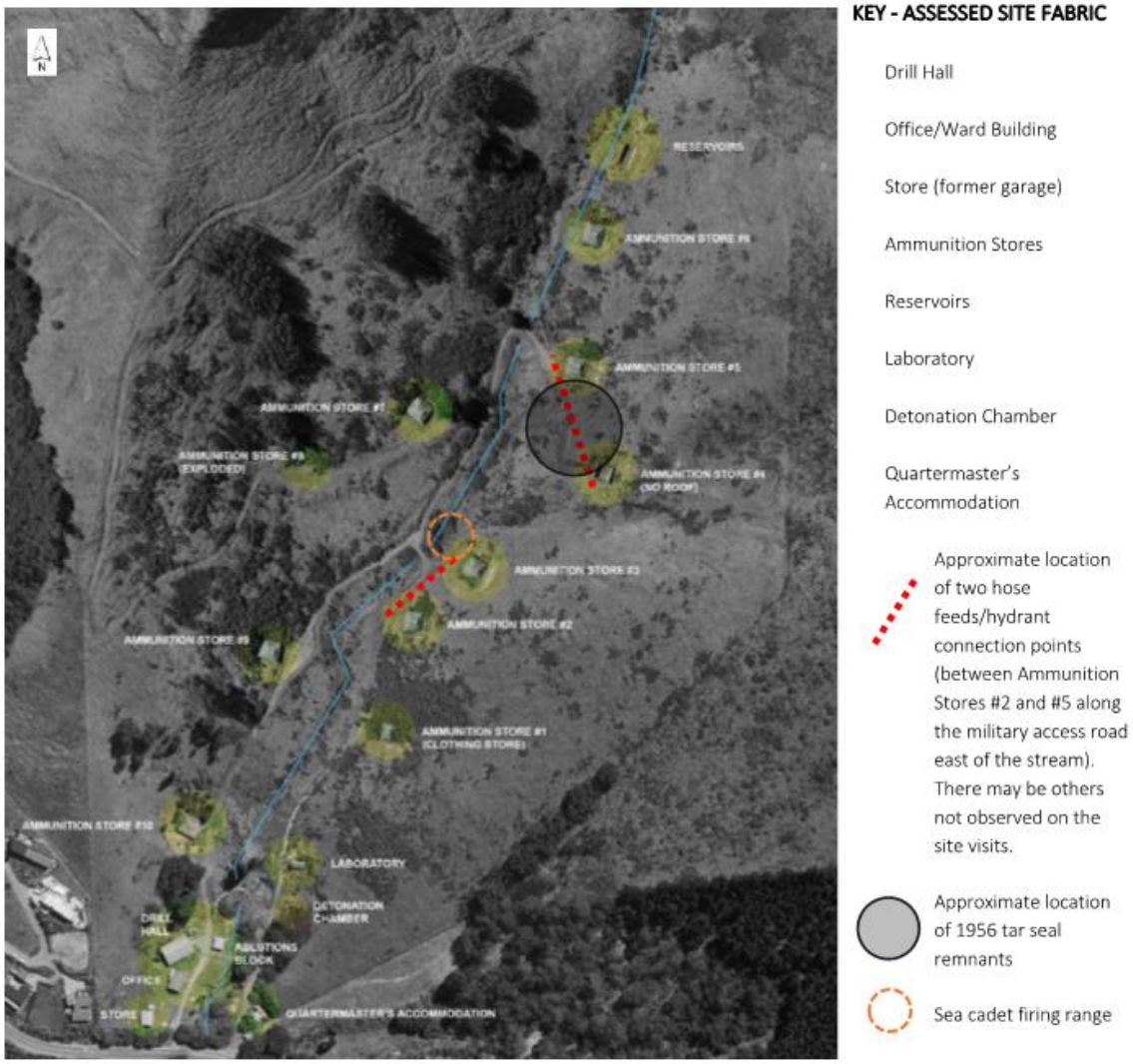
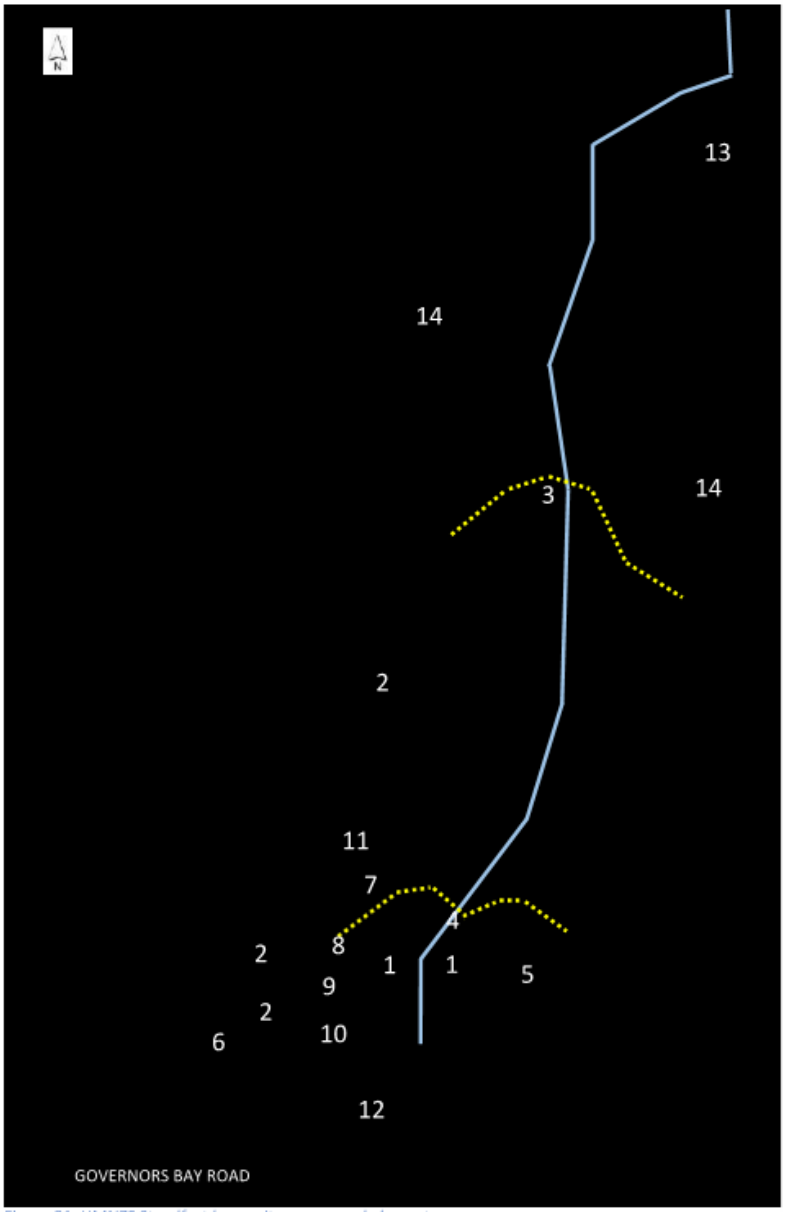


Figure 80: HMNZS Steadfast buildings and access roads. NB: Different diagrams of the site provided by different sources show that ammunition store buildings #4 and #5 are numerically interchangeable. For the purposes of consistency, all references to these ammunition stores in this report are as noted above. Source: WSP

3.3. Location Plan – Lower Site Spaces and Elements



KEY - ASSESSED SITE FABRIC

Stream

Approx. location of pedestrian pathways across stream (1950s)

1. Stone retaining walls, rock garden, steps and terracing
2. Low retaining walls (concrete and painted white stone)
3. Upper pedestrian bridge
4. Location of lower pedestrian bridge (removed)
5. Original mast/flagpole location and parade ground (1940-50s)
6. Relocated mast/flagpole location (2006)
7. Sea Cadet signage (approx. 2006/7)
8. Anchor (TS Cornwall – post 2011)
9. Bell (TS Cornwall – post 2011)
10. Mine (TS Cornwall – post 2011)
11. Gun (TS Cornwall – post 2011)
12. Culvert (1950s)
13. Internal fence with lockable gates (1982)
14. Military access roads (1943)

Note: Original power poles are located throughout the lower site

Figure 81: HMNZS Steadfast lower site spaces and elements.
Source: Canterbury Maps, 2021 with graphic overlay.

3.4. Physical Description and Condition of the Site and Setting

3.4.1 Setting, Views and Experience

HMNZS Steadfast is located on the northern side of Whakaraupō-Lyttelton Harbour in Motukauatirahi-Cass Bay. The site sits within a Rural Amenity Landscape in the CDP and is adjacent to an Outstanding Landscape which is defined by the volcanic crater rim of the Port Hills and the steep bluffs above the Steadfast site. These ancient lava flows and dikes are clearly visible from Steadfast, giving way to a gentler gradient through the site and down to the water.[196] Spectacular views extend from Steadfast, across the headlands of Cass Bay, towards Ōtamahua/Quail Island and the wider Whakaraupō-Lyttelton Harbour. The site is close to several City Council owned reserves in Cass Bay and is immediately adjacent to Whakaraupō Reserve to the east and to Te Moenga-O-Wheke/'The Tors' Reserve above. The Crater Rim Walkway and Summit Road also lie immediately above the site. Steadfast borders Governors Bay Road, and on the lower side of the road is the residential area of Cass Bay, almost permanently occupied by people who work in Lyttelton or Christchurch.[197] Ōtūherekio/Pony Point and Corsair Bay Reserve are located below Governors Bay Road along the coastline. Boulders are evident throughout Steadfast, with many having been displaced from the ridgeline above during the 2010/2011 Canterbury earthquakes. The ammunitions stores are tucked neatly into the hillside, so views of the buildings vary across the site.



Figure 82: Views from Steadfast to Te Moenga-o-Wheke/The Tors Reserve and ridgeline, an Outstanding Natural Landscape.



Figure 83: Views to Ōtuherekio/Pony Point, Ōtamahua/Quail Island, and Whakaraupō-Lyttelton Harbour.



Figure 84: Dense vegetation along Governors Bay Road is a visual barrier to the site. Source: Google Earth Street View, 2021.

[196] Boffa Miskell, 2007
[197] Beaumont, L. et al, 2014



Figure 85: The rockfall source areas located immediately above Steadfast pose an ongoing risk for people using the upper parts of the site.

3.4.2 Ecology and Vegetation

Steadfast is set within the Port Hills Ecological District[198] and no original vegetation appears to exist on the site although some naturally regenerating native species such are evident. The hillside is open and dominated by modified grassland, with much of the area covered in seeded tree and invasive weed species such as silver and black poplar, gorse, grass, thistles and muehlenbeckia. Remnant trees from the 1950s planting do not appear to be evident. An ephemeral waterway runs through the centre of the site and is one of several in the catchment that drain the hills above. Banded kōkapu have been found in the stream and significant native planting has been undertaken by the local community along the stream banks. The stream enters a culvert at Governors Bay Road where dense native vegetation lines the road boundary.



Figure 86: Native tree and shrub planting along the stream through the lower area of Steadfast (remnants of the RNZN rock garden).



Figure 87: Native tree and shrub planting undertaken by community along the upper reaches of the stream.

[198] Boffa Miskell, 2007, p79



Figure 88: Mature pine and eucalyptus trees east of the stream alongside the 2006 access road.



Figure 89: Large patches of gorse and suckering poplars.



Figure 90: View of native tree planting from 64 Governors Bay Road entrance. The planting was carried out by PD workers engaged by TS Steadfast in the 1980s.[199] This vegetation now screens the site from the road.



Figure 91: Stream as it enters native planting along the Governors Road boundary.



Figure 92: Culvert and stone retaining wall at Governors Bay Road. It is likely the culvert was installed in 1952 as part of the armament depot siteworks.

[199] Pers. Comm. C. Nee/W. Hoddinott, 29 September 2021



Figure 93: Large poplar trees, blackberry and other weed species have encroached on the waterway.



Figure 94: Suckering poplars have spread throughout the site.





Figure 95: Drainage issues are evident with historic and recent drainage channels constructed on the site.



Figure 96: Eroded stream bank.



Figure 97: Mature pine and eucalyptus species may pose an issue with limb failure over time.

3.4.3 Boundaries, Circulation and Spaces

There are two entrance gates to the site, 64 and 86 Governors Bay Road. Current access to the site is from 86 Governors Bay Road along the original military road which is now a gravel driveway that runs between the lower level administration buildings. Access is currently restricted to the sea cadet unit below the internal fence west of the stream. The gates are locked prohibiting public access.



Figure 98: Access to Steadfast is from 86 Governors Bay Road on the original military road which is now a gravel driveway between the administration buildings.



Figure 99: 64 Governors Bay Road is now a secondary access to the site following the original military road. The road was sealed in 2005/2006 as part of an unrealised subdivision proposal.

The gravel driveway surface terminates at a grassed car park alongside the stream and continues in grass from this point to the 10 ammunition stores and two reservoirs above. The road crosses the stream at two points in the upper valley, these 'land bridges' were presumably built up as part of the original road to access the ammunition stores. Asphalt from early road sealing is still visible in places (Figure 106).



Figure 100: The military road is still in use. The gravel surface terminates at a grassed area alongside the stream before continuing in grass to the ammunition stores and reservoirs above.



Figure 101: View south towards Whakaraupō-Lyttelton Harbour along the original military access road (west of the stream).



Figure 102: Land bridges were created across the stream for military vehicles, enabling easy access to ammunition stores on both sides of the valley.



Figure 103: View west towards Te Poho-o-Tamatea and the military roads that traversed the site.



Figure 104: The ten ammunition stores are tucked discreetly into the landscape. The location of the helicopter pad is likely to have been in front of the lower ammunition store.



Figure 105: Likely location of helicopter pad.



Figure 106: Remnants of asphalt seal from the original military road on the upper slopes of the site.



Figure 107: The 'unclimbable' curved concrete post and barbed wire boundary fence was installed to secure the naval armament depot and surrounds the entire site.

The entire Steadfast site is surrounded by a curved concrete post and barbed wire fence (Figure 107) with an internal fence (1982) running the width of the site between the ammunition stores and the administration buildings. Remnants of farm fences likely used for early grazing are also visible on the site. Close to the administration buildings, two pedestrian bridges have traditionally crossed the stream with the lower bridge leading to what was originally the parade grounds alongside the mast.[200] The lower bridge was removed recently.



Figure 108: The mast and parade grounds were originally located east of the stream (indicated). The pathway can clearly be seen in aerials (Figure 71) and is still evident from one side of the stream to the other.

[200] Pers. Comm. C. Nee/W. Hoddinott, 29 September 2021.



Figure 109: Built in 1982, an internal fence crosses the width of the site separating the administration buildings from the ammunition stores. Posts from fences for grazing are also located throughout the site.



Figure 110: Concrete posts surround one of two reservoirs at the top of the site.



Figure 111: Upper pedestrian bridge close to the administration buildings.



Figure 112: The parade grounds that were located east of the entrance at 64 Governors Bay Road are now overgrown.



Figure 113: Gorse and weed species encroach on access roads.



Figure 114: A section of the upper valley roads has been lost to erosion.



Figure 115: The subdivision road sealing is cracked, broken and overgrown with gorse, grass and weeds.



Figure 116: Car park area adjacent to the stream bank was filled some years ago without compaction and is now sinking.



Figure 117: Drainage channels are a trip hazard.



Figure 118: Pedestrian bridge has been removed.



Figure 119: Damage to Governors Bay Road/front boundary fence. The fence wire appears to have been cut leaving a large hole.



Figure 120: Concrete post and rail fence, north boundary. Posts lean toward the site, with likely damage the result of rockfall immediately above.

3.4.4 Site Elements

The lower part of the stream is bordered by stone retaining walls and terraces on both sides and is likely to have been completed during the 1950s and 60s when the site was known for its attractive gardens visible from Governors Bay Road. The terraces are now obscured by long grass, but the stone steps are still evident and indicate a pathway down to the stream and across the other side. Native seedlings have been planted into the banks of the stream as part of the Whaka-Ora Healthy Harbour Initiative.



Figure 121: Lower stream with stone retaining walls and terracing covered in grass. This area was most likely created in the 1950s when 1100 trees were reported to be planted on the site and the gardens were a showpiece viewable from Governors Bay Road.



Figure 122: Stone retaining wall and stone step edges lead to a bridge (recently removed) with a pathway to the east side of the stream where the mast and parade ground were originally located.

Elements re-located by TS Steadfast west of the stream include the TS Steadfast signage and the mast and flagpole set into what was the original gun turret. Both structures were relocated from their original positions. Elements relocated from TS Cornwall since the 2011 earthquakes include a mine located on top of a disused water pump, an anchor, a bell, and a gun.



Figure 123: The mast was moved from its original site west of the stream to the front entrance at 86 Governors Bay Road. It was concreted into the base of the original gun turret and the gun relocated to Dunedin.



Figure 124: TS Steadfast Sea Cadets signage to the right of the entrance road and other elements from the amalgamation with TS Cornwall, including a bell (beneath the sign) and a mine.





Figure 125: Anchor and cannon brought to Steadfast from TS Cornwall after amalgamation of the two sea cadet units as TS Godley at Cass Bay.

East of the stream, the 2005 tar seal extends along the original military road from the eastern entrance at 64 Governors Bay Road. An informal native plant nursery west of the road contains a dilapidated shed with boxes and rubbish strewn along the stream bank. A portion of land east of the stream above the internal fence was also used as the sea cadet's firing range until boulders from the 2011 earthquakes landed in the centre blocking visibility across the range.



Figure 126: TS Steadfast firing range and flagpole. The range hasn't been used since the February 2011 earthquakes when boulders rolled into and blocked visibility on the site.



Figure 127: Original stone terracing, rock garden, steps and pathway are difficult to distinguish in the long grass. Rubbish and large dead branches were also found in this area.



Figure 128: An informal native plant nursery west of the road contains a dilapidated shed with boxes and rubbish strewn along the stream bank.

3.4.5 Retaining Walls

Several retaining walls associated with the buildings on site are in various states of deterioration. Timber retaining walls behind the Store (previously the Garage) and the Drill Hall are broken and have collapsed in places and are in urgent need of repair. Concrete and brick retaining behind the Ward Room is in better shape and appears stable although inspection is required to ensure safety. Low concrete and stone retaining walls (painted white) can be found across other parts of the lower site. The concrete wall forms the edge to what was once the entrance of the original Garage (Figure 132).



Figure 129: Timber retaining walls behind the Store, previously the Garage.



Figure 130: Timber retaining wall behind the Drill Hall.



Figure 131: Concrete block and brick retaining wall behind the Ward Room requires inspection..



Figure 132: White concrete retaining wall, previously the edge to the Garage entrance.



Figure 133: Stone retaining walls are located throughout the lower part of the site. Many of the stones were originally painted white by the local padre and the tradition continuesd with the TS Steadfast sea cadets.



Figure 134: Stone retaining wall in front of the Drill Hall.



Figure 135: Behind the Garage - deteriorating retaining wall.



Figure 136: Retaining wall between the Garage and Small Store is falling apart.



Figure 137: Power pole at HMNZS Steadfast, 1960s.



Figure 138: Same location today. While some power poles are likely to have been replaced, others may have been installed during the RNZN's use of the site.

3.5 Physical Description and Condition of the Buildings

The buildings on the site today are a combination of structures from both the armament depot and the TS Steadfast eras. Their history and condition are described below.

The CCC Parks Condition Assessment Criteria have been used to grade the condition of each of the buildings. These criteria are as follows:

Condition	Description
Very Good *(No work required)*	Secure weatherproof structure, designed to appropriate standards and well maintained. Safe site Likely to perform effectively under current maintenance regime for 25+ years.
Good *(Only minor work required (if any)*	As 1 but showing signs of superficial wear, tear and deterioration or not up to appropriate standards. Normal maintenance needed to prevent initial stages of decay or dereliction commencing. Needs to be re-inspected in the medium term. In 10 – 25 years deterioration expected, but unlikely to fail.
Moderate *(Work required but asset still serviceable)*	Functionally sound structure. Early stages of decay or dereliction are becoming evident with minor components requiring replacement or repair, orreactive maintenance costs rising. Failure unlikely within 5 years
Poor *(Substantial work required in short term, asset barely serviceable)*	Building not functioning properly and high maintenance costs arising Structural integrity becoming affected. No immediate risk to health and safety but work required within 5 years to ensure asset remains safe.
Very Poor *(Major work or replacement required now)*	Serious structural problems having a detrimental effect on the performance of the asset. Site safety at risk. Failure imminent or maintenance costs excessive. Major work or replacement required urgently.

An Asbestos Management Survey Report and Register, completed in May 2019 by Chemsafety, has been used to identify buildings where asbestos is present. A summary of building condition is provided in Table 3 below.

3.5.1 Girls' Accommodation Block (Former Garage) and Store Hut

The Girls' Accommodation Block, formerly the garage – more accurately described as a carport (Figure 29) - was moved onto the site onto the site in 1956/1957, and placed onto a concrete slab foundation. Following its transportation, the three portals were infilled with doors and windows added so that the building could be used as a classroom. The dentilled frieze on the front of the building, the posts, and the angled brackets in the corners of the former openings at each end remain intact, and the timber cladding

on the other three sides appears to be original. More recently, it has been converted into sleeping accommodation. The exact date of these alterations is unknown.

The overall condition of the Girls' Accommodation Block is poor. Exterior paint is badly worn and there is rot in the timber barges and fascias, and in some of the wall cladding. Windows are failing and/or have been temporarily repaired. There is cracking to the concrete slab, and microbiological growth indicating damp conditions. Wall and ceiling linings are failing, with ceilings linings bowing and showing signs of water damage; and all are uninsulated. Asbestos has been identified in the soffit lining, and is presumed to be present in the interior wall plastering, switchboard, and in the roofspace. The building does not meet the accessibility requirements of the NZ Building Code.

Currently, it is proposed that this building will be adapted for use by the Cass Bay Residents Association as a community space. As part of this proposal, it is planned to remove the internal wall, install a new floor slab, insulate and reline the building, install new doors on the north elevation, install new toilets and kitchen, and make the building accessible.



Figure 139: The Girls' Accommodaiton Building, formerly the garage, and adjacent flag station. The small store building is on the right.



Figure 140: The Girls' Accommodation Building, formerly the garage. The small store building is in the foreground.



Figure 141: The Girls' Accommodation Building



Figure 142: Rotten bargeboards and other roofing elements.



Figure 143: Concrete ramp to entrance.



Figure 144: Suspended ceiling tiles failing.



Figure 145: Exposed concrete walls and floor with evidence of some microbiological growth.



Figure 146: Window glazing bars failing and boarded over in some areas.



Figure 147: Entranceway with timber planks in the place of stairs.



Figure 148: Entranceway with timber planks in the place of stairs.

The small store hut adjacent to the former garage may have been relocated to the site, although this has not been conclusively established. It is visible in its current position in Figure 29 which dates to the 1960s. It has been used for various purposes by TS Steadfast including a communications room, but is now used for storage.

The overall condition of the Store Hut is very poor. There is widespread deterioration of the cladding, there is no spouting or flashing at the building barges or fascias, and there is evidence of leaking inside. The wall and ceiling linings are deteriorating, and there are holes.

At present, it is understood that no new use is not proposed for the hut, but that it may be used for storage. However, general maintenance will be required for the building to be usable.



Figure 149: Store hut next to the Girls' Accommodation Building



Figure 150: Condition of the store hut barge and fascia



Figure 151: Condition of the store hut cladding



Figure 152: Condition of the store hut interior



Figure 153: Condition of the store hut interior

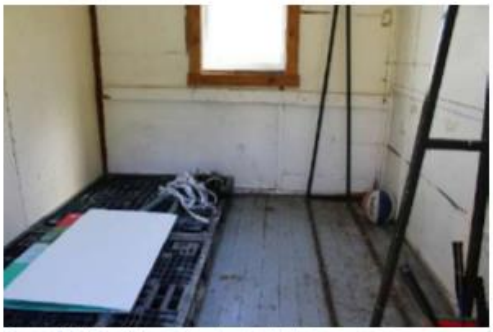


Figure 154: Condition of the store hut interior

3.5.2 The Office/Ward Room

The date of construction of this building, and whether it was relocated or built onsite, has not been established from the information available. However, it is evident that the building has been on this site since 1961 when it appears in an aerial photograph (Figure 72). It is assumed to be the building that was converted into two flats that is referred to in memoranda in 1947. Since this time, it has been converted back into a single building; and is now used for accommodation. It includes bedrooms, a living area, kitchen, and two bathrooms, one of which has external access only. Between the kitchen and living area, and within the living area, walls have been removed.

The overall condition of the Office/Ward Room is poor. Roofing sheets are deteriorated and some have broken at the edges. The guttering has failed. Exterior paintwork has worn away and there is evidence of rot in some places. There are broken and deteriorated windows and hardware. Floor levels are uneven and the floor, wall and ceiling linings are failing. It is unclear what impact the removal of walls may have had on the overall building structure. Asbestos has been identified in the roofing (including flashings), rainwater goods, soffits, and vinyl floor tiles; and is presumed to be present in the switchboards, electrical wiring, and potentially some wall linings.

It is understood that HNZMS Steadfast wish to refurbish this building and continue to use it for officer accommodation, with bedrooms and bathrooms, kitchen and living area. This work would include re-piling; stripping out and replacing internal linings and finishes, fixtures and fittings; and rearranging the existing external-access bathroom so that it can be accessed without the need to go outside.



Figure 155: The office/ward room



Figure 156: The office/ward room



Figure 157: Severely deteriorated roof cladding.



Figure 158: Severely deteriorated roof cladding.



Figure 159: Paint flaking exposing timber underneath to elements.



Figure 160: Paint flaking exposing timber underneath to elements.



Figure 161: Rotten timber and failing guttering.



Figure 162: Missing timber allowing moisture to enter the building and broken window.



Figure 163: Vegetation growth and flaking paint.



Figure 164: Failing guttering and subsequent water damage to soffit.



Figure 165: Bathroom to the office.

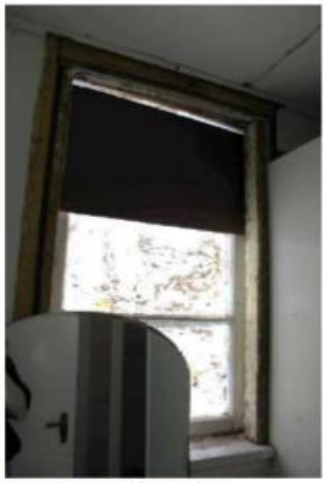


Figure 166: Damaged windows.



Figure 167: Kitchen space with failing ceiling linings.



Figure 168: Fireplace to the communcal space.

3.5.3 The Drill Hall

The drill hall was originally located at the Tikao Bay Naval Base in Akaroa, before being dismantled and reconstructed at the TS Steadfast site after 1961 when it is evident in an aerial photograph (Figure 72). It is believed that the building was constructed during WWII, c.1943. When it was dismantled, "pieces" of the building were numbered so that they could be reinstated in their correct positions. These numbers are still visible on the roof trusses. Initially just a large open space that was used to store trucks and machinery, TS Steadfast installed a kitchen at one end of the hall and, later, closed off part of the space with internal walls and ceiling to provide sleeping accommodation.

The overall condition of the Office/Ward Room is poor. Some roof sheets are broken, and there are points where daylight is visible from the inside of the building. Some windows are broken and all are deteriorating. The exterior paintwork is failing and there are signs of rot, particularly where the building is not well exposed to sunlight and remains damp for long periods, exacerbated by poor ventilation. There are signs of cracking developing in the concrete slab. Wall linings, which were installed by HMNZS Steadfast, have been damaged and/or are coming away from the framing. The kitchen would fail to meet

the requirements of the NZ Building Code. Asbestos has been identified in the roofing (including flashings), rainwater goods, and heating wire insulation; and is presumed to be present in the switchboard, electrical wiring, and potentially some wall linings.

It is understood that HNZMS Steadfast wish to refurbish this building and continue to use it as their main facility, including accommodation and kitchen facilities; and to expand the building to provide for accommodation that will no longer be housed in the former garage.



Figure 169: The drill hall, moved onsite after 1965 from Tikao Bay in Akaroa.



Figure 170: The drill hall (right) as viewed from across the gully.



Figure 171: Damage to Drill Hall sliding doors.



Figure 172: Microbiological growth to guttering.



Figure 173: Damage to timber window frames.



Figure 174: Damage to windows.



Figure 175: Failing guttering and downpipes.



Figure 176: Severely damaged bargeboards, flaking paint exposing timber beneath, plywood covering hole in the building.



Figure 177: Damaged bargeboards and roof cladding, rotten timber below.



Figure 178: Severely deteriorated roof cladding.



Figure 179: Damaged timber window frames.



Figure 180: Failing guttering.



Figure 181: Failing retaining wall.



Figure 182: Ceiling structure of the drill hall.



Figure 183: Lack of weathertightness to roof edges.



Figure 184: Evidence of pigeon infestation to gable end external grilles.



Figure 185: Evidence of pigeon infestation to gable end external grilles.



Figure 186: Evidence of pigeon infestation to roof and lack of weathertighness.



Figure 187: Charred beam from historic fire, and covered hole in the ceiling where chimney originally existed.



Figure 188: Exposed framing where internal linings have failed.



Figure 189: Kitchen with exposed concrete floor, failing ceiling linings, and external hole covered with plywood.



Figure 190: Covered hole in wall compromising weathertightness to building.



Figure 191: Internal partitions built by TS Steadfast to create additional accommodation spaces.



Figure 192: The 'numbered' pieces of the roof truss in the Drill Hall, taken apart and reassumbled on site.



Figure 193: The 'numbered' pieces of the roof truss in the Drill Hall, taken apart and reassumbled on site.

3.5.4 The Ablutions Block

The ablutions block was transported to the site from Wigram Base during the late 1990s. Prior to this, the former detonation chamber was being used as the ablutions block. Its construction date is unknown, but the materials used – including the aluminium frame joinery and exterior cladding - indicate that it is likely to have been built c.1980s-1990s.

The ablutions block is in moderate condition. There are some early indications of deterioration occurring.

It is understood that HMNZS Steadfast will continue to use this building as their ablutions block, but that it will be upgraded, and this will require some internal rearrangement.



Figure 194: The ablutions block.



Figure 195: The ablutions block.

3.5.5 The Ammunition Stores

The ten ammunition stores or magazines were constructed on the site in 1943 when the Cass Bay Depot was established. Their construction is described in Section 2.1.5.1 above. Number 1 is referred to as the Clothing Store.[201] Number 10 is used for storage by HMNZS Steadfast. There are also items being stored in Number 9. The others remain largely empty.

Generally, the magazines are in poor or very poor condition.

Number 8, which "exploded" in 1980 (see Figure 48), has been almost completely destroyed save for the concrete foundations and door frame (Figure 218 and Figure 219). The inner walls and some of the outer walls of number 5 are still standing, but the roof has been destroyed (Figure 216 and Figure 217). The reasons behind its destruction are unknown.

Several of the magazines were damaged by rockfall during the Canterbury Earthquakes, leaving gaping holes in the walls and roofs. Even where they are intact, the magazine roofs and gables are deteriorating, with brittle sheet cladding breaking or falling away. Gutters are blocked with living or dead plant material, or have failed. Steel doors are corroding and many have seized. Microbiological growth is prevalent on both the exteriors and interiors, and many have also been graffitied. Some are waterlogged and are unable to drain. Ceiling linings are broken or have holes. Many show signs of pest infestation. Asbestos has been identified in the roofing, flashings, gutters, downpipes and soffits. Contamination of the ground around magazines 4 and 8 is strongly suspected. We understand that HMNZS Steadfast intend to continue using magazine 10 for storage.



Figure 196: The magazine store closest to the main camp buildings, known as '#10' by the TS Steadfast community.

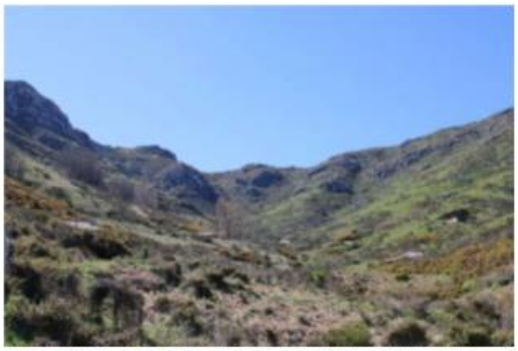


Figure 197: The roofs of the magazine stores hidden amongst the hillside.

[201] Pers. Comm. C. Nee/W. Hoddinott, 29 September 2021



Figure 198: The magazine stores on the hillside.



Figure 199: One of the magazine stores.



Figure 200: Microbiological growth to guttering.



Figure 201: Corrosion to steel sliding doors.



Figure 202: Failing internal linings.



Figure 203: Internal flooding.



Figure 204: Severely deteriorated roof cladding



Figure 205: Severely deteriorated roof cladding and damage to guttering.



Figure 206: Severely deteriorated roof cladding



Figure 207: Biological growth to guttering.



Figure 208: Flooding caused by roof penetration.



Figure 209: Roof penetration caused by rockslide.



Figure 210: Rock which caused damage to structure



Figure 211: External damage to double layer brick wall caused by rockslide.



Figure 212: Damage to brick wall exterior.



Figure 213: Damage to brick wall exterior.



Figure 214: Damage to one of the magazine stores caused by a rockfall, exposing the separated double brick wall structure.



Figure 215: One of the magazine stores with views across the harbour.



Figure 216: Magazine store number 5, with no roof.



Figure 217: Interior of magazine store number 4.



Figure 218: The remains of magazine store 8, which exploded in 1980.



Figure 219: The remains of magazine store 8, which exploded in 1980.

3.5.6 Reservoirs

Now disused, two water reservoirs at the very top of the sloping site were intended to be used for fighting fires, should any of the buildings on site catch fire. A number of the original hydrant connection points are also scattered around the site.

The reservoirs are in very poor condition, and it is not expected that they will ever be repaired or reused.



Figure 220: The larger of the two water reservoirs.



Figure 221: The smaller of the two reservoirs.



Figure 222: A hose feed/hydrant connection system (indicated) was located along the military road east of the stream.



Figure 223: One of the hose feed/hydrant connection points along the military road east of the stream.

3.5.7 The Laboratory

The laboratory, used for testing the stability of the munitions and weaponry stored onsite, was constructed on the site when the Cass Bay Depot was established. TS Steadfast used the building as accommodation for their senior cadets until they vacated the eastern side of the site.

The former laboratory is in very poor condition. There is vegetation growing directly next to the building that has penetrated the wall cladding. Weatherboards are unpainted and rotting. The roof sheets, which contain asbestos, are brittle and breaking, and there are no gutters. Windows are broken or badly damaged, wall linings are cracked and ceiling linings are bowing. Pest infestation (bird and rodent) is widespread.

It is understood that there are no particular plans for this building at present.



Figure 224: The laboratory.



Figure 225: The laboratory.



Figure 226: Laboratory exterior, showing rotten timber, deteriorated roof cladding, and microbiological growth to guttering.



Figure 227: Interior of laboratory building showing severe pigeon infestation and failing wall/floor/ceiling linings.



Figure 228: Pigeon infestation to interior.



Figure 229: Severe wall cracking and window damage.

3.5.8 The Former Detonation Chamber

The detonation chamber was initially used for detonating ammunition during the site's time as an armament depot (Figure 30), but was converted into the ablutions block during TS Steadfast's occupation of the site. Showers were installed in the "wings" of the chamber, and toilets were built on top. **The structure is now a ruin and is not expected to be reused.**



Figure 230: The entrance to the detonation chamber.



Figure 231: The interior of the detonation chamber.



Figure 232: The interior of the detonation chamber.



Figure 233: Washbasins inside the detonation chamber.

3.5.9 The Quartermaster's Accommodation Building

Formerly the guardhouse and the quartermaster's accommodation building, this was originally two buildings that were joined together, with varying floor levels. This building was later used by TS Steadfast as the female accommodation block before the former garage was converted for this purpose. Since this point, it has been infrequently used as accommodation, but not by TS Steadfast.

The quartermaster's accommodation building is in very poor condition. Weatherboards are unpainted and rot is widespread. The roof sheets, which contain asbestos, are brittle and breaking, and gutters are failing. Windows are broken or badly damaged. Wall and ceiling linings are decaying in places, and the floor levels and stairs are uneven. Pest infestation (bird and rodent) is widespread.

It is understood that there are no particular plans for this building at present, although there is a possibility that it will be available for community use.



Figure 234: The quartermasters accommodation, formerly the guardhouse, c.1980s (undated).



Figure 235: The quartermasters accommodation today, formerly the guardhouse.



Figure 236: Gable end of the building showing flaking paint and rotten timber.



Figure 237: Gable end of the building showing flaking paint and rotten timber.



Figure 238: Rotten timber cladding and window framing to the exterior of the building.



Figure 239: Interior of the building.

3.6 Physical Condition Summary

Table 3: Summary of Building and Landscape Condition Issues Observed

ITEM	CONDITION	OBSERVED ISSUES	REMEDIATION REQUIRED
Setting, Views and Experience			
Views from Governors Bay Road into HMNZS Steadfast	Poor	• Dense vegetation screens views into site	Limb and top trees to restore views, thin out planting
Rockfall hazard		• Rockfall hazard and management area - 2016 was the last inspection above the site, noting that 'some' remediation was completed	Check to ensure all remediation was completed and if necessary, carry out an inspection to assess whether further remediation is required
Ecology, Vegetation and Drainage			
Streambank and waterway	Moderate - Poor	• Erosion and invasive weed species	Remove all invasive weed species
Vegetation	Poor	• Invasive weed species (e.g. suckering poplar, thistles, grass, gorse & muehlenbeckia)	Remove invasive weed species and contain gorse to selected areas as nurse crops for native restoration
Mature trees	TBC by Arborist	• Potential limb failure over time	Inspection by arborist
Lawn around administration buildings	Moderate - Poor	• Waterlogged areas in winter months • Drainage channels hidden by long grass	Inspection by experienced contractor to ensure site drainage is effective
Boundaries, Circulation and Spaces			
Access roads and 'land bridges' to ammunition stores	Good - Poor	• A section of road has been lost to erosion (upper road, east of stream) • Broken and failing seal (from 2005) • Overgrown with gorse and weeds in places	Stabilise eroding road - may involve planting Repair broken and failing seal Clear all roads and drainage channels
Boundary fences	Moderate	• Large hole in front boundary fence • Rockfall damage to north boundary fence	Repair all boundary fences Adaptation for community access
Pedestrian bridge (upper)	Poor	• Possible rotten timber	Inspect for rot and repair/replace if necessary
Pedestrian bridge (lower)	Not Found	• Missing	Reinstall bridge
Parade ground	Very Poor	• Overgrown with grass/weeds	Clear grass and weeds, maintain in as close to original state as possible

Original rock garden, terracing and pathway (both sides of stream)	Poor	• Long grass, dead branches and rubbish covering terraces • Possible unstable rocks	Clear grass, weeds and debris to maintain visibility of rocks and terracing. Stabilise loose rocks
Site Elements			
Firing range	Poor	• Rockfall on site renders firing range unusable	Remove rocks to clear sightlines
Reservoir fence remnants	Very Poor	• Disturbed fenceposts and broken wire	Conserve reservoir fences and install a new perimeter fence around them
Buildings/Structures			
HMNZS Tasman Shipwright Store - Former Garage – Girl's Accommodation Block	Poor	• Accessibility • Rotten exterior timber • Windows failing • Inadequate floor/wall/ceiling linings • Failing windows • Failing retaining wall	Re-roof the building in its entirety. Conserve historic exterior weatherboard, timber detailing and trims, and make like-for-like repairs where rotten. Replace windows and doors on the east elevation with new timber frame joinery. Remove internal linings and internal wall complete (if required), insulate and reline. Repaint the building entirely. Lay new flooring as required. Repair retaining wall.
Office/Ward Building	Poor	• Failing guttering • Rotten external timber • Broken windows, and deteriorating windows • Uneven floor levels • Inadequate floor/wall/ceiling linings	Re-roof the building in its entirety. Conserve historic exterior weatherboard, timber detailing and trims, window and door joinery, and make like-for-like repairs where rotten. Replace broken glazing. Remove internal plasterboard or fibrous plaster linings if required but retain timber linings to the greatest possible extent. Install internal access to bathroom at the rear. Refit bathrooms and kitchen. Repaint the building entirely. Lay new flooring as required.
Drill Hall	Poor	• Failing guttering • Rotten external timber • Failing retaining wall • Broken windows, and deteriorating windows • Inadequate floor/wall/ceiling linings • Failing weathertightness • Pigeon infestation • Failing asbestos roof cladding	Re-roof the building in its entirety. Conserve historic exterior weatherboard, timber detailing and trims, window and door joinery, and make like-for-like repairs where rotten. Replace broken glazing. Remove internal wall and false ceiling linings where present. Insulate and reline walls and false ceilings as required. The roof trusses should remain exposed in the main body of the building.

			Remove and refit kitchen equipment, heating, electrical and fire safety services. Lay new flooring as required.
Ammunition Stores	Poor to Very Poor	• Brick wall damage, structural in some cases • Microbiological growth • Biological growth • Failing guttering • Internal flooding • Severe corrosion of metal doors • Failing asbestos roof cladding including dislodged friable material in and around buildings • Missing roof (number 5) • Graffiti	All magazines except number 10 should be kept behind a secure line so that they cannot be accessed by the public or by TS Godley for health and safety reasons unless or until a long term strategy for their maintenance, use and access is developed. Magazine number 4, and the surrounding area, should be cleared of all loose and friable asbestos material, and the burnt-out car next to the building should be removed. The ground around magazines 4 and 8 should be checked for contamination and this should be addressed. Where magazines 3, 6 and any others are damaged, loose asbestos material and brickwork should be cleared away from the buildings. Magazine 10 is the most accessible magazine, being closest to the buildings at the bottom of the site; and is in the best condition, having remained in regular use by TS Steadfast. Magazine 10 should be made safe, including clearance of any loose or friable asbestos roofing, guttering, soffit lining, etc. Doors should be cleaned down, treated for corrosion, and repainted. A long term strategy for conservation of the magazines is necessary.
Laboratory	Very Poor	• Rotten timber • Pigeon infestation • Wall cracking • Window damage • Failing asbestos roof cladding	Detailed condition and structural assessments of these buildings should be carried out to determine the extent to which they can be repaired. Adaptive reuse of these buildings should be considered in
Quartermasters	Very Poor	• Rotten timber	

Accommodation		• Rodent infestation • Failing asbestos roof cladding	accordance with the policies set out in Section 6 below.
Detonation Chamber	Good	• Accumulated debris, however remaining walls are in good condition	Inspect the ruin and clear of all plant growth (including overhanging growth), rubbish and debris to ensure that it is safe for access.
Retaining Walls behind buildings (Store, Ward Room, Drill Hall)	Very Poor	• Rotten, collapsing and failing timber	Detailed condition and structural assessments of these retaining walls should be carried out to determine the extent to which they can be repaired

4. Assessment of Heritage Significance

4.1. Significance Criteria

The assessment of heritage significance is a subjective process and at present there is no legislative procedure or established common methodology for assessing the heritage significance of a place in New Zealand. There are however a variety of precedents and guidelines particularly relevant to the New Zealand context. These include the ICOMOS New Zealand Charter for the Conservation of Places of Cultural Value (2010), the Resource Management Act (1991), and the Heritage New Zealand Pouhere Taonga Act (2014). This report uses the following criteria outlined in the CDP, outlined below:

- *Historical and Social significance*
- *Cultural and spiritual significance*
- *Architectural and aesthetic significance*
- *Technological and Craftsmanship significance*
- *Contextual significance*
- *Archaeological and Scientific significance*

4.1.1 Historic and Social Significance

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

HMNZS Steadfast is part of Motukauatirahi-Cass Bay which has high historic significance for Ngāi Tahu, Ngāti Māmoe and Waitaha before them, where as part of the wider landscape of Whakaraupō-Lyttelton Harbour, the abundant food resources made it an ideal location for settlement. Historic and social significance of HMNZS Steadfast includes views to important landmarks and locations of events for tangata whenua, that record the whakapapa of Motukauatirahi-Cass Bay as part of the broader Horomaka/Banks Peninsula landscape. Cass Bay was named after Canterbury Association Surveyor Thomas Cass, who surveyed Lyttelton Harbour and lived in Cass Bay before moving to Lyttelton in 1849.

The HMNZS Steadfast site has high historic significance for its establishment, and active use, as a naval armaments depot from 1943-1961. The site was the Royal New Zealand Navy's South Island base, second in seniority to Kauri Point in Auckland. The place, and its extant buildings and structures, are linked to NZ's WWII history – one of the most important global historical events in modern history. Equally, the site has historic significance for its association with the Naval Sea Cadets – specifically TS Steadfast, now known as TS Godley, who have been associated with the site since 1965 – more than half a century. Motukauatirahi-Cass Bay has high historic and social significance as a nineteenth century pastoral landscape prior to the 1945 and 1965 gazette notices issued by government who compulsorily acquired land from farmers for defence purposes, initially for the naval base in 1945 and then for the government buildings in 1965. The land has historic and social significance for the grazing practices that continued alongside government acquisition. The site has high significance for the Banks Peninsula District Council's purchase of the land for community use and to expand the number of reserves and walking tracks in the area.

4.1.2 Cultural and Spiritual Significance

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

Motukauatirahi-Cass Bay has high cultural and spiritual significance for its proximity to Rāpaki and the broader landscape of the Port Hills and Whakaraupō-Lyttelton Harbour. The Māori place names of this area reference the prominent outcrops, landscape features and events that record the whakapapa of Motukauatirahi-Cass Bay. HMNZS Steadfast has high cultural significance as part of the historic farming landscape of Motukauatirahi-Cass Bay and the acquisition of land and subsequent development to secure ammunition storage post WWII. The site has a long association with naval training exercises and its cultural significance is enhanced by its continued use as a place of sea cadet assembly, exercises and camps. Steadfast has high cultural significance for the purchase of this land by Banks Peninsula Council prior to amalgamation with Christchurch City Council, with extensive community consultation and support for purchase providing justification that the land would serve a recreational function for the local community and wider Christchurch. Since the development of stream planting on the site and the 2021 landscape discussion plans, the site is continuing to develop cultural value in community connection to the place.

4.1.3 Architectural and Aesthetic Significance

Architectural and aesthetic values that demonstrate or are associated with: a particular style, period or designer, design values, form, scale, colour, texture and material of the place.

Steadfast has high architectural and aesthetic value. The site is set immediately below the rugged relief of the volcanic crater rim with its steep bluffs and spectacular views are available from the site towards Ōtamahua/Quail Island and Whakaraupō-Lyttelton Harbour. The HMNZS Steadfast site has high architectural and aesthetic significance for its military buildings, built in a utilitarian style commonly used for defence structures. The collection of magazine stores embedded into the hillside are the most prominent architectural feature of the site, all employing the same standardised design with separated brick walls, hipped roofs, and steel sliding doors. The buildings are set either side of an ephemeral waterway which has a visual and spatial relationship with the buildings. The vehicle access road has high architectural significance, providing access to the ammunition stores in the upper valley. The spacing and setout of the magazines ensures that, should one explode, there would be no damage to other buildings; and that it is not possible to view them all from any one position on the site.

Other structures built when the base was first established in 1943, such as the guard house/quarter master's lobby, the administration buildings/office, and the laboratory, are also of architectural significance. These structures are built from timber in a similar utilitarian style to the magazines, reflecting their wartime construction, though with less need for withstanding explosive incidents than their storage counterparts. Buildings which were moved on to the site at a later date, such as the drill hall (moved from Akaroa Naval Base), and the store/garage (from HMNZS Tasman), have similar architectural significance as they were constructed on naval sites for naval activities. The various objects, such as the mast/flag station, signage, bell, gun battery, mine, and anchor, all contribute to the naval architecture of the site, however the bell, gun battery, mine and anchor are all elements from TS Cornwall which were integrated into the site after amalgamation of the two sea cadet units. Together, the various buildings, structures, and objects have significant group value as an architectural set, extended and added to in 1965 when the site was inherited by TS Steadfast. The set of buildings, mostly designed to government specifications and military requirements, are a group of structures which adhere to the utilitarian military style of the time which

specified simplistic building form and shape, use of readily available materials, and minimal use of colour. Such sets of military structures are rare. The ablutions block has no architectural or aesthetic significance and detracts from the heritage values of the other structures.

The grounds surrounding the administration buildings at the site entrance on both sides of the stream have high architectural and aesthetic value as an area that has historically been associated with activity (parades and naval exercises) and aesthetic planting. These elements include the stone terracing, pedestrian bridges, and pathway from the grounds west of the stream to the original parade ground and flag station east of the stream.

4.1.4 Technological and Craftsmanship Significance

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

The HMNZS Steadfast site has exceptional technological significance for its insight into mid-20th century military and defence building practices. The ten magazine stores demonstrate the consideration and necessary requirements for housing explosive materials, with widely separated double brick walls with heavy duty steel sliding doors to contain any detonations that may occur within the buildings. The lightweight design of the roofs was intended to channel explosions upwards and to draw impact away from the walls of the building. Fireproof materials, including asbestos, and a lack of ferrous fixings were specifically required to limit damage to the buildings and their occupants. The strategic placement of the magazine stores which are embedded into the hillside were a deliberate attempt to camouflage the structures from visibility. The spacing of the magazine stores was also intentional – by storing the ammunitions in separate distanced buildings, an accidental explosion would mean only the contents of that singular store would be lost.

The two water reservoirs at the highest point of the site also have technological significance – their strategic placement, along with several hydrants located adjacent to the gully, indicate preparedness for firefighting should any explosions occur in the magazine stores below. The detonation chamber also has technological significance – the design ensuring that planned detonations of ammunitions could be routinely undertaken with minimal damage to personnel or their surroundings.

4.1.5 Contextual Significance

Contextual values that demonstrate or are associated with: a relationship to the environment (constructed and natural), a landscape, setting, group, precinct or streetscape; a degree of consistency in terms of type, scale, form, materials, texture, colour, style and/or detail; recognised landmarks and landscape which are recognised and contribute to the unique identity of the environment.

HMNZS Steadfast has high contextual significance as the setting for the Royal New Zealand Navy Armament Depot and associated military buildings, as one of a number of strategic defence locations within Whakaraupō-Lyttelton Harbour. Other high value heritage items associated with WWII defence in the harbour include Godley Head 80th Coastal Defence Battery at the head of Lyttelton Harbour and Rīpapa and Quail Islands which are associated with the Navy League Sea Cadets TS Steadfast who carried out training exercises and camps at both places. HMNZS Steadfast is also associated with HMNZS Tasman, located at Naval Point in Lyttelton and from which at least one naval building was relocated to the Cass Bay Armament Depot. Contextual significance includes the right-of-way set aside by government for defence purposes, below Governors Bay Road that enabled beach access so that ammunition could be

conveyed to waiting barges. HMNZS Steadfast has high contextual significance for its position as second in superiority to Kauri Point in Auckland and the only naval base in the South Island.

Steadfast has high contextual significance for the ephemeral stream that flows through the centre of the site, its historic rural character and the visual amenity of the dramatic crater rim ridgelines and Whakaraupō-Lyttelton Harbour. The ridgeline and spurs are of high contextual significance to tāngata whenua with specific place names recording important landmarks, events and whakapapa of Motukauatirahi-Cass Bay.

4.1.6 Archaeological or Scientific Significance

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

The HMNZS Steadfast site has potential to provide evidence of nineteenth century farming practices and human activity on the site. The buildings and other structures that remain on the site – including the reservoirs and remains of the firefighting system, for example - have the potential to educate visitors as physical evidence of the design, construction and running of military bases as well as naval and general military practices during WWII and the Cold War period; and the disestablishment of redundant naval bases and the destruction of superfluous ammunition. Additionally, the site has the potential to provide information pertaining to the conversion of disestablished military bases into scientific research facilities and cadet training bases. See Policy 13 for potential opportunities for interpretative material that could be used on the site to effectively illustrate its history.

4.2. Statement of Overall Significance

HMNZS Steadfast is a site of local, regional and national significance and has high contextual significance as the setting for the South Island Royal Navy Armament Depot and associated military buildings. The site was one of a number of strategic defence locations within Whakaraupō-Lyttelton Harbour and has high contextual and aesthetic significance for views of the dramatic crater rim ridgelines and historic rural landscape character. The ridgeline and spurs are of high contextual significance to tāngata whenua with specific place names recording important landmarks, events and whakapapa of Motukauatirahi-Cass Bay. Further investigation is required to ascertain the value of the site to tangata whenua.

The site has exceptional technological significance for its insight into mid-20th century military and defence building practices, including ten magazine stores that demonstrate the requirements for housing explosive materials. Both technologically and aesthetically the site has high significance for the strategic placement of magazine stores which are embedded into the hillside as a deliberate attempt to camouflage the structures from visibility. Water reservoirs above the ammunition stores have high technological significance indicating preparedness for firefighting should explosions occur in the magazines below; as does the detonation chamber design which ensured that planned detonations of ammunitions could be routinely undertaken with minimal damage to personnel or their surroundings. Other structures built when the base was first established in 1943, such as the guard house/quarter master's lobby, the administration buildings/office, and the laboratory, are also of architectural significance and feature a similar utilitarian style.

Other historic spaces and site elements associated with the armament depot include the military road with its two land bridges linking the ammunition stores, and the perimeter concrete post and barbed wire

fence. The grounds surrounding the administration buildings at the site entrance on both sides of the stream are an area associated with naval activity (i.e. parades and naval exercises) with stone retaining walls, rock terracing, pedestrian bridges and pathways from the grounds west of the stream to the original parade ground and mast/flag station on the eastern side.

Together, the various buildings, structures, and objects have significant group value as an architectural set, extended and added to in 1965 when the site was inherited by TS Steadfast. The ablutions block has no architectural or aesthetic significance and detracts from the heritage values of the other structures. The informal nursery and associated paraphernalia is also intrusive.

Steadfast has high cultural and social significance for the Banks Peninsula Council's purchase of this land prior to amalgamation, with extensive community consultation and support providing justification that the land would serve a recreational function for local and Christchurch communities.

4.3. Inventory and Heritage Significance Assessment

Each element of HMNZS Steadfast has particular significance associated with that feature's authenticity as well as the historic, cultural, architectural, technological, contextual and archaeological significance described above outlines the degree of authenticity and significance for each element, with a summary of this significance based on the criteria outlined below.

4.3.1 Degree of Authenticity

The ICOMOS NZ Charter defines 'authenticity' as the credibility or truthfulness of the surviving evidence and knowledge of the cultural heritage value of a place. The assessment of authenticity in Section 4.3.3 is based on the identification and analysis of the evidence and knowledge gathered for this Conservation Report.

Levels of authenticity of features within HMNZS Steadfast are assessed using the following scale:

Exceptional Authenticity (A)

The element is known to be original and/or provides exceptionally credible or truthful evidence of cultural heritage values through form, fabric, technology, use or setting.

High Authenticity (B)

The element is known to be historic and/or contributes to credible or truthful evidence of cultural heritage values through form, fabric, technology, use or setting.

Some Authenticity (C)

The element is recent fabric and/or makes a limited contribution to evidence of cultural heritage values of the structure in its form, fabric, technology, use or setting.

Little or No Authenticity (N)

The element is recent fabric and/or makes no contribution to evidence of cultural heritage values of the structure in its form, fabric, technology, use or setting.

4.3.2 Degree of Significance

Degrees of significance of features within the landscape are assessed using the following scale:

High

Makes an essential and fundamental contribution to the overall significance of the place and must be retained.

Moderate

Makes an important contribution to the overall significance of the place and must be retained where possible and practicable.

Some

Makes a minor contribution to the overall significance of the place.

Neutral/Intrusive

Limited significance or detracts from the overall heritage significance of the place or obscures fabric of greater heritage value.

4.3.3 Assessment of Landscape and Built Fabric Significance

Table 4: Assessment of Landscape and Built Fabric Significance

FABRIC	AUTHENTICITY	SIGNIFICANCE	COMMENTS
Contextual Heritage Setting			
Landscape Setting	A	High	The broader landscape is significant as the setting of the HMNZS Steadfast site. It contains historical and cultural associations as well as visual and spatial relationships.
Views			
From Governors Bay Road into HMNZS Steadfast	A	High	The lower 'landscaped' part of the site has historically been visible from Governors Bay Road.
Between ammunition stores and other significant heritage fabric	A	High	Strategic placement contributes to the site's historic legibility and coherence.
To broader cultural features	A	High	The landscape features of Whakaraupō-Lyttelton Harbour contribute to the legibility of HMNZS Steadfast and the historic development of the site.

FABRIC	AUTHENTICITY	SIGNIFICANCE	COMMENTS
Site Layout	A	High	Steadfast is a rare example of a mid-20th century military and defence site, the layout having changed little since its early development. The layout of the magazine stores tucked into the hillside demonstrate historic use patterns and associations and makes an important contribution to the site's overall legibility and coherence.
Ecology and Vegetation			
Stream	A	High	While modified, the stream makes an important contribution to the site's legibility and coherence, reinforcing the ecological values of the site and setting.
Lawn (administration area)	A	High	The maintained lawn areas around the administration buildings in the lower portion of the site have a lengthy association with Steadfast.
Whaka-Ora Ki Uta Ki Tai streamside planting initiative	C	Moderate	Contributes to the legibility of the place, reinforcing the historic ecological planting patterns and visual amenity of the site.
Native vegetation – Governors Road boundary	C	Some/Intrusive	Contributes to the legibility of the place, reinforcing the historic ecological planting patterns and visual amenity of the setting. However unkempt growth has become intrusive and requires maintenance.
Exotic weed species (gorse)	N	Intrusive/Neutral	Intrusive on access roads and a fire risk when left to spread unchecked. However selected areas of gorse can be useful as a nurse crop to facilitate native plant regeneration.
Invasive weed species (poplar, blackberry, thistle, grass, muehlenbeckia)	N	Intrusive	Competes with indigenous vegetation and has no direct historic connection with the site.
Boundaries, Circulation and Spaces			
Military access roads and land bridges	A	High	Historic photographs of roads and buildings within the site suggest that

FABRIC	AUTHENTICITY	SIGNIFICANCE	COMMENTS
			the road circulation patterns have a high degree of historic authenticity and have changed little since the establishment of the armament depot.
Concrete post and barbed wire fences	A	High	Despite penetration by rockfall and damage along the Governors Bay Road boundary, the original boundary fences have remained relatively intact and continue to delineate the parcel of land set aside for defence purposes in 1945.
Stone retaining wall, rock garden, terracing, and pathway to/from and including the parade ground	A	High	Modifications to the streambank to create gardens and pathways dates back to the 1950s with strong visual linkages that reflect associations between historic use, local materials, and landscape character.
Reservoir fence remnants	A	High	Contributes to the legibility of the site and use of grazing/landscape maintenance during RNZN occupation.
Internal fence (1982)	A	High	Associated with use of the site over the past forty years as part of its evolving pattern of use.
Military access road - tar seal remnants	A	High	Installed in the 1950s and associated with RNZN use of the site.
Pedestrian bridges (one removed)	A	High	Contributes to the legibility of the site and associations between historic use and landscape character.
Helicopter landing area	A	High	Contributes to the legibility of the site and associations between historic use and landscape character.
Potential track from Ammunition Store #8 to and along the fence line	A	High	Possibly an informal patrol route within the Armament Depot. If so, it contains a high degree of authenticity and has changed little since RNZN use of the site
Road seal from east entry gate to proposed subdivision	N	Neutral	Associated with proposed subdivision plans in 2005.
Site Elements			
Mast/flagpole	A	High	Despite being moved from the east side

FABRIC	AUTHENTICITY	SIGNIFICANCE	COMMENTS
			of the stream to the west, the mast/flagpole is one of the earliest elements associated with defence on the site.
Hose feeds to and from reservoirs	A	High	Associated with RNZN use of the site. Strategic placement indicates preparedness for firefighting should any explosions occur in the magazine stores below.
Governors Bay Road culvert	A	High	Installed in the 1950s and associated with RNZN use of the site.
White stone retaining walls	A	High	Contributes to the legibility of the site and associations with the early days of the TS Steadfast Navy League Sea Cadets.
Remnant timber fenceposts	A	High	Contributes to the legibility of the site and use of grazing for maintenance during RNZN occupation.
TS Steadfast signage	C	Some	While the signage is recent it contributes to the legibility of the site and historic use by the TS Steadfast Navy League Sea Cadets
Sea Cadet firing range	C	Some	Associated with historic use by the TS Steadfast Navy League Sea Cadets
Mine, anchor, bell and gun (TS Cornwall)	C	Neutral	These elements are part of the broader Navy League Sea Cadet history but with no direct historic association to the site.
Power poles	A	High	It is likely that many of the power poles were installed during the 1950s and are therefore associated with the RNZN use of the site.
Dam (above the reservoirs)	A	High	It is possible that the dam noted above the reservoirs in the NZHPT Diagrammatic Plan (Figure 55) is identifiable.
Native plant nursery structures	N	Neutral/Intrusive	Has no authentic historic association with the site. The placement and deteriorating state of the elements is intrusive.
Buildings/Structures			

FABRIC	AUTHENTICITY	SIGNIFICANCE	COMMENTS
HMNZS Tasman Shipwright Store - Former Garage – Girl's Accommodation Block	B	Moderate	Lower authenticity as relocated from another site, and because of conversion into accommodation, including the addition of external and internal walls; but of moderate significance to the place as a contributing building of the complex.
Store Hut	A	Moderate	This small building was likely relocated at a similar time as the former garage, and has not been significantly changed. However, as a storage building, it is not as significant as many of the other buildings on the site.
Office/Ward Building	B	High	This building has been modified over time, beginning with conversion into two flats during the 1950s. Areas of historic fabric – including TG&V or matchlining in the service rooms of the building, windows and doors, and floors – should be conserved where possible.
Drill Hall	B	High	Lower authenticity as relocated from another site, but of high significance to the place as a key building of the complex. The history of this building extends back to WWII, and the numbering of elements for its relocation are an important aspect of this story.
Ablutions Block	N	Intrusive	Added in 1990s.
Ammunition Store 1 (Clothing Store)	A	High	Known as the clothing store by the HMNZS Steadfast Community.
Ammunition Store 2	A	High	
Ammunition Store 3	A	High	Damaged by rockfall
Ammunition Store 4 (No Roof)	B	High	This ammunition store has lost its roof which has compromised its authenticity and legibility when compared to the other ammunition stores, although the walls are still standing.

FABRIC	AUTHENTICITY	SIGNIFICANCE	COMMENTS
Ammunition Store 5	A	High	
Ammunition Store 6	A	High	Damaged by rockfall
Ammunition Store 7	A	High	
Ammunition Store 8 (Exploded)	C	High	This is the ammunition store that exploded in 1980. Though only the concrete base and metal framing of the door remains, the place still has high significance.
Ammunition Store 9	A	High	
Ammunition Store 10	A	High	
Reservoir 1 (Large)	A	High	
Reservoir 2 (Small)	A	High	
Laboratory Building	A	High	These buildings are part of the original Depot and have high significance for this reason. They are also relatively unmodified, although the Quartermaster's Accommodation building appears to have been altered more than the Laboratory.
Quartermaster's Accommodation	B	High	
Detonation Chamber	B	High	There is very little left of this structure, and its past conversion into an ablutions block has compromised its authenticity; however, what remains should be conserved as a ruin of an original and purpose-built structure.

5. Framework for Conservation Policies

This Conservation Report is a policy document for a place of significant cultural heritage value. It is relevant for practitioners involved in any future refurbishment, maintenance and conservation of heritage fabric relating to HMNZS Steadfast. Copies of this document must also be submitted with future applications for resource consent or other statutory procedures.

5.1. Regulatory Requirements

There are a variety of regulatory and non-regulatory requirements particularly relevant to the New Zealand context. Regulatory requirements include the:

- Resource Management Act (RMA) 1991
- Canterbury Regional Policy Statement
- Local Government Act 2002
- Christchurch District Plan
- Heritage New Zealand Pouhere Taonga Act 2014
- Building Act 2004
- Earthquake Prone Building (EQB) Amendment Act

5.2. Conservation Principles

Non-regulatory requirements include conservation principles prepared by established heritage conservation organisations, to provide direction on how places of cultural heritage value are to be managed. The following documents are particularly relevant:

- ICOMOS NZ Charter for the Conservation of Places of Cultural Heritage Value (2010)
- ICOMOS Historic Gardens (The Florence Charter 1981)
- Christchurch Heritage Strategy 2019 – 2029
- Heritage New Zealand Archaeological Guidelines and Templates
- Heritage New Zealand Sustainable Management of Historic Heritage Guidance Series
- Te Tiriti o Waitangi Principles
- Whaka-Ora Healthy Harbour Ki Uta Ki Tai

5.3. Threats Identification

A key aspect in the management of heritage places is the identification of threats to heritage values and the implementation of appropriate actions to remove or ameliorate any potential or actual damage. Poorly informed decisions risk the integrity and authenticity of heritage structures, compromising their significance. Threats to HMNZS Steadfast are discussed below and are rated against the risk matrix in Table 5. The management of these threats are addressed by conservation policies and recommendations in Section 6.

		IMPACT				
		Insignificant	Minor	Moderate	Major	Extreme
LIKELIHOOD	Almost Certain	Medium	High	High	Very High	Very High
	Likely	Medium	Medium	High	Very High	Very High
	Possible	Low	Medium	High	High	Very High
	Unlikely	Low	Low	Medium	High	High
	Very Unlikely	Low	Low	Medium	Medium	High

Table 5: Risk matrix for HMNZS Steadfast.

5.3.1 Failure to Recognise Heritage Significance to Māori (High Risk)

Māori heritage is a matter of national significance within the Resource Management Act and the landscape of HMNZS Steadfast has played an historic role in the culture and traditions of iwi pre-European settlement. Where places hold significance to Māori, it is vital that tāngata whenua are involved in the identification and protection of Māori heritage values. Iwi are to therefore be involved in identifying any tangible and intangible values that this place holds for them, to ensure the formulation of appropriate protection mechanisms. Failure to involve local iwi may constitute a threat to the complete understanding and protection of the site's heritage values. It may also breach Council's heritage strategy: *Our Heritage, Our Taonga – Heritage Strategy 2019–2029* and other legislation.

5.3.2 Loss of Heritage Values (Very High Risk)

Changes of land use/incompatible land use within the Steadfast site has the potential to threaten the historic values of both the site and the wider landscape. This also applies to the inappropriate use or repurposing of heritage structures (refer to 5.3.7 below).

There is potential for new planting to block views between the ammunition stores and other significant heritage fabric thereby weakening the heritage and aesthetic values of the site and its legibility.

Failure to carry out regular monitoring and assessment of the site's heritage fabric through the skills of appropriately qualified specialists can contribute to a loss of heritage values. This is particularly true in the case of the stone retaining walls, terracing, rock garden and pathway across the stream in the lower portion of the site. The 1980s native planting along the Governors Bay Road boundary is now of a size that it obscures historic views into the site. Since TS Steadfast's amalgamation with TS Cornwall, elements from

the Cornwall site have been introduced to Steadfast (the anchor, bell, gun and mine) and could potentially be confused as original TS Steadfast features.

5.3.3 Environmental Conditions (High Risk)

Local environmental conditions, including the presence of pollution, water, wind and temperature fluctuations can adversely affect the condition of heritage landscapes and structures.

5.3.3.1 Extreme Weather Events (High Risk)

Extreme weather events associated with anthropomorphic climate change are becoming more common. High winds, rainfall, erosion and flooding associated with these events pose a threat to all places, including HMNZS Steadfast and its wider setting.

5.3.3.2 Rainfall and drainage

Long and relatively deep drainage channels have been constructed throughout the site to deal with rainwater runoff, much of this during the early establishment of the site. Deep channels are evident along the road accessways and throughout the grassed areas. While improvements have been along the driveway east of the Ward room during TS Steadfast occupation of the site, drainage continues to pose a threat to buildings with many channels regularly blocked with weed growth. In addition the channels pose a fall/trip hazard particularly when grass obscures these areas.

5.3.3.3 Erosion

As with much of the hills around Whakaraupō-Lyttelton Harbour, HMNZS Steadfast sits within a Slope Instability Management Area in the CDP. Erosion and rockfall have been two of the most significant threats to the site since the establishment of the armament depot. Records show rockfall has occurred on the site in the past, outside of an earthquake event. It is therefore essential that potential for rockfall is considered when determining public use of the site. While grazing has been an effective method of grass and weed control, it has also historically exacerbated erosion. It is essential that potential for erosion is considered when allocating areas for grazing and measures are put in place to minimise this, including fully fencing the waterway from grazing animals.

5.3.3.4 Plant Disease or Death (High Risk)

The Whaka-Ora Stream Planting initiative is an important programme designed to improve biodiversity and habitat for indigenous species and reduce erosion and sedimentation into Whakaraupō-Lyttelton Harbour. The community volunteers have contributed significant hours to this task and continue to hand water the plants using long hoses attached to taps within the Steadfast buildings. The loss of this planting and other naturally occurring indigenous vegetation on the site would significantly impact the ecological and aesthetic values of HMNZS Steadfast and weaken its developing ecological integrity. While large-scale events are difficult to predict, preventative actions to minimise any loss that may occur through disease or lack of water must form part of the planned programme of site monitoring.

5.3.3.5 Limb failure of large trees

Limb failure of large trees pose a risk to the site, its buildings and structures, and its occupants. Regular arboricultural assessments and systematic tree hazard evaluations are needed to ensure the structural soundness of all mature trees on the site and to identify any signs of potential limb failure.

5.3.3.6 Organic Growth

Moss, lichens, and plant material evident on the fabric of buildings and structures may appear innocuous; however, they can cause permanent staining, trap moisture, and cause or exacerbate deterioration of materials. These issues can be addressed as part of general maintenance.

5.3.3.7 *Airborne Pollutants*

As HMNZS is accessible by vehicles, buildings and structures within the area are at risk from staining and deterioration that can be caused by airborne pollutants. These pollutants can cause staining and deposits to accumulate on surfaces which can cause damage. This can also be addressed as part of routine maintenance.

5.3.4 Maintenance (Very High Risk)

5.3.4.1 *Poor or No Maintenance (Very High Risk)*

Lack of maintenance is one of the most common causes of deterioration in heritage landscapes and structures. While the tar seal surface of the subdivision road is not heritage fabric, it has been placed over an historic access road which is now in a state of disrepair with surface large cracks and gorse that covers the entire width.

While the buildings that remain in use by T.S. Godley are in better repair than those that are not in use, all buildings and structures at HMNZS Steadfast have deteriorated as a result of years – if not decades - of deferred maintenance. As a result, parts of the site are not safe to access, particularly around the damaged ammunition stores; there is widespread pest infestation of disused buildings; and there are weathertightness issues with buildings that remain in use. This deterioration will continue to increase at an exponential rate if deferred maintenance is not addressed. This can be addressed through a maintenance plan.

5.3.4.2 *Invasive Vegetation and Weed Species (Very High Risk)*

Invasive weed species such as suckering poplar, thistles, blackberry, gorse and grass pose a risk to the waterway, streamside planting, access roads and pedestrian pathways. While gorse is a useful nurse crop for native seedlings, unmanaged it is a risk to vehicle and pedestrian circulation through root growth, overhanging and entwining with the road and choking the waterway. The invasive native climber *Muehlenbeckia australis* is also choking the waterway and if left unchecked could smother restoration planting.

5.3.4.3 *Inappropriate Repair (High Risk)*

Poorly specified or inappropriate repairs are as much, if not more of a threat to heritage structures as lack of maintenance. Remedial works should be carried out in accordance with the policies in Section 6. Like-for-like material replacement is desirable, and will require careful specification, detailing and construction monitoring.

5.3.5 Seismic Event (Very High Risk)

Like the rest of Canterbury, Banks Peninsula is subject to relatively rare earthquakes which result from faulting sedimentary rocks underneath the Lyttelton volcanic mass. HMNZS Steadfast sits within Rockfall Management Areas 1 and 2 in the CDP. Rockfall into the HMNZS Steadfast site from the ridgeline above, as a result of the 2011 Canterbury earthquakes illustrates the site is at very high risk of damage and potential injury as a result of a future seismic event.

5.3.6 Fire (Very High Risk)

Damage caused by fire is the greatest worldwide threat to heritage places. This is especially the case in New Zealand where the majority of our historic buildings are partially or entirely constructed in timber. Fires may be caused by natural events, arson, electrical faults, repair works, accidents or carelessness. The damage caused by fire can be substantial, resulting in partial or complete destruction. Cass Bay has been exposed to the threat of fire many times since human settlement and several of the buildings are of timber construction.

Cass Bay has a long history of fires, including fires occurring in the bay during the last two years running. There are challenges accessing sufficient water to Steadfast in such cases. As part of the community planting initiative, two temporary water tanks are being installed on site as a secondary water supply, each with a fire attachment in case of emergency.[202] The large areas of gorse pose a fire hazard to the site and while there is potential use as a nurse crop, this must be contained in selected areas.

5.3.7 Use (High Risk)

Current use of HMNZS Steadfast as a recreational amenity space is compatible with the heritage value and purpose of the place. Visitor activities must be managed appropriately to avoid damage to heritage fabric, vandalism, further erosion and rockfall. Managing vehicle and visitor use will be key to ensure the long-term conservation of the site.

5.3.7.1 Current Use (Low Risk)

Steadfast is currently used by TS Godley and the local community for various local meetings and community events.

5.3.7.2 Change of Use (Medium Risk)

The conservation of a place is generally facilitated by that place serving a useful purpose. Proposals are in place to open HMNZS Steadfast for public use as a recreation reserve with shared bike and walking tracks. Opening the site up offers opportunities for greater visibility and reduction of negative behaviour. However greater accessibility may also increase opportunities for vandalism and graffiti and protective measures may be required.

5.3.8 Contamination (High Risk)

Asbestos Containing Materials (ACM) are present in almost every building at HMNZS Steadfast, including loose and friable material, especially where buildings have been damaged. While these materials remain there is an ongoing risk to both the structures themselves, and the wider site, will become so badly contaminated by these materials that they are no longer able to be safely used. ACMs need to be urgently encapsulated and/or cleared from the entire site.

5.3.9 Vandalism (Medium Risk)

As a large area with many abandoned buildings, there are multiple cases of vandalism throughout HMNZS Steadfast in the form of graffiti.

5.3.10 Wildlife and Pests (Medium Risk)

The various buildings and structures of HMNZS Steadfast, especially those which are currently abandoned or are empty and are awaiting remediation work, are vulnerable to inhabitation by birds, rodents and possums. This damage is not just superficial. It can undermine the weathertightness and structural integrity of buildings – particularly timber framed buildings - or cause contamination that can only be addressed by entirely removing and disposing of affected building fabric. Buildings should be made secure against wildlife and pests even when they are not in regular use. Pest management systems, such as trapping and poison, may need to be considered.

5.3.11 Information Loss (Low Risk)

Potential loss of archival material is a threat to the heritage values of HMNZS Steadfast. Should damage or destruction occur to any part of the site, a lack of, incomplete or outdated site records (both plan and photographic) would be an impediment to any necessary conservation work. It is critical that sufficient physical and documentary evidence from the site exists to enable reconstruction without speculation.

[202] Pers. Comm. J. Healey/W. Hoddinott, 15 November 2021

Similarly, it is essential that gaps in understanding of the site's past are pursued to prevent misinformation and ensure accurate conservation, restoration, and interpretation.

5.3.12 Future Development (Medium Risk)

Inappropriate or unsympathetic development and use of neighbouring land poses a risk to the area. As far as possible it will be important to ensure that a holistic approach to managing the area and its setting is adopted, and hat any development is sympathetic to HMNZS Steadfast's existing heritage fabric.

5.3.13 Financial (High Risk)

Lack of funds to carry out repairs and maintenance is a common occurrence with heritage places and structures. Given the local, regional and national value of HMNZS Steadfast, ongoing financial support must be sought for upkeep of the site.

5.3.14 Interpretation (Low Risk)

While Steadfast may be well known to the Navy, sea cadets and local community, it is less familiar to those with no direct connection to the site. It's historic linkages and developmental history relative to defence sites around Whakaraupō-Lyttelton Harbour and other associated places in New Zealand is not well appreciated or understood. The site would benefit from a more in-depth explanation, albeit modest in scale and location.

6. Conservation Policy

The following Conservation policy statements provide best practice guidance on any anticipated or unforeseen future works intended for HMNZS Steadfast. They are informed by the Heritage Assessment and Statements of Significance outlined in Section 4 and must be examined by any practitioners or individuals contemplating the physical change of HMNZS Steadfast.

Each policy considers the statutory requirements noted above and provides general conservation best practice. Policy statements are written in italics, with supporting commentary and implementation guidance below each statement.

Policy 1: ICOMOS NZ and ICOMOS Historic Gardens (The Florence Charter 1981)

All work carried out within HMNZS Steadfast are informed by sound conservation practice and in accordance with the ICOMOS New Zealand Charter for the Conservation of Places of Cultural Heritage Value and ICOMOS Historic Gardens (The Florence Charter 1981).

The ICOMOS NZ Charter has been formally adopted by Heritage New Zealand, the Department of Conservation, and a number of territorial authorities. The Charter identifies eight conservation processes (Non intervention, maintenance, stabilisation, repair, restoration, reconstruction, adaptation and interpretation). Typically one or a combination of these processes is appropriate to effect an optimum level of conservation. A copy of the charter is provided in Appendix 5.

The Florence Charter recognises gardens as historic monuments with their own special character and provides a set of principles and guidelines for the preservation of historic gardens. The Charter outlines strategies for the 'maintenance conservation, restoration and reconstruction of gardens including their plans, vegetation, structural and decorative features and use of water.[203]

Policy 2: Kaitiakitanga

Take into account the principles of Te Tiriti o Waitangi and recognise the special relationship, responsibilities and guardianship role of tāngata whenua with regard to Ōtautahi Christchurch and HMNZS Steadfast.

The Treaty of Waitangi recognises and guarantees the protection of tino rangatiratanga (sovereignty) and empowers kaitiakitanga (guardianship), a customary practice exercised by tāngata whenua over their taonga such as sacred and traditional places, built heritage, traditional practices, and cultural heritage resources.

Policy 3: Legal and Administrative Protection

All work carried out within HMNZS Steadfast shall be in accordance with national and local legislation, in particular the Heritage New Zealand Pouhere Taonga Act 2014, the Reserves Act 1977 and the Christchurch District Plan.

HMNZS Steadfast is a place associated with activity prior to 1900, therefore an Archaeological Authority from Heritage New Zealand will be required for any works within or that impact on the site.

Recommendation:

[203] http://www.getty.edu/conservation/publications_resources/research_resources/charters/charter31.html

I. That HMNZS Steadfast along with its Setting is considered for scheduling and protection in the Christchurch District Plan.

II. Formerly gazette HMNZS Steadfast with the appropriate classification under the Reserves Act 1977. Include a name change to reflect both Māori and European values.

Policy 4: Current and Future Use

Any new use or change proposed for the landscape and buildings of HMNZS Steadfast must not detract from the heritage values of the place. Use of these features shall not place built and natural elements at risk.

Any proposed use of the buildings and structures of HMNZS Steadfast should contribute to their long term survival. Any new additions or adaptations deemed appropriate to install are to be made in such a way that if removed in the future, the essential form and integrity of the landscape would be unimpaired. Any adaptation or new work is to respect the experiential qualities of the landscape.

As HMNZS Steadfast has been used primarily by T.S. Godley Sea Cadets for over 50 years, their continued use of the site is encouraged. This will require periodic alteration and upgrade of the buildings that are used for their activities, including sleeping accommodation for cadets of different ages and genders, ablutions and sanitary facilities for cadets of different ages and genders, meal preparation and dining facilities, and storage for equipment. Such alteration and upgrade work must be carried out in accordance with the significance ratings assigned to each of the buildings in Table 4.

The Cass Bay Residents' Association (CBRA) also uses buildings on the site for community events, and this use is likely to become more regular in the future. At present, there is no single building that is both large enough and specifically dedicated to this use. It is proposed to adapt at least one building on the site for this purpose. As for any alterations and upgrades carried out to meet the needs of T.S. Godley Sea Cadets, any alterations made to adapt buildings for use by the CBRA or other community groups should be carried out in accordance with the significance ratings assigned to the buildings in Table 4.

Monitoring to gauge the impact of public use on the landscape shall be part of an ongoing maintenance programme. Actions must be taken to manage landscape use if particular forms of use appear to be causing damage.

The site is owned and managed by the Christchurch City Council and the lower site (below the internal fence line) is occupied and maintained by the T.S. Godley Sea Cadets. The CBRA also use buildings on the site for community events. It is expected that this arrangement will be formalised in a lease agreement between each party and CCC. These lease agreements should require a minimum level of deterioration monitoring and maintenance of the structures that each party is using, and the site as a whole. This may be best done through a joint committee. Where a party's activities cause damage to the site, that party should be required to rectify this under the lease agreement. A joint committee to oversee management and maintenance of the site.

Implementation:

I. Any changes to the timber-frame buildings and structures on the site must be planned and carried out in accordance with their significance as per Table 4, while ensuring that they are safe, structurally stable, weathertight, and fit for purpose. Wherever possible, the overall form of the buildings and their physical fabric should be retained and repaired; in particular:

a. the superstructure, the exterior elevations (including fenestration and wall cladding), and overall form of the Drill Hall;

b. the exterior elevations (including fenestration and wall cladding), historic interior flooring and wall linings, and overall exterior form of the Office/Ward Building, the Laboratory and the Quartermaster's Accommodation building;

c. the side and rear elevations of the former Shipwright Store/Garage (now the Girls Accommodation Block);

d. the remaining concrete walls and floor of the detonation chamber.

Generally, the interior layout of the buildings may be altered provided that this does not involve unnecessary removal of fabric identified above, or undermine their structural integrity.

II. A long term strategy for conservation of the magazines should be developed. This long term strategy should consider, in particular:

a. the extent of public access to the magazines that can be safely provided for;

b. possible adaptive reuse options for the magazines, particularly those that are still whole and complete;

c. the extent to which the magazines that are damaged should be repaired and/or how to address health, safety and access issues with these magazines;

d. how to execute repair of the magazines.

III. The historic road access can play an important role as recreational pathways linking Steadfast to Whakaraupō-Lyttelton Harbour, Corsair Bay and Ōtūherekio Reserves. Selected portions of the internal and external fenceline may be removed to provide these connections (see Policies 5 and 12).

IV. Conditions of Steadfast use must be clearly defined and activities monitored to ensure the physical fabric, topography, archaeology and heritage values are protected.

V. Council will monitor use of the buildings and landscape via an annual inspection and photographic record of key locations to record evidence of any physical deterioration. Both Council and lessee committee will maintain a record of visitors and events. Monitoring to include oversight by the lessee committee.

Recommendation

Continue historic use of the RNZN helicopter landing area outside ammunition store #5. Maintain this part of the site as a mown area for rescue helicopter use.

Policy 5: Retention of Significance

Heritage features, spaces and fabric shall be retained wherever possible as a way of conserving the cultural significance of HMNZS Steadfast. Any intervention must be carried out relative to the determined significance of individual elements.

Article 4 of the Florence Charter states that 'the architectural composition of the historic garden includes: 'its plan and its topography; its vegetation including its species proportions, colour schemes, spacing and respective heights; its structural and decorative features; and its water, running or still, reflecting the sky.'

The design and layout of the HMNZS Steadfast landscape, particularly those elements assessed as High significance in Section 4, are important cultural and natural objects. Any necessary conservation or arboricultural work in respect of these elements must ensure minimum intervention, yet as much as is needed to ensure their future retention. Intervention is to be limited to processes of stabilisation, maintenance, repair, restoration or reinstatement, and in the case of significant vegetation, propagation and life extending horticultural and arboricultural practices. Heritage features, spaces and fabric assessed as non-contributory have no heritage significance and make no appreciable contribution to the place. They may be retained for functional reasons, providing fabric of greater significance is not obscured or removed. Intrusive elements are to be removed.

Implementation:

I. The designed layout of HMNZS Steadfast must be retained. This includes the significant landscape fabric noted in Section 4.3.3 including views, ecology and vegetation, boundaries, circulation and spaces and site elements.

II. Stabilisation of individual heritage items are to be carried out to arrest the process of decay.
- Protect, stabilise and maintain all streamside retaining walls, stone steps, rock garden terracing and pedestrian bridges. The upper pedestrian bridge and all rock placement is to be inspected by an experienced building contractor to ensure both bridge and stones are secure and that they remain in their original position where possible. This may require reassembly to ensure stability.
- Protect remnants of 1956 tar seal on the eastern access road (close to Ammunition Store #5). Remnants are to be inspected by an experienced building contractor and protected accordingly to ensure their longevity.

III. Any required repairs and remedial work shall be carried out as soon as practicable.
- Perimeter fencing is to be inspected by an experienced building contractor and repaired to ensure the fence is secure.
- Repair broken tar seal surface from 2005/6 subdivision proposal along east entrance access road.
- Stabilise eroded sections of access road beyond the tar seal on the eastern side of the stream.
- Retain original reservoir fences and install a new perimeter fence surrounding both reservoir and remnant fences to ensure safety. The new fences must be designed to minimise visual alteration to the surrounding elements and spaces and their interpretation.
- Repair retaining walls behind the Store, Ward Room and Drill Hall. Where possible repair in situ and if retaining walls must be removed for repair, record construction before moving back.

IV. Where practicable, landscape features identified as having a significant association with the site are to be restored or reconstructed.
- Restore and maintain pathway from the grounds west of the stream to the parade ground on the eastern side. This pathway has relevance in terms of traditional use and historic connections across the stream (Figure 71 and Figure 81).
- A new pedestrian bridge to be reconstructed to its original form in the lower section of the site, to restore lost architectural value and access across the stream. The bridge will be

designed to minimise visual alteration to the surrounding elements and spaces and their interpretation.

- Restore circular flower beds between the Ward Room and the Store, and carry out further research to determine the species likely to have been planted here.
- Consider reinstatement of the reservoirs (e.g. there is potential for water storage to establish planting, assist with fire-fighting etc.).

V. Remove all fabric identified as detracting from the cultural heritage value of HMNZS Steadfast.
   - Remove native plant nursery rubbish in consultation with owner.

Any new additions or adaptations deemed appropriate to install at HMNZS Steadfast are to be made in such a way that, if removed in the future, the essential form and integrity of the landscape would be unimpaired.

Section 21 of the ICOMOS NZ Charter states that,

> "The conservation of a place of cultural heritage value is usually facilitated by the place serving a useful purpose. Proposals for adaptation of a place may arise from maintaining its continuing use, or from a proposed change of use.
>
> Alterations and additions may be acceptable where they are necessary for a compatible use of the place. Any change is to be the minimum necessary, must be substantially reversible, and have little or no adverse effect on the cultural heritage value of the place.
>
> Any alterations or additions are to be compatible with the original form and fabric of the place, and avoid inappropriate or incompatible contrasts of form, scale, mass, colour, and material.
>
> Adaptation must not dominate or substantially obscure the original form and fabric, and must not adversely affect the setting of a place of cultural heritage value. New work is to complement the original form and fabric."

While the native plant nursery is not original fabric, adaptation to support its activity on the site is appropriate, particularly given its niche role in propagating and growing-on locally eco-sourced plants with seed sources from the harbour side of the Port Hills. In this way the nursery aligns with the principles of the ICOMOS Charter, by enabling HMNZS Steadfast to serve a useful purpose.

Implementation:

I. Where a part of the landscape needs to be adapted for a new use, ensure that the landscape context of the site is respected such that its heritage significance is not compromised or obscured.

II. Conditions of use of the landscape are to be clearly defined, and activities monitored to ensure the physical fabric, including landscape layout, tree cover, topography, archaeology, and heritage values are preserved.

III. Any modifications or refurbishment of the landscape and setting are to be designed and carried out by referring to Chapter 4: Assessment of Significance and these Conservation Policies. The

designed experiential qualities of the landscape must be respected alongside built and planted heritage fabric.

Policy 6: Fabric From Different Time Periods

The contribution made by fabric from other periods shall be considered without placing emphasis on any one value at the expense of others.

Section 5 of the ICOMOS NZ Charter states that respect for surviving evidence and knowledge is an important part of acknowledging the time and contributions of all periods without unnecessary emphasis on any one value over others.

Implementation:

I. The Steadfast layout (i.e., the heritage items identified in Section 4 and the relationships between them) is to be maintained in their existing configuration.

Policy 7: Knowledge, Skills, and Techniques

All work within HMNZS Steadfast shall confirm to internationally recognised standards of best practice and knowledge.

Any work carried out within HMNZS Steadfast is to be planned and specified on the advice or under the supervision of appropriately qualified heritage landscape architects, arborists, engineers and conservation architects specialising in historic buildings and structures from stone and/or other conservation professionals; and carried out by appropriately experienced tradespeople. Traditional techniques and materials are preferred, however modern techniques and materials that offer conservation benefits may be appropriate.

Implementation:

I. Where repairs and fabric assessment are required, this is to be required by appropriately qualified and experienced professionals as outlined in Policy 5.

Policy 8: Setting and Site Conditions

The Setting of HMNZS Steadfast is an integral aspect of its heritage significance and must therefore be conserved. There is a need to protect HMNZS Steadfast from a loss of integrity and definition.

It is important that *HMNZS Steadfast* is not considered in isolation but that all proposed change is considered within the wider context of the *HMNZS Steadfast* Setting. Every effort must be made to ensure the wider Setting is a compatible one. Any adjacent land use or development must complement the site in terms of design, proportions, scale and materials and must not undermine its integrity or setting or negatively affect the heritage significance and acquired aesthetic qualities.

Implementation:

I. Carefully monitor adjoining boundaries of the property for potential development that may negatively impact the heritage values and acquired experiential qualities of HMNZS Steadfast. Make every effort to mitigate or minimise any adverse effects caused by the activity.

Policy 9: Spaces and Views

Due to their subtle and intangible nature, spaces are a vulnerable entity within HMNZS Steadfast. Yet spaces are a critical element in the maintaining the historic integrity and experiential qualities of the place.

Historic spaces, views, connections and relationships between HMNZS Steadfast and its setting must be respected and maintained. Any new structures in the vicinity must be sited where they do not impact on the site visually, nor obscure viewpoints to and from the site. While the amalgamation of TS Cornwall is compatible with the heritage values of the site and fits in with the ongoing history of TS Steadfast, the location of the artefacts (e.g. the anchor, mine, bell and gun) could have been more effective by considering locations that relate to past use of the site.

Implementation:

I. The historic relationship between buildings and landscape must be retained and the views protected from visual intrusions or any other change detrimental to their character. Views to identified heritage items, i.e. those noted in Section 4 must be protected. The visual connections to and from these significant features provide a greater appreciation of HMNZS Steadfast and its history within the context of Whakaraupō-Lyttelton Harbour.

II. Maintain the cut lawn in the lower part of the site to ensure the historic aesthetic, association and use of the place.

III. Any new items or structures located on the site are to be located with careful consideration to their relationship with other parts of the site. They are to be clearly identified as new, date stamped, not detract from or obscure fabric of high value and have a clear connection to the site.

IV. Remove rocks that block sightlines within the Sea Cadet firing range .

V. Ensure temporary water tanks installed as part of the Whaka-Ora planting are located discreetly into the landscape.

VI. Limit the amount and placement of all signage, ensuring that it conforms to a high standard of design and is based on a well-considered system to minimise visual intrusions. All infrastructural elements must be high quality and unified in appearance.

Recommendation:

Explore the potential of formalising what appears to be one of the original patrol routes - from Ammunition Store #8 towards the west boundary and along the fence line travelling north (Figure 240). There appear to be a number of tracks within HMNZS Steadfast (other than the military road) that could be formalised as part of walking tracks within the site.



Figure 240: 1961 aerial showing the faint tracks visible on the 1961 aerial which appear to lead from Ammunition Store #8 towards and alongside the north boundary fence line .
Source: SN 3152/27, http://retrolens.nz and licenced by LINZ CC-BY 3.0.

Policy 10: Vegetation Management and New Planting

The designed layout of HMNZS Steadfast is to be conserved and those plantings that have historic and aesthetic values maintained.

The Cass Bay Stream Planting Project is an important initiative towards providing shelter to increase biodiversity, reduce sedimentation into Whakaraupō-Lyttelton Harbour and encourage the natural regeneration of other native plant species. The initiative plays an important role in developing the history of Motukauatirahi-Cass Bay and provides perceptible linkages to the past.

Article 12 of the Florence Charter states that 'those species of trees, shrubs, plants and flowers to be replaced periodically must be selected with regard for established and recognised practice in each botanical and horticultural region, and with the aim to determine the species initially grown and to preserve them.'

Unkempt weed and grass growth poses a risk to the access roads, stream and restoration planting through root growth, overhanging, and entwining with the stream. This growth also poses a fire risk.

Implementation:

I. Engage a qualified ecologist and arborist to inspect the site, to identify any possible remnant plant species. Any poplars on the site are likely to be early plantings to stabilise the hillside but have become invasive and require removal.

II. Re-establish the ecological integrity of the area by preparing a vegetation plan and if not already carried out, a weed management strategy to protect and manage existing vegetation, in conjunction with Cass Bay Reserves Management Committee and the Whaka-Ora Healthy Harbour planting initiative. This plan is to include guidance on the management or removal of existing vegetation/weeds (i.e. (poplar trees and their suckers) and management of grass areas. Determine appropriate areas for grazing and ensure all native restoration planting is fenced and secure from grazing animals.

III. Ensure all planned vegetation will not encroach any significant heritage buildings or structures over time. Any vegetation that intrudes upon buildings may cause damage and should be removed and kept clear of buildings at all times.

IV. Stabilise hills behind ammunition stores by planting with low growing, non-invasive native species to halt erosion.

V. Continue to extend streamside planting as part of the existing revegetation initiatives outlined in Whaka-Ora Healthy Harbour Ki Uta Ki Tai. These initiative must align with the guidelines in the Indigenous Ecosystems of the Lyttelton Harbour Basin (Kahikatea and Mataī Ecosystems) according to specific site conditions.

VI. All seeds and plants should be ecologically sourced from within the Port Hills Ecological District, ideally using seed sources from the harbour side of the hills.

VII. All streamside planting is to respect the rock garden, terracing and pathways in the lower section of the site so that the terracing remains visible. Pathways must be maintained so they are clear of planting, grass and weeds.

VIII. A qualified arborist is to inspect the Steadfast front boundary planting. Vegetation is to be 'limbed' to retain views into the site and 'topped' where growth is excessive and encroaching power lines. Consider removal of selected plants if necessary.

IX. A qualified arborist is to inspect all large trees on the site and provide advice and guidance for all work associated with their removal and/or maintenance.

Policy 11: Ongoing Care and Management

HMNZS Steadfast is a site of local, regional and national significance as well as a popular recreational space. Regular scheduled and professional maintenance is fundamental to conservation of HMNZS Steadfast and is necessary to retain the significance of the place.

Article 11 of the Florence Charter states that 'continuous maintenance of historic gardens is of paramount importance. Since the principal material is vegetal, the preservation of the garden in an unchanged condition requires both prompt replacements when required and a long-term programme of periodic renewal.'

Maintenance is an important process in the conservation of heritage items. A cyclical maintenance programme for *HMNZS Steadfast* is to include actions which effectively maintain significant heritage fabric. Maintenance is to plan for climate change and align with the sustainable aims of Council through maintaining the site to a standard that reflects its use and reduces energy use (e.g., types of vehicles and equipment used to operate and maintain the place).

Inspections are to be carried out by a suitably qualified maintenance contractor. Regular inspections will reveal the need for any catch-up maintenance. Such inspections are to include a checklist of issues that

impact on heritage fabric. Cyclical and catch-up maintenance are to be closely coordinated with other Policies in this Plan. The most recently developed heritage conservation principles and appropriate material technologies are to be applied to maintenance issues. Guidelines must be updated regularly, particularly as philosophy and technology changes.

Implementation:

I. Adopt a regular site focused tree management and maintenance programme for HMNZS Steadfast. This programme is to include regular, systematic tree hazard evaluation surveys of large trees by a suitably qualified Arborist. Monitoring programme is to be reviewed at least 5-yearly.

II. Ensure all historic access roads and pathways identified in Section 4.3.3 are maintained so that they are clear of weed species (e.g. gorse) and drainage channels are free of vegetation and visible. Determine area of original parade grounds and maintain as part of interpretation strategy to reveal historic site fabric.

III. Inspect all drainage on the site to ensure heritage fabric is protected.

IV. Inspect all heritage fabric regularly for signs of deterioration or damage.

V. Prepare a Fire Management Strategy that incorporates conservation principles to protect the heritage fabric of the site, as part of risk-preparedness for anticipated fire. Consider the flammability of existing plant species and create green breaks with fire retardant, locally eco-sourced trees and plants where possible.

VI. Continue to secure a reliable water supply for potential fire hazards alongside preparation of a Fire Management Plan.

VII. Maintenance practices must aim to reduce the carbon footprint of the site in order to reduce overall carbon emissions and optimise carbon sequestration.

Policy 12: New Work

Any work carried out within HMNZS Steadfast shall not diminish heritage values.

Conservation processes shall take into account the heritage values of *HMNZS Steadfast* including the historic spatial organisation of the site (i.e., heritage fabric noted in Section 4.3.3). Original materials of the site are to be respected. Where remedial work is required, aim to preserve rather than replace historic material.

No new element or work shall be permitted which is inconsistent with the objectives and policies set out in this Conservation Report.

New work to a significant place is only acceptable if there is sufficient information to understand the impacts of the proposal on the significance of the place, including its setting and archaeology.

Implementation:

I. Each of the timber frame buildings has previously been altered on the interior, although to differing extents. Future internal alterations and rearrangement of spaces are acceptable, but must be planned in consultation with a Conservation Architect.

II. None of the buildings at HMNZS Steadfast are to be extended unless such extensions are planned in consultation with a Conservation Architect.

III. A new pedestrian bridge is to be reconstructed to its original form in the lower section of the site, to restore lost architectural value and access across the stream. The bridge will be designed to minimise visual alteration to the surrounding elements and spaces and their interpretation.

IV. Avoid locating new elements that have no direct or compelling relevance to the site.

V. Any modifications or refurbishment of the setting must be designed and carried out by referring to Chapter 4: Assessment of Significance and these Conservation Policies. The designed experiential qualities of the landscape must be respected alongside built and planted heritage fabric.

Policy 13: Interpretation

Interpretation actively engages people with the meaning or significance of a place, enhancing public understanding of places of cultural heritage value and their conservation.

Interpretation within HMNZS Steadfast as it relates to the wider context of Banks Peninsula provides an opportunity to highlight historical linkages and much of its developmental history.

Article 25 of the Florence Charter states that, 'interest in historic gardens should be stimulated by every kind of activity capable of emphasising their true value as part of the patrimony and making for improved knowledge and appreciation of them.'

There are opportunities to enhance visitor understanding of the history of the designed Garden and the people associated with HMNZS Steadfast. The significance of heritage fabric is not always obvious and interpretation provides a way of revealing the value of a place beyond what can be seen. It is important that interpretive devices are subtle, unobtrusive and do not dominate the site.

Implementation:

I. Create a cohesive interpretation strategy that includes both Māori and European places of significance.

II. Extend the interpretation strategy to incorporate places and buildings (past and present) that relate to the broader setting of HMNZS Steadfast (e.g. historic context and landscape features identified in Figure 79 - Figure 81.

III. Integrate all interpretation sympathetically with the character, setting and cultural and natural significance of HMNZS Steadfast. Ensure there is no adverse effect on landscape quality, tangible or intangible values.

IV. Any interpretation is to be consistent with Christchurch City Council standards and other interpretation in the area. Where appropriate, consider innovative means to interpret HMNZS Steadfast, its setting and adjoining associated sites. This could include QR codes and access to virtual information off-site as well as connection to local sources (e.g. Lyttelton Museum).

Policy 14: Adoption and Review of This Conservation Report

The cultural heritage significance of HMNZS Steadfast shall be retained. Conservation must be integrated into all management procedures as an essential component to safeguard the heritage values of the place. Provide for a ten-yearly review of this Conservation Report.

This Conservation Report is to be adopted immediately.

A review of the Conservation Report provides the opportunity to include additional information and/or any changes that may occur due to changes in significance or levels of authenticity. Review also provides an opportunity to monitor the ongoing effectiveness of the policies contained in this document. Generally, a review will build on the existing document and the records kept. It will include a physical inspection as well as a desktop assessment.

In addition to the ten-yearly review, the Conservation Report will need reviewing whenever a major change to the structure or Setting is proposed, new information is discovered, the place is impacted by a natural disaster or damaging event or the plan has been prepared with a limited scope or specifically to address a certain situation due to limited resources.

Policy 15: Research and Documentation

All conservation work and the introduction of any new works relating to HMNZS Steadfast shall be appropriately documented and added to the archive as and when work is carried out.

Documentation of conservation work may include cleaning or repairs to any built fabric, the removal of any significant vegetation and the introduction of new plantings or other landscape elements. Records shall be kept and made accessible to statutory stakeholders.

Recording and documenting the landscape over time through documentary research and physical investigation, including site-based assessments and materials testing, is vital to planning for future conservation of HMNZS Steadfast.

Implementation:

I. A record of all works carried out on or in relation to HMNZS Steadfast must be maintained. This is to include records of research, 'before and after' photographs to record the change, test results, reports, drawings, specifications, details of any new discoveries or new evidence revealed, and maintenance work.

II. Photographs are to be kept in secure archives and managed in line with accepted archival standards to maximise the longevity of the record.

III. Conduct further research into:

- the dates and events surrounding R.M. Morten's land purchase in Motukauatirahi-Cass Bay (1965-1880);
- the list of tree species and flower beds created during RNZN occupation in the 1950s (See Section 2.1.5) and any Ministry of Works records available;
- sourcing images of the pedestrian bridge (removed) in the lower section of the site for reconstruction purposes;
- the faint tracks visible on the 1961 aerial (Figure 39) which appear to lead from Ammunition Store #8 towards and alongside the north boundary fence line;
- the dam above the reservoirs, noted in the 2005 NZHPT diagrammatic layout of the buildings and structures containing heritage significance (Figure 55);
- all original power poles within HMNZS Steadfast and the date they were installed;
- the hexagonal shaped elements located either side of the stream and visible in a 1965 image of the site (Figure 26);
- the artesian water well, on which the TS Cornwall mine is now located;
- whether the safe by Samuel Withers & Co. Ltd still exists on the site.

7. Treatment Methodology

The following treatment methodologies are related to the physical condition of heritage fabric, the Threats identified in Section 5 and Policies in Section 6. Specific management strategies are identified in the Management Plan in the following section (Table 6). Typology and materials have been used to frame the methodology to avoid repetition.

7.1. Timber Frame Buildings

Other than the magazines, the remaining buildings at HMNZS Steadfast are timber frame buildings that were constructed in utilitarian fashion using readily available materials that were not necessarily expected to be durable for a life of 50+ years.

Each of the building has its own unique features; however, the treatment methodologies for all buildings will be similar, and the key tasks are outlined below.

7.1.1. Asbestos Roofs, Spouting and Soffits

Asbestos containing materials (ACMs) are a significant health and safety risk. The timber frame buildings at HMNZS Steadfast typically have corrugated asbestos roofing and flashings, and some have asbestos spouting and soffit linings. There roofing has become brittle and broken in some places, or is allowing moisture ingress.

All ACMs should be removed from these buildings, particularly those that are to be repaired, restored and used in the near term (being the Drill Hall, the Office/Ward Building, and the former Girls Accommodation Block). ACM roofing and flashings should be replaced with corrugated metal roofing and companion flashings; ACM spouting should be replaced with continuous metal spouting or PVC; and ACM soffits should be replaced with fibre cement sheet.

Where it is not possible to remove ACMs, or it is necessary to delay their replacement, they must be fully sealed to ensure complete encapsulation.

Note that ACMs can only be assessed, removed and disposed of by appropriately licensed professionals.

7.1.2. Timber Cladding, Trims and Detailing

The timber frame buildings at HMNZS Steadfast typically have bevel-back timber weatherboard cladding, cover boards, fascias, bargeboards and baseboards. The former Girls Accommodation Block has board-and-batten cladding on the rear and sides, with a board-and-batten frieze on the front (east) façade. Below this frieze the walls have been infilled and clad in weatherboard.

Paintwork is generally worn on all buildings, and bare timber is exposed in places. There are localized areas of microbiological growth adhered to the buildings, and areas of rot, particularly in fascias and bargeboards.

Prior to commencing any repair works, samples should be taken from each building to confirm the presence of lead paint. Where this is found, appropriate health and safety measures will need to be followed.

All timber cladding, trims, and other detailing should first be cleaned down to remove all loose and peeling paint, and to fully reveal the extent of rot and other deterioration that may be present. This cleaning should be carried out using a low-pressure water wash (not a high pressure waterblast) followed by sanding.

Paint samples should be taken during the preparation to establish the historic colours if possible.

Rusting nails should be punched, painted with rust-inhibiting paint, filled and sanded before repainting the building.

Small areas of rot should be treated using an appropriate wood-repair compound. Large areas of rot that cannot be treated should be cut out, and the fabric should be replaced like-for-like, including timber species and element profile.

All timberwork should then be repainted.

7.1.3. Timber Frame Windows

With the exception of the former Girls Accommodation Block, all existing timber frame windows in all buildings should be retained and repaired.

Paint samples should be taken during the preparation to establish the historic colours if possible.

Small areas of rot should be treated using an appropriate wood-repair compound. Large areas of rot that cannot be treated should be cut out, and new timber pieced-in. Where the entire window sash is rotten, or piecing-in will not achieve an acceptably durable result, the sash may be replicated using like-for-like timber.

Broken glass should be removed and replaced with new glass. Loose or cracked window putty should be raked out, and all windows should be re-puttied before repainting.

All windows should be repainted on both the exterior and interior.

Windows in the east façade of the former Girls Accommodation Block are a later addition to the building, and are also in poor condition. These windows may be removed and replaced with new joinery to suit the adaptation of this building into a community facility. New joinery must be timber-frame and simply detailed to ensure that it is in keeping with the architectural style and era of the building, and the other timber frame buildings on the site.

7.1.4. Sliding Timber Doors (Drill Hall)

These doors should be taken down and the sliding gear removed before they are repaired and prepared for re-painting as per the timber cladding.

The track should be removed and it, along with the sliding gear, should be cleaned down, rust-treated, and repainted following the same methodology as the steel doors of the magazines described below. The components should then be reassembled, and the sliding gear should be lubricated as required to ensure doors can be operated with ease.

7.1.5. Other Doors (Exterior and Interior)

Where doors are solid timber, they should generally be retained, except the exterior doors in the east elevation of the former Girls Accommodation building. Doors that are retained may be removed from their frames for preparation and refinishing if is too difficult to do this insitu, but must be reinstated into their correct frames. Where doors are to be moved, they should be moved with their frames and preferably with their architraves.

Where doors are not solid timber (for example, hollow core), they may be retained or replaced.

Paint samples should be taken during the preparation to establish the historic colours if possible.

Any doors that are jamming should be eased. Hardware can generally be replaced if this is required.

7.1.6. Floors

Generally, floor finishes in all buildings can be removed and replaced.

Where the floor is a raised timber floor, and there are solid timber T&G floorboards, these are not to be removed. If re-piling of a building is required, the floors are not to be cut to provide access. An alternative method of access (from the side of the building) is to be provided. If this is not possible, floorboards must be lifted in their entirety to provide access to the subfloor.

If floorboards are to remain uncovered, they should be sanded (to the minimum extent necessary) and finished with an appropriate clear coat product.

7.1.7. Interior Linings

7.1.7.1. Timber Linings - Office/Ward Building

The Office/Ward Building has timber TG&V lining (or match lining) in the service areas at the rear. These linings are generally in good condition and should be retained as they are significant fabric and cannot be easily replaced.

Where it is desirable to create internal access to the bathroom that is currently only accessible by going outside, these linings may be carefully removed and salvaged for making repairs in other areas.

7.1.7.2. Other Interior Linings

Interior linings include plasterboard, fibrous plaster, hardboard, and composite sheet materials. While some of these linings may be historic, the majority have been added or replaced over time; and they are in poor condition. These linings should therefore be replaced. This also provides an opportunity for the walls and ceilings of the buildings to be insulated; and for more durable products to be installed.

Where there are existing skirting boards and architraves, these should be carefully removed, labelled on the rear side with pencil, and reinstated once new linings are installed. The same should be done with cornices where it is possible to remove these without breakage. Where it is not possible to retain skirting boards, architraves and cornices, they should be replaced with like-for-like materials in like-for-like profiles.

Care should be taken when existing wall linings are removed so as to avoid damaging the wall framing; and so that any historic fabric layers below these linings are not damaged. Where historic layers are revealed, these should be recorded, and restoration considered under the advice of a Conservation Architect.

It should be noted that it is possible that wall linings or finishes contain ACMs or other hazardous materials. This should be confirmed by a specialist before proceeding with removal.

7.1.8. Exposed Roof Trusses (Drill Hall)

The roof trusses and purlins in the Drill Hall should remain exposed, regardless of any other alterations that take place in this building. These members may be contaminated with asbestos due to the ACM roofing that is directly fixed to the purlins, and is unsealed on the underside. A licensed assessor should confirm the extent of contamination and the appropriate method of cleaning and (if required) sealing the timber to ensure that the building is safe to use.

If the roof is to be insulated, this should be done directly below the roof, which is to be replaced.

7.1.9. Internal Alterations Generally

Each of the timber frame buildings has previously been altered on the interior, although to differing extents. Future internal alterations and rearrangement of spaces are acceptable, but must be planned in consultation with a Conservation Architect.

7.1.10. Extensions Generally

None of the buildings at HMNZS Steadfast are to be extended unless such extensions are planned in consultation with a Conservation Architect.

7.2. Magazines

Magazine 8 is almost completely destroyed. The remains of the concrete door frame and foundations can be preserved as a ruin in the same manner as the Detonation Chamber.

Magazine 4 no longer has a roof, and it is not recommended that the roof be replaced or the building otherwise made weathertight, at least in the short term. It would be suitable to conserve what remains of this magazine as a ruin.

Magazine 10 is expected to remain in use by T. S. Godley, most likely as a storage space (for which it is used presently). It is also in front of the fence that forms a secure line between the lower site and the other magazines. Therefore, remediation of this magazine is to be prioiritised over the others. It is essential that this magazine be made safe, secure and weathertight.

Magazines 3 and 6 have large holes in their walls and roofs due to rockfall. With Magazine 6, in particular, it would be difficult to remove the large rocks that are now inside the building. While their long term conservation is being considered, Magazines 3 and 6 should be made safe. It is not reasonably expected that they will be repaired or otherwise made weathertight in the short term.

7.2.1. Asbestos Roofs, Spouting, and Soffits

As for the timber frame buildings, the roofs, spouting and soffits of the magazines are ACMs.

The roof of Magazine 4 has largely been destroyed, and the roofing material is scattered throughout the building and around the site. This area should be cleared of all loose and friable ACMs, and the surrounding site assessed for contamination and remedial measures taken.

The roofs of Magazines 3 and 6 have been damaged by rockfall, and some material is scattered in and around the buildings. As for Magazine 4, these areas should be cleared of all loose and friable ACMs. Given the large holes in the walls, it is not considered necessary to replace the damaged roofing immediately. This can be addressed as part of a long term strategy to conserve the magazines.

In the short term, it is likely that Magazine 10 will remain accessible to T. S. Godley and other users of the site. The ACMs at this magazine should therefore be sealed to ensure complete encapsulation in the short term, and replacement should be considered within the next five years.

As part of a long term strategy to conserve the magazines, it is recommended that all ACM roofing and flashings should be replaced with corrugated metal roofing and companion flashings; ACM spouting should be replaced with continuous metal spouting; and ACM soffits should be replaced with fibre cement sheet.

7.2.2. Brickwork, Concrete Door Frames and Ring Beams

Generally the reinforced brickwork that forms the outer and inner walls of the magazines, the concrete ring beam that connects the walls, and the concrete door frames, are solid and sound, except where there has been damage as a result of rockfall.

Where bricks have been dislodged and/or are hanging from the building by their reinforcing rods, these should be carefully removed and stored within or adjacent to the building. They should be stored on raised timber pallets, not laid on the ground.

Where brickwork repairs are to be made, this should be done using salvaged bricks from the same building or, if this is not possible, salvaged bricks from another magazine that is not going to be repaired. The repairs should be carried out like-for-like, laid in the existing pattern using a compatible mortar. The mortar is likely to be cementitious; however, this should be confirmed through sample analysis before repair works are carried out.

If the buildings are to be cleaned, this can be carried out using a low-pressure super-heated water wash, supplemented with scrubbing by natural bristle brushes if required. Water blasters or other high pressure equipment should not be used.

7.2.3. Steel Doors

The doors of Magazine 10, particularly the outer doors, need to be operable for the building to be secure. Repair of these doors should be prioritized. Repair of the other magazine doors can be addressed as part of their long term conservation.

If the necessary work to the doors cannot be undertaken in-situ then they will need to be removed and taken offsite.

The doors should be cleaned by way of grit blasting to completely remove rust, dirt and surface build-up, and loose or flaking paint. Paint samples should be taken during the process to establish the historic colours if possible. Sound paintwork may be left so long as it is well adhered. The doors should be eased (if insitu), lubricated as required to ensure ease of operation, and repainted.

7.2.4. Concrete Slab Floors

Generally, the condition of the concrete slabs in each magazine is sound, although many of them are flooded.

Where a magazine is flooded, and there is no asbestos contamination, the water should be removed by brushing-out or water vacuum, and the floor can be cleaned by water washing (not water blasting). Where these magazines can easily be made weathertight or obvious drainage issues can be easily addressed, this work should be carried out.

Where there is asbestos contamination (likely in Magazines 3 and 6), instruction should be sought from an appropriately qualified professional.

8. Management Plan

Table 6: Management Plan for HMNZS Steadfast. Please see Figure 80 and Figure 81 for locations.

STRATEGY	MAINTENANCE TASK	RESPONSIBILITY	RECOMMENDED TIMEFRAME (YEARS)				
			IMMEDIATE	< 1	1 - 4	5 - 10	AS REQUIRED
Protect the public from health and safety risks associated with the magazines, including building collapse and contamination	Reinforce the existing fence to ensure there is a secure line preventing access to magazines 1-9	Chri…					
	Remove abandoned and burnt-out vehicle adjacent to Magazine 4						
Address asbestos contamination across the site	Clear the site of all loose and friab… asbestos material, particularly… the magazines where roof… have be… damaged		✓				
	Remove and repla… or enc… as a minimum), a… erials… other build…		✓				
	If asbesto… onsite, … ion an… Asbe… t Plan		✓				
Provide for long term conservation and use of Magazines 1-9	…a lo… for con… on o… hat addres… partic… …ess possible a… reuse… retention and … of the … …ines that are still who… …omplete; and how to address healt… …ety and access	Christchurch City Council/Experienced contractor		✓			

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STRATEGY	MAINTENANCE TASK	RESPONSIBILITY	RECOMMENDED TIMEFRAME (YEARS)				
			IMMEDIATE	< 1	1 - 4	5 - 10	AS REQUIRED
	issues with the magazines that are damaged. Implement this strategy						
Repair, restore and make safe Magazine 10 for use as a storage area by T. S. Godley	Remove and replace the roof, guttering and soffit lining, an any other asbestos containing materials Dehumidify. Clean down, ease, rust-treat and repaint sliding doors to ensure full operation	Christchurch City Council/Experienced contractor/T. S. Godley		✓			
Maintain Magazine 10	Clean (wash down) the building, clear gutters and drains	T. S. Godley (tenant)			✓		
	Make like-for-like replacements of any damaged or deteriorated materials to ensure weathertightness and security	Christchurch City Council/ T. S. Godley (tenant)				✓	
	Keep vegetation clear of the building	T. S. Godley (tenant)					✓
Conserve the ruin of the Detonation Chamber	Inspect the ruin and clear of all plant growth (including overhanging growth), rubbish and debris to ensure that it is safe for access	Christchurch City Council/Experienced contractor/T. S. Godley			✓		
	Where access is required as part of initiative to open the site to public, ensure adaptation creates minimum disruption to heritage fabric				✓		

STRATEGY	MAINTENANCE TASK	RESPONSIBILITY	RECOMMENDED TIMEFRAME (YEARS)				
			IMMEDIATE	< 1	1 - 4	5 - 10	AS REQUIRED
Repair, restore and adapt the Drill Hall to meet the ongoing needs of T. S. Godley	Re-roof the building in its entirety. Conserve historic exterior weatherboard, timber detailing and trims, window and door joinery, and make like-for-like repairs where rotten. Replace broken glazing. Remove internal wall and false ceiling linings where present. Insulate and reline walls and false ceilings as required. The roof trusses should remain exposed in the main body of the building. Remove and refit kitchen equipment, heating, electrical and fire safety services. Lay new flooring as required	Christchurch City Council/Experienced contractor/T.S. Godley		✓			
Maintain the Drill Hall	Clean (wash down) the building, clear gutters and drains	T. S. Godley (tenant)			✓		
	Repaint the building exterior and make like-for-like replacements of any damaged or rotten timbers	Christchurch City Council/ T. S. Godley (tenant)				✓	
	Keep vegetation clear of the building	T. S. Godley (tenant)					✓

STRATEGY	MAINTENANCE TASK	RESPONSIBILITY	RECOMMENDED TIMEFRAME (YEARS)				
			IMMEDIATE	< 1	1 - 4	5 - 10	AS REQUIRED
Repair, restore and adapt the Office/Ward Building to meet the ongoing needs of T. S. Godley	Re-roof the building in its entirety. Conserve historic exterior weatherboard, timber detailing and trims, window and door joinery, and make like-for-like repairs where rotten. Replace broken glazing. Remove internal plasterboard or fibrous plaster linings if required but retain timber linings to the greatest possible extent. Install internal access to bathroom at the rear. Refit bathrooms and kitchen. Repaint the building entirely. Lay new flooring as required	Christchurch City Council/Experienced contractor/T. S. Godley		✓			
Maintain the Office/Ward Building	Clean (wash down) the building, clear gutters and drains	T. S. Godley (tenant)			✓		
	Repaint the building exterior and make like-for-like replacements of any damaged or rotten timbers	Christchurch City Council/ T. S. Godley (tenant)				✓	
	Keep vegetation clear of the building						✓
Repair, restore and adapt the former Girls Accommodation Block to meet the needs of the CBRA	Re-roof the building in its entirety. Conserve historic exterior weatherboard, timber detailing and trims, and make like-for-like repairs where rotten. Replace windows and doors on the east elevation with new timber frame joinery.	Christchurch City Council/Experienced contractor/CBRA		✓			

STRATEGY	MAINTENANCE TASK	RESPONSIBILITY	RECOMMENDED TIMEFRAME (YEARS)				
			IMMEDIATE	< 1	1 - 4	5 - 10	AS REQUIRED
	Remove internal linings and internal wall complete (if required), insulate and reline. Repaint the building entirely. Lay new flooring as required. Repair retaining wall						
Maintain the former Girls Accommodation Block	Clean (wash down) the building, clear gutters and drains	CBRA (tenant)			✓		
	Repaint the building exterior and make like-for-like replacements of any damaged or rotten timbers	Christchurch City Council/CBRA (tenant)				✓	
	Keep vegetation clear of the building	CBRA (tenant)					✓
Provide for long term repair, restoration, and appropriate reuse of the Laboratory and Quartermasters Accommodation buildings	Secure the buildings from access by people and pests, and provide for temporary weather protection	Christchurch City Council/Experienced contractor	✓				
	Complete a detailed condition and structural assessment of each building to determine the extent to which they can be repaired	Christchurch City Council/Experienced contractor		✓			
	Implement the repairs recommended in the structural and condition assessments, in accordance with this this document	Christchurch City Council/Experienced contractor			✓		

STRATEGY	MAINTENANCE TASK	RESPONSIBILITY	RECOMMENDED TIMEFRAME (YEARS)				
			IMMEDIATE	< 1	1 - 4	5 - 10	AS REQUIRED
Protect access roads and drainage channels	Keep gorse and weeds clear of all access roads including drainage channels	Christchurch City Council/Experienced contractor		✓			✓
	Inspect, map and protect the location of tar seal remnants from RNZN occupation on access road east of the stream	Christchurch City Council/Experienced contractor		✓			
	Inspect and stabilise eroded sections of access road north of 2005 tar seal, east of the stream	Christchurch City Council/Experienced contractor		✓			
	Repair broken 2005 tar seal on access road, eastern side of the stream	Christchurch City Council/Experienced contractor			✓		
Repair, restore, replace and protect pedestrian bridges in lower area of site	Inspect and provide condition assessment of upper pedestrian bridge (Item 3, Figure 81). Repair where broken or replace as per Policy 5	Experienced contractor		✓			
	Reconstruct lower pedestrian bridge to its original form using historic images (Item 4, Figure 81) as per Policy 5	Experienced contractor and appropriate qualified heritage expert		✓			
Protect stone retaining walls alongside stream and buildings; also stones within rock terracing in lower site	Inspect all stone retaining and determine appropriate level of intervention to make secure. Undertake stabilisation and repairs as necessary as per Policy 5	Stone conservator and experienced contractor		✓			

STRATEGY	MAINTENANCE TASK	RESPONSIBILITY	RECOMMENDED TIMEFRAME (YEARS)				
			IMMEDIATE	< 1	1 - 4	5 - 10	AS REQUIRED
Conserve post and barbed wire fences and concrete and wire	Inspect perimeter fences for damage and repair to ensure the fence is secure (e.g. Governors Bay Road boundary fence)	Experienced contractor	✓				
	Where access is required as part of initiative to open the site to public, ensure adaptation creates minimum disruption to heritage fabric.	Experienced contractor			✓		
Conserve reservoir fences	Install a new perimeter fence around reservoirs leaving original fences in place	Experienced contractor		✓			
Protect ecological health of HMNZS Steadfast including streamside planting	Prepare a Vegetation Plan and Weed Management Strategy for HMNZS Steadfast. Ensure grazing animals are fenced from native planting and areas of high erosion	Christchurch City Council, Cass Bay Reserves Management Committee and Whaka-Ora Healthy Harbour initiative	✓				
	Clear grass from terraced rock garden, pathway and native seedlings so that historic rock terracing and pathway are visible. Maintain in this state	Christchurch City Council, Cass Bay Reserves Management Committee and Whaka-Ora Healthy Harbour initiative	✓				
Improve site drainage to prevent buildings from flooding and channel waterways and storm water to the appropriate outlets	Prepare and implement a comprehensive site drainage strategy for HMNZS Steadfast. This is likely to include the installation of new buried drains, culverts, soak pits, and (potentially) tanks to collect water that	Christchurch City Council (in conjunction with appropriate engineers)	✓				

STRATEGY	MAINTENANCE TASK	RESPONSIBILITY	RECOMMENDED TIMEFRAME (YEARS)				
			IMMEDIATE	< 1	1 - 4	5 - 10	AS REQUIRED
	can be redistributed across the site for plant maintenance. Maintain all drainage and water management equipment through regular inspection, repair and upgrade						
Protect views into site and native trees on Governors Bay Road boundary	Inspect planting and 'limb' to retain views into the site; 'top' where growth is excessive and encroaching power lines	Arborist		✓			
Care of lawn areas	**Contractor:** Mowing to comply with Christchurch City Council Recreational Services Agreement Specification C1 Mowing, varying as required between Informal and Amenity Turf **TS Godley:** at an agreed level or better	Christchurch City Council and TS Godley					✓
Mature trees	Survey, identification and condition assessment of all mature trees to ensure structural soundness and identify potential limb failure	Arborist		✓			
Protect HMNZS Steadfast heritage fabric and ecology from fire	Prepare a Fire Management Strategy that incorporates conservation principles to protect the heritage fabric of the site, as part of risk-preparedness for HMNZS Steadfast	Christchurch City Council, TS Godley and Whaka-Ora Healthy Harbour initiative	✓				
Restore sightlines within Sea Cadet firing range	Remove rockfall blocking views	Christchurch City Council and experienced contractor		✓			

STRATEGY	MAINTENANCE TASK	RESPONSIBILITY	RECOMMENDED TIMEFRAME (YEARS)				
			IMMEDIATE	< 1	1 - 4	5 - 10	AS REQUIRED
Obtain appropriate consents	Ensure Christchurch District Plan requirements are met to obtain resource consents	Appropriate qualified heritage expert and Christchurch City Council					✓
Document all conservation work for future reference	Record all conservation work, removals and new elements introduced to the site for future reference. Record cleaning or repairs to any built fabric. Ensure before and after photographs are taken to record the change. Store in HMNZS Steadfast heritage files	Appropriate qualified heritage expert and Christchurch City Council					✓
Measure impacts of public use on heritage fabric of HMNZS Steadfast	Monitor condition of assessed heritage fabric in HMNZS Steadfast to gauge impact of public use. Carry out annual condition assessment as part of written report. Take action to manage its use if overuse or particular forms of usage appear to be causing damage	Christchurch City Council					✓
Review Landscape History and Conservation Report	Carry out a regular review of this Landscape Conservation Report	Appropriately qualified heritage expert				✓	

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Christchurch City Library Archives

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Heritage New Zealand Pouhere Taonga

ICOMOS NZ

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Appendix 1

Crown Deed – Conveyance of blocks 268 and 483 in Cass Bay from Rev. E Puckle to the Crown, 1865

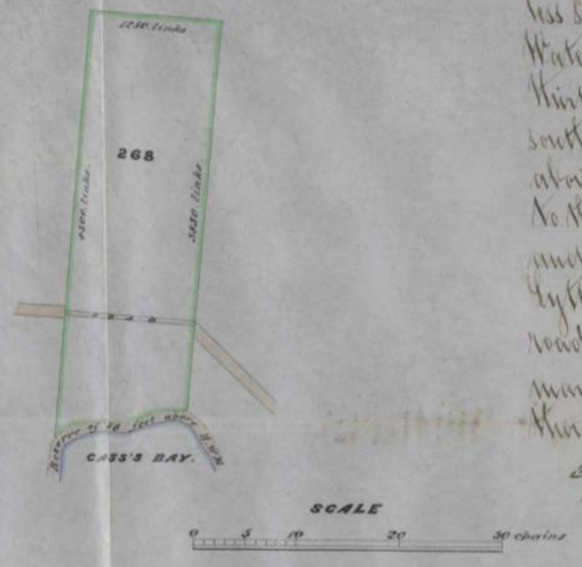
(Archives NZ)

CAN. 17-i

91

Know all Men

by these Presents that I the within named Edward Puckle formerly of Christchurch in the Province of Canterbury New Zealand Clerk in Holy Orders for good and valuable consideration me thereunto moving do hereby for myself my heirs and assigns convey and assure unto Her Majesty Queen Victoria her Heirs and Successors all that Parcel of Land in the Province of Canterbury in the Colony of New Zealand containing by admeasurement Fifty Acres more or less situate in Cass's Bay Port Lyttelton commencing at a marked peg sixty six feet above High Water Mark at the eastern side of the bay thence northeasterly to another marked peg a distance of thirty eight chains fifty links thence northwesterly at a right angle twelve chains fifty links thence southwesterly at a right angle a distance of forty three chains to the reserve of sixty six feet above High Water Mark and returning at a distance of sixty six feet above High Water Mark to the commencing point and numbered 268 on the map of the Chief Surveyor setting out and describing the land in the Lyttelton District of the Province aforesaid The road from Lyttelton to Governor's Bay crosses this section from southeast to northwest for which reserved road allowance is made in the acreage as the same is delineated on the plan drawn in the margin hereof and all hereditaments and premises and all my estate right title and interest therein and thereto



In witness whereof I have hereunto subscribed my name this eighth day of December One thousand eight hundred and sixty five

Edw Puckle

Signed by the said Edward Puckle the words "Clerk in Holy Orders" having previously been inserted in the presence of

F. Cooper R. Clerk M. G. Cemetery
Jas Nurse Sexton

Entered on Record this 27th day of March 1866
Secretary for Crown Lands

(No 40)

Dated 8 December 1865

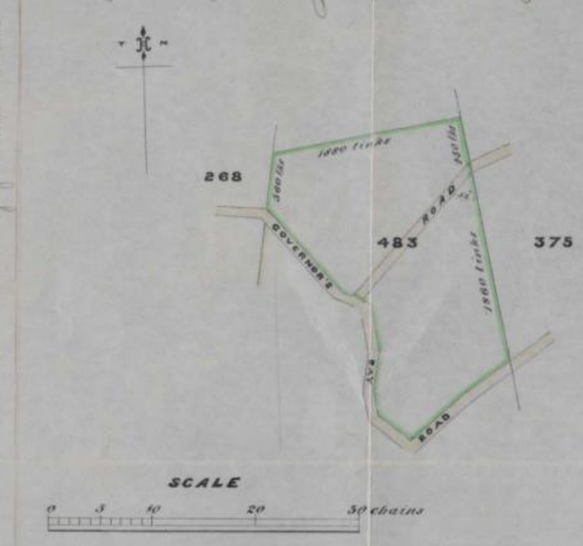
Grant to Puckle having been burnt, this Conveyance was executed in order that fresh grant might be issued.

Conveyance
to
The Crown
by
Revd C. Puckle

of Rural Section No 268 in the Lyttelton District of the Province of Canterbury in the Colony of New Zealand

Know all Men

by these Presents that I the within named Edward Puckle formerly of Christchurch in the Province of Canterbury New Zealand Clerk in Holy Orders for good and valuable consideration me thereunto moving do hereby for myself my heirs and assigns convey and assure unto Her Majesty Queen Victoria her Heirs and Successors All that parcel of land in the Province of Canterbury in the Colony of New Zealand containing by admeasurement Forty Acres more or less situate in Cass's Bay Port Lyttelton commencing at a point on the northwestern boundary line of section 375 where crossed by the Upper side of the Governor's Bay Road thence continuing along the northwestern boundary of the said section a distance of twenty three chains ten links thence northwesterly at a right angle a distance of eighteen chains eighty links to a point on the southeastern boundary of section 268 thence along the said southeastern boundary of section 268 a distance of five chains sixty links to the Governor's Bay Road and returning along the upper side of the Governor's Bay Road to the commencing point And numbered 483 on the map of the Chief Surveyor setting out and describing the Port Lyttelton district aforesaid. A road one chain wide is reserved across this section from a point four chains fifty links from the northeastern corner of the section measured along its southeastern boundary line running from thence at an angle of fifty two degrees till it meets the line of the Governor's Bay road for which reserved road allowance is made in the acreage as the same is delineated on the plan drawn in the margin hereof and all hereditaments and premises and all my estate right title and interest therein and thereto



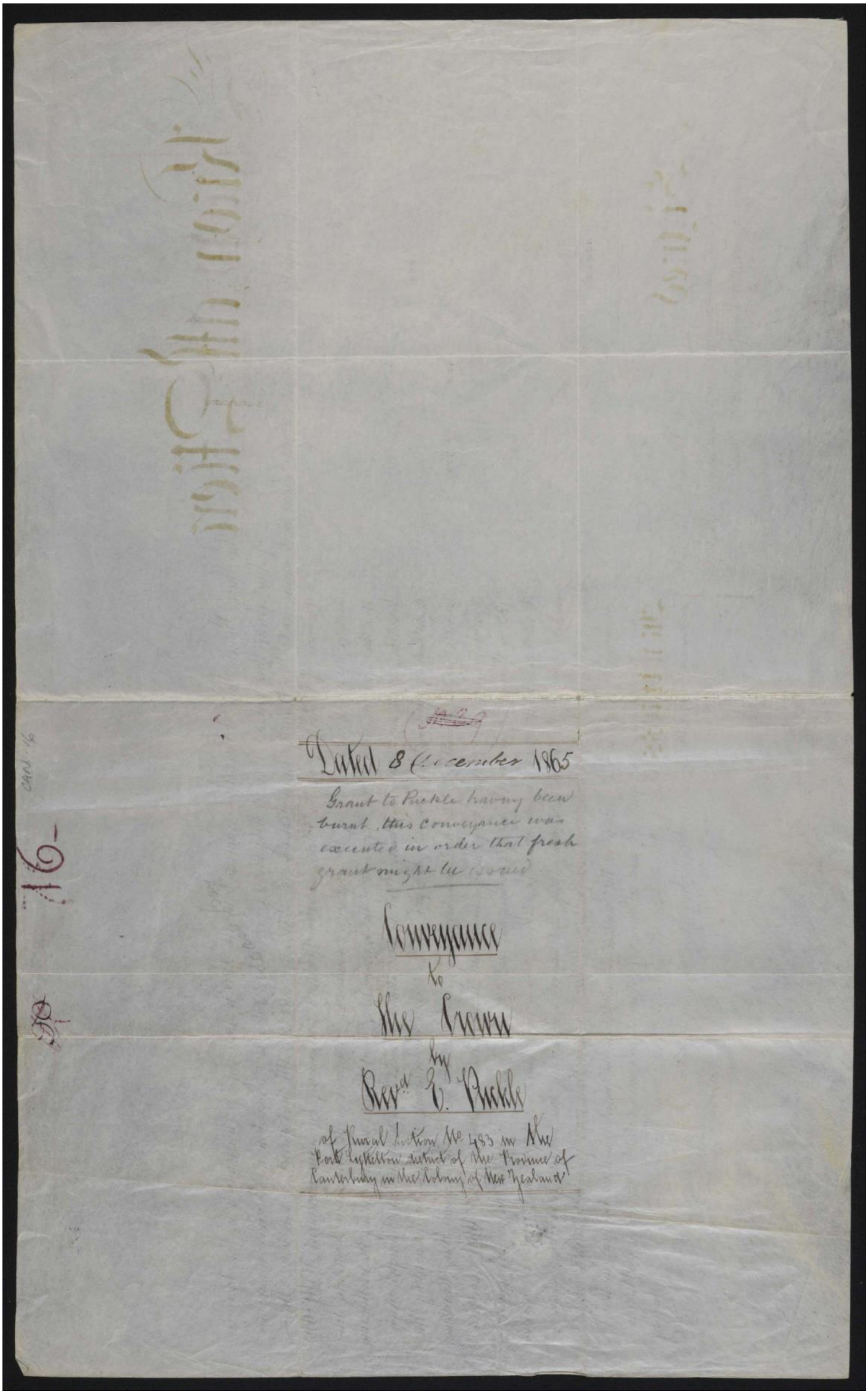
Signed by the said Edward Puckle the word "ten" having previously been erased and the word "eighty" substituted therefore in the presence of

T. Cooper Rt. Clerk Mr. G. Cemetery
Jas. Purvis Sexton " "

In witness whereof I have hereunto subscribed my name this eighth day of December One thousand eight hundred and sixty five.

Edwd. Puckle

Entered on Record this 27th day of March 1866
Secretary for Crown Lands



Dated 8 December 1865

Grant to Pickle having been burnt, this Conveyance was executed in order that fresh grant might be issued

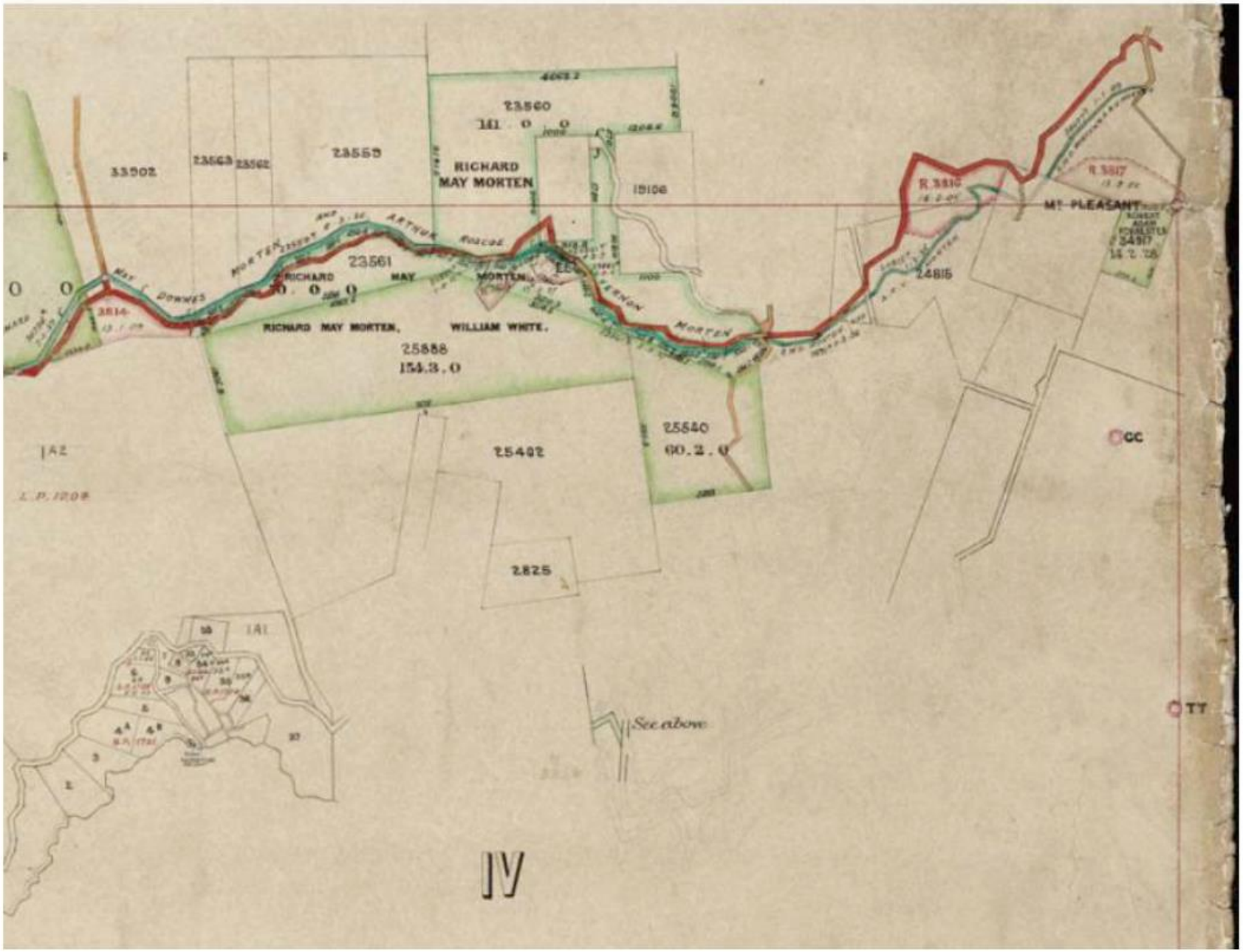
Conveyance
to
The Crown
by
Revd. E. Pickle

of Rural Section No. 483 in the Port Cooper district of the Province of Canterbury in the Colony of New Zealand

Appendix 2

Land owned by R.M. Morten,
Crown Grant Plans Halswell District, Feb 1880

Archives NZ

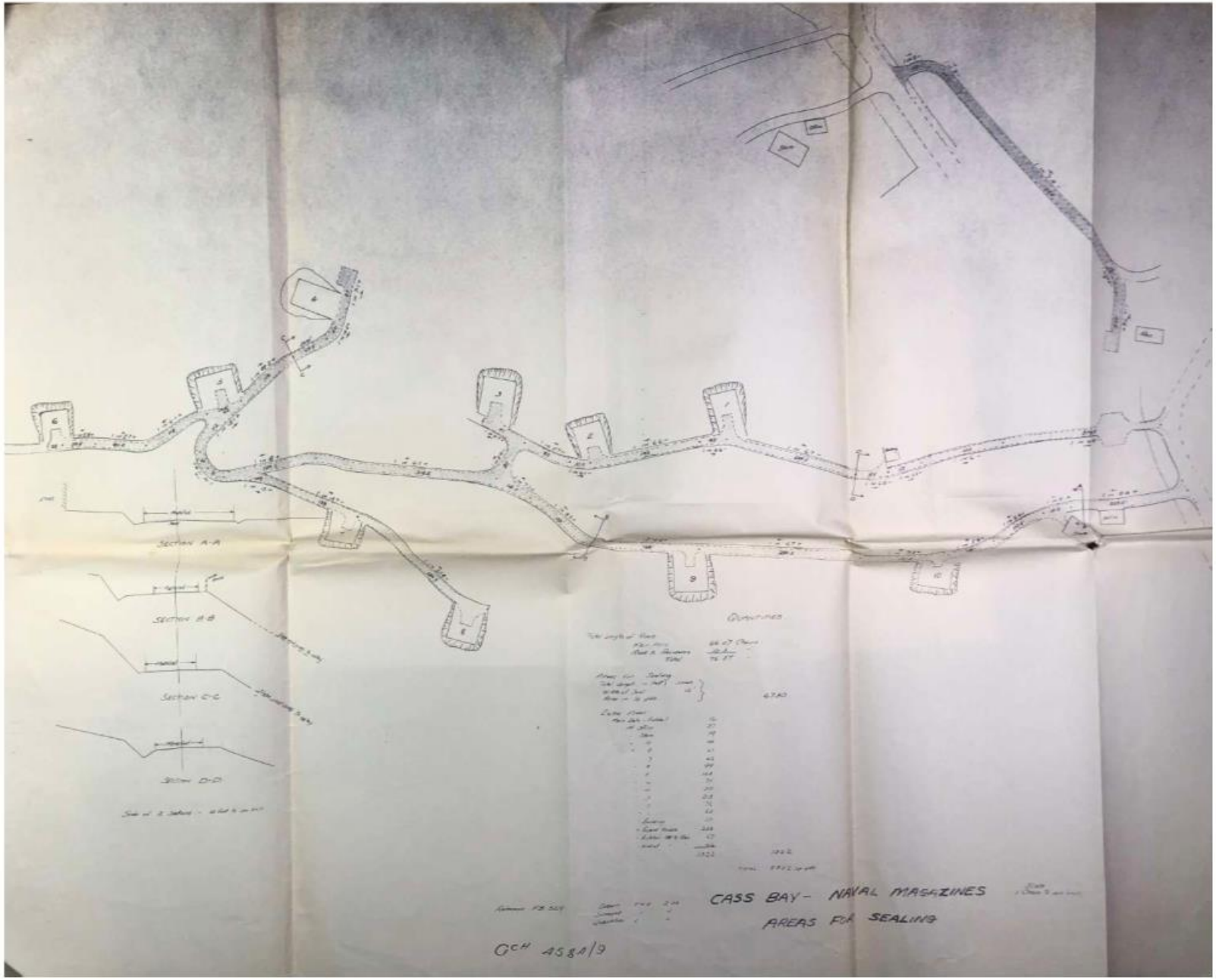


Attachment G Item 10

Appendix 3

Plan attached to 1956 tar seal tender documentation

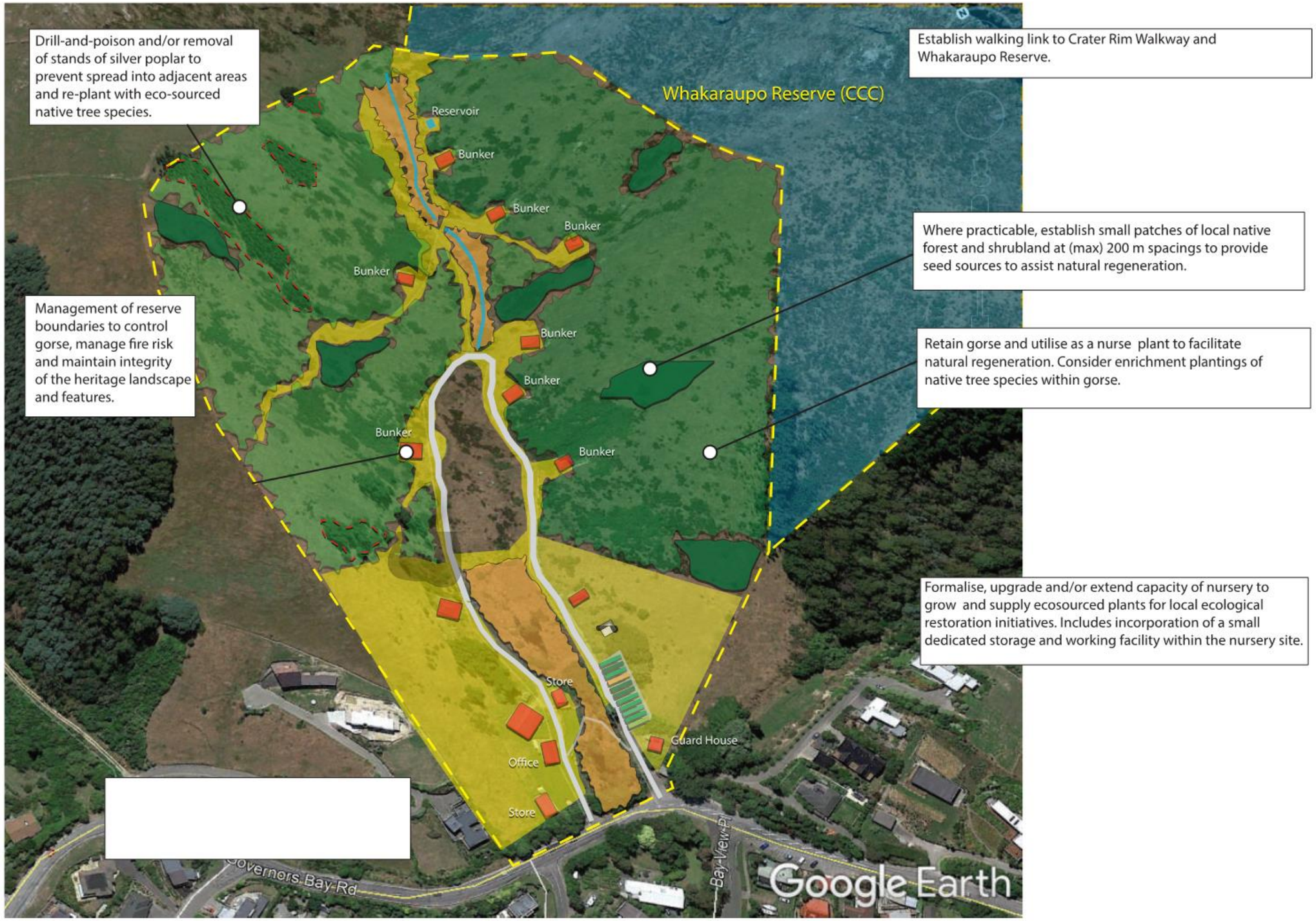
Archives NZ Christchurch, R18995061 – CH160 – 4736 – Sealed Contracts – Cass Bay Naval Depot – Top course and tar sealing – 1956


Section A-A
Section B-B
Section C-C
Section D-D
CASS BAY - NAVAL MAGAZINES
AREAS FOR SEALING
GCH 458A/9

Appendix 4

HMNZS Steadfast Landscape Plan

Approved by Te Pātaka o Rākaihautū/Banks Peninsula Community Board
6 December 2021



HMNZS Steadfast Draft Landscape Plan for Community Board Appoval

Appendix 5

ICOMOS NZ Charter for the Conservation of Places of Cultural Value (Revised 2010)

ICOMOS New Zealand Charter

for the Conservation of Places of Cultural Heritage Value

Revised 2010

Preamble

New Zealand retains a unique assemblage of **places** of **cultural heritage value** relating to its indigenous and more recent peoples. These areas, **cultural landscapes** and features, buildings and **structures**, gardens, archaeological sites, traditional sites, monuments, and sacred **places** are treasures of distinctive value that have accrued meanings over time. New Zealand shares a general responsibility with the rest of humanity to safeguard its cultural heritage **places** for present and future generations. More specifically, the people of New Zealand have particular ways of perceiving, relating to, and conserving their cultural heritage **places**.

Following the spirit of the International Charter for the Conservation and Restoration of Monuments and Sites (the Venice Charter - 1964), this charter sets out principles to guide the **conservation** of **places** of **cultural heritage value** in New Zealand. It is a statement of professional principles for members of ICOMOS New Zealand.

This charter is also intended to guide all those involved in the various aspects of **conservation** work, including owners, guardians, managers, developers, planners, architects, engineers, craftspeople and those in the construction trades, heritage practitioners and advisors, and local and central government authorities. It offers guidance for communities, organisations, and individuals involved with the **conservation** and management of cultural heritage **places**.

This charter should be made an integral part of statutory or regulatory heritage management policies or plans, and should provide support for decision makers in statutory or regulatory processes.

Each article of this charter must be read in the light of all the others. Words in bold in the text are defined in the definitions section of this charter.

This revised charter was adopted by the New Zealand National Committee of the International Council on Monuments and Sites at its meeting on 4 September 2010.

Purpose of conservation

1. The purpose of conservation

The purpose of **conservation** is to care for **places** of **cultural heritage value**.

In general, such **places**:

(i) have lasting values and can be appreciated in their own right;

(ii) inform us about the past and the cultures of those who came before us;

(iii) provide tangible evidence of the continuity between past, present, and future;

(iv) underpin and reinforce community identity and relationships to ancestors and the land; and

(v) provide a measure against which the achievements of the present can be compared.

It is the purpose of **conservation** to retain and reveal such values, and to support the ongoing meanings and functions of **places** of **cultural heritage value,** in the interests of present and future generations.

Conservation principles

2. Understanding cultural heritage value

Conservation of a **place** should be based on an understanding and appreciation of all aspects of its **cultural heritage value**, both **tangible** and **intangible**. All available forms of knowledge and evidence provide the means of understanding a **place** and its **cultural heritage value** and cultural **heritage significance**. **Cultural heritage value** should be understood through consultation with **connected people**, systematic documentary and oral research, physical investigation and **recording** of the **place**, and other relevant methods.

All relevant **cultural heritage values** should be recognised, respected, and, where appropriate, revealed, including values which differ, conflict, or compete.

The policy for managing all aspects of a **place**, including its **conservation** and its **use**, and the implementation of the policy, must be based on an understanding of its **cultural heritage value**.

3. Indigenous cultural heritage

The indigenous cultural heritage of **tangata whenua** relates to **whanau**, **hapu**, and **iwi** groups. It shapes identity and enhances well-being, and it has particular cultural meanings and values for the present, and associations with those who have gone before. Indigenous cultural heritage brings with it responsibilities of guardianship and the practical application and passing on of associated knowledge, traditional skills, and practices.

The Treaty of Waitangi is the founding document of our nation. Article 2 of the Treaty recognises and guarantees the protection of **tino rangatiratanga**, and so empowers **kaitiakitanga** as customary trusteeship to be exercised by **tangata whenua**. This customary trusteeship is exercised over their **taonga**, such as sacred and traditional **places**, built heritage, traditional practices, and other cultural heritage resources. This obligation extends beyond current legal ownership wherever such cultural heritage exists.

Particular **matauranga**, or knowledge of cultural heritage meaning, value, and practice, is associated with **places**. **Matauranga** is sustained and transmitted through oral, written, and physical forms determined by **tangata whenua**. The **conservation** of such **places** is therefore conditional on decisions made in associated **tangata whenua** communities, and should proceed only in this context. In particular, protocols of access, authority, ritual, and practice are determined at a local level and should be respected.

4. Planning for conservation

Conservation should be subject to prior documented assessment and planning.

All **conservation** work should be based on a **conservation plan** which identifies the **cultural heritage value** and **cultural heritage significance** of the **place**, the **conservation** policies, and the extent of the recommended works.

The **conservation plan** should give the highest priority to the **authenticity** and **integrity** of the **place**.

Other guiding documents such as, but not limited to, management plans, cyclical **maintenance** plans, specifications for **conservation** work, interpretation plans, risk mitigation plans, or emergency plans should be guided by a **conservation plan**.

5. Respect for surviving evidence and knowledge

Conservation maintains and reveals the **authenticity** and **integrity** of a **place**, and involves the least possible loss of **fabric** or evidence of **cultural heritage value**. Respect for all forms of knowledge and existing evidence, of both **tangible** and **intangible values,** is essential to the **authenticity** and **integrity** of the **place**.

Conservation recognises the evidence of time and the contributions of all periods. The **conservation** of a **place** should identify and respect all aspects of its **cultural heritage value** without unwarranted emphasis on any one value at the expense of others.

The removal or obscuring of any physical evidence of any period or activity should be minimised, and should be explicitly justified where it does occur. The **fabric** of a particular period or activity may be obscured or removed if assessment shows that its removal would not diminish the **cultural heritage value** of the **place.**

In **conservation**, evidence of the functions and intangible meanings of **places** of **cultural heritage value** should be respected.

6. Minimum intervention

Work undertaken at a **place** of **cultural heritage value** should involve the least degree of **intervention** consistent with **conservation** and the principles of this charter.

Intervention should be the minimum necessary to ensure the retention of **tangible** and **intangible values** and the continuation of **uses** integral to those values. The removal of **fabric** or the alteration of features and spaces that have **cultural heritage value** should be avoided.

7. Physical investigation

Physical investigation of a **place** provides primary evidence that cannot be gained from any other source. Physical investigation should be carried out according to currently accepted professional standards, and should be documented through systematic **recording**.

Invasive investigation of **fabric** of any period should be carried out only where knowledge may be significantly extended, or where it is necessary to establish the existence of **fabric** of **cultural heritage value**, or where it is necessary for **conservation** work, or where such **fabric** is about to be damaged or destroyed or made inaccessible. The extent of invasive investigation should minimise the disturbance of significant **fabric**.

8. Use

The **conservation** of a **place** of **cultural heritage value** is usually facilitated by the **place** serving a useful purpose.

Where the **use** of a **place** is integral to its **cultural heritage value**, that **use** should be retained.

Where a change of **use** is proposed, the new **use** should be compatible with the **cultural heritage value** of the **place**, and should have little or no adverse effect on the **cultural heritage value**.

9. Setting

Where the **setting** of a **place** is integral to its **cultural heritage value**, that **setting** should be conserved with the **place** itself. If the **setting** no longer contributes to the **cultural heritage value** of the **place**, and if **reconstruction** of the **setting** can be justified, any **reconstruction** of the **setting** should be based on an understanding of all aspects of the **cultural heritage value** of the **place**.

10. Relocation

The on-going association of a **structure** or feature of **cultural heritage value** with its location, site, curtilage, and **setting** is essential to its **authenticity** and **integrity**. Therefore, a **structure** or feature of **cultural heritage value** should remain on its original site.

Relocation of a **structure** or feature of **cultural heritage value**, where its removal is required in order to clear its site for a different purpose or construction, or where its removal is required to enable its **use** on a different site, is not a desirable outcome and is not a **conservation** process.

In exceptional circumstances, a **structure** of **cultural heritage value** may be relocated if its current site is in imminent danger, and if all other means of retaining the **structure** in its current location have been exhausted. In this event, the new location should provide a **setting** compatible with the **cultural heritage value** of the **structure**.

11. Documentation and archiving

The **cultural heritage value** and **cultural heritage significance** of a **place**, and all aspects of its **conservation**, should be fully documented to ensure that this information is available to present and future generations.

Documentation includes information about all changes to the **place** and any decisions made during the **conservation** process.

Documentation should be carried out to archival standards to maximise the longevity of the record, and should be placed in an appropriate archival repository.

Documentation should be made available to **connected people** and other interested parties. Where reasons for confidentiality exist, such as security, privacy, or cultural appropriateness, some information may not always be publicly accessible.

12. Recording

Evidence provided by the **fabric** of a **place** should be identified and understood through systematic research, **recording**, and analysis.

Recording is an essential part of the physical investigation of a **place**. It informs and guides the **conservation** process and its planning. Systematic **recording** should occur prior to, during, and following any **intervention**. It should include the **recording** of new evidence revealed, and any **fabric** obscured or removed.

Recording of the changes to a **place** should continue throughout its life.

13. Fixtures, fittings, and contents

Fixtures, fittings, and **contents** that are integral to the **cultural heritage value** of a **place** should be retained and conserved with the **place**. Such fixtures, fittings, and **contents** may include carving, painting, weaving, stained glass, wallpaper, surface decoration, works of art, equipment and machinery, furniture, and personal belongings.

Conservation of any such material should involve specialist **conservation** expertise appropriate to the material. Where it is necessary to remove any such material, it should be recorded, retained, and protected, until such time as it can be reinstated.

Conservation processes and practice

14. Conservation plans

A **conservation plan**, based on the principles of this charter, should:

(i) be based on a comprehensive understanding of the **cultural heritage value** of the **place** and assessment of its **cultural heritage significance**;

(ii) include an assessment of the **fabric** of the **place**, and its condition;

(iii) give the highest priority to the **authenticity** and **integrity** of the **place**;

(iv) include the entirety of the **place**, including the **setting**;

(v) be prepared by objective professionals in appropriate disciplines;

(vi) consider the needs, abilities, and resources of **connected people**;

(vii) not be influenced by prior expectations of change or development;

(viii) specify **conservation** policies to guide decision making and to guide any work to be undertaken;

(ix) make recommendations for the **conservation** of the **place**; and

(x) be regularly revised and kept up to date.

15. Conservation projects

Conservation projects should include the following:

(i) consultation with interested parties and **connected people**, continuing throughout the project;

(ii) opportunities for interested parties and **connected people** to contribute to and participate in the project;

(iii) research into documentary and oral history, using all relevant sources and repositories of knowledge;

(iv) physical investigation of the **place** as appropriate;

(v) use of all appropriate methods of **recording**, such as written, drawn, and photographic;

(vi) the preparation of a **conservation plan** which meets the principles of this charter;

(vii) guidance on appropriate **use** of the **place**;

(viii) the implementation of any planned **conservation** work; (ix) the **documentation** of the **conservation** work as it proceeds; and

(x) where appropriate, the deposit of all records in an archival repository.

A **conservation** project must not be commenced until any required statutory authorisation has been granted.

16. Professional, trade, and craft skills

All aspects of **conservation** work should be planned, directed, supervised, and undertaken by people with appropriate **conservation** training and experience directly relevant to the project.

All **conservation** disciplines, arts, crafts, trades, and traditional skills and practices that are relevant to the project should be applied and promoted.

17. Degrees of intervention for conservation purposes

Following research, **recording**, assessment, and planning, **intervention** for **conservation** purposes may include, in increasing degrees of **intervention**:

(i) **preservation**, through **stabilisation**, **maintenance**, or **repair**;
(ii) **restoration**, through **reassembly**, **reinstatement**, or removal;
(iii) **reconstruction**; and (iv) **adaptation**.

In many **conservation** projects a range of processes may be utilised. Where appropriate, **conservation** processes may be applied to individual parts or components of a **place** of **cultural heritage value**.

The extent of any **intervention** for **conservation** purposes should be guided by the **cultural heritage value** of a **place** and the policies for its management as identified in a **conservation plan**. Any **intervention** which would reduce or compromise **cultural heritage value** is undesirable and should not occur.

Preference should be given to the least degree of **intervention**, consistent with this charter.

Re-creation, meaning the conjectural **reconstruction** of a **structure** or **place**; replication, meaning to make a copy of an existing or former **structure** or **place**; or the construction of generalised representations of typical features or **structures**, are not **conservation** processes and are outside the scope of this charter.

18. Preservation

Preservation of a **place** involves as little **intervention** as possible, to ensure its long-term survival and the continuation of its **cultural heritage value**.

Preservation processes should not obscure or remove the patina of age, particularly where it contributes to the **authenticity** and **integrity** of the **place**, or where it contributes to the structural stability of materials.

i. Stabilisation

Processes of decay should be slowed by providing treatment or support.

ii. Maintenance

A **place** of **cultural heritage value** should be maintained regularly. **Maintenance** should be carried out according to a plan or work programme.

iii. Repair

Repair of a **place** of **cultural heritage value** should utilise matching or similar materials. Where it is necessary to employ new materials, they should be distinguishable by experts, and should be documented.

Traditional methods and materials should be given preference in **conservation** work.

Repair of a technically higher standard than that achieved with the existing materials or construction practices may be justified only where the stability or life expectancy of the site or material is increased, where the new material is compatible with the old, and where the **cultural heritage value** is not diminished.

19. Restoration

The process of **restoration** typically involves **reassembly** and **reinstatement,** and may involve the removal of accretions that detract from the **cultural heritage value** of a **place**.

Restoration is based on respect for existing **fabric,** and on the identification and analysis of all available evidence, so that the **cultural heritage value** of a **place** is recovered or revealed. **Restoration** should be carried out only if the **cultural heritage value** of the **place** is recovered or revealed by the process.

Restoration does not involve conjecture.

i. Reassembly and reinstatement

Reassembly uses existing material and, through the process of **reinstatement**, returns it to its former position. **Reassembly** is more likely to involve work on part of a **place** rather than the whole **place**.

ii. Removal

Occasionally, existing **fabric** may need to be permanently removed from a **place**. This may be for reasons of advanced decay, or loss of structural **integrity**, or because particular **fabric** has been identified in a **conservation plan** as detracting from the **cultural heritage value** of the **place**.

The **fabric** removed should be systematically **recorded** before and during its removal. In some cases it may be appropriate to store, on a long-term basis, material of evidential value that has been removed.

20. Reconstruction

Reconstruction is distinguished from **restoration** by the introduction of new material to replace material that has been lost.

Reconstruction is appropriate if it is essential to the function, **integrity**, **intangible value**, or understanding of a **place**, if sufficient physical and documentary evidence exists to minimise conjecture, and if surviving **cultural heritage value** is preserved.

Reconstructed elements should not usually constitute the majority of a **place** or **structure**.

21. Adaptation

The **conservation** of a **place** of **cultural heritage value** is usually facilitated by the **place** serving a useful purpose. Proposals for **adaptation** of a **place** may arise from maintaining its continuing **use**, or from a proposed change of **use**.

Alterations and additions may be acceptable where they are necessary for a **compatible use** of the **place**. Any change should be the minimum necessary, should be substantially reversible, and should have little or no adverse effect on the **cultural heritage value** of the **place**.

Any alterations or additions should be compatible with the original form and **fabric** of the **place**, and should avoid inappropriate or incompatible contrasts of form, scale, mass, colour, and material. **Adaptation** should not dominate or substantially obscure the original form and **fabric**, and should not adversely affect the **setting** of a **place** of **cultural heritage value**. New work should complement the original form and **fabric**.

22. Non-intervention

In some circumstances, assessment of the **cultural heritage value** of a **place** may show that it is not desirable to undertake any **conservation intervention** at that time. This approach may be appropriate where undisturbed constancy of **intangible values,** such as the spiritual associations of a sacred **place,** may be more important than its physical attributes.

23. Interpretation

Interpretation actively enhances public understanding of all aspects of **places** of **cultural heritage value** and their **conservation**. Relevant cultural protocols are integral to that understanding, and should be identified and observed.

Where appropriate, interpretation should assist the understanding of **tangible** and **intangible values** of a **place** which may not be readily perceived, such as the sequence of construction and change, and the meanings and associations of the **place** for **connected people**.

Any interpretation should respect the **cultural heritage value** of a **place**. Interpretation methods should be appropriate to the **place**. Physical **interventions** for interpretation purposes should not detract from the experience of the **place**, and should not have an adverse effect on its **tangible** or **intangible values**.

24. Risk mitigation

Places of **cultural heritage value** may be vulnerable to natural disasters such as flood, storm, or earthquake; or to humanly induced threats and risks such as those arising from earthworks, subdivision and development, buildings works, or wilful damage or neglect. In order to safeguard **cultural heritage value**, planning for risk mitigation and emergency management is necessary.

Potential risks to any **place** of **cultural heritage value** should be assessed. Where appropriate, a risk mitigation plan, an emergency plan, and/or a protection plan should be prepared, and implemented as far as possible, with reference to a conservation plan.

Definitions

For the purposes of this charter:

Adaptation means the process(es) of modifying a **place** for a **compatible use** while retaining its **cultural heritage value. Adaptation** processes include alteration and addition.

Authenticity means the credibility or truthfulness of the surviving evidence and knowledge of the **cultural heritage value** of a **place.** Relevant evidence includes form and design, substance and **fabric**, technology and craftsmanship, location and surroundings, context and **setting**, **use** and function, traditions, spiritual essence, and sense of place, and includes **tangible** and **intangible values.** Assessment of **authenticity** is based on identification and analysis of relevant evidence and knowledge, and respect for its cultural context.

Compatible use means a **use** which is consistent with the **cultural heritage value** of a **place,** and which has little or no adverse impact on its **authenticity** and **integrity.**

Connected people means any groups, organisations, or individuals having a sense of association with or responsibility for a **place** of **cultural heritage value.**

Conservation means all the processes of understanding and caring for a **place** so as to safeguard its **cultural heritage value. Conservation** is based on respect for the existing **fabric**, associations, meanings, and **use** of the **place**. It requires a cautious approach of doing as much work as necessary but as little as possible, and retaining **authenticity** and **integrity**, to ensure that the **place** and its values are passed on to future generations.

Conservation plan means an objective report which documents the history, **fabric,** and **cultural heritage value** of a **place**, assesses its **cultural heritage significance,** describes the condition of the **place**, outlines **conservation** policies for managing the **place**, and makes recommendations for the **conservation** of the **place**.

Contents means moveable objects, collections, chattels, documents, works of art, and ephemera that are not fixed or fitted to a **place,** and which have been assessed as being integral to its **cultural heritage value**.

Cultural heritage significance means the **cultural heritage value** of a **place** relative to other similar or comparable **places**, recognising the particular cultural context of the **place**.

Cultural heritage value/s means possessing aesthetic, archaeological, architectural, commemorative, functional, historical, landscape, monumental, scientific, social, spiritual, symbolic, technological, traditional, or other **tangible** or **intangible values,** associated with human activity.

Cultural landscapes means an area possessing **cultural heritage value** arising from the relationships between people and the environment. **Cultural landscapes** may have been designed, such as gardens, or may have evolved from human settlement and land use over time, resulting in a diversity of distinctive landscapes in different areas. Associative **cultural landscapes**, such as sacred mountains, may lack **tangible** cultural elements but may have strong **intangible** cultural or spiritual associations.

Documentation means collecting, **recording**, keeping, and managing information about a **place** and its **cultural heritage value**, including information about its history, **fabric,** and meaning; information about decisions taken; and information about physical changes and **interventions** made to the **place**.

Fabric means all the physical material of a **place**, including subsurface material, **structures**, and interior and exterior surfaces including the patina of age; and including fixtures and fittings, and gardens and plantings.

Hapu means a section of a large tribe of the **tangata whenua**.

Intangible value means the abstract **cultural heritage value** of the meanings or associations of a **place**, including commemorative, historical, social, spiritual, symbolic, or traditional values.

Integrity means the wholeness or intactness of a **place**, including its meaning and sense of **place**, and all the **tangible** and **intangible** attributes and elements necessary to express its **cultural heritage value**.

Intervention means any activity that causes disturbance of or alteration to a **place** or its **fabric**. **Intervention** includes archaeological excavation, invasive investigation of built **structures,** and any **intervention** for **conservation** purposes.

Iwi means a tribe of the **tangata whenua**.

Kaitiakitanga means the duty of customary trusteeship, stewardship, guardianship, and protection of land, resources, or **taonga.**

Maintenance means regular and on-going protective care of a **place** to prevent deterioration and to retain its **cultural heritage value**.

Matauranga means traditional or cultural knowledge of the **tangata whenua**.

Non-intervention means to choose not to undertake any activity that causes disturbance of or alteration to a **place** or its **fabric**.

Place means any land having **cultural heritage value** in New Zealand, including areas; **cultural landscapes**; buildings, **structures,** and monuments; groups of buildings, **structures,** or monuments; gardens and plantings; archaeological sites and features; traditional sites; sacred **places**; townscapes and streetscapes; and settlements. **Place** may also include land covered by water, and any body of water. **Place** includes the **setting** of any such **place**.

Preservation means to maintain a **place** with as little change as possible.

Reassembly means to put existing but disarticulated parts of a **structure** back together.

Reconstruction means to build again as closely as possible to a documented earlier form, using new materials.

Recording means the process of capturing information and creating an archival record of the **fabric** and **setting** of a **place**, including its configuration, condition, **use**, and change over time.

Reinstatement means to put material components of a **place**, including the products of **reassembly**, back in position.

Repair means to make good decayed or damaged **fabric** using identical, closely similar, or otherwise appropriate material.

Restoration means to return a **place** to a known earlier form, by **reassembly** and **reinstatement**, and/or by removal of elements that detract from its **cultural heritage value**.

Setting means the area around and/or adjacent to a **place** of **cultural heritage value** that is integral to its function, meaning, and relationships. **Setting** includes the **structures**, outbuildings, features, gardens, curtilage, airspace, and accessways forming the spatial context of the **place** or used in association with the **place**. **Setting** also includes **cultural landscapes**, townscapes, and streetscapes; perspectives, views, and viewshafts to and from a **place**; and relationships with other **places** which contribute to the **cultural heritage value** of the **place**. **Setting** may extend beyond the area defined by legal title, and may include a buffer zone necessary for the longterm protection of the **cultural heritage value** of the **place**.

Stabilisation means the arrest or slowing of the processes of decay.

Structure means any building, standing remains, equipment, device, or other facility made by people and which is fixed to the land.

Tangata whenua means generally the original indigenous inhabitants of the land; and means specifically the people exercising **kaitiakitanga** over particular land, resources, or **taonga**.

Tangible value means the physically observable **cultural heritage value** of a **place**, including archaeological, architectural, landscape, monumental, scientific, or technological values.

Taonga means anything highly prized for its cultural, economic, historical, spiritual, or traditional value, including land and natural and cultural resources.

Tino rangatiratanga means the exercise of full chieftainship, authority, and responsibility.

Use means the functions of a **place**, and the activities and practices that may occur at the **place**. The functions, activities, and practices may in themselves be of **cultural heritage value**.

Whanau means an extended family which is part of a **hapu** or **iwi**.

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This revised text replaces the 1993 and 1995 versions and should be referenced as the *ICOMOS New Zealand Charter for the Conservation of Places of Cultural Heritage Value* (ICOMOS New Zealand Charter 2010).

This revision incorporates changes in conservation philosophy and best practice since 1993 and is the only version of the ICOMOS New Zealand Charter approved by ICOMOS New Zealand (Inc.) for use.

www.icomos.org.nz

Appendix 6

ICOMOS Historic Gardens
(The Florence Charter 1981)

CONSEIL INTERNATIONAL DES MONUMENTS ET DES SITES — ICOMOS — INTERNATIONAL COUNCIL ON MONUMENTS AND SITES

HISTORIC GARDENS
(THE FLORENCE CHARTER 1981)

Adopted by ICOMOS in December 1982.

PREAMBLE

The ICOMOS-IFLA International Committee for Historic Gardens, meeting in Florence on 21 May 1981, decided to draw up a charter on the preservation of historic gardens which would bear the name of that town. The present Florence Charter was drafted by the Committee and registered by ICOMOS on 15 December 1982 as an addendum to the Venice Charter covering the specific field concerned.

DEFINITIONS AND OBJECTIVES

Article 1.

"A historic garden is an architectural and horticultural composition of interest to the public from the historical or artistic point of view". As such, it is to be considered as a monument.

Article 2.

"The historic garden is an architectural composition whose constituents are primarily vegetal and therefore living, which means that they are perishable and renewable." Thus its appearance reflects the perpetual balance between the cycle of the seasons, the growth and decay of nature and the desire of the artist and craftsman to keep it permanently unchanged.

Article 3.

As a monument, the historic garden must be preserved in accordance with the spirit of the Venice Charter. However, since it is a living monument, its preservation must be governed by specific rules which are the subject of the Present charter.

Article 4.

The architectural composition of the historic garden includes:

- Its plan and its topography.
- Its vegetation, including its species, proportions, colour schemes, spacing and respective heights.
- Its structural and decorative features.
- Its water, running or still, reflecting the sky.

Article 5.

As the expression of the direct affinity between civilisation and nature, and as a place of enjoyment suited to meditation or repose, the garden thus acquires the cosmic significance of an idealised image of the world, a "paradise" in the etymological sense of the term, and yet a testimony to a culture, a style, an age, and often to the originality of a creative artist.

Article 6.

The term "historic garden" is equally applicable to small gardens and to large parks, whether formal or "landscape".

Article 7.

Whether or not it is associated with a building in which case it is an inseparable complement, the historic garden cannot be isolated from its own particular environment, whether urban or rural, artificial or natural.

Article 8.

A historic site is a specific landscape associated with a memorable act, as, for example, a major historic event; a well-known myth; an epic combat; or the subject of a famous picture.

Article 9.

The preservation of historic gardens depends on their identification and listing. They require several kinds of action, namely maintenance, conservation and restoration. In certain cases, reconstruction may be recommended. The authenticity of a historic garden depends as much on the design and scale of its various parts as on its decorative features and on the choice of plant or inorganic materials adopted for each of its parts.

MAINTENANCE, CONSERVATION, RESTORATION, RECONSTRUCTION

Article 10.

In any work of maintenance, conservation, restoration or reconstruction of a historic garden, or of any part of it, all its constituent features must be dealt with simultaneously. To isolate the various operations would damage the unity of the whole.

MAINTENANCE AND CONSERVATION

Article 11.

Continuous maintenance of historic gardens is of paramount importance. Since the principal material is vegetal, the preservation of the garden in an unchanged condition requires both prompt replacements when required and a long-term programme of periodic renewal (clear felling and replanting with mature specimens).

Article 12.

Those species of trees, shrubs, plants and flowers to be replaced periodically must be selected with regard for established and recognised practice in each botanical and horticultural region, and with the aim to determine the species initially grown and to preserve them.

Article 13.

The permanent or movable architectural, sculptural or decorative features which form an integral part of the historic garden must be removed or displaced only insofar as this is essential for their conservation or restoration. The replacement or restoration of any such jeopardised features must be effected in accordance with the principles of the Venice Charter, and the date of any complete replacement must be indicated.

Article 14.

The historic garden must be preserved in appropriate surroundings. Any alteration to the physical environment which will endanger the ecological equilibrium must be prohibited. These applications are applicable to all aspects of the infrastructure, whether internal or external (drainage works, irrigation systems, roads, car parks, fences, caretaking facilities, visitors' amenities, etc.).

RESTORATION AND RECONSTRUCTION

Article 15.

No restoration work and, above all, no reconstruction work on a historic garden shall be undertaken without thorough prior research to ensure that such work is scientifically executed and which will involve everything from excavation to the assembling of records relating to the garden in question and to similar gardens. Before any practical work starts, a project must be prepared on the basis of said research and must be submitted to a group of experts for joint examination and approval.

Article 16.

Restoration work must respect the successive stages of evolution of the garden concerned. In principle, no one period should be given precedence over any other, except in exceptional cases where the degree of damage or destruction affecting certain parts of a garden may be such that it is decided to reconstruct it on the basis of the traces that survive or of unimpeachable documentary evidence. Such reconstruction work might be undertaken more particularly on the parts of the garden nearest to the building it contains in order to bring out their significance in the design.

Article 17.

Where a garden has completely disappeared or there exists no more than conjectural evidence of its successive stages a reconstruction could not be considered a historic garden.

USE

Article 18.

While any historic garden is designed to be seen and walked about in, access to it must be restricted to the extent demanded by its size and vulnerability, so that its physical fabric and cultural message may be preserved.

Article 19.

By reason of its nature and purpose, a historic garden is a peaceful place conducive to human contacts, silence and awareness of nature. This conception of its everyday use must contrast with its role on those rare occasions when it accommodates a festivity. Thus, the conditions of such occasional use of a historic garden should be clearly defined, in order that any such festivity may itself serve to enhance the visual effect of the garden instead of

perverting or damaging it.

Article 20.

While historic gardens may be suitable for quiet games as a daily occurrence, separate areas appropriate for active and lively games and sports should also be laid out adjacent to the historic garden, so that the needs of the public may be satisfied in this respect without prejudice to the conservation of the gardens and landscapes.

Article 21.

The work of maintenance and conservation, the timing of which is determined by season and brief operations which serve to restore the garden's authenticity, must always take precedence over the requirements of public use. All arrangements for visits to historic gardens must be subjected to regulations that ensure the spirit of the place is preserved.

Article 22.

If a garden is walled, its walls may not be removed without prior examination of all the possible consequences liable to lead to changes in its atmosphere and to affect its preservation.

LEGAL AND ADMINISTRATIVE PROTECTION

Article 23.

It is the task of the responsible authorities to adopt, on the advice of qualified experts, the appropriate legal and administrative measures for the identification, listing and protection of historic gardens. The preservation of such gardens must be provided for within the framework of land-use plans and such provision must be duly mentioned in documents relating to regional and local planning. It is also the task of the responsible authorities to adopt, with the advice of qualified experts, the financial measures which will facilitate the maintenance, conservation and restoration, and, where necessary, the reconstruction of historic gardens.

Article 24.

The historic garden is one of the features of the patrimony whose survival, by reason of its nature, requires intensive, continuous care by trained experts. Suitable provision should therefore be made for the training of such persons, whether historians, architects, landscape architects, gardeners or botanists. Care should also be taken to ensure that there is regular propagation of the plant varieties necessary for maintenance or restoration.

Article 25.

Interest in historic gardens should be stimulated by every kind of activity capable of emphasising their true value as part of the patrimony and making for improved knowledge and appreciation of them: promotion of scientific research; international exchange and circulation of information; publications, including works designed for the general public; the encouragement of public access under suitable control and use of the media to develop awareness of the need for due respect for nature and the historic heritage. The most outstanding of the historic gardens shall be proposed for inclusion in the World Heritage List.

Nota Bene

The above recommendations are applicable to all the historic gardens in the world.

Additional clauses applicable to specific types of gardens may be subsequently appended to the present Charter with brief descriptions of the said types.

CASS BAY REFURBISHMENT PROJECT

DRILL HALL



Executive Summary

TS Godley are proposing to enter into a lease agreement with the Christchurch City Council to lease two council owned building at 64 Governors Bay Rd, Cass Bay. The purpose of the enterprise is to provide TS Godley with a safe, compliant and accessible space for cadets to use for training and events.

The existing buildings have a high degree of deferred maintenance and require a number of compliance upgrades and safety additions to create a useable, compliant space for the organisation.

We understand that the buildings have a degree of historical significance and are subject to planning restrictions, therefore we have developed a conceptual scope of works that outlines the proposed scope of works and initial budget for the restoration and adaption of the building for the needs of the cadets. We note this scope excludes the scope of works relating to the construction of a new bunk room/accommodation block which is proposed to be a separate, new building on the site.

This document is prepared and released to Christchurch City Council for the purpose of CCC assessing planning compliance with the proposed restoration works.

CASS BAY REFURBISHMENT PROJECT

Proposed Scope of Remediation

- Encapsulate ACM roofing
- Prepare and paint exterior cladding, replacing rotten cladding as required
- Insulate ceiling and line with plywood, leave exposed trusses exposed and refinish
- Insulate exterior walls and line with plywood
- Install new compliant woodburner on new hearth
- Install commercial kitchen with store room
- Retain exterior aesthetic, colours and character
- Install sympathetic egress doors and fire accessway on south side
- Upgrade internal electrical systems
- Install suitable fire and signage systems
- Install new flooring throughout
- Refurbish barn doors, install new roller door behind

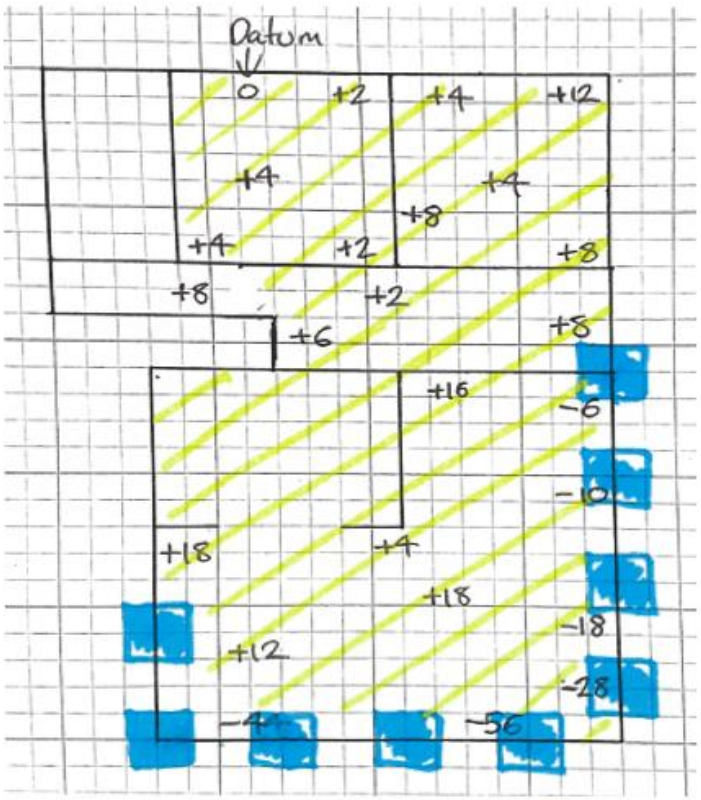
CASS BAY REFURBISHMENT PROJECT

OFFICERS QUARTERS

Proposed Scope of Remediation

- Relevel foundation as per engineers advice
- Encapsulate ACM roofing (inside and out)
- Prepare and paint exterior cladding
- Repair/replace cladding as required
- Retain character of building envelope
- Reline and insulate interior
- Refurbish interior bathroom and laundry facilities
- Add female bathroom in laundry space
- Refurbish kitchen, retaining original character cabinetry
- Replace all floor coverings
- Upgrade internal electrical systems
- Install suitable fire and signage systems
- Retain exterior aesthetic, colours and character

Proposed relevelling plan



7.0.6 - CUBE Pricing & Works Order

Estimate

Site Address: 64 Governors Bay Rd, Cass Bay
Reference: Refurb quote
Client: NZ Sea Cadet Corps

MK2

Date prepared: 21.06.2023

ELEMENT	Description	Width	Depth	Stud	Unit	Quantity	Rate	Subtotal		Trade
MAIN HALL		19.4	12.8	3.3		212.52				-
				6.7						
	Supply and install gas califont				ea	1.00	$4,500.00	$4,500.00		
	Supply and install 4 x exit signs				ea	4.00	$45.00	$180.00		
	Supply and install 2 x smoke alarms				ea	2.00	$65.00	$130.00		
	Demo existing wall linings				hrs	24.00	$65.00	$1,560.00		
	Insulate walls (R2.8 Batts)				m2	212.52	$22.40	$4,760.45		
	Strap and line walls 10mm ply - CC face				m2	212.52	$89.54	$19,029.04		
	Poly walls (2 coats)				m2	212.52	$23.50	$4,994.22		
	Strap and insulate ceilings R3.6 Batts				m2	395.76	$26.50	$10,487.64		
	Strap and line ceilings 10mm ply				m2	395.76	$91.00	$36,014.16		
	Poly ceilings (2 coats)				m2	395.76	$25.00	$9,894.00		
	Remove and replace 13mm ceilings - kitchen area				m2	48.00	$52.10	$2,500.80		
	Plaster new gib ceilings				m2	48.00	$25.00	$1,200.00		
	Paint new gib ceilings				m2	48.00	$26.00	$1,248.00		
	Supply and install Sterliser unit				ProvSum	1.00	$4,200.00	$4,200.00		
	Electrical				ProvSum	1.00	$7,500.00	$7,500.00		
	Plumbing and Drainage				ProvSum	1.00	$9,500.00	$9,500.00		
	Supply and install woodburner (incl consent and flue)				ea	1.00	$8,500.00	$8,500.00		
	Floor coating system to kitchen				ea	56.00	$98.50	$5,516.00		
	Supply and install carpet tiles to main hall area.				m2	144.00	$96.00	$13,824.00		
	Concrete hearth for woodburner				ea	1.00	$1,200.00	$1,200.00		
	Supply and install carpet and underlay in west rooms only	8.6	4		m2	34.40	$94.00	$3,233.60		
	Supply and install exit door in kitchen (incl ramp to exterior)				ea	1.00	$1,600.00	$1,600.00		
	Remove and replace kitchen with commerical stainless kitchen				ProvSum	1.00	$25,000.00	$25,000.00		
	Blank off internal kitchen door				ea	1.00	$850.00	$850.00		
	Supply and install roller door with ped door insert	2.8	3		ea	1.00	$4,250.00	$4,250.00		
	Repair and paint external barn doors				ea	1.00	$2,500.00	$2,500.00		
	Remove and replace weatherboards				lm	32.00	$173.40	$5,548.80		
	Prep and paint weatherboards				m2	212.52	$85.00	$18,064.20		
	Reglare 2 x SG window panes				ea	2.00	$161.00	$322.00		
	Supply and install drip edge flashing				lm	38.80	$65.00	$2,522.00		
	EV - lead paint management, PPE, plastic, daily clean, dumping				ea	1.00	$2,500.00	$2,500.00		
	Scaffold for the works				ea	1.00	$9,500.00	$9,500.00		
	Encapsulate ACM roof				ProvSum	225.00	$65.00	$14,625.00		
									$237,253.91	-
OFFICERS QUARTERS		13.2	10.2	3		140.40				-
	Foundation repair - as per HP quote +20% escalation				Quote	1.00	$38,040.00	$38,040.00		
	Remove and replace strandfloor hatches for subfloor access (6x hatches)				m2	17.28	$107.50	$1,857.60		
	Prep and paint exterior				m2	140.40	$85.00	$11,934.00		
	Remove and replace rotten weatherboards				lm	28.00	$173.40	$4,855.20		
	Remove and replace SG window panes				ea	2.00	$161.00	$322.00		
	Blank off exterior bathroom door (weatherboards)				ea	2.00	$1,800.00	$3,600.00		
	Supply and install interior door to bathroom				ea	2.00	$550.00	$1,100.00		
	Prep and paint interior walls (includes stripping, gap fill, plastering)				m2	198.00	$38.00	$7,524.00		
	Prep and paint interior ceilings (incl gap fill and plastering)				m2	134.64	$39.00	$5,250.96		
	Remove and replace ceilings (lounge/kitchen areas only)				m2	40.00	$45.78	$1,831.20		
	Plaster new ceilings				m2	40.00	$23.00	$920.00		
	Paint new ceilings				m2	40.00	$25.00	$1,000.00		
	Remove and replace coving trims				lm	26.00	$23.50	$611.00		
	Prep and paint kitchen cabinets				ea	1.00	$2,200.00	$2,200.00		
Bathroom 1	Remove and replace Vanity, Shower x2, WC (base range)				Sum	1.00	$12,000.00	$12,000.00		
	Plumb and wire for washing machine/dryer station				ea	1.00	$2,800.00	$2,800.00		
	Remove and replace vinyl flooring (Commercial range)				m2	8.00	$165.00	$1,320.00		
Bathroom 2	Remove and replace Vanity, Shower, WC (Base range)				Sum	1.00	$10,000.00	$10,000.00		
	Remove and replace vinyl flooring (Base range)				m2	4.00	$165.00	$660.00		
	Supply and install carpet and underlay (Base range)				m2	122.64	$74.00	$9,075.36		
	Electrical				ProvSum	1.00	$5,500.00	$5,500.00		
	Plumbing and Drainage				ProvSum	1.00	$6,500.00	$6,500.00		
	Prep and paint doors				ea	2.00	$190.00	$380.00		
	Supply and install 2 x smoke alarms				ea	2.00	$65.00	$130.00		
	EV - lead paint management, PPE, plastic, daily clean, dumping				ea	1.00	$2,200.00	$2,200.00		
	Overhead power - disconnect and reconnect				ea	1.00	$1,200.00	$1,200.00		

Estimate

Site Address:	64 Governors Bay Rd, Cass Bay
Reference:	Refurb quote
Client:	NZ Sea Cadet Corps
Date prepared:	21.06.2023

MK2

ELEMENT	Description	Width	Depth	Stud	Unit	Quantity	Rate	Subtotal		Trade
	Encapsulate ACM roofing (exterior)				ProvSum	140.00	$65.00	$9,100.00		
	Encapsulate ACM roofing (interior)				ProvSum	140.00	$65.00	$9,100.00		
									$151,011.32	-
STORE SHED		2.7	3	2.4		27.36				-
	Prep and paint exterior				m2	27.36	$85.00	$2,325.60		
	EV - lead paint management, PPE, plastic, daily clean, dumping				ea	1.00	$550.00	$550.00		
									$2,875.60	-
RETAINING WALLS & DRIVEWAY										-
	Allow to construct 75m of 1.5m high retaining walls 2 tier around Drill hall and single level around the lower accommodation block. INCLUDES:				ea	1.00	$67,500.00	$67,500.00		
	Removal of existing walls									
	Removal of concrete filled drums									
	Cut to fill works as required									
	1.5m high H4 timber rail (150 x 50) and round post retaining wall									
	Subsoil drains and filter fabric and drainage chip backfill behind walls									
Parade Ground	**To construct loose chip parade ground allowing for excavating 100mm below existing ground levels and removing spoil, incl**				ea	1.00	$6,100.00	$6,100.00		
	Supply and placing 25mm depth of reject roading chip over 75mm compacted depth of AP40 over weed mat									
	Supply and install 25 x 100mm H4 ground treated timber batten edges									
Driveway	**Prepare existing driveway for chipseal allowing for 150mm minimum compacted depth of AP40 incl**				m2	200.00	$105.00	$21,000.00		
	Apply 2 coat chipseal to prepared driveway allowing for up to 200m2 area									
									$94,600.00	
GENERAL										-
	Allow for site fencing, signage, hoardings etc				ea	1.00	$2,000.00	$2,000.00		
	End of job cleaning				ea	4.00	$900.00	$3,600.00		
	Skip bins - general, hardfill				ea	8.00	$750.00	$6,000.00		
									$11,600.00	-
SUBTOTAL 1 EXCLUDING MARGIN, P&G and GST								$497,340.83	$497,340.83	-
Margin 10%									$49,734.08	
Subtotal									$547,074.91	
P&G 9%									$49,236.74	
Subtotal									$596,311.65	
GST									$89,446.75	
TOTAL									$685,758.40	

TAGS

Concept estimate only, subject to design, consented plans, PS1 etc
Assume use of site power
No allowance for ACM removal
No allowance for contingency - recommend 15%
No allowance has been made for:
Contaminated or hazardous materials
Removal of asbestos sheeting stored on the ground
Excavation of auguring of rock
Permit, fees or consents
Connecting subsoil drains to existing drainage systems – we have allowed for leaving 2.0m tails extending out from end of walls
Dewatering
Existing foundations or underground structures

Dated 2021

DEED OF LEASE OF

LAND AND BUILDINGS AT 86 GOVERNORS BAY ROAD

Landlord
CHRISTCHURCH CITY COUNCIL

Tenant
SEA CADET ASSOCIATION OF NEW ZEALAND INCORPORATED

DRAFT

Christchurch City Council

CIVIC OFFICES • 53 HEREFORD STREET • CHRISTCHURCH 8013
• TELEPHONE (03) 941-8999

LEX23036

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SIXTH SCHEDULE - MEMORANDUM OF UNDERSTANDING
SEVENTH SCHEDULE - ASSET MANAGEMENT AND CONSERVATION PLAN

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DEED OF LEASE

DATED **2021**

PARTIES

(1) **CHRISTCHURCH CITY COUNCIL** ("Landlord")

(2) **SEA CADET ASSOCIATON OF NEW ZEALAND – TRAINING SHIP GODLEY** ("Tenant")

BACKGROUND

A The Landlord is the registered proprietor of the Land and has agreed to grant the Tenant a lease of the Premises under section 138 of the Local Government Act 2002. The Land is commonly known as HMNZS Steadfast (Steadfast)

B The Landlord's predecessor the Banks Peninsula District Council agreed to the Tenant occupying the Premises on an informal basis for the purposes of Sea Cadet Training. The Landlord on taking over the functions of the Banks Peninsula District Council continued to let the Tenant use the Premises on an informal basis. The parties now wish to formalise the arrangement and have agreed to enter into a Lease of the Premises.

C Some of the buildings on the Land are old naval buildings which have cultural and historical significance. The buildings are falling into disrepair and the Tenant has agreed to repair and maintain the buildings on the Premises at their cost during the Term of the Lease.

TERMS OF THIS DEED

1. The Landlord leases to the Tenant and the Tenant takes on a lease of the Premises described in the First Schedule together with the right to use the Landlord's fixtures and fittings contained in the Premises and listed in the Third Schedule for the Term from the Commencement Date and at the Annual Rent, subject to review, as set out in the First Schedule.

2. The Landlord and the Tenant covenant as set out in the Second Schedule.

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THE COMMON SEAL of)
CHRISTCHURCH CITY COUNCIL)
was hereto affixed in the presence of)

Mayor/Councillor

Councillor

THE COMMON SEAL of)
THE SEA CADET ASSOCIATION OF NEW ZEALAND INCORPORATED)
was hereto affixed in the presence of)

National Executive Member

National Executive Member

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FIRST SCHEDULE

Item 1: **Premises**
Part of 86 Governors Bay Road with legal description Lot 1 on DP 76704 comprised in Record of Title CB44B/16 at the Canterbury Registry as shown on the attached plan

Building Footprint Area: Building marked "B" - 235m^2
Building marked "C" – 115m2

Total Land Area: 431m^2 (including land of 36m^2 on which Building "A" (owned by the Tenant) is situated and land of 45m^2 marked "G" where the parties have agreed the Tenant may build a storage shed).

The Tenant also has a right in common with members of the public and other tenants to use the Land around the Premises.

Item 2: **Term of Lease**
Thirty five (35) years less one day

Item 3: **Commencement Date**
1 ## 2021

Item 4: **Rights of Renewal**
N/A

Item 5: **Renewal Date(s)**
N/A

Item 6: **Final Expiry Date**
2056

Item 7: **Annual Rent** (subject to review if applicable)
$1.00 plus GST

Item 8: **Rent Review Dates**
2026- and the every three(3) years thereafter

Item 9: **Permitted Use**
Sea Cadet training and associated armed forces cadet training, leadership and personal development training for young people.

Item 10: **Amount of Public Risk Insurance**
$2 million

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SECOND SCHEDULE

1. INTERPRETATION AND DEFINITIONS

1.1 In this Lease unless a contrary intention appears:

(a) **"GST"** means Goods and Services Tax or any tax in the nature of a Goods and Services Tax.

(b) **"Improvements"** means any building or structure placed on the land by the Tenant or any fixture or fitting attached to any building or structure on the land by the Tenant.

(c) **"Insured Risks"** means loss, damage or destruction resulting from fire, flood, explosion, lightning, storm, earthquake and volcanic activity and any other risks which the Landlord is reasonably required to be insured against (or has covenanted with the Tenant to be insured against);

(d) **"Landlord" and "Tenant"** include their respective successors and permitted assigns and will extend in the case of the Tenant to include the Tenant's employees, agents, contractors, invitees and any other person under the Tenant's control.

(e) **"Premises** "means the Land and buildings in the Lease area shown in the attached plan but excludes the Tenant's Improvements.

(f) **"Working Day"** has the meaning given to it by the Property Law Act 2007.

1.2 **Interpretations**

(a) Any reference in this Lease to the terms described in the First Schedule will have the meanings set out in the First Schedule.

(b) Words importing the singular will include the plural. Words importing the masculine gender will include the feminine or neuter and vice versa. Words importing persons will include companies.

(c) Any covenant or agreement on the part of two or more persons will be deemed to bind them jointly and severally.

(d) The Table of Contents and any headings and marginal notations in this Lease have been inserted for convenience only and will not limit or govern the construction of the terms of this Lease.

(e) Any reference in this Lease to any statute or regulation is deemed to include all amendments and revisions made from time to time to that statute or regulation and any re-enactments thereof.

(f) Where the Landlord's consent or approval is required pursuant to any provision of this Lease such consent or approval will be required for each separate occasion notwithstanding any prior consent or approval obtained for the like purpose on a prior occasion.

(g) Building Act Terms: **Building Consent, Building Work** and **Code Compliance Certificate** have the meanings given to those terms in the Building Act 2004.

1.3 **Entire Agreement**

This document embodies the entire understanding and the whole agreement between the parties. Any previous representations, warranties, arrangements and statements whether expressed or implied with reference to the subject matter of this Lease are merged herein.

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2. TERM

2.1 This Lease will be for the term fixed in Item 2 of the First Schedule commencing on the Commencement Date.

3. RENT

3.1 The Tenant will pay to the Landlord the Annual Rent from the Commencement Date by annual payments in advance (or as varied pursuant to any rent review during the term of this Lease) the first of such payments to be due and payable on the Commencement Date.

3.2 All rent will be paid without any deductions or setoff by direct payment to the Landlord or as the Landlord may direct.

4. RENT REVIEW

4.1 The Annual Rental will be reviewed on the Review Dates to a figure which is an amount determined by the Landlord in its absolute discretion having regard to the Landlord's general policies in relation to the leasing of sporting and community facilities.

4.2 When considering any rent review under clause 4.1 above, the Landlord will have regard to any expenses incurred by the Tenant in the repair and maintenance of the buildings on the Premises.

4.3 If requested, the Tenant will provide the Landlord with copies of its audited annual accounts within 60 days of the end of the Tenant's financial year during each year of this Lease.

5. OUTGOINGS

5.1 The Tenant will pay in addition to the Annual Rent:

(a) any charges for water, gas, electricity, phones and other utilities or services; and

(b) all charges for rubbish collection services.

5.2 In any case when the charges referred to in clause 5.1 are not separately assessed to the Premises the Tenant will pay a fair and reasonable portion of those charges.

5.3 The outgoings will be apportioned between the Landlord and the Tenant in respect of periods current at the commencement and cancellation of the Term of this Lease.

5.4 Subject to the Tenant's compliance with the provisions of this Clause 5 the Landlord will pay all outgoings in respect of the Premises not payable by the Tenant including but not limited to the Building Warrant of Fitness. The Landlord will be under no obligation to minimise any liability by paying any outgoing or tax prior to receiving payment from the Tenant.

6. GOODS AND SERVICES TAX

6.1 The Tenant will pay to the Landlord the GST payable by the Landlord in respect of the Annual Rent and other payments payable by the Tenant under this Lease. The tax in respect of the Annual Rent will be payable on each occasion when Annual Rent payment falls due for payment and in respect of any other payment will be payable upon demand.

6.2 If the Tenant will make default in payment of the Annual Rent or other moneys payable under this Lease and the Landlord becomes liable to pay additional GST then the Tenant will on

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demand pay to the Landlord the additional GST.

7. MAINTENANCE AND CARE OF THE PREMISES

7.1 Tenant's Obligations

The Tenant will (subject to any maintenance covenant by the Landlord) in a proper and workmanlike manner at the Tenant's cost and to the reasonable requirements of the Landlord:

(a) **Maintain the Premises**

Keep and maintain their own Improvements and the interior and exterior of the Premises including the roof and structure of the buildings and the Landlord's fixtures and fittings (if any) in good clean order, repair and condition. Any maintenance and repair to the exterior or structure of any building (excluding the Tenant's improvements) on the Premises must have prior Landlord approval. The parties acknowledge that although the buildings at the Premises do not have any classification under the Heritage New Zealand Pouhere Taonga Act 2014 or the District Plan, the buildings do have significant historical and cultural value. The Tenant agrees to have regard to the aesthetic, architectural, historical, cultural and social significance of the buildings when undertaking any maintenance and will at the end or earlier determination of the Term quietly yield up the same in the like clean order repair and condition. The Tenant will not be liable for fair wear and tear arising from reasonable use or damage caused by fire, flood, explosion, lightning, storm, earthquake, volcanic activity or to any risk against which the Landlord is (or has covenanted to the Tenant to be) insured, unless:

(i) the damage was intentionally caused by the Tenant or by those for whom the Tenant is responsible; or

(ii) the damage was the result of an act or omission by the Tenant or those for whom the Tenant is responsible and that act or omission

(A) occurred on or about the Premises or on or about the land on which the Premises are situated; and

(B) constitutes an indictable offence within the meaning of the Summary Offences Proceedings Act 1957;

then the Tenant is liable for the cost of making good that damage; or

(iii) any insurance moneys otherwise payable are rendered unrecoverable because of an act or omission of the Tenant or those for whom the Tenant is responsible.

(b) **Cleaning**

Keep the Tenant's Improvements and the Premises (including all exterior and interior windows and fences) clean and free of graffiti and ensure that all waste and rubbish is placed in suitable receptacles and removed from the Premises regularly.

(c) **Control of pests**

Take any steps necessary to control any pest infestation occurring in, or emanating from, within the Premises.

(d) **Make good defects**

Except where such damage is covered by the Landlord's insurance policies, (insurance excess $2,500) repair any damage to the Premises and the Landlord's fixtures and fittings caused by the act or omission of the Tenant or any person under the control of

the Tenant, including any other person in or about the Premises at any time at the request or invitation of or under the control or direction of the Tenant.

(e) **Replace Glass**

(i) Immediately replace all glass broken in and about the Premises with glass of a same or similar quality.

(ii) Any glass broken by vandals must be immediately reported to the Police. A copy of complaint acknowledgement received from the Police must be supplied to the Landlord's Property Unit.

(f) **Electrical fittings**

Replace all damaged or non-operative light globes tubes and fittings within the Premises, and where necessary replace any light, power points, light bulbs, fluorescent tubes, power and heating elements and electrical wiring where damaged beyond repair or worn out.

(g) **Painting**

Paint and decorate those parts of the interior and exterior of the Premises which have previously been painted and decorated (if requested to do so by the Landlord during the term of this Lease) in a good and workmanlike manner with materials of good quality and using colours and methodology approved by the Landlord and generally to the reasonable satisfaction of the Landlord.

(h) **Care of grounds**

Keep and maintain:

(i) any garden or lawn areas in the vicinity of the buildings in a tidy and cared for condition, free of noxious plants, in accordance with the landscape plan for the Premises agreed between the parties;

(ii) all fences, gates and any car parks pavings and other sealed or surfaced areas in good order and repair at all times to the satisfaction in all respects of the Landlord; and

(iii) any hedges, trees or shrubs on the Premises in a neat, tidy and safe condition, provided that the Tenant will not cut, trim or fell any tree on the Premises without first obtaining the consent of the Landlord.

(i) **Water and drainage**

Keep and maintain all plumbing fixtures and drainage systems (including downpipes and guttering) in good unobstructed working order and repair.

(j) **Toilets**

Ensure that the toilets sinks and drains will be used for their designed purposes only and no substance or matter will be deposited in them which could damage or block them.

(k) **Notification of Defects**

Give to the Landlord prompt notice of any accident to or defect in the Premises of which the Tenant is aware and in particular in relation to any pipes or fittings used in connection with the water electrical gas or drainage services.

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7.2 **Landlord's Right of Inspection**

The Landlord and the Landlord's employees contractors and invitees may at all reasonable times enter upon the Premises to view their condition. If the Landlord gives the Tenant written notice of any failure on the part of the Tenant to comply with any of the requirements of Clause 7.1 the Tenant will with all reasonable speed so comply.

7.3 **Landlord may Repair**

If a default is made by the Tenant in the due and punctual compliance with any repair notice given under Clause 7.2 or in the event that any repairs for which the Tenant is responsible are required to be undertaken as a matter of urgency then without prejudice to the Landlord's other rights and remedies expressed or implied the Landlord may, by the Landlord's employees and contractors, with all necessary equipment and material at all reasonable times enter upon the Premises to execute such works. Any moneys expended by the Landlord in executing such works will be payable by the Tenant to the Landlord upon demand.

7.4 **Access for Repairs**

The Tenant will permit the Landlord and the Landlord's employees and contractors at all reasonable times to enter the Premises to carry out repairs to the Premises or adjacent premises and to install inspect repair renew or replace any services where the same are not the responsibility of the Tenant all such repairs inspections and work to be carried out with the least possible inconvenience to the Tenant. For the avoidance of doubt, nothing in this clause will be construed as obligating the Landlord to undertake any repairs.

7.5 **Asset Management Plan and Conservation Plan for the Premises**

(a) Notwithstanding clause 8, the Landlord has commissioned a Conservation Report for Steadfast. Once finalised it will be annexed to this Lease as a Schedule for future reference. The Tenant will comply with, and give effect to, the Conservation Report.

(b) The Landlord will also prepare a maintenance report. On an annual basis the Tenant will report its programmed repairs and maintenance of the Premises to the Landlord in keeping with the requirements of the Maintenance and Conservation Reports.

(c) The Tenant will provide the Landlord with an annual report during the term of this lease of the maintenance works undertaken by the Tenant on the Premises during the preceding period.

(d) The Tenant agrees that at any time during the term of this Lease and upon the request of the Landlord, the Landlord may take over any of the Tenant's obligations regarding maintenance of the Premises. In such event:

(i) the Tenant's and Landlord's obligations shall be varied accordingly in a deed of variation prepared by the Landlord's solicitor; and

(ii) the Landlord may at such time undertake a rent review notwithstanding that such rent review shall take place on a date other than the dates listed as the Review Dates. The rent review shall take into account the transfer of the maintenance obligations referred to in this clause 7.5(c).

8. PROPOSED TENANT WORKS

The Tenant has indicated to the Landlord that there are a number of urgent repairs that need to be undertaken at the Premises. The Tenant agrees that the proposed works as listed in the Fourth Schedule will be commenced by the Tenant at the Tenant's expense within 6 months of the Commencement Date (or other timeframe mutually agreed between the parties, modification of timeframe not to be unreasonable withheld). Before undertaking the works set out in the Fourth Schedule, the Tenant must liaise with the Landlord's Parks Asset Engineer

Buildings and Heritage to agree permitted colours, materials that may be used, methodology of repairs etc.

9. PERMITTED USE

9.1 (a) The Tenant must only use the Premises for the Permitted Use. Any change in the Permitted Use is expressly prohibited under this Lease.

(b) Overnight training camps for sea cadets or other associated armed forces cadets may only take place every other weekend (maximum two (2) non-consecutive weekends a month).Occasional weekday use is permitted. Any overnight camps for longer than 48 hours require Landlord consent/notice to the lease manager

(c) In carrying out the Permitted Use the Tenant shall wherever possible have regard to the Memorandum of Understanding entered into by the Tenant and the Cass Bay Residents Association annexed to this Lease.

9.2 If at any time the Landlord (after making such enquiries as the Landlord thinks fit) is of the opinion that the Premises are not being sufficiently used for the Permitted Use or not being used for the Permitted Use and the Tenant has not, within a reasonable period after the date of receipt by the Tenant of written notice from the Landlord, increased usage or ceased the non-Permitted Use, then the Landlord may cancel this Lease in accordance with clause 17.1(b). No compensation will be payable to the Tenant in the event of cancellation under this clause.

9.3 The Tenant will during the term of this Lease make the Premises available for use by community groups and the public upon terms approved by the Landlord in writing, but nothing in this clause will be construed as:

(a) Obligating the Tenant to allow access at times for events that conflict with its own use of the Premises or to allow unsupervised access to the Premises.

(b) Limiting the Tenant's ability to deny access to the Premises by any person if the Tenant is satisfied, on reasonable grounds, that any such person:

(i) is affected by drugs or alcohol;

(ii) is behaving in an indecent or disorderly manner;

(iii) is annoying or offensive to any other person upon the Premises;

(iv) has wilfully damaged or destroyed any part of the Premises; and

(v) as failed or refused to comply with any lawful request of the Tenant (being a request which is not inconsistent with the above).

9.4 The Tenant may from time to time make rules regulating the use of the Premises by community groups and the public. Such rules must not be inconsistent with the provisions of this Lease, nor any statute, regulation or bylaw.

9.5 The Tenant may at any time and from time to time by application in writing to the Landlord seek the Landlord's consent to deny all rights of public access to defined parts of the Premises at all times.

9.6 The Tenant will not at any time:

(a) Permit any person to sleep on the Premises or allow any animal to be kept in or about the Premises. Use of the bunk buildings at the Premises for the Permitted Use will not be deemed to be in contravention of this clause.

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(b) Bring or permit to be brought onto the Premises any goods or things of a flammable, volatile or explosive nature. Small quantities of fuel for a barbecue may be kept at the Premises and this will not be deemed to be in contravention of this clause. For the avoidance of doubt, training exercises using explosives or mock explosives are not permitted.

(c) Do, allow, or carry on in or upon any part of the Premises any offensive, noxious, noisy, illegal or dangerous act or business occupation.

(d) Do or fail to do anything in or upon any part of the Premises that may cause damage to or allow damage to occur to the Premises or which may cause contamination to the Premises or become an annoyance, nuisance or disturbance to the Landlord or any other person.

(e) Bring into or install on the Premises any machinery plant or equipment of such a weight or size as may be liable to cause structural or other damage to the Premises.

(f) Use or permit the use of the toilets, sinks, drainage and other plumbing facilities in the Premises for any purposes other than those for which they were designed, and will not deposit or allow any rubbish to be deposited in them. Any damage or blockage to the toilets, sinks, drainage or other plumbing facilities will immediately be repaired or cleared by the Tenant.

10. TENANT'S INDEMNITY

10.1 The Tenant agrees to occupy and use the Premises at the Tenant's risk and releases to the fullest extent permitted by law the Landlord its servants and agents from all claims and demands of any kind and from all liability which may arise in respect of any accident damage or injury occurring to any person or property in or about the Premises.

10.2 The Tenant will keep the Landlord indemnified against all claims, actions, losses, proceedings, calls, costs, demands, liabilities and expenses of any nature which the Landlord may suffer or incur or for which the Landlord may become liable resulting from the Tenant's act or omission in respect of or arising out of or in connection to:

(a) the neglect or careless use or misuse by the Tenant of the Premises or any of the utilities or other services to the Premises or arising out of any faulty fixture or fitting of the Tenant.

(b) any accident or damage to property or persons arising from any occurrence in or near the Premises wholly or in part by reason of any act or omission by the Tenant.

(c) any liability incurred by the Tenant whatsoever in respect of a breach by the Tenant, in or about the Premises, of any of the provisions of any legislation, including by way of example but not limited to, the Resource Management Act 1991, the Building Act 2004, or the Health and Safety at Work Act 2015.

10.3 Subject to clause 7.1(a) the Tenant is liable to indemnify the Landlord only the extent that the Landlord is not fully indemnified under any insurance policy.

11. COMPLIANCE WITH STATUTES AND REGULATIONS

11.1 The Tenant will comply with all statutes, ordinances, regulations, by-laws or other lawful requirements so far as they relate to, and all notices or orders which may be given by any competent authority in respect of, the Premises or their use by the Tenant and will keep the Landlord indemnified in respect of all such matters. The Tenant will not however be under any liability in respect of any structural alteration required by such notice or order unless that liability arises out of the Tenant's use or occupation of the Premises or the nature of the Tenant's business. For the purposes of this clause the term "statutes" will include but not be

limited to the Building Act 2004, the Resource Management Act 1991 and the Health and Safety at Work Act 2015.

11.2 **Health And Safety**

(a) At the commencement of this Lease the Tenant will provide the Landlord with a copy of its current health and safety policy. The Tenant undertakes to comply in all respects with such policy and the requirements of the Health and Safety at Work Act 2015 during the term of this Lease.

(b) The Tenant will maintain an accident register at all times at the Premises and will record in such register all accidents to members of the Tenant's staff or any customers, users or visitors to the Premises.

12. SIGNAGE

12.1 The Tenant will not paint erect or exhibit any sign or advertising device in upon or about the Premises. The Tenant may with prior Landlord consent (with the Landlord reserving the right to approve the design, size and location of signage) erect a sign displaying the Tenant's name and the Permitted Use.

13. INSURANCE

13.1 The Landlord will subject to clause 13.7 at all times during the Term of the Lease insure and keep insured the Premises and Landlord's fixtures and fittings to their full replacement value against the Insured Risks.

13.2 The Tenant is responsible for insuring its own Improvements, chattels and fixtures and fittings. Should the Tenant choose not to insure of fails to insure its own Improvements, chattels and fixtures and fittings, the Tenant acknowledges that the Landlord will have no responsibility whatsoever for any loss, damage, theft, acts of vandalism.

13.3 During the Term, the Tenant will at its own cost keep current at all times insurance policies with an insurer approved by the Landlord for:

(a) Public risk insurance applicable to the Premises and the business carried on, in, or from the Premises for an amount not less than the sum specified in Item 10 of the First Schedule (being the amount which may be paid out arising out of any one event) or such other amount as the Landlord may from time to time reasonably require; and

(b) The full replacement cost of all glass (including plate glass and any associated joinery) in or enclosing the Premises, which may be broken or damaged from any cause.

13.4 The Tenant must, if required, produce to the Landlord copies of all insurance policies effected by the Tenant under clause 12.3 and proof of payment for those insurance policies.

13.5 The Tenant will not do or permit anything to be done on the Premises whereby:

(a) any policy of insurance effected for the Premises may be rendered void or voidable; or

(b) (except with the Landlord's prior written approval) the premium payable on any such insurance will be liable to increase, in which case the Tenant will pay any extra premium payable by the Landlord.

13.6 In any case where in breach of this clause the Tenant has rendered any insurance less effective or void and the Landlord has suffered loss or damage thereby the Tenant will compensate the Landlord in full for such loss or damage.

13.7 Notwithstanding anything else:-

(a) If at any time the Landlord shall not be able to obtain the insurance cover otherwise required under clause 13 of this Lease on terms and conditions acceptable to the Landlord in all respects (in the Landlord's sole discretion) the Landlord shall not be required to so insure and the Tenant acknowledges that the Landlord shall not be in breach of its obligation to so insure;

(b) The Tenant expressly acknowledges (for the purposes of section 271 of the Property Law Act 2007) that the Landlord will not insure, or fully insure, the buildings on the property in the circumstances referred to in clause 13.7(a) above;

(c) If on the occurrence of any damage to the Premises that would ordinarily be covered by the Landlord's insurance required under clause 13 of this Lease, and the circumstances specified in clause 13.7(a) shall apply, it is agreed that:

(i) the Landlord may not require the Tenant to remedy or repair that damage under clause 7.1 of this Lease; and

(ii) the Landlord may within 6 months of the date of the damage give the Tenant 20 working days' notice to terminate this lease and a fair proportion of the rent and outgoings shall cease to be payable as from the date of the damage

(iii) the Landlord shall not be required to remedy or repair that damage until 6 months has elapsed since the date of the damage and the Landlord has not given notice to terminate the Lease under clause 13.7(c)(ii)

14. DAMAGE TO OR DESTRUCTION OF PREMISES

14.1 Total Destruction

If the Premises are destroyed or so damaged

(a) as to render the Premises untenantable then the term of this Lease will immediately be cancelled; or

(b) in the reasonable opinion of the Landlord as to require demolition or reconstruction, then the Landlord may within six (6) months of the date of damage or destruction give the Tenant 20 Working Days written notice to cancel the Lease and a fair proportion of the rent and outgoings will cease to be payable according to the nature and extent of the damage.

Any cancellation pursuant to this clause will be without prejudice to the rights of either party against the other.

14.2 Partial Destruction

If the Premises are damaged but not so as to render the Premises untenantable and:

(a) the Landlord's policy or policies of insurance have not been invalidated or payment of the policy moneys refused as a result of an act or default of the Tenant; and

(b) all the necessary permits and consents (including any consent by the Minister of Conservation) are obtainable,

THEN the Landlord will with all reasonable speed expend all the insurance moneys received by the Landlord in respect of such damage towards repairing such damage or reinstating the Premises and/or the building but the Landlord will not be liable to expend any sum of money greater than the amount of the insurance money received.

14.3 Any repair or reinstatement may be carried out by the Landlord using such materials and form of construction and according to such plan as the Landlord thinks fit and will be sufficient so

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long as it is reasonably adequate for the Tenant's occupation and use of the Premises.

14.4 Until the completion of the repairs or reinstatement a fair proportion of the rent and outgoings will cease to be payable according to the nature and extent of the damage.

14.5 If any necessary permit or consent referred to in clause 14.2 (b) is not obtainable, or the insurance moneys received by the Landlord are inadequate for the repair or reinstatement then the term of this Lease will immediately be cancelled but without prejudice to the rights of either party against the other.

14.6 Notwithstanding the above, if the destruction or damage to the Premises is caused by the negligence of the Tenant or the Tenant's agent, the Landlord may:

(a) cancel this Lease, on reasonable notice to the Tenant, if the Landlord's ability to retain insurance cover on reasonable terms for the Premises or the land on which the Premises are situated has been prejudiced by the destruction or damage; or

(b) recover from the Tenant any increased insurance costs incurred by the Landlord in accordance with section 270 of the Property Law Act 2007.

15. ADDITIONS AND ALTERATIONS

15.1 The Tenant must not make any alterations or additions to, or carry out any Building Work on, the Premises without:

(a) first, obtaining the Landlord's prior written consent and the consent of the Landlord's Parks Assets Engineer Buildings and Heritage.

(b) second, obtaining a Resource Consent if required and obtaining a Building Consent and carrying out all Building Work in conformity with those consents; and

(c) on completion, obtaining a Code Compliance Certificate.

For the avoidance of doubt and subject to 15.1 (a)-(c) above, the Landlord has consented to the Tenant erecting a storage shed on the land marked "D" on the plan attached to this Lease.

15.2 If the Landlord authorises any alterations or additions the Tenant must, if the Landlord requires, remove at the Tenant's expense all those alterations or additions and repair any damage to the Premises caused by the removal:

(a) before the expiry of the Term; or

(b) if this Lease is cancelled before the expiry of the Term, within forty (40) Working Days of the date of cancellation.

15.3 If the Tenant does not remove alterations or additions under clause 15.2, then those alterations or additions will be forfeited, at the Landlord's option, and become the Landlord's property without payment of compensation to the Tenant.

16. ASSIGNMENT / SUBLETTING

16.1 Subject to clause 9.3, the Tenant will not assign or otherwise part with the possession of the Premises or any part thereof and shall not at any time sub-let or hire the Premises or any part thereof to any person.

16.2 Notwithstanding clause 16.1, the Tenant may hire out the Premises from time to time PROVIDED that the Premises are not hired out for more than twenty (20) occasions per calendar year and if:

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(a) Such hire is consistent with the Permitted Use or is for a use that will enhance or promote the Permitted Use; and

(b) Such hiring does not cause or result in a breach of any statutes and/or written complaints to the Landlord concerning noise levels.

(c) If the Premises are hired out for more than 36 hours during one occasion of hireage the Landlord's prior consent is required.

The Tenant is permitted to keep all proceeds of hire and apply these funds to the general maintenance and upkeep of the Premises. The Tenant must keep records of all hireage and provide this information to the Landlord on request.

If there are any breaches of statute and/or noise complaints, the Landlord may (at its sole option) revoke the Tenant's right to hire the Premises. In the event of such revocation, compensation shall not be payable to the Tenant.

17. DEFAULT

17.1 The Landlord may (in addition to the Landlord's right to apply to the Court for an order for possession) cancel this Lease by re-entering the Premises at the time or any time afterwards:

(a) if any instalment of the Annual Rent is in arrears for 10 Working Days after the due date to pay and the Tenant has failed to remedy that breach within 10 Working Days after service on the Tenant of a notice in accordance with section 245 of the Property Law Act 2007;

(b) if the Tenant fails to observe or perform any obligation under this Lease (other than the covenant to pay rent) and the Tenant has failed to remedy that breach within the period specified in a notice served on the Tenant in accordance with section 246 of the Property Law Act 2007;

(c) the Tenant being a natural person:

(i) is declared bankrupt or insolvent according to law; or

(ii) assigns his or her estate or enters into a deed of arrangement for the benefit of creditors;

(d) the Tenant being a company or incorporated society:

(i) is or is deemed to be unable to pay the Tenant's debts under section 287 of the Companies Act 1993 (for the purposes of this clause the circumstances in section 287 of the Companies Act shall also apply to an incorporated society);

(ii) goes into liquidation (other than voluntary liquidation for the purpose of reconstruction or amalgamation approved in writing by the Landlord);

(iii) is wound up or dissolved;

(iv) enters into any assignment or other compromise or scheme of arrangement with the Tenant's creditors or any class of the Tenant's creditors;

(v) has a receiver, manager or receiver and manager appointed relating to any of the Tenant's assets; or

(vi) has an application made to a court for, or a resolution proposed for, or any other step is taken in anticipation of, the appointment of an administrator or has an administrator appointed; or

(e) if the Tenant shall suffer distress or execution to issue against the Tenant's property goods or effects under any judgment against the Tenant in any Court for a sum in excess of five thousand dollars ($5,000.00).

17.2 The Landlord may, without being under any obligation to do so, remedy any default or breach by the Tenant under this Lease, at the Tenant's cost.

17.3 The Tenant's breach of the following terms is a breach of an essential term of this Lease, namely:

(a) the covenant to pay rent or other money payable by the Tenant under this Lease;

(b) the terms dealing with assignment and subleasing;

(c) the terms restricting the use of the Premises; and

(d) the terms dealing with alterations and additions to the Premises.

17.4 The Landlord's acceptance of any arrears of rent or other money payable under this Lease is not a waiver of the essential obligation to pay any other rent or money payable under this Lease.

17.5 The Tenant must compensate the Landlord for any breach of an essential term of this Lease. The Landlord may recover damages from the Tenant for those breaches. The Landlord's entitlement to compensation under this clause is in addition to the Landlord's other remedies or entitlements (including the right to cancel this Lease).

17.6 Upon re-entry the Landlord may remove from the Premises any chattels in the apparent possession of the Tenant and place them outside the Premises and the Landlord will not be answerable for any loss resulting from the exercise of the power of re-entry.

18. COMPENSATION AND DAMAGES

18.1 If any act or omission of the Tenant:

(a) is a repudiation of this Lease or of the Tenant's obligations under this Lease; or

(b) is a breach of any of the Tenant's covenants under this Lease;

the Tenant must compensate the Landlord for the loss or damage suffered by reason of the repudiation or breach.

18.2 The Landlord may recover damages against the Tenant for repudiation or breach of covenant for the loss suffered by the Landlord during the whole of the Term.

18.3 The Landlord's entitlement to recover damages will not be affected or limited by:

(a) the Tenant abandoning or vacating the Premises;

(b) the Landlord electing to re-enter the Premises or to cancel this Lease;

(c) the Landlord accepting the Tenant's repudiation; or

(d) the parties' conduct constituting a surrender by operation of law.

18.4 The Landlord may bring legal proceedings against the Tenant claiming damages for the entire Term including the periods before and after:

(a) the Tenant has vacated the Premises; and

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(b) the abandonment, cancellation, repudiation, acceptance of repudiation or surrender by operation of law referred to in clause 17.3;

whether the proceedings are instituted before or after that conduct.

18.5 If the Tenant vacates the Premises, whether with or without the Landlord's consent, the Landlord must take reasonable steps to:

(a) mitigate the Landlord's damages; and

(b) endeavour to Lease the Premises at a reasonable rent and on reasonable terms.

The Landlord's entitlement to damages will be assessed on the basis that the Landlord should have observed the obligation to mitigate damages contained in this clause. The Landlord's conduct in pursuance of the duty to mitigate damages will not by itself constitute acceptance of the Tenant's breach or repudiation, or a surrender by operation of law.

19. NO WAIVER

19.1 The Landlord's waiver or failure to act in response to the Tenant's breach of any of the Tenant's obligations in this Lease will not operate as a waiver of:

(a) the same breach on any later occasion; or

(b) any other obligations in this Lease.

20. IMPROVEMENTS

20.1 The Tenant may, and if required by the Landlord will:

(a) Upon expiry of this Lease by passage of time, prior to or on the expiry of the term of this Lease, remove all the Tenant's fixtures and fittings and other improvements made by the Tenant, or such fixtures and fittings and improvements as the Landlord may nominate, from the Premises and make good damage to the Premises caused by such removal;

(b) (Upon expiry of this Lease by cancellation for breach), within forty (40) Working Days after such cancellation remove all the Tenant's fixtures and fittings and other improvements made by the Tenant, or such fixtures and fittings and improvements as the Landlord may nominate, and make good any damage to the premises caused by such removal;

20.2 In circumstances where the Tenant fails or refuses to effect such removal and/or to make good any damage to the Premises then the Landlord may remove any fixtures, fittings and other improvements not removed by the Tenant and make good any damage to the Premises and the Tenant will pay upon demand all costs and expenses incurred by the Landlord in so doing.

20.3 Any of the Tenant's fixtures and fittings and other improvements made by the Tenant not removed from the Premises in accordance with clauses 20.1 and 20.2 will be deemed to be abandoned and will vest in the Landlord without right of payment or compensation to the Tenant by the Landlord. The vesting of the Tenant's fixtures and fittings and other improvements made by the Tenant is without prejudice to the right of the Landlord to recover costs incurred by the Landlord in removing and/or disposing of those fixtures and fittings and other improvements made by the Tenant.

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21. MISCELLANEOUS

21.1 The Landlord Acting as Territorial Authority

The Tenant acknowledges that:

(a) The Landlord, in its capacity as territorial authority, is required to carry out its statutory consent functions under the Resource Management Act 1991, the Building Act 2004 and the Sale and Supply of Alcohol Act 2012 in accordance with the provisions of those statutes.

(b) The granting by the Landlord of any consent or approval by the Landlord as territorial authority under either of those Acts will not of itself be deemed to be a consent or approval by the Landlord (in its capacity as Landlord) under this Lease.

(c) The Landlord is bound by statutory obligations to exercise its powers, including discretionary powers and duties under either of those Acts without regard to any relationship it may have with the Tenant under this Lease.

(d) The Landlord will not be liable to the Tenant or any other party if in its regulatory capacity the Landlord declines or imposes conditions on any consent or permission that the Tenant or any other party seeks for any purposes associated with this Lease.

21.2 Quiet Enjoyment

The Tenant paying the rent and performing and observing all the covenants and agreements herein expressed and implied will quietly hold and enjoy the Premises throughout the term of this Lease without any interruption by the Landlord or any person claiming under the Landlord.

21.3 Suitability

No warranty or representation expressed or implied has been or is made by the Landlord that the Premises are now suitable or will remain suitable or adequate for use by the Tenant or that any use of the Premises by the Tenant will comply with the by-laws or ordinances or other requirements of any authority having jurisdiction.

21.4 Holding Over

If, other than under a renewal of this Lease or the grant of a further Lease, the Landlord permits the Tenant to remain in occupation of the Premises after the end or earlier cancellation of the Term, the occupation will be a periodic tenancy only, determinable by 20 Working Days' notice by either the Landlord of the Landlord to the other of them, at the rent then payable and otherwise on the same terms and conditions (as far as applicable to a periodic tenancy as are contained in this Lease.

21.5 Costs

The Tenant will pay, at the direction of the Landlord:

(a) the Landlord's reasonable costs of and incidental to the preparation and execution of this Lease or any variation, renewal or surrender of this Lease; and

(b) all costs and expenses for which the Landlord will become liable in consequence of or in connection with any breach or default by the Tenant in the performance or observance of any of the terms of this Lease, including costs and expenses incurred by the Landlord in the enforcement or attempted enforcement by the Landlord of its remedies under this Lease; and

(c) the Landlord's reasonable costs incurred in considering any request by the Tenant for the Landlord's consent to any matter contemplated by this lease.

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Where the costs incurred by the Landlord are in respect of fees incurred by the Landlord with its solicitors, those costs will be paid on a solicitor/client basis. Where the costs incurred by the Landlord represent a charge by the Landlord to the Tenant for its own administration or other expenses, then such charge will in all the circumstances be reasonable. If any dispute or difference will arise as to what is a reasonable charge, such dispute or difference will be determined by the dispute resolution procedure set out in clause 21.11.

21.6 **Exclusion of Implied Covenants**

The covenants and powers contained in clauses 4, 5, 6, 9, 10 and 12 of Part 2 and clause 13 of Part 3 of Schedule 3 of the Property Law Act 2007 will not be implied in this Lease and are expressly negated.

21.7 **No Caveat**

The Tenant will not register a caveat against the Record of Title for the Premises.

21.8 **Landlord Not Required to Register**

The Landlord will not be obliged to do any act or thing or grant any consent or co-operate in any way with the Tenant to register this Lease under the Land Transfer Act 2017.

21.9 **Neglect of Other Tenant**

The Landlord will not be responsible to the Tenant for any act of default or neglect of any other tenant or occupier of or visitor to the remainder.

21.10 **Notices**

(a) Any notice or document required or authorised to be given or served under this Lease may be given or served:

(i) in the case of a notice under sections 245 or 246 of the Property Law Act 2007, in the manner prescribed by section 353 of that Act 2007; and

(ii) in all other cases, unless otherwise required by sections 352 to 361 of the Property Law Act 2007;

(A) in the manner authorised by sections 354 to 361 of the Property Law Act 2007; or

(B) by facsimile, or by email, or by personal delivery, or by posting by registered mail or by ordinary mail, and if mail is sent by the Tenant to the Landlord the notice may be delivered or posted to:

Christchurch City Council
Civic Offices
53 Hereford Street
PO Box 73014
Christchurch
Attention: Property Consultancy Manager

(b) In respect of the means of service specified in clause 21.10(ii)(B) any notice or other document will be treated as given or served and received by the other party:

(i) when received by the addressee;

(ii) three Working Days after being posted to the addressee's last known address in New Zealand;

(iii) when acknowledged by the addressee by return email or otherwise in writing.

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(c) Any notice or document to be given or served under this Lease must be in writing and may be signed by:

(i) the party giving or serving the notice;

(ii) any attorney for the party serving or giving the notice; or

(iii) the solicitor or any director, officer, employee or other agent who has authority to give or serve the notice.

21.11 **Dispute Resolution**

(a) In the event of any dispute or difference between the parties in relation to or arising out of this Lease then, if the parties so agree, the dispute or difference may be referred to mediation, with such mediation to be conducted on such basis as the parties may agree.

(b) In the event of the dispute or difference not being resolved by mediation, then it will be determined by a single arbitrator. That arbitrator will be agreed between the parties, or failing agreement will be appointed by the President for the time being of the New Zealand Law Society. Clause 1 of the Second Schedule to the Arbitration Act 1996 will not apply but otherwise the arbitration will be conducted in accordance with the Arbitration Act 1996 or any statute enacted in substitution for the time being in force.

22. RENEWAL OF TERM

22.1 If:

(a) the Tenant has not been in breach of this Lease;

(b) the Tenant has given to the Landlord not less than 60 Working Days' notice in writing prior to the relevant Renewal Date set out in Item 5 of the First Schedule; and

(c) the Landlord is satisfied (in its sole discretion) that the Permitted Use is the best use of the Premises and some other use should not have priority,

THEN where applicable, the Landlord will at the cost of the Tenant renew the Lease for the next further term of years specified in Item 4 of the First Schedule of this Lease commencing on the relevant Renewal Date set out in Item 5 of the First Schedule.

22.2 The renewal of the Lease under clause 21.1 will be given on the following terms and conditions:

(a) The Annual Rent will be agreed upon or failing agreement will be determined in accordance with clause 4.1.

(b) Such Annual Rent will be subject to review during the further term on the Review Dates or if no dates are specified then after the lapse of the equivalent periods of time as are provided herein for rent reviews.

(c) The renewed lease will otherwise be upon and subject to the covenants and agreements herein expressed and implied except that the term of this Lease plus all further terms

23. RESOURCE EFFICIENCY AND GREENHOUSE GAS EMISSIONS

23.1 The Tenant acknowledges that the Landlord has adopted a range of resource efficiency and carbon reduction initiatives through its Christchurch City Council Resource Efficiency and Greenhouse Gas Emission Policy and the Christchurch Energy Action Plan. The Tenant agrees to use its reasonable endeavours to conduct its rights and obligations under this Lease with regards to these resource efficiency and greenhouse gas emission initiatives.

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23.2 Where applicable, the Tenant must have an energy efficiency, greenhouse gas emission reduction, solid waste reduction and water efficiency plans ("Waste Management Plans") in place by the Commencement Date to facilitate management of energy use, greenhouse gas emission generation, water use and solid waste generation and to ensure recyclable materials and organic waste is diverted from the rubbish collection system. The Waste Management Plans will include on-going and regular measuring, monitoring and reporting on energy use, greenhouse gas emission generation, solid waste generation and water use. The Tenant will provide the Landlord with a copy of the Waste Management Plans and a copy of the on-going measuring and monitoring reports on request. The Tenant agrees to use the Landlord's free Target Sustainability Service for guidance and advice on setting up and implementing the Waste Management Plans at the Premises.

23.3 The Tenant must have dedicated waste collection receptacles at the Premises and will separate waste as follows: rubbish, recycling and organic waste. The Tenant will use the Landlord's preferred waste collection contractor and the Tenant will be responsible for the cost of the collection of rubbish, recycling and organic waste from the Premises as part of the Outgoings.

24. LANDLORD'S AGENTS

All or any of the powers and functions exercisable by the Landlord under this Lease may from time to time be exercisable by any person authorised in that behalf by the Landlord.

25. LOCAL GOVERNMENT ACT 2002

25.1 This Lease is intended to take effect as a lease under the Local Government Act 2002, and the provisions of that Act applicable to such leases shall be binding in all respects upon the parties to this Lease (as if such provisions had been fully set out in this Lease).

25.2 If the Land is designated as reserve under the Reserves Act 1977, then, notwithstanding any other provision in this Lease, the Landlord shall have the right to cancel this Lease upon twenty (20) Working Day's notice in writing to the Tenant.

26. SMOKE-FREE POLICY

The Tenant acknowledges that the Landlord has adopted a 'Smoke-free Policy' to promote the health of the community, especially children and young people. Accordingly, the Tenant will use its reasonable endeavours to encourage people not to smoke within the Premises and will erect appropriate signage on the Premises requiring users of the Premises not to smoke within the Premises.

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THIRD SCHEDULE

Landlord's Fixtures and Fittings

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FOURTH SCHEDULE

Proposed Tenant Works

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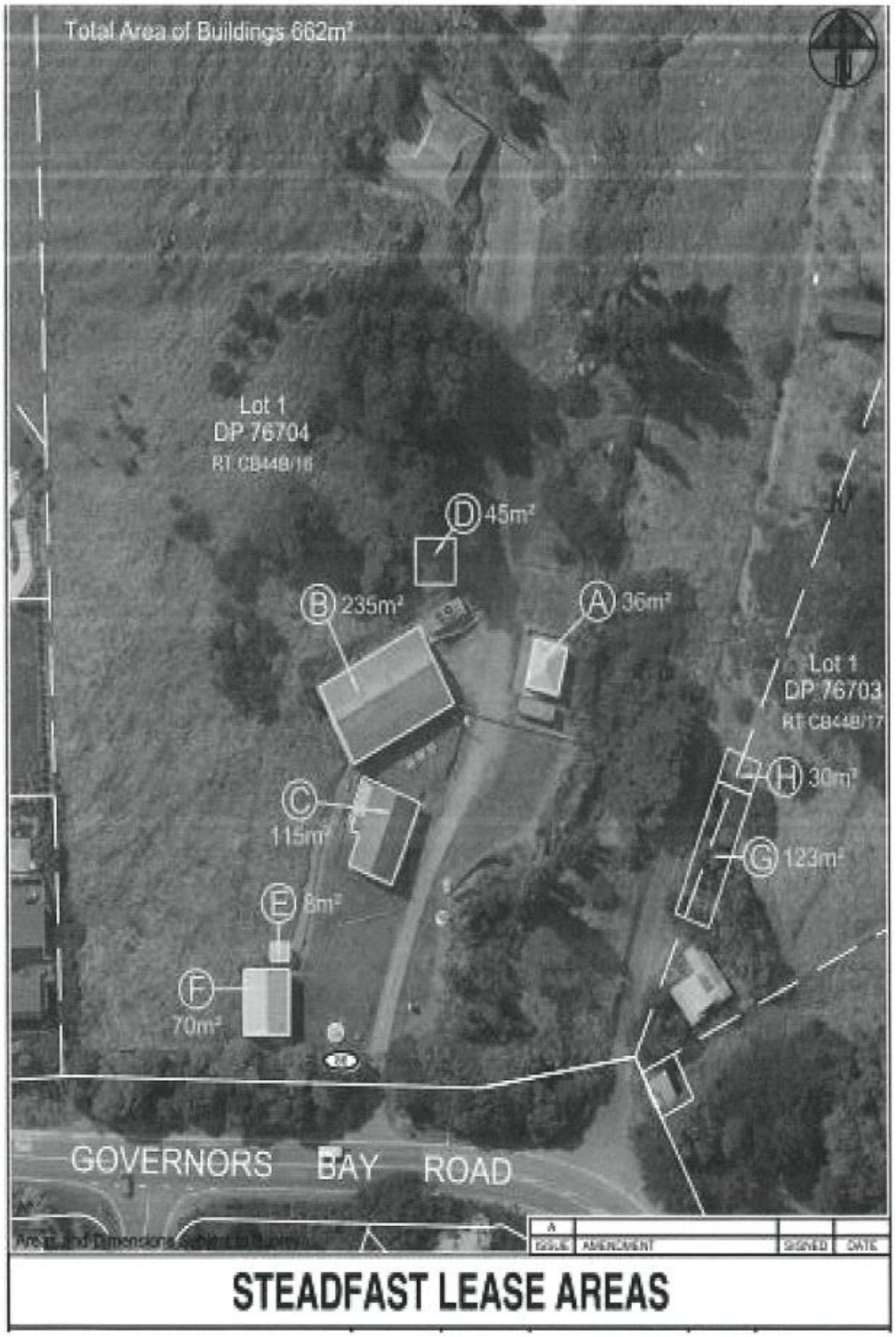
FIFTH SCHEDULE

Plan of Premises



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SIXTH SCHEDULE

Memorandum of Understanding

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SEVENTH SCHEDULE

Asset Management and Conservation Plan

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MEMORANDUM OF UNDERSTANDING

1. Parties:

Between: Cass Bay Navy Cadets Incorporated, Incorporation Number 50121630, having its registered office at 419 Montreal Street, Christchurch 8013 ("**CBNC**")

And: Cass Bay Residents Association Incorporated, Incorporation Number 1532574, having its registered office at 5 Cass Bay Place, Cass Bay, Lyttelton 8082 ("**CBRA**").

2. Interpretations and Definitions:

2.1 "**The Property**" means the premises at 86 Governors Bay Road comprised in Record of Title CB44B/16 and owned by the Christchurch City Council ("CCC") as shown on the attached Plan of the Premises and marked A ("Plan of the Property").

2.2 "**CBNC Leased Area**" means that part of the Property to be leased to CBNC from CCC under a Deed of Lease for a term of thirty five years less one day as more particularly described in Schedule 1 of the said Lease.

2.3 "**CBRA Leased Area**" means that part of the Property to be leased to CBRA from CCC under a Deed of Lease for a term of thirty five years less one day as more particularly described in Schedule 1 of the said Lease.

2.4 "**CBNC Lease**" means the Lease to be entered into between CCC and CBNC in respect of the CBNC Leased Area for a term of thirty five years less one day.

2.5 "**CBRA Lease**" means the Lease to be entered into between CCC and CBRA in respect of the CBRA Leased Area for a term of thirty five years less one day.

3. Background:

3.1 The Property was originally acquired from the Ministry of Defence by the Banks Peninsula District Council and the spirit of acquisition was for it to be used for the recreation and benefit of the local Cass Bay Community and the surrounding Bay communities in line with community consultation. The Banks Peninsula District Council was amalgamated with CCC in 2006 and CCC accordingly acquired the property as successor pursuant to such amalgamation and in accordance with the Local Government (Banks Peninsula District Reorganisation) Act, 2005.

3.2 CBRA: CBRA was formally established in the 1960's to represent the needs and aspirations of the Cass Bay community. It has been an incorporated society since 5 July 2004. CBRA is a dedicated community organisation which is passionate about the natural beauty, geology and ecology of Cass Bay and its environs, respects its unique historical and cultural history and which represents the Cass Bay Community and their needs generally in various ways. CBRA also respects the standing of other local entities e.g. the Cass Bay Reserves Management Committee which is a sub-committee of the Banks Peninsula Community Board. The CBRA organises various community events, on both a regular and annual basis, which are key features and fixtures for the Cass Bay community and for Cass Bay community life. The CBRA lacks a community facility to cater for their community and their regular and annual events. This has meant that some community events have had to be held in the homes of local residents which poses significant issues for the CBRA to include a restriction on the

number of attendees. Since the time of the amalgamation of the CCC and the Banks Peninsula District Council in 2006 through to January 2023, when some public walking access became available, the Cass Bay Community had very little access to the Property which was gated and padlocked, despite overwhelming support for community and other general use, as evidenced by public consultation.

3.3 CBNC: The Sea Cadets have a proud history in Christchurch and the locale is ideal for their needs. The first Sea Cadet Unit in New Zealand was TS (Training Ship) Steadfast in Christchurch, formed as the Canterbury Division of the Navy League Sea Cadets on 21 October 1929. In 1958, a second Christchurch unit, TS Cornwell, was formed at Redcliffs. TS Steadfast and TS Cornwell merged to form TS Godley (as a result of the Christchurch earthquakes) and represent an unbroken Sea Cadet tradition in Christchurch dating back nearly 90 years. The Property has been used since 1965 for the activities of the Navy league cadets. Their use, though consistent, has been on an informal footing to date despite seeking some form of security of tenure from the CCC over a sustained period. They became an Incorporated Society (CBNC) in September 2022 in order to enter into a lease with CCC.

3.4 CCC now wish to grant a Lease to each of the parties of respective parts of the Property in order to formally recognise the interests, needs and the standing of each of the parties in relation to the Property. The parties have met and broadly agreed to some shared use of their respective leased areas (as more particularly described at 2.2. and 2.3 hereof) and have agreed to form this Memorandum of Understanding to set out the broad terms of their agreement and the spirit of their collaboration.

3.5 CBNC intends to undertake building work(s) within the CBNC Leased Area – subject to the terms of the CBNC Lease and in accordance with all relevant statutory requirements.

3.6 CBRA intends to undertake building work(s) within the CBRA Leased Area – subject to the terms of the CBRA Lease and in accordance with all relevant statutory requirements.

4. The Agreement

- The parties hereby agree to work together at all times in a spirit of mutual co-operation, understanding and good faith to enact both the spirit and terms of this Memorandum of Understanding document and to promote harmony and mutual respect in their collaboration as neighbouring tenants of and in their shared use of the Property.
- It is agreed between the parties that when their respective building work on the respective Leased Areas is completed, that each of the parties will make the repaired, renovated and/or newly built buildings, as applicable, available to each other on a preferential hire (for nominal value) basis.
- It is agreed between the parties that they will come together to form a Joint Property Committee (**JPC**) comprising members of both CBNC and CBRA which will meet no fewer than four times a year. This committee is to be formed no later than 3 months after the latest date that the building work on their respective leased areas is completed or such other date as is agreed to between the parties in writing. The JPC shall be responsible for and regulate the shared use of the respective Leased Areas by the parties and will draw up rules and regulations to govern shared use taking into account matters which shall include, but are not limited to, the reasonable needs of both parties and also the needs and

requirements of local residents. The types of matters to be governed by these rules shall include noise control and any other logistical good estate management issues which affect both parties and their shared use of the Property (e.g. rubbish removal, security and the upkeep and maintenance of common areas (if any)).

5. Documentation which is relevant to this Memorandum and which each party shall make available to the other upon request:

- Lease between CBNC and CCC to which this Memorandum of Understanding is to be attached by way of an Appendix.
- Lease between CBRA and CCC to which this Memorandum of Understanding is to be attached by way of an Appendix.
- Maps and Plans to include any such maps and plans defining and outlining the Property and the respective Leased Area which are to be attached to this Memorandum and also plans of the proposed development by CBNC and by CBRA of their respective Leased Areas.

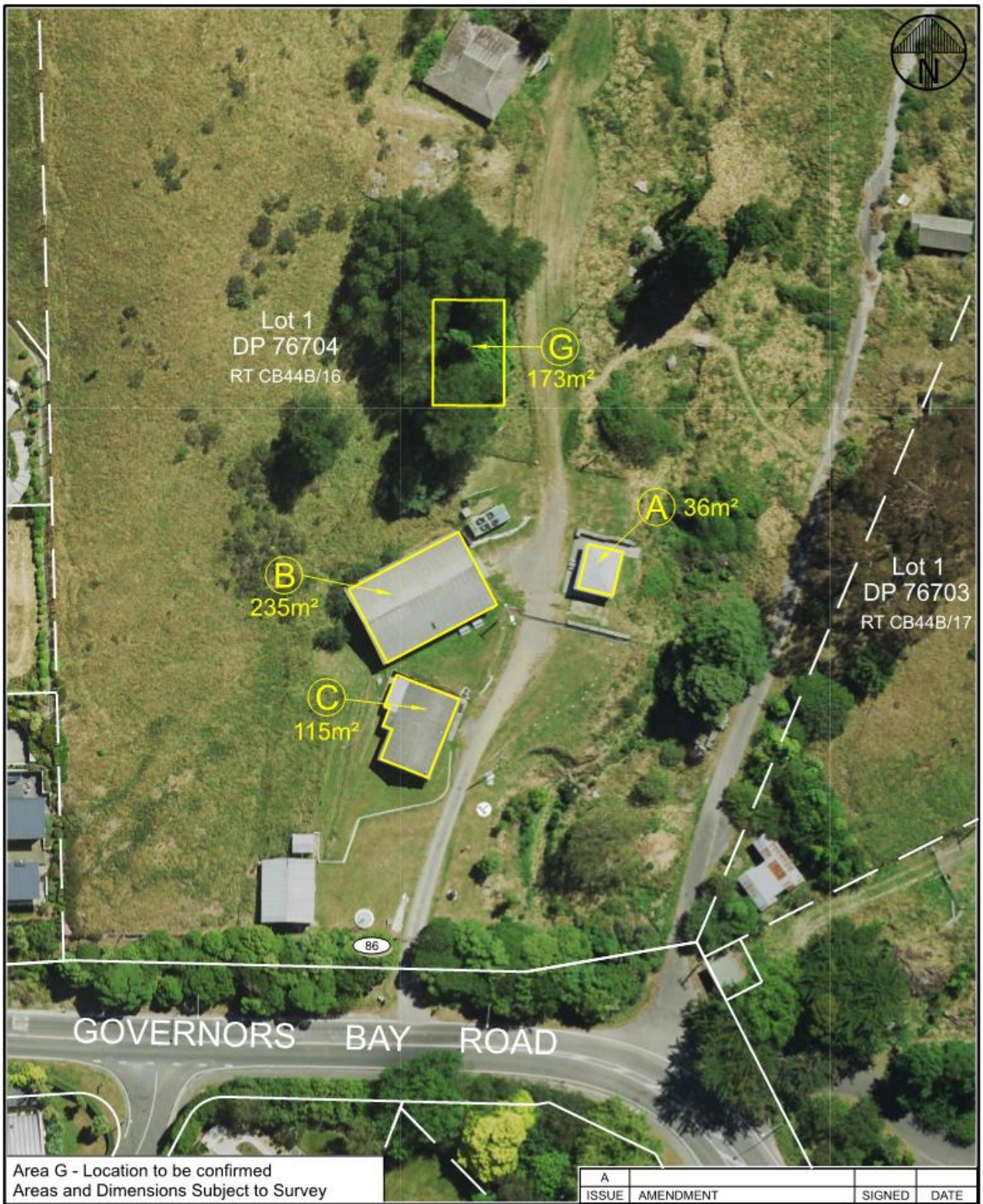
6. Counterparts This Memorandum of Understanding may be executed in a number of counterparts (including scanned copies delivered electronically). The counterparts together will, where intended to be binding, constitute a binding Memorandum of Understanding between the parties.

SIGNED for and on behalf of Cass Bay Navy Cadets Incorporated by:

NAME: E. J. NEE.
POSITION: CHAIRPERSON
DATE SIGNED: 03-05-2023

SIGNED for and on behalf of Cass Bay Residents Association Incorporated by:

NAME: J. E. HEALEY
POSITION: Chairperson
DATE SIGNED: 3.5.2023



STEADFAST TS GODLEY LEASE AREAS

Christchurch City Council

TECHNICAL SERVICES & DESIGN

SURVEYED	
DRAWN	JA
DATE	06/2023

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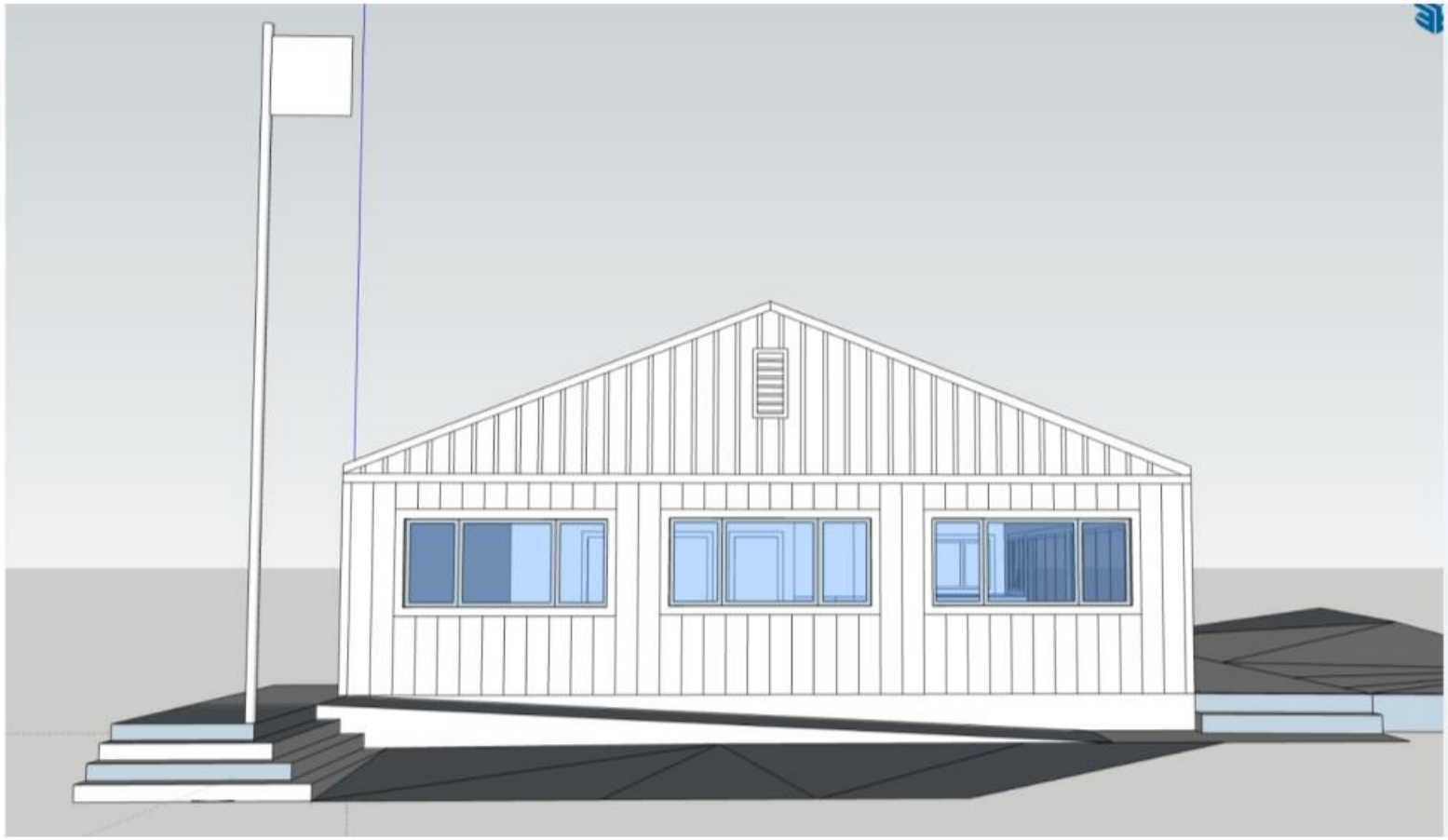
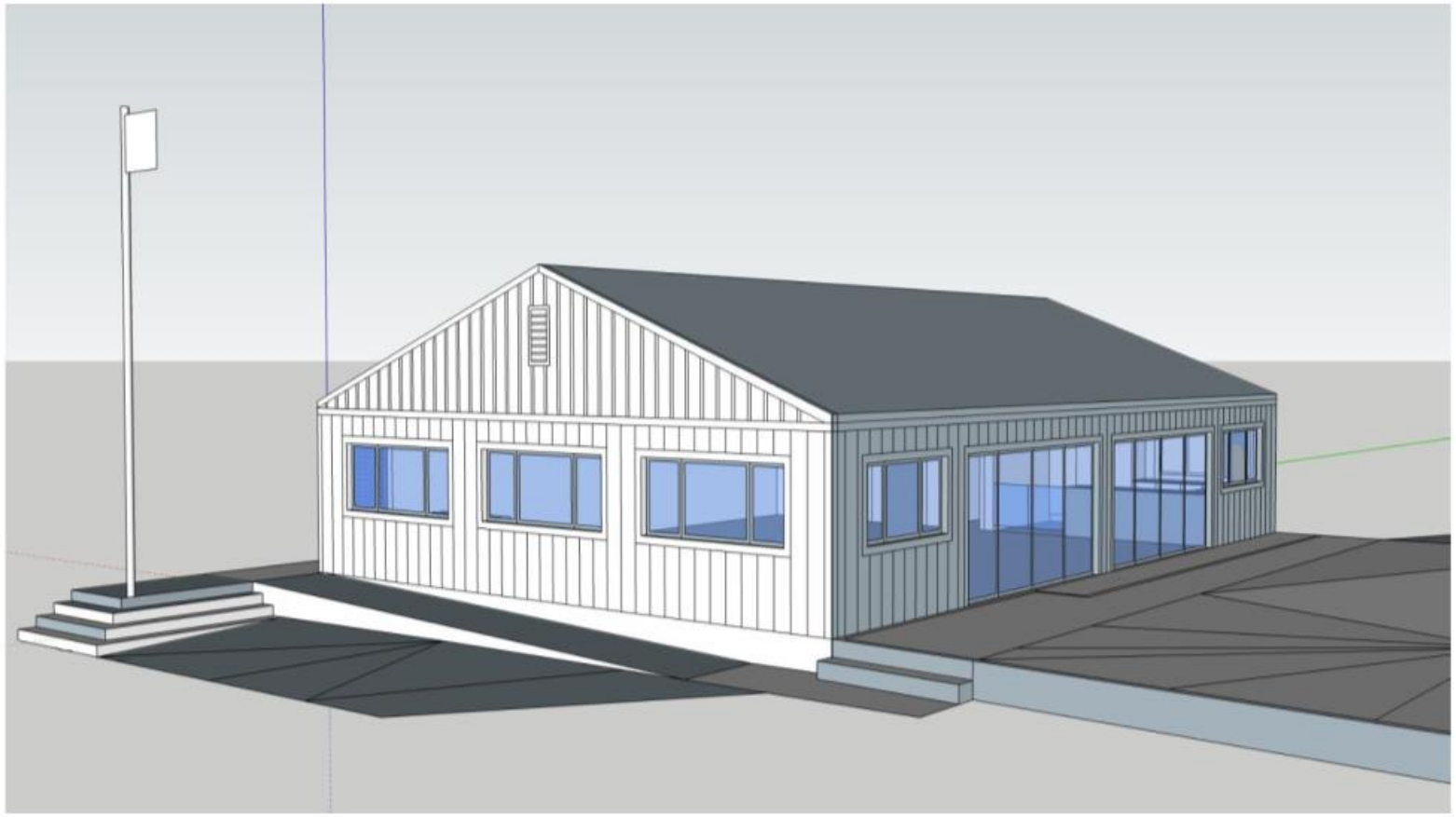
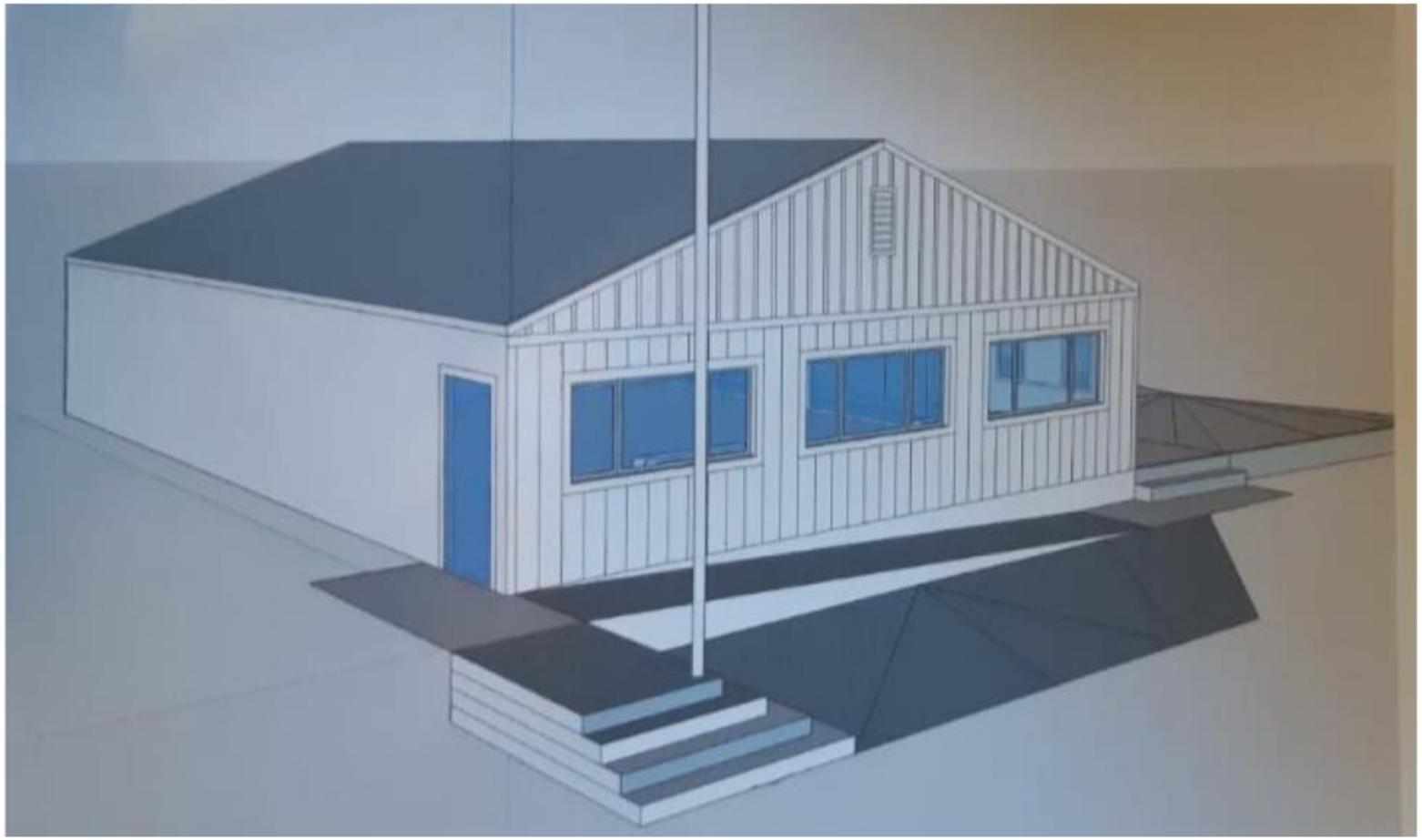
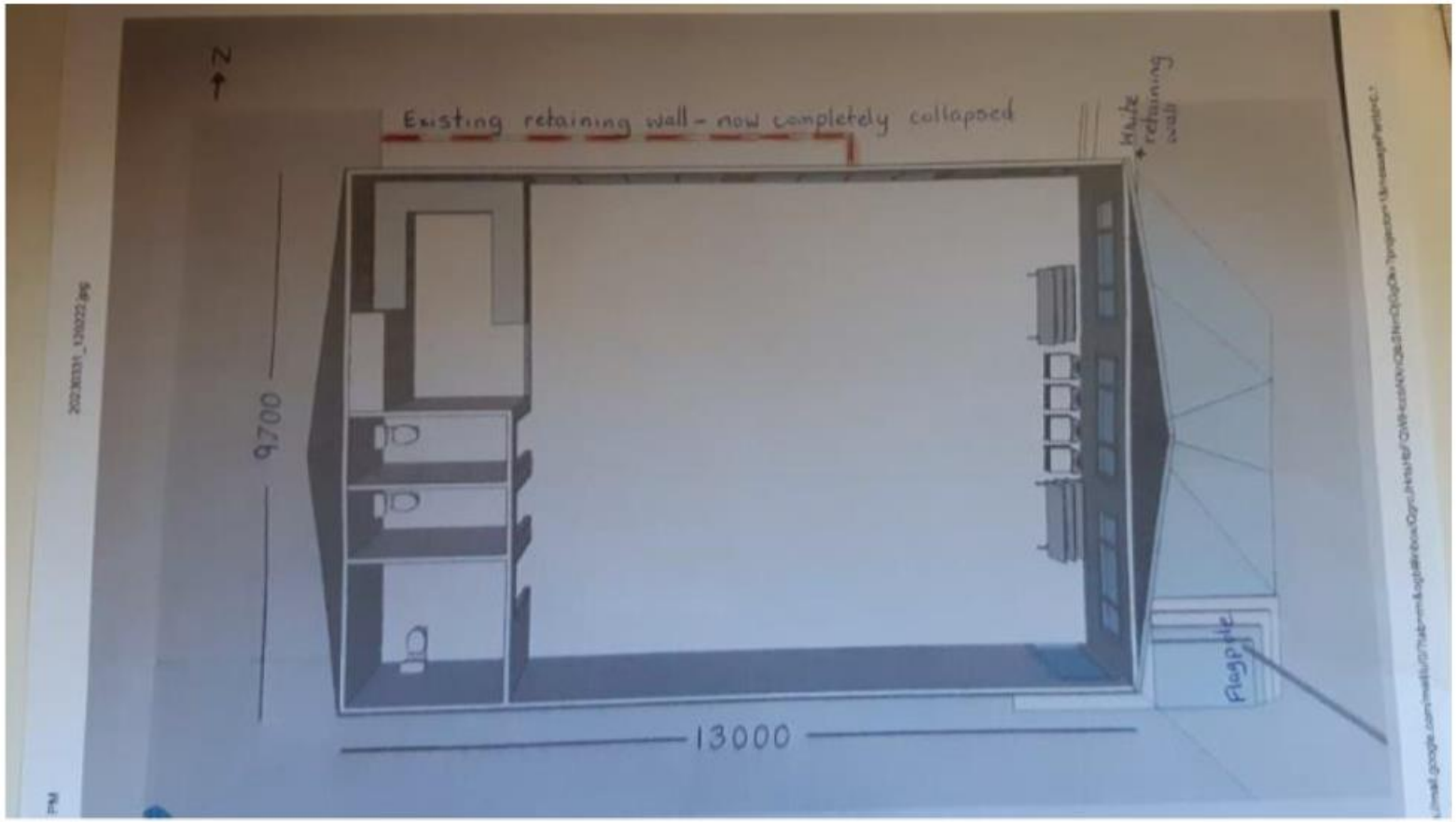
PROJECT NUMBER 500421		SHEET 1 OF 1	








N
Existing retaining wall - now completely collapsed
9700
13000

Estimate

Site Address:	**64 Govenors Bay Rd, Cass Bay**
Reference:	**New Build Concept Estimate**
Client:	**Cass Bay Residents Association**
Date prepared:	**20.04.2023**

MK2

ELEMENT	Description	Width	Depth	Stud	Unit	Quantity	Rate	Subtotal	Total
FOUNDATION		9.7	13	2.7		122.58			
	Site scrape, compacted hardfill to building platform				m2	140.00	$65.00	$9,100.00	
	Supply and install 3604 timber piles				ea	80.00	$325.00	$26,000.00	
	DPC to ground				m2	126.10	$15.50	$1,954.55	
									$37,054.55
STRUCTURE									
	Precut wall framing				ProvSum	1.00	$25,000.00	$25,000.00	
	Precut roof trusses				ProvSum	1.00	$20,000.00	$20,000.00	
	Floor structure, assume 190x45 joists, H3.2 Strandfloor				m2	126.10	$455.00	$57,375.50	
	Kitchen				ProvSum	1.00	$15,500.00	$15,500.00	
	Bathrooms, 3x WC, 3 x vanity				ProvSum	1.00	$6,500.00	$6,500.00	
	Flooring, commercial carpet and vinyl				ProvSum	1.00	$10,805.80	$10,805.80	
	Wall and ceiling linings, fix and stop				m2	268.68	$74.50	$20,016.66	
	Insulation, walls, ceiling, subfloor				m2	394.78	$21.30	$8,408.81	
	Interior decoration				m2	126.10	$85.00	$10,718.50	
	Allow for fire/signage/public occupancy provisions				Sum	1.00	$10,000.00	$10,000.00	
									$184,325.27
EXTERIOR									
	Cladding - assumed board and batten cladding on 25mm cavity system. Incl fascia, trims etc				m2	122.58	$188.00	$23,045.04	
	Painting to exterior				Sum	1.00	$11,035.00	$11,035.00	
	Joinery - supply and install DG joinery, 8x windows, 1 x ped door, 2 x bifold doors				ProvSum	1.00	$28,500.00	$28,500.00	
									$62,580.04
ROOF									
	Supply and install Colorsteel Maxx corrugated roofing				m2	157.62	$125.00	$19,702.50	
	Supply and install CS gutters and DPs				ProvSum	1.00	$3,650.00	$3,650.00	
	Fascia - assume 135x18				lm	45.40	$28.45	$1,291.63	
									$24,644.13
SERVICES									
	Drainage, incl sewer, stormwater and RTW drainage				ProvSum	1.00	$7,500.00	$7,500.00	
	Plumbing Works				ProvSum	1.00	$8,500.00	$8,500.00	
	Electrical Works				ProvSum	1.00	$7,500.00	$7,500.00	
	Heating - commercial HeatPump				ProvSum	1.00	$4,750.00	$4,750.00	
	Scaffold incl nets				ProvSum	1.00	$5,500.00	$5,500.00	
	Carpentry labour				m2	126.10	$175.00	$22,067.50	
									$55,817.50
EXTERIOR									
	Decking - supply and install pine decking with mobility ramp	13	5		m2	65.00	$263.00	$17,095.00	
	Retaining walls - remove and replace with timber pole RTW, up to 1500mm high, incl cloth, chip, coil and connection to stormwater				lm	20.00	$550.00	$11,000.00	
									$28,095.00
SUBTOTAL 1 EXCLUDING MARGIN, P&G and GST								$392,516.49	$392,516.49
P&G @ 9%									$35,326.48
Subtotal									$427,842.98
Professional fees, design, geo, consent application, CCC consent fees @ 10%									$42,784.30
Subtotal									$470,627.28
Contingency 10%									$47,062.73
Subtotal									$517,690.00
GST									$77,653.50
TOTAL									$595,343.50

TAGS EXCLUSIONS AND CLARIFICATIONS

Estimate only - TBC by design and consent plans
No allowance for consent fees
No allowance for asbestos, lead or contaminated materials unless specified
If a subcontractor quote is referenced in our quotation, all tags, exclusions terms and conditions of the subcontractor quote apply
No allowance for hidden or unforseen works
Provisional Sums to be substituted for actual
No allowance for unforseen compliance upgrades
Assumed specification
Assume clear access to all work areas, contents removed by others
Assume unencumbered access to and use of site power, water and other services

Security of tenure, management and use of HMNZS buildings

Summary of feedback to the buildings proposal included in consultation to the HMNZS Steadfast

There was very strong support from key community groups for a collaborative and robust approach to planning and management of the buildings, to ensure security of tenure and resourcing for the future. Across the board support for community access to the park was reinforced by a strong community drive to confirm use of the buildings to meet local, wider and diversifying community, recreational and cultural needs.

Feedback relating to responsibility for and management of the buildings	Staff response
Key points: • Support for MOU between key community groups, Council and the TS Godley sea cadets that will ensure they can work collaboratively for shared use • Cass Bay Residents Association and Cass Bay Reserves Committee stress the need to retain all land and property in Council ownership with security of tenure for all users. • These groups also stress the need to take into account the history and the original intentions for Steadfast eg Reserves act funding, intention for community use. • There is also concern that Sea Cadet funding needs to be confirmed before Council confirms an agreement with TS Godley. • The community needs to be assured the Council does not commit to a single group in a way that would compromise the Cass Bay Residents' Association's ability to fund raise in the future. • Need to cater for an increasingly diverse range of community use and activity – all ages and abilities, including ongoing use as Civil Defence base.	Key points: • Staff have received a draft MOU and are currently working with Community legal representatives to produce a document that operates in conjunction with a lease and assists in securing access and security of tenure for all users. • The Council recognise that the when the property was purchased it was on behalf of the community for community purpose and that sale of the buildings would be inconsistent. • Lease arrangements will be sufficient tenure to meet the needs of all parties • TS Godley have confirmed minimum base line funding to undertake proposed works • The options for providing sufficient tenure to enable the Cass Bay Resident's association to raise funding in the future are being considered. • All community uses will be considered in proposed future use

BPDC Council 8/9/1999 Pgs 758-759, 725, 724ff

'TS Steadfast' Property ,Cass Bay – Purchase

Council Agenda Report – BPDC Meeting of 8/9/1999

4.9	**RESERVES – CASS BAY – POTENTIAL PURCHASE OF "STEADFAST' RESERVE**	**COMMUNITY SERVICES MANAGER R E GOODRICH**

4.9.1 PURPOSE

The purpose of this report is to advise the Mayor and Councillors that they may be asked to consider a recommendation from the reserves working party, which is due to meet on 6 September 1999. Thus, this report is for information only.

4.9.2 BACKGROUND

This report is a follow-up to the council meeting on 14 June 1999 [Item 4.8.2], when the possibility of purchasing the "Steadfast" property at Cass Bay was discussed. The working party is meeting to re-consider the reasons for wishing to purchase the "Steadfast" property, and the possibilities of funding that purchase on 6 September 1999, and it is possible that a recommendation on the purchase may arise from that meeting.

Therefore, this agenda item has been prepared to ensure that such a recommendation can be discussed at the council meeting, which is only two days after the Reserves Working Party meeting.

Resolution 99/259 – Council Meeting of 8/9/1999

Resolved that:

1. That the Council will purchase the property known as the 'Steadfast' land, with a legal description of Lot 1 DP 76704 and Lot 1 DP 76703, totalling 22.8646 hectares. Following the purchase the land will be sub-divided. The council will retain two areas of land; one described in the report to the Finance Committee on 24/5/99, totalling approximately 10 acres, and a further area, to be defined, which will form a designated walkway through to Whakaraupo, the Crater Rim Walkway and the Summit Road. These two areas of land will, on sub-division, be designated as a Local Purpose (Recreation) Reserve. The balance of the land will be classed as surplus to requirements and sold.

2. That Council staff are instructed to buy the Steadfast land for the amount not exceeding the approved maximum, plus associated purchase costs of up to an agreed maximum. This instruction is subject to the Sea Cadets and the Cass Bay Community Association contracting to maintain the buildings situated on the lower part of the site.[i.e. Within the area to be designated as a Local Purpose Reserve]

3. That the initial purchase of the Steadfast property is funded by way of a loan.

BPDC Council 8/9/1999 Pgs 758-759, 725, 724ff

'TS Steadfast' Property ,Cass Bay – Purchase

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3. That the initial purchase of the Steadfast property is funded by way of a loan.

Report from Banks Peninsula Community Board - 15 April 2019

13. Banks Peninsula Property Review Process

Council Resolved CNCL/2019/00069

That the Council :

Notes that:

1. The purpose of this report is to determine the future use of land holdings that are no longer required, or being utilised, for the purpose that they were originally purchased. This is to be achieved by categorising them into the following three options for incorporation in a recommended resolution to Council.

   Three options:

   a. Option 1 - Retain for a future strategic purpose.

   b. Option 2 - 28 surplus for disposal.

   c. Option3 - Retention to explore an alternative public use.

2. It has received advice through workshops and staff reports (including the public excluded attachment titled "Update January 2019") on the possible future use of the various land holdings in this report.

d. HMNZS Steadfast - 64 & 86 Governors Bay Road

   i. Initial workshop outcome 2018: Option 1 - Retain for a future strategic purpose.

   ii. Staff suggestion: Option 3 – Retention and transfer to an alternative public work use. Subject to the criteria below under recommended resolution to Council 5.a being met.

   iii. Recent workshop outcome 28 January 2019: Support the staff recommendation i.e. retention for incorporation into the Parks portfolio.

Report from Banks Peninsula Community Board - 15 April 2019

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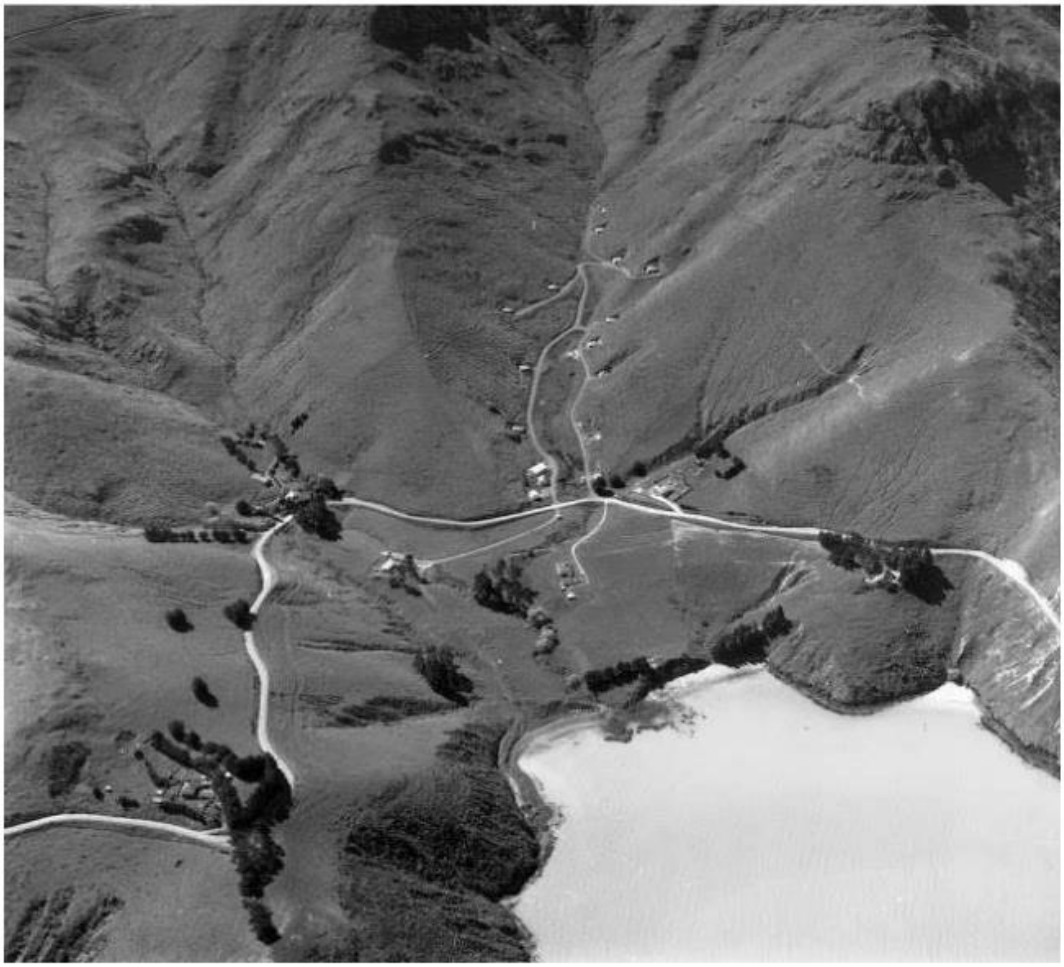

HMNZS STEADFAST – LANDSCAPE HISTORY & CONSERVATION REPORT

PREPARED FOR CHRISTCHURCH CITY COUNCIL

JANUARY 2022

DRAFT

Christchurch City Council

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Heritage Consultant
WSP New Zealand Ltd

Date: January 2022
Status: DRAFT

Cover image: Motukauatirahi-Cass Bay and the Royal New Zealand Armament Depot, VC Browne & Son, 1962

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Executive Summary

HMNZS Steadfast is located at 64 and 86 Governors Bay Road in Motukauatirahi-Cass Bay. It is the site of the former Royal New Zealand Navy Armament Depot that was established and actively used between 1943-1961. The depot was second in seniority in New Zealand after Kauri Point in Auckland and a third depot in Shelley Bay, Wellington. The Steadfast buildings and structures are intimately linked to New Zealand's World War Two (WWII) history and since 1965, New Zealand government departments and the Navy League Sea Cadet Unit TS Steadfast. The setting of HMNZS Steadfast includes other WWII defence locations in Whakaraupō-Lyttelton Harbour, important views to landmarks of cultural significance, Outstanding Natural Landscapes and is connected to adjacent recreational reserves. HMNZS Steadfast is not currently scheduled as a heritage item in the Christchurch District Plan (CDP) nor listed as an Historic Place with Heritage New Zealand Pouhere Taonga (HNZPT). In the CDP the site sits within an Open Space Natural Zone, an Amenity Landscape and is adjacent to an Outstanding Natural Landscape. It also has views to an Identified Important Ridgeline.

HMNZS Steadfast is of local, regional and national heritage significance as the South Island Royal Navy Armament Depot and associated military buildings. The site is significant for the spectacular views of the dramatic volcanic crater rim ridgelines of Whakaraupō-Lyttelton Harbour, the historic rural landscape character and an ephemeral stream that flows through the site. The ridgeline and spurs are of particular significance to tāngata whenua with specific place names recording important landmarks, events and whakapapa of Motukauatirahi-Cass Bay. Further investigation is required to ascertain the value of the site to tangata whenua.

The site provides insights into mid-20th century military and defence building practices, with ten magazine stores that demonstrate the requirements for housing explosive materials. Strategically located, the magazine stores were embedded into the hillside as a deliberate attempt to camouflage the structures from visibility. Water reservoirs were located above the ammunition stores for firefighting should explosions occur in the magazines below and a detonation chamber was located below the ammunition stores, to ensure minimal damage to personnel or surroundings. Other structures built when the base was first established include the guard house/quarter master's lobby, the administration buildings/office, and the laboratory, which feature a similar utilitarian style. As the requirements of the base grew, buildings were dismantled from other naval bases and re-erected on site.

Other historic spaces and site elements associated with the armament depot include the military road with its two land bridges linking the ammunition stores, and the perimeter concrete post and barbed wire fence. The grounds surrounding the administration buildings at the site entrance on both sides of the stream are an area associated with naval activity (i.e. parades and naval exercises) with stone retaining walls, rock terracing, pedestrian bridges and pathways from the grounds west of the stream to the original parade ground and mast/flag station on the eastern side. Together, the various buildings, structures, and objects have significant group value as a collective military and naval architectural set, which was enhanced by relocated buildings from other naval sites and further developed in 1965 when the site was inherited by the government and leased by the Navy League Sea Cadets, TS Steadfast. The land was purchased by Banks Peninsula Council in 1999, after extensive community consultation and support, providing justification that the land would serve a recreational function for local and Christchurch communities.

The landscape and buildings appear to be in moderate to very poor condition. This is partly due to the February and June 2011 earthquakes, where boulders were thrown from the ridgeline above Cass Bay and

the ammunition store buildings penetrated by large rocks, leaving holes in their walls and roofs. The timber framed buildings are generally suffering from rotting timber joinery and cladding, failing internal linings, failing roof cladding (including asbestos cladding), animal infestations, microbiological growth, and water ingress issues caused by a combination of the aforementioned issues. The brick ammunition stores are generally suffering from blunt-force trauma caused by the aforementioned rockfall, as well as internal flooding, failing roof cladding, and severe microbiological growth. The main issues affecting the landscape are unkempt weed growth affecting the stream, hillside and historic road access, and the loss of character to the lower site where the historic streamside terracing, pathway and parade ground is overgrown by grass and weeds. Post-earthquake, new site elements have been installed from TS Cornwall which augment the narrative of the site's military history. A substantial stream planting programme by Whaka-Ora Healthy Harbour Ki Uta Ki Tai has been undertaken on the site since 2020, designed to reduce sedimentation into Whakaraupō-Lyttelton Harbour and improve site biodiversity and stream habitat.

This Landscape History and Conservation Report provides conservation and implementation policies to protect the significant features, fabric and spaces of HMNZS Steadfast using the ICOMOS NZ Charter for the Conservation of Places of Cultural Heritage Value 2010 (NZ Charter 2010) and the ICOMOS Historic Gardens (The Florence Charter 1981). The purpose of these policies is to: respect the site's historic identity, protect and conserve existing heritage fabric and those qualities that give the place its character, and to retain and protect the intended and designed experiential qualities of the place. Management guidelines are drawn from policy to protect significant fabric and ensure that the cultural heritage values of the site are retained, while also allowing for the structures and landscape of the site to be adapted to meet the amenity and safety requirements of both TS Steadfast and the local community. These guidelines also allow for the removal of features that detract from the overall heritage significance of the place or obscure fabric of greater heritage value. We recommend that HMNZS Steadfast be considered for scheduling in the Christchurch District Plan and that the place be managed as a heritage asset regardless of district plan scheduling, to retain the significant elements identified in this report.

1. Introduction

1.1. Purpose

Conservation Reports describe a place and its history, identify its significance and heritage values and determine how to manage a place according to this significance. The Christchurch City Council has commissioned this Landscape History and Conservation Report for HMNZS Steadfast to identify and assesses its cultural heritage values. The Plan provides strategies, guidelines and actions to allow for the appropriate conservation, management and maintenance of this place.

1.2. Approach and Methodology

This Conservation Report is consistent with Heritage New Zealand's Guidelines for the Preparation of Conservation Management Plans.[1] It also follows the internationally recognised Semple Kerr methodology in Conservation Management Plan: A Guide to the Preparation of Conservation Management Plans for Places of European Cultural Significance (7th Edition)[2] and the Illustrated Burra Charter: Good Practice for Heritage Places.[3]

1.3. Authorship

This document was prepared by Wendy Hoddinott, Heritage Landscape Architect from Gather Landscape Architecture, WSP Principal Conservation Architect Chessa Stevens and Alex Pirie, WSP Heritage Consultant.

1.4. Acknowledgements

The following people have supplied historic information, resources and other forms of assistance:

Maria Adamski, Asset Engineer, Parks - Building and Heritage, Christchurch City Council
Jenny Healey, Chairperson, Cass Bay Residents Association and Reserves Management Committee
Chris Nee, TS Godley Sea Cadets (previously TS Steadfast)
Amanda Ohs, Senior Heritage Advisor, Christchurch City Council
Jane Robertson, Author, Governors Bay
Gareth Wright, Heritage Advisor, Christchurch City Council

1.5. Terminology

The following abbreviations have been used throughout this Conservation Report:

CBA	Cass Bay Residents Association
CDP	Christchurch District Plan
CRPS	Canterbury Regional Policy Statement
DSIR	Department of Scientific and Industrial Research
HMS	Her Majesty's Ship
HMNZS	Her Majesty's New Zealand Ship
HNZPT	Heritage New Zealand Pouhere Taonga
HNZPTA	Heritage New Zealand Pouhere Taonga Act 2014
ICOMOS	International Council on Monuments and Sites
NZAA	New Zealand Archaeological Association

[1] Bowron & Harris, 1994
[2] Kerr, 2013
[3] Marquis-Kyle & Walker, 2004

ONL	Outstanding Natural Landscape
RAL	Rural Amenity Landscape[4]
RMA (1991)	Resource Management Act (1991)
RNZN	Royal New Zealand Navy
TS	Training Ship

1.6. Information Used to Inform This Assessment

A site visit was carried out on 29th April 2021 by Wendy Hoddinott, Heritage Landscape Architect from Gather Landscape Architecture, WSP Principal Conservation Architect Chessa Stevens and Alex Pirie, WSP Heritage Consultant. Wendy Hoddinott carried out further site visits on 18 October and 15 November 2021. Information regarding protected resources and heritage has been sourced from the Christchurch District Plan. Other documents used to inform this Conservation Report are limited to those listed in the Bibliography. They include a range of primary and secondary sources, published texts, unpublished reports, national and local authority legislation, press releases, certificates of title, survey plans, newspaper articles, archive records and internet sources.

1.7. Limitations

The following constraints apply to this Conservation Report:

- No invasive testing or analytical investigation has been carried out for the purpose of preparing this Landscape History and Conservation Report.
- While this Conservation Report contains advice on the current condition of the buildings, it does not comprise a structural or safety assessment or contain any kind of engineering advice.
- While this Conservation Report considers archaeological values, it does not contain an archaeological assessment, which can only be prepared by an appropriately qualified archaeologist.
- No consultation with HNZPT or māna whenua has been carried out as part of preparing this Conservation Report.

1.8. Images

Most of the images in this document were taken by the authors during the site visits mentioned above. All other images have been appropriately acknowledged.

1.9. Canterbury Earthquakes

Banks Peninsula is an area of high seismic risk and as a result of the February and June 2011 earthquakes, many boulders were thrown from their positions along the ridgeline of Cass Bay, breaching the Steadfast perimeter fences bordering Whakaraupō Reserve. Several of the ammunition store buildings were penetrated by large rocks, extensively damaging some walls and roofs, and many boulders came to rest near the valley floor.[5] Much of the upper valley of HMNZS Steadfast is now within rockfall management areas (Figure 3), a key consideration in this Conservation Report.

[4] "Areas on Banks Peninsula including Rural Banks Peninsula, Open Space Natural and Pāpakainga / Kāinga Nohoanga Zones that are not identified as outstanding natural features or outstanding natural landscapes" (CDP, Appendix 9.2.9.2.4 Schedule of Rural amenity landscapes)

[5] Letter to M. McCallum, Project Manager, Christchurch City Council from J. Dykstra and D. Macfarlane from URS. HMNZS Steadfast Reserve – Initial Rockfall Hazard Assessment, 17 July 2014

1.10. The Site – Legal Description

Site:	HMNZS Steadfast
Controlling Local Body:	Christchurch City Council
Physical Address of Site:	64 and 86 Governors Bay Road
Legal Description/Land Area:	Lot 1 DP 76703, 11.65 hectares (formerly Pt Lot 3 DP2983) Lot 1 DP 76704, 11.22 hectares (formerly Pt Lot 2 DP2983)
Summary History of Land Ownership:   *Land set aside for defence purposes indicated within Lots 2 and 3 of DP2983 (current HMNZS Steadfast site).* *Source: Archives NZ, R631020 – CH889 – 23/78/132, 1962-90.*	1852 Rev. Edward Puckle pre-purchases section 268 and 483 (part of DP2983 and future Steadfast parcel) before arriving in New Zealand 1865 Puckle sells sections 268 and 483 to the Crown 1865 - 1880 R.M. Morten purchases a significant area of land in Cass Bay 1910 R.M. Morten owns Lots 2 and 3 of DP2983 1910 Miss Wallis and Messrs Wallis purchase 600 acres of Morten's land (5 subdivisions) 1915 William George Butler Wallis purchases Lot 3, DP2983 1915 Charles Wallis purchases Lot 2, DP2983 1918 Lot 2 transfers to Joseph Wallis, then to George Wallis 1933 Lot 2 transfers to Georgina Wallis, John Henry Wallis & Joseph Wallis 1943 Lot 2 transfers from John Henry Wallis to Robert William G. Loader 1945* Land within Lots 2 and 3 set aside by the Crown for defence purposes 1965* Defence gazette uplifted and new gazette created for government buildings Administering government departments: 1979* Department of Science and Industrial Research (DSIR) 1980* Department of Lands & Survey 1983* Department of Labour (to enable explosives storage) 1997 New Certificates of Title allocated (CB44B/16 and CB44B/17) 1999 Steadfast land purchased by Banks Peninsula District Council 2006 Steadfast land transfers to Christchurch City Council (amalgamation) **Gazette notice issued*
Heritage Buildings / Structures in Christchurch District Plan Heritage New Zealand Pouhere Taonga Registrations:	The landscape and buildings are not scheduled as historic heritage in the CDP. However the Council's Heritage Team intend to investigate the scheduling of the landscape and buildings as part of a future plan change. The site and buildings are not currently listed as a heritage place by Heritage NZ Pouhere Taonga.
Archaeological Site:	The New Zealand Archaeological Association's Archaeological Site Recording Scheme website ArchSite shows that there is no recorded site at HMNZS Steadfast on their database. However Motukauatirahi-Cass Bay is a landscape associated with pre-1900 human activity and is protected under the archaeological provisions of the Historic Places Act.
Scheduled Trees or notable trees:	There are no trees scheduled in the CDP and no trees listed by the New Zealand Notable Trees Trust.
Christchurch District Plan Zoning:	HMNZS Steadfast sits within an *Open Space Natural Zone* and a *Rural Amenity Landscape (RAL)*. The site is adjacent to an *Outstanding Landscape*, with views to an *Identified Important Ridgeline*. Steadfast is also part of an area where *Mahaanui Iwi Management Plan Silent Files* apply.[6]

[6] This refers to places that are considered by Ngāi Tahu to be wāhi tapu and/or wāhi taonga. In some instances, the precise location of sacred places may not be disclosed by whānau (silent files).



Figure 1: Aerial view of Ōtautahi/Christchurch and Horomako/Banks Peninsula, with Motukauatirahi-Cass Bay indicated.
Source: Google Earth.



Figure 2: Aerial view of Motukauatirahi-Cass Bay with site of HMNZS Steadfast and prominent local landscape features indicated.
Source: Canterbury Maps with graphic overlay, 2021.

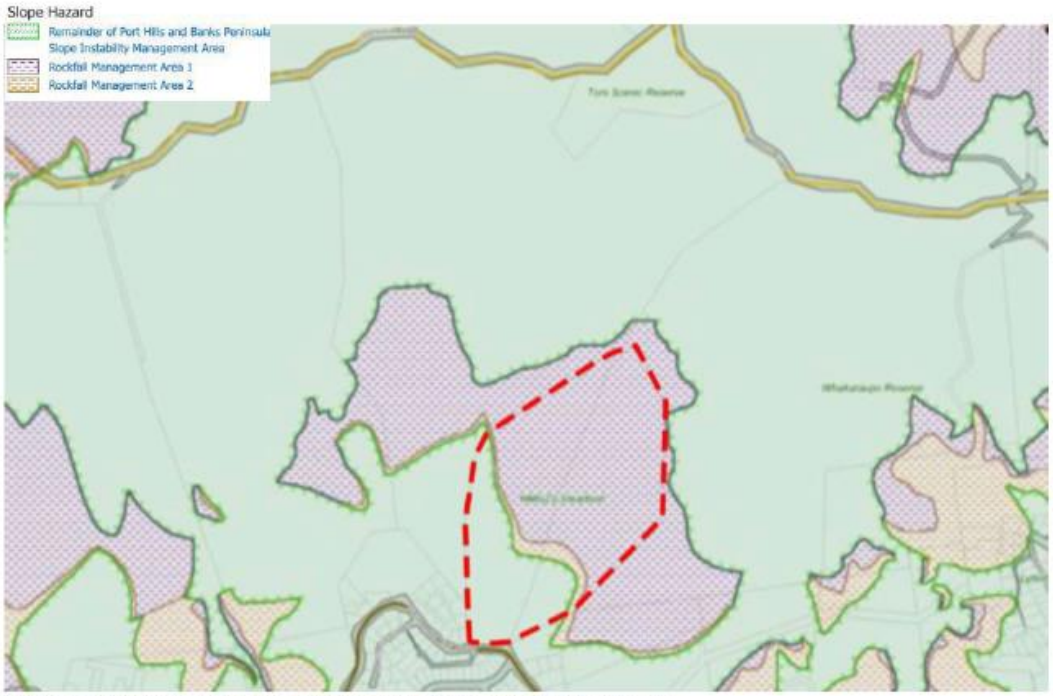

Figure 3: CDP Planning Map 5B showing Natural Hazards affecting the HMNZS Steadfast site.
Source: CDP, 2021.



Figure 4: View from Steadfast towards the crater rim ridgeline and Te Maenga-O-Wheke/'The Tors' Reserve.

2. Understanding the Place

2.1. Historic Background

2.1.1 Geology and Original Vegetation

The geology of Whakaraupō-Lyttelton Harbour is the result of volcanic eruptions that began 12 million years ago and continued over 5-6 million years. Subsequent erosion destroyed and modified these original volcanic landforms, leaving a complex landscape of mountains, hills, valleys and coastline.[7] Motukauatirahi-Cass Bay sits within the Lyttelton Volcanic Group landform, characterised by the "steep rocky slopes of the upper caldera rim with smoother more gentle lower colluvial slopes" towards the coast.[8] Warm volcanic springs have been found at Motukauatirahi-Cass Bay which would have been familiar to local Māori.[9] Geologist R.M. Laing discovered two springs on the western side of the bay in 1883 although the area has been modified since by the construction of road and recreational facilities.[10]

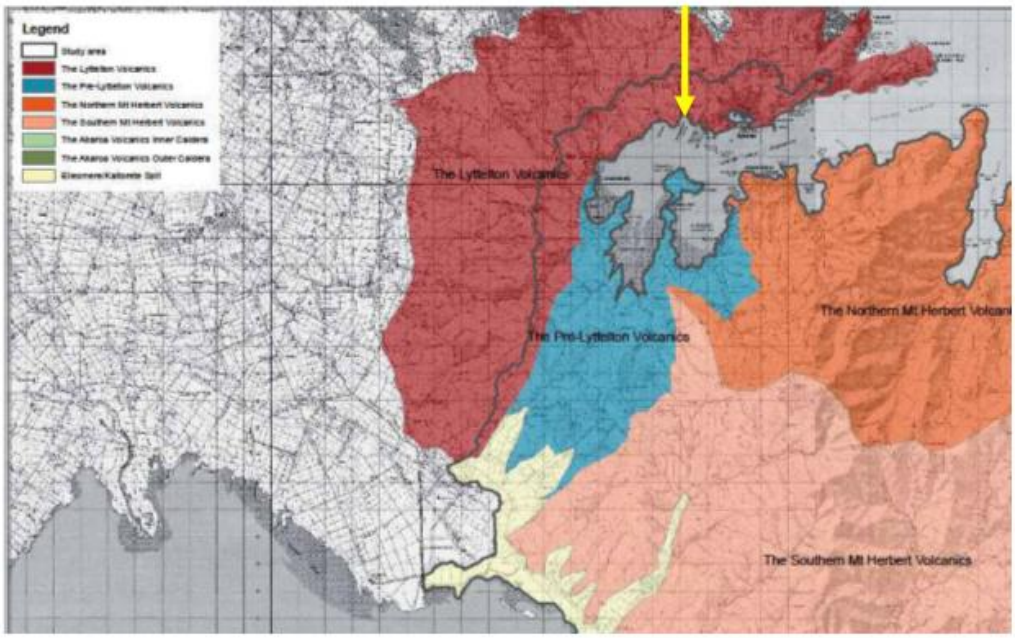

Figure 5: Broad landscape areas of Banks Peninsula, Motukauatirahi-Cass Bay is indicated.
Source: Banks Peninsula Landscape Study (2007, p. 39).

The deep, rich, well-drained soils of Motukauatirahi-Cass Bay are hillslopes of loess, mixed volcanic and loess colluvium on the slopes and upper shoulders, and rolling toe-slope fans with a whole range of subtle variations.[11] Here and across the wider Whakaraupō-Lyttelton Harbour these soils supported spectacular podocarp/hardwood forests prior to human settlement.[12] The fertile soils and shelter resulted in a dense and diverse forest canopy such as tōtara and mataī and a mix of hardwood canopy trees – māhoe, tarata (lemonwood), narrow-leaved lacebark and broadleaf. Beneath this would have existed a rich layer of ferns,

[7] Boffa Miskell, 2007
[8] Boffa Miskell, 2007, p38
[9] Robertson, 2021
[10] Given, 1983
[11] Lucas Associates, 2005
[12] Wilson, 2009

shrubs, climbers and epiphytes with a ground layer of mosses and herbs.[13,14] Many bush-shaded streams supported a rich diversity of aquatic and forest fauna. As a result of fire and other early land clearance methods the forest retreated to gullies, leaving little original native vegetation.

Prior to Māori occupation, climatic changes and natural fires caused limited and sporadic vegetation disturbance. Much greater vegetation disturbance was caused by Māori who were reliant on fire for their horticulture systems and almost every aspect of their daily lives.[15] The arrival of European settlers accelerated the loss of native forest on the Peninsula, as they harvested timber and cleared forest to create pasture for cattle.[16]

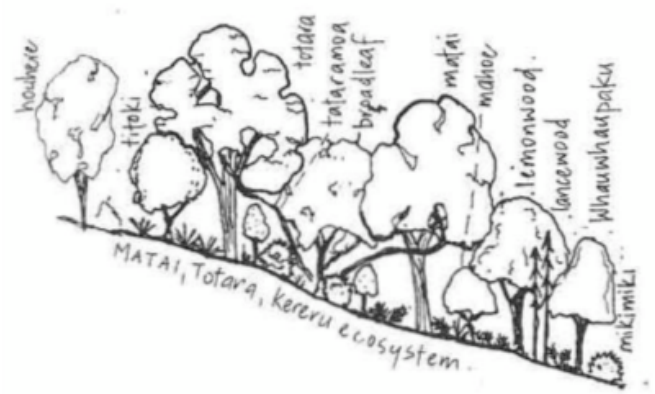

Figure 6: Example of original vegetation on the middle slopes of Motukauatirahi-Cass Bay before human settlement. Source: Lucas Associates, 2005, p13.

2.1.2 Māori Occupation and Use

The following information outlines Māori settlement and succession on Banks Peninsula and has been sourced from the report, *Banks Peninsula contextual historical overview and thematic framework*[17] commissioned by Christchurch City Council in 2014.

> *Māori tradition recognises three waves of ancient settlement on Banks Peninsula /Te Pataka o Rakaihautū. The most distant wave, 'Te Tai Pamaomao', was that of the Waitaha people, who called Banks Peninsula Te Pataka o Rakaihautū (the foodstore of Rākaihautū).*
>
> *The next and longest wave, 'Te Tai Roa', was that of the settlement of Ngāti Māmoe (the descendants of Hotu Mamoe) who migrated south from Poverty Bay attracted by the diversity of the South Island's resources. More warlike than the Waitaha, Ngāti Māmoe absorbed their predecessors into their own ranks and were responsible for constructing several early pā on the Peninsula.*
>
> *Ngāi Tahu settlement came with the most recent wave, 'Te Tai Nui', around the mid eighteenth century. Over time, through warfare and intermarriage, Ngāi Tahu largely suppressed and assimilated Ngāti Māmoe, taking ownership and control of Te Pataka o Rakaihautū and eventually adopting much of the Waitaha history and traditions. By way of the 1996 Te Runanga o Ngai Tahu*

[13] Wilson, 2009
[14] Lucas Associates, 1998
[15] Beaumont, L., Carter, M., Wilson J., 2014
[16] Wilson, 2009
[17] Beaumont et al., 2014

> *Act, Ngāi Tahu are the tangata whenua of the South Island and therefore the Treaty partner. Rūnanga with responsibility for the Banks Peninsula area are Te Hapū o Ngāti Wheke, (Rāpaki); Te Rūnanga o Koukourārata, (Port Levy); Ōnuku Rūnanga, (Akaroa); Wairewa Rūnanga, (Little River).*[18]

Tuahiwi is the home of Ngāi Tūāhuriri and has played a vital role in Ngāi Tahu history. The takiwā (district) of Te Ngāi Tūāhuriri Rūnanga centres on Tuahiwi and extends from the Hurunui to the Hakatere river and inland to the Main Divide. Nearby the famous Kaiapoi Pā was established by the first Ngāi Tahu ancestors when they settled Te Wai Pounamu. Kaiapoi Pā was the major capital, trading centre and point from which further penetration of the South Island occurred so the area is a genealogical centre for all Ngāi Tahu whānui (descendants). Kaiapoi Pā was established by Moki's elder brother Tūrākautahi who was the second son of Tūāhuriri, hence 'Ngai Tūāhuriri' is the name of the hapū of this area.[19]

The abundant food resources of Whakaraupō made the harbour an ideal location for early Māori settlement, and to protect those resources, pā began to appear on the defensible headland locations from around 1500 AD. Taununu's pā (Rīpapa Island) was the site of fierce conflict during the Kai Huanga (eat relation) feud.[20] Māori were present on Banks Peninsula throughout the years of European settlement with 40 of the 339 recorded in the 1842 census located in Whakaraupō.[21] There is evidence of both Māori and European defence installations throughout Banks Peninsula and in Whakaraupō-Lyttelton Harbour. These installations range from nineteenth-century gunfighter pā and settler blockhouse, twentieth-century World War One and Two structures and archaeology.[22]

Rāpaki sits adjacent to Motukauatirahi-Cass Bay, beneath the mountain Te Poho o Tamtatea (the breast of Tamatea). Chief Te Rakiwhakaputa claimed the land for his people, laying down his Rāpaki and moving on while his son Wheke established the settlement.[23] Immediately east of Rāpaki, Motukauatirahi-Cass Bay means 'the large fire-making tree grove' and refers to the kaikōmako tree (*Pennatia corymbosa*), which was common throughout both Cass and Corsair Bays. Neighbouring Corsair Bay is known as Motukauatiiti (little fire-making tree grove) which also refers to the kaikōmako tree. Using the kauati method, kaikōmako was used to make fire by laying one piece of wood on the ground and rubbing another piece into it to make fire.[24]

Māori place names around Whakaraupō reference important landmarks and events that occurred. Several of these record the whakapapa of Motukauatirahi-Cass Bay (Figures 7 – 10). The names of these places recall stories of adventures and battles of the area. Overlooking Motukauatirahi is the ridge of Te Whakatakanga-o-te-ngārehu-o-te-ahi-a-Tamatea which refers to the famed explorer Tamatea Pōkai Whenua and his travelling party who were struck by a southerly storm on the hills above Rāpaki after an exploratory trip of Te Waipounamu.[25]

> *By means of karakia, Tamatea appealed for help to Ngātoroirangi, āriki of the northern volcanoes of Tongariro and Ngāuruhoe, who assisted by sending ahi tipua (volcanic fire) from his mountains. The flames came down the course of the Whanganui River and across to Whakatū (Nelson), with some falling off on their journey, creating the hot springs at Hanmer. The flames burst out as a*

[18] Beaumont et al, 2014
[19] https://ngaitahu.iwi.nz/te-runanga-o-ngai-tahu/papatipu-runanga/ngai-tuahuriri/ (accessed June 2021)
[20] Wilson et al, 2005
[21] Beaumont et al, 2014
[22] Beaumont et al, 2014
[23] https://ngaitahu.iwi.nz/te-runanga-o-ngai-tahu/papatipu-runanga/rapaki/ (accessed October 2021)
[24] https://www.kahurumanu.co.nz/atlas
[25] https://www.kahurumanu.co.nz/atlas

blaze above the hills overlooking Whakaraupō, giving warmth to Tamatea and his travelling party. Tamatea named the area where he received the ahi tipua as Te Whakatakanga-o-te-ngārehu-o-te-ahi-a-Tamatea, the place where the ashes of Tamatea lie.[26]

Several features surround the bay with views out towards others. Te Moenga-o-Wheke ("The Tors") is prominent rocky outcrop along the ridgeline of Motu-kauati-rahi/Cass Bay and references Wheke, the son of Te Rakiwhakaputa, who sought to establish ahi kā [continuous occupation] in Rāpaki.

He was a rangatira toa who would search the surrounding hills of Whakaraupō (Lyttelton Harbour) for Ngāti Māmoe refugees. It is said that he had camping places in the hills where he would sleep the night. One of these in the hills north-east of Rāpaki was named Te Moenga-o-Wheke – The Sleeping Place of Wheke. The hapū at Rāpaki, Te Hapū o Ngāti Wheke, are named after him, and the whare tipuna at Rāpaki is also named after him.[27]

Ōtūherekio/Pony Point is the lower spur between Rāpaki and Motukauatirahi-Cass Bay, providing views across Whakaraupō-Lyttelton Harbour and Rāpaki marae.[28] Ōtaranui is the dominant hill overlooking Motukauatiti/Corsair Bay but is also observable from Motukauatirahi-Cass Bay.



Figure 7: View east from within Steadfast – Ōtaranui is east of Steadfast and overlooks both Cass and Corsair Bays.



Figure 8: View north from within Steadfast – Te Moenga-o-Wheke/The Tors Reserve is a prominent rocky outcrop above.



Figure 9: View northwest of Te Poho-o-Tamatea (the breast of Tamatea), named after the explorer Tamatea Pōkai Whenua.



Figure 10: View southeast from the north boundary of Steadfast towards Ōtūherekio/Pony Point and Ōtamahua/Quail Island.

[26] https://www.kahurumanu.co.nz/atlas
[27] https://www.kahurumanu.co.nz/atlas
[28] https://www.kahurumanu.co.nz/atlas

2.1.3 European Settlement in Lyttelton Harbour and Cass Bay

In 1809, Captain Chase in his ship the *Pegasus*, was the first European to sail into Lyttelton Harbour, discovering that Banks Peninsula was not an island as Cook had suggested.[29] Flax trader Captain William Wiseman named the harbour Port Cooper, after his Sydney employer. A large influx of British and American whaling ships followed after 1835 and in 1838 Captain J-B Cécille made the first survey and chart of Whakaraupō-Lyttelton Harbour aboard his ship *Héroine*, complete with sketch of the harbour entrance as viewed from the sea[30] (Figure 11).

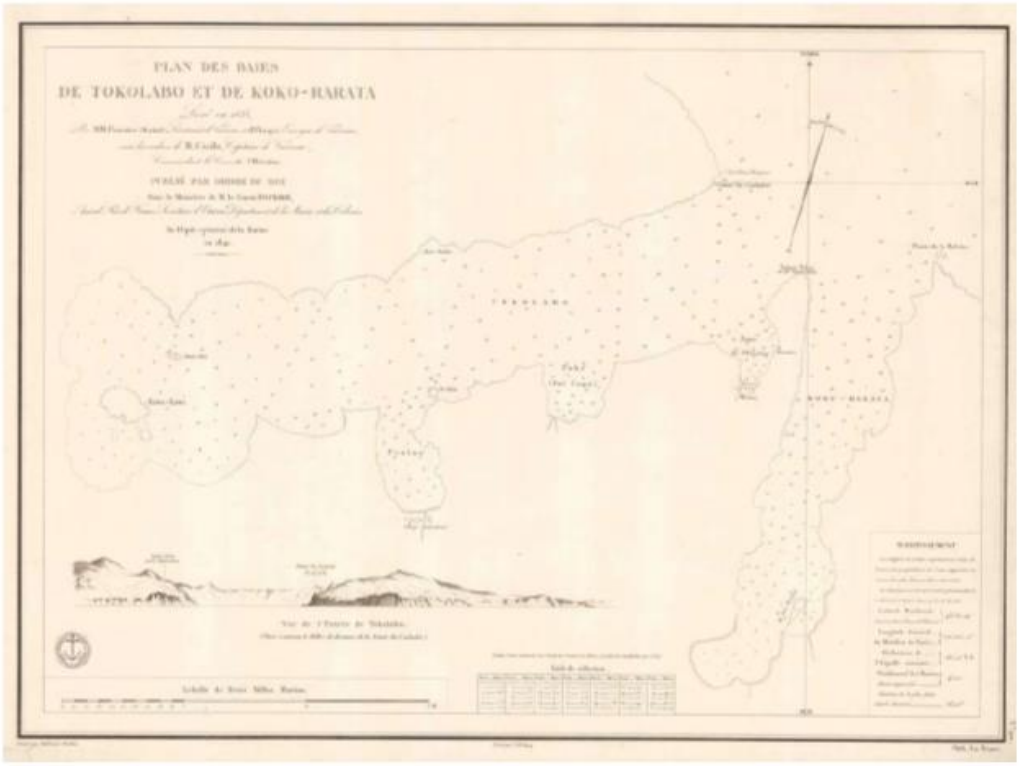

Figure 11: Captain J-B. Cécille's 1840 map of Tokolabo (Whakaraupō) Harbour, from his 1838 survey. The plan includes a sketch of the entrance to the harbour. Tokolabo was the French corruption of Whakaraupō, the Māori name for Port Cooper (Lyttelton). Kokorarata is Port Levy. Source: https://olteagallery.com/view_product.php?prod_id=PROD100003223

Thomas Cass arrived in New Zealand in 1841, as surveyor for the New Zealand Company (Figure 12). He returned to England and was hired by the Canterbury Association as assistant to Chief Surveyor Captain Joseph Thomas. In 1848 Cass returned to Port Cooper and along with Joseph Thomas was joined by fellow surveyors Charles Torlesse and Henry Cridland. Cass charted the harbour and the group set up camp in what was originally known as 'Port Lincoln' but eventually named after him as Cass Bay.[31] Crown agent Walter Mantell, who was working to secure land for the Crown joined them, his journal records showing that he helped move the group to Cavendish Bay (Lyttelton) on 20 July 1849. He volunteered to "go round to Cass's bay and fetch Crindland and Torlesse with their house. Pulled it down brought it round &

[29] Rice, 2004
[30] Rice, 2004
[31] Rice, 2004

helped(!) to put it up again. All right by night."[32] A sketch in Mantell's field-book shows the five relocated houses and a smithy soon after their move (Figure 13). All had been prefabricated in Hobart.[33] Late in 1850, the first four of ships chartered by the Canterbury Association to bring settlers to the new colony, arrived in Lyttelton Harbour. The name Port Cooper was officially changed to Port Victoria (after Queen Victoria) in 1849, when the harbour became a Port of Entry.[34] In 1851 Cass became the chief surveyor for the Canterbury Association.[35]



Figure 12: Thomas Cass (undated)
Source: Alfred Charles Barker (1819-1873) Barker Collection, ID: 13/57, 4/102, CM.

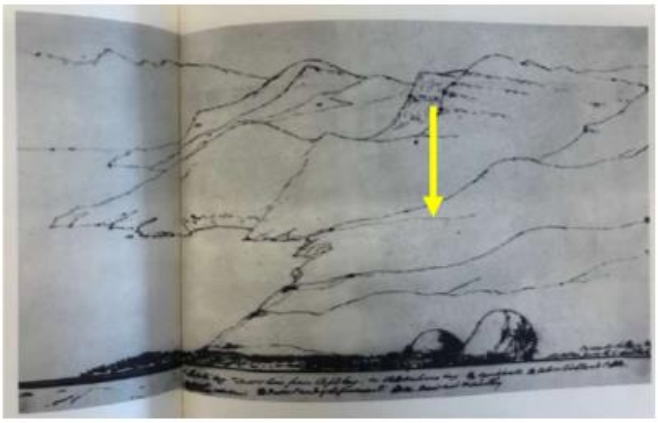

Figure 13: Sketch from Walter Mantell's fieldbook looking east, of Lyttelton township and the five houses and smithy relocated from Cass Bay and erected on 20 July 1949. Cass's 'line of road' from Cass Bay to the plains is indicated in the middle distance.
Source: Maling, 1981, pp 72-73.

Initially Joseph Thomas determined to locate Christchurch at the head of the harbour and Port Lyttelton at Rāpaki,[36] the next bay west from Motukauatirahi-Cass Bay (Figure 14). He returned to Wellington to send these first maps and report back to England but ultimately decided that the amount of reclamation needed for a town at the head of the harbour would be too expensive. The site of Christchurch was consequently moved to the plains.[37] Another reason for his change of mind was that the 850-acre section of land in Rāpaki had been set aside as Native Reserve as part of the Port Cooper Purchase in 1849. Thomas moved the site of the new port from Rāpaki to Erskine, which was also then known as Cavendish Bay (now Lyttelton). In 1858 the harbour's name changed again to Lyttelton Harbour, although the name appears to have been in use for almost a decade prior to the name change. Ownership of the native reserve in Rāpaki was confirmed in 1868 when the Native Land Court determined that ownership resided with 71 people belonging to Ngāti Wheke.[38]

[32] Maling, 1981, p72
[33] Maling, 1981
[34] NZ Spectator and Cook's Straight Guardian, Vol. V, Issue 420, 11 August 1849, p4
[35] Robertson, 2021
[36] Rice, 2004
[37] Rice, 2004
[38] https://www.kahurumanu.co.nz/atlas

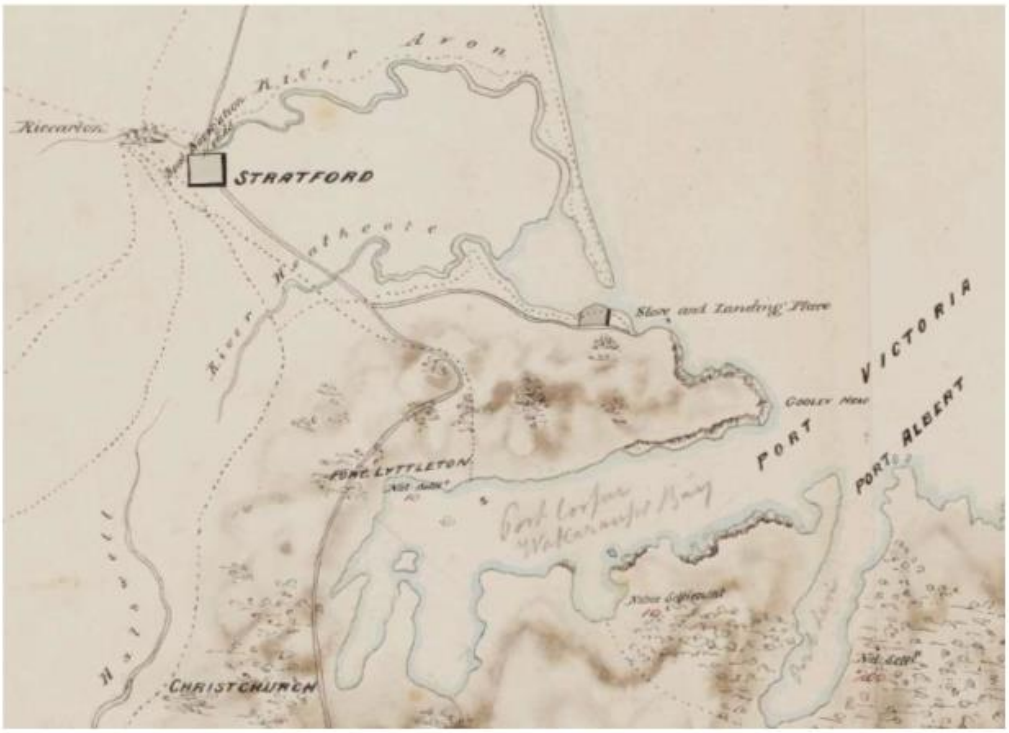

Figure 14: Cropped detail from Captain Thomas's 1849 map of Canterbury with intended locations for Lyttelton and Christchurch. Instead of Rāpaki, Port Lyttelton was moved further east to Erskine (also known as Cavendish) Bay.
Source: National Library, Archives ID: R25435603, Series No: 23142.

In 1852 Reverend Edward Puckle of Heathcote Parsonage advertised 50 acres of freehold land in Cass Bay, "with or without 500 acres of adjoining pasturage."[39] Puckle had pre-purchased his land in England and had arrived as chaplain on the *Randolph* in December 1850.[40] Expecting sizeable accommodation when he arrived, he had brought with him his wife, six children and 70 tons of furniture which was stored on the seashore and slowly carried out by the tide.[41] Puckle's land in Cass Bay took some time to sell – he was one of many early settler clerics who appeared to engage in a form of 'landbanking'.[42] Puckle eventually sold sections 268 and 483 to the Crown on 8 December 1865 (Appendix 1). Both were part of the current Steadfast site (Figure 15).

[39] Lyttelton Times, Vol 2, Issue 69, 1 May 1852, p11 (supplement)
[40] Robertson, J., 2021
[41] South Canterbury Times, Issue 9143, 1 Sept. 1898, p4
[42] Robertson, J., 2021



Figure 15: Cropped detail of c.1864 Black Map showing road deviation plans through Cass Bay. Reverend Edward Puckle owned Sections 268 (part of the current Steadfast site) and 483 between 1850 and 1865.
Source: National Library, Archives ID: R22667980, Series No. 23142.

During the mid to late 1800s, Cass Bay was used for grazing cattle, sheep and horses. By 1856 Eli Salt of "Cass's Bay Run' was advertising pasture for cows and calves in the Lyttelton times (Figure 16). Richard May Morten settled in Canterbury in 1860, and while it is not clear exactly when Morten purchased land in Motukauatirahi-Cass Bay, Crown Grant Plans shows he owned a portion of Cass Bay in 1880 (Appendix 2) and by 1910, the majority of the Bay.[43] Morten was a leading runholder, property developer and businessman, who at one point owned or leased the entire Port Hills from Saint Martins to Godley Head (11,000 acres).[44] Other farmers in the bay included John Webb who ran a dairy farm in Cass Bay between 1870 and 1878 and Roderick Gallagher whose dairy farm and house were threatened by a major bush fire that spread across Rāpaki, Cass Bay, Corsair and Dampier Bays in 1889.[45] With no provision for slaughter-house facilities near Lyttelton, Cass Bay was initially the default place for town butchers to slaughter animals. Butcher George Hunt was listed as working at Cass Bay as early as October 1851.[46] Other butchers leasing a slaughterhouse in Cass Bay are listed as Garforth and Lee[47] and Owen and Dyer who took over the renewal of the same slaughterhouse license in 1892.[48] The slaughterhouse is recorded as the property of R.M Morten and was totally destroyed by fire in 1894[49] with Morten uninsured.

[43] DP2983, LINZ
[44] Ogilvie, 2009
[45] Robertson, 2021
[46] Robertson, 2021
[47] Globe, Vol XX, Issue 1373, 10 July 1878, p3
[48] Lyttelton Times, Vol LXXVII, Issue 9728, 18 May 1892, p4
[49] Lyttelton Times, Vol LXXXI, Issue 10269, 10 February 1894, p6

CASS'S BAY RUN.

MR. E. SALT, having taken this run, is open to take in cows at £1 per head, and calves at 12s. per head, per annum. The greatest care will be taken of any stock entrusted to him.

N.B. The owners of all stock now depasturing upon such run are hereby requested to muster the same at E. Salt's stockyards in Cass's Bay aforesaid, in order that an account and delivery may be taken of the same.

863 c

Figure 16: Eli Salt was one of the earliest European settlers using Cass Bay for grazing.
Source: Lyttelton times, Volume VI, Issue 392, 6 Aug. 1856, p1.



Figure 17: Cass Bay abattoir was re-built from brick and concrete in 1902 to a state-of-the-art design (undated).
Source: Richard Wolfe Collection, Canterbury Museum, 1977.406.7.

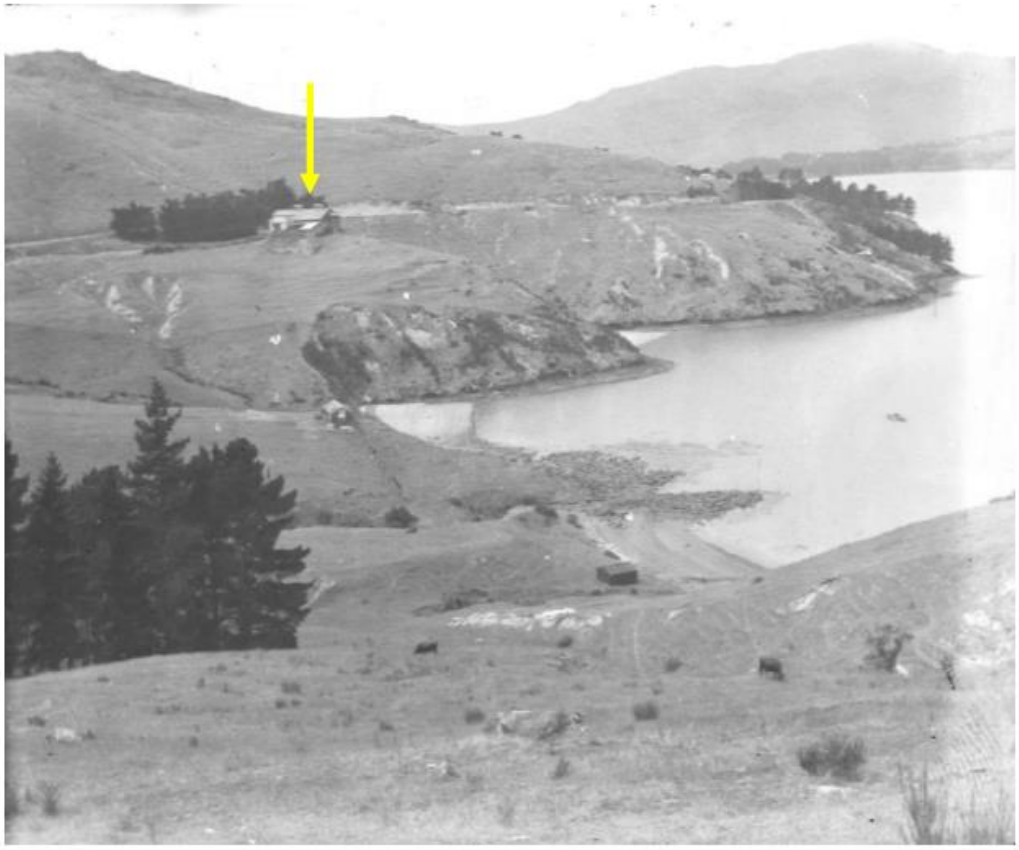

Figure 18: Cass Bay abattoir (indicated) in Motukauatirahi-Cass Bay (undated). Part of the W A Taylor collection, one of many photographs taken during the 1920s but possibly earlier.
Source: W A Taylor Photograph Canterbury Museum, 1968.213.407.

In May 1901 the Lyttelton Borough Council purchased R.M. Morten's slaughterhouse site including the 55 acres of surrounding land.[50] As the first public abattoir in the district, the facilities were rebuilt and officially opened in 1902, having been designed by J.C. Maddison and erected by W.B. Scott (Figure 17).[51] At the opening ceremony the Lyttelton Times reported that, "those who had seen the other abattoirs which have been erected in the colony, freely expressed the opinion that the Lyttelton one was the most up-to-date."[52] Many locals recall the abattoir and offal discharge into Cass Bay which drew sharks to the area and eventuated in a barrier constructed in Corsair Bay to protect bathers while swimming. The Cass Bay abattoir operated until 1964 although aerial imagery shows it was still on the site in 1973 (Figure 70).

Abattoir discharge was not the only effect on sea life and the ocean. Over time silt accumulated in the harbour partly due to Harbour Board dredging of Lyttelton Harbour. In March 1897 Robert Anderson wrote to the *Lyttelton Times* concerned at the loss of oyster beds in Cass Bay explaining that, "…myself and many others formerly used to dredge for oysters from in a line between Church Bay and Cass Bay, nearly as far as Parson's Rocks. The bottom then was very hard live shell; but soon after dredging began the bottom gradually got softer, and at the present time is a dungeon of soft mud, and it would be impossible to move an oyster dredge over it."[53]

Land transport was difficult and expensive so it is likely that produce from Cass Bay travelled via sea to Lyttelton rather than land.[54] The early trail on the hills behind Cass Bay was considered as a possible road to Christchurch, however the idea was abandoned due to cost and the difficult terrain with its deep gullies and rocky volcanic bluffs.[55]

Towards the end of the nineteenth century, activities in Cass Bay expanded from farming to various recreational pursuits, including Lyttelton Football Club practices and in 1884 the Christ's College annual swimming races.[56] In 1892 the Lyttelton Martini-Henry Rifle Club opened a rifle range at Cass Bay, on land belonging to R.M Morten.[57]

R.M Morten died on the 20th of August 1909.[58] A survey plan commissioned for the attorneys of his estate shows the extent of Cass Bay Morten owned in 1910 (Figure 19).[59] The same year, the Press reported that Miss Wallis and the Messrs Wallis had purchased 600 acres of this land in five subdivisions.[60] Certificates of title show that in 1915, William George Butler Wallis of Governors Bay owned Lot 3[61] and Charles Wallis of Governors Bay, also of Governors Bay owned Lot 2. Lot 2 was transferred to various members of the Wallis family, until John Henry Wallis transferred his share to local farmer Robert William Loader in 1943 who in 1945 was owner of the area set aside for defence purposes.[62] The Steadfast parcel can be seen as the red

[50] Lyttelton Times, Vol. CV, Issue 12515, 31 May 1901, p6
[51] Lyttelton Times, Vol CVII, Issue 12859, 4 July 1902, p3
[52] Lyttelton Times, Vol CVII, Issue 12859, 4 July 1902, p3
[53] Lyttelton Times, Vol XCVII, Issue 11211, 8 March 1897, p3
[54] Robertson, 2021
[55] Robertson, 2021
[56] Lyttelton Times, Vol LXI, Issue 7177, 29 February 1884, p6
[57] Lyttelton Times, Vol LXXVII, Issue 9652, 18 Feb. 1892, p2
[58] Lyttelton Times, Vol. CXX, Issue 15079, 21 August 1909, p10
[59] The red, dashed lines show the HMNZS Steadfast site, the plan used later to show the area gazetted for government buildings in 1965. Part Lots 1, 2 and 3 are also shown as part of the Summit Road Protection Area created in 1964.
[60] Lyttelton Times, Vol CXXI, Issue 15317, 28 May 1910, p3
[61] Certificate of Title, 297 227, Archives NZ Christchurch, R631020 – CH889 – 23/78/132 – Royal New Zealand Navy Armament Depot – Cass Bay – 1962-90
[62] Certificate of Title, 297 226, Archives NZ Christchurch, R631020 – CH889 – 23/78/132 – Royal New Zealand Navy Armament Depot – Cass Bay – 1962-90

dashed lines in the centre of the 1910 survey plan. In 1965 the same land would be uplifted and gazetted for government buildings.[63]



Figure 19: Extent of land owned by R.M Morten at his death in 1910. The red dashed line around the Steadfast site shows the portion of land that was gazetted and set aside for defence purposes in 1945 and for government buildings in 1965.
Source: DP2983, LINZ

2.1.4 World War II and the Development of the Royal New Zealand Navy

New Zealand's response to the threat of war was 'fortification', which alongside the isolated island geography of New Zealand, had been strongly influenced by the defence fortifications of Māori hilltop villages.[64] British warships had visited New Zealand since the mid 1850s, as the new British Colony grew and conflict with Māori had increased.[65] In 1877 the New Zealand and Australian governments signed an agreement with Great Britain, agreeing to financially contribute to the cost of maintaining Royal Navy

[63] Certificate of Title, 20 July 1915, Archives NZ Christchurch, R631020 – CH889 – 23/78/132 – Royal New Zealand Navy Armament Depot – Cass Bay – 1962-90
[64] Cooke, P. 2000
[65] Cooke, P. 2000.

vessels in Australian and New Zealand waters.[66] In 1913 New Zealand initiated a naval organisation to crew ships employed in New Zealand waters, with the Naval Defence Act of 1913 passed to give effect to the decision. This meant the government could raise and maintain naval forces by regulations issued under authority of Orders in Council.[67] As part of the British Empire, New Zealand maintained a sea-going naval force and training centre, 'The New Zealand Division of the Royal Navy'. A Volunteer Reserve Force was formed in 1922, officered by and recruited from volunteers who did not follow the sea as a profession. World War II had a major effect on the New Zealand Naval Forces. The number of ships rose from five in 1939 to over 100 vessels of all types during 1944 (Table 1).

New Zealand's Naval Forces – 1944 **Royal New Zealand Navy**
Cruisers: - HMNZS *Gambia* - HMNZS *Achilles*
Corvettes: - HMNZS *Arabis and Arbutus* - HMNZS *Tui and Kiwi*
Minesweepers - 3 x 'Isles' Class - 19 x trawlers - 8 x converted coasters
Patrol Craft: - 12 x Fairmiles - 16 x HDMLs - 57 x requisitioned civilian craft
Auxiliary Craft - 7 Boom defence - 8 Degaussing duties

Table 1: New Zealand's Naval Forces 1944.
Source: Royal New Zealand Navy, 2002, p.18.

At the same time, there was a huge increase in personnel from 1939 to 1944. In 1939 permanent New Zealand Naval personnel totaled 8 officers, 716 ratings together with 74 officers and 541 ratings from the Royal Navy. In addition the Royal New Zealand Naval Volunteer Reserve (RNZNVR) totaled 70 officers and 600 ratings. By mid 1944 there were approximately 10,000 people in the RNZN and RNZNVR. About 3200 were serving with the Royal navy and about 540 in the Fleet Air Arm.[68]

New Zealand's harbours became important refuges given the country's geographical isolation, and self-sufficiency became crucial to New Zealand's defence system. As with other harbours in the main centres of New Zealand, the topography of Lyttelton Harbour offered a natural defensive position with its shelter and hills. A number of fortified works were fitted with heavy armament in various locations including the Godley Head 80th Coastal Defence Battery at the head of Lyttelton Harbour.[69] This was of pivotal

[66] History and Development of the Royal New Zealand Navy, TS Steadfast archives
[67] History and Development of the Royal New Zealand Navy, TS Steadfast archives
[68] Royal New Zealand Navy, 2002
[69] Beaumont et al., 2014

importance to the area's defences and by 1942, Japanese forces had advanced southwards. Anti-invasion defence works across Banks Peninsula during this time included the Tikao Bay Mine Depot, the Cass Bay Magazine Depot and the Wainui Battery.[70] The naval barracks, HMNZS Tasman was located in Lyttelton and commissioned on 20 January 1944 on the current oil storage facility (Figure 20). The complex provided accommodation for 200 officers and ratings and was used by the RNZN as a training facility for telegraphist and anti-submarine warfare.[71] It was formally decommissioned in 1957, with some buildings being relocated to other naval bases in the years immediately prior – such as the former Shipwright Store which was re-erected at the Cass Bay Naval Armament Depot as a garage in 1956/1957.



Figure 20: HMNZS Tasman, Lyttelton, 1952.
Source: https://navymuseum.co.nz/explore/by-collections/places/hmnzs-tasman/

New Zealand's naval forces entered World War II as a Division of the Royal Navy, purely as a national service.[72] However in 1941, King George VI approved the name of the Division as 'The Royal New Zealand Navy', changing the names of ships and establishments from HMS to HMNZS.[73] After the war, the Royal New Zealand Naval Volunteer Reserve was reconstituted, and drill and training commenced in 1948.[74] HMNZS Pegasus became the Canterbury Division, operating a training scheme for young boys through the New Zealand Navy League Sea Cadet Corps.[75]

[70] Beaumont et al., 2014
[71] https://navymuseum.co.nz/explore/by-collections/places/hmnzs-tasman/
[72] History and Development of the Royal New Zealand Navy, TS Steadfast archives
[73] History and Development of the Royal New Zealand Navy, TS Steadfast archives
[74] History and Development of the Royal New Zealand Navy, TS Steadfast archives
[75] TS Steadfast Archives

2.1.5 Development of Cass Bay as a Defence Site

From the mid 1930s there was a shortage of state houses in Lyttelton, and the Lyttelton Borough Council were looking for land to expand. The 55 acres Council owned and used to graze abattoir stock became an attractive prospect for housing or at least for holiday accommodation. A 1935 Press headline read,

> *"Removal of abattoir at Lyttelton. It is expected that the Lyttelton Borough Council will shortly consider a proposal to remove the municipal abattoir from its present site at Cass Bay. Our photo'graph shows the beach and abattoir buildings, and the sites which would be available for week-end cottages."*[76]



Figure 21: Municipal abattoir at Cass Bay in 1935. Abattoir to the right of the image.
Source: Press, Vol LXXI, Issue 21515, 3 July 1935, p20

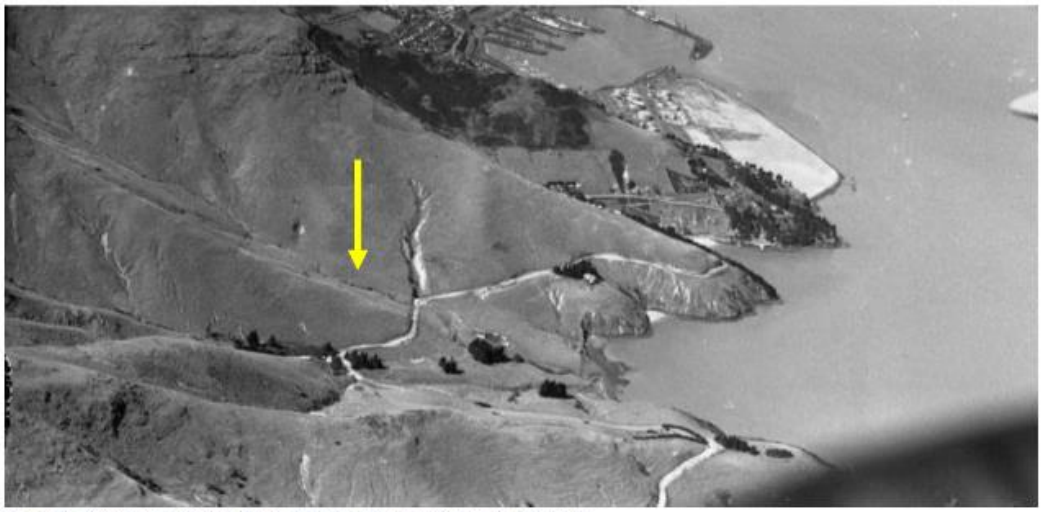

Figure 22: Motukauatirahi-Cass Bay in 1935 (Steadfast future location indicated).
Source: V.C Browne & Son, PB0308-19.

[76] Press, Vol LXXI, Issue 21515, 3 July 1935, p20

During this time, there was a notable increase in the popularity of yachting and motor-boating around Lyttelton, with the notion of Cass Bay raised as an additional complement to Lyttelton.[77] However, Purau Bay, rather than Cass Bay, was selected as the preferred site for the new yacht harbour.

Then when war broke out in 1939, all housing and harbour development was put on hold. The rapid advancement of the Japanese forces in early 1942 placed New Zealand under direct threat of invasion, and as a result, many anti-invasion defenses were constructed around the country – including Canterbury. Initially, the Royal New Zealand Navy (RNZN) built a magazine site at Akaroa in 1942-1943, but this turned out to be unsuitable due to it being too far by road or sea from the port of Lyttelton, and so the RNZN turned to Cass Bay. Cass Bay was selected because it was largely uninhabited, was not visible from the Lyttelton Harbour heads, and could be accessed by sea.[78] A 1944 survey shows the portion of Cass Bay taken by the New Zealand government for defence purposes in February 1945 (Figure 23) and the gazette notice of 4 February 1945 (Figure 24). It includes an area of land on the south side of Governor's Bay Road – on which a house, referred to as the "navy house" was built - and a right-of-way down to the shore of Cass Bay (Figure 27).

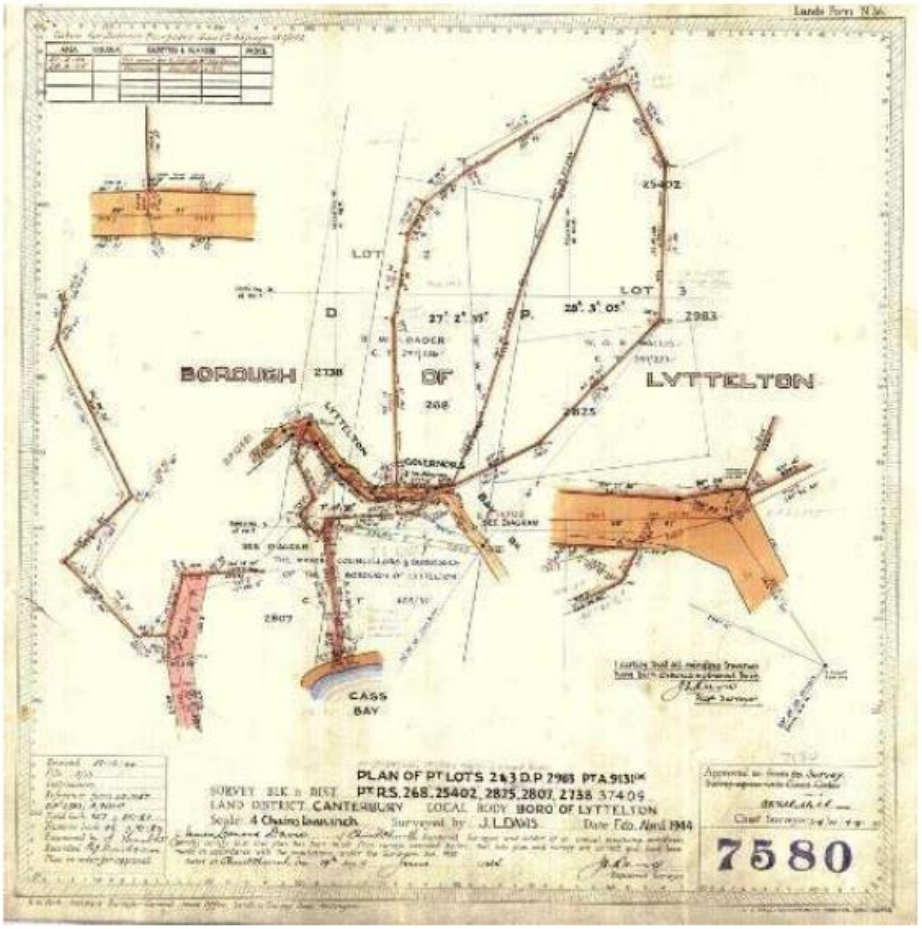

Figure 23: Survey plan DP 7580 showing the portion of land and right-of-way set aside in 1945 for defence purposes. Source: DP 7580, LINZ.

[77] *Press*, 9 December 1939, p7
[78] http://lytteltonharbourjetties.blogspot.com/2019/06/cass-baymotukauatirahi.html

Land and a Right-of-way taken for Defence Purposes in the Borough of Lyttelton

[L.S.] C. L. N. NEWALL, Governor-General

A PROCLAMATION

IN pursuance and exercise of the powers and authorities vested in me by the Public Works Act, 1928, and of every other power and authority in anywise enabling me in this behalf, I, Cyril Louis Norton Newall, the Governor-General of the Dominion of New Zealand, do hereby proclaim and declare that the land described in the First Schedule hereto is hereby taken for defence purposes and that an easement over the land described in the Second Schedule hereto is hereby taken for defence purposes, vesting in His Majesty the King the full and free liberty, right, license, and authority in perpetuity to construct and use a right-of-way with the right for His Majesty's servants, agents, and workmen from time to time and at all times hereafter to go, pass, and repass with or without horses or other animals or vehicles over the said land for the purpose of access to the land described in the First Schedule hereto, such easement to be held appurtenant to the land described in the First Schedule hereto.

FIRST SCHEDULE

APPROXIMATE areas of the pieces of land taken :—

A.	R.	P.	Being
27	2	35	Part Lot 2, D.P. 2983 (parts Rural Sections 268 and 25402) ; edged red.
28	3	5	Part Lot 3, D.P. 2983 (parts Rural Sections 2825, 268, and 25402) ; edged red.
3	0	38	Parts Rural Sections 2738, 268, 2807, and 37409 ; edged red.

SECOND SCHEDULE

APPROXIMATE area of the piece of land over which an easement is taken : 2 roods 30·8 perches.

Being parts Rural Sections 2807, 268, 2738, and 37409 ; coloured pink.

All situated in the Borough of Lyttelton (Canterbury R.D.). (S.O. 7580.)

140 THE NEW ZEAL

All in the Canterbury Land District ; as the same are more particularly delineated on the plan marked P.W.D. 120743, deposited in the office of the Minister of Works at Wellington, and thereon coloured as above mentioned.

Given under the hand of His Excellency the Governor-General of the Dominion of New Zealand, and issued under the Seal of that Dominion, this 10th day of February, 1945.

H. G. R. MASON,
For the Minister of Works.

GOD SAVE THE KING !

(P.W. 23/857)

Figure 24: Gazette references for the area identified in red on Survey Plan DP7580, detailing the land and 'right-of-way taken for defence purposes on 10 February 1945.
Source: The New Zealand Gazette 1945, No. 11, pp139-140.

Extract from *N.Z. Gazette*, 21 October 1965, No. 61, page 1814

Land Held for Defence Purposes Set Apart for Buildings of the General Government in the Borough of Lyttelton

PURSUANT to section 25 of the Public Works Act 1928, the Minister of Works hereby declares the land described in the Schedule hereto to be set apart for buildings of the General Government from and after the 26th day of October 1965.

SCHEDULE

CANTERBURY LAND DISTRICT

ALL those pieces of land situated in the Borough of Lyttelton, Canterbury R.D., described as follows:

A.	R.	P.	Being
27	2	35	Part Lot 2, D.P. 2983, being parts Rural Sections 268 and 25402, and being the land first described in Proclamation No. 2027, Canterbury Land Registry.
28	3	5	Part Lot 3, D.P. 2983, being parts Rural Sections 2825, 268, and 25402, and being the land secondly described in Proclamation No. 2027, Canterbury Land Registry.

As the same are more particularly delineated on the plan marked P.W.D. 120743 (S.O. 7580), deposited in the office of the Minister of Works at Wellington, and thereon edged red.

Dated at Wellington this 1st day of October 1965.

PERCY B. ALLEN, Minister of Works.

(P.W. 24/4796; D.O. 23/78/1/132)

R. E. OWEN, Government Printer, Wellington, New Zealand.

Figure 25: Gazette notice for the area set apart for government buildings in 1965. See also Figure 18.
Source: The New Zealand Gazette 1965, No. 61, p1814.

The armament depot consisted of ten brick and concrete magazines, an ammunition processing building, camp/administration buildings, a four-man hut, a guard house, a flag station, and fencing enclosing the entire complex. A navy gun was mounted adjacent to the Lyttelton-Governors Bay Road and passing traffic had to await a naval escort through the bay during wartime.[79]

A set of twin articles published in The Press in 1959 (fifteen years after the construction of the depot) describe the site and its various structures:

[79] http://lytteltonharbourjetties.blogspot.com/2019/06/cass-baymotukauatirahi.html

"From the road can be seen the administration buildings, the timber gunwharf store, the Blue Ensign fluttering from the yard of a mast and naval guns pointing out over the harbour, all set in a neat lawn, rock garden, and young trees and shrubs. In the steep gully beyond and up to 400 feet (122 metres) above the highway are the partly concealed magazines containing hundreds of tons of weapons, explosives, and missiles and the laboratories where they are continually inspected and tested for safety and effectiveness. The arsenal's 56 ½ acres is bounded by a high security fence patrolled constantly by dockyard police. The guards are on duty 24 hours a day. There are 14 Navy-paid civilians (no women) manning the depot, who work with windows and doors open, even in the coldest weather.

The magazines are built of two brick walls 22 inches (560mm) apart and ventilation and temperature are controlled. Roofs are lightly made to channel explosions upwards. Floors are shiny black bitumastic for spark prevention. Wherever possible, non-ferrous metal or wooden fixtures are used and all ferrous metal, including the heavy outside steel sliding doors, are bonded to a main unit lightning arrester. The cleanliness of the magazines is clinical and the white walls and ceilings, silence, and still atmosphere give the impression of a sepulchre. The fact that there have been no explosions to date does not make one less anxious to be outside and away. And when one is told on reaching the open air once more that confidential symbols painted on the outside of each magazine door indicate to firefighters that the contents ignited will either burn fiercely, explode violently, or release poisonous gases. The information that reservoirs uphill contain 58,000 gallons (264,000 litres) of firefighting water does not seem quite as reassuring as it should.

Stores have included the jet take-off rockets for the American Antarctic expedition and railways gelignite and detonators held in custody during the waterfront strike of 1951.

The three naval guns guarding the entrance are used by traversing them up-gully. Although the guns are not old in years, they are now considered souvenirs by depot staff whose latest technical training is in the guided weapons field. Two are 4in' surface guns, of a quick-firing semi-automatic type. The third, built only in 1943, is a dual-purpose 4in' gun.

The Cass Bay Depot was built for the British Pacific Fleet in 1944 and closed between 1945 and 1950 when it was recommissioned as an armament depot flying the Union Jack. It was not for some years that the Union Jack was hauled down and replaced with the Blue Ensign although the depot was being manned by the RNZN. Since 1950, existing buildings have been modified and additional buildings constructed. An unusual feature of such a warlike place is the love of the staff for silviculture (the growing of trees). When the depot was reactivated nine years ago (1950) there were two trees on the property. Now there are 1100 trees, all planted by the staff who keep a list of every type and species. The interest in trees is three-fold – aesthetics, camouflage, and an anti-erosion measure."[80]

Little information is available about the flower beds and rock garden and the list of 1100 trees has not been found. However a 1965 image (Figure 26) shows established vegetation and terracing either side of the stream in the lower part of the site with larger shrubs and trees visible further upstream. While aerials of this time don't appear to show extensive planting, the trees in the 1965 image may indicate some of the 1100 planted in the 1950s. The 1965 image also shows newly established trees located in drums (right of the photograph), presumably to protect the establishing trees from grazing sheep. The image also shows circular elements in the grass between the Drill Hall and Ward Room, which are most

[80] Press, Volume XCVIII, Issue 29020 and 29022, 8 October and 10 October 1959, Page 8 and Page 18

likely the flower beds mentioned in the 1961 letter from the Resident Naval Officer to the Ministry of Works.[81] The flower beds look to be gone by the 1980s when they can no longer be seen in aerials.



Figure 26: Cropped image showing Cass Bay Naval Armament Depot planting, 1965. Two circular flower beds can be seen to the right of the image, between the Drill Hall and Garage. It is unclear what the two white, hexagonal shaped elements are either side of the stream. The anchor from TS Cornwall now sits atop the right hand element opposite the Ward Room. Source: VC Browne and Son, 9156-9162.

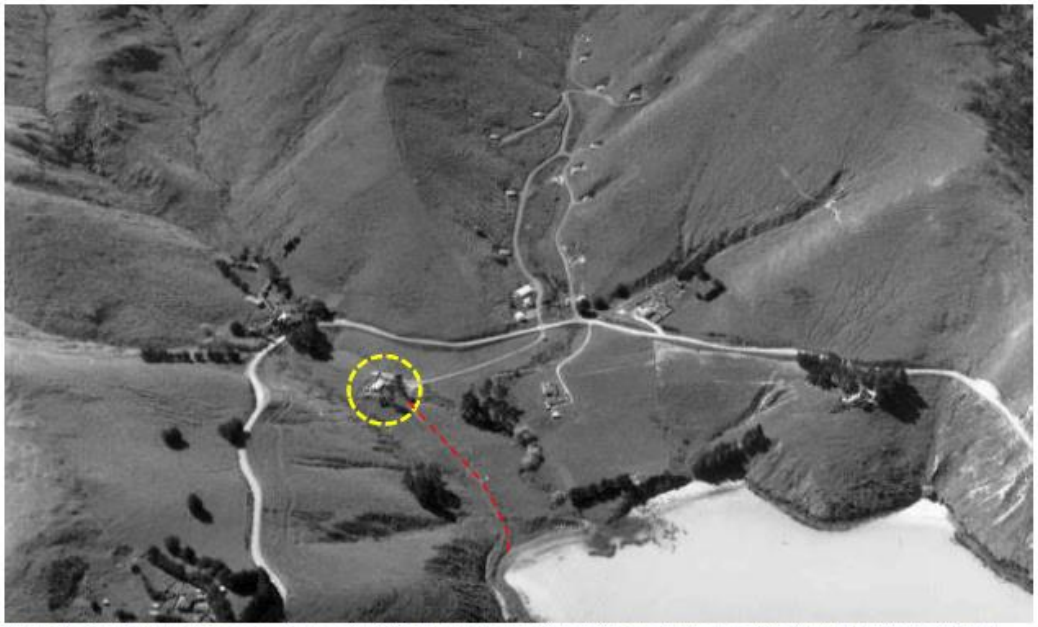

Figure 27: Cass Bay Naval Armament Depot aerial 1962. The navy house (circled) is located at the top of the right-of-way (dashed in red). Source: VC Browne and Son, 6808-6823.

[81] Letter from Resident Naval Office to Ministry of Works, 21 April 1961, Archives NZ Christchurch, R18988957 – CH150 – 41/3 - Navy Department Files – Cass Bay – Buildings and Services – 1979-83



Figure 28: Fire equipment and water pipe opposite the Drill Hall (see Figure 26 above), 1960s.[82]
Source: TS Steadfast Archives, 1954-1994.

2.1.5.1 The Armament Depot Buildings 1945 - 1965

Following the end of WWII, the Lyttleton Borough Council once again turned to the idea of using its land at Cass Bay for residential development. The Lyttelton Borough Empowering Bill, which would give the Council the power to subdivide and sell its land at Cass Bay, was passed in August 1946.[83] However, the Council was stymied in 1947. The Public Works Department (PWD) declined a request from the council that the Department should waive its claim to a right-of-way at Cass Bay so the council could form a road for the proposed sub-division. The Department was concerned about the risk from explosives, and began considering acquisition of the whole property.[84] The PWD advised the Lyttelton Borough Council that, if they were to open their land up for residential development, they would need to maintain a safety distance of 1,000 yards from the nearest points of all buildings within the depot. In response, the Council protested to the Minister of Defence against the decision to retain the depot as a permanent establishment. A naval representative met with the Mayor and the Town Clerk in Lyttelton to confirm that he could not recommend the abandonment and removal of the depot "in the present unsettled state of world affairs" as "in emergency, national security was dependent to an important degree upon dispersal of explosives, stores, oil, etc".[85] Lyttelton Borough Council then passed a resolution in December 1947 that "for a period of five years, this Council will not dispose of the land owned by it at Cass Bay and that no further permits for building on that land be permitted for a similar project."[86]

[82] Pers. Comm. C. Nee/W. Hoddinott, 17 December 2021
[83] Press, Volume LXXXII, Issue 24955, 16 August 1946
[84] Press, Volume LXXIII, Issue 25159, 15 April 1947
[85] Memorandum from the Naval Secretary to the Permanent Head of the Public Works Department, Wellington, dated 17th October 1947. Archives NZ, Christchurch.
[86] Memo to 'the Officer-in-charge HMNZS 'Tasman' from Navy Office, Wellington, 15 Jan 1948, Archives NZ Christchurch, 1945-1950.

Parliamentary Papers record that three of the ten magazines at Cass Bay had been on loan to the Army during 1946;[87] but that, by 1947, "all explosives" had been transferred from the Cass Bay magazines to the Naval Armament Depot at Kauri Point in Auckland.[88] Other contemporary reports (including that quoted above) refer to the magazines as being emptied at this time;[89] and a memorandum from the PWD dated 7th July 1947 states that magazines 1 and 2 were the only ones waiting to be emptied and, as soon as this was done, the buildings would be made available for private lease.[90]

In September 1947, magazines 1 and 3 were let to Imperial Chemical Industries. Initially, they had requested only one of the magazines as well as the laboratory building, but subsequently found that the laboratory did not comply with their requirements. The remaining eight magazines were made available for lease to private businesses for storage purposes;[91] and the PWD District Architect was requested to draw up plans for conversion of "the office building" into to flats to provide accommodation for naval personnel.[92] This may refer to what is now the officer's accommodation building, but this cannot be confirmed on the basis of the available information. A memorandum from the PWD District Architect on 22nd July 1948 stated that a contractor – N. Caldwell of Christchurch - was appointed and would commence work later in the month. The work was completed by September.[93] In parallel, the PWD District Architect was asked to prepare plans for converting the "surplus army huts" in the Armament Depot to "married quarters".[94] In February 1949, the Ministry of Works (MoW, formerly the PWD) called for tenders to carry out this work.[95] In the absence of plans or other documentation, it is assumed that the "army huts" referred to are the two huts that were joined together and later became the quartermaster's accommodation building.

In October 1948 compensation was paid to the Lyttelton Borough Council for land taken in 1945 under Section 25 of the Public Works Act for an easement below Governors Bay Road, part of C.T. 485/89 which had been held in trust by the Council for an abattoir.[96]

Various international conflicts were responsible for the recommissioning of the Depot in 1950, among them the developing Cold War between the Soviet Union and its former wartime allies in the west which was causing instability in the Middle East, and the Korean Civil War.[97] Both conflicts drew the RNZN into committing naval resources to each cause, and a number of training drills and exercises were conducted in the Christchurch region in preparation for deployment.[98]

By mid-1950 the Depot was back in "full operation";[99] and a memorandum from the Naval Secretary to the MoW District Engineer advised that the water supply equipment at the Depot was in need of repair. The

[87] Appendix to the Journals of the House of Representatives, 1946 Session I, H-05 Royal New Zealand Navy Report of the New Zealand Naval Board
[88] Appendix to the Journals of the House of Representatives, 1947 Session I, H-05 Royal New Zealand Navy Report of the New Zealand Naval Board
[89] Press, Volume LXXIII, Issue 25206, 10 June 1947
[90] Memorandum from the Public Works Department P.W.23/857, dated 7 July 1947, Archives NZ, Christchurch.
[91] Memorandum from the District Chief Clerk to Christchurch businesses, dated 12th March 1948, Archives NZ, Christchurch.
[92] Memorandum from Lieutenant Schumacher RNZN to the District Architect, Public Works Department, Christchurch, dated 5th April 1948, Archives NZ, Christchurch.
[93] Memorandum for the Under Secretary, Public Works Department, Wellington for Contract Cass Bay – Conversion of Building to Flats, dated 20th September 1948, Archives NZ, Christchurch.
[94] Memorandum for the Officer-in-Charge HMNZS "Tasman" from the District Architect, Ministry of Works, dated 22nd July 1948, Archives NZ, Christchurch.
[95] Press, Volume LXXV, Issue 25729, 15 February 1949
[96] 4 October 1948, Archives NZ Christchurch, R189988959 – CH150 – 41/3 – part 2 – Navy Department Files – Cass Bay Naval Armament Depot and Residence – 1945-50
[97] https://nzhistory.govt.nz/war/royal-new-zealand-navy/post-war-operations
[98] https://nzhistory.govt.nz/war/royal-new-zealand-navy/post-war-operations
[99] Memorandum for the Naval Secretary, from the District Architect, Ministry of Works, Christchurch, dated 17 August 1950, Archives NZ, Christchurch.

pump used for refilling the reservoirs was damaged, and there was some deterioration of the fire protection equipment including perished hoses and deterioration of hose boxes.[100] A report prepared by the MoW District Architect at this time details the fire protection setup at the Depot, which included bell hydrants sited adjacent to each magazine, hose boxes placed at strategic positions, and a sprinkler system in two of the magazines.[101] Repairs to the reservoir pump and firefighting equipment were made, along with other repairs to the electrical services, loading banks, and accommodation buildings on the site.[102]

In 1951, a memorandum from the Navy Secretary to the MoW confirmed that that, notwithstanding the discussions that had been made in 1947, retention of the Depot was essential; and, further, that it was necessary to acquire all of the land within 1,000 yards of any buildings containing explosives to ensure public safety.[103] Recognising that the adjacent landowners were not happy about the possibility of compulsory acquisition, and noting that "Navy Department, Wellington, doesn't seem to appreciate all the implications of the proposal", the MoW recommended instead that the necessary land could be leased from the owners.[104] The response from the Navy was that it was also necessary to prohibit those land owners from building on or subdividing their land within the 1000 yard boundary.[105] Lyttelton Borough Council, the largest adjacent landowner, objected; and asked the Government to move the explosives out of Cass Bay instead.[106]

In 1956/1957, the HMNZS Tasman Shipwright Shop building was dismantled and relocated to Cass Bay to serve as a garage (Figure 29) but would eventually be used as the Girls Accommodation Block and referred to as 'the Store' building. A memo addressed to the Resident Naval Officer, HMNZS Pegasus, Christchurch, dated 9th May 1956 detailed the removal of the building from the HMNZS Tasman Base to the Cass Bay Site:

> *"The above-described building [the Shipwright Shop] has been dismantled and removed from [HMNZS] Tasman and its re-erection at Cass Bay is virtually complete, the Depot's vehicles being already housed..."*[107]

The memo also implied that the re-erection was done hastily for several reasons, including urgent stowage required for vehicles, the onset of winter which would have delayed re-erection works, other parties attempting to obtain the building, and the inability due to financial constraints to engage outside contractors to undertake the dismantling and re-erection work. The building was split into sections before being moved and was reportedly in very poor condition due to lack of maintenance. The total cost of the work was £75.

[100] Memorandum for the District Engineer, Ministry of Works, Christchurch, from the Naval Secretary, dated 21 July 1950, Archives NZ, Christchurch.
[101] The magazine numbers aren't stated. Letter to the Chief Naval Officer from the District Architect, Ministry of Works, Christchurch, dated 20 July 1950, Archives NZ, Christchurch.
[102] Archives NZ, Christchurch, CAXP CH150 2954 Box 530, 1945-1950
[103] Memorandum for the Commissioner of Works, Ministry of Works, Wellington, from the Navy Secretary, dated 13 February 1951, Archives NZ, Christchurch.
[104] Memorandum for the District Commissioner of Works, Ministry of Works, Christchurch, from the Commissioner of Works, Ministry of Works, Wellington, dated 20 July 1951, Archives NZ, Christchurch.
[105] Memorandum for the Commissioner of Works, Ministry of Works, Wellington, from the District Commissioner of Works, Ministry of Works, Christchurch, dated 31st July 1951, Archives NZ, Christchurch.
[106] Newspaper Article dated 18 September 1951, Archives NZ, Christchurch.
[107] Archives NZ Christchurch, R18988957 – CH150 – 41/3 - Navy Department Files – Cass Bay – Buildings and Services – 1979-83

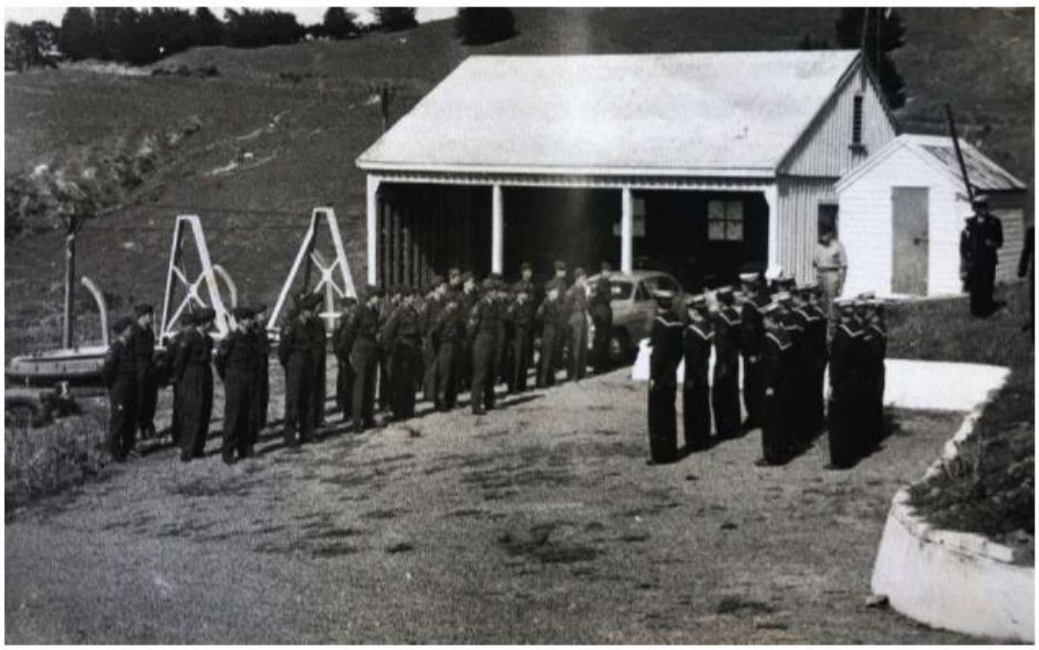

Figure 29: The Shipwright's Shop which was originally located at HMNZS Tasman, but dismantled and re-erected at Cass Bay in 1956 to serve as a garage.
Source: TS Steadfast Archives.

The *Press* reports that 15 tons of cargo including "old age high explosive" was removed from the Cass Bay Armament Depot in 1956 as part of "a final "Destoring" clean-up of the Tasman base".[108] This was followed in 1959 and 1960 by reports that new ammunition was regularly brought by ship into Cass Bay and substituted for deteriorated or outmoded ammunition at the Depot, some of which was taken out to sea and dumped.[109,110]

In September 1959, the *Press* noted that a new reinforced concrete pit would be built at the Armament Depot by a private contractor working to Ministry of Works specifications. The purpose was to "confine any explosions that could take place during the stripping of dangerous pieces of ammunition."[111] It is possible that this is the detonation chamber seen under construction and indicated in Figure 69.

[108] *Press*, Volume XCIV, Issue 28011, 4 July 1956
[109] *Press*, Vol XCIII, Issue 28946, 14 July 1959, p20
[110] *Press*, Vol XCIX, Issue 29264, 23 July 1960, p14
[111] *Press*, Vol XCVIII, Issue 290112, 29 September 1959, p14

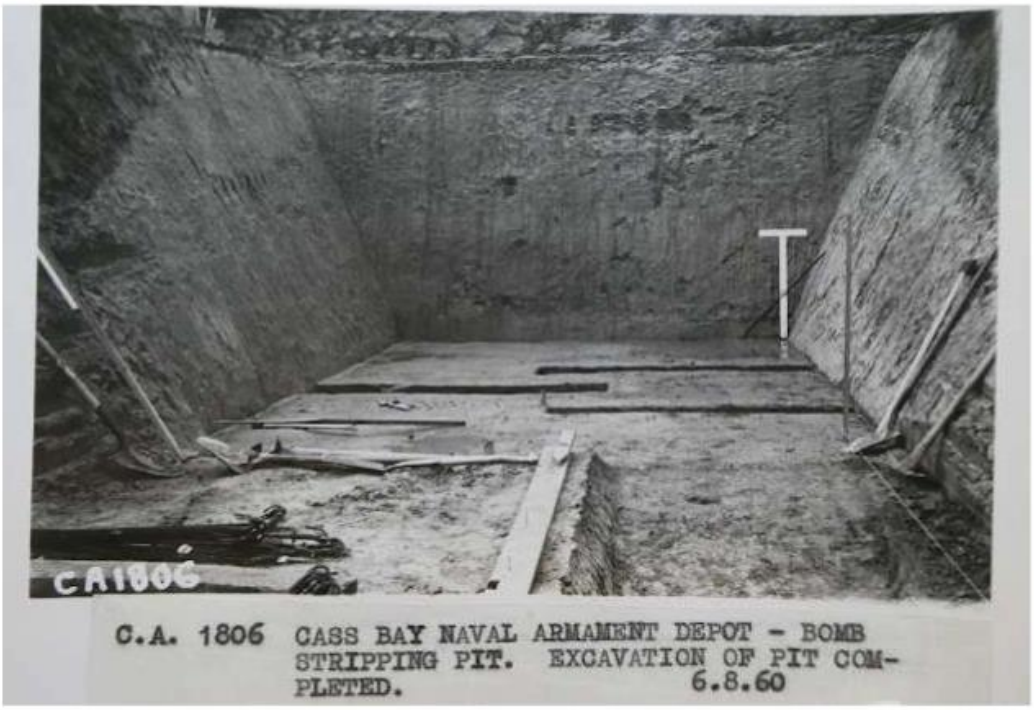

Figure 30: Cass Bay Naval Armament Depot – bomb stripping pit excavation 1960.
Source: Archives NZ, Christchurch, R20482164 – CH167/36r – Gch 857, 1960.



Figure 31: Cass Bay Naval Armament Depot – bomb stripping pit excavation 1960.
Source: Archives NZ, Christchurch, R20482164 – CH167/36r – Gch 857, 1960.



Figure 32: Cass Bay Naval Armament Depot – bomb stripping pit wall construction, 1960.
Source: Archives NZ, Christchurch, R20482164 – CH167/36r – Gch 857, 1960.



Figure 33: Cass Bay Naval Armament Depot – bomb stripping pit wall construction, 1960.
Source: Archives NZ, Christchurch, R20482164 – CH167/36r – Gch 857, 1960.



Figure 34: The Drill Hall (rear) and the administration building (front), undated.
Source: TS Steadfast Archives



Figure 35: A helicopter next to ammunition store 5, undated, c.1968.
Source: TS Steadfast Archives, 1954-1994.



Figure 36: 1970-1974 aerial showing helicopter landing area adjacent to ammunition sotre #5 (indicated).
Source: Canterbury Maps, Historical Imagery, 2021.



Figure 37: Naval manoeuvres in Akaroa, 1950.
Source: ALHI, ID: 1370-313-4



Figure 38: Naval manoeuvres in Akaroa, 1950.
Source: ALHI, ID: 1370-313-5

In 1961, the Cass Bay Armament Depot was formally closed, and remaining ammunitions were reported as having been transported by HMNZS Endeavour to Auckland.[112] This process took several years, and while some reports state that the munitions were removed from the site by 1967,[113] the explosion of one of the magazines in 1980 (discussed below) suggests otherwise. Also in 1961, in response to a request from the Lyttelton Borough Council, the Naval Board agreed to surrender the Defence easement over the right of way from the Navy house to the water's edge (refer Figure 27) so that land might be formed and dedicated as a street.[114] By June 1962 the Naval Board had agreed to the Council taking ownership of the land. Comparison of historic aerials and recent Google Earth images indicate the house is still on the site.

A letter from the MoW Commissioner of Works dated 7 August 1962 states that the Navy would retain the land title and the use of magazines 9 and 10, while the Army requested use of "the store and office buildings". The remaining buildings – being "eight magazines, a guardhouse, laboratory and open fronted garage" – were therefore to be made available to any Government Department that had a use for them.[115]

The District Commissioner of Works then sent out several letters to various departments asking if they had a use for the buildings. The Department of Scientific and Industrial Research (DSIR) which had been using buildings at the Cass Bay Armament Depot to test radio frequencies since the end of WWII,[116] requested ongoing use of magazine 6 which was approved on the condition that they advise what goods would be stored there.[117] The DSIR responded that their primary requirement at Cass Bay was installation of a low frequency ionosonde:

> *This involves the installation of special electronic equipment, and will require a pair of feeder wires to be taken through a wall to run to an aerial system to be installed. None of this installation will interfere with any existing equipment or buildings, apart from the necessity to make two small holes about 1" diameter in the wall of the magazine for the aerial feeders. These holes could be easily and effectively filled after removal of the equipment.*

[112] https://rnzncomms.org/nznbr-1961/
[113] Lyttelton Review, May 2020
[114] Letter from J. Thompson Town Clerk to The Resident Naval Officer, 4 Dec. 1961, Archives NZ Christchurch, R18988957 – CH150 – 41/3 - Navy Department Files – Cass Bay – Buildings and Services – 1979-83
[115] Letter from J. T. Gilkison, MoW Commissioner of Works, to E. C. Smart, District Commissioner of Works, 7 August 1962, Archives NZ, Christchurch.
[116] Lyttelton Review, May 2020
[117] Letter from J. T. Gilkison, MoW Commissioner of Works, to the DSIR, dated 8 November 1962, Archives NZ, Christchurch.

> *A better proposition from this point of view would be to utilize a room in the guard house, where the feeders could be passed through a window and thus avoid any holes having to be made. If therefore such space is still available, would you please regard this as formal application.*

The magazine will be used in any case for the storage of scientific records, printed matter, and small electronic components. None of these comes into the "dangerous" classification, and even if the ionosonde has to be installed in the magazine, no damage to or effects on the floor is likely.[118]

In 1964 a letter from the Council to the MoW advised that access to the water's edge was no longer required owing to a new subdivision layout. What Council did require however was the right-of-way to the water's edge be dedicated as a street.[119] The declaration was actioned the same year.

2.1.5.2 The Armament Depot Landscape 1945 – 1965

As this report notes, the depot was gradually closed following the end of WWII. In November 1945, the Public Works Department invited "Tenders for Grazing" of 59 acres at the depot[120] and all neighbouring landowners were invited to submit to "save ill feeling."[121] W.D. Gebbie of Teddington was ultimately successful offering the highest rental of 40 pounds per annum.[122] A lease condition added on 24 December 1945, stated that it "shall be terminable by the department without notice, if necessary in a time of emergency."[123] Grazing rights continued while the buildings were leased to various tenants.[124]

In 1950 it became clear that land surrounding the perimeter fence was prone to erosion and slipping, and trees were planted on both sides of the boundary with the adjoining landowner's consent to enter and carry out the work.[125] Concern about under-runners caused by rabbit burrows and fence post holes was an ongoing issue, with particular concern about the area around the magazine excavations and the eastern boundary fence.[126] The grazing lease was consequently cancelled in 1951 given the erosion concerns, particularly since sheep were destroying ice plants planted on the batters behind the magazines to address the erosion. Deciduous tree planting of willows and poplars was carried out by July the same year.[127] In 1952 agreements were completed with owners of properties adjoining the naval armament depot (Charles Wallis and Eric Charles Allan) to carry out tree planting on their properties to deter erosion within the depot site.[128] Erosion prevention included using available loose rock around the area as well as "blowing to obtain facing rock."[129]

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[118] Letter from C. O. Clinton, District Officer of DSIR, to the Commissioner of Works, dated 23 November 1962, Archives NZ, Christchurch.
[119] Letter from J. Thompson Town Clerk to MoW, 11 Sept. 1964, Archives NZ Christchurch, R18988957 – CH150 – 41/3 - Navy Department Files – Cass Bay – Buildings and Services – 1979-83
[120] Press, Volume LXXI, Issue 24718, 8 November 1945
[121] Memo from E.F. Evans, Acting District Engineer to Naval Officer in Charge, 28 Nov 1945, Archives NZ Christchurch, R189988959 – CH150 – 41/3 – part 2 – Navy Department Files – Cass Bay Naval Armament Depot and Residence – 1945-50
[122] Other tenders were from J.S. Bundy, C.A. Chinnery and R.W. Loader
[123] Letter to W.D. Gebbie, 24 December 1945 from the Acting District Engineer, Archives NZ Christchurch, R189988959 – CH150 – 41/3 – part 2 – Navy Department Files – Cass Bay Naval Armament Depot and Residence – 1945-50
[124] Letter from Ministry of Works to Mr Whitford, 17 October 1949, Archives NZ Christchurch, R189988959 – CH150 – 41/3 – part 2 – Navy Department Files – Cass Bay Naval Armament Depot and Residence – 1945-50
[125] Memo 9 August 1950, Archives NZ Christchurch, R18988960 – CH150 – 41/3 – part 3 – Navy Department Files – Navy Armament Depot – Cass Bay – 1950-52
[126] Memo 15 August 1950 to The District Engineer, MoW from the District Land Purchase Officer, Archives NZ Christchurch, R18988960 – CH150 – 41/3 – part 3 – Navy Department Files – Navy Armament Depot – Cass Bay – 1950-52
[127] Letter from W.F. Young, MoW to The District Land Purchase Officer, 19 July 1951, Archives NZ Christchurch, R18988957 – CH150 – 41/3 - Navy Department Files – Cass Bay – Buildings and Services – 1979-83
[128] Letter from District Land Purchase Officer at MoW to District Commissioner of Works, Archives NZ Christchurch, R18988960 – CH150 – 41/3 – part 3 – Navy Department Files – Navy Armament Depot – Cass Bay – 1950-52
[129] Letter from MoW to the Resident Naval Officer, 19 August 1959, Archives NZ Christchurch, R18988957 – CH150 – 41/3 - Navy Department Files – Cass Bay – Buildings and Services – 1979-83

In 1952 a request from the Officer in Charge for a culvert at the main entrance was approved with an estimate of three hundred pounds.[130] Investigations into tar sealing the graded shingle roads to the ammunition stores began in 1954, an important initiative for both cost and safety.[131] The roads were at a steep grade, 76 chains in length plus the fourteen approaches to the various magazines and buildings. Erosion, dust grass and weed growth were constant problems and the roads needed frequent regrading. In 1955 the Cass Bay Officer in Charge outlined his concerns to the Naval Secretary in Wellington regarding the roads at the Depot,

> *The Royal NZ Naval Armament Regulations called for absolute cleanliness and freedom from grit in magazine workrooms and explosive store houses. To this end, labour and bitumastic are constantly being used on the floors of the buildings, all to little use because of the tramping in, of mud and grit off the roads. This has an effect upon the safety of this establishment as a whole because of the possibilities of sparks setting off an explosion.*
>
> *It will be readily seen that tar sealing of these roads will eliminate all these costly items and give better traction for the vehicles, in their work of shifting ammunition and explosives, eliminate the dust menace from the magazines leaving the M.O.W. labourer free to keep tidy the gardens and grounds which he was initially placed here for, and leave my staff unimpeded to attend to their proper work, Armaments.*[132]

A notice to tenders was issued for the "top course and tar sealing" of the ammunition store access roads in October 1955[133] and February 1956, with a plan showing the areas for sealing attached to the tender documentation (Appendix 3).[134] The successful tenderers were Civil Engineers and Road Contractors, British Pavements (Canterbury) Ltd who were officially engaged on 2 March 1956.[135]

A Press article highlighted broader issues for the depot when in 1955 pranksters were caught rolling boulders down the hill onto the depot just for fun. A spokesman explained that, "people do not realise just how dangerous this practice is […] One boulder striking the right spot could detonate the whole of the ammunition in the magazine." [136]

It is clear that the Navy took pride in the condition of the armament depot grounds, which was highlighted by the retirement in 1961 of Mr C. Morris, the groundskeeper responsible for the gardens. A letter from the Resident Naval Officer to the Ministry of Works that same year commented that "it is requested that a suitable replacement be provide with the minimum delay to obviate any break in continuity with area maintenance which could lead to a major operation in putting lawns, flower beds and drains etc. back into reasonable order."[137]

Maintenance of grass was an ongoing issue and in 1962 the Commissioner of Works noted that because of the "rough and steep terrain, it does not appear practicable to cut the grass with a machine and [it is] too

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[130] Letter from W.F. Young, M.o.W to Officer in Charge, HMNZS Tasman, 23 April 1952, Archives NZ Christchurch, R18988957 – CH150 – 41/3 - Navy Department Files – Cass Bay – Buildings and Services – 1979-83
[131] Letter from Officer-In-Charge, HMNZS Tasman to M.o.W, 22 Sept. 1954, Archives NZ Christchurch, R18988957 – CH150 – 41/3 - Navy Department Files – Cass Bay – Buildings and Services – 1979-83
[132] Letter from Officer in Charge RNZN Armament Depot Cass Bay to The Navy Secretary Wellington, 24 May 1955, Archives NZ Christchurch, R18988957 – CH150 – 41/3 - Navy Department Files – Cass Bay – Buildings and Services – 1979-83
[133] Press, Vol XCII, Issue 27802, 29 October 1955, p13
[134] Press, Vol XCIII, Issue 27896, 18 February 1956, p14
[135] Letter from British Pavements (Canterbury Ltd) to the District Commander of Works, 23 July 1956, Archives NZ Christchurch, R18995061 – CH160 – 4736 – Sealed Contracts – Cass Bay Naval Depot – Top course and tar sealing – 1956
[136] Press, Vol XCII, Issue 27806, 3 November 1955, p12
[137] Letter from Resident Naval Office to Ministry of Works, 21 April 1961, Archives NZ Christchurch, R18988957 – CH150 – 41/3 - Navy Department Files – Cass Bay – Buildings and Services – 1979-83

large an area to cut by hand."[138] Recommendations were for a large quantity of sheep to be moved into the area for a short time after which it was thought a smaller flock could keep the growth in check. Gorse, broom, boxthorn along the road frontage and later scotch thistles were regular weed species reported during the 1960s, some of which encroached on the old storehouses.[139] Scotch thistles were reported to form the largest part of noxious weeds on the hills overlooking Cass Bay, the problem originating from the wind-borne seeds blown from the opposite side of the harbour.[140] 1960s aerials of the Steadfast site during show faint tracks from Ammunition Store #8 towards the west boundary and along the fence line travelling north (Figure 39). It is possible these tracks were used by patrol vehicles.



Figure 39: 1961 aerial showing faint tracks from Ammunition Store #8 towards the west boundary fence of Steadfast and along the fence line travelling north. Possibly the route of a patrol vehicle.
Source: SN 3152/27, http://retrolens.nz and licenced by LINZ CC-BY 3.0.

In 1964, the Ministry of Works received advice from the Navy Office in Wellington that arrangements were being made to uplift the Defence Reserve at Cass Bay. The letter included several intended actions including, use of the open garage and laboratory building by the Canterbury Sea Cadet Corps which was to be removed by them as soon as possible, and that the DSIR would use No. 6 magazine and a small hut at the area entrance. The 4 inch gun mounted at the entrance was gifted to the Dunedin Sea Cadet Corps, with a note that it would also be removed by them as soon as possible.[141]

2.1.6 Government Buildings and the Navy League Sea Cadet Unit TS Steadfast, 1965 – 1990

The area set aside for defence was officially uplifted with a gazette notice issued on 1 October 1965 (Figure 25). The area was identified on the 1910 plan surveyed for the attorneys of R.M. Morten, delineating the area set aside for Government Buildings (Figure 19).[142]

[138] Letter from E.C. Smart, District Commissioner of Works to The Resident Naval Officer, 31 Oct. 1962, Archives NZ Christchurch, R18988957 – CH150 – 41/3 - Navy Department Files – Cass Bay – Buildings and Services – 1979-83
[139] Correspondence from the Banks Peninsula Noxious Weeds Control Committee to the MoW, 11 June 1965, Archives NZ Christchurch, R18988959 – CH150 – 41/3 – part 2 – Navy Department Files – Cass Bay Naval Armament Depot and Residence – 1945 -50.
[140] Letter from L.H. Stone of RNZAF Wigram to M.H. Mullany, MoW, 5 Feb 1971, Archives NZ Christchurch, R18988959 – CH150 – 41/3 – part 2 – Navy Department Files – Cass Bay Naval Armament Depot and Residence – 1945-50
[141] Letter from the Lieutenant Commander RNZN to MoW, 16 Sept 1964, Archives NZ Christchurch, R18988957 – CH150 – 41/3 - Navy Department Files – Cass Bay – Buildings and Services – 1979-83
[142] The New Zealand Gazette 1965, No. 61, p1814

In 1965, the DSIR agreed to share some of the buildings with the Navy League as premises for the training of the Naval Sea Cadet Unit TS Steadfast (see below).[143] Six of the ammunition stores, an old wooden house, a large store, and a garage were made available.[144] Some of these buildings, such as the Store (former Garage) and the Drill Hall, were moved on site from elsewhere as they were surplus to requirements in their original locations. The Drill Hall was relocated from the mothballed Tikao Bay naval facility at Akaroa.[145] The ammunition stores would be used for classrooms, clothing storage, recreation space and sleeping accommodation for weekend camps.[146]

In 1968, an article in The Star newspaper details the approval of "a new galley and mess hall" at Cass Bay for TS Steadfast, which would house 100 cadets and would allow the group to hold large weekend camps and training exercises.[147] The Drill Hall had already been relocated by this time, as evidenced by aerial photographs (Figure 28) and there is no other building on the site that would accommodate 100 people. In 1975 a safe by Samuel Withers & Co. Ltd was transported to Cass Bay from the New Zealand Post Office in Hereford Street, Christchurch.[148] It is unknown if the safe is in one of the buildings and further research should be carried out to determine whether it is still there.

2.1.6.1 Navy league Sea Cadets, TS Steadfast – 1965 onwards

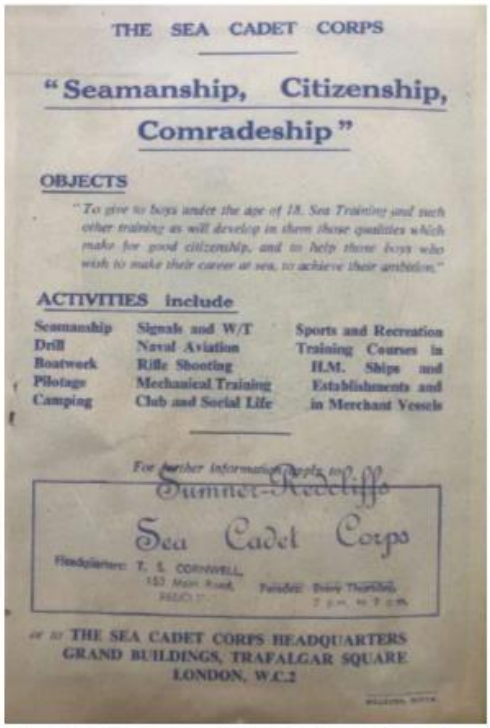
The first Navy League Sea Cadet Corps, TS Steadfast was established in Christchurch in 1929, the Canterbury Division of the New Zealand Navy League. The Christchurch branch Pegasus was the headquarters for the country until the 1940s and was set up to "train boys for the sea should they desire to make a career of the Navy and of preparing youths for citizenship."[149] Other units followed in Dunedin (1938), Wellington (1941) and Auckland (1943). In 1958 TS Cornwell was established at both Sumner and Redcliffs[150] and until this time TS Steadfast had undertaken training exercises and camps at Rīpapa and Quail Islands. However once TS Cornwall formed, the new unit was given access to both Rīpapa and Quail Islands and in 1965 Steadfast were given permission to use some of the buildings and grounds of Cass Bay.[151] An article in the 1968 Press reported that,

> "the highlight of the training at TS Steadfast is undoubtedly the week-end trips to the unit's camp at Cass Bay in Lyttelton Harbour. For them, this is the life of a true sea cadet which gives them the chance to put all their theory of the classroom into practical use. Every Sunday officers take over boys who are available and they spend the day sailing, swimming and boat building."[152]

[143] In 1958, a second Christchurch unit, TS Cornwell, was formed and merged with TS Steadfast to form TS Godley (as a result of the Christchurch earthquakes).
[144] http://lytteltonharbourjetties.blogspot.com/2019/06/cass-baymotukauatirahi.html
[145] http://lytteltonharbourjetties.blogspot.com/2019/06/cass-baymotukauatirahi.html
[146] http://lytteltonharbourjetties.blogspot.com/2019/06/cass-baymotukauatirahi.html
[147] 'Cass Bay Building Approved', TS Steadfast Archives, The Star, 1968
[148] Pers. Comm., M. Adamski/W. Hoddinott, December 2021
[149] Newspaper article dated January 1949 in TS Steadfast Archives, Book No. 1, p.9
[150] The Christchurch Star, February 19, 1968, p14
[151] Lyttelton Review, May 2020, Issue 255, p6
[152] The Christchurch Star, February 19, 1968, p14



Figure 40: Early recruitment flyer for the Sea Cadet Corps
Source: TS Steadfast Archives to 1954, p100.


THE SEA CADET CORPS

"Seamanship, Citizenship, Comradeship"

OBJECTS

"To give to boys under the age of 18, Sea Training and such other training as will develop in them those qualities which make for good citizenship, and to help those boys who wish to make their career at sea, to achieve their ambition."

ACTIVITIES include

Seamanship	Signals and W/T	Sports and Recreation
Drill	Naval Aviation	Training Courses in
Boatwork	Rifle Shooting	H.M. Ships and
Pilotage	Mechanical Training	Establishments and
Camping	Club and Social Life	in Merchant Vessels

For further information apply to:

Summer-Redcliffe Sea Cadet Corps

Headquarters: T. S. CORNWELL, 153 Main Road, REDCLIFFE

Parades: Every Thursday, 7 p.m. to 9 p.m.

or to THE SEA CADET CORPS HEADQUARTERS
GRAND BUILDINGS, TRAFALGAR SQUARE
LONDON, W.C.2

Figure 41: Early flyer identifying the activities available to Sea Cadets.
Source: TS Steadfast Archives to 1954.



Figure 42: Boatwork and Seamanship were part of the practical training of the Navy League Sea Cadets. RNZN boatshed is in the background, c.1968
Source: TS Steadfast Archives, 1954-1994.



Figure 43: Navy League Sea Cadet Sports Day, c. 1968
Source: TS Steadfast Archives, 1954-1994.



Figure 44: View towards Steadfast c.1968. The mast is in its original location, east of the stream.
Source: TS Steadfast Archives, 1954-1994.



Figure 45: TS Steadfast cadets and firefighting practice on Steadfast site. The laboratory can be seen in the background.
Source: TS Steadfast Archives, 1954-1994.

Eventually open to girls and young women, the navy league sea cadets offered training and leadership for young people between the ages of thirteen and eighteen, interested in developing maritime and life skills.[153] Among the various training and camp activities enjoyed by cadets since the 1940s (e.g. boatwork, seamanship, firefighting, signalling, musketry and camps), the unit performed site maintenance tasks during their association with the place.[154] Periodic detention workers have been engaged since the 1980s to carry out site maintenance tasks including native planting along the Governors Bay Road boundary and soil relocation from north of the Drill Hall to level the bank opposite the road adjacent to the stream. As the native vegetation along the road boundary began to screen the TS Steadfast signage, the cadets erected a new sign in its current position inside the gate alongside the main driveway (2006-7).[155] The local padre started the tradition of painting stones white which continues with the sea cadet corps today.

After the February 2011 earthquakes, TS Cornwall's buildings were damaged and eventually demolished so the two units were amalgamated. Several site features from TS Cornwall were brought to the Steadfast site and installed between the stream and the west entrance road including a mine, an anchor, a bell and a 7-inch, 7-ton gun barrel.[156] The gun was originally located at the Officers' Point emplacement (Timeball Station site) during the late 1800s, and soon after moved to Erskine Point (above the Torpedo Museum) before decommissioning in c.1904.[157] In 1934 the gun was scrapped and the barrel rescued by the Redcliff Sea Cadets. It was located outside TS Cornwall headquarters on the main road until being relocated at Steadfast as part of the amalgamation of the two units. [158] The mine sits atop what was an artesian water well.[159]

[153] Lyttelton Review, May 2020, Issue 255, p6
[154] TS Steadfast Archives
[155] Pers. Comm. C. Nee/W. Hoddinott, 29 September 2021
[156] Pers. Comm. C. Nee/W. Hoddinott, 29 September 2021
[157] https://districtplan.ccc.govt.nz/Images/DistrictPlanImages/Statement%20of%20Significance/Banks%20Peninsula/HID%201136.pdf
[158] https://districtplan.ccc.govt.nz/Images/DistrictPlanImages/Statement%20of%20Significance/Banks%20Peninsula/HID%201136.pdf
[159] Pers. Comm. C Nee/W. Hoddinott, 17 December 2021



Figure 46: TS Steadfast cadets replace signage along the front boundary fenceline, prior to roadside planting) c.1980s. Source: TS Steadfast Archives, 1954-1994.



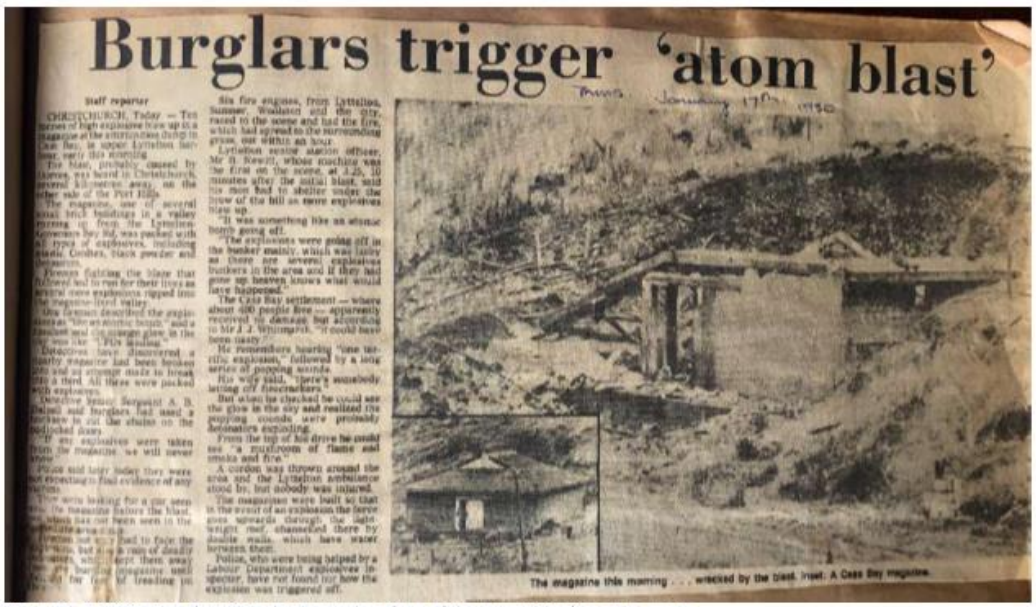
Figure 47: New signage in place along the front boundary, c.1980s. Source: TS Steadfast Archives, 1954-1994.

2.1.6.2 From DSIR to the Department of Labour 1979 – 1990

In 1979 the land and buildings were transferred from the DSIR to the Department of Lands and Survey. Soon after, the Department of Labour advised that it required the property for use as an explosives storage depot. While funding took time to secure, transfer of control to Department of Labour was made on 1 December 1980 at the "current market value" of $75,500.[160] On 27 May 1982 the Minister of Works and Development altered the site's designation from 'Department of Scientific and Industrial Research for an Ionosphere Station' to the 'Department of Labour Magazine (Explosives and Dangerous Goods Storage and Disposal) and Protection Area'. The conditions included locating an internal fence of similar construction to the perimeter fencing of the site uphill of Magazine 10, with a lockable gate on the vehicular access. Vehicular access to all storage facilities were also to be upgraded to provide safe vehicular access and shaped to facilitate the disposal of stormwater runoff via water tables and culverts to the watercourse running through the property. It was also suggested that eroded areas be planted.[161] The gazette notice was finally issued on 2 June 1983.[162] Grazing continued into the 1980s leased by two local farmers, Messrs Porteous and Cunningham. No rental was required but the gentlemen were responsible for a portion of the rates.[163]

In January 1980, ten tonnes of high explosive in magazine 8 was blown up by thieves who broke into the site. The *Press* report refers to the site as an "ammunition dump" and describes at least three of the magazines as being "packed with explosives".[164] As noted above, this does not accord with statements made in the *Lyttelton Review* that the site had been cleared of munitions in 1967;[165] and indicates that either the report was incorrect, or that new munitions were brought to the site for storage between 1967 and 1980.

[160] Letter from District Property Office to District Commission of Works, 18 December 1980, Archives NZ Christchurch, R631020 – CH889 – 2/78/132 – Royal New Zealand Navy Armament Depot – Cass Bay – 1962-90
[161] Letter from Lyttelton Borough Council to Ministry of Works, 27 May 1982, Archives NZ Christchurch, R631020 – CH889 – 2/78/132 – Royal New Zealand Navy Armament Depot – Cass Bay – 1962-90
[162] NZ Gazette, 2 June 1983, No. 76, p1725.
[163] Memo from Secretary of Labour Wellington to District Commissioner of Works, 17 Apr. 1980, Archives NZ Christchurch, R631020 – CH889 – 2/78/132 – Royal New Zealand Navy Armament Depot – Cass Bay – 1962-90
[164] Burglars trigger 'atom blast', TS Steadfast Archives, The Press, 7th January 1980
[165] Lyttelton Review, May 2020



Burglars trigger 'atom blast'

Staff reporter

CHRISTCHURCH, Today — Ten tonnes of high explosive blew up in a magazine at the ammunition dump in Cass Bay, in upper Lyttelton harbour, early this morning.

The blast, probably caused by thieves, was heard in Christchurch, several kilometres away, on the other side of the Port Hills.

The magazine, one of several small brick buildings in a valley running up from the Lyttelton-Governors Bay Rd, was packed with all types of explosives, including shells, bombs, black powder and detonators.

Firemen fighting the blaze that followed had to run for their lives as several more explosions ripped into the magazine-lined valley.

One fireman described the explosions "like an atomic bomb" and a reporter said an orange glow in the sky was like "Fifth Avenue."

Detectives have discovered a charity magazine had been broken into and an attempt made to break into a third. All three were packed with explosives.

Detective Senior Sergeant A. B. Calnan said burglars had used a hacksaw to cut the chains on the padlocked doors.

"If any explosives were taken from the magazine we will never know."

Police said later today they were not expecting to find evidence of any arrests.

"We were looking for a car seen near the magazine before the blast, which has not been seen in the Lyttelton area since."

Firemen had to face the flames, but a rain of deadly shells, which kept them away from the burning magazine until the fire ... [illegible] ... of treading on

Six fire engines, from Lyttelton, Sumner, Woolston and the city, raced to the scene and hid the fire, which had spread to the surrounding grass, out within an hour.

Lyttelton senior station officer, Mr H. Sewell, whose machine was the first on the scene at 4.25, 10 minutes after the initial blast, said his men had to shelter under the brow of the hill as more explosions blew up.

"It was something like an atomic bomb going off.

"The explosions were going off in the bunker mainly, which was lucky as there are several explosives bunkers in the area and if they had gone up heaven knows what would have happened."

The Cass Bay settlement — where about 400 people live — apparently received no damage, but according to Mr J. J. Wrightson, "it could have been nasty."

He remembers hearing "one terrific explosion," followed by a long series of popping sounds.

His wife said, "there's somebody letting off firecrackers."

But when he checked he could see the glow in the sky and realised the popping sounds were probably detonators exploding.

From the top of his drive he could see "a mushroom of flame and smoke and fire."

A cordon was thrown around the area and the Lyttelton ambulance stood by, but nobody was injured.

The magazines were built so that in the event of an explosion the force goes upwards through the light weight roof, channelled there by double walls, which have water between them.

Police, who were being helped by a Labour Department explosives inspector, have not found out how the explosion was triggered off.

The magazine this morning . . . wrecked by the blast. Inset: A Cass Bay magazine.

Figure 48: A 1980 article describing the destruction of one of the ammunition/magazine stores.
Source: TS Steadfast Archives.



Figure 49: Ammunition store 8 prior to the explosion, c.1980.
Source: CCL-StarP-05135A



Figure 50: Ammunition store 8 after to the explosion, 1980.
Source: CCL-StarP-05136A



Figure 51: Refurbishment of the access road by RNZ Army Engineers, c.1980s.
Source: TS Steadfast Archives, 1994-



Figure 52: Ammunition stores access road and original power poles which still appear to be in place, c.1980s.
Source: TS Steadfast Archives, 1994-

In June 1984 Lyttelton Borough Council expressed concern to the Department of Labour regarding holes in the security fence and that the gates were often left open or easily crossed. More concerning given the insecure perimeter fencing was that magazine 9 (in the lower part of the site) was being used for explosive storage, which was counter to Council conditions. Discussions were ongoing and requests made that security be improved.[166]

1989 records show HMNZS Steadfast was still being grazed by Mr B.M. Porteous living on Governors Bay Road in Cass Bay who was offered to continue his lease of the land. The terms and conditions were that he would be responsible for fencing within the site boundary, the maintenance of fencing and water supply and the control of noxious weeds and pests.[167]

2.1.7 Post World War Two - Residential Development and Recreation Reserves

In December 1945, after the delays of WWII, subdivision plans for Cass Bay re-emerged, with the Press noting that "authority will be sought from the Government to subdivide council land at Cass Bay into residential sections on modern town-planning lines."[168] It wasn't until 1965 and after the completion of the Lyttelton Road tunnel, that the first 76 sections appeared on the market (Figure 53). The Press suggested that this could be the beginning of "major seaside housing development around the harbour."[169] The Cass Bay Residents Association formed in the 1960s and has been an active presence in the community since this time.[170] Aerial images show that the public abattoir was still on site in 1973 (Figure 70), but had been removed by 1980 (Figure 72).



Figure 53: Sale plan for Cass Bay with asking prices, Lyttelton Harbour, c.1965.
Source: Canterbury Museum, CMU1418.

[166] Letter from G.T. Broker, Lyttelton Borough Council to Department of Labour, 21 June 1984, Archives NZ Christchurch, R631020 – CH889 – 2/78/132 – Royal New Zealand Navy Armament Depot – Cass Bay – 1962-90
[167] Letter to the Area Manager Occupational Safety and Health (sender's name missing), 6 July 1989, Archives NZ Christchurch, R631020 – CH889 – 23/78/132 – Royal New Zealand Navy Armament Depot – Cass Bay – 1962-90
[168] Press, Vol. LXXXI, Issue 24761, 29 December 1945, p4
[169] Press, 10 November 1965
[170] Pers. Comm. J. Healey/W. Hoddinott, 18 October 2021



Figure 54: The new road built for the proposed subdivision to Cass Bay, with the HMNZS Steadfast site at the bottom right of the image (1965).
Source: VC Browne and Son, 6808-6823.

In 1999, before Banks Peninsula District Council's (BPDC) amalgamation with Christchurch City Council in March 2006, the BPDC purchased the Steadfast site using funds from their Reserves Development Account.[171] Extensive consultation was carried out with communities from Lyttelton to Little River, identifying that Cass Bay residents were keen to see more walking tracks linked to Lyttelton, the foreshore and the Summit Road and a facility for a play group and community activities.[172] The intent of the purchase was to complement other Council owned reserves in the Bay, using the lower part of the site as a community and recreational facility for Cass Bay residents.[173] Surveyors were engaged to subdivide the upper part of the land into two lifestyle blocks and a new sealed road was constructed over the military road to the two proposed house sites.[174] Electrical, telephone, water and sewage services were also

[171] Lyttelton Review, May 2020, Issue 255, p6
[172] Lyttelton Review, May 2020, Issue 255, p6
[173] Lyttelton Review, May 2020, Issue 255, p8
[174] Lyttelton Review, May 2020, Issue 255, p8

installed. A 2004 aerial shows no new road surface on the site, but by 2006 the road is in place (Figure 74). As a result of the proposed subdivision, land and buildings available to the Sea Cadets were reduced to the area west of the stream (below the internal fence line).[175] Accordingly, the cadets relocated their parade ground to the lawn west of the stream and secured the mast and flagpole onto the gun turret east of the Garage. In anticipation of the proposed subdivision a Heritage Covenant was prepared in 2005 between New Zealand Historic Places Trust (NZHPT) and Banks Peninsula District Council. The covenant contained a diagrammatic layout of the buildings and structures with heritage significance, including a dam located above the reservoirs (Figure 55).[176]

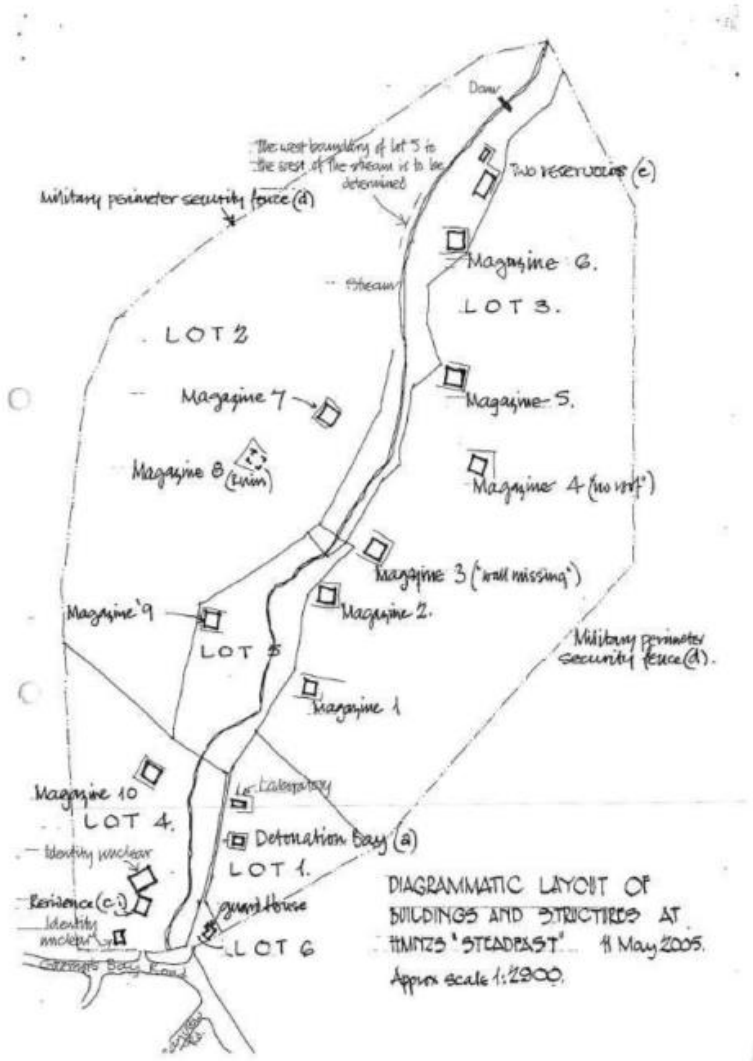


Figure 55: Diagrammatic layout of buildings and structures containing heritage significance at HMNZS Steadfast. The plan was prepared by NZHPT ahead of the proposed subdivision as as part of a Heritage Covenant between Banks Peninsula District Council and NZHPT. Source: CCC Heritage Files.

[175] Pers. Comm. C. Nee/W. Hoddinott, 29 September 2021
[176] Correspondence between Jim Espie, Conservation Architect for HPTNZ and Kathy Jarden, Property Officer at Banks Peninsula District Council, 2 May 2005, CCC Heritage Files.

However the subdivision never occurred and the covenant never registered.[177] Following amalgamation the buildings continued to be used as they were previously, by TS Steadfast and the Cass Bay Residents. There was no formal tenure.

2.1.7.1 The 2010/2011 Canterbury Earthquakes and Their Impact on HMNZS Steadfast

The 22 February 2011 earthquake was just a few kilometres east of Cass Bay and while it registered 6.3 on the Richter scale, the peak ground acceleration was one of the greatest ever recorded. The shallow depth of the earthquake and proximity to the epicentre impacted the area dramatically and many boulders were thrown from their positions along the ridgeline, breaching the site's perimeter fences bordering Whakaraupō Reserve. Several of the ammunition store buildings were penetrated by large rocks, leaving large holes in their walls and roofs. The site was closed and the Sea Cadets returned approximately two years later.

An Initial Rockfall Hazard Assessment of the Steadfast site was carried out by URS on 15 May 2014, to determine potential rockfall source areas that could affect the Steadfast site, particularly the mid to lower slopes where Christchurch City Council were keen to carry out maintenance. Aerial images taken after both the 22 February 2011 and 13 June 2011 earthquakes show that both events initiated substantial rockfall from the steep slopes above, particularly from the south side of Te Moenga-o-Wheke/The Tors Reserve. Many boulders came to rest near the valley floor within the Steadfast boundary.[178]



Figure 56: Rockfall damage to the ammunition stores. Fallen boulders can be seen on the slopes in the foreground and in the valley floor in the backrgound.
Source: J. Dykstra, URS, 2014.

The report concluded that the greatest risk to individuals was from "rockfall originating directly upslope, or within an approximately 30 degree cone centred along the "fall line" above them.[179] The authors recommendations were to limit time spent in the upper slopes, minimise time spent in or near the main valley bottom, local gullies, slopes directly below bluffs and slopes on the upper northwest part of the

[177] Pers. Comm. M. Adamski/W. Hoddinott, December 2021
[178] J. Dykstra and D. Macfarlane, URS (2014). HMNZS Steadfast Reserve – Initial Rockfall Hazard Assessment, 17 July
[179] J. Dykstra and D. Macfarlane URS (2014). HMNZS Steadfast Reserve – Initial Rockfall Hazard Assessment, 17 July

catchment, and to avoid the area completely during and after potential trigger events of heavy rainfall and moderate to strong ground shaking.[180] Signage was also recommended to ensure public awareness of high rockfall risk in the area.

A 2015 map produced by Aecom identified High, Medium and Low Hazard Rockfall Zones within Steadfast and a potential new route through the centre of the site. A 'No Stopping' Zone was also identified within the site (Figure 57). In 2016, a Geotechnical Engineer and Council staff member surveyed the hillside and remediated some rockfall source zones to allow the new track to be built connecting the valley with the Crater Rim Walkway (Figure 58).[181]

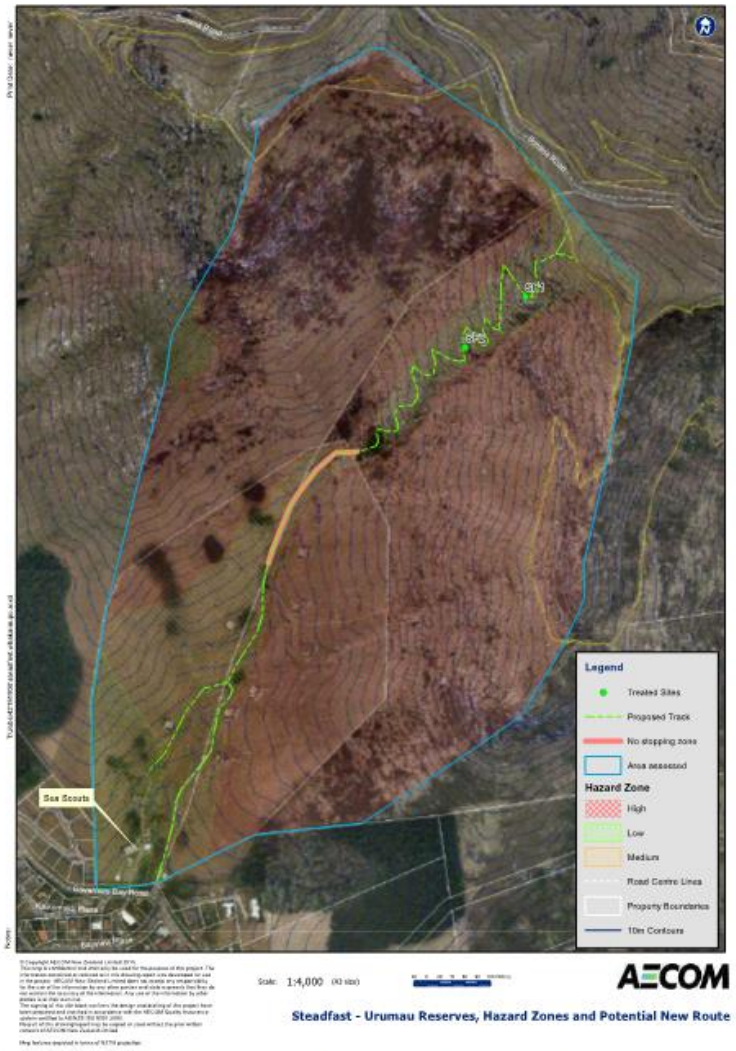


Figure 57: Steadfast to Whakaraupō Reserve - Hazard Zones and Potential New Route. Source: Aecom, 2015.

[180] Letter to M. McCallum, Project Manager, Christchurch City Council from J. Dykstra and D. Macfarlane from URS. HMNZS Steadfast Reserve – Initial Rockfall Hazard Assessment, 17 July 2014.
[181] Pers. Comm. M. Adamski/N. Singleton, email dated 6 December 2021.

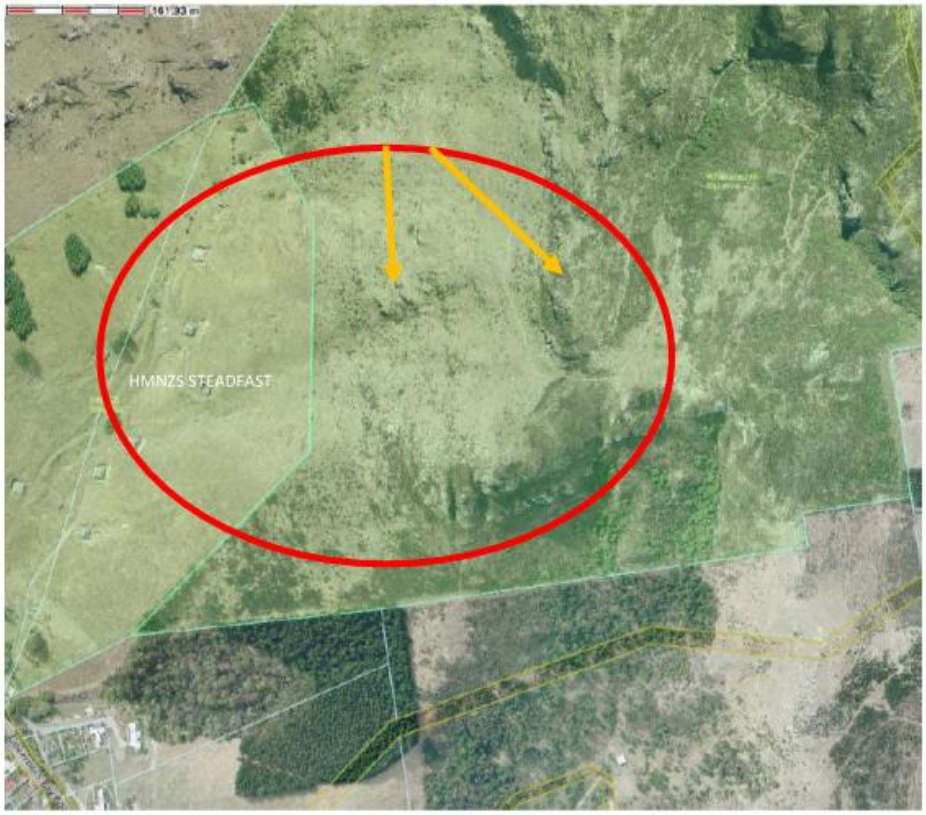


Figure 58: In 2016, a Geotechnical Engineer and Council staff member surveyed the hillside and remediated some rockfall source zones to allow the new track to be built connecting the valley with the Crater Rim Walkway.
Source: N. Singleton, 2021.

2.1.7.2 Recreation Reserves and Ecology of the Site

Whakaraupō Reserve (87 ha) sits immediately east of Steadfast, and The Tors Scenic Reserve (5.3 ha) is located immediately above. Whakaraupō Reserve has been closed since the earthquakes. These reserves are linked to other Council and Department of Conservation reserves further afield through the Crater Rim Walkway, the Christchurch 360 Trail and the Summit Road. Smaller coastal reserves extend around the foreshore and are linked to similar reserves in Corsair Bay and Lyttelton by the Head to Head Coastal Walkway. Corsair Bay Reserve extends into Cass Bay at the edge of residential development, connecting with Cass Bay Walkway Reserve and a pedestrian link to Cass Bay Place. Here, Cass Bay Playground Reserve is connected on two sides with Ōtūherekio Reserve/Pony Point which wraps around the Ōtūherekio headland.[182] The 2007 *Banks Peninsula Landscape Study* noted that the headland around Cass and Corsair Bay were people's favourite places on the peninsula. The landscape within the Steadfast enclosure is maintained and managed by the Sea Cadet Unit TS Godley and the Royal New Zealand Naval Volunteer Reserve.

No ecological study has been undertaken for the site. However a 2018 fish survey report found that where stream reaches in Cass Bay were in natural condition, with pools and boulders, considerable numbers of banded kōkopu were found. Banded kōkopu are not considered threatened nationally but are rare in Canterbury and the authors noted that substantial improvement could be made to the habitat in the Cass

[182] Smith, P. and Grimwood, S., 2018

Bay streams.[183] Since August 2020, a stream planting project at HMNZS Steadfast has been working to help deliver the outcomes of the Whaka-Ora Healthy Harbour Catchment Management Plan which includes improving habitat for such species.[184] The planting initiative is a collaboration between Christchurch City Council, Environment Canterbury, Te Hapū o Ngāti Wheke, Te Rūnunga o Ngāi Tahu, Lyttelton Port Company and the Lyttelton Harbour communities. In 2020 the local community planted over 2,000 locally sourced seedlings alongside the lowest section of the stream on the site.[185] In 2021, stage two was completed with another 3000 seedlings planted further upstream. Stage three will occur in 2022 and extend to the top of the stream within the Steadfast site. Once established, the aim is that these plants will eventually provide shelter to increase biodiversity, reduce sedimentation into the harbour and encourage the natural regeneration of other native plant species. Several community organisations have an interest in this project and are involved in regular watering and maintenance including the Navy Cadets, Cass Bay Reserves and Management Committee, Cass Bay Residents Association, the Whaka-Ora Community Advisory Group and Conservation Volunteers New Zealand.[186]



Figure 59: Streamside planting project at HMNZS Steadfast, August 2021. The project is an part of the Whaka-Ora Healthy Harbour initiative and over 5,000 locally sourced seedlings have been planted since 2020.
Source: https://www.healthyharbour.org.nz/news/cass-bay-planting-day-a-success-despite-weather/

Since amalgamation the Sea Cadets have made a number of attempts to secure formal tenure, to provide security and justify their investment in the buildings. Discussions with the Council Parks Unit in 2019 led to a proposal that the buildings be gifted to the Sea Cadets with a grounds lease. The proposal was publicly notified, leading to a request from the community that a development plan for the site be prepared before decision on the future of the buildings.

Early in 2021, a draft landscape plan was developed for the HMNZS Steadfast site with the aim to "ensure ongoing community access to the park and buildings, including new Council use agreements with longstanding occupant TS Godley."[187] Consultation on the draft plan closed on 10 May 2021 with staff considering feedback and final changes before approval by the Te Pātaka o Rākaihautū/Banks Peninsula Community Board later in 2021. The Cass Bay Residents Association have requested a Māori name for the site and that it be formally gazetted as a reserve.[188] This Landscape History and Conservation Report is one of the short-medium term actions undertaken before implementation of the draft landscape plan (Appendix 4).

[183] Email correspondence from Duncan Gray to Katie Noakes, 23 October 2019
[184] The outcomes of the initiative are to reduce sedimentation in Whakaraupō-Lyttelton Harbour and at the same time improve biodiversity and habitat for indigenous species
[185] Pers. Comm. J. Healey/W. Hoddinott, 19 October 2021
[186] https://healthyharbour.org.nz/news/whaka-ora-plans-native-planting-for-steadfast/
[187] https://ccc.govt.nz/the-council/haveyoursay/show/402
[188] https://ccc.govt.nz/the-council/haveyoursay/show/402

At its meeting on Monday 6 December, Te Pātaka o Rākaihautū Banks Peninsula Community Board resolved to:

1. Approve the HMNZS Steadfast Reserve Landscape Plan and Tracks plan 2021 as shown in Attachments A & B of the agenda for the meeting;

2. Request that staff investigate and report back to the Board on the submitted suggestions relating to a Te Reo Māori name for the park, along with information on the existing name; and

3. Request that staff investigate and report back to the Board on the submitted suggestions for gazetting the land as reserve.



Figure 60: Streamside planting project at HMNZS Steadfast, 2021.

2.1.8 Comparative Analysis – Munitions Storage Facilities

When the threat of WWII to New Zealand became clear in 1941 and 1942 with German and Japanese naval raiders venturing into southern hemisphere waters, several defence sites were rapidly established across the country. These took a range of forms and purposes, including:

- Camps and bases, used for the housing and basic training of troops
- Training areas, used for the large-scale training operations simulating real-world situations
- Storage facilities, used to store ammunitions and other weaponry/materials
- Forts and batteries, used as strategic outposts for surveillance of approaching enemy vessels with active artillery

The HMNZS Steadfast site can be categorised as a storage site – one of many built across the country in the early 1940's, placed strategically so that the ammunition could easily be transported to a port when required. As a naval armament depot, the Cass Bay site stored ammunitions for use by the RNZN.

Storage sites usually feature a number of simple heavy-duty utilitarian buildings built from brick or concrete to withstand accidental explosions from the interior, and damage from the exterior which would detonate the ammunitions within. The structures would be spaced out to prevent chain reaction explosions, and hidden in the folds of the landscape where possible. Other sites and structures similar to the Cass Bay Naval Armament Depot, now the TS Steadfast site, are described below.

2.1.8.1 Belmont Magazines, Wellington

More than 60 structures used for storing munitions made up the "Belmont magazines" on farmland in the western hills of Lower Hutt, all built between 1942 and 1944.[189] Of the 355,000 budget allocated to building ammunition accommodation across the country in 1941, $200,000 of the funds went towards the Belmont site which covered 32 acres.[190]



Figure 61: Belmont magazine stores, Wellington. Source: Peter Hodge



Figure 62: Belmont magazine store, Wellington. Source: Stuff.co.nz

[189] https://www.stuff.co.nz/national/last-post-first-light/106280391/explosive-shell-found-by-kids-was-likely-missed-during-wwii-packup-historian-says
[190] Belmont Regional Park History

2.1.8.2 Bunker Hill Former Magazine Store, Ngāruawāhia

The red brick munitions storage depots at Bunker Hill were built between 1938 and 1945 a short distance away from the Hopuhopu Army Camp to handle the vast amounts of artillery shells and gun casings that were being housed before being sent up to Auckland by rail and truck, and then onwards by sea to the various theatres of war where Kiwi troops were fighting.[191]



Figure 63: Former military defence magazine store, Ngaruwahia.
Source: Stuff.co.nz



Figure 64: Former military defence magazine store, Ngaruwahia.
Source: Stuff.co.nz

2.1.8.3 Former Magazine Stores, Alexandra

Selected by army officers in October 1942, the Letts Gully armament depot was on a gravel ridge 3.2km northeast of Alexandra, away from any centre of population, but within 4.8km of the railway station.[192] The depot had a series of nine ammunition stores built in 1943 and a laboratory, much like the Cass Bay depot, for checking that stored ammunitions were not deteriorating.[193] Twenty men guarded the complex and lived on site in cottages. The compound also included a kitchen, mess-room, showers, and a water supply drawn from the Manuherikia irrigation race. [194]



Figure 65: Former military defence magazine store, Alexandra.
Source: Otago Daily Times



Figure 66: Former military defence magazine store, Alexandra.
Source: Stuff.co.nz

[191] https://www.stuff.co.nz/life-style/homed/latest/117320154/waikato-war-bunker-site-for-sale-with-explosives-warning
[192] https://www.odt.co.nz/lifestyle/home-garden/ammunition-cosy-transition
[193] https://www.odt.co.nz/lifestyle/home-garden/ammunition-cosy-transition
[194] https://www.odt.co.nz/lifestyle/home-garden/ammunition-cosy-transition

2.2. Chronological Summary

The table below provides a timeline of key events relating to HMNZS Steadfast and Motukauatirahi-Cass Bay.

Table 2: Chronology of Events

PERIOD	EVENT
From c.1200	Māori settlement of Te Pataka o Rakaihautū/Banks Peninsula by Waitaha and successive migrations of Ngāti Māmoe and Ngāi Tahu
1809	Captain Chase in his ship the *Pegasus* is the first European to sail into Lyttelton Harbour
1815	First Europeans set foot on Banks Peninsula
1827	Lyttelton Harbour is known as Port Cooper, named by flax trader Captain William Wiseman after his Sydney employer
1835	Large influx of British and American whaling ships are using Port Cooper (Lyttelton Harbour)
1838	Captain J-B Cécille makes the first survey and chart of Whakaraupō-Lyttelton Harbour aboard his ship Héroine
1841	December. Thomas Cass first arrives in New Zealand as a surveyor for the New Zealand Company
1848	The Canterbury Association forms and Cass is hired as assistant to Captain Joseph Thomas
	'Kemps Deed' is signed by sixteen Ngāi Tahu chiefs, selling a large part of the South Island
	Canterbury Association sends Captain Joseph Thomas to select and survey a site for the new settlement. Thomas Cass and Charles Torlesse assist.
	Thomas Cass charts Port Cooper and in July the group set up camp in Cass Bay
1849	Rāpaki Native Reserve 875 is set aside as part of the Port Cooper Purchase
	The site of Christchurch is located on the Canterbury Plains after initial intention at the head of the harbour and Port Lyttelton at Rāpaki
	The name of Lyttelton Harbour changed from Port Cooper to Port Victoria
1850	Reverend Edward Puckle arrives in Lyttelton having pre-purchased land in Cass Bay
1851	Butcher George Hunt is listed as working in Cass Bay
1856	Eli Salt of 'Cass's Bay Run' advertises pasture for cows and calves
1852	Puckle advertises 50 acres of freehold land in Cass Bay 'with or without 500 acres of adjoining pasturage'
1860	R.M. Morten begins purchasing land in Cass Bay
1865	Puckle sells sections 268 and 483 to the Crown
1870 - 1878	John Webb runs a dairy farm in Cass Bay
1876 - 1878	Slaughterhouse renewals requested by Garforth and Lee
1892	Lyttelton Martini-Henry Rifle Club opens rifle range at Cass Bay on R.M Morten's land
1883	Warm volcanic springs discovered at Motukauatirahi-Cass Bay by Geologist R.M. Laing
1884	Christs College annual swimming races are held in Cass Bay
1889	A major bush fire spreads across Rāpaki, Cass, Corsair and Dampier Bays
1892	Lyttelton Martini-Henry Rifle Club opens rifle range at Cass Bay on land belonging to R.M Morten
1901	May. Lyttelton Borough Council purchases the abattoir site and 55 acres of surrounding land from R.M. Morten
1902	Public abattoir built
1909	August. R.M Morten dies
1910	Survey commissioned for the attorneys of Morten's estate

	600 acres of Morten's land in five subdivisions is sold to Miss Wallis and Messrs Wallis
1929	TS Steadfast, the first New Zealand Navy League Sea Cadet Unit is established in Christchurch
1935	Lyttelton Borough Council announces intention to remove municipal abattoir
1939	World War Two breaks out. All housing and boat harbour development put on hold
1945	February. Portion of Cass Bay surveyed and set aside for defence purposes. Gazette notice issued. Armament depot initially built for the British Pacific Fleet
	Cass Bay Armament Depot is closed and recommissioned as an armament depot
	Tenders issued to lease the 59 acres of grazing land at the depot
	December. Subdivision in Cass Bay announced by Lyttelton Borough Council
1949	Ministry of Works invite tenders to convert the army huts into living quarters
1950	Cass Bay Armament Depot is 're-activated'
1955	Larrikins are reported rolling boulders down the hill onto the depot for fun
1955-1956	Tenders for top course and tar sealing issued
1958	Breakaway sea cadet unit *TS Cornwall* establishes at Sumner and Redcliffs
1956-1957	Shipwright Shop building at HMNZS Tasman is dismantled and re-erected at Cass Bay Naval Armament Depot to serve as a garage
1959	1100 trees reported on Steadfast (for aesthetics, camouflage and anti-erosion)
1959-1961	Detonation chamber under construction
1964	Lyttleton Road Tunnel opens
	Lyttelton Borough Council closes public abattoir in Cass Bay
1965	October. Defence area is set aside for government buildings. Gazette notice issued
	TS Steadfast gain permission to use the government buildings and grounds at Cass Bay
	First 76 sections appear on the market for Cass Bay subdivision, 20 years after the Council's initial announcement
1980	Ammunition store (magazine) no. 8 explodes
1998	Ablutions block constructed on the site
1999	Banks Peninsula District Council purchases Steadfast site
c.2005	Surveyors engaged to subdivide upper part of the land on eastern side of the stream into 2 lifestyle blocks
	New sealed road constructed on east gate access road with electrical, telephone, water and sewage services are installed
2006	March. Banks Peninsula District Council amalgamates with Christchurch City Council
2006/7	Sea Cadets erect new sign inside the gate as native vegetation begins to cover existing signage on Governors Bay Road boundary fence
2011	February. Canterbury earthquakes cause rockfall into Cass Bay and Steadfast site
	TS Steadfast and TS Cornwall merge to become TS Godley
2013	June. Strong aftershocks initiate rockfall into Cass Bay
	Amalgamation of Navy League Sea Cadet Units *TS Steadfast* and *TS Cornwall* to form *TS Godley*
2018	Ecology report discovers banded kokopu in stream that flows through Steadfast
2020	July. Whaka-Ora Healthy Harbour Ki Uta Ki Tai Stream Planting Project – local community groups plant 2,000 native seedlings
2021	August. Stage two of the Steadfast Stream Planting Project – local community plant 3,000 native seedlings

2.3. Aerial Chronology

The following images depict an aerial history of the HMNZS Steadfast landscape over time and are to be read alongside Table 2: Chronology of Events.

1925



Figure 67: Aerial of Motukauatirahi-Cass Bay and the abattoir site (indicated) in 1925, prior to development of the naval armament depot.
Source: Canterbury Maps, 2021.

1941



Figure 68: Motukauatirahi-Cass Bay 1941, prior to development of the naval armament depot.
Source: http://retrolens.nz and licenced by LINZ CC-BY 3.0

1961

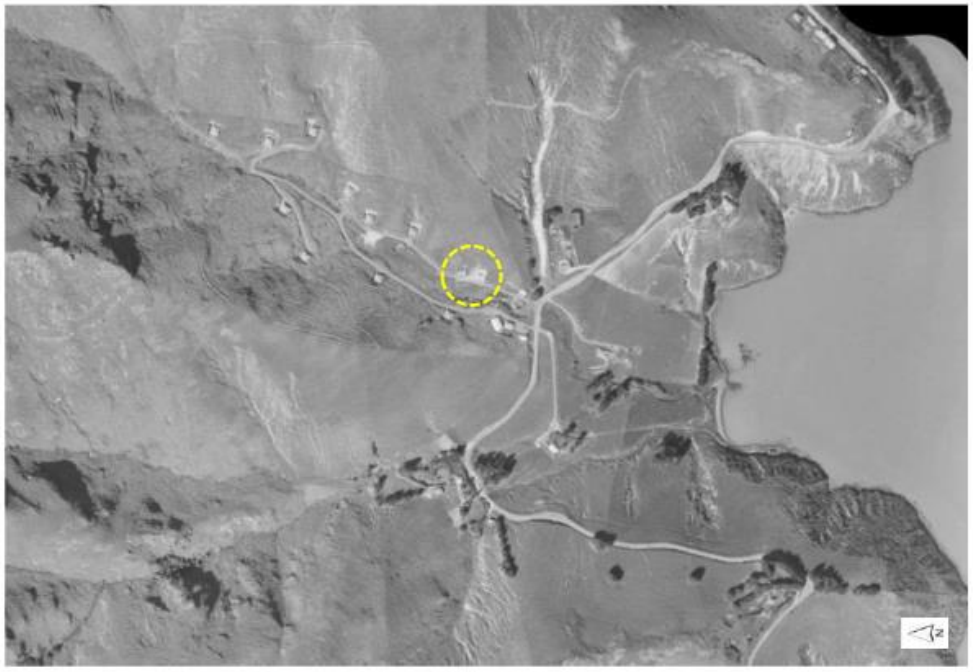


Figure 69: Motukauatirahi-Cass Bay and the naval armament depot, 1961.
The detonation chamber appears to be under construction (indicated) and all ammunition stores intact.
Source: SN 3152/27, http://retrolens.nz and licenced by LINZ CC-BY 3.0.

1973

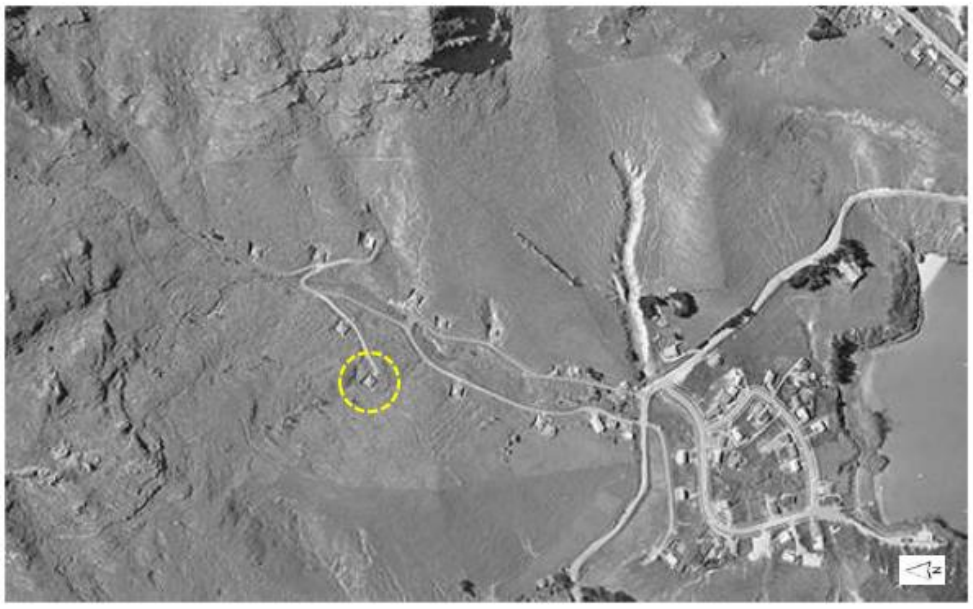


Figure 70: Motukauatirahi-Cass Bay and the naval armament depot 1973. Ammunition store #8 is still intact (indicated).
Source: SN 2634, M/45, http://retrolens.nz and licenced by LINZ CC-BY 3.0

1970-1974

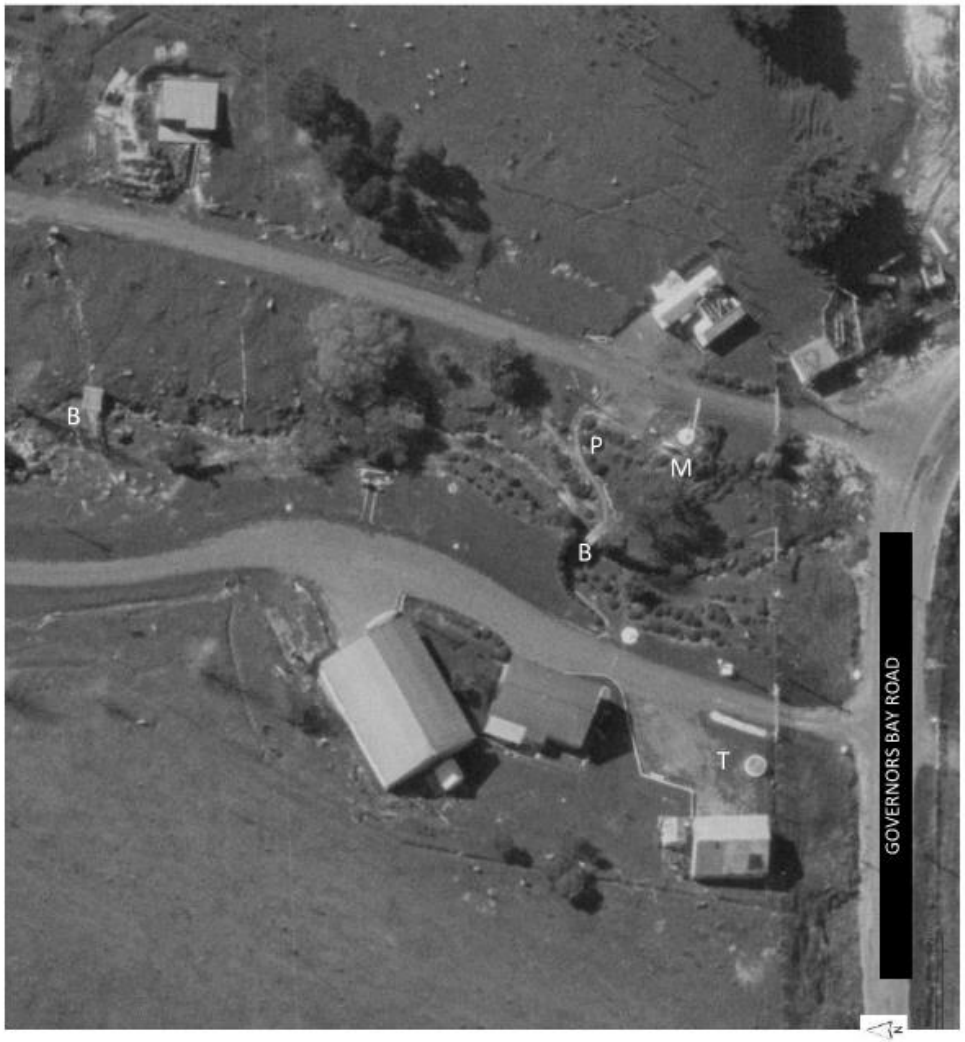


Figure 71: Cropped view of grounds around the administration buildings at the naval armament depot, 1970-74. Note the driveway east of the Store (former garage). Landscaped terraces (with stone retaining walls) can be seen in the lower part of the site alongside the stream and two pedestrian bridges (B) with a pathway enabling access across the stream. Other elements include the mast/flagpole (M) and RNZN parade grounds (P) located in their original positions east of the stream and the turret (T) which was a mounting structure on which a gun was located.
Source: LINZ, Canterbury Maps, Historical Imagery, 2021.

1980-1984



Figure 72: Motukauatirahi-Cass Bay and the naval armament depot 1980-84. After the explosion of ammunition store #8 (indicated).
Source: Canterbury Maps, 2021.

1990 - 1994



Figure 73: Motukauatirahi-Cass Bay and the naval armament depot 1990-94.
Source: Canterbury Maps, 2021.

2006



Figure 74: Motukauatirahi-Cass Bay and the naval armament depot 2006. The newly sealed road for the proposed subdivision (part of the original military road) is in place (indicated). The sea cadets are restricted to using the grounds and administration buildings west of the stream below the internal fence.
Source: Google Earth, 2021.

2011



Figure 75: Motukauatirahi-Cass Bay and the naval armament depot site, 2011.
Source: Google Earth, 2021.

2015



Figure 76: Motukauatirahi-Cass Bay and the naval armament depot site, 2015. Increasing weed species spread throughout the site. Source: Google Earth, 2021.

2019



Figure 77: Motukauatirahi-Cass Bay and the naval armament depot, 2019. Source: Google Earth, 2021.

3. Understanding the Place – Physical Evidence

This description is based on the historic research outlined in Section 2 and a site visit to HMNZS Steadfast on 29 April 2021. Conversations with stakeholder representatives Chris Nee from TS Godley and Jenny Healey, Chair of the Cass Bay Residents Association and Reserves Management Committee, have also informed this description. Locations of specific site fabric and features relevant to HMNZS Steadfast and setting[195] are shown below in Figure 79 - Figure 81. The integrity of these elements is discussed in more detail in Section 3.4.



Figure 78: Ammunition Stores #3 and #4 with Ōtoranui behind.

[195] Setting is defined in the ICOMOS New Zealand Charter 2010, as "the area around and/or adjacent to a place of cultural heritage value that is integral to its function, meaning and relationships. Setting includes the structures, outbuildings, features, gardens, curtilage, airspace and access ways forming the spatial context of the place or used in association with the place. Setting also includes cultural landscapes, townscapes and streetscapes; perspectives, views and view shafts to and from a place; and relationships with other places which contribute to the cultural heritage value of the place. Setting may extend beyond the area defined by legal title and may include a buffer zone necessary for the long-term protection of the cultural heritage value of the place."

3.1. Location Plan - Setting

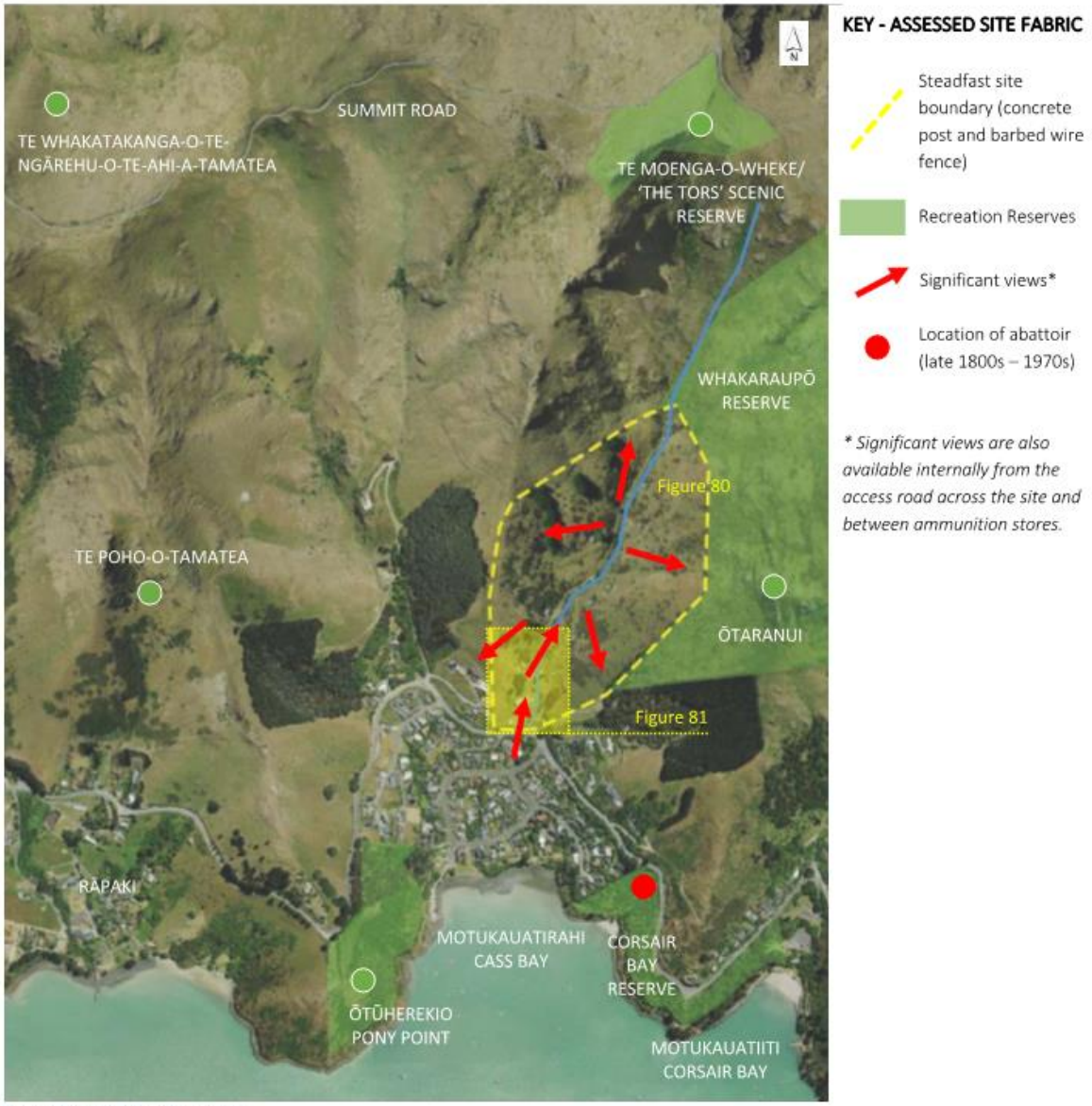


Figure 79: HMNZS Steadfast setting.
Source: Canterbury Maps, 2021 with graphic overlay.

3.2. Location Plan – Buildings

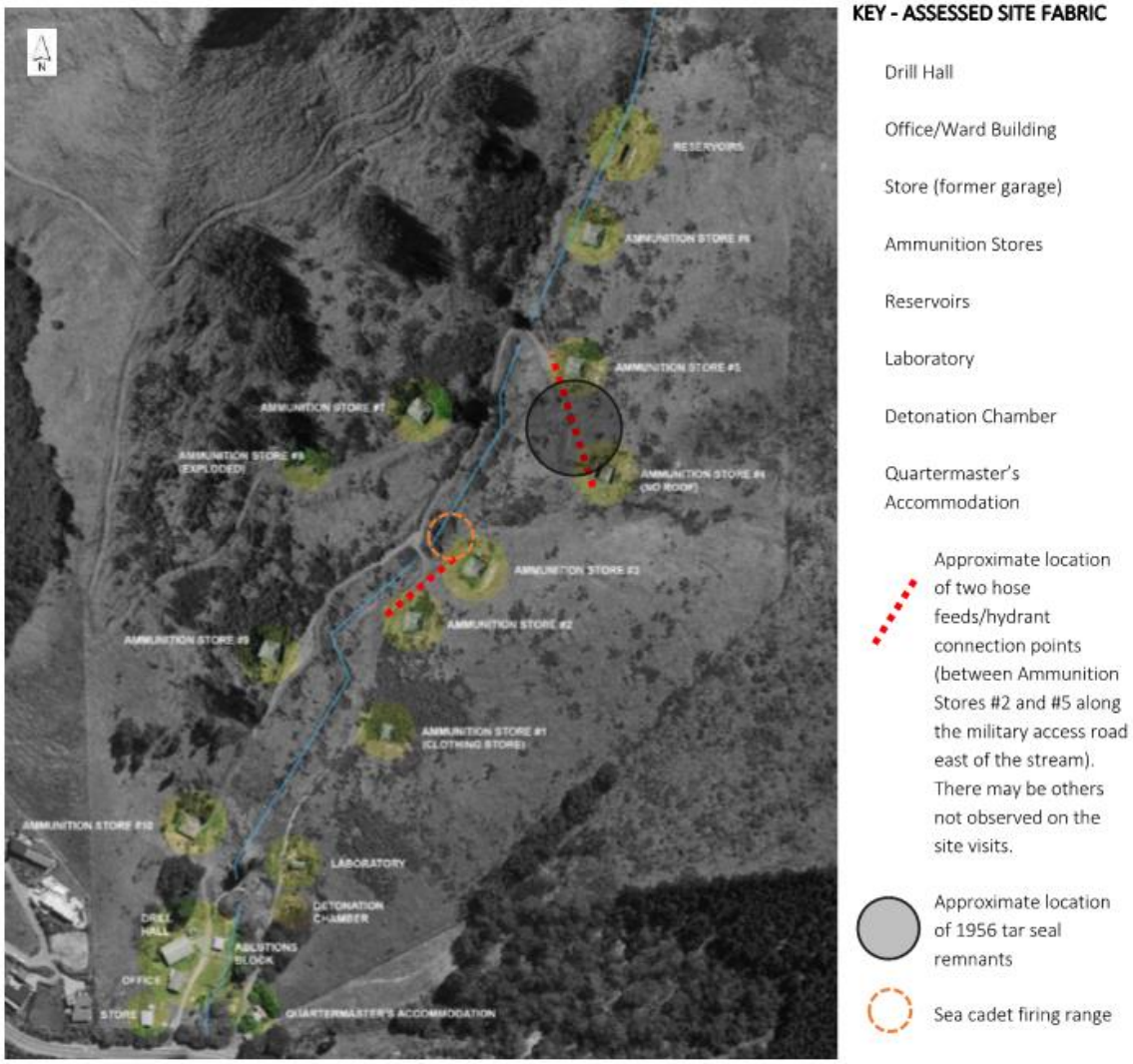
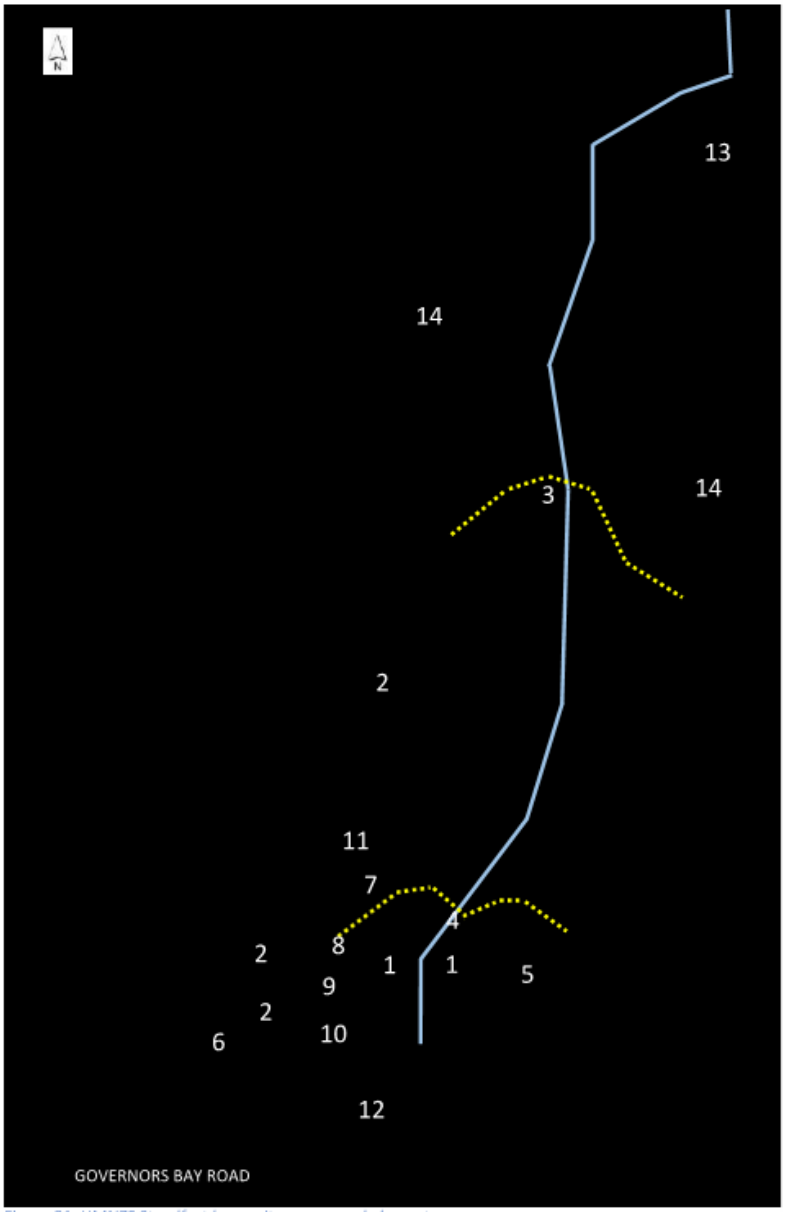


Figure 80: HMNZS Steadfast buildings and access roads. NB: Different diagrams of the site provided by different sources show that ammunition store buildings #4 and #5 are numerically interchangeable. For the purposes of consistency, all references to these ammunition stores in this report are as noted above. Source: WSP

3.3. Location Plan – Lower Site Spaces and Elements



KEY - ASSESSED SITE FABRIC

Stream

Approx. location of pedestrian pathways across stream (1950s)

1. Stone retaining walls, rock garden, steps and terracing
2. Low retaining walls (concrete and painted white stone)
3. Upper pedestrian bridge
4. Location of lower pedestrian bridge (removed)
5. Original mast/flagpole location and parade ground (1940-50s)
6. Relocated mast/flagpole location (2006)
7. Sea Cadet signage (approx. 2006/7)
8. Anchor (TS Cornwall – post 2011)
9. Bell (TS Cornwall – post 2011)
10. Mine (TS Cornwall – post 2011)
11. Gun (TS Cornwall – post 2011)
12. Culvert (1950s)
13. Internal fence with lockable gates (1982)
14. Military access roads (1943)

Note: Original power poles are located throughout the lower site

Figure 81: HMNZS Steadfast lower site spaces and elements.
Source: Canterbury Maps, 2021 with graphic overlay.

3.4. Physical Description and Condition of the Site and Setting

3.4.1 Setting, Views and Experience

HMNZS Steadfast is located on the northern side of Whakaraupō-Lyttelton Harbour in Motukauatirahi-Cass Bay. The site sits within a Rural Amenity Landscape in the CDP and is adjacent to an Outstanding Landscape which is defined by the volcanic crater rim of the Port Hills and the steep bluffs above the Steadfast site. These ancient lava flows and dikes are clearly visible from Steadfast, giving way to a gentler gradient through the site and down to the water.[196] Spectacular views extend from Steadfast, across the headlands of Cass Bay, towards Ōtamahua/Quail Island and the wider Whakaraupō-Lyttelton Harbour. The site is close to several City Council owned reserves in Cass Bay and is immediately adjacent to Whakaraupō Reserve to the east and to Te Moenga-O-Wheke/'The Tors' Reserve above. The Crater Rim Walkway and Summit Road also lie immediately above the site. Steadfast borders Governors Bay Road, and on the lower side of the road is the residential area of Cass Bay, almost permanently occupied by people who work in Lyttelton or Christchurch.[197] Ōtūherekio/Pony Point and Corsair Bay Reserve are located below Governors Bay Road along the coastline. Boulders are evident throughout Steadfast, with many having been displaced from the ridgeline above during the 2010/2011 Canterbury earthquakes. The ammunitions stores are tucked neatly into the hillside, so views of the buildings vary across the site.



Figure 82: Views from Steadfast to Te Moenga-o-Wheke/The Tors Reserve and ridgeline, an Outstanding Natural Landscape.



Figure 83: Views to Ōtuherekio/Pony Point, Ōtamahua/Quail Island, and Whakaraupō-Lyttelton Harbour.



Figure 84: Dense vegetation along Governors Bay Road is a visual barrier to the site.
Source: Google Earth Street View, 2021.

[196] Boffa Miskell, 2007
[197] Beaumont, L. et al, 2014



Figure 85: The rockfall source areas located immediately above Steadfast pose an ongoing risk for people using the upper parts of the site.

3.4.2 Ecology and Vegetation

Steadfast is set within the Port Hills Ecological District[198] and no original vegetation appears to exist on the site although some naturally regenerating native species such are evident. The hillside is open and dominated by modified grassland, with much of the area covered in seeded tree and invasive weed species such as silver and black poplar, gorse, grass, thistles and muehlenbeckia. Remnant trees from the 1950s planting do not appear to be evident. An ephemeral waterway runs through the centre of the site and is one of several in the catchment that drain the hills above. Banded kōkapu have been found in the stream and significant native planting has been undertaken by the local community along the stream banks. The stream enters a culvert at Governors Bay Road where dense native vegetation lines the road boundary.



Figure 86: Native tree and shrub planting along the stream through the lower area of Steadfast (remnants of the RNZN rock garden).



Figure 87: Native tree and shrub planting undertaken by community along the upper reaches of the stream.

[198] Boffa Miskell, 2007, p79



Figure 88: Mature pine and eucalyptus trees east of the stream alongside the 2006 access road.



Figure 89: Large patches of gorse and suckering poplars.



Figure 90: View of native tree planting from 64 Governors Bay Road entrance. The planting was carried out by PD workers engaged by TS Steadfast in the 1980s.[199] This vegetation now screens the site from the road.



Figure 91: Stream as it enters native planting along the Governors Road boundary.



Figure 92: Culvert and stone retaining wall at Governors Bay Road. It is likely the culvert was installed in 1952 as part of the armament depot siteworks.

[199] Pers. Comm. C. Nee/W. Hoddinott, 29 September 2021



Figure 93: Large poplar trees, blackberry and other weed species have encroached on the waterway.



Figure 94: Suckering poplars have spread throughout the site.





Figure 95: Drainage issues are evident with historic and recent drainage channels constructed on the site.



Figure 96: Eroded stream bank.



Figure 97: Mature pine and eucaplytus species may pose an issue with limb failure over time.

3.4.3 Boundaries, Circulation and Spaces

There are two entrance gates to the site, 64 and 86 Governors Bay Road. Current access to the site is from 86 Governors Bay Road along the original military road which is now a gravel driveway that runs between the lower level administration buildings. Access is currently restricted to the sea cadet unit below the internal fence west of the stream. The gates are locked prohibiting public access.



Figure 98: Access to Steadfast is from 86 Governors Bay Road on the original military road which is now a gravel driveway between the administration buildings.



Figure 99: 64 Governors Bay Road is now a secondary access to the site following the original military road. The road was sealed in 2005/2006 as part of an unrealised subdivision proposal.

The gravel driveway surface terminates at a grassed car park alongside the stream and continues in grass from this point to the 10 ammunition stores and two reservoirs above. The road crosses the stream at two points in the upper valley, these 'land bridges' were presumably built up as part of the original road to access the ammunition stores. Asphalt from early road sealing is still visible in places (Figure 106).



Figure 100: The military road is still in use. The gravel surface terminates at a grassed area alongside the stream before continuing in grass to the ammunition stores and reservoirs above.



Figure 101: View south towards Whakaraupō-Lyttelton Harbour along the original military access road (west of the stream).



Figure 102: Land bridges were created across the stream for military vehicles, enabling easy access to ammunition stores on both sides of the valley.



Figure 103: View west towards Te Poho-o-Tamatea and the military roads that traversed the site.



Figure 104: The ten ammunition stores are tucked discreetly into the landscape. The location of the helicopter pad is likely to have been in front of the lower ammunition store.



Figure 105: Likely location of helicopter pad.



Figure 106: Remnants of asphalt seal from the original military road on the upper slopes of the site.



Figure 107: The 'unclimbable' curved concrete post and barbed wire boundary fence was installed to secure the naval armament depot and surrounds the entire site.

The entire Steadfast site is surrounded by a curved concrete post and barbed wire fence (Figure 107) with an internal fence (1982) running the width of the site between the ammunition stores and the administration buildings. Remnants of farm fences likely used for early grazing are also visible on the site. Close to the administration buildings, two pedestrian bridges have traditionally crossed the stream with the lower bridge leading to what was originally the parade grounds alongside the mast.[200] The lower bridge was removed recently.



Figure 108: The mast and parade grounds were originally located east of the stream (indicated). The pathway can clearly be seen in aerials (Figure 71) and is still evident from one side of the stream to the other.

[200] Pers. Comm. C. Nee/W. Hoddinott, 29 September 2021.



Figure 109: Built in 1982, an internal fence crosses the width of the site separating the administration buildings from the ammunition stores. Posts from fences for grazing are also located throughout the site.



Figure 110: Concrete posts surround one of two reservoirs at the top of the site.



Figure 111: Upper pedestrian bridge close to the administration buildings.



Figure 112: The parade grounds that were located east of the entrance at 64 Governors Bay Road are now overgrown.



Figure 113: Gorse and weed species encroach on access roads.



Figure 114: A section of the upper valley roads has been lost to erosion.



Figure 115: The subdivision road sealing is cracked, broken and overgrown with gorse, grass and weeds.



Figure 116: Car park area adjacent to the stream bank was filled some years ago without compaction and is now sinking.



Figure 117: Drainage channels are a trip hazard.



Figure 118: Pedestrian bridge has been removed.



Figure 119: Damage to Governors Bay Road/front boundary fence. The fence wire appears to have been cut leaving a large hole.



Figure 120: Concrete post and rail fence, north boundary. Posts lean toward the site, with likely damage the result of rockfall immediately above.

3.4.4 Site Elements

The lower part of the stream is bordered by stone retaining walls and terraces on both sides and is likely to have been completed during the 1950s and 60s when the site was known for its attractive gardens visible from Governors Bay Road. The terraces are now obscured by long grass, but the stone steps are still evident and indicate a pathway down to the stream and across the other side. Native seedlings have been planted into the banks of the stream as part of the Whaka-Ora Healthy Harbour Initiative.



Figure 121: Lower stream with stone retaining walls and terracing covered in grass. This area was most likely created in the 1950s when 1100 trees were reported to be planted on the site and the gardens were a showpiece viewable from Governors Bay Road.



Figure 122: Stone retaining wall and stone step edges lead to a bridge (recently removed) with a pathway to the east side of the stream where the mast and parade ground were originally located.

Elements re-located by TS Steadfast west of the stream include the TS Steadfast signage and the mast and flagpole set into what was the original gun turret. Both structures were relocated from their original positions. Elements relocated from TS Cornwall since the 2011 earthquakes include a mine located on top of a disused water pump, an anchor, a bell, and a gun.



Figure 123: The mast was moved from its original site west of the stream to the front entrance at 86 Governors Bay Road. It was concreted into the base of the original gun turret and the gun relocated to Dunedin.



Figure 124: TS Steadfast Sea Cadets signage to the right of the entrance road and other elements from the amalgamation with TS Cornwall, including a bell (beneath the sign) and a mine.





Figure 125: Anchor and cannon brought to Steadfast from TS Cornwall after amalgamation of the two sea cadet units as TS Godley at Cass Bay.

East of the stream, the 2005 tar seal extends along the original military road from the eastern entrance at 64 Governors Bay Road. An informal native plant nursery west of the road contains a dilapidated shed with boxes and rubbish strewn along the stream bank. A portion of land east of the stream above the internal fence was also used as the sea cadet's firing range until boulders from the 2011 earthquakes landed in the centre blocking visibility across the range.



Figure 126: TS Steadfast firing range and flagpole. The range hasn't been used since the February 2011 earthquakes when boulders rolled into and blocked visibility on the site.



Figure 127: Original stone terracing, rock garden, steps and pathway are difficult to distinguish in the long grass. Rubbish and large dead branches were also found in this area.



Figure 128: An informal native plant nursery west of the road contains a dilapidated shed with boxes and rubbish strewn along the stream bank.

3.4.5 Retaining Walls

Several retaining walls associated with the buildings on site are in various states of deterioration. Timber retaining walls behind the Store (previously the Garage) and the Drill Hall are broken and have collapsed in places and are in urgent need of repair. Concrete and brick retaining behind the Ward Room is in better shape and appears stable although inspection is required to ensure safety. Low concrete and stone retaining walls (painted white) can be found across other parts of the lower site. The concrete wall forms the edge to what was once the entrance of the original Garage (Figure 132).



Figure 129: Timber retaining walls behind the Store, previously the Garage.



Figure 130: Timber retaining wall behind the Drill Hall.



Figure 131: Concrete block and brick retaining wall behind the Ward Room requires inspection..



Figure 132: White concrete retaining wall, previously the edge to the Garage entrance.



Figure 133: Stone retaining walls are located throughout the lower part of the site. Many of the stones were originally painted white by the local padre and the tradition continuesd with the TS Steadfast sea cadets.



Figure 134: Stone retaining wall in front of the Drill Hall.



Figure 135: Behind the Garage - deteriorating retaining wall.



Figure 136: Retaining wall between the Garage and Small Store is falling apart.



Figure 137: Power pole at HMNZS Steadfast, 1960s.



Figure 138: Same location today. While some power poles are likely to have been replaced, others may have been installed during the RNZN's use of the site.

3.5 Physical Description and Condition of the Buildings

The buildings on the site today are a combination of structures from both the armament depot and the TS Steadfast eras. Their history and condition are described below.

The CCC Parks Condition Assessment Criteria have been used to grade the condition of each of the buildings. These criteria are as follows:

Condition	Description
Very Good *(No work required)*	Secure weatherproof structure, designed to appropriate standards and well maintained. Safe site Likely to perform effectively under current maintenance regime for 25+ years.
Good *(Only minor work required (if any)*	As 1 but showing signs of superficial wear, tear and deterioration or not up to appropriate standards. Normal maintenance needed to prevent initial stages of decay or dereliction commencing. Needs to be re-inspected in the medium term. In 10 – 25 years deterioration expected, but unlikely to fail.
Moderate *(Work required but asset still serviceable)*	Functionally sound structure. Early stages of decay or dereliction are becoming evident with minor components requiring replacement or repair, orreactive maintenance costs rising. Failure unlikely within 5 years
Poor *(Substantial work required in short term, asset barely serviceable)*	Building not functioning properly and high maintenance costs arising Structural integrity becoming affected. No immediate risk to health and safety but work required within 5 years to ensure asset remains safe.
Very Poor *(Major work or replacement required now)*	Serious structural problems having a detrimental effect on the performance of the asset. Site safety at risk. Failure imminent or maintenance costs excessive. Major work or replacement required urgently.

An Asbestos Management Survey Report and Register, completed in May 2019 by Chemsafety, has been used to identify buildings where asbestos is present. A summary of building condition is provided in Table 3 below.

3.5.1 Girls' Accommodation Block (Former Garage) and Store Hut

The Girls' Accommodation Block, formerly the garage – more accurately described as a carport (Figure 29) - was moved onto the site onto the site in 1956/1957, and placed onto a concrete slab foundation. Following its transportation, the three portals were infilled with doors and windows added so that the building could be used as a classroom. The dentilled frieze on the front of the building, the posts, and the angled brackets in the corners of the former openings at each end remain intact, and the timber cladding

on the other three sides appears to be original. More recently, it has been converted into sleeping accommodation. The exact date of these alterations is unknown.

The overall condition of the Girls' Accommodation Block is poor. Exterior paint is badly worn and there is rot in the timber barges and fascias, and in some of the wall cladding. Windows are failing and/or have been temporarily repaired. There is cracking to the concrete slab, and microbiological growth indicating damp conditions. Wall and ceiling linings are failing, with ceilings linings bowing and showing signs of water damage; and all are uninsulated. Asbestos has been identified in the soffit lining, and is presumed to be present in the interior wall plastering, switchboard, and in the roofspace. The building does not meet the accessibility requirements of the NZ Building Code.

Currently, it is proposed that this building will be adapted for use by the Cass Bay Residents Association as a community space. As part of this proposal, it is planned to remove the internal wall, install a new floor slab, insulate and reline the building, install new doors on the north elevation, install new toilets and kitchen, and make the building accessible.



Figure 139: The Girls' Accommodaiton Building, formerly the garage, and adjacent flag station. The small store building is on the right.



Figure 140: The Girls' Accommodation Building, formerly the garage. The small store building is in the foreground.



Figure 141: The Girls' Accommodation Building



Figure 142: Rotten bargeboards and other roofing elements.



Figure 143: Concrete ramp to entrance.



Figure 144: Suspended ceiling tiles failing.



Figure 145: Exposed concrete walls and floor with evidence of some microbiological growth.



Figure 146: Window glazing bars failing and boarded over in some areas.



Figure 147: Entranceway with timber planks in the place of stairs.



Figure 148: Entranceway with timber planks in the place of stairs.

The small store hut adjacent to the former garage may have been relocated to the site, although this has not been conclusively established. It is visible in its current position in Figure 29 which dates to the 1960s. It has been used for various purposes by TS Steadfast including a communications room, but is now used for storage.

The overall condition of the Store Hut is very poor. There is widespread deterioration of the cladding, there is no spouting or flashing at the building barges or fascias, and there is evidence of leaking inside. The wall and ceiling linings are deteriorating, and there are holes.

At present, it is understood that no new use is not proposed for the hut, but that it may be used for storage. However, general maintenance will be required for the building to be usable.



Figure 149: Store hut next to the Girls' Accommodation Building



Figure 150: Condition of the store hut barge and fascia



Figure 151: Condition of the store hut cladding



Figure 152: Condition of the store hut interior



Figure 153: Condition of the store hut interior

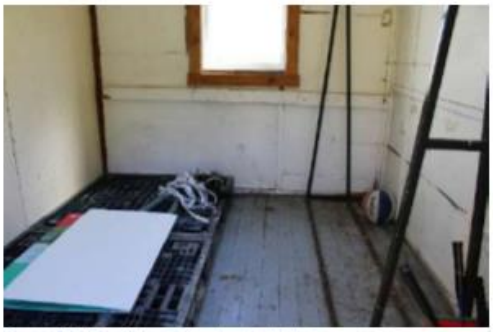


Figure 154: Condition of the store hut interior

3.5.2 The Office/Ward Room

The date of construction of this building, and whether it was relocated or built onsite, has not been established from the information available. However, it is evident that the building has been on this site since 1961 when it appears in an aerial photograph (Figure 72). It is assumed to be the building that was converted into two flats that is referred to in memoranda in 1947. Since this time, it has been converted back into a single building; and is now used for accommodation. It includes bedrooms, a living area, kitchen, and two bathrooms, one of which has external access only. Between the kitchen and living area, and within the living area, walls have been removed.

The overall condition of the Office/Ward Room is poor. Roofing sheets are deteriorated and some have broken at the edges. The guttering has failed. Exterior paintwork has worn away and there is evidence of rot in some places. There are broken and deteriorated windows and hardware. Floor levels are uneven and the floor, wall and ceiling linings are failing. It is unclear what impact the removal of walls may have had on the overall building structure. Asbestos has been identified in the roofing (including flashings), rainwater goods, soffits, and vinyl floor tiles; and is presumed to be present in the switchboards, electrical wiring, and potentially some wall linings.

It is understood that HNZMS Steadfast wish to refurbish this building and continue to use it for officer accommodation, with bedrooms and bathrooms, kitchen and living area. This work would include re-piling; stripping out and replacing internal linings and finishes, fixtures and fittings; and rearranging the existing external-access bathroom so that it can be accessed without the need to go outside.



Figure 155: The office/ward room



Figure 156: The office/ward room



Figure 157: Severely deteriorated roof cladding.



Figure 158: Severely deteriorated roof cladding.



Figure 159: Paint flaking exposing timber underneath to elements.



Figure 160: Paint flaking exposing timber underneath to elements.



Figure 161: Rotten timber and failing guttering.



Figure 162: Missing timber allowing moisture to enter the building and broken window.



Figure 163: Vegetation growth and flaking paint.



Figure 164: Failing guttering and subsequent water damage to soffit.



Figure 165: Bathroom to the office.

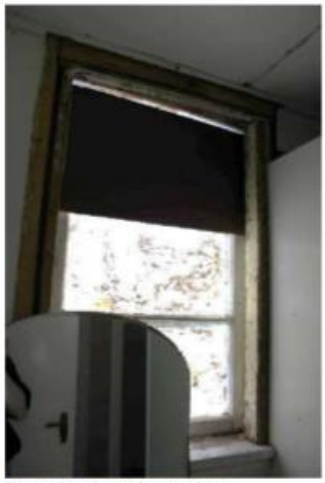


Figure 166: Damaged windows.



Figure 167: Kitchen space with failing ceiling linings.



Figure 168: Fireplace to the communcal space.

3.5.3 The Drill Hall

The drill hall was originally located at the Tikao Bay Naval Base in Akaroa, before being dismantled and reconstructed at the TS Steadfast site after 1961 when it is evident in an aerial photograph (Figure 72). It is believed that the building was constructed during WWII, c.1943. When it was dismantled, "pieces" of the building were numbered so that they could be reinstated in their correct positions. These numbers are still visible on the roof trusses. Initially just a large open space that was used to store trucks and machinery, TS Steadfast installed a kitchen at one end of the hall and, later, closed off part of the space with internal walls and ceiling to provide sleeping accommodation.

The overall condition of the Office/Ward Room is poor. Some roof sheets are broken, and there are points where daylight is visible from the inside of the building. Some windows are broken and all are deteriorating. The exterior paintwork is failing and there are signs of rot, particularly where the building is not well exposed to sunlight and remains damp for long periods, exacerbated by poor ventilation. There are signs of cracking developing in the concrete slab. Wall linings, which were installed by HMNZS Steadfast, have been damaged and/or are coming away from the framing. The kitchen would fail to meet

the requirements of the NZ Building Code. Asbestos has been identified in the roofing (including flashings), rainwater goods, and heating wire insulation; and is presumed to be present in the switchboard, electrical wiring, and potentially some wall linings.

It is understood that HNZMS Steadfast wish to refurbish this building and continue to use it as their main facility, including accommodation and kitchen facilities; and to expand the building to provide for accommodation that will no longer be housed in the former garage.



Figure 169: The drill hall, moved onsite after 1965 from Tikao Bay in Akaroa.



Figure 170: The drill hall (right) as viewed from across the gully.



Figure 171: Damage to Drill Hall sliding doors.



Figure 172: Microbiological growth to guttering.



Figure 173: Damage to timber window frames.



Figure 174: Damage to windows.



Figure 175: Failing guttering and downpipes.



Figure 176: Severely damaged bargeboards, flaking paint exposing timber beneath, plywood covering hole in the building.



Figure 177: Damaged bargeboards and roof cladding, rotten timber below.



Figure 178: Severely deteriorated roof cladding.



Figure 179: Damaged timber window frames.



Figure 180: Failing guttering.



Figure 181: Failing retaining wall.



Figure 182: Ceiling structure of the drill hall.



Figure 183: Lack of weathertightness to roof edges.



Figure 184: Evidence of pigeon infestation to gable end external grilles.



Figure 185: Evidence of pigeon infestation to gable end external grilles.



Figure 186: Evidence of pigeon infestation to roof and lack of weathertighness.



Figure 187: Charred beam from historic fire, and covered hole in the ceiling where chimney originally existed.



Figure 188: Exposed framing where internal linings have failed.



Figure 189: Kitchen with exposed concrete floor, failing ceiling linings, and external hole covered with plywood.



Figure 190: Covered hole in wall compromising weathertightness to building.



Figure 191: Internal partitions built by TS Steadfast to create additional accommodation spaces.



Figure 192: The 'numbered' pieces of the roof truss in the Drill Hall, taken apart and reassumbled on site.



Figure 193: The 'numbered' pieces of the roof truss in the Drill Hall, taken apart and reassumbled on site.

3.5.4 The Ablutions Block

The ablutions block was transported to the site from Wigram Base during the late 1990s. Prior to this, the former detonation chamber was being used as the ablutions block. Its construction date is unknown, but the materials used – including the aluminium frame joinery and exterior cladding - indicate that it is likely to have been built c.1980s-1990s.

The ablutions block is in moderate condition. There are some early indications of deterioration occurring.

It is understood that HMNZS Steadfast will continue to use this building as their ablutions block, but that it will be upgraded, and this will require some internal rearrangement.



Figure 194: The ablutions block.



Figure 195: The ablutions block.

3.5.5 The Ammunition Stores

The ten ammunition stores or magazines were constructed on the site in 1943 when the Cass Bay Depot was established. Their construction is described in Section 2.1.5.1 above. Number 1 is referred to as the Clothing Store.[201] Number 10 is used for storage by HMNZS Steadfast. There are also items being stored in Number 9. The others remain largely empty.

Generally, the magazines are in poor or very poor condition.

Number 8, which "exploded" in 1980 (see Figure 48), has been almost completely destroyed save for the concrete foundations and door frame (Figure 218 and Figure 219). The inner walls and some of the outer walls of number 5 are still standing, but the roof has been destroyed (Figure 216 and Figure 217). The reasons behind its destruction are unknown.

Several of the magazines were damaged by rockfall during the Canterbury Earthquakes, leaving gaping holes in the walls and roofs. Even where they are intact, the magazine roofs and gables are deteriorating, with brittle sheet cladding breaking or falling away. Gutters are blocked with living or dead plant material, or have failed. Steel doors are corroding and many have seized. Microbiological growth is prevalent on both the exteriors and interiors, and many have also been graffitied. Some are waterlogged and are unable to drain. Ceiling linings are broken or have holes. Many show signs of pest infestation. Asbestos has been identified in the roofing, flashings, gutters, downpipes and soffits. Contamination of the ground around magazines 4 and 8 is strongly suspected. We understand that HMNZS Steadfast intend to continue using magazine 10 for storage.



Figure 196: The magazine store closest to the main camp buildings, known as '#10' by the TS Steadfast community.

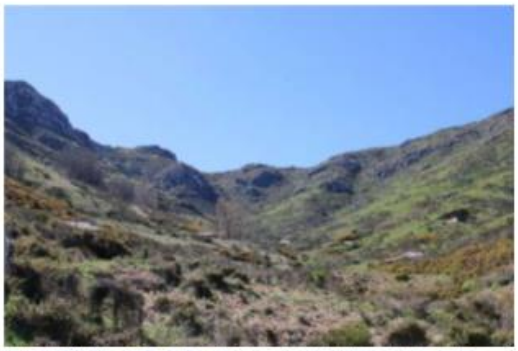


Figure 197: The roofs of the magazine stores hidden amongst the hillside.

[201] Pers. Comm. C. Nee/W. Hoddinott, 29 September 2021



Figure 198: The magazine stores on the hillside.



Figure 199: One of the magazine stores.



Figure 200: Microbiological growth to guttering.



Figure 201: Corrosion to steel sliding doors.



Figure 202: Failing internal linings.



Figure 203: Internal flooding.



Figure 204: Severely deteriorated roof cladding



Figure 205: Severely deteriorated roof cladding and damage to guttering.



Figure 206: Severely deteriorated roof cladding



Figure 207: Biological growth to guttering.



Figure 208: Flooding caused by roof penetration.



Figure 209: Roof penetration caused by rockslide.



Figure 210: Rock which caused damage to structure



Figure 211: External damage to double layer brick wall caused by rockslide.



Figure 212: Damage to brick wall exterior.



Figure 213: Damage to brick wall exterior.



Figure 214: Damage to one of the magazine stores caused by a rockfall, exposing the separated double brick wall structure.



Figure 215: One of the magazine stores with views across the harbour.



Figure 216: Magazine store number 5, with no roof.



Figure 217: Interior of magazine store number 4.



Figure 218: The remains of magazine store 8, which exploded in 1980.



Figure 219: The remains of magazine store 8, which exploded in 1980.

3.5.6 Reservoirs

Now disused, two water reservoirs at the very top of the sloping site were intended to be used for fighting fires, should any of the buildings on site catch fire. A number of the original hydrant connection points are also scattered around the site.

The reservoirs are in very poor condition, and it is not expected that they will ever be repaired or reused.



Figure 220: The larger of the two water reservoirs.



Figure 221: The smaller of the two reservoirs.



Figure 222: A hose feed/hydrant connection system (indicated) was located along the military road east of the stream.



Figure 223: One of the hose feed/hydrant connection points along the military road east of the stream.

3.5.7 The Laboratory

The laboratory, used for testing the stability of the munitions and weaponry stored onsite, was constructed on the site when the Cass Bay Depot was established. TS Steadfast used the building as accommodation for their senior cadets until they vacated the eastern side of the site.

The former laboratory is in very poor condition. There is vegetation growing directly next to the building that has penetrated the wall cladding. Weatherboards are unpainted and rotting. The roof sheets, which contain asbestos, are brittle and breaking, and there are no gutters. Windows are broken or badly damaged, wall linings are cracked and ceiling linings are bowing. Pest infestation (bird and rodent) is widespread.

It is understood that there are no particular plans for this building at present.



Figure 224: The laboratory.



Figure 225: The laboratory.



Figure 226: Laboratory exterior, showing rotten timber, deteriorated roof cladding, and microbiological growth to guttering.



Figure 227: Interior of laboratory building showing severe pigeon infestation and failing wall/floor/ceiling linings.



Figure 228: Pigeon infestation to interior.



Figure 229: Severe wall cracking and window damage.

3.5.8 The Former Detonation Chamber

The detonation chamber was initially used for detonating ammunition during the site's time as an armament depot (Figure 30), but was converted into the ablutions block during TS Steadfast's occupation of the site. Showers were installed in the "wings" of the chamber, and toilets were built on top. **The structure is now a ruin and is not expected to be reused.**



Figure 230: The entrance to the detonation chamber.



Figure 231: The interior of the detonation chamber.



Figure 232: The interior of the detonation chamber.



Figure 233: Washbasins inside the detonation chamber.

3.5.9 The Quartermaster's Accommodation Building

Formerly the guardhouse and the quartermaster's accommodation building, this was originally two buildings that were joined together, with varying floor levels. This building was later used by TS Steadfast as the female accommodation block before the former garage was converted for this purpose. Since this point, it has been infrequently used as accommodation, but not by TS Steadfast.

The quartermaster's accommodation building is in very poor condition. Weatherboards are unpainted and rot is widespread. The roof sheets, which contain asbestos, are brittle and breaking, and gutters are failing. Windows are broken or badly damaged. Wall and ceiling linings are decaying in places, and the floor levels and stairs are uneven. Pest infestation (bird and rodent) is widespread.

It is understood that there are no particular plans for this building at present, although there is a possibility that it will be available for community use.



Figure 234: The quartermasters accommodation, formerly the guardhouse, c.1980s (undated).



Figure 235: The quartermasters accommodation today, formerly the guardhouse.



Figure 236: Gable end of the building showing flaking paint and rotten timber.



Figure 237: Gable end of the building showing flaking paint and rotten timber.



Figure 238: Rotten timber cladding and window framing to the exterior of the building.



Figure 239: Interior of the building.

3.6 Physical Condition Summary

Table 3: Summary of Building and Landscape Condition Issues Observed

ITEM	CONDITION	OBSERVED ISSUES	REMEDIATION REQUIRED
Setting, Views and Experience			
Views from Governors Bay Road into HMNZS Steadfast	Poor	• Dense vegetation screens views into site	Limb and top trees to restore views, thin out planting
Rockfall hazard		• Rockfall hazard and management area - 2016 was the last inspection above the site, noting that 'some' remediation was completed	Check to ensure all remediation was completed and if necessary, carry out an inspection to assess whether further remediation is required
Ecology, Vegetation and Drainage			
Streambank and waterway	Moderate - Poor	• Erosion and invasive weed species	Remove all invasive weed species
Vegetation	Poor	• Invasive weed species (e.g. suckering poplar, thistles, grass, gorse & muehlenbeckia)	Remove invasive weed species and contain gorse to selected areas as nurse crops for native restoration
Mature trees	TBC by Arborist	• Potential limb failure over time	Inspection by arborist
Lawn around administration buildings	Moderate - Poor	• Waterlogged areas in winter months • Drainage channels hidden by long grass	Inspection by experienced contractor to ensure site drainage is effective
Boundaries, Circulation and Spaces			
Access roads and 'land bridges' to ammunition stores	Good - Poor	• A section of road has been lost to erosion (upper road, east of stream) • Broken and failing seal (from 2005) • Overgrown with gorse and weeds in places	Stabilise eroding road - may involve planting Repair broken and failing seal Clear all roads and drainage channels
Boundary fences	Moderate	• Large hole in front boundary fence • Rockfall damage to north boundary fence	Repair all boundary fences Adaptation for community access
Pedestrian bridge (upper)	Poor	• Possible rotten timber	Inspect for rot and repair/replace if necessary
Pedestrian bridge (lower)	Not Found	• Missing	Reinstall bridge
Parade ground	Very Poor	• Overgrown with grass/weeds	Clear grass and weeds, maintain in as close to original state as possible

Original rock garden, terracing and pathway (both sides of stream)	Poor	• Long grass, dead branches and rubbish covering terraces • Possible unstable rocks	Clear grass, weeds and debris to maintain visibility of rocks and terracing. Stabilise loose rocks
Site Elements			
Firing range	Poor	• Rockfall on site renders firing range unusable	Remove rocks to clear sightlines
Reservoir fence remnants	Very Poor	• Disturbed fenceposts and broken wire	Conserve reservoir fences and install a new perimeter fence around them
Buildings/Structures			
HMNZS Tasman Shipwright Store - Former Garage – Girl's Accommodation Block	Poor	• Accessibility • Rotten exterior timber • Windows failing • Inadequate floor/wall/ceiling linings • Failing windows • Failing retaining wall	Re-roof the building in its entirety. Conserve historic exterior weatherboard, timber detailing and trims, and make like-for-like repairs where rotten. Replace windows and doors on the east elevation with new timber frame joinery. Remove internal linings and internal wall complete (if required), insulate and reline. Repaint the building entirely. Lay new flooring as required. Repair retaining wall.
Office/Ward Building	Poor	• Failing guttering • Rotten external timber • Broken windows, and deteriorating windows • Uneven floor levels • Inadequate floor/wall/ceiling linings	Re-roof the building in its entirety. Conserve historic exterior weatherboard, timber detailing and trims, window and door joinery, and make like-for-like repairs where rotten. Replace broken glazing. Remove internal plasterboard or fibrous plaster linings if required but retain timber linings to the greatest possible extent. Install internal access to bathroom at the rear. Refit bathrooms and kitchen. Repaint the building entirely. Lay new flooring as required.
Drill Hall	Poor	• Failing guttering • Rotten external timber • Failing retaining wall • Broken windows, and deteriorating windows • Inadequate floor/wall/ceiling linings • Failing weathertightness • Pigeon infestation • Failing asbestos roof cladding	Re-roof the building in its entirety. Conserve historic exterior weatherboard, timber detailing and trims, window and door joinery, and make like-for-like repairs where rotten. Replace broken glazing. Remove internal wall and false ceiling linings where present. Insulate and reline walls and false ceilings as required. The roof trusses should remain exposed in the main body of the building.

			Remove and refit kitchen equipment, heating, electrical and fire safety services. Lay new flooring as required.
Ammunition Stores	Poor to Very Poor	• Brick wall damage, structural in some cases • Microbiological growth • Biological growth • Failing guttering • Internal flooding • Severe corrosion of metal doors • Failing asbestos roof cladding including dislodged friable material in and around buildings • Missing roof (number 5) • Graffiti	All magazines except number 10 should be kept behind a secure line so that they cannot be accessed by the public or by TS Godley for health and safety reasons unless or until a long term strategy for their maintenance, use and access is developed. Magazine number 4, and the surrounding area, should be cleared of all loose and friable asbestos material, and the burnt-out car next to the building should be removed. The ground around magazines 4 and 8 should be checked for contamination and this should be addressed. Where magazines 3, 6 and any others are damaged, loose asbestos material and brickwork should be cleared away from the buildings. Magazine 10 is the most accessible magazine, being closest to the buildings at the bottom of the site; and is in the best condition, having remained in regular use by TS Steadfast. Magazine 10 should be made safe, including clearance of any loose or friable asbestos roofing, guttering, soffit lining, etc. Doors should be cleaned down, treated for corrosion, and repainted. A long term strategy for conservation of the magazines is necessary.
Laboratory	Very Poor	• Rotten timber • Pigeon infestation • Wall cracking • Window damage • Failing asbestos roof cladding	Detailed condition and structural assessments of these buildings should be carried out to determine the extent to which they can be repaired. Adaptive reuse of these buildings should be considered in
Quartermasters	Very Poor	• Rotten timber	

Accommodation		• Rodent infestation • Failing asbestos roof cladding	accordance with the policies set out in Section 6 below.
Detonation Chamber	Good	• Accumulated debris, however remaining walls are in good condition	Inspect the ruin and clear of all plant growth (including overhanging growth), rubbish and debris to ensure that it is safe for access.
Retaining Walls behind buildings (Store, Ward Room, Drill Hall)	Very Poor	• Rotten, collapsing and failing timber	Detailed condition and structural assessments of these retaining walls should be carried out to determine the extent to which they can be repaired

4. Assessment of Heritage Significance

4.1. Significance Criteria

The assessment of heritage significance is a subjective process and at present there is no legislative procedure or established common methodology for assessing the heritage significance of a place in New Zealand. There are however a variety of precedents and guidelines particularly relevant to the New Zealand context. These include the ICOMOS New Zealand Charter for the Conservation of Places of Cultural Value (2010), the Resource Management Act (1991), and the Heritage New Zealand Pouhere Taonga Act (2014). This report uses the following criteria outlined in the CDP, outlined below:

- *Historical and Social significance*
- *Cultural and spiritual significance*
- *Architectural and aesthetic significance*
- *Technological and Craftsmanship significance*
- *Contextual significance*
- *Archaeological and Scientific significance*

4.1.1 Historic and Social Significance

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

HMNZS Steadfast is part of Motukauatirahi-Cass Bay which has high historic significance for Ngāi Tahu, Ngāti Māmoe and Waitaha before them, where as part of the wider landscape of Whakaraupō-Lyttelton Harbour, the abundant food resources made it an ideal location for settlement. Historic and social significance of HMNZS Steadfast includes views to important landmarks and locations of events for tangata whenua, that record the whakapapa of Motukauatirahi-Cass Bay as part of the broader Horomaka/Banks Peninsula landscape. Cass Bay was named after Canterbury Association Surveyor Thomas Cass, who surveyed Lyttelton Harbour and lived in Cass Bay before moving to Lyttelton in 1849.

The HMNZS Steadfast site has high historic significance for its establishment, and active use, as a naval armaments depot from 1943-1961. The site was the Royal New Zealand Navy's South Island base, second in seniority to Kauri Point in Auckland. The place, and its extant buildings and structures, are linked to NZ's WWII history – one of the most important global historical events in modern history. Equally, the site has historic significance for its association with the Naval Sea Cadets – specifically TS Steadfast, now known as TS Godley, who have been associated with the site since 1965 – more than half a century. Motukauatirahi-Cass Bay has high historic and social significance as a nineteenth century pastoral landscape prior to the 1945 and 1965 gazette notices issued by government who compulsorily acquired land from farmers for defence purposes, initially for the naval base in 1945 and then for the government buildings in 1965. The land has historic and social significance for the grazing practices that continued alongside government acquisition. The site has high significance for the Banks Peninsula District Council's purchase of the land for community use and to expand the number of reserves and walking tracks in the area.

4.1.2 Cultural and Spiritual Significance

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

Motukauatirahi-Cass Bay has high cultural and spiritual significance for its proximity to Rāpaki and the broader landscape of the Port Hills and Whakaraupō-Lyttelton Harbour. The Māori place names of this area reference the prominent outcrops, landscape features and events that record the whakapapa of Motukauatirahi-Cass Bay. HMNZS Steadfast has high cultural significance as part of the historic farming landscape of Motukauatirahi-Cass Bay and the acquisition of land and subsequent development to secure ammunition storage post WWII. The site has a long association with naval training exercises and its cultural significance is enhanced by its continued use as a place of sea cadet assembly, exercises and camps. Steadfast has high cultural significance for the purchase of this land by Banks Peninsula Council prior to amalgamation with Christchurch City Council, with extensive community consultation and support for purchase providing justification that the land would serve a recreational function for the local community and wider Christchurch. Since the development of stream planting on the site and the 2021 landscape discussion plans, the site is continuing to develop cultural value in community connection to the place.

4.1.3 Architectural and Aesthetic Significance

Architectural and aesthetic values that demonstrate or are associated with: a particular style, period or designer, design values, form, scale, colour, texture and material of the place.

Steadfast has high architectural and aesthetic value. The site is set immediately below the rugged relief of the volcanic crater rim with its steep bluffs and spectacular views are available from the site towards Ōtamahua/Quail Island and Whakaraupō-Lyttelton Harbour. The HMNZS Steadfast site has high architectural and aesthetic significance for its military buildings, built in a utilitarian style commonly used for defence structures. The collection of magazine stores embedded into the hillside are the most prominent architectural feature of the site, all employing the same standardised design with separated brick walls, hipped roofs, and steel sliding doors. The buildings are set either side of an ephemeral waterway which has a visual and spatial relationship with the buildings. The vehicle access road has high architectural significance, providing access to the ammunition stores in the upper valley. The spacing and setout of the magazines ensures that, should one explode, there would be no damage to other buildings; and that it is not possible to view them all from any one position on the site.

Other structures built when the base was first established in 1943, such as the guard house/quarter master's lobby, the administration buildings/office, and the laboratory, are also of architectural significance. These structures are built from timber in a similar utilitarian style to the magazines, reflecting their wartime construction, though with less need for withstanding explosive incidents than their storage counterparts. Buildings which were moved on to the site at a later date, such as the drill hall (moved from Akaroa Naval Base), and the store/garage (from HMNZS Tasman), have similar architectural significance as they were constructed on naval sites for naval activities. The various objects, such as the mast/flag station, signage, bell, gun battery, mine, and anchor, all contribute to the naval architecture of the site, however the bell, gun battery, mine and anchor are all elements from TS Cornwall which were integrated into the site after amalgamation of the two sea cadet units. Together, the various buildings, structures, and objects have significant group value as an architectural set, extended and added to in 1965 when the site was inherited by TS Steadfast. The set of buildings, mostly designed to government specifications and military requirements, are a group of structures which adhere to the utilitarian military style of the time which

specified simplistic building form and shape, use of readily available materials, and minimal use of colour. Such sets of military structures are rare. The ablutions block has no architectural or aesthetic significance and detracts from the heritage values of the other structures.

The grounds surrounding the administration buildings at the site entrance on both sides of the stream have high architectural and aesthetic value as an area that has historically been associated with activity (parades and naval exercises) and aesthetic planting. These elements include the stone terracing, pedestrian bridges, and pathway from the grounds west of the stream to the original parade ground and flag station east of the stream.

4.1.4 Technological and Craftsmanship Significance

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

The HMNZS Steadfast site has exceptional technological significance for its insight into mid-20th century military and defence building practices. The ten magazine stores demonstrate the consideration and necessary requirements for housing explosive materials, with widely separated double brick walls with heavy duty steel sliding doors to contain any detonations that may occur within the buildings. The lightweight design of the roofs was intended to channel explosions upwards and to draw impact away from the walls of the building. Fireproof materials, including asbestos, and a lack of ferrous fixings were specifically required to limit damage to the buildings and their occupants. The strategic placement of the magazine stores which are embedded into the hillside were a deliberate attempt to camouflage the structures from visibility. The spacing of the magazine stores was also intentional – by storing the ammunitions in separate distanced buildings, an accidental explosion would mean only the contents of that singular store would be lost.

The two water reservoirs at the highest point of the site also have technological significance – their strategic placement, along with several hydrants located adjacent to the gully, indicate preparedness for firefighting should any explosions occur in the magazine stores below. The detonation chamber also has technological significance – the design ensuring that planned detonations of ammunitions could be routinely undertaken with minimal damage to personnel or their surroundings.

4.1.5 Contextual Significance

Contextual values that demonstrate or are associated with: a relationship to the environment (constructed and natural), a landscape, setting, group, precinct or streetscape; a degree of consistency in terms of type, scale, form, materials, texture, colour, style and/or detail; recognised landmarks and landscape which are recognised and contribute to the unique identity of the environment.

HMNZS Steadfast has high contextual significance as the setting for the Royal New Zealand Navy Armament Depot and associated military buildings, as one of a number of strategic defence locations within Whakaraupō-Lyttelton Harbour. Other high value heritage items associated with WWII defence in the harbour include Godley Head 80th Coastal Defence Battery at the head of Lyttelton Harbour and Rīpapa and Quail Islands which are associated with the Navy League Sea Cadets TS Steadfast who carried out training exercises and camps at both places. HMNZS Steadfast is also associated with HMNZS Tasman, located at Naval Point in Lyttelton and from which at least one naval building was relocated to the Cass Bay Armament Depot. Contextual significance includes the right-of-way set aside by government for defence purposes, below Governors Bay Road that enabled beach access so that ammunition could be

conveyed to waiting barges. HMNZS Steadfast has high contextual significance for its position as second in superiority to Kauri Point in Auckland and the only naval base in the South Island.

Steadfast has high contextual significance for the ephemeral stream that flows through the centre of the site, its historic rural character and the visual amenity of the dramatic crater rim ridgelines and Whakaraupō-Lyttelton Harbour. The ridgeline and spurs are of high contextual significance to tāngata whenua with specific place names recording important landmarks, events and whakapapa of Motukauatirahi-Cass Bay.

4.1.6 Archaeological or Scientific Significance

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

The HMNZS Steadfast site has potential to provide evidence of nineteenth century farming practices and human activity on the site. The buildings and other structures that remain on the site – including the reservoirs and remains of the firefighting system, for example - have the potential to educate visitors as physical evidence of the design, construction and running of military bases as well as naval and general military practices during WWII and the Cold War period; and the disestablishment of redundant naval bases and the destruction of superfluous ammunition. Additionally, the site has the potential to provide information pertaining to the conversion of disestablished military bases into scientific research facilities and cadet training bases. See Policy 13 for potential opportunities for interpretative material that could be used on the site to effectively illustrate its history.

4.2. Statement of Overall Significance

HMNZS Steadfast is a site of local, regional and national significance and has high contextual significance as the setting for the South Island Royal Navy Armament Depot and associated military buildings. The site was one of a number of strategic defence locations within Whakaraupō-Lyttelton Harbour and has high contextual and aesthetic significance for views of the dramatic crater rim ridgelines and historic rural landscape character. The ridgeline and spurs are of high contextual significance to tāngata whenua with specific place names recording important landmarks, events and whakapapa of Motukauatirahi-Cass Bay. Further investigation is required to ascertain the value of the site to tangata whenua.

The site has exceptional technological significance for its insight into mid-20th century military and defence building practices, including ten magazine stores that demonstrate the requirements for housing explosive materials. Both technologically and aesthetically the site has high significance for the strategic placement of magazine stores which are embedded into the hillside as a deliberate attempt to camouflage the structures from visibility. Water reservoirs above the ammunition stores have high technological significance indicating preparedness for firefighting should explosions occur in the magazines below; as does the detonation chamber design which ensured that planned detonations of ammunitions could be routinely undertaken with minimal damage to personnel or their surroundings. Other structures built when the base was first established in 1943, such as the guard house/quarter master's lobby, the administration buildings/office, and the laboratory, are also of architectural significance and feature a similar utilitarian style.

Other historic spaces and site elements associated with the armament depot include the military road with its two land bridges linking the ammunition stores, and the perimeter concrete post and barbed wire

fence. The grounds surrounding the administration buildings at the site entrance on both sides of the stream are an area associated with naval activity (i.e. parades and naval exercises) with stone retaining walls, rock terracing, pedestrian bridges and pathways from the grounds west of the stream to the original parade ground and mast/flag station on the eastern side.

Together, the various buildings, structures, and objects have significant group value as an architectural set, extended and added to in 1965 when the site was inherited by TS Steadfast. The ablutions block has no architectural or aesthetic significance and detracts from the heritage values of the other structures. The informal nursery and associated paraphernalia is also intrusive.

Steadfast has high cultural and social significance for the Banks Peninsula Council's purchase of this land prior to amalgamation, with extensive community consultation and support providing justification that the land would serve a recreational function for local and Christchurch communities.

4.3. Inventory and Heritage Significance Assessment

Each element of HMNZS Steadfast has particular significance associated with that feature's authenticity as well as the historic, cultural, architectural, technological, contextual and archaeological significance described above outlines the degree of authenticity and significance for each element, with a summary of this significance based on the criteria outlined below.

4.3.1 Degree of Authenticity

The ICOMOS NZ Charter defines 'authenticity' as the credibility or truthfulness of the surviving evidence and knowledge of the cultural heritage value of a place. The assessment of authenticity in Section 4.3.3 is based on the identification and analysis of the evidence and knowledge gathered for this Conservation Report.

Levels of authenticity of features within HMNZS Steadfast are assessed using the following scale:

Exceptional Authenticity (A)

The element is known to be original and/or provides exceptionally credible or truthful evidence of cultural heritage values through form, fabric, technology, use or setting.

High Authenticity (B)

The element is known to be historic and/or contributes to credible or truthful evidence of cultural heritage values through form, fabric, technology, use or setting.

Some Authenticity (C)

The element is recent fabric and/or makes a limited contribution to evidence of cultural heritage values of the structure in its form, fabric, technology, use or setting.

Little or No Authenticity (N)

The element is recent fabric and/or makes no contribution to evidence of cultural heritage values of the structure in its form, fabric, technology, use or setting.

4.3.2 Degree of Significance

Degrees of significance of features within the landscape are assessed using the following scale:

High

Makes an essential and fundamental contribution to the overall significance of the place and must be retained.

Moderate

Makes an important contribution to the overall significance of the place and must be retained where possible and practicable.

Some

Makes a minor contribution to the overall significance of the place.

Neutral/Intrusive

Limited significance or detracts from the overall heritage significance of the place or obscures fabric of greater heritage value.

4.3.3 Assessment of Landscape and Built Fabric Significance

Table 4: Assessment of Landscape and Built Fabric Significance

FABRIC	AUTHENTICITY	SIGNIFICANCE	COMMENTS
Contextual Heritage Setting			
Landscape Setting	A	High	The broader landscape is significant as the setting of the HMNZS Steadfast site. It contains historical and cultural associations as well as visual and spatial relationships.
Views			
From Governors Bay Road into HMNZS Steadfast	A	High	The lower 'landscaped' part of the site has historically been visible from Governors Bay Road.
Between ammunition stores and other significant heritage fabric	A	High	Strategic placement contributes to the site's historic legibility and coherence.
To broader cultural features	A	High	The landscape features of Whakaraupō-Lyttelton Harbour contribute to the legibility of HMNZS Steadfast and the historic development of the site.

FABRIC	AUTHENTICITY	SIGNIFICANCE	COMMENTS
Site Layout	A	High	Steadfast is a rare example of a mid-20th century military and defence site, the layout having changed little since its early development. The layout of the magazine stores tucked into the hillside demonstrate historic use patterns and associations and makes an important contribution to the site's overall legibility and coherence.
Ecology and Vegetation			
Stream	A	High	While modified, the stream makes an important contribution to the site's legibility and coherence, reinforcing the ecological values of the site and setting.
Lawn (administration area)	A	High	The maintained lawn areas around the administration buildings in the lower portion of the site have a lengthy association with Steadfast.
Whaka-Ora Ki Uta Ki Tai streamside planting initiative	C	Moderate	Contributes to the legibility of the place, reinforcing the historic ecological planting patterns and visual amenity of the site.
Native vegetation – Governors Road boundary	C	Some/Intrusive	Contributes to the legibility of the place, reinforcing the historic ecological planting patterns and visual amenity of the setting. However unkempt growth has become intrusive and requires maintenance.
Exotic weed species (gorse)	N	Intrusive/Neutral	Intrusive on access roads and a fire risk when left to spread unchecked. However selected areas of gorse can be useful as a nurse crop to facilitate native plant regeneration.
Invasive weed species (poplar, blackberry, thistle, grass, muehlenbeckia)	N	Intrusive	Competes with indigenous vegetation and has no direct historic connection with the site.
Boundaries, Circulation and Spaces			
Military access roads and land bridges	A	High	Historic photographs of roads and buildings within the site suggest that

FABRIC	AUTHENTICITY	SIGNIFICANCE	COMMENTS
			the road circulation patterns have a high degree of historic authenticity and have changed little since the establishment of the armament depot.
Concrete post and barbed wire fences	A	High	Despite penetration by rockfall and damage along the Governors Bay Road boundary, the original boundary fences have remained relatively intact and continue to delineate the parcel of land set aside for defence purposes in 1945.
Stone retaining wall, rock garden, terracing, and pathway to/from and including the parade ground	A	High	Modifications to the streambank to create gardens and pathways dates back to the 1950s with strong visual linkages that reflect associations between historic use, local materials, and landscape character.
Reservoir fence remnants	A	High	Contributes to the legibility of the site and use of grazing/landscape maintenance during RNZN occupation.
Internal fence (1982)	A	High	Associated with use of the site over the past forty years as part of its evolving pattern of use.
Military access road - tar seal remnants	A	High	Installed in the 1950s and associated with RNZN use of the site.
Pedestrian bridges (one removed)	A	High	Contributes to the legibility of the site and associations between historic use and landscape character.
Helicopter landing area	A	High	Contributes to the legibility of the site and associations between historic use and landscape character.
Potential track from Ammunition Store #8 to and along the fence line	A	High	Possibly an informal patrol route within the Armament Depot. If so, it contains a high degree of authenticity and has changed little since RNZN use of the site
Road seal from east entry gate to proposed subdivision	N	Neutral	Associated with proposed subdivision plans in 2005.
Site Elements			
Mast/flagpole	A	High	Despite being moved from the east side

FABRIC	AUTHENTICITY	SIGNIFICANCE	COMMENTS
			of the stream to the west, the mast/flagpole is one of the earliest elements associated with defence on the site.
Hose feeds to and from reservoirs	A	High	Associated with RNZN use of the site. Strategic placement indicates preparedness for firefighting should any explosions occur in the magazine stores below.
Governors Bay Road culvert	A	High	Installed in the 1950s and associated with RNZN use of the site.
White stone retaining walls	A	High	Contributes to the legibility of the site and associations with the early days of the TS Steadfast Navy League Sea Cadets.
Remnant timber fenceposts	A	High	Contributes to the legibility of the site and use of grazing for maintenance during RNZN occupation.
TS Steadfast signage	C	Some	While the signage is recent it contributes to the legibility of the site and historic use by the TS Steadfast Navy League Sea Cadets
Sea Cadet firing range	C	Some	Associated with historic use by the TS Steadfast Navy League Sea Cadets
Mine, anchor, bell and gun (TS Cornwall)	C	Neutral	These elements are part of the broader Navy League Sea Cadet history but with no direct historic association to the site.
Power poles	A	High	It is likely that many of the power poles were installed during the 1950s and are therefore associated with the RNZN use of the site.
Dam (above the reservoirs)	A	High	It is possible that the dam noted above the reservoirs in the NZHPT Diagrammatic Plan (Figure 55) is identifiable.
Native plant nursery structures	N	Neutral/Intrusive	Has no authentic historic association with the site. The placement and deteriorating state of the elements is intrusive.
Buildings/Structures			

FABRIC	AUTHENTICITY	SIGNIFICANCE	COMMENTS
HMNZS Tasman Shipwright Store - Former Garage – Girl's Accommodation Block	B	Moderate	Lower authenticity as relocated from another site, and because of conversion into accommodation, including the addition of external and internal walls; but of moderate significance to the place as a contributing building of the complex.
Store Hut	A	Moderate	This small building was likely relocated at a similar time as the former garage, and has not been significantly changed. However, as a storage building, it is not as significant as many of the other buildings on the site.
Office/Ward Building	B	High	This building has been modified over time, beginning with conversion into two flats during the 1950s. Areas of historic fabric – including TG&V or matchlining in the service rooms of the building, windows and doors, and floors – should be conserved where possible.
Drill Hall	B	High	Lower authenticity as relocated from another site, but of high significance to the place as a key building of the complex. The history of this building extends back to WWII, and the numbering of elements for its relocation are an important aspect of this story.
Ablutions Block	N	Intrusive	Added in 1990s.
Ammunition Store 1 (Clothing Store)	A	High	Known as the clothing store by the HMNZS Steadfast Community.
Ammunition Store 2	A	High	
Ammunition Store 3	A	High	Damaged by rockfall
Ammunition Store 4 (No Roof)	B	High	This ammunition store has lost its roof which has compromised its authenticity and legibility when compared to the other ammunition stores, although the walls are still standing.

FABRIC	AUTHENTICITY	SIGNIFICANCE	COMMENTS
Ammunition Store 5	A	High	
Ammunition Store 6	A	High	Damaged by rockfall
Ammunition Store 7	A	High	
Ammunition Store 8 (Exploded)	C	High	This is the ammunition store that exploded in 1980. Though only the concrete base and metal framing of the door remains, the place still has high significance.
Ammunition Store 9	A	High	
Ammunition Store 10	A	High	
Reservoir 1 (Large)	A	High	
Reservoir 2 (Small)	A	High	
Laboratory Building	A	High	These buildings are part of the original Depot and have high significance for this reason. They are also relatively unmodified, although the Quartermaster's Accommodation building appears to have been altered more than the Laboratory.
Quartermaster's Accommodation	B	High	
Detonation Chamber	B	High	There is very little left of this structure, and its past conversion into an ablutions block has compromised its authenticity; however, what remains should be conserved as a ruin of an original and purpose-built structure.

5. Framework for Conservation Policies

This Conservation Report is a policy document for a place of significant cultural heritage value. It is relevant for practitioners involved in any future refurbishment, maintenance and conservation of heritage fabric relating to HMNZS Steadfast. Copies of this document must also be submitted with future applications for resource consent or other statutory procedures.

5.1. Regulatory Requirements

There are a variety of regulatory and non-regulatory requirements particularly relevant to the New Zealand context. Regulatory requirements include the:

- Resource Management Act (RMA) 1991
- Canterbury Regional Policy Statement
- Local Government Act 2002
- Christchurch District Plan
- Heritage New Zealand Pouhere Taonga Act 2014
- Building Act 2004
- Earthquake Prone Building (EQB) Amendment Act

5.2. Conservation Principles

Non-regulatory requirements include conservation principles prepared by established heritage conservation organisations, to provide direction on how places of cultural heritage value are to be managed. The following documents are particularly relevant:

- ICOMOS NZ Charter for the Conservation of Places of Cultural Heritage Value (2010)
- ICOMOS Historic Gardens (The Florence Charter 1981)
- Christchurch Heritage Strategy 2019 – 2029
- Heritage New Zealand Archaeological Guidelines and Templates
- Heritage New Zealand Sustainable Management of Historic Heritage Guidance Series
- Te Tiriti o Waitangi Principles
- Whaka-Ora Healthy Harbour Ki Uta Ki Tai

5.3. Threats Identification

A key aspect in the management of heritage places is the identification of threats to heritage values and the implementation of appropriate actions to remove or ameliorate any potential or actual damage. Poorly informed decisions risk the integrity and authenticity of heritage structures, compromising their significance. Threats to HMNZS Steadfast are discussed below and are rated against the risk matrix in Table 5. The management of these threats are addressed by conservation policies and recommendations in Section 6.

		IMPACT				
		Insignificant	Minor	Moderate	Major	Extreme
LIKELIHOOD	Almost Certain	Medium	High	High	Very High	Very High
	Likely	Medium	Medium	High	Very High	Very High
	Possible	Low	Medium	High	High	Very High
	Unlikely	Low	Low	Medium	High	High
	Very Unlikely	Low	Low	Medium	Medium	High

Table 5: Risk matrix for HMNZS Steadfast.

5.3.1 Failure to Recognise Heritage Significance to Māori (High Risk)

Māori heritage is a matter of national significance within the Resource Management Act and the landscape of HMNZS Steadfast has played an historic role in the culture and traditions of iwi pre-European settlement. Where places hold significance to Māori, it is vital that tāngata whenua are involved in the identification and protection of Māori heritage values. Iwi are to therefore be involved in identifying any tangible and intangible values that this place holds for them, to ensure the formulation of appropriate protection mechanisms. Failure to involve local iwi may constitute a threat to the complete understanding and protection of the site's heritage values. It may also breach Council's heritage strategy: *Our Heritage, Our Taonga – Heritage Strategy 2019–2029* and other legislation.

5.3.2 Loss of Heritage Values (Very High Risk)

Changes of land use/incompatible land use within the Steadfast site has the potential to threaten the historic values of both the site and the wider landscape. This also applies to the inappropriate use or repurposing of heritage structures (refer to 5.3.7 below).

There is potential for new planting to block views between the ammunition stores and other significant heritage fabric thereby weakening the heritage and aesthetic values of the site and its legibility.

Failure to carry out regular monitoring and assessment of the site's heritage fabric through the skills of appropriately qualified specialists can contribute to a loss of heritage values. This is particularly true in the case of the stone retaining walls, terracing, rock garden and pathway across the stream in the lower portion of the site. The 1980s native planting along the Governors Bay Road boundary is now of a size that it obscures historic views into the site. Since TS Steadfast's amalgamation with TS Cornwall, elements from

the Cornwall site have been introduced to Steadfast (the anchor, bell, gun and mine) and could potentially be confused as original TS Steadfast features.

5.3.3 Environmental Conditions (High Risk)

Local environmental conditions, including the presence of pollution, water, wind and temperature fluctuations can adversely affect the condition of heritage landscapes and structures.

5.3.3.1 Extreme Weather Events (High Risk)

Extreme weather events associated with anthropomorphic climate change are becoming more common. High winds, rainfall, erosion and flooding associated with these events pose a threat to all places, including HMNZS Steadfast and its wider setting.

5.3.3.2 Rainfall and drainage

Long and relatively deep drainage channels have been constructed throughout the site to deal with rainwater runoff, much of this during the early establishment of the site. Deep channels are evident along the road accessways and throughout the grassed areas. While improvements have been along the driveway east of the Ward room during TS Steadfast occupation of the site, drainage continues to pose a threat to buildings with many channels regularly blocked with weed growth. In addition the channels pose a fall/trip hazard particularly when grass obscures these areas.

5.3.3.3 Erosion

As with much of the hills around Whakaraupō-Lyttelton Harbour, HMNZS Steadfast sits within a Slope Instability Management Area in the CDP. Erosion and rockfall have been two of the most significant threats to the site since the establishment of the armament depot. Records show rockfall has occurred on the site in the past, outside of an earthquake event. It is therefore essential that potential for rockfall is considered when determining public use of the site. While grazing has been an effective method of grass and weed control, it has also historically exacerbated erosion. It is essential that potential for erosion is considered when allocating areas for grazing and measures are put in place to minimise this, including fully fencing the waterway from grazing animals.

5.3.3.4 Plant Disease or Death (High Risk)

The Whaka-Ora Stream Planting initiative is an important programme designed to improve biodiversity and habitat for indigenous species and reduce erosion and sedimentation into Whakaraupō-Lyttelton Harbour. The community volunteers have contributed significant hours to this task and continue to hand water the plants using long hoses attached to taps within the Steadfast buildings. The loss of this planting and other naturally occurring indigenous vegetation on the site would significantly impact the ecological and aesthetic values of HMNZS Steadfast and weaken its developing ecological integrity. While large-scale events are difficult to predict, preventative actions to minimise any loss that may occur through disease or lack of water must form part of the planned programme of site monitoring.

5.3.3.5 Limb failure of large trees

Limb failure of large trees pose a risk to the site, its buildings and structures, and its occupants. Regular arboricultural assessments and systematic tree hazard evaluations are needed to ensure the structural soundness of all mature trees on the site and to identify any signs of potential limb failure.

5.3.3.6 Organic Growth

Moss, lichens, and plant material evident on the fabric of buildings and structures may appear innocuous; however, they can cause permanent staining, trap moisture, and cause or exacerbate deterioration of materials. These issues can be addressed as part of general maintenance.

5.3.3.7 *Airborne Pollutants*

As HMNZS is accessible by vehicles, buildings and structures within the area are at risk from staining and deterioration that can be caused by airborne pollutants. These pollutants can cause staining and deposits to accumulate on surfaces which can cause damage. This can also be addressed as part of routine maintenance.

5.3.4 Maintenance (Very High Risk)

5.3.4.1 *Poor or No Maintenance (Very High Risk)*

Lack of maintenance is one of the most common causes of deterioration in heritage landscapes and structures. While the tar seal surface of the subdivision road is not heritage fabric, it has been placed over an historic access road which is now in a state of disrepair with surface large cracks and gorse that covers the entire width.

While the buildings that remain in use by T.S. Godley are in better repair than those that are not in use, all buildings and structures at HMNZS Steadfast have deteriorated as a result of years – if not decades - of deferred maintenance. As a result, parts of the site are not safe to access, particularly around the damaged ammunition stores; there is widespread pest infestation of disused buildings; and there are weathertightness issues with buildings that remain in use. This deterioration will continue to increase at an exponential rate if deferred maintenance is not addressed. This can be addressed through a maintenance plan.

5.3.4.2 *Invasive Vegetation and Weed Species (Very High Risk)*

Invasive weed species such as suckering poplar, thistles, blackberry, gorse and grass pose a risk to the waterway, streamside planting, access roads and pedestrian pathways. While gorse is a useful nurse crop for native seedlings, unmanaged it is a risk to vehicle and pedestrian circulation through root growth, overhanging and entwining with the road and choking the waterway. The invasive native climber *Muehlenbeckia australis* is also choking the waterway and if left unchecked could smother restoration planting.

5.3.4.3 *Inappropriate Repair (High Risk)*

Poorly specified or inappropriate repairs are as much, if not more of a threat to heritage structures as lack of maintenance. Remedial works should be carried out in accordance with the policies in Section 6. Like-for-like material replacement is desirable, and will require careful specification, detailing and construction monitoring.

5.3.5 Seismic Event (Very High Risk)

Like the rest of Canterbury, Banks Peninsula is subject to relatively rare earthquakes which result from faulting sedimentary rocks underneath the Lyttelton volcanic mass. HMNZS Steadfast sits within Rockfall Management Areas 1 and 2 in the CDP. Rockfall into the HMNZS Steadfast site from the ridgeline above, as a result of the 2011 Canterbury earthquakes illustrates the site is at very high risk of damage and potential injury as a result of a future seismic event.

5.3.6 Fire (Very High Risk)

Damage caused by fire is the greatest worldwide threat to heritage places. This is especially the case in New Zealand where the majority of our historic buildings are partially or entirely constructed in timber. Fires may be caused by natural events, arson, electrical faults, repair works, accidents or carelessness. The damage caused by fire can be substantial, resulting in partial or complete destruction. Cass Bay has been exposed to the threat of fire many times since human settlement and several of the buildings are of timber construction.

Cass Bay has a long history of fires, including fires occurring in the bay during the last two years running. There are challenges accessing sufficient water to Steadfast in such cases. As part of the community planting initiative, two temporary water tanks are being installed on site as a secondary water supply, each with a fire attachment in case of emergency.[202] The large areas of gorse pose a fire hazard to the site and while there is potential use as a nurse crop, this must be contained in selected areas.

5.3.7 Use (High Risk)

Current use of HMNZS Steadfast as a recreational amenity space is compatible with the heritage value and purpose of the place. Visitor activities must be managed appropriately to avoid damage to heritage fabric, vandalism, further erosion and rockfall. Managing vehicle and visitor use will be key to ensure the long-term conservation of the site.

5.3.7.1 Current Use (Low Risk)

Steadfast is currently used by TS Godley and the local community for various local meetings and community events.

5.3.7.2 Change of Use (Medium Risk)

The conservation of a place is generally facilitated by that place serving a useful purpose. Proposals are in place to open HMNZS Steadfast for public use as a recreation reserve with shared bike and walking tracks. Opening the site up offers opportunities for greater visibility and reduction of negative behaviour. However greater accessibility may also increase opportunities for vandalism and graffiti and protective measures may be required.

5.3.8 Contamination (High Risk)

Asbestos Containing Materials (ACM) are present in almost every building at HMNZS Steadfast, including loose and friable material, especially where buildings have been damaged. While these materials remain there is an ongoing risk to both the structures themselves, and the wider site, will become so badly contaminated by these materials that they are no longer able to be safely used. ACMs need to be urgently encapsulated and/or cleared from the entire site.

5.3.9 Vandalism (Medium Risk)

As a large area with many abandoned buildings, there are multiple cases of vandalism throughout HMNZS Steadfast in the form of graffiti.

5.3.10 Wildlife and Pests (Medium Risk)

The various buildings and structures of HMNZS Steadfast, especially those which are currently abandoned or are empty and are awaiting remediation work, are vulnerable to inhabitation by birds, rodents and possums. This damage is not just superficial. It can undermine the weathertightness and structural integrity of buildings – particularly timber framed buildings - or cause contamination that can only be addressed by entirely removing and disposing of affected building fabric. Buildings should be made secure against wildlife and pests even when they are not in regular use. Pest management systems, such as trapping and poison, may need to be considered.

5.3.11 Information Loss (Low Risk)

Potential loss of archival material is a threat to the heritage values of HMNZS Steadfast. Should damage or destruction occur to any part of the site, a lack of, incomplete or outdated site records (both plan and photographic) would be an impediment to any necessary conservation work. It is critical that sufficient physical and documentary evidence from the site exists to enable reconstruction without speculation.

[202] Pers. Comm. J. Healey/W. Hoddinott, 15 November 2021

Similarly, it is essential that gaps in understanding of the site's past are pursued to prevent misinformation and ensure accurate conservation, restoration, and interpretation.

5.3.12 Future Development (Medium Risk)

Inappropriate or unsympathetic development and use of neighbouring land poses a risk to the area. As far as possible it will be important to ensure that a holistic approach to managing the area and its setting is adopted, and hat any development is sympathetic to HMNZS Steadfast's existing heritage fabric.

5.3.13 Financial (High Risk)

Lack of funds to carry out repairs and maintenance is a common occurrence with heritage places and structures. Given the local, regional and national value of HMNZS Steadfast, ongoing financial support must be sought for upkeep of the site.

5.3.14 Interpretation (Low Risk)

While Steadfast may be well known to the Navy, sea cadets and local community, it is less familiar to those with no direct connection to the site. It's historic linkages and developmental history relative to defence sites around Whakaraupō-Lyttelton Harbour and other associated places in New Zealand is not well appreciated or understood. The site would benefit from a more in-depth explanation, albeit modest in scale and location.

6. Conservation Policy

The following Conservation policy statements provide best practice guidance on any anticipated or unforeseen future works intended for HMNZS Steadfast. They are informed by the Heritage Assessment and Statements of Significance outlined in Section 4 and must be examined by any practitioners or individuals contemplating the physical change of HMNZS Steadfast.

Each policy considers the statutory requirements noted above and provides general conservation best practice. Policy statements are written in italics, with supporting commentary and implementation guidance below each statement.

Policy 1: ICOMOS NZ and ICOMOS Historic Gardens (The Florence Charter 1981)

All work carried out within HMNZS Steadfast are informed by sound conservation practice and in accordance with the ICOMOS New Zealand Charter for the Conservation of Places of Cultural Heritage Value and ICOMOS Historic Gardens (The Florence Charter 1981).

The ICOMOS NZ Charter has been formally adopted by Heritage New Zealand, the Department of Conservation, and a number of territorial authorities. The Charter identifies eight conservation processes (Non intervention, maintenance, stabilisation, repair, restoration, reconstruction, adaptation and interpretation). Typically one or a combination of these processes is appropriate to effect an optimum level of conservation. A copy of the charter is provided in Appendix 5.

The Florence Charter recognises gardens as historic monuments with their own special character and provides a set of principles and guidelines for the preservation of historic gardens. The Charter outlines strategies for the 'maintenance conservation, restoration and reconstruction of gardens including their plans, vegetation, structural and decorative features and use of water.[203]

Policy 2: Kaitiakitanga

Take into account the principles of Te Tiriti o Waitangi and recognise the special relationship, responsibilities and guardianship role of tāngata whenua with regard to Ōtautahi Christchurch and HMNZS Steadfast.

The Treaty of Waitangi recognises and guarantees the protection of tino rangatiratanga (sovereignty) and empowers kaitiakitanga (guardianship), a customary practice exercised by tāngata whenua over their taonga such as sacred and traditional places, built heritage, traditional practices, and cultural heritage resources.

Policy 3: Legal and Administrative Protection

All work carried out within HMNZS Steadfast shall be in accordance with national and local legislation, in particular the Heritage New Zealand Pouhere Taonga Act 2014, the Reserves Act 1977 and the Christchurch District Plan.

HMNZS Steadfast is a place associated with activity prior to 1900, therefore an Archaeological Authority from Heritage New Zealand will be required for any works within or that impact on the site.

Recommendation:

[203] http://www.getty.edu/conservation/publications_resources/research_resources/charters/charter31.html

I. That HMNZS Steadfast along with its Setting is considered for scheduling and protection in the Christchurch District Plan.

II. Formerly gazette HMNZS Steadfast with the appropriate classification under the Reserves Act 1977. Include a name change to reflect both Māori and European values.

Policy 4: Current and Future Use

Any new use or change proposed for the landscape and buildings of HMNZS Steadfast must not detract from the heritage values of the place. Use of these features shall not place built and natural elements at risk.

Any proposed use of the buildings and structures of HMNZS Steadfast should contribute to their long term survival. Any new additions or adaptations deemed appropriate to install are to be made in such a way that if removed in the future, the essential form and integrity of the landscape would be unimpaired. Any adaptation or new work is to respect the experiential qualities of the landscape.

As HMNZS Steadfast has been used primarily by T.S. Godley Sea Cadets for over 50 years, their continued use of the site is encouraged. This will require periodic alteration and upgrade of the buildings that are used for their activities, including sleeping accommodation for cadets of different ages and genders, ablutions and sanitary facilities for cadets of different ages and genders, meal preparation and dining facilities, and storage for equipment. Such alteration and upgrade work must be carried out in accordance with the significance ratings assigned to each of the buildings in Table 4.

The Cass Bay Residents' Association (CBRA) also uses buildings on the site for community events, and this use is likely to become more regular in the future. At present, there is no single building that is both large enough and specifically dedicated to this use. It is proposed to adapt at least one building on the site for this purpose. As for any alterations and upgrades carried out to meet the needs of T.S. Godley Sea Cadets, any alterations made to adapt buildings for use by the CBRA or other community groups should be carried out in accordance with the significance ratings assigned to the buildings in Table 4.

Monitoring to gauge the impact of public use on the landscape shall be part of an ongoing maintenance programme. Actions must be taken to manage landscape use if particular forms of use appear to be causing damage.

The site is owned and managed by the Christchurch City Council and the lower site (below the internal fence line) is occupied and maintained by the T.S. Godley Sea Cadets. The CBRA also use buildings on the site for community events. It is expected that this arrangement will be formalised in a lease agreement between each party and CCC. These lease agreements should require a minimum level of deterioration monitoring and maintenance of the structures that each party is using, and the site as a whole. This may be best done through a joint committee. Where a party's activities cause damage to the site, that party should be required to rectify this under the lease agreement. A joint committee to oversee management and maintenance of the site.

Implementation:

I. Any changes to the timber-frame buildings and structures on the site must be planned and carried out in accordance with their significance as per Table 4, while ensuring that they are safe, structurally stable, weathertight, and fit for purpose. Wherever possible, the overall form of the buildings and their physical fabric should be retained and repaired; in particular:

a. the superstructure, the exterior elevations (including fenestration and wall cladding), and overall form of the Drill Hall;

b. the exterior elevations (including fenestration and wall cladding), historic interior flooring and wall linings, and overall exterior form of the Office/Ward Building, the Laboratory and the Quartermaster's Accommodation building;

c. the side and rear elevations of the former Shipwright Store/Garage (now the Girls Accommodation Block);

d. the remaining concrete walls and floor of the detonation chamber.

Generally, the interior layout of the buildings may be altered provided that this does not involve unnecessary removal of fabric identified above, or undermine their structural integrity.

II. A long term strategy for conservation of the magazines should be developed. This long term strategy should consider, in particular:

a. the extent of public access to the magazines that can be safely provided for;

b. possible adaptive reuse options for the magazines, particularly those that are still whole and complete;

c. the extent to which the magazines that are damaged should be repaired and/or how to address health, safety and access issues with these magazines;

d. how to execute repair of the magazines.

III. The historic road access can play an important role as recreational pathways linking Steadfast to Whakaraupō-Lyttelton Harbour, Corsair Bay and Ōtūherekio Reserves. Selected portions of the internal and external fenceline may be removed to provide these connections (see Policies 5 and 12).

IV. Conditions of Steadfast use must be clearly defined and activities monitored to ensure the physical fabric, topography, archaeology and heritage values are protected.

V. Council will monitor use of the buildings and landscape via an annual inspection and photographic record of key locations to record evidence of any physical deterioration. Both Council and lessee committee will maintain a record of visitors and events. Monitoring to include oversight by the lessee committee.

Recommendation

Continue historic use of the RNZN helicopter landing area outside ammunition store #5. Maintain this part of the site as a mown area for rescue helicopter use.

Policy 5: Retention of Significance

Heritage features, spaces and fabric shall be retained wherever possible as a way of conserving the cultural significance of HMNZS Steadfast. Any intervention must be carried out relative to the determined significance of individual elements.

Article 4 of the Florence Charter states that 'the architectural composition of the historic garden includes: 'its plan and its topography; its vegetation including its species proportions, colour schemes, spacing and respective heights; its structural and decorative features; and its water, running or still, reflecting the sky.'

The design and layout of the HMNZS Steadfast landscape, particularly those elements assessed as High significance in Section 4, are important cultural and natural objects. Any necessary conservation or arboricultural work in respect of these elements must ensure minimum intervention, yet as much as is needed to ensure their future retention. Intervention is to be limited to processes of stabilisation, maintenance, repair, restoration or reinstatement, and in the case of significant vegetation, propagation and life extending horticultural and arboricultural practices. Heritage features, spaces and fabric assessed as non-contributory have no heritage significance and make no appreciable contribution to the place. They may be retained for functional reasons, providing fabric of greater significance is not obscured or removed. Intrusive elements are to be removed.

Implementation:

I. The designed layout of HMNZS Steadfast must be retained. This includes the significant landscape fabric noted in Section 4.3.3 including views, ecology and vegetation, boundaries, circulation and spaces and site elements.

II. Stabilisation of individual heritage items are to be carried out to arrest the process of decay.
- Protect, stabilise and maintain all streamside retaining walls, stone steps, rock garden terracing and pedestrian bridges. The upper pedestrian bridge and all rock placement is to be inspected by an experienced building contractor to ensure both bridge and stones are secure and that they remain in their original position where possible. This may require reassembly to ensure stability.
- Protect remnants of 1956 tar seal on the eastern access road (close to Ammunition Store #5). Remnants are to be inspected by an experienced building contractor and protected accordingly to ensure their longevity.

III. Any required repairs and remedial work shall be carried out as soon as practicable.
- Perimeter fencing is to be inspected by an experienced building contractor and repaired to ensure the fence is secure.
- Repair broken tar seal surface from 2005/6 subdivision proposal along east entrance access road.
- Stabilise eroded sections of access road beyond the tar seal on the eastern side of the stream.
- Retain original reservoir fences and install a new perimeter fence surrounding both reservoir and remnant fences to ensure safety. The new fences must be designed to minimise visual alteration to the surrounding elements and spaces and their interpretation.
- Repair retaining walls behind the Store, Ward Room and Drill Hall. Where possible repair in situ and if retaining walls must be removed for repair, record construction before moving back.

IV. Where practicable, landscape features identified as having a significant association with the site are to be restored or reconstructed.
- Restore and maintain pathway from the grounds west of the stream to the parade ground on the eastern side. This pathway has relevance in terms of traditional use and historic connections across the stream (Figure 71 and Figure 81).
- A new pedestrian bridge to be reconstructed to its original form in the lower section of the site, to restore lost architectural value and access across the stream. The bridge will be

designed to minimise visual alteration to the surrounding elements and spaces and their interpretation.

- Restore circular flower beds between the Ward Room and the Store, and carry out further research to determine the species likely to have been planted here.
- Consider reinstatement of the reservoirs (e.g. there is potential for water storage to establish planting, assist with fire-fighting etc.).

V. Remove all fabric identified as detracting from the cultural heritage value of HMNZS Steadfast.
   - Remove native plant nursery rubbish in consultation with owner.

Any new additions or adaptations deemed appropriate to install at HMNZS Steadfast are to be made in such a way that, if removed in the future, the essential form and integrity of the landscape would be unimpaired.

Section 21 of the ICOMOS NZ Charter states that,

> "The conservation of a place of cultural heritage value is usually facilitated by the place serving a useful purpose. Proposals for adaptation of a place may arise from maintaining its continuing use, or from a proposed change of use.
>
> Alterations and additions may be acceptable where they are necessary for a compatible use of the place. Any change is to be the minimum necessary, must be substantially reversible, and have little or no adverse effect on the cultural heritage value of the place.
>
> Any alterations or additions are to be compatible with the original form and fabric of the place, and avoid inappropriate or incompatible contrasts of form, scale, mass, colour, and material.
>
> Adaptation must not dominate or substantially obscure the original form and fabric, and must not adversely affect the setting of a place of cultural heritage value. New work is to complement the original form and fabric."

While the native plant nursery is not original fabric, adaptation to support its activity on the site is appropriate, particularly given its niche role in propagating and growing-on locally eco-sourced plants with seed sources from the harbour side of the Port Hills. In this way the nursery aligns with the principles of the ICOMOS Charter, by enabling HMNZS Steadfast to serve a useful purpose.

Implementation:

I. Where a part of the landscape needs to be adapted for a new use, ensure that the landscape context of the site is respected such that its heritage significance is not compromised or obscured.

II. Conditions of use of the landscape are to be clearly defined, and activities monitored to ensure the physical fabric, including landscape layout, tree cover, topography, archaeology, and heritage values are preserved.

III. Any modifications or refurbishment of the landscape and setting are to be designed and carried out by referring to Chapter 4: Assessment of Significance and these Conservation Policies. The

designed experiential qualities of the landscape must be respected alongside built and planted heritage fabric.

Policy 6: Fabric From Different Time Periods

The contribution made by fabric from other periods shall be considered without placing emphasis on any one value at the expense of others.

Section 5 of the ICOMOS NZ Charter states that respect for surviving evidence and knowledge is an important part of acknowledging the time and contributions of all periods without unnecessary emphasis on any one value over others.

Implementation:

I. The Steadfast layout (i.e., the heritage items identified in Section 4 and the relationships between them) is to be maintained in their existing configuration.

Policy 7: Knowledge, Skills, and Techniques

All work within HMNZS Steadfast shall confirm to internationally recognised standards of best practice and knowledge.

Any work carried out within HMNZS Steadfast is to be planned and specified on the advice or under the supervision of appropriately qualified heritage landscape architects, arborists, engineers and conservation architects specialising in historic buildings and structures from stone and/or other conservation professionals; and carried out by appropriately experienced tradespeople. Traditional techniques and materials are preferred, however modern techniques and materials that offer conservation benefits may be appropriate.

Implementation:

I. Where repairs and fabric assessment are required, this is to be required by appropriately qualified and experienced professionals as outlined in Policy 5.

Policy 8: Setting and Site Conditions

The Setting of HMNZS Steadfast is an integral aspect of its heritage significance and must therefore be conserved. There is a need to protect HMNZS Steadfast from a loss of integrity and definition.

It is important that *HMNZS Steadfast* is not considered in isolation but that all proposed change is considered within the wider context of the *HMNZS Steadfast* Setting. Every effort must be made to ensure the wider Setting is a compatible one. Any adjacent land use or development must complement the site in terms of design, proportions, scale and materials and must not undermine its integrity or setting or negatively affect the heritage significance and acquired aesthetic qualities.

Implementation:

I. Carefully monitor adjoining boundaries of the property for potential development that may negatively impact the heritage values and acquired experiential qualities of HMNZS Steadfast. Make every effort to mitigate or minimise any adverse effects caused by the activity.

Policy 9: Spaces and Views

Due to their subtle and intangible nature, spaces are a vulnerable entity within HMNZS Steadfast. Yet spaces are a critical element in the maintaining the historic integrity and experiential qualities of the place.

Historic spaces, views, connections and relationships between HMNZS Steadfast and its setting must be respected and maintained. Any new structures in the vicinity must be sited where they do not impact on the site visually, nor obscure viewpoints to and from the site. While the amalgamation of TS Cornwall is compatible with the heritage values of the site and fits in with the ongoing history of TS Steadfast, the location of the artefacts (e.g. the anchor, mine, bell and gun) could have been more effective by considering locations that relate to past use of the site.

Implementation:

I. The historic relationship between buildings and landscape must be retained and the views protected from visual intrusions or any other change detrimental to their character. Views to identified heritage items, i.e. those noted in Section 4 must be protected. The visual connections to and from these significant features provide a greater appreciation of HMNZS Steadfast and its history within the context of Whakaraupō-Lyttelton Harbour.

II. Maintain the cut lawn in the lower part of the site to ensure the historic aesthetic, association and use of the place.

III. Any new items or structures located on the site are to be located with careful consideration to their relationship with other parts of the site. They are to be clearly identified as new, date stamped, not detract from or obscure fabric of high value and have a clear connection to the site.

IV. Remove rocks that block sightlines within the Sea Cadet firing range .

V. Ensure temporary water tanks installed as part of the Whaka-Ora planting are located discreetly into the landscape.

VI. Limit the amount and placement of all signage, ensuring that it conforms to a high standard of design and is based on a well-considered system to minimise visual intrusions. All infrastructural elements must be high quality and unified in appearance.

Recommendation:

Explore the potential of formalising what appears to be one of the original patrol routes - from Ammunition Store #8 towards the west boundary and along the fence line travelling north (Figure 240). There appear to be a number of tracks within HMNZS Steadfast (other than the military road) that could be formalised as part of walking tracks within the site.



Figure 240: 1961 aerial showing the faint tracks visible on the 1961 aerial which appear to lead from Ammunition Store #8 towards and alongside the north boundary fence line .
Source: SN 3152/27, http://retrolens.nz and licenced by LINZ CC-BY 3.0.

Policy 10: Vegetation Management and New Planting

The designed layout of HMNZS Steadfast is to be conserved and those plantings that have historic and aesthetic values maintained.

The Cass Bay Stream Planting Project is an important initiative towards providing shelter to increase biodiversity, reduce sedimentation into Whakaraupō-Lyttelton Harbour and encourage the natural regeneration of other native plant species. The initiative plays an important role in developing the history of Motukauatirahi-Cass Bay and provides perceptible linkages to the past.

Article 12 of the Florence Charter states that 'those species of trees, shrubs, plants and flowers to be replaced periodically must be selected with regard for established and recognised practice in each botanical and horticultural region, and with the aim to determine the species initially grown and to preserve them.'

Unkempt weed and grass growth poses a risk to the access roads, stream and restoration planting through root growth, overhanging, and entwining with the stream. This growth also poses a fire risk.

Implementation:

I. Engage a qualified ecologist and arborist to inspect the site, to identify any possible remnant plant species. Any poplars on the site are likely to be early plantings to stabilise the hillside but have become invasive and require removal.

II. Re-establish the ecological integrity of the area by preparing a vegetation plan and if not already carried out, a weed management strategy to protect and manage existing vegetation, in conjunction with Cass Bay Reserves Management Committee and the Whaka-Ora Healthy Harbour planting initiative. This plan is to include guidance on the management or removal of existing vegetation/weeds (i.e. (poplar trees and their suckers) and management of grass areas. Determine appropriate areas for grazing and ensure all native restoration planting is fenced and secure from grazing animals.

III. Ensure all planned vegetation will not encroach any significant heritage buildings or structures over time. Any vegetation that intrudes upon buildings may cause damage and should be removed and kept clear of buildings at all times.

IV. Stabilise hills behind ammunition stores by planting with low growing, non-invasive native species to halt erosion.

V. Continue to extend streamside planting as part of the existing revegetation initiatives outlined in Whaka-Ora Healthy Harbour Ki Uta Ki Tai. These initiative must align with the guidelines in the Indigenous Ecosystems of the Lyttelton Harbour Basin (Kahikatea and Mataī Ecosystems) according to specific site conditions.

VI. All seeds and plants should be ecologically sourced from within the Port Hills Ecological District, ideally using seed sources from the harbour side of the hills.

VII. All streamside planting is to respect the rock garden, terracing and pathways in the lower section of the site so that the terracing remains visible. Pathways must be maintained so they are clear of planting, grass and weeds.

VIII. A qualified arborist is to inspect the Steadfast front boundary planting. Vegetation is to be 'limbed' to retain views into the site and 'topped' where growth is excessive and encroaching power lines. Consider removal of selected plants if necessary.

IX. A qualified arborist is to inspect all large trees on the site and provide advice and guidance for all work associated with their removal and/or maintenance.

Policy 11: Ongoing Care and Management

HMNZS Steadfast is a site of local, regional and national significance as well as a popular recreational space. Regular scheduled and professional maintenance is fundamental to conservation of HMNZS Steadfast and is necessary to retain the significance of the place.

Article 11 of the Florence Charter states that 'continuous maintenance of historic gardens is of paramount importance. Since the principal material is vegetal, the preservation of the garden in an unchanged condition requires both prompt replacements when required and a long-term programme of periodic renewal.'

Maintenance is an important process in the conservation of heritage items. A cyclical maintenance programme for *HMNZS Steadfast* is to include actions which effectively maintain significant heritage fabric. Maintenance is to plan for climate change and align with the sustainable aims of Council through maintaining the site to a standard that reflects its use and reduces energy use (e.g., types of vehicles and equipment used to operate and maintain the place).

Inspections are to be carried out by a suitably qualified maintenance contractor. Regular inspections will reveal the need for any catch-up maintenance. Such inspections are to include a checklist of issues that

impact on heritage fabric. Cyclical and catch-up maintenance are to be closely coordinated with other Policies in this Plan. The most recently developed heritage conservation principles and appropriate material technologies are to be applied to maintenance issues. Guidelines must be updated regularly, particularly as philosophy and technology changes.

Implementation:

I. Adopt a regular site focused tree management and maintenance programme for HMNZS Steadfast. This programme is to include regular, systematic tree hazard evaluation surveys of large trees by a suitably qualified Arborist. Monitoring programme is to be reviewed at least 5-yearly.

II. Ensure all historic access roads and pathways identified in Section 4.3.3 are maintained so that they are clear of weed species (e.g. gorse) and drainage channels are free of vegetation and visible. Determine area of original parade grounds and maintain as part of interpretation strategy to reveal historic site fabric.

III. Inspect all drainage on the site to ensure heritage fabric is protected.

IV. Inspect all heritage fabric regularly for signs of deterioration or damage.

V. Prepare a Fire Management Strategy that incorporates conservation principles to protect the heritage fabric of the site, as part of risk-preparedness for anticipated fire. Consider the flammability of existing plant species and create green breaks with fire retardant, locally eco-sourced trees and plants where possible.

VI. Continue to secure a reliable water supply for potential fire hazards alongside preparation of a Fire Management Plan.

VII. Maintenance practices must aim to reduce the carbon footprint of the site in order to reduce overall carbon emissions and optimise carbon sequestration.

Policy 12: New Work

Any work carried out within HMNZS Steadfast shall not diminish heritage values.

Conservation processes shall take into account the heritage values of *HMNZS Steadfast* including the historic spatial organisation of the site (i.e., heritage fabric noted in Section 4.3.3). Original materials of the site are to be respected. Where remedial work is required, aim to preserve rather than replace historic material.

No new element or work shall be permitted which is inconsistent with the objectives and policies set out in this Conservation Report.

New work to a significant place is only acceptable if there is sufficient information to understand the impacts of the proposal on the significance of the place, including its setting and archaeology.

Implementation:

I. Each of the timber frame buildings has previously been altered on the interior, although to differing extents. Future internal alterations and rearrangement of spaces are acceptable, but must be planned in consultation with a Conservation Architect.

II. None of the buildings at HMNZS Steadfast are to be extended unless such extensions are planned in consultation with a Conservation Architect.

III. A new pedestrian bridge is to be reconstructed to its original form in the lower section of the site, to restore lost architectural value and access across the stream. The bridge will be designed to minimise visual alteration to the surrounding elements and spaces and their interpretation.

IV. Avoid locating new elements that have no direct or compelling relevance to the site.

V. Any modifications or refurbishment of the setting must be designed and carried out by referring to Chapter 4: Assessment of Significance and these Conservation Policies. The designed experiential qualities of the landscape must be respected alongside built and planted heritage fabric.

Policy 13: Interpretation

Interpretation actively engages people with the meaning or significance of a place, enhancing public understanding of places of cultural heritage value and their conservation.

Interpretation within HMNZS Steadfast as it relates to the wider context of Banks Peninsula provides an opportunity to highlight historical linkages and much of its developmental history.

Article 25 of the Florence Charter states that, 'interest in historic gardens should be stimulated by every kind of activity capable of emphasising their true value as part of the patrimony and making for improved knowledge and appreciation of them.'

There are opportunities to enhance visitor understanding of the history of the designed Garden and the people associated with HMNZS Steadfast. The significance of heritage fabric is not always obvious and interpretation provides a way of revealing the value of a place beyond what can be seen. It is important that interpretive devices are subtle, unobtrusive and do not dominate the site.

Implementation:

I. Create a cohesive interpretation strategy that includes both Māori and European places of significance.

II. Extend the interpretation strategy to incorporate places and buildings (past and present) that relate to the broader setting of HMNZS Steadfast (e.g. historic context and landscape features identified in Figure 79 - Figure 81.

III. Integrate all interpretation sympathetically with the character, setting and cultural and natural significance of HMNZS Steadfast. Ensure there is no adverse effect on landscape quality, tangible or intangible values.

IV. Any interpretation is to be consistent with Christchurch City Council standards and other interpretation in the area. Where appropriate, consider innovative means to interpret HMNZS Steadfast, its setting and adjoining associated sites. This could include QR codes and access to virtual information off-site as well as connection to local sources (e.g. Lyttelton Museum).

Policy 14: Adoption and Review of This Conservation Report

The cultural heritage significance of HMNZS Steadfast shall be retained. Conservation must be integrated into all management procedures as an essential component to safeguard the heritage values of the place. Provide for a ten-yearly review of this Conservation Report.

This Conservation Report is to be adopted immediately.

A review of the Conservation Report provides the opportunity to include additional information and/or any changes that may occur due to changes in significance or levels of authenticity. Review also provides an opportunity to monitor the ongoing effectiveness of the policies contained in this document. Generally, a review will build on the existing document and the records kept. It will include a physical inspection as well as a desktop assessment.

In addition to the ten-yearly review, the Conservation Report will need reviewing whenever a major change to the structure or Setting is proposed, new information is discovered, the place is impacted by a natural disaster or damaging event or the plan has been prepared with a limited scope or specifically to address a certain situation due to limited resources.

Policy 15: Research and Documentation

All conservation work and the introduction of any new works relating to HMNZS Steadfast shall be appropriately documented and added to the archive as and when work is carried out.

Documentation of conservation work may include cleaning or repairs to any built fabric, the removal of any significant vegetation and the introduction of new plantings or other landscape elements. Records shall be kept and made accessible to statutory stakeholders.

Recording and documenting the landscape over time through documentary research and physical investigation, including site-based assessments and materials testing, is vital to planning for future conservation of HMNZS Steadfast.

Implementation:

I. A record of all works carried out on or in relation to HMNZS Steadfast must be maintained. This is to include records of research, 'before and after' photographs to record the change, test results, reports, drawings, specifications, details of any new discoveries or new evidence revealed, and maintenance work.

II. Photographs are to be kept in secure archives and managed in line with accepted archival standards to maximise the longevity of the record.

III. Conduct further research into:

- the dates and events surrounding R.M. Morten's land purchase in Motukauatirahi-Cass Bay (1965-1880);
- the list of tree species and flower beds created during RNZN occupation in the 1950s (See Section 2.1.5) and any Ministry of Works records available;
- sourcing images of the pedestrian bridge (removed) in the lower section of the site for reconstruction purposes;
- the faint tracks visible on the 1961 aerial (Figure 39) which appear to lead from Ammunition Store #8 towards and alongside the north boundary fence line;
- the dam above the reservoirs, noted in the 2005 NZHPT diagrammatic layout of the buildings and structures containing heritage significance (Figure 55);
- all original power poles within HMNZS Steadfast and the date they were installed;
- the hexagonal shaped elements located either side of the stream and visible in a 1965 image of the site (Figure 26);
- the artesian water well, on which the TS Cornwall mine is now located;
- whether the safe by Samuel Withers & Co. Ltd still exists on the site.

7. Treatment Methodology

The following treatment methodologies are related to the physical condition of heritage fabric, the Threats identified in Section 5 and Policies in Section 6. Specific management strategies are identified in the Management Plan in the following section (Table 6). Typology and materials have been used to frame the methodology to avoid repetition.

7.1. Timber Frame Buildings

Other than the magazines, the remaining buildings at HMNZS Steadfast are timber frame buildings that were constructed in utilitarian fashion using readily available materials that were not necessarily expected to be durable for a life of 50+ years.

Each of the building has its own unique features; however, the treatment methodologies for all buildings will be similar, and the key tasks are outlined below.

7.1.1. Asbestos Roofs, Spouting and Soffits

Asbestos containing materials (ACMs) are a significant health and safety risk. The timber frame buildings at HMNZS Steadfast typically have corrugated asbestos roofing and flashings, and some have asbestos spouting and soffit linings. There roofing has become brittle and broken in some places, or is allowing moisture ingress.

All ACMs should be removed from these buildings, particularly those that are to be repaired, restored and used in the near term (being the Drill Hall, the Office/Ward Building, and the former Girls Accommodation Block). ACM roofing and flashings should be replaced with corrugated metal roofing and companion flashings; ACM spouting should be replaced with continuous metal spouting or PVC; and ACM soffits should be replaced with fibre cement sheet.

Where it is not possible to remove ACMs, or it is necessary to delay their replacement, they must be fully sealed to ensure complete encapsulation.

Note that ACMs can only be assessed, removed and disposed of by appropriately licensed professionals.

7.1.2. Timber Cladding, Trims and Detailing

The timber frame buildings at HMNZS Steadfast typically have bevel-back timber weatherboard cladding, cover boards, fascias, bargeboards and baseboards. The former Girls Accommodation Block has board-and-batten cladding on the rear and sides, with a board-and-batten frieze on the front (east) façade. Below this frieze the walls have been infilled and clad in weatherboard.

Paintwork is generally worn on all buildings, and bare timber is exposed in places. There are localized areas of microbiological growth adhered to the buildings, and areas of rot, particularly in fascias and bargeboards.

Prior to commencing any repair works, samples should be taken from each building to confirm the presence of lead paint. Where this is found, appropriate health and safety measures will need to be followed.

All timber cladding, trims, and other detailing should first be cleaned down to remove all loose and peeling paint, and to fully reveal the extent of rot and other deterioration that may be present. This cleaning should be carried out using a low-pressure water wash (not a high pressure waterblast) followed by sanding.

Paint samples should be taken during the preparation to establish the historic colours if possible.

Rusting nails should be punched, painted with rust-inhibiting paint, filled and sanded before repainting the building.

Small areas of rot should be treated using an appropriate wood-repair compound. Large areas of rot that cannot be treated should be cut out, and the fabric should be replaced like-for-like, including timber species and element profile.

All timberwork should then be repainted.

7.1.3. Timber Frame Windows

With the exception of the former Girls Accommodation Block, all existing timber frame windows in all buildings should be retained and repaired.

Paint samples should be taken during the preparation to establish the historic colours if possible.

Small areas of rot should be treated using an appropriate wood-repair compound. Large areas of rot that cannot be treated should be cut out, and new timber pieced-in. Where the entire window sash is rotten, or piecing-in will not achieve an acceptably durable result, the sash may be replicated using like-for-like timber.

Broken glass should be removed and replaced with new glass. Loose or cracked window putty should be raked out, and all windows should be re-puttied before repainting.

All windows should be repainted on both the exterior and interior.

Windows in the east façade of the former Girls Accommodation Block are a later addition to the building, and are also in poor condition. These windows may be removed and replaced with new joinery to suit the adaptation of this building into a community facility. New joinery must be timber-frame and simply detailed to ensure that it is in keeping with the architectural style and era of the building, and the other timber frame buildings on the site.

7.1.4. Sliding Timber Doors (Drill Hall)

These doors should be taken down and the sliding gear removed before they are repaired and prepared for re-painting as per the timber cladding.

The track should be removed and it, along with the sliding gear, should be cleaned down, rust-treated, and repainted following the same methodology as the steel doors of the magazines described below. The components should then be reassembled, and the sliding gear should be lubricated as required to ensure doors can be operated with ease.

7.1.5. Other Doors (Exterior and Interior)

Where doors are solid timber, they should generally be retained, except the exterior doors in the east elevation of the former Girls Accommodation building. Doors that are retained may be removed from their frames for preparation and refinishing if is too difficult to do this insitu, but must be reinstated into their correct frames. Where doors are to be moved, they should be moved with their frames and preferably with their architraves.

Where doors are not solid timber (for example, hollow core), they may be retained or replaced.

Paint samples should be taken during the preparation to establish the historic colours if possible.

Any doors that are jamming should be eased. Hardware can generally be replaced if this is required.

7.1.6. Floors

Generally, floor finishes in all buildings can be removed and replaced.

Where the floor is a raised timber floor, and there are solid timber T&G floorboards, these are not to be removed. If re-piling of a building is required, the floors are not to be cut to provide access. An alternative method of access (from the side of the building) is to be provided. If this is not possible, floorboards must be lifted in their entirety to provide access to the subfloor.

If floorboards are to remain uncovered, they should be sanded (to the minimum extent necessary) and finished with an appropriate clear coat product.

7.1.7. Interior Linings

7.1.7.1. Timber Linings - Office/Ward Building

The Office/Ward Building has timber TG&V lining (or match lining) in the service areas at the rear. These linings are generally in good condition and should be retained as they are significant fabric and cannot be easily replaced.

Where it is desirable to create internal access to the bathroom that is currently only accessible by going outside, these linings may be carefully removed and salvaged for making repairs in other areas.

7.1.7.2. Other Interior Linings

Interior linings include plasterboard, fibrous plaster, hardboard, and composite sheet materials. While some of these linings may be historic, the majority have been added or replaced over time; and they are in poor condition. These linings should therefore be replaced. This also provides an opportunity for the walls and ceilings of the buildings to be insulated; and for more durable products to be installed.

Where there are existing skirting boards and architraves, these should be carefully removed, labelled on the rear side with pencil, and reinstated once new linings are installed. The same should be done with cornices where it is possible to remove these without breakage. Where it is not possible to retain skirting boards, architraves and cornices, they should be replaced with like-for-like materials in like-for-like profiles.

Care should be taken when existing wall linings are removed so as to avoid damaging the wall framing; and so that any historic fabric layers below these linings are not damaged. Where historic layers are revealed, these should be recorded, and restoration considered under the advice of a Conservation Architect.

It should be noted that it is possible that wall linings or finishes contain ACMs or other hazardous materials. This should be confirmed by a specialist before proceeding with removal.

7.1.8. Exposed Roof Trusses (Drill Hall)

The roof trusses and purlins in the Drill Hall should remain exposed, regardless of any other alterations that take place in this building. These members may be contaminated with asbestos due to the ACM roofing that is directly fixed to the purlins, and is unsealed on the underside. A licensed assessor should confirm the extent of contamination and the appropriate method of cleaning and (if required) sealing the timber to ensure that the building is safe to use.

If the roof is to be insulated, this should be done directly below the roof, which is to be replaced.

7.1.9. Internal Alterations Generally

Each of the timber frame buildings has previously been altered on the interior, although to differing extents. Future internal alterations and rearrangement of spaces are acceptable, but must be planned in consultation with a Conservation Architect.

7.1.10. Extensions Generally

None of the buildings at HMNZS Steadfast are to be extended unless such extensions are planned in consultation with a Conservation Architect.

7.2. Magazines

Magazine 8 is almost completely destroyed. The remains of the concrete door frame and foundations can be preserved as a ruin in the same manner as the Detonation Chamber.

Magazine 4 no longer has a roof, and it is not recommended that the roof be replaced or the building otherwise made weathertight, at least in the short term. It would be suitable to conserve what remains of this magazine as a ruin.

Magazine 10 is expected to remain in use by T. S. Godley, most likely as a storage space (for which it is used presently). It is also in front of the fence that forms a secure line between the lower site and the other magazines. Therefore, remediation of this magazine is to be prioiritised over the others. It is essential that this magazine be made safe, secure and weathertight.

Magazines 3 and 6 have large holes in their walls and roofs due to rockfall. With Magazine 6, in particular, it would be difficult to remove the large rocks that are now inside the building. While their long term conservation is being considered, Magazines 3 and 6 should be made safe. It is not reasonably expected that they will be repaired or otherwise made weathertight in the short term.

7.2.1. Asbestos Roofs, Spouting, and Soffits

As for the timber frame buildings, the roofs, spouting and soffits of the magazines are ACMs.

The roof of Magazine 4 has largely been destroyed, and the roofing material is scattered throughout the building and around the site. This area should be cleared of all loose and friable ACMs, and the surrounding site assessed for contamination and remedial measures taken.

The roofs of Magazines 3 and 6 have been damaged by rockfall, and some material is scattered in and around the buildings. As for Magazine 4, these areas should be cleared of all loose and friable ACMs. Given the large holes in the walls, it is not considered necessary to replace the damaged roofing immediately. This can be addressed as part of a long term strategy to conserve the magazines.

In the short term, it is likely that Magazine 10 will remain accessible to T. S. Godley and other users of the site. The ACMs at this magazine should therefore be sealed to ensure complete encapsulation in the short term, and replacement should be considered within the next five years.

As part of a long term strategy to conserve the magazines, it is recommended that all ACM roofing and flashings should be replaced with corrugated metal roofing and companion flashings; ACM spouting should be replaced with continuous metal spouting; and ACM soffits should be replaced with fibre cement sheet.

7.2.2. Brickwork, Concrete Door Frames and Ring Beams

Generally the reinforced brickwork that forms the outer and inner walls of the magazines, the concrete ring beam that connects the walls, and the concrete door frames, are solid and sound, except where there has been damage as a result of rockfall.

Where bricks have been dislodged and/or are hanging from the building by their reinforcing rods, these should be carefully removed and stored within or adjacent to the building. They should be stored on raised timber pallets, not laid on the ground.

Where brickwork repairs are to be made, this should be done using salvaged bricks from the same building or, if this is not possible, salvaged bricks from another magazine that is not going to be repaired. The repairs should be carried out like-for-like, laid in the existing pattern using a compatible mortar. The mortar is likely to be cementitious; however, this should be confirmed through sample analysis before repair works are carried out.

If the buildings are to be cleaned, this can be carried out using a low-pressure super-heated water wash, supplemented with scrubbing by natural bristle brushes if required. Water blasters or other high pressure equipment should not be used.

7.2.3. Steel Doors

The doors of Magazine 10, particularly the outer doors, need to be operable for the building to be secure. Repair of these doors should be prioritized. Repair of the other magazine doors can be addressed as part of their long term conservation.

If the necessary work to the doors cannot be undertaken in-situ then they will need to be removed and taken offsite.

The doors should be cleaned by way of grit blasting to completely remove rust, dirt and surface build-up, and loose or flaking paint. Paint samples should be taken during the process to establish the historic colours if possible. Sound paintwork may be left so long as it is well adhered. The doors should be eased (if insitu), lubricated as required to ensure ease of operation, and repainted.

7.2.4. Concrete Slab Floors

Generally, the condition of the concrete slabs in each magazine is sound, although many of them are flooded.

Where a magazine is flooded, and there is no asbestos contamination, the water should be removed by brushing-out or water vacuum, and the floor can be cleaned by water washing (not water blasting). Where these magazines can easily be made weathertight or obvious drainage issues can be easily addressed, this work should be carried out.

Where there is asbestos contamination (likely in Magazines 3 and 6), instruction should be sought from an appropriately qualified professional.

8. Management Plan

Table 6: Management Plan for HMNZS Steadfast. Please see Figure 80 and Figure 81 for locations.

STRATEGY	MAINTENANCE TASK	RESPONSIBILITY	RECOMMENDED TIMEFRAME (YEARS)				
			IMMEDIATE	< 1	1 - 4	5 - 10	AS REQUIRED
Protect the public from health and safety risks associated with the magazines, including building collapse and contamination	Reinforce the existing fence to ensure there is a secure line preventing access to magazines 1-9	Chri… C…					
	Remove abandoned and burnt-out vehicle adjacent to Magazine 4						
Address asbestos contamination across the site	Clear the site of all loose and friab… asbestos material, particularly… the magazines where roof… have be… damaged		✓				
	Remove and repla… or enc… as a minimum), a… erials… other build…		✓				
	If asbesto… onsite, … ion an… Asbe… t Plan		✓				
Provide for long term conservation and use of Magazines 1-9	… a lo… for con… on o… hat address… partic… ess possible a… reuse… retention and … of the … ines that are still whol… omplete; and how to address healt… ety and access	Christchurch City Council/Experienced contractor		✓			

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STRATEGY	MAINTENANCE TASK	RESPONSIBILITY	RECOMMENDED TIMEFRAME (YEARS)				
			IMMEDIATE	< 1	1 - 4	5 - 10	AS REQUIRED
	issues with the magazines that are damaged. Implement this strategy						
Repair, restore and make safe Magazine 10 for use as a storage area by T. S. Godley	Remove and replace the roof, guttering and soffit lining, an any other asbestos containing materials Dehumidify. Clean down, ease, rust-treat and repaint sliding doors to ensure full operation	Christchurch City Council/Experienced contractor/T. S. Godley		✓			
Maintain Magazine 10	Clean (wash down) the building, clear gutters and drains	T. S. Godley (tenant)			✓		
	Make like-for-like replacements of any damaged or deteriorated materials to ensure weathertightness and security	Christchurch City Council/ T. S. Godley (tenant)				✓	
	Keep vegetation clear of the building	T. S. Godley (tenant)					✓
Conserve the ruin of the Detonation Chamber	Inspect the ruin and clear of all plant growth (including overhanging growth), rubbish and debris to ensure that it is safe for access	Christchurch City Council/Experienced contractor/T. S. Godley			✓		
	Where access is required as part of initiative to open the site to public, ensure adaptation creates minimum disruption to heritage fabric				✓		

STRATEGY	MAINTENANCE TASK	RESPONSIBILITY	RECOMMENDED TIMEFRAME (YEARS)				
			IMMEDIATE	< 1	1 - 4	5 - 10	AS REQUIRED
Repair, restore and adapt the Drill Hall to meet the ongoing needs of T. S. Godley	Re-roof the building in its entirety. Conserve historic exterior weatherboard, timber detailing and trims, window and door joinery, and make like-for-like repairs where rotten. Replace broken glazing. Remove internal wall and false ceiling linings where present. Insulate and reline walls and false ceilings as required. The roof trusses should remain exposed in the main body of the building. Remove and refit kitchen equipment, heating, electrical and fire safety services. Lay new flooring as required	Christchurch City Council/Experienced contractor/T.S. Godley		✓			
Maintain the Drill Hall	Clean (wash down) the building, clear gutters and drains	T. S. Godley (tenant)			✓		
	Repaint the building exterior and make like-for-like replacements of any damaged or rotten timbers	Christchurch City Council/ T. S. Godley (tenant)				✓	
	Keep vegetation clear of the building	T. S. Godley (tenant)					✓

STRATEGY	MAINTENANCE TASK	RESPONSIBILITY	RECOMMENDED TIMEFRAME (YEARS)				
			IMMEDIATE	< 1	1 - 4	5 - 10	AS REQUIRED
Repair, restore and adapt the Office/Ward Building to meet the ongoing needs of T. S. Godley	Re-roof the building in its entirety. Conserve historic exterior weatherboard, timber detailing and trims, window and door joinery, and make like-for-like repairs where rotten. Replace broken glazing. Remove internal plasterboard or fibrous plaster linings if required but retain timber linings to the greatest possible extent. Install internal access to bathroom at the rear. Refit bathrooms and kitchen. Repaint the building entirely. Lay new flooring as required	Christchurch City Council/Experienced contractor/T. S. Godley		✓			
Maintain the Office/Ward Building	Clean (wash down) the building, clear gutters and drains	T. S. Godley (tenant)			✓		
	Repaint the building exterior and make like-for-like replacements of any damaged or rotten timbers	Christchurch City Council/ T. S. Godley (tenant)				✓	
	Keep vegetation clear of the building						✓
Repair, restore and adapt the former Girls Accommodation Block to meet the needs of the CBRA	Re-roof the building in its entirety. Conserve historic exterior weatherboard, timber detailing and trims, and make like-for-like repairs where rotten. Replace windows and doors on the east elevation with new timber frame joinery.	Christchurch City Council/Experienced contractor/CBRA		✓			

STRATEGY	MAINTENANCE TASK	RESPONSIBILITY	RECOMMENDED TIMEFRAME (YEARS)				
			IMMEDIATE	< 1	1 - 4	5 - 10	AS REQUIRED
	Remove internal linings and internal wall complete (if required), insulate and reline. Repaint the building entirely. Lay new flooring as required. Repair retaining wall						
Maintain the former Girls Accommodation Block	Clean (wash down) the building, clear gutters and drains	CBRA (tenant)			✓		
	Repaint the building exterior and make like-for-like replacements of any damaged or rotten timbers	Christchurch City Council/CBRA (tenant)				✓	
	Keep vegetation clear of the building	CBRA (tenant)					✓
Provide for long term repair, restoration, and appropriate reuse of the Laboratory and Quartermasters Accommodation buildings	Secure the buildings from access by people and pests, and provide for temporary weather protection	Christchurch City Council/Experienced contractor	✓				
	Complete a detailed condition and structural assessment of each building to determine the extent to which they can be repaired	Christchurch City Council/Experienced contractor		✓			
	Implement the repairs recommended in the structural and condition assessments, in accordance with this this document	Christchurch City Council/Experienced contractor			✓		

STRATEGY	MAINTENANCE TASK	RESPONSIBILITY	RECOMMENDED TIMEFRAME (YEARS)				
			IMMEDIATE	< 1	1 - 4	5 - 10	AS REQUIRED
Protect access roads and drainage channels	Keep gorse and weeds clear of all access roads including drainage channels	Christchurch City Council/Experienced contractor		✓			✓
	Inspect, map and protect the location of tar seal remnants from RNZN occupation on access road east of the stream	Christchurch City Council/Experienced contractor		✓			
	Inspect and stabilise eroded sections of access road north of 2005 tar seal, east of the stream	Christchurch City Council/Experienced contractor		✓			
	Repair broken 2005 tar seal on access road, eastern side of the stream	Christchurch City Council/Experienced contractor			✓		
Repair, restore, replace and protect pedestrian bridges in lower area of site	Inspect and provide condition assessment of upper pedestrian bridge (Item 3, Figure 81). Repair where broken or replace as per Policy 5	Experienced contractor		✓			
	Reconstruct lower pedestrian bridge to its original form using historic images (Item 4, Figure 81) as per Policy 5	Experienced contractor and appropriate qualified heritage expert		✓			
Protect stone retaining walls alongside stream and buildings; also stones within rock terracing in lower site	Inspect all stone retaining and determine appropriate level of intervention to make secure. Undertake stabilisation and repairs as necessary as per Policy 5	Stone conservator and experienced contractor		✓			

STRATEGY	MAINTENANCE TASK	RESPONSIBILITY	RECOMMENDED TIMEFRAME (YEARS)				
			IMMEDIATE	< 1	1 - 4	5 - 10	AS REQUIRED
Conserve post and barbed wire fences and concrete and wire	Inspect perimeter fences for damage and repair to ensure the fence is secure (e.g. Governors Bay Road boundary fence)	Experienced contractor	✓				
	Where access is required as part of initiative to open the site to public, ensure adaptation creates minimum disruption to heritage fabric.	Experienced contractor			✓		
Conserve reservoir fences	Install a new perimeter fence around reservoirs leaving original fences in place	Experienced contractor		✓			
Protect ecological health of HMNZS Steadfast including streamside planting	Prepare a Vegetation Plan and Weed Management Strategy for HMNZS Steadfast. Ensure grazing animals are fenced from native planting and areas of high erosion	Christchurch City Council, Cass Bay Reserves Management Committee and Whaka-Ora Healthy Harbour initiative	✓				
	Clear grass from terraced rock garden, pathway and native seedlings so that historic rock terracing and pathway are visible. Maintain in this state	Christchurch City Council, Cass Bay Reserves Management Committee and Whaka-Ora Healthy Harbour initiative	✓				
Improve site drainage to prevent buildings from flooding and channel waterways and storm water to the appropriate outlets	Prepare and implement a comprehensive site drainage strategy for HMNZS Steadfast. This is likely to include the installation of new buried drains, culverts, soak pits, and (potentially) tanks to collect water that	Christchurch City Council (in conjunction with appropriate engineers)	✓				

STRATEGY	MAINTENANCE TASK	RESPONSIBILITY	RECOMMENDED TIMEFRAME (YEARS)				
			IMMEDIATE	< 1	1 - 4	5 - 10	AS REQUIRED
	can be redistributed across the site for plant maintenance. Maintain all drainage and water management equipment through regular inspection, repair and upgrade						
Protect views into site and native trees on Governors Bay Road boundary	Inspect planting and 'limb' to retain views into the site; 'top' where growth is excessive and encroaching power lines	Arborist		✓			
Care of lawn areas	**Contractor:** Mowing to comply with Christchurch City Council Recreational Services Agreement Specification C1 Mowing, varying as required between Informal and Amenity Turf **TS Godley:** at an agreed level or better	Christchurch City Council and TS Godley					✓
Mature trees	Survey, identification and condition assessment of all mature trees to ensure structural soundness and identify potential limb failure	Arborist		✓			
Protect HMNZS Steadfast heritage fabric and ecology from fire	Prepare a Fire Management Strategy that incorporates conservation principles to protect the heritage fabric of the site, as part of risk-preparedness for HMNZS Steadfast	Christchurch City Council, TS Godley and Whaka-Ora Healthy Harbour initiative	✓				
Restore sightlines within Sea Cadet firing range	Remove rockfall blocking views	Christchurch City Council and experienced contractor		✓			

STRATEGY	MAINTENANCE TASK	RESPONSIBILITY	RECOMMENDED TIMEFRAME (YEARS)				
			IMMEDIATE	< 1	1 - 4	5 - 10	AS REQUIRED
Obtain appropriate consents	Ensure Christchurch District Plan requirements are met to obtain resource consents	Appropriate qualified heritage expert and Christchurch City Council					✓
Document all conservation work for future reference	Record all conservation work, removals and new elements introduced to the site for future reference. Record cleaning or repairs to any built fabric. Ensure before and after photographs are taken to record the change. Store in HMNZS Steadfast heritage files	Appropriate qualified heritage expert and Christchurch City Council					✓
Measure impacts of public use on heritage fabric of HMNZS Steadfast	Monitor condition of assessed heritage fabric in HMNZS Steadfast to gauge impact of public use. Carry out annual condition assessment as part of written report. Take action to manage its use if overuse or particular forms of usage appear to be causing damage	Christchurch City Council					✓
Review Landscape History and Conservation Report	Carry out a regular review of this Landscape Conservation Report	Appropriately qualified heritage expert				✓	

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Appendix 1

Crown Deed – Conveyance of blocks 268 and 483 in Cass Bay from Rev. E Puckle to the Crown, 1865

(Archives NZ)

CAN. 17-i

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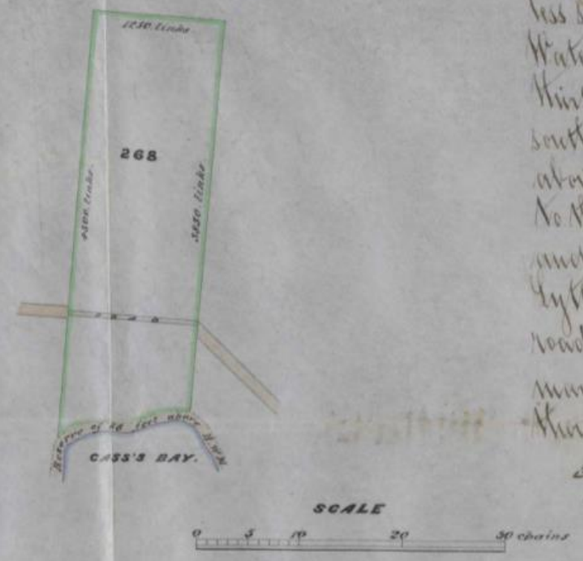
Know all Men

by these Presents that I the within named Edward Puckle formerly of Christchurch in the Province of Canterbury New Zealand Clerk in Holy Orders for good and valuable consideration me thereunto moving do hereby for myself my heirs and assigns convey and assure unto Her Majesty Queen Victoria her Heirs and Successors all that Parcel of Land in the Province of Canterbury in the Colony of New Zealand containing by admeasurement Fifty Acres more or less situate in Cass's Bay Port Lyttelton commencing at a marked peg sixty six feet above High Water Mark at the eastern side of the bay thence northeasterly to another marked peg a distance of thirty eight chains fifty links thence northwesterly at a right angle twelve chains fifty links thence southwesterly at a right angle a distance of forty three chains to the reserve of sixty six feet above High Water Mark and returning at a distance of sixty six feet above High Water Mark to the commencing point and numbered 268 on the map of the Chief Surveyor setting out and describing the land in the Lyttelton District of the Province aforesaid The road from Lyttelton to Governor's Bay crosses this section from southeast to northwest for which reserved road allowance is made in the acreage as the same is delineated on the plan drawn in the margin hereof and all hereditaments and premises and all my estate right title and interest therein and thereto



In witness whereof I have hereunto subscribed my name this eighth day of December One thousand eight hundred and sixty five

Edw Puckle

Signed by the said Edward Puckle the words "Clerk in Holy Orders" having previously been inserted in the presence of

F. Cooper R. Clerk M. G. Cemetery
Jas Nurse Sexton

Entered on Record this 27th day of March 1866
Secretary for Crown Lands

(No 40)

Dated 8 December 1865

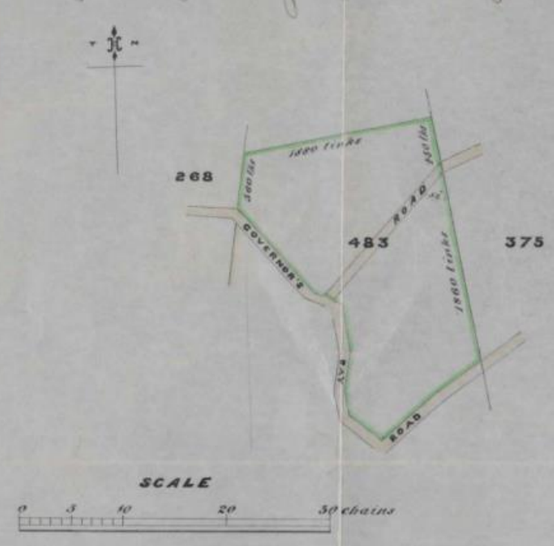
Grant to Puckle having been burnt, this Conveyance was executed in order that fresh grant might be issued.

Conveyance
to
The Crown
by
Revd C. Puckle

of Rural Section No 268 in the Lyttelton District of the Province of Canterbury in the Colony of New Zealand

Know all Men

by these Presents that I the within named Edward Puckle formerly of Christchurch in the Province of Canterbury New Zealand Clerk in Holy Orders for good and valuable consideration me thereunto moving do hereby for myself my heirs and assigns convey and assure unto Her Majesty Queen Victoria her Heirs and Successors All that parcel of land in the Province of Canterbury in the Colony of New Zealand containing by admeasurement Forty Acres more or less situate in Cass's Bay Port Lyttelton commencing at a point on the northwestern boundary line of section 375 where crossed by the Upper side of the Governor's Bay Road thence continuing along the northwestern boundary of the said section a distance of twenty three chains ten links thence northwesterly at a right angle a distance of eighteen chains eighty ~~ten~~ links to a point on the southeastern boundary of section 268 thence along the said southeastern boundary of section 268 a distance of five chains sixty links to the Governor's Bay Road and returning along the upper side of the Governor's Bay Road to the commencing point And numbered 483 on the map of the Chief Surveyor setting out and describing the Port Lyttelton district aforesaid. A road one chain wide is reserved across this section from a point four chains fifty links from the northeastern corner of the section measured along its southeastern boundary line running from thence at an angle of fifty two degrees till it meets the line of the Governor's Bay road for which reserved road allowance is made in the acreage as the same is delineated on the plan drawn in the margin hereof and all hereditaments and premises and all my estate right title and interest therein and thereto



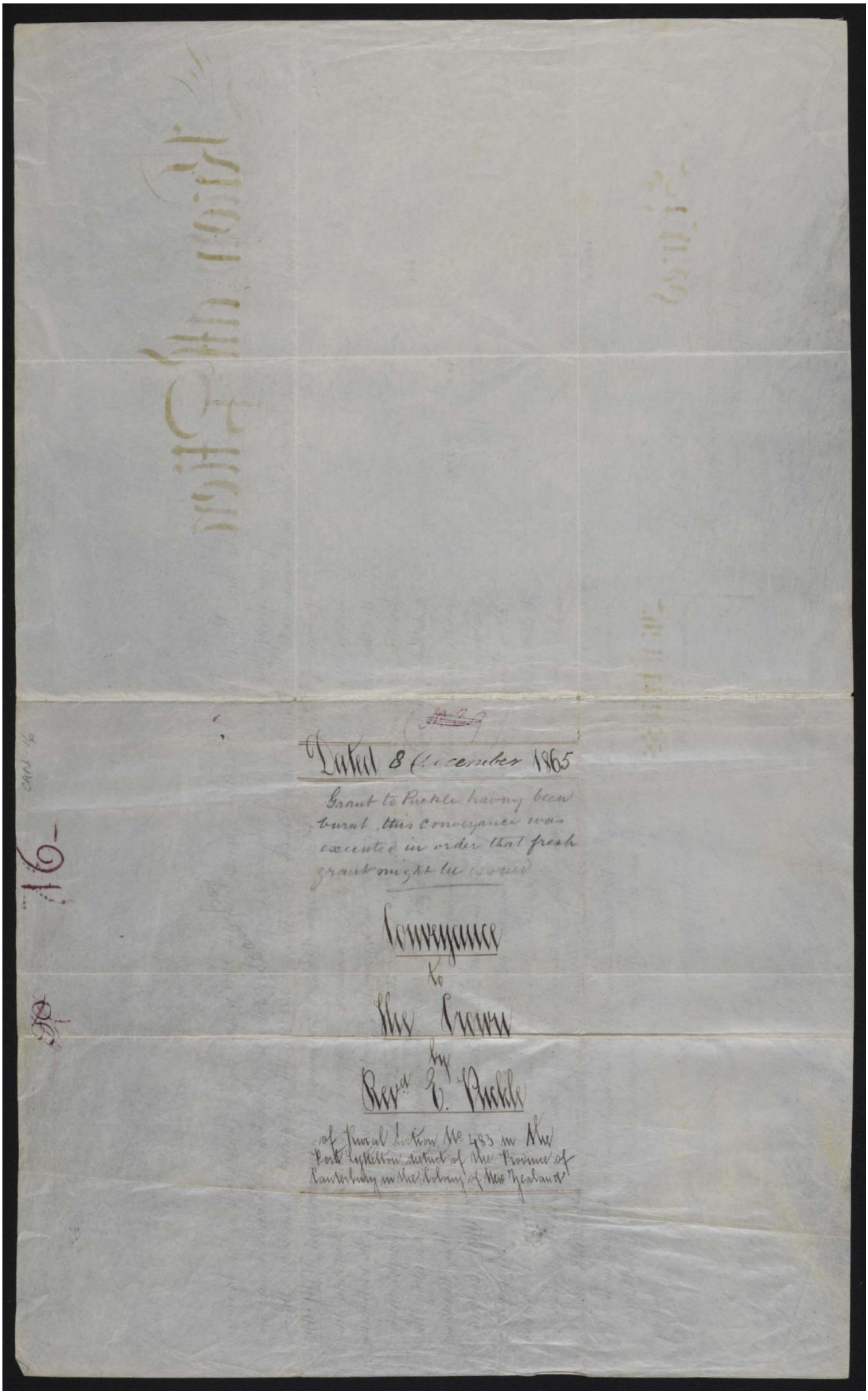
Signed by the said Edward Puckle the word "ten" having previously been erased and the word "eighty" substituted therefore in the presence of

T. Cooper Rt. Clerk M. G. Cemetery
Jas Purvis Sexton " "

In witness whereof I have hereunto subscribed my name this eighth day of December One thousand eight hundred and sixty five.

Edwd Puckle

Entered on Record this 27th day of March 1866
Secretary for Crown Lands



Dated 8 December 1865

Grant to Pickle having been burnt, this Conveyance was executed in order that fresh grant might be issued

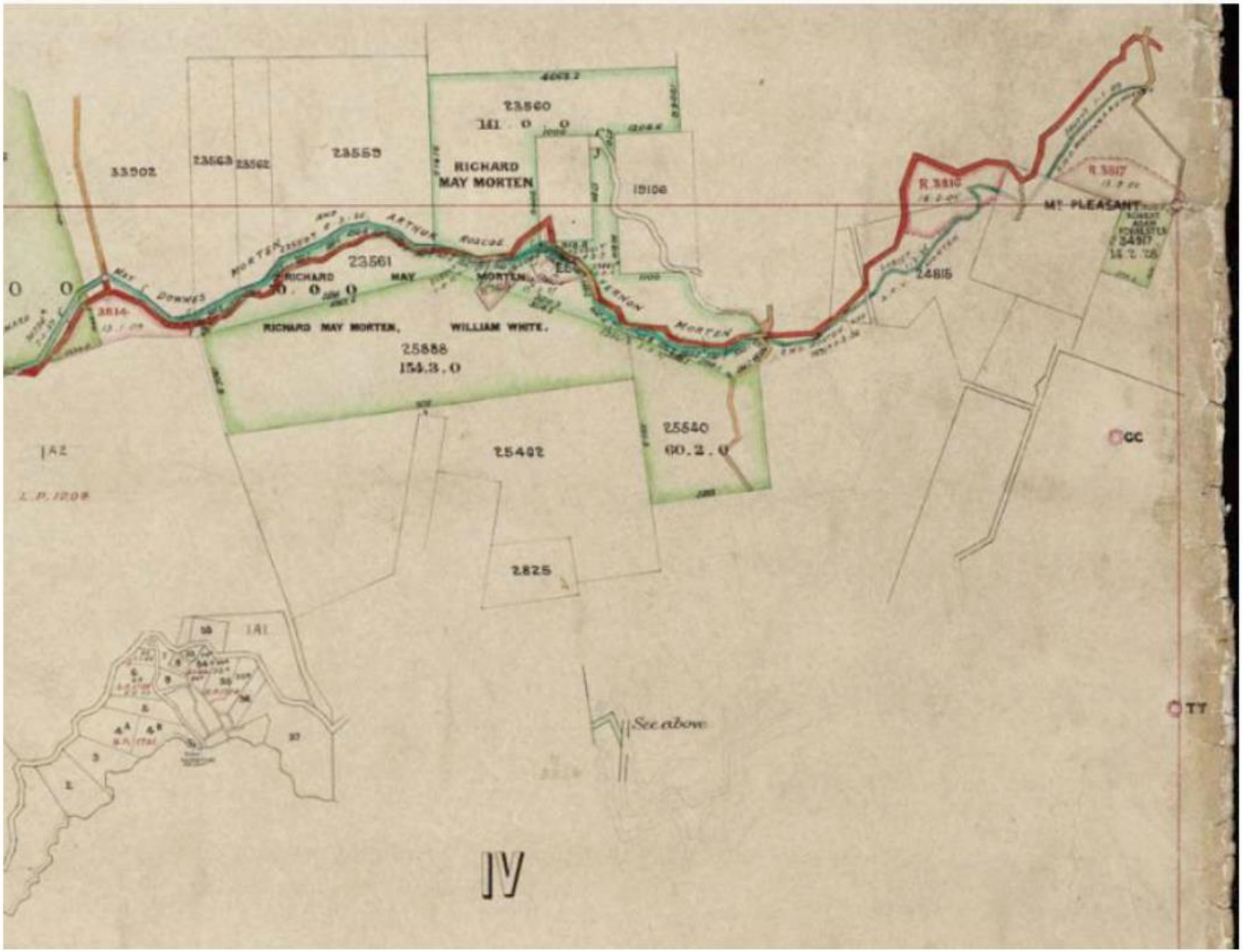
Conveyance
to
The Crown
by
Revd. T. Pickle

of Rural Section No. 483 in the Port Cooper district of the Province of Canterbury in the Colony of New Zealand

Appendix 2

Land owned by R.M. Morten,
Crown Grant Plans Halswell District, Feb 1880

Archives NZ

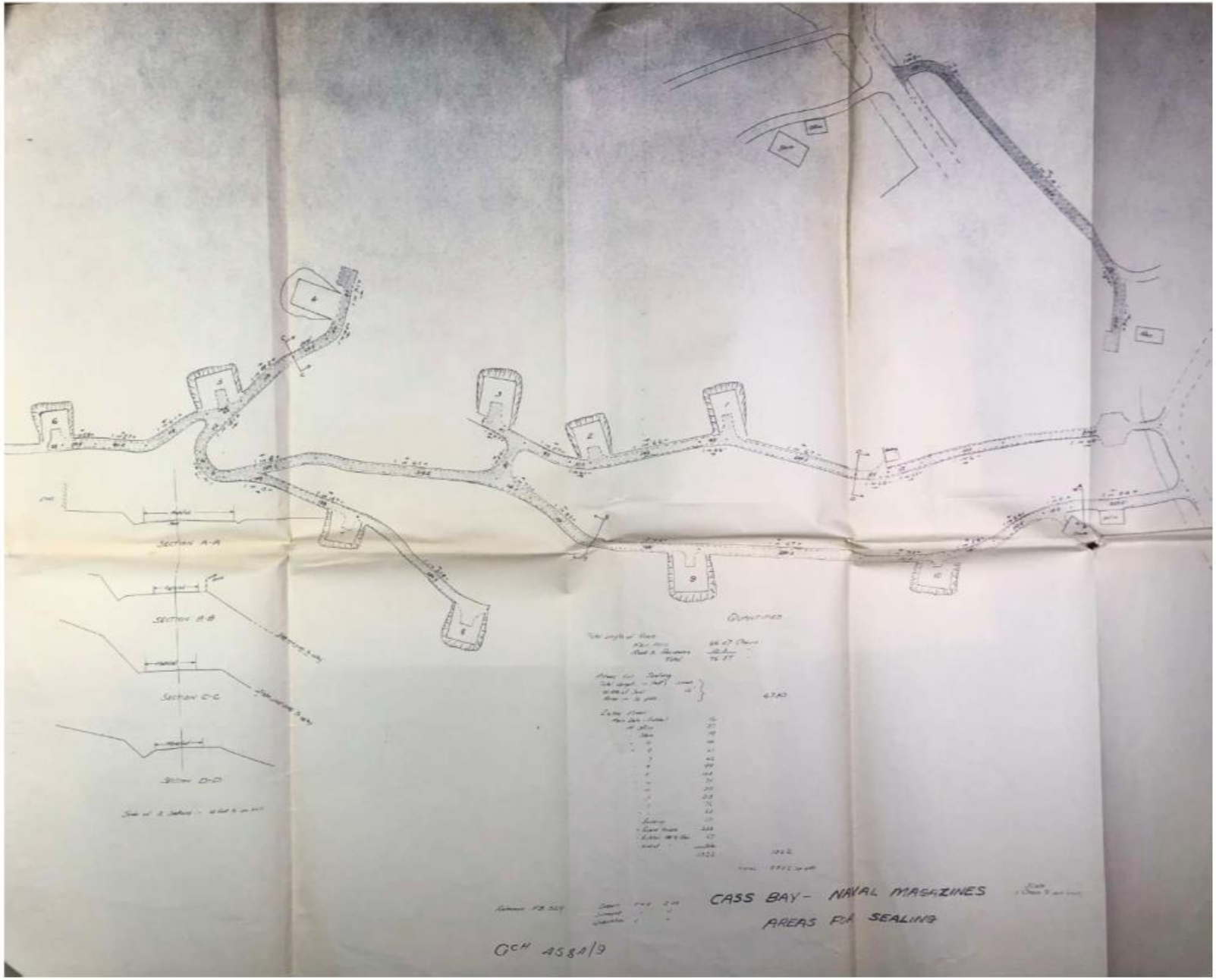


Attachment F Item 11

Appendix 3

Plan attached to 1956 tar seal tender documentation

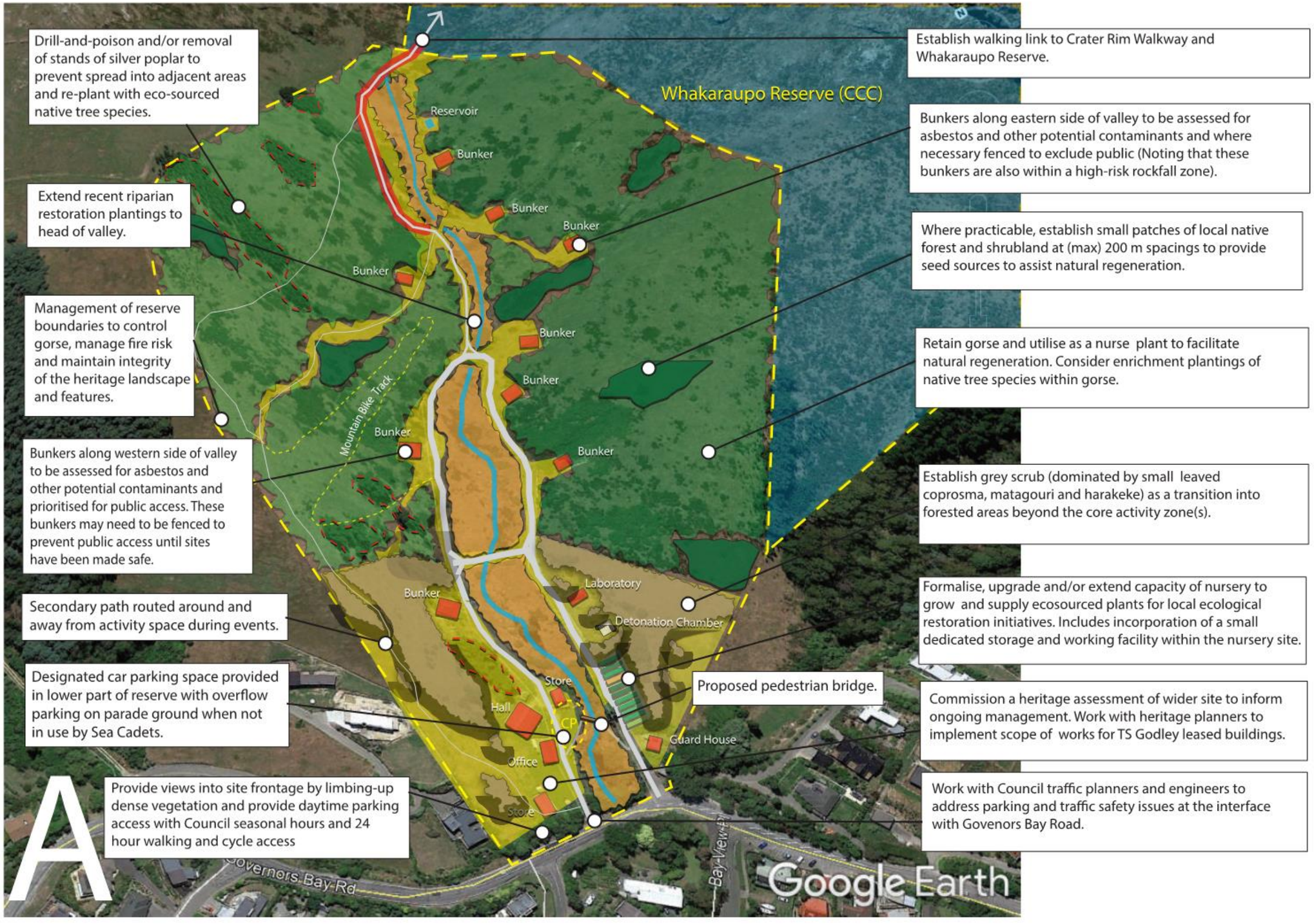
Archives NZ Christchurch, R18995061 – CH160 – 4736 – Sealed Contracts – Cass Bay Naval Depot – Top course and tar sealing – 1956


Section A-A
Section B-B
Section C-C
Section D-D
CASS BAY - NAVAL MAGAZINES
AREAS FOR SEALING
GCH 458A/9

Appendix 4

HMNZS Steadfast Landscape Plan

Approved by Te Pātaka o Rākaihautū/Banks Peninsula Community Board
6 December 2021



HMNZS Steadfast Draft Landscape Plan for Community Board Appoval

Appendix 5

ICOMOS NZ Charter for the Conservation of Places of Cultural Value (Revised 2010)

ICOMOS New Zealand Charter

for the Conservation of Places of Cultural Heritage Value

Revised 2010

Preamble

New Zealand retains a unique assemblage of **places** of **cultural heritage value** relating to its indigenous and more recent peoples. These areas, **cultural landscapes** and features, buildings and **structures**, gardens, archaeological sites, traditional sites, monuments, and sacred **places** are treasures of distinctive value that have accrued meanings over time. New Zealand shares a general responsibility with the rest of humanity to safeguard its cultural heritage **places** for present and future generations. More specifically, the people of New Zealand have particular ways of perceiving, relating to, and conserving their cultural heritage **places**.

Following the spirit of the International Charter for the Conservation and Restoration of Monuments and Sites (the Venice Charter - 1964), this charter sets out principles to guide the **conservation** of **places** of **cultural heritage value** in New Zealand. It is a statement of professional principles for members of ICOMOS New Zealand.

This charter is also intended to guide all those involved in the various aspects of **conservation** work, including owners, guardians, managers, developers, planners, architects, engineers, craftspeople and those in the construction trades, heritage practitioners and advisors, and local and central government authorities. It offers guidance for communities, organisations, and individuals involved with the **conservation** and management of cultural heritage **places**.

This charter should be made an integral part of statutory or regulatory heritage management policies or plans, and should provide support for decision makers in statutory or regulatory processes.

Each article of this charter must be read in the light of all the others. Words in bold in the text are defined in the definitions section of this charter.

This revised charter was adopted by the New Zealand National Committee of the International Council on Monuments and Sites at its meeting on 4 September 2010.

Purpose of conservation

1. The purpose of conservation

The purpose of **conservation** is to care for **places** of **cultural heritage value**.

In general, such **places**:

(i) have lasting values and can be appreciated in their own right;

(ii) inform us about the past and the cultures of those who came before us;

(iii) provide tangible evidence of the continuity between past, present, and future;

(iv) underpin and reinforce community identity and relationships to ancestors and the land; and

(v) provide a measure against which the achievements of the present can be compared.

It is the purpose of **conservation** to retain and reveal such values, and to support the ongoing meanings and functions of **places** of **cultural heritage value,** in the interests of present and future generations.

Conservation principles

2. Understanding cultural heritage value

Conservation of a **place** should be based on an understanding and appreciation of all aspects of its **cultural heritage value**, both **tangible** and **intangible**. All available forms of knowledge and evidence provide the means of understanding a **place** and its **cultural heritage value** and cultural **heritage significance**. **Cultural heritage value** should be understood through consultation with **connected people**, systematic documentary and oral research, physical investigation and **recording** of the **place**, and other relevant methods.

All relevant **cultural heritage values** should be recognised, respected, and, where appropriate, revealed, including values which differ, conflict, or compete.

The policy for managing all aspects of a **place**, including its **conservation** and its **use**, and the implementation of the policy, must be based on an understanding of its **cultural heritage value**.

3. Indigenous cultural heritage

The indigenous cultural heritage of **tangata whenua** relates to **whanau**, **hapu**, and **iwi** groups. It shapes identity and enhances well-being, and it has particular cultural meanings and values for the present, and associations with those who have gone before. Indigenous cultural heritage brings with it responsibilities of guardianship and the practical application and passing on of associated knowledge, traditional skills, and practices.

The Treaty of Waitangi is the founding document of our nation. Article 2 of the Treaty recognises and guarantees the protection of **tino rangatiratanga**, and so empowers **kaitiakitanga** as customary trusteeship to be exercised by **tangata whenua**. This customary trusteeship is exercised over their **taonga**, such as sacred and traditional **places**, built heritage, traditional practices, and other cultural heritage resources. This obligation extends beyond current legal ownership wherever such cultural heritage exists.

Particular **matauranga**, or knowledge of cultural heritage meaning, value, and practice, is associated with **places**. **Matauranga** is sustained and transmitted through oral, written, and physical forms determined by **tangata whenua**. The **conservation** of such **places** is therefore conditional on decisions made in associated **tangata whenua** communities, and should proceed only in this context. In particular, protocols of access, authority, ritual, and practice are determined at a local level and should be respected.

4. Planning for conservation

Conservation should be subject to prior documented assessment and planning.

All **conservation** work should be based on a **conservation plan** which identifies the **cultural heritage value** and **cultural heritage significance** of the **place**, the **conservation** policies, and the extent of the recommended works.

The **conservation plan** should give the highest priority to the **authenticity** and **integrity** of the **place**.

Other guiding documents such as, but not limited to, management plans, cyclical **maintenance** plans, specifications for **conservation** work, interpretation plans, risk mitigation plans, or emergency plans should be guided by a **conservation plan**.

5. Respect for surviving evidence and knowledge

Conservation maintains and reveals the **authenticity** and **integrity** of a **place**, and involves the least possible loss of **fabric** or evidence of **cultural heritage value**. Respect for all forms of knowledge and existing evidence, of both **tangible** and **intangible values,** is essential to the **authenticity** and **integrity** of the **place**.

Conservation recognises the evidence of time and the contributions of all periods. The **conservation** of a **place** should identify and respect all aspects of its **cultural heritage value** without unwarranted emphasis on any one value at the expense of others.

The removal or obscuring of any physical evidence of any period or activity should be minimised, and should be explicitly justified where it does occur. The **fabric** of a particular period or activity may be obscured or removed if assessment shows that its removal would not diminish the **cultural heritage value** of the **place.**

In **conservation**, evidence of the functions and intangible meanings of **places** of **cultural heritage value** should be respected.

6. Minimum intervention

Work undertaken at a **place** of **cultural heritage value** should involve the least degree of **intervention** consistent with **conservation** and the principles of this charter.

Intervention should be the minimum necessary to ensure the retention of **tangible** and **intangible values** and the continuation of **uses** integral to those values. The removal of **fabric** or the alteration of features and spaces that have **cultural heritage value** should be avoided.

7. Physical investigation

Physical investigation of a **place** provides primary evidence that cannot be gained from any other source. Physical investigation should be carried out according to currently accepted professional standards, and should be documented through systematic **recording**.

Invasive investigation of **fabric** of any period should be carried out only where knowledge may be significantly extended, or where it is necessary to establish the existence of **fabric** of **cultural heritage value**, or where it is necessary for **conservation** work, or where such **fabric** is about to be damaged or destroyed or made inaccessible. The extent of invasive investigation should minimise the disturbance of significant **fabric**.

8. Use

The **conservation** of a **place** of **cultural heritage value** is usually facilitated by the **place** serving a useful purpose.

Where the **use** of a **place** is integral to its **cultural heritage value**, that **use** should be retained.

Where a change of **use** is proposed, the new **use** should be compatible with the **cultural heritage value** of the **place**, and should have little or no adverse effect on the **cultural heritage value**.

9. Setting

Where the **setting** of a **place** is integral to its **cultural heritage value**, that **setting** should be conserved with the **place** itself. If the **setting** no longer contributes to the **cultural heritage value** of the **place**, and if **reconstruction** of the **setting** can be justified, any **reconstruction** of the **setting** should be based on an understanding of all aspects of the **cultural heritage value** of the **place**.

10. Relocation

The on-going association of a **structure** or feature of **cultural heritage value** with its location, site, curtilage, and **setting** is essential to its **authenticity** and **integrity**. Therefore, a **structure** or feature of **cultural heritage value** should remain on its original site.

Relocation of a **structure** or feature of **cultural heritage value**, where its removal is required in order to clear its site for a different purpose or construction, or where its removal is required to enable its **use** on a different site, is not a desirable outcome and is not a **conservation** process.

In exceptional circumstances, a **structure** of **cultural heritage value** may be relocated if its current site is in imminent danger, and if all other means of retaining the **structure** in its current location have been exhausted. In this event, the new location should provide a **setting** compatible with the **cultural heritage value** of the **structure**.

11. Documentation and archiving

The **cultural heritage value** and **cultural heritage significance** of a **place**, and all aspects of its **conservation**, should be fully documented to ensure that this information is available to present and future generations.

Documentation includes information about all changes to the **place** and any decisions made during the **conservation** process.

Documentation should be carried out to archival standards to maximise the longevity of the record, and should be placed in an appropriate archival repository.

Documentation should be made available to **connected people** and other interested parties. Where reasons for confidentiality exist, such as security, privacy, or cultural appropriateness, some information may not always be publicly accessible.

12. Recording

Evidence provided by the **fabric** of a **place** should be identified and understood through systematic research, **recording**, and analysis.

Recording is an essential part of the physical investigation of a **place**. It informs and guides the **conservation** process and its planning. Systematic **recording** should occur prior to, during, and following any **intervention**. It should include the **recording** of new evidence revealed, and any **fabric** obscured or removed.

Recording of the changes to a **place** should continue throughout its life.

13. Fixtures, fittings, and contents

Fixtures, fittings, and **contents** that are integral to the **cultural heritage value** of a **place** should be retained and conserved with the **place**. Such fixtures, fittings, and **contents** may include carving, painting, weaving, stained glass, wallpaper, surface decoration, works of art, equipment and machinery, furniture, and personal belongings.

Conservation of any such material should involve specialist **conservation** expertise appropriate to the material. Where it is necessary to remove any such material, it should be recorded, retained, and protected, until such time as it can be reinstated.

Conservation processes and practice

14. Conservation plans

A **conservation plan**, based on the principles of this charter, should:

(i) be based on a comprehensive understanding of the **cultural heritage value** of the **place** and assessment of its **cultural heritage significance**;

(ii) include an assessment of the **fabric** of the **place**, and its condition;

(iii) give the highest priority to the **authenticity** and **integrity** of the **place**;

(iv) include the entirety of the **place**, including the **setting**;

(v) be prepared by objective professionals in appropriate disciplines;

(vi) consider the needs, abilities, and resources of **connected people**;

(vii) not be influenced by prior expectations of change or development;

(viii) specify **conservation** policies to guide decision making and to guide any work to be undertaken;

(ix) make recommendations for the **conservation** of the **place**; and

(x) be regularly revised and kept up to date.

15. Conservation projects

Conservation projects should include the following:

(i) consultation with interested parties and **connected people**, continuing throughout the project;

(ii) opportunities for interested parties and **connected people** to contribute to and participate in the project;

(iii) research into documentary and oral history, using all relevant sources and repositories of knowledge;

(iv) physical investigation of the **place** as appropriate;

(v) use of all appropriate methods of **recording**, such as written, drawn, and photographic;

(vi) the preparation of a **conservation plan** which meets the principles of this charter;

(vii) guidance on appropriate **use** of the **place**;

(viii) the implementation of any planned **conservation** work; (ix) the **documentation** of the **conservation** work as it proceeds; and

(x) where appropriate, the deposit of all records in an archival repository.

A **conservation** project must not be commenced until any required statutory authorisation has been granted.

16. Professional, trade, and craft skills

All aspects of **conservation** work should be planned, directed, supervised, and undertaken by people with appropriate **conservation** training and experience directly relevant to the project.

All **conservation** disciplines, arts, crafts, trades, and traditional skills and practices that are relevant to the project should be applied and promoted.

17. Degrees of intervention for conservation purposes

Following research, **recording**, assessment, and planning, **intervention** for **conservation** purposes may include, in increasing degrees of **intervention**:

(i) **preservation**, through **stabilisation**, **maintenance**, or **repair**;
(ii) **restoration**, through **reassembly**, **reinstatement**, or removal;
(iii) **reconstruction**; and (iv) **adaptation**.

In many **conservation** projects a range of processes may be utilised. Where appropriate, **conservation** processes may be applied to individual parts or components of a **place** of **cultural heritage value**.

The extent of any **intervention** for **conservation** purposes should be guided by the **cultural heritage value** of a **place** and the policies for its management as identified in a **conservation plan**. Any **intervention** which would reduce or compromise **cultural heritage value** is undesirable and should not occur.

Preference should be given to the least degree of **intervention**, consistent with this charter.

Re-creation, meaning the conjectural **reconstruction** of a **structure** or **place**; replication, meaning to make a copy of an existing or former **structure** or **place**; or the construction of generalised representations of typical features or **structures**, are not **conservation** processes and are outside the scope of this charter.

18. Preservation

Preservation of a **place** involves as little **intervention** as possible, to ensure its long-term survival and the continuation of its **cultural heritage value**.

Preservation processes should not obscure or remove the patina of age, particularly where it contributes to the **authenticity** and **integrity** of the **place**, or where it contributes to the structural stability of materials.

i. Stabilisation

Processes of decay should be slowed by providing treatment or support.

ii. Maintenance

A **place** of **cultural heritage value** should be maintained regularly. **Maintenance** should be carried out according to a plan or work programme.

iii. Repair

Repair of a **place** of **cultural heritage value** should utilise matching or similar materials. Where it is necessary to employ new materials, they should be distinguishable by experts, and should be documented.

Traditional methods and materials should be given preference in **conservation** work.

Repair of a technically higher standard than that achieved with the existing materials or construction practices may be justified only where the stability or life expectancy of the site or material is increased, where the new material is compatible with the old, and where the **cultural heritage value** is not diminished.

19. Restoration

The process of **restoration** typically involves **reassembly** and **reinstatement,** and may involve the removal of accretions that detract from the **cultural heritage value** of a **place**.

Restoration is based on respect for existing **fabric,** and on the identification and analysis of all available evidence, so that the **cultural heritage value** of a **place** is recovered or revealed. **Restoration** should be carried out only if the **cultural heritage value** of the **place** is recovered or revealed by the process.

Restoration does not involve conjecture.

i. Reassembly and reinstatement

Reassembly uses existing material and, through the process of **reinstatement**, returns it to its former position. **Reassembly** is more likely to involve work on part of a **place** rather than the whole **place**.

ii. Removal

Occasionally, existing **fabric** may need to be permanently removed from a **place**. This may be for reasons of advanced decay, or loss of structural **integrity**, or because particular **fabric** has been identified in a **conservation plan** as detracting from the **cultural heritage value** of the **place**.

The **fabric** removed should be systematically **recorded** before and during its removal. In some cases it may be appropriate to store, on a long-term basis, material of evidential value that has been removed.

20. Reconstruction

Reconstruction is distinguished from **restoration** by the introduction of new material to replace material that has been lost.

Reconstruction is appropriate if it is essential to the function, **integrity**, **intangible value**, or understanding of a **place**, if sufficient physical and documentary evidence exists to minimise conjecture, and if surviving **cultural heritage value** is preserved.

Reconstructed elements should not usually constitute the majority of a **place** or **structure**.

21. Adaptation

The **conservation** of a **place** of **cultural heritage value** is usually facilitated by the **place** serving a useful purpose. Proposals for **adaptation** of a **place** may arise from maintaining its continuing **use**, or from a proposed change of **use**.

Alterations and additions may be acceptable where they are necessary for a **compatible use** of the **place**. Any change should be the minimum necessary, should be substantially reversible, and should have little or no adverse effect on the **cultural heritage value** of the **place**.

Any alterations or additions should be compatible with the original form and **fabric** of the **place**, and should avoid inappropriate or incompatible contrasts of form, scale, mass, colour, and material. **Adaptation** should not dominate or substantially obscure the original form and **fabric**, and should not adversely affect the **setting** of a **place** of **cultural heritage value**. New work should complement the original form and **fabric**.

22. Non-intervention

In some circumstances, assessment of the **cultural heritage value** of a **place** may show that it is not desirable to undertake any **conservation intervention** at that time. This approach may be appropriate where undisturbed constancy of **intangible values,** such as the spiritual associations of a sacred **place,** may be more important than its physical attributes.

23. Interpretation

Interpretation actively enhances public understanding of all aspects of **places** of **cultural heritage value** and their **conservation**. Relevant cultural protocols are integral to that understanding, and should be identified and observed.

Where appropriate, interpretation should assist the understanding of **tangible** and **intangible values** of a **place** which may not be readily perceived, such as the sequence of construction and change, and the meanings and associations of the **place** for **connected people**.

Any interpretation should respect the **cultural heritage value** of a **place**. Interpretation methods should be appropriate to the **place**. Physical **interventions** for interpretation purposes should not detract from the experience of the **place**, and should not have an adverse effect on its **tangible** or **intangible values**.

24. Risk mitigation

Places of **cultural heritage value** may be vulnerable to natural disasters such as flood, storm, or earthquake; or to humanly induced threats and risks such as those arising from earthworks, subdivision and development, buildings works, or wilful damage or neglect. In order to safeguard **cultural heritage value**, planning for risk mitigation and emergency management is necessary.

Potential risks to any **place** of **cultural heritage value** should be assessed. Where appropriate, a risk mitigation plan, an emergency plan, and/or a protection plan should be prepared, and implemented as far as possible, with reference to a conservation plan.

Definitions

For the purposes of this charter:

Adaptation means the process(es) of modifying a **place** for a **compatible use** while retaining its **cultural heritage value. Adaptation** processes include alteration and addition.

Authenticity means the credibility or truthfulness of the surviving evidence and knowledge of the **cultural heritage value** of a **place.** Relevant evidence includes form and design, substance and **fabric**, technology and craftsmanship, location and surroundings, context and **setting**, **use** and function, traditions, spiritual essence, and sense of place, and includes **tangible** and **intangible values.** Assessment of **authenticity** is based on identification and analysis of relevant evidence and knowledge, and respect for its cultural context.

Compatible use means a **use** which is consistent with the **cultural heritage value** of a **place,** and which has little or no adverse impact on its **authenticity** and **integrity.**

Connected people means any groups, organisations, or individuals having a sense of association with or responsibility for a **place** of **cultural heritage value.**

Conservation means all the processes of understanding and caring for a **place** so as to safeguard its **cultural heritage value. Conservation** is based on respect for the existing **fabric**, associations, meanings, and **use** of the **place**. It requires a cautious approach of doing as much work as necessary but as little as possible, and retaining **authenticity** and **integrity**, to ensure that the **place** and its values are passed on to future generations.

Conservation plan means an objective report which documents the history, **fabric,** and **cultural heritage value** of a **place**, assesses its **cultural heritage significance,** describes the condition of the **place**, outlines **conservation** policies for managing the **place**, and makes recommendations for the **conservation** of the **place**.

Contents means moveable objects, collections, chattels, documents, works of art, and ephemera that are not fixed or fitted to a **place,** and which have been assessed as being integral to its **cultural heritage value**.

Cultural heritage significance means the **cultural heritage value** of a **place** relative to other similar or comparable **places**, recognising the particular cultural context of the **place**.

Cultural heritage value/s means possessing aesthetic, archaeological, architectural, commemorative, functional, historical, landscape, monumental, scientific, social, spiritual, symbolic, technological, traditional, or other **tangible** or **intangible values,** associated with human activity.

Cultural landscapes means an area possessing **cultural heritage value** arising from the relationships between people and the environment. **Cultural landscapes** may have been designed, such as gardens, or may have evolved from human settlement and land use over time, resulting in a diversity of distinctive landscapes in different areas. Associative **cultural landscapes**, such as sacred mountains, may lack **tangible** cultural elements but may have strong **intangible** cultural or spiritual associations.

Documentation means collecting, **recording**, keeping, and managing information about a **place** and its **cultural heritage value**, including information about its history, **fabric,** and meaning; information about decisions taken; and information about physical changes and **interventions** made to the **place**.

Fabric means all the physical material of a **place**, including subsurface material, **structures**, and interior and exterior surfaces including the patina of age; and including fixtures and fittings, and gardens and plantings.

Hapu means a section of a large tribe of the **tangata whenua**.

Intangible value means the abstract **cultural heritage value** of the meanings or associations of a **place**, including commemorative, historical, social, spiritual, symbolic, or traditional values.

Integrity means the wholeness or intactness of a **place**, including its meaning and sense of **place**, and all the **tangible** and **intangible** attributes and elements necessary to express its **cultural heritage value**.

Intervention means any activity that causes disturbance of or alteration to a **place** or its **fabric**. **Intervention** includes archaeological excavation, invasive investigation of built **structures,** and any **intervention** for **conservation** purposes.

Iwi means a tribe of the **tangata whenua**.

Kaitiakitanga means the duty of customary trusteeship, stewardship, guardianship, and protection of land, resources, or **taonga.**

Maintenance means regular and on-going protective care of a **place** to prevent deterioration and to retain its **cultural heritage value**.

Matauranga means traditional or cultural knowledge of the **tangata whenua**.

Non-intervention means to choose not to undertake any activity that causes disturbance of or alteration to a **place** or its **fabric**.

Place means any land having **cultural heritage value** in New Zealand, including areas; **cultural landscapes**; buildings, **structures,** and monuments; groups of buildings, **structures,** or monuments; gardens and plantings; archaeological sites and features; traditional sites; sacred **places**; townscapes and streetscapes; and settlements. **Place** may also include land covered by water, and any body of water. **Place** includes the **setting** of any such **place**.

Preservation means to maintain a **place** with as little change as possible.

Reassembly means to put existing but disarticulated parts of a **structure** back together.

Reconstruction means to build again as closely as possible to a documented earlier form, using new materials.

Recording means the process of capturing information and creating an archival record of the **fabric** and **setting** of a **place**, including its configuration, condition, **use**, and change over time.

Reinstatement means to put material components of a **place**, including the products of **reassembly**, back in position.

Repair means to make good decayed or damaged **fabric** using identical, closely similar, or otherwise appropriate material.

Restoration means to return a **place** to a known earlier form, by **reassembly** and **reinstatement**, and/or by removal of elements that detract from its **cultural heritage value**.

Setting means the area around and/or adjacent to a **place** of **cultural heritage value** that is integral to its function, meaning, and relationships. **Setting** includes the **structures**, outbuildings, features, gardens, curtilage, airspace, and accessways forming the spatial context of the **place** or used in association with the **place**. **Setting** also includes **cultural landscapes**, townscapes, and streetscapes; perspectives, views, and viewshafts to and from a **place**; and relationships with other **places** which contribute to the **cultural heritage value** of the **place**. **Setting** may extend beyond the area defined by legal title, and may include a buffer zone necessary for the longterm protection of the **cultural heritage value** of the **place**.

Stabilisation means the arrest or slowing of the processes of decay.

Structure means any building, standing remains, equipment, device, or other facility made by people and which is fixed to the land.

Tangata whenua means generally the original indigenous inhabitants of the land; and means specifically the people exercising **kaitiakitanga** over particular land, resources, or **taonga**.

Tangible value means the physically observable **cultural heritage value** of a **place**, including archaeological, architectural, landscape, monumental, scientific, or technological values.

Taonga means anything highly prized for its cultural, economic, historical, spiritual, or traditional value, including land and natural and cultural resources.

Tino rangatiratanga means the exercise of full chieftainship, authority, and responsibility.

Use means the functions of a **place**, and the activities and practices that may occur at the **place**. The functions, activities, and practices may in themselves be of **cultural heritage value**.

Whanau means an extended family which is part of a **hapu** or **iwi**.

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This revised text replaces the 1993 and 1995 versions and should be referenced as the *ICOMOS New Zealand Charter for the Conservation of Places of Cultural Heritage Value* (ICOMOS New Zealand Charter 2010).

This revision incorporates changes in conservation philosophy and best practice since 1993 and is the only version of the ICOMOS New Zealand Charter approved by ICOMOS New Zealand (Inc.) for use.

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Appendix 6

ICOMOS Historic Gardens
(The Florence Charter 1981)

CONSEIL INTERNATIONAL DES MONUMENTS ET DES SITES — ICOMOS — INTERNATIONAL COUNCIL ON MONUMENTS AND SITES

HISTORIC GARDENS
(THE FLORENCE CHARTER 1981)

Adopted by ICOMOS in December 1982.

PREAMBLE

The ICOMOS-IFLA International Committee for Historic Gardens, meeting in Florence on 21 May 1981, decided to draw up a charter on the preservation of historic gardens which would bear the name of that town. The present Florence Charter was drafted by the Committee and registered by ICOMOS on 15 December 1982 as an addendum to the Venice Charter covering the specific field concerned.

DEFINITIONS AND OBJECTIVES

Article 1.

"A historic garden is an architectural and horticultural composition of interest to the public from the historical or artistic point of view". As such, it is to be considered as a monument.

Article 2.

"The historic garden is an architectural composition whose constituents are primarily vegetal and therefore living, which means that they are perishable and renewable." Thus its appearance reflects the perpetual balance between the cycle of the seasons, the growth and decay of nature and the desire of the artist and craftsman to keep it permanently unchanged.

Article 3.

As a monument, the historic garden must be preserved in accordance with the spirit of the Venice Charter. However, since it is a living monument, its preservation must be governed by specific rules which are the subject of the Present charter.

Article 4.

The architectural composition of the historic garden includes:

- Its plan and its topography.
- Its vegetation, including its species, proportions, colour schemes, spacing and respective heights.
- Its structural and decorative features.
- Its water, running or still, reflecting the sky.

Article 5.

As the expression of the direct affinity between civilisation and nature, and as a place of enjoyment suited to meditation or repose, the garden thus acquires the cosmic significance of an idealised image of the world, a "paradise" in the etymological sense of the term, and yet a testimony to a culture, a style, an age, and often to the originality of a creative artist.

Article 6.

The term "historic garden" is equally applicable to small gardens and to large parks, whether formal or "landscape".

Article 7.

Whether or not it is associated with a building in which case it is an inseparable complement, the historic garden cannot be isolated from its own particular environment, whether urban or rural, artificial or natural.

Article 8.

A historic site is a specific landscape associated with a memorable act, as, for example, a major historic event; a well-known myth; an epic combat; or the subject of a famous picture.

Article 9.

The preservation of historic gardens depends on their identification and listing. They require several kinds of action, namely maintenance, conservation and restoration. In certain cases, reconstruction may be recommended. The authenticity of a historic garden depends as much on the design and scale of its various parts as on its decorative features and on the choice of plant or inorganic materials adopted for each of its parts.

MAINTENANCE, CONSERVATION, RESTORATION, RECONSTRUCTION

Article 10.

In any work of maintenance, conservation, restoration or reconstruction of a historic garden, or of any part of it, all its constituent features must be dealt with simultaneously. To isolate the various operations would damage the unity of the whole.

MAINTENANCE AND CONSERVATION

Article 11.

Continuous maintenance of historic gardens is of paramount importance. Since the principal material is vegetal, the preservation of the garden in an unchanged condition requires both prompt replacements when required and a long-term programme of periodic renewal (clear felling and replanting with mature specimens).

Article 12.

Those species of trees, shrubs, plants and flowers to be replaced periodically must be selected with regard for established and recognised practice in each botanical and horticultural region, and with the aim to determine the species initially grown and to preserve them.

Article 13.

The permanent or movable architectural, sculptural or decorative features which form an integral part of the historic garden must be removed or displaced only insofar as this is essential for their conservation or restoration. The replacement or restoration of any such jeopardised features must be effected in accordance with the principles of the Venice Charter, and the date of any complete replacement must be indicated.

Article 14.

The historic garden must be preserved in appropriate surroundings. Any alteration to the physical environment which will endanger the ecological equilibrium must be prohibited. These applications are applicable to all aspects of the infrastructure, whether internal or external (drainage works, irrigation systems, roads, car parks, fences, caretaking facilities, visitors' amenities, etc.).

RESTORATION AND RECONSTRUCTION

Article 15.

No restoration work and, above all, no reconstruction work on a historic garden shall be undertaken without thorough prior research to ensure that such work is scientifically executed and which will involve everything from excavation to the assembling of records relating to the garden in question and to similar gardens. Before any practical work starts, a project must be prepared on the basis of said research and must be submitted to a group of experts for joint examination and approval.

Article 16.

Restoration work must respect the successive stages of evolution of the garden concerned. In principle, no one period should be given precedence over any other, except in exceptional cases where the degree of damage or destruction affecting certain parts of a garden may be such that it is decided to reconstruct it on the basis of the traces that survive or of unimpeachable documentary evidence. Such reconstruction work might be undertaken more particularly on the parts of the garden nearest to the building it contains in order to bring out their significance in the design.

Article 17.

Where a garden has completely disappeared or there exists no more than conjectural evidence of its successive stages a reconstruction could not be considered a historic garden.

USE

Article 18.

While any historic garden is designed to be seen and walked about in, access to it must be restricted to the extent demanded by its size and vulnerability, so that its physical fabric and cultural message may be preserved.

Article 19.

By reason of its nature and purpose, a historic garden is a peaceful place conducive to human contacts, silence and awareness of nature. This conception of its everyday use must contrast with its role on those rare occasions when it accommodates a festivity. Thus, the conditions of such occasional use of a historic garden should be clearly defined, in order that any such festivity may itself serve to enhance the visual effect of the garden instead of

perverting or damaging it.

Article 20.

While historic gardens may be suitable for quiet games as a daily occurrence, separate areas appropriate for active and lively games and sports should also be laid out adjacent to the historic garden, so that the needs of the public may be satisfied in this respect without prejudice to the conservation of the gardens and landscapes.

Article 21.

The work of maintenance and conservation, the timing of which is determined by season and brief operations which serve to restore the garden's authenticity, must always take precedence over the requirements of public use. All arrangements for visits to historic gardens must be subjected to regulations that ensure the spirit of the place is preserved.

Article 22.

If a garden is walled, its walls may not be removed without prior examination of all the possible consequences liable to lead to changes in its atmosphere and to affect its preservation.

LEGAL AND ADMINISTRATIVE PROTECTION

Article 23.

It is the task of the responsible authorities to adopt, on the advice of qualified experts, the appropriate legal and administrative measures for the identification, listing and protection of historic gardens. The preservation of such gardens must be provided for within the framework of land-use plans and such provision must be duly mentioned in documents relating to regional and local planning. It is also the task of the responsible authorities to adopt, with the advice of qualified experts, the financial measures which will facilitate the maintenance, conservation and restoration, and, where necessary, the reconstruction of historic gardens.

Article 24.

The historic garden is one of the features of the patrimony whose survival, by reason of its nature, requires intensive, continuous care by trained experts. Suitable provision should therefore be made for the training of such persons, whether historians, architects, landscape architects, gardeners or botanists. Care should also be taken to ensure that there is regular propagation of the plant varieties necessary for maintenance or restoration.

Article 25.

Interest in historic gardens should be stimulated by every kind of activity capable of emphasising their true value as part of the patrimony and making for improved knowledge and appreciation of them: promotion of scientific research; international exchange and circulation of information; publications, including works designed for the general public; the encouragement of public access under suitable control and use of the media to develop awareness of the need for due respect for nature and the historic heritage. The most outstanding of the historic gardens shall be proposed for inclusion in the World Heritage List.

Nota Bene

The above recommendations are applicable to all the historic gardens in the world.

Additional clauses applicable to specific types of gardens may be subsequently appended to the present Charter with brief descriptions of the said types.

Matter No. 012050020

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INITIAL ASSESSMENT REPORT.

Hmnzs Steadfast (Garage), 64 Governors Bay Road, Cass Bay - Condition Assessment



19 October 2022

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The author(s) of this report where they use the singular phrase "I" or the plural "we", or similar phraseology, are referring to their role acting on behalf of Prendos New Zealand Limited ("Prendos"), not as individuals.

Executive Summary

Prendos have carried out an initial visual assessment of the building at HMNZS Steadfast (Garage), Cass Bay in respect of the condition and suitability for refurbishment including additions to the structure.

Based on the information provided the property is of historic significance. Visual inspection confirmed a number of issues with the existing structure and building fabric, arising mainly from deferred maintenance. The building foundation comprises an original unreinforced concrete perimeter foundation wall with concrete foundations to supporting timber posts; this has been subsequently infilled with unreinforced concrete. Issues noted with the existing foundation include efflorescence, indicating a lack of damp proof course and water rising up through the slab, cracking to the concrete infill and original perimeter foundations and a change of level from door threshold height down to internal floor level. A previous flooding event has caused damage to carpet floor finishes, which have been subsequently stripped out.

The roof to the property is generally in very poor condition due to age-related deterioration and lack of maintenance, with water ingress occurring due to a general lack of adequate barge flashings, missing and leaking rainwater goods, and corrosion to roof sheets with water and borer damage evident to timber sarkings and the timber roof structure. Barge and fascia boards are also in very poor condition.

Wall claddings comprise the original claddings and are specifically noted within the conservation report as being worthy of conservation. Wall claddings are generally in fair condition given their age and lack of decoration or general maintenance; a number of broken and decayed weatherboards and board and batten cladding will require removal back to the nearest sound timber to allow inspection of the timber framing behind; all decayed framing also to be cut out and replaced (minimum 1m beyond the last visual signs of fungal decay). On completion of cladding repairs existing claddings will require surface preparation back to a sound surface and application of a primer/ redecoration with a good quality paint system in accordance with manufacturer's technical data and recommendations. Given the age of the property it is possible that lead based paint may be present therefore appropriate H&S precautions will be required to be put in place.

Internally wall and ceiling linings are generally dated and in poor condition, with possible asbestos content. In order to achieve a reasonable quality of interior finish it is likely that these will require replacement in their entirety.

We recommend that the refurbishment works to the existing building structure and fabric outlined in the conclusion section below be carried out at a minimum to repurpose the building.

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These works are likely to be costly and may be uneconomical compared to complete replacement with a purpose-built facility; however this would not achieve any conservation gains that may be made from refurbishment and re-purposing of the existing structure.

Further investigation into the extent of timber framing replacement is required and a full design of the proposed replacement foundation and new extension works would be required to complete a meaningful comparative costing exercise on the two alternatives.

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Addendum A - CCC Fulcrum Condition Report

Addendum B - Proposed Sketch Plans

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1.0 Introduction

1.1. Site

HMNZS Steadfast (Garage), 64 Governors Bay Road, Cass Bay.

1.2. Party Requesting Visit

Maria Adamski (Christchurch City Council).

1.3. Date of Visit

16 Sep 2022.

1.4. Recent Weather Conditions

Overcast, dry.

1.5. Building Surveyor Present

Michael Crilly, Prendos New Zealand Limited.

1.6. Other Persons Present

Chris Nee (T.S. Steadfast Sea Cadets).

2.0 Brief

Condition Survey and assess viability of refurbishment, meet with QS to discuss methodology and high level costing.

2.1. Limitations

The limitations which apply to our inspection and this report are as advised to you within our email dated 22 August 2022 and as set out below.

Our inspection and the report may be relied upon by Christchurch City Council (CCC) only, for the specified purposes. Our report must not be used, and cannot be relied upon, by any third party without our prior written consent. We accept no liability to any third party for the contents of this report.

This report is based on a visual inspection of the readily accessible areas to the property only. No steps were taken to expose elements of the structure otherwise concealed or to remove surface finishes for examination of the underlying elements and therefore we are unable to report that such parts remain free from defects.

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We have not carried out or commissioned any specialist investigation or tests to ascertain whether or not any deleterious or hazardous materials have been used in the construction of or existed in any base building and/or any subsequent refurbishment.

We have not carried out or commissioned any investigations into moisture ingress issues or damage at the site. Should you require such investigations, we can arrange this under separate appointment.

We are unable to advise on asbestos beyond considering and noting any evident risk that may indicate need for specialist investigation. This is identified where such risks were noted on site. However, the absence of comment cannot be taken as assurance that the property or area under consideration is free from asbestos. This would require a specialist survey and materials testing, which we can arrange under separate appointment.

While statutory matters may be noted in our report, this should not be taken as a full audit or risk assessment of the property. For the avoidance of doubt this includes building code compliance, fire safety and disabled access. Should you require a complete risk assessment of statutory compliance then this can be arranged under separate appointment.

We have not carried out or commissioned any formal enquiries or investigations into the potential contamination of the site or neighbouring land. In this respect you are advised to make your own arrangements, however, should you require any guidance we would be pleased to help. We were not instructed to appoint a Mechanical and Electrical Consultant to undertake a survey of the site installations. As such, we have made commentary from a Building Surveyor's perspective only.

We were unable to gain access into the following areas;

- Roof void

3.0 Documents Reviewed

In preparation of this report we have reviewed the following documents:

- General information provided by CCC relating to proposed refurbishment and alterations including sketch drawings.
- HMNZS Steadfast – Landscape History & Conservation Report for Christchurch City Council date January 2022.

4.0 Property Details

The property comprises a single storey accommodation block for T.S Steadfast Sea Cadets, located at the former Cass Bay Naval Armament Depot, 64 Governors Bay Road, Cass Bay.

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4.1. Site Exposure

The building is constructed on a sloped site in a valley location below high steep hills above Cass Bay approximately 300 metres from the coastline and located in Exposure Zone D as identified in NZS3604:2011 as '*coastal areas with high risk of windblown sea-spray salt deposits'*.

4.2. Construction

The building is of timber framed construction on an un-reinforced concrete perimeter foundation and a concrete slab floor (un-reinforced) with painted direct fixed timber batten and board/ weatherboard cladding and a lightweight corrugated metal roof covering on a single ridge roof structure with timber trusses partially supported by timber posts with concrete pad footings. The front elevation was originally formed as open bays which have been infilled with horizontal weatherboard cladding.

Joinery comprises single glazed timber framed units. The front entrance doors comprise a painted single timber panelled door and double timber doors with fibreboard overlay.

The structure is located adjacent to the Sea Cadets' parade ground which is grassed with no formed access. The building platform is cut into the hill with a low concrete retaining wall running adjacent to the parade ground to the north and timber pole retaining walls located to the rear of the structure to the west and north. The ground to the south is uneven and partially retained by a rock wall and metal edging.

Internal finishes generally comprise painted plasterboard walls and softboard ceilings with carpet floor finishes over the concrete slab.

The building does not meet the accessibility requirements of the NZ Building Code with a step down into the building (one area partially ramped).

Based on information provided within the conservation report, asbestos has been identified in the soffit lining, and is presumed to be present in the interior wall plastering, switchboard, and in the roof space.

5.0 Building History

The building was originally located at HMNZS Tasman naval barracks in Lyttleton as a Shipwright's Store and appears to have been dismantled and transported to this site circa 1956/57 when it was the Cass Bay Naval Armament Depot. It was used as a garage/workshop with 3 open fronted bays for vehicle access and is largely as originally constructed; however the open bays have had infill walls added with additional windows and doors. The interior has been lined and a timber partition wall divides the area into two separate bunk rooms for use by T.S. Steadfast Sea Cadets. The concrete slab floor and front foundation wall appear to have been added to accommodate the alteration.

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Christchurch City Council (CCC) have had a conservation report completed for the site and the garage is considered of moderate significance as it was constructed on a naval site for naval activities.

Moderate significance is defined as:

"Moderate - Makes an important contribution to the overall significance of the place and must be retained where possible and practicable".

The elements which appear of most significance are:

"The side and rear elevations of the former Shipwright Store/Garage."

With recommendations to:

"Conserve historic exterior weatherboard, timber detailing and trims, and make like-for-like repairs where rotten."

Limitation stated for the adaptation of the structure are stated as:

"Generally, the interior layout of the buildings may be altered provided that this does not involve unnecessary removal of fabric identified above, or undermine their structural integrity."

We have been informed that the Cass Bay Residents Association wish to have a community centre and the garage site has been considered as the best location. The preferred approach based on the conservation plan is to repurpose the garage and it is understood that as part of this proposal, it is planned to remove the internal wall, install a new floor slab, insulate and reline the building, install new doors on the north elevation, install new toilets and kitchen, and make the building accessible (basic sketch plans for this proposal are provided in Appendix B).

6.0 Investigation

6.1. Equipment Used

I used the following equipment:

- Olympus TG4 Tough digital camera
- Samsung Galaxy Tab Active Pro
- Hilti PS 50 rebar detector
- Ladder

6.2. Extent of Inspection

Visual inspection of internal and external areas. Isolated investigations were carried to detect concrete reinforcing within the floor slab and foundation wall. Ladder access was gained to the roof with limited observation of the roof void through openings in decayed fascia.

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6.3. Key Points from Investigation

The following was noted:

- Lack of tarred access road/ formed entrance path or approach.
- Lack of compliant level access.
- Concrete steps in poor condition.
- Roof covering and capping in poor condition with inadequate flashings/ cover at barges.
- Borer damage evident to roof framing.
- Bowing to ridgeline.
- Bargeboards and fascias in very poor condition.
- Rainwater goods missing or in poor condition.
- Rainwater discharges directly to ground with now drainage provision.
- Asbestos containing materials previously identified.
- Timber cladding in poor decorative condition with weathering/splitting typical, isolated areas of timber decay, bowed/separated/broken/missing battens.
- Lack of flashings at vulnerable junctions.
- Timber windows in poor decorative condition with weathering/splitting typical, cracked/missing glazing and areas of timber decay.
- Timber decay to framing behind compromised cladding observed and likely at other locations where possible water entry identified (further investigation required to confirm).
- Failed timber retaining walls.
- Cracking and moisture ingress through concrete perimeter foundation and slab.
- Cracking/separation and moisture damage to internal linings.
- Electrical Hazard due to exposed wiring at distribution board.
- Water entry due to flooding events.
- Vermin entry.

7.0 Analysis

7.1. Introduction

Photographs and additional condition comments relating to elements outlined below are available within CCC Fulcrum condition report which should be read in conjunction with this report (see Appendix A).

7.2. General access

Main access to the site is via a reasonably steep gravel road which is heavily rutted and is difficult to access for 2-wheel drive vehicles.

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There is no formed access onto the site or parking adjacent to the building as the ground is used as a parade ground for the Sea Cadets. It is noted that this grassed area, up to the low concrete retaining wall, was originally a hardstanding access to the garage and this approach could be taken again.

Access into the structure does not meet current accessibility standards and there is a change of level from door threshold height down to internal floor level.

7.3. Foundations

The building foundation comprises an original unreinforced concrete perimeter wall with concrete pad foundations to supporting timber posts; this has been subsequently infilled with unreinforced concrete to provide additional perimeter walls to support new timber wall additions to the front elevation and a concrete slab pored to raise floor levels internally. Issues noted with the existing foundation include evidence of moisture ingress noted in the form of efflorescence (salt deposits) through the floor slab and at perimeter foundation walls possibly due to lack of damp proof course, inadequate ground clearance or retaining wall failure, cracking to the concrete infill and original perimeter foundations, and a change of level from door threshold height down to internal floor level. A recent flooding event has caused damage to carpets, which have been stripped out of the larger bunk room.

7.4. Retaining walls

Timber pole retaining walls to the rear of the structure are in very poor condition and have failed completely in one section and rotated out-of-plumb in other areas. Pooling of water was also observed adjacent to the retaining walls.

The walls require complete replacement or may possibly be removed, and the ground banked as there appears sufficient space beyond the structure to the rear (subject to further investigation).

Access to the rear of the structure and retaining walls for machinery is limited to an uneven and narrow path.

7.5. Roof

The roof to the property is generally in very poor condition due to age-related deterioration and deferred maintenance, with water ingress occurring due to a lack of adequate barge flashings, missing and leaking rainwater goods, mismatched sheets and lifted lap joints, lifted/missing fixings and penetrations to roof sheets with water and borer damage evident to timber sarking and the timber roof structure. Barge and fascia boards are also in very poor condition with failed decayed timber providing access into the roof void.

Partial observation of the roof structure through holes in the eaves and the main roof framing showed the roof void to be reasonably dry (likely due to free flowing air through the gable vents aiding the drying process). There appear to be timber trusses supporting the roof and spanning from front to rear (see photo below). Condition of the trusses could not be fully ascertained at this time and further investigation would be required.

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7.6. Cladding

Wall claddings comprise newer addition timber weatherboards and the original board and batten cladding which is specifically noted within the conservation report as being worthy of preservation. Notwithstanding the numerous defects as outlined in the Fulcrum report, the wall claddings are generally in fair condition given their age and lack of decoration or general maintenance. A number of broken and decayed weatherboards and board and batten cladding will require removal back to the nearest sound timber to allow inspection of the timber framing behind; all decayed framing also to be cut out and replaced (minimum 1m beyond the last visual signs of fungal decay). On completion of cladding repairs existing claddings will require surface preparation back to a sound surface and application of a primer/ redecoration with a good quality paint system in accordance with manufacturer's technical data and recommendations. Given the age of the property it is possible that lead based paint may be present therefore appropriate H&S precautions will be required to be put in place.

7.7. Windows and Doors

The majority of the windows appear to be original (excluding the front elevation) and are in poor/very poor condition. Paint finish delamination and timber weathering was noted throughout, broken/missing glazing panes, no flashings present at vulnerable junctions with multiple routes for moisture entry likely and no protection to upper edge of windows and timber decay evident, severe in the rear elevation.

Windows will require replacement or refurbishment (if conservation necessary). Areas of the original board and batten cladding will need to be removed if additional window units are required and works will require building consent.

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Doors will need to be replaced. Adequate means of escape from fire will be required, depending on use, with possible openings in the original cladding required to accommodate additional exits.

7.8. Internal Linings

Internally wall and ceiling linings are generally dated and in poor condition, with possible asbestos content. In order to allow full examination of the timber framing and to achieve a reasonable quality of interior finish it is considered that these will require complete removal and replacement. Confirmation of asbestos content will be required prior to any works.

8.0 Conclusions and Recommendations

We would recommend that any refurbishment works include the following works to the existing building structure and fabric at a minimum to repurpose the building:

- Removal of any asbestos containing materials by a suitably qualified contractor
- Replacement of concrete foundation slab with new reinforced foundation slab incorporating new drainage pipework and water supplies for WCs and kitchen facilities (structural engineer's design required) – likely to require bracing and lifting of existing structure and reconnection to new foundation; new foundation slab to be at appropriate height to provide adequate ground clearance to base of claddings (minimum 100mm above paved surfaces and 175mm above soft landscaping) and timber bottom plate (minimum 150mm above paved surfaces and 225mm above soft landscaping)
- Removal of all rotten weatherboard and board and batten cladding and inspection of timber framing behind; cutting out and replacement of any decayed framing (to be identified by a suitably qualified person) prior to replacement of cladding to match existing in affected areas (including weatherboard if intending to be retained)
- Inspection of all windows, installation of new head flashings and replacement of all decayed timber elements including sills, facings and window frame sections, prior to replacement of all remaining glazing putty; any broken glazing to be replaced to current safety standards
- Replacement of external doors (if intending to be retained)
- Removal of all rainwater goods, roof sheeting and sarking to allow inspection of roof framing; removal and replacement of any timber framing structurally affected by timber decay or borer attack prior to replacement of roof coverings, bargeboards, fascia and rainwater goods complete to match original as far as possible
- Complete redecoration of all previously painted and new surfaces including preparation in accordance with good practice and manufacturer's guidelines (note: presence of any lead-based paint to be confirmed prior to works taking place and appropriate H&S precautions taken)
- New drainage disposal systems to be connected to septic tank / soak pits as appropriate if connection to main foul and stormwater systems is not possible
- Repair or replacement of all failed retaining walls (timber)

Matter No. 012050020

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- Provision of suitably surfaced access road and parking
- New ramped access and accessible facilities to current accessibility standards (access audit will be required for building consent)
- Appropriate means of escape in event of fire (fire engineer's report will be required for consent)
- Replacement of all internal ceiling and wall linings and new floor finishes throughout to suit proposed use
- Electrical upgrade and fire safety provisions as appropriate to suit new use
- Any additional fixtures, fittings, etc as required to suit new use

The above works are likely to be costly and may be uneconomical compared to complete replacement with a purpose-built facility; however this would not achieve any conservation gains that may be made from refurbishment and re-purposing of the existing structure.

Further investigation into the extent of timber framing replacement required and a full design of the proposed replacement foundation and new extension works would be required to complete a meaningful comparative costing exercise on the two alternatives.

PLEASE NOTE

This general repair recommendation is not sufficient to instruct a contractor in the process of repair works. Specific detailing and direction is required to be provided before and during the repair process.

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ADDENDUM A

CCC Fulcrum Condition Report



PRK_3539_BLDG_B07, Community Building, Youth Organisation

Created	2022-08-25 01:47:37 UTC by Maria Adamski
Updated	2022-10-17 20:43:38 UTC by Michael Crilly
Location	-43.602702826, 172.692444022
Status	Assessed

Asset Section

Building ID	PRK_3539_BLDG_B07
Building Use	Community Building
Building Description	Youth Organisation
Long Description	Community Building
Asset Address	64 Governors Bay Road Lyttelton
Site	HMNZS STEADFAST

Assessor

Date of Inspection	2022-09-16
Inspected By	Michael Crilly

Validation Section

Asset Found?	Yes
Correct Asset Type?	Yes

General Assessment

G1 Access-Apron	Maintenance/Investigation Required
G1 Access-Apron Note	Steep gravel access road is heavily rutted. Grassed banked area at parade ground leading to property with no formed access.
G1 Photos	

Steep gravel access road



Gravel heavily rutted



No formed access to structure

G2 Ramp and handrails	Maintenance/Investigation Required
G2 Ramp and handrails Note	Inaccessible access ramp (80mm lip above ramp) and broken sleeper steps. Moss growth to sleep-out steps with no handrail. Uneven narrow access along side to rear of structure.

G2 Photos



Non-compliant access ramp



Broken sleeper steps



Slip hazard



Uneven ground

G General Condition Rating	Poor - Significant renewal/upgrade
G Other Notable Defect	No

Roof Structure Assessment

R1 Roofing	Maintenance/Investigation Required

R1 Roofingt Note	Mismatched roof sheeting with lifted lap joints and ridge flashings. Lifted/missing fixings. Displaced/loose roof sheets. Lack of barge flashing. Deteriorated underlay/timber sarking due to water entry at the roof perimeter. Holes through sheeting. The roof void was partially observed through holes in the eaves and the main roof framing appears dry (likely due to free flowing air through the gable vent which would aid the drying process) although evidence of borer was noted which could indicate prolonged moisture at times.
R1 Photos	 Lifted lap joints & walked fixings
	 Gaps at sheet and flashing joints



No barge flashings



Hole in sheeting



Deteriorated underlay



Decay to sarking

R2 Skylight	Not Applicable
R3 Spouting	Maintenance/Investigation Required
R3 Spouting Note	Missing or corroded spouting (highly corroded along rear elevation).
R3 Photos	



Spouting missing



Heavy corrosion (rear)



Minor corrosion (front)



Minor corrosion

R4 Downpipes	Maintenance/Investigation Required
R4 Downpipes Note	Downpipes missing (front & rear)

R4 Photos	
	Missing downpipe (front)
R5 Downpipe drain	Maintenance/Investigation Required
R5 Downpipe drain Note	Downpipes drain directly to ground with concrete stormwater channels. Channels are overgrown with blockages noted.
R5 Photos	
	No stormwater drain (front)



No stormwater drain (rear)



Overgrown storm channel (front)



Channel blocked below ramp

R6 Soffit	Maintenance/Investigation Required
R6 Soffit Note	Broken soffit linings (possible asbestos containing material (ACM)). Paint finish deteriorated to metal linings (rear). Linings bowed and dislodged.
R6 Photos	



Broken linings (ACM)



Paint deteriorated



Linings dislodged

R7 Fascia/Bargeboards	Maintenance/Investigation Required
R7 Fascia/Bargeboards Note	Finish deteriorated to exposed timber which is generally poor/very poor condition throughout. Holes through timber due to decay.
R7 Photos	



Timber decay



Weathering & decay



Weathering



Weathering & decay

R8 Vents	Not Applicable
R9 Paint	Not Applicable
R Roof Structure Condition Rating	Poor - Significant renewal/upgrade
R Other Notable Defect	Yes

R Notable Defect Photo	
	Ridge bows
R Notable Defect Comment	Roof ridge appears to be bowed.

Building Exterior Assessment

E1 Walls	Maintenance/Investigation Required
E1 Walls Note	Separation at weatherboard lap/butt joints. Poor decorative condition with weathering to timber cladding throughout. No flashings present at vulnerable weatherboard junctions with multiple routes for moisture entry likely. Separation at board & batten joints/junctions typical throughout. Battens bowed and missing with some broken boards. Obvious timber decay to board & batten in small, isolated areas with severe decay evident to the rear cladding and framing (approx. 1.0 m2) likely related to a badly decayed window above. Missing transition flashings at board & batten junctions. Notwithstanding, the cladding is generally intact for its age (the cladding is stated as of significance within the Conservation Report).
E1 Photos	



Opening at butt joints



Weathering & splitting



Likely water entry points



Separation at board & batten junctions



Broken battens



Severe timber decay below window



Transition flashings missing



Bowed battens

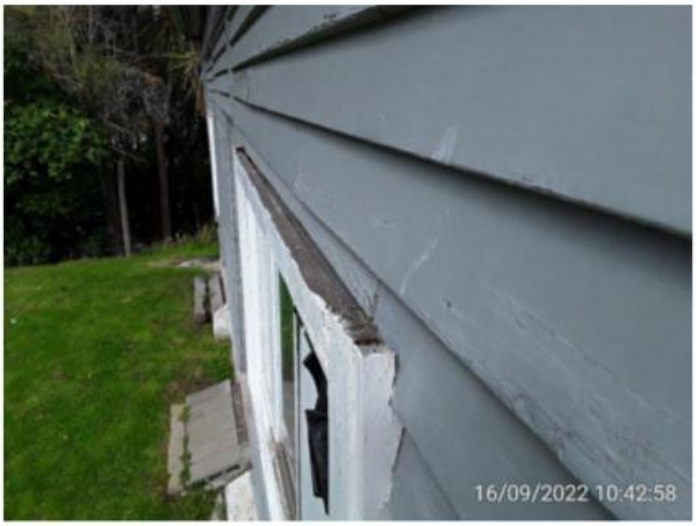
E2 Windows	Maintenance/Investigation Required
E2 Windows Note	Paint finish delamination and timber weathering throughout. Broken/missing glazing panes. No flashings present at vulnerable junctions with multiple routes for moisture entry likely and no protection to upper edge of windows. Timber decay noted (severe in some areas).
E2 Photos	



Paint delamination



Broken glazing pane



Lack of head flashings



Timber decay



Weathering to timber

E3 Waste water drain	Not Applicable
E4 Doors incl door hardware	Maintenance/Investigation Required
E4 Doors incl door hardware Note	Paint and timber deterioration to all doors. Corrosion to hardware with some fixings loose.
E4 Photos	



Timber deterioration below paint



Timber deterioration/ require replacement



Hardware corroded & loose

E5 Taps	Not Applicable
E6 Lighting	Not Applicable
E7 Signage-Male/Female/Unisex	Not Applicable
E8 Paint	Maintenance/Investigation Required
E8 Paint Note	Delamination typical throughout. Given the age of the property it is possible that lead based paint may be present therefore appropriate H&S precautions will be required.

E8 Photos	
	Paint deterioration
E Building Exterior Condition Rating	Poor - Significant renewal/upgrade
E Other Notable Defect	Yes
E Notable Defect Photo	
	Retaining wall has failed



Retaining wall out-of-plumb



Framing decayed



Cracking to concrete



Water ponding



ACM present

E Notable Defect Comment	Timber retaining walls have failed or have rotated out-of-plumb. Timber framing is severely decayed where visible behind area of compromised cladding. Cracking to concrete along edge of slab. Water ponding at retaining wall to rear of building. Asbestos containing materials have been detected within the structure and are logged in an asbestos register.

Bunk Room 1

Space

I Description	Bunk Room 1
I1 Walls	Maintenance/Investigation Required
I1 Walls Note	Cracking and separation at wall lining joints and junctions. Evidence of possible moisture ingress to linings.

I1 Photos	
	Cracking to linings
	
	Staining and cracking
I2 Floors	Maintenance/Investigation Required
I2 Floors Note	Evidence of moisture ingress noted in the form of efflorescence (salt deposits) through the floor slab and at perimeter foundation wall possibly due to lack of dpm, inadequate ground clearance or retaining wall failure. Non-level access into bunk room.
I2 Photos	



Efflorescence through slab



Efflorescence through wall



Efflorescence through wall



Internal ramped access

I3 Ceilings	Maintenance/Investigation Required
I3 Ceilings Note	Ceiling linings undulate with separation at joints typical (possible moisture related). Evidence of moisture ingress noted in the form of staining to ceiling linings.

I3 Photos	
	Undulating ceiling linings
	
	Moisture staining
I4 Doors incl door hardware	Not Applicable
I5 Lighting	Satisfactory
I6 Electrical Systems	Maintenance/Investigation Required
I6 Electrical Systems Note	Exposed electrical wiring with cracked fuse holder poses likely electrical hazard. Possible ACM backboard.

I6 Photos



Electrical hazard



Exposed wiring

I7 Heating, Ventilation, Air conditioning	Not Applicable
I8 Fixtures	Not Applicable
I Building Interior Condition Rating	Poor - Significant renewal/upgrade
I Other Notable Defect	Yes

I Notable Defect Photo	
	Flood damaged carpets
	
	Water damage to shelving
I Notable Defect Comment	Bunk house flooded during recent heavy rain event with carpets needing to be removed for replacement.

Bunk Room 2

Space

I Description	Bunk Room 2
I1 Walls	Maintenance/Investigation Required
I1 Walls Note	Cracking and separation at wall lining joints and junctions, with popped fixings and areas unpainted.

I1 Photos	 Cracking & separation  cracking & popped fixings
I2 Floors	Maintenance/Investigation Required
I2 Floors Note	Carpets stained and frayed at edges. Evidence of moisture ingress noted in the form of efflorescence (salt deposits) through the perimeter foundation wall. Cracking to concrete perimeter foundation wall.

I2 Photos	
	Stained carpet
	
	Efflorescence & cracking
I3 Ceilings	Maintenance/Investigation Required
I3 Ceilings Note	Cracking and separation at ceiling lining joints and junctions. with popped fixings and areas unpainted. Scotia missing in some areas.

I3 Photos	
	Separation at junctions
	
	Scotia missing
I4 Doors incl door hardware	Not Applicable
I5 Lighting	Satisfactory
I6 Electrical Systems	Satisfactory
I7 Heating, Ventilation, Air conditioning	Not Applicable
I8 Fixtures	Not Applicable
I Building Interior Condition Rating	Poor - Significant renewal/upgrade
I Other Notable Defect	Yes

I Notable Defect Photo	
	Rodent trap
I Notable Defect Comment	Possible rodent problem.

Overall Condition and Recommendation

Overall Condition Rating	Poor - Significant renewal/upgrade
Condition Comment	Aged building, deferred maintenance
Structure Photo	

Assessors Report and Recommendation	The building was originally located at HMNZS Tasman naval barracks in Lyttelton and appears to have been transported to this site when it was a Naval Armament Depot. It was used as a garage/workshop with 3 open fronted bays and is largely as originally constructed; however, the open bays have had infill walls added with additional windows and doors. The interior has been lined and a timber partition wall divides the area into two separate bunk rooms for use by T.S. Steadfast Sea Cadets. The building exterior and interior is in poor condition by modern standards but as a historic timber structure, it is largely stable although significant deferred maintenance requires immediate attention to protect the asset including; timber decay to rear window frame and surrounding cladding/wall framing, broken glazing, lack of flashings at vulnerable cladding junctions, roof covering including barge flashings and facias, spouting and downpipes, moisture ingress through concrete slab/roof/walls, stormwater drainage and failed retaining walls. The building is functional; however due to health & safety concerns including internal moisture, possible fungal/mould growth, asbestos containing materials, exposed electrical wiring, vermin entry and potential slip/trip hazards, it would not be recommended for its current use until these issues are investigated (at a minimum) and/or rectified.
Reviewed?	No
GeneralValidationCount	6
AssessmentValidationCount	2
RoofStructureAssessmentValidationCount	17
BuildingExteriorAssessmentValidationCount	15
OverallConditionValidationCount	3

ADDENDUM B

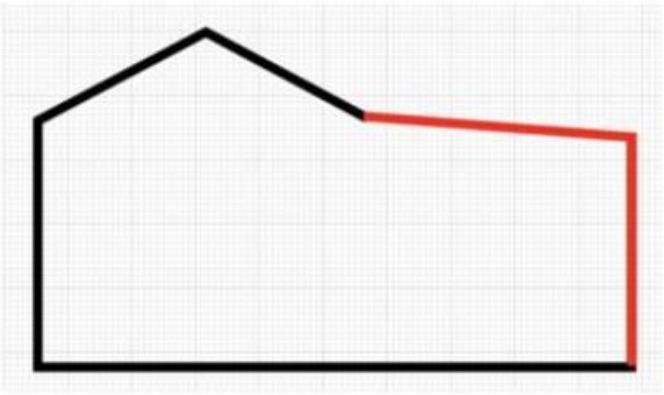
Proposed Sketch Plans



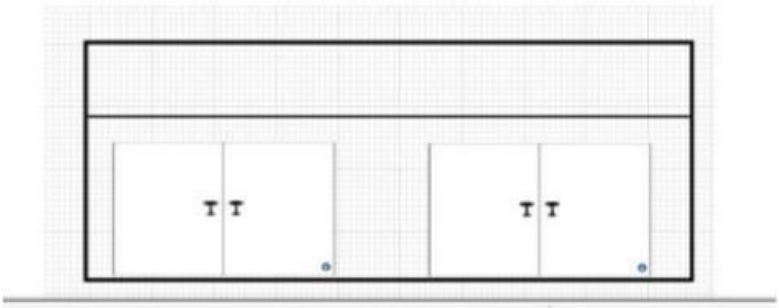
Proposed floor plan



Proposed roof line showing extension in red



Northern elevation – barn style doors stacked over ranchsliders



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28 March 2023

Matter No. 012050020

Christchurch City Council
53 Hereford Street
CHRISTCHURCH 8013

Attention: Maria Adamski

Dear Maria,

Re: HMNZS Cass Bay – Steadfast, high-level review of four options

Following your instruction to Prendos and email of 27 March 2023, we hereby provide you with our revised high-level cost estimate for budget purposes of the proposed four options for the former garage and lower accommodation building. Our estimated cost assessment of the proposed works is as follows.

A: Demolish and remove the garage and construct a new building

$748,000.00 excluding GST (Seven Hundred and Forty-Eight Thousand dollars) as per the attached breakdown.

B: Refurbish the existing building and add the additional area

$768,400.00 excluding GST (Seven Hundred and Sixty-Eight Thousand and Four Hundred dollars) as per the attached breakdown.

C: Strip out the existing building and return to original form in the existing location

$519,500.00 excluding GST (Five Hundred and Nineteen Thousand and Five Hundred dollars) as per the attached breakdown.

D: Strip out and return to original form in new location

$633,300.00 excluding GST (Six Hundred and Thirty-Three Thousand and Three Hundred dollars) as per the attached breakdown.

Our estimate of costs is based on relevant market data at the date of the estimate and assumes reasonably competitive market conditions.

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The relevant Concept Design and specification details are considered as "Work in Progress", and assumptions have been made based on the likely construction requirements.

Structural and Civil Engineering Design input is required.

Our cost estimate includes a minimum Project Contingency of 10 %, which we would recommend that the client sets aside for project costs generally associated with the delivery of such works.

Our cost estimate includes a Design Development Contingency of 5 %, which reflects what is required to cover the development of the design to the Detailed Design stage and forms part of the construction cost budget.

The purpose of this estimate is to provide the owner and authorised parties with sufficient financial information to assess the costs of carrying out the proposed alterations for financial planning purposes. Our estimate does not propose to be a rated scope of works.

Exclusions:

Note no allowance has been made in the estimate for the following items:

- GST
- Furniture and equipment
- Encapsulation of entire building as a methodology to protect the works with roof scaffolding and shrink wrap
- Asbestos Report
- Replacement of damaged or decayed timber framing and roof members
- Replacement of external cladding to be retained as heritage element
- Internal wall and ceiling finishes to Option C & D
- Heat pumps and associated works
- Contractors All Risks Insurance
- Temporary accommodation
- Incurred costs to date
- Effects of Covid-19 and Delta restrictions
- Escalation beyond the date of this estimate

Inclusions:

- Main Contractor's Preliminaries including Scaffolding
- Margin (Off site overheads and profit) 10%
- Project Contingency 10%
- Design Development Contingency 5%

Matter No. 034620001

Basis of Estimate:

- The cost estimate is based on desktop measurements of the elemental items taken from the sketches provided.
- Email from Rory Crosbie & Michael Crilly of Prendos on 6 March 2023, outlining the four (4) options under consideration.
- Email from maria Adamski dated 20th March 2023, instructing exclusion of internal finishes to walls and ceilings to option C & D and inclusion of pipe and mesh gates to the garages.

Assumptions as listed:

- A single Main Contractor appointment to co-ordinate all specialist trade works.
- A construction programme of 5 to 6 months in a single stage contract i.e not staged works.
- The final costs associated with the scaffolding and protection may vary and will be subject to agreed Contractor methodology.

A further more detailed estimate should be undertaken once all aspects of the design are developed and complete.

Note that the final developed design, specifications and contractor methodology will impact on the final costs.

We trust this assists in the interim and please do not hesitate to contact us should you have any queries.

Prepared by

Linda Lodetti
BSc (Hons) Quantity Surveying
MRICS NZIQS
REGISTERED & CHARTERED QUANTITY SURVEYOR
CENTRAL NORTH ISLAND LEAD QUANTITY SURVEYOR

Reviewed by

Asela Premaratne
Master of Construction (Construction Law) MAIQS Reg. QS MNZIQS
REGISTERED QUANTITY SURVEYOR
AUCKLAND LEAD QUANTITY SURVEYOR

Encl: Prendos High Level Estimate

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HMNZS Steadfast Cass Bay
Summary
Option 1 Rebuild

1	Site Preparation and Demolitions	40,100.00
2	New building structure	319,000.00
3	Decking & ramp	12,100.00
4	Site Services	8,000.00
5	Retaining wall	18,000.00
6	Preliminaries including Scaffolding	65,000.00
	Sub Total	**462,200.00**
7	Margins (10%)	46,300.00
8	Design Development Contingencies (5%)	25,500.00
	Sub Total	**534,000.00**
9	Professional fees, geo, consent fees	80,000.00
10	Project Contingencies (10%)	134,000.00
	TOTAL excl GST	**748,000.00**

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HMNZS Steadfast Cass Bay
Summary
Option 2 Refurbish & Addition

1	Site Preparation and Demolitions	75,700.00
2	Substructure	38,500.00
3	New building structure	131,200.00
4	Internal refurbishment of existing	134,500.00
5	Decking & ramp	12,100.00
6	Site Services	8,000.00
7	Retaining wall	18,000.00
8	Preliminaries including Scaffolding	68,000.00
	Sub Total	**486,000.00**
9	Margins (10%)	48,600.00
10	Design Development Contingencies (5%)	26,800.00
	Sub Total	**561,400.00**
11	Professional fees, geo, consent fees	75,000.00
12	Project Contingencies (10%)	132,000.00
	TOTAL excl GST	**768,400.00**

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HMNZS Steadfast Cass Bay
Summary
Option 3 Strip out & return to original in existing location

1	Site Preparation and Demolitions	86,700.00
2	Substructure	38,500.00
3	External building structure	42,000.00
4	Internal refurbishment of existing	43,100.00
5	Decking & ramp	12,100.00
6	Site Services	8,000.00
7	Retaining wall	18,000.00
8	Preliminaries including Scaffolding	42,000.00
	Sub Total	**290,400.00**
9	Margins (10%)	29,100.00
10	Design Development Contingencies (5%)	16,000.00
	Sub Total	**335,500.00**
11	Professional fees, geo, Consent fees	75,000.00
12	Project Contingencies (10%)	109,000.00
	TOTAL excl GST	**519,500.00**

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HMNZS Steadfast Cass Bay
Summary
Option 4 Strip out & return to original in new location

1	Site Preparation and Demolitions	96,700.00
2	Substructure	38,500.00
3	External building structure	42,000.00
4	Internal refurbishment of existing	43,100.00
5	Decking & ramp	12,100.00
6	Site Services	16,000.00
7	Site works	50,000.00
8	Preliminaries including Scaffolding	42,000.00
	Sub Total	**340,400.00**
9	Margins (10%)	34,100.00
10	Design Development Contingencies (5%)	18,800.00
	Sub Total	**393,300.00**
11	Professional fees, geo, Consent fees	100,000.00
12	Project Contingencies (10%)	140,000.00
	TOTAL excl GST	**633,300.00**

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HMNZS Steadfast Cass Bay

Option 1 Rebuild

				QTY	RATE	TOTAL	C/F TOTAL
1	**Site Preparation and Demolitions**						
	Demolish existing structure incl slab	m2		77	230.00	$17,710.00	
	Allow for asbestos removal	Item		1	15,000.00	$15,000.00	
	Allow for dealing with contaminated products such as lead paint items	Item		1	5,000.00	$5,000.00	
	Disconnect and cap off redundant service piping	Item		1	2,390.00	$2,390.00	
							$40,100.00
2	**New building structure**						
	Construction of new building, TC2 slab, timber framed, corrugated iron roofing, weatherboard cladding, gib lined, 1x kitchen, 3 WC's.	m2		116	2,750.00	$319,000.00	
							$319,000.00
3	**Decking & ramp**						
	New timber decking		m2	20	480.00	$9,600.00	
	Allow for handrailing		Item	1	2,500.00	$2,500.00	
							$12,100.00
4	**Site Services**						
	Allow plumbing & drainage to perimeter		P/S	1	5,000.00	$5,000.00	
	Allow electrical supply to perimeter		P/S	1	3,000.00	$3,000.00	
							$8,000.00
5	**Retaining wall**						
	Remove existing and replace with new timber pole up		m	20	900.00	$18,000.00	
							$18,000.00
	Subtotal						**$397,200.00**
6	**Preliminaries**						
	On-site overheads	Item		1	12.00	$48,000.00	
	Scaffolding	Item		1	17,000.00	$17,000.00	
							$65,000.00
	SUB TOTAL						$462,200.00
7	**Margins**						
	Off site overheads and profit (10%)					$46,300.00	
8	**Design Development Contingencies**						
	Design Development Contingencies (5%)					$25,500.00	
	TOTAL CONSTRUCTION COST						**$534,000.00**
	ADD FOR						
9	Professional fees, geo, consent fees					$80,000.00	
10	Project Contingencies (10%)					$134,000.00	
							$214,000.00
	TOTAL CONSTRUCTION COST, INCLUDING PROFESSIONAL FEES AND CONTINGENCY (EXCL.GST)						**$748,000.00**

Prendos NZ Limited

HMNZS Steadfast Cass Bay
Option 2 Refurbish & Addition

				QTY	RATE	TOTAL	C/F TOTAL
1	**Site Preparation and Demolitions**						
	Break up existing slab and ring beam	m2		77	100.00	$7,700.00	
	Brace existing house, lift to side site and re-instate	Item		1	30,000.00	$30,000.00	
	Allow for asbestos removal	Item		1	15,000.00	$15,000.00	
	Allow for dealing with contaminated products such as lead paint items	Item		1	5,000.00	$5,000.00	
	Disconnect and cap off redundant service piping	Item		1	3,000.00	$3,000.00	
	Remove external cladding for new addition	Item		1	5,000.00	$5,000.00	
	Strip off existing linings and ceilings	Item		1	5,000.00	$5,000.00	
	Allow protection of existing building, and temporary disconnections of services	Item		1	5,000.00	$5,000.00	
							$75,700.00
2	**Substructure**						
	New RC slab and ring beam	m2		77	500.00	$38,500.00	
							$38,500.00
3	**New building structure**						
	Allow for bracing to structure once re-instated	Item		1	20,000.00	$20,000.00	
	Construction of new building, TC2 slab, timber framed, corrugated iron roofing, weatherboard cladding, gib lined, 1x kitchen.	m2		39	2,800.00	$109,200.00	
	Make good existing at interfaces	Item		1	2,000.00	$2,000.00	
							$131,200.00
4	**Internal refurbishment of existing**						
	New flooring, walls, ceilings & services	m2		77	1,500.00	$115,500.00	
	Extra value for 3 WC's complete	Item		1	5,000.00	$5,000.00	
	New steel beam approx. span	Item		1	8,000.00	$8,000.00	
	Removable Partition	Item		1	6,000.00	$6,000.00	
							$134,500.00
5	**Decking & ramp**						
	New timber decking		m2	20	480.00	$9,600.00	
	Allow for handrailing		Item	1	2,500.00	$2,500.00	
							$12,100.00
6	**Site Services**						
	Allow plumbing & drainage to perimeter		P/S	1	5,000.00	$5,000.00	
	Allow electrical supply to perimeter		P/S	1	3,000.00	$3,000.00	
							$8,000.00
7	**Retaining wall**						
	Remove existing and replace with new timber pole up to 1.5 high		m	20	900.00	$18,000.00	
							$18,000.00
	Subtotal						$418,000.00
8	**Preliminaries**						
	On-site overheads	Item		1	12%	$51,000.00	
	Scaffolding	Item		1	17,000.00	$17,000.00	
							$68,000.00
	SUB TOTAL						$486,000.00
9	**Margins**						
	Off site overheads and profit (10%)					$48,600.00	
10	**Design Development Contingencies**						
	Design Development Contingencies (5%)					$26,800.00	
	TOTAL CONSTRUCTION COST						$561,400.00
	ADD FOR						
9	Professional fees, geo, consent fees					$75,000.00	
10	Project Contingencies (10%)					$132,000.00	
							$207,000.00
	TOTAL CONSTRUCTION COST, INCLUDING PROFESSIONAL FEES AND CONTINGENCY (EXCL.GST)						$768,400.00

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HMNZS Steadfast Cass Bay

Option 3 Strip out & return to original form in existing location

				QTY	RATE	TOTAL	C/F TOTAL
1	**Site Preparation and Demolitions**						
	Break up existing slab and ring beam	m2		77	100.00	$7,700.00	
	Brace existing house, lift to side site and re-instate	Item		1	40,000.00	$40,000.00	
	Allow for asbestos removal	Item		1	15,000.00	$15,000.00	
	Allow for dealing with contaminated products such as lead paint items	Item		1	5,000.00	$5,000.00	
	Disconnect and cap off redundant service piping	Item		1	3,000.00	$3,000.00	
	Remove external cladding to restore original open bays	Item		1	6,000.00	$6,000.00	
	Strip off existing linings and ceilings	Item		1	5,000.00	$5,000.00	
	Allow protection of existing building, and temporary disconnections of services	Item		1	5,000.00	$5,000.00	
							$86,700.00
2	**Substructure**						
	New RC slab and ring beam	m2		77	500.00	$38,500.00	
							$38,500.00
3	**External building structure**						
	Allow for bracing to structure once re-instated	Item		1	20,000.00	$20,000.00	
	Make good existing at interfaces and paint external walls	Item		1	6,000.00	$6,000.00	
	Make good existing windows and doors	Item		1	4,000.00	$4,000.00	
	Allow for pipe and mesh netting garage doors	Item		1	12,000.00	$12,000.00	
							$42,000.00
4	**Internal refurbishment of existing**						
	Seal concrete floor, power and lighting services	m2		77	300.00	$23,100.00	
	Re-state any heritage features that able to	Item		1	20,000.00	$20,000.00	
							$43,100.00
5	**Decking & ramp**						
	New timber decking		m2	20	480.00	$9,600.00	
	Allow for handrailing		Item	1	2,500.00	$2,500.00	
							$12,100.00
6	**Site Services**						
	Allow plumbing & drainage to perimeter		P/S	1	5,000.00	$5,000.00	
	Allow electrical supply to perimeter		P/S	1	3,000.00	$3,000.00	
							$8,000.00
7	**Retaining wall**						
	Remove existing and replace with new timber pole up to 1.5 high		m	20	900.00	$18,000.00	
							$18,000.00
	Subtotal						**$248,400.00**
8	**Preliminaries**						
	On-site overheads	Item		1	12%	$30,000.00	
	Scaffolding	Item		1	12,000.00	$12,000.00	
							$42,000.00
	SUB TOTAL						**$290,400.00**
9	**Margins**						
	Off site overheads and profit (10%)					$29,100.00	
10	**Design Development Contingencies**						
	Design Development Contingencies (5%)					$16,000.00	
	TOTAL CONSTRUCTION COST						**$335,500.00**
	ADD FOR						
9	Professional fees, geo, consent fees					$75,000.00	
10	Project Contingencies (10%)					$109,000.00	
							$184,000.00
	TOTAL CONSTRUCTION COST, INCLUDING PROFESSIONAL FEES AND CONTINGENCY (EXCL.GST)						**$519,500.00**

Prendos NZ Limited

HMNZS Steadfast Cass Bay

Option 4 Strip out & return to original in new location

			QTY	RATE	TOTAL	C/F TOTAL
1	**Site Preparation and Demolitions**					
	Break up existing slab and ring beam	m2	77	100.00	$7,700.00	
	Brace existing house, lift to side site and re-locate to new site	Item	1	50,000.00	$50,000.00	
	Allow for asbestos removal	Item	1	15,000.00	$15,000.00	
	Allow for dealing with contaminated products such as lead paint items	Item	1	5,000.00	$5,000.00	
	Disconnect and cap off redundant service piping	Item	1	3,000.00	$3,000.00	
	Remove external cladding to restore original open bays	Item	1	6,000.00	$6,000.00	
	Strip off existing linings and ceilings	Item	1	5,000.00	$5,000.00	
	Allow protection of existing building, and temporary disconnections of services	Item	1	5,000.00	$5,000.00	
						$96,700.00
2	**Substructure**					
	New RC slab and ring beam	m2	77	500.00	$38,500.00	
						$38,500.00
3	**External building structure**					
	Allow for bracing to structure once re-instated	Item	1	20,000.00	$20,000.00	
	Make good existing at interfaces and paint external walls	Item	1	6,000.00	$6,000.00	
	Make good existing windows and doors	Item	1	4,000.00	$4,000.00	
	Allow for pipe and mesh netting garage doors	Item	1	12,000.00	$12,000.00	
						$42,000.00
4	**Internal refurbishment of existing**					
	Seal concrete floor, power and lighting services	m2	77	300.00	$23,100.00	
	Re-state any heritage features that able to	Item	1	20,000.00	$20,000.00	
						$43,100.00
5	**Decking & ramp**					
	New timber decking	m2	20	480.00	$9,600.00	
	Allow for handrailing	Item	1	2,500.00	$2,500.00	
						$12,100.00
6	**Site Services**					
	Allow new plumbing & drainage to perimeter	P/S	1	10,000.00	$10,000.00	
	Allow new electrical supply to perimeter	P/S	1	6,000.00	$6,000.00	
						$16,000.00
7	**Site works**					
	Allow for new location access and landscaping	P/S	1	50,000.00	$50,000.00	
						$50,000.00
	Subtotal					**$298,400.00**
8	**Preliminaries**					
	On-site overheads	Item	1	12%	$30,000.00	
	Scaffolding	Item	1	12,000.00	$12,000.00	
						$42,000.00
	SUB TOTAL					**$340,400.00**
9	**Margins**					
	Off site overheads and profit (10%)				$34,100.00	
10	**Design Development Contingencies**					
	Design Development Contingencies (5%)				$18,800.00	
	TOTAL CONSTRUCTION COST					**$393,300.00**
	ADD FOR					
9	Professional fees, geo, consent fees				$100,000.00	
10	Project Contingencies (10%)				$140,000.00	
						$240,000.00
	TOTAL CONSTRUCTION COST, INCLUDING PROFESSIONAL FEES AND CONTINGENCY (EXCL.GST)					**$633,300.00**

Prendos NZ Limited



STEADFAST CBRA LEASE AREAS

Christchurch City Council

TECHNICAL SERVICES & DESIGN

SURVEYED	
DRAWN	JA
DATE	06/2023

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DRAWING NUMBER SM205211	ORIGINAL SHEET SIZE A4	SCALES 1:750	
WBS 304/8003			
PROJECT NUMBER 500421		SHEET 1 OF 1	

Resource Consents Unit

Memo

Date: 11th of July, 2023

From: Kent Wilson – Senior Planner

To: Paul Devlin - Head Ranger Port Hills and Banks Peninsula

Cc: Jonathan Gregg – Team Leader, Planning Team 4

Subject: Steadfast Reserve and Urumau Reserve

Purpose

The purpose of this memo is twofold; firstly to discuss the planning implications for a proposed community centre building on the Steadfast Reserve, and secondly, the planning implications of a new shared use mountain bike track within Urumau Reserve. I will discuss each in that order.

Steadfast Reserve

As I understand it the Cass Bay community wish to construct a community building on the reserve in the location shown in the image below at **Figure 1**.

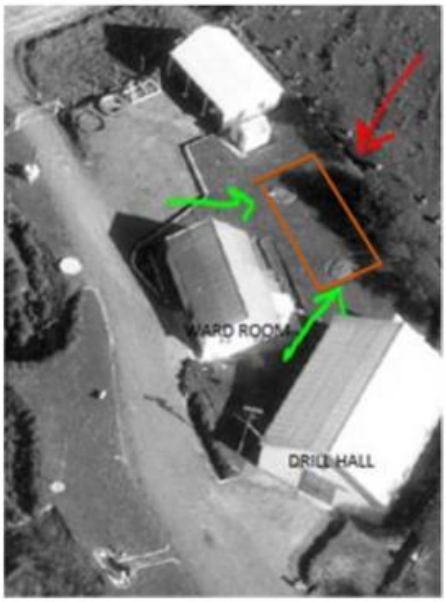

Figure 1: Proposed building location.

Relevant planning provisions for the site comprise the following:

- Open Space Natural zone,
- Rural Amenity Landscape overlay,
- 160 metre contour line crosses the property,
- Ngai Tahu Silent File 2a applies to the site,
- Remainder of the Port Hills and Banks Peninsula Slope Instability Management Area,
- Rockfall Management Areas 1 and 2 apply to higher parts of the property.
- Minor arterial status for Governors Bay Main Road,

Of the above the 160 metre contour line, Rockfall Management Areas, and Slope Instability Management Area have no relevance for the proposed building.

Under the Open Space Natural zone the proposal for a community facility would fall to be considered as a Non-Complying Activity, given that this zone is designed to encompass extensive natural, ecological, scenic and outdoor recreation areas, and as a result more intensive activities requiring buildings are generally not anticipated. In addition, consent would also be required as a Discretionary Activity under the Rural Amenity Landscape overlay provisions.

It is likely that consultation with Te Hapu o Ngati Wheke will be required by way of Mahaanui Kurataiao Ltd in the processing of any consent application. This can be undertaken by the applicant directly before they lodge the application with Council, or the applicant can request that Council undertakes the consultation on their behalf after lodgement with Council. The applicant will be charged directly by Mahaanui for the former, whereas the latter comes at no cost to an applicant as Council has a separate budget for such consultation.

Turning now to how the Council might consider any application, I think the starting point is to understand the nature of the site, specifically, that it is not a typical Open Space Natural zoned property, in so far as the lower portions of the reserve are occupied with seven buildings within 150 metres of the road. That gives this part of the reserve a marked built character, as compared to the higher parts of the property, where natural values predominate. That built character then becomes very relevant when considering the proposal in light of the objectives and policies of the Christchurch District Plan (the Plan).

Open Space Natural zone

The relevant objectives and policies are to found in Chapter 18 (Open Space) and Chapter 9.2 (Landscape and Natural Character). Considering those for the zone first, objectives 18.2.1.1 (Provision of open spaces and recreation facilities), 18.2.1.2 (Natural open space, water bodies and their margins), 18.2.1.3 (Character, quality, heritage and amenity) are the relevant, while of the policies Policy 18.2.2.1 (The role of open space and recreation facilities) and 18.2.2.5 (Environmental effects) will be key to address. Key points to draw from the objectives are as follows:

- Open spaces should be diverse in type and meet the recreational, cultural, health and wellbeing needs of the community,
- They should be accessible,

- The inherent qualities of natural open spaces should be protected, maintained and enhanced.
- Buildings within open spaces should be of a scale, form and design which maintain the predominance of open space, are compatible with the role and anticipated use of the open space and are integrated with the character of the surrounding area.

I think it fair to say that the facility will meet the needs of the community, it will be accessible, and given the character of the lower portion of the property, will maintain the inherent qualities of the open space. While their might be some tension with the role and anticipated use of the open space, I think that as long as the building is of the size shown in **Figure 1** above it will be integrated with the character of the surrounding area.

Turning now to the policies, and Policy 18.2.2.1 to begin with, the key provision of that policy is clause b, which reads as follows:

> "b. Avoid activities that do not have a practical or functional need to be located within open space."

The point to be made at this juncture is that the Environment Court has told us that objectives or policies that use directive language such as "avoid" are to be afforded more weight than more enabling provisions. Thus, it will be imperative that it be demonstrated that the only place the community centre can be located is in the reserve. If that cannot be demonstrated then we would likely be unable to support the proposal.

Policy 18.2.2.5 concerns itself with the effects arising from activities. Hence effects arising from noise, light spill, visual amenity will become relevant. Hours of operation, and duration and frequency of the activity will also be relevant as they bear on effects.

As part of the consideration of effects, and as we discussed, on site parking will need to be addressed, as this could have effects on visual amenity, will likely be relevant in relation to noise effects depending on where the parking is provided and could also have a bearing on light spill, again in relation to location. Finally, the parking area might also require earthworks for its creation that generates a further reason for consent. Issues for any earthworks would likely be the appropriate management of erosion and sediment, any Ngai Tahu cultural values, and any visual impacts on the natural values of the site. Council would also likely be concerned that any hyrdrocarbons are captured in any discharge before the same reaches any Council stormwater network.

When it comes to effects that might arise, I am mindful that there are a number of residential property owners to the west that Council would have to take into account as to whether they should be identified as affected parties. As an observation, if the building was proposed for the western side of the property any effects on those owners would likely be diminished, and as a result, the risk of identifying them as affected parties, also diminished.

Rural Amenity Landscape overlay

With respect to the Rural Amenity Landscape overlay, Objective 9.2.2.1.3 (Significant features and rural amenity landscapes) expects that such landscapes be maintained, thus again the existing character of the site becomes relevant, and that being the case, my view is that it could said that the proposal would not be inconsistent with the objective. Policy 9.2.2.2.5 (Recognising and maintaining the qualities of rural amenity landscapes) is the relevant supporting policy. The most relevant clause within that policy is a.iii, which seeks to ensure that development does not over domesticate the landscape. I think it could argued that the development will not offend this policy as the proposed building is to be located within a group of existing buildings which have clearly modified the landscape.

Other matters

As discussed with you consent will be required for a breach of the site coverage standard for the zone. The relevant rule specifies that the maximum coverage shall not exceed 10% of net site area or 250m^2, whichever is the lesser. Given the size of the site, the 250m^2 is clearly going to be the lesser of the two, hence that will be the applicable maximum site coverage. As existing buildings on site will already exceed that standard any new building will automatically be in breach of the rule. However, I think any breach will be of minimal concern. In reality that standard is a mismatch with the existing character of the lower portion of the property.

Water supply for fire-fighting purposes will need to be established either by connection to the Council reticulated supply or by an alternative supply in accordance the New Zealand Fire Service Firefighting Water Supplies Code of Practice (SNZ PAS: 4509:2008).

Finally, the access would appear to have limited sight lines in either direction along the Governors Bay Main Road. That will need to be rectified to make the access safe. In addition, I would expect that we will require the entrance way to be formed to splayed configuration to allow better bi-directional access and for it to be sealed.

Conclusion

At an in-principal level I think the proposal is one that could be supported, subject to effects, along with outstanding matters such as the access formation, fire-fighting water supply and Ngai Tahu cultural values, being addressed.

Urumau Reserve

As you described to me over the phone, it is the intention to construct a new shared track that will lead down to Foster Terrace, as a replacement of an existing track in that area, with the new track to have a more suitable gradient for intermediate mountain bikers.

Relevant planning provisions are as follows:

- Open Space Natural zone,
- 160 metre contour line crosses the property,
- Nga Turanga Tupuna overlay,
- Remainder of the Port Hills and Banks Peninsula Slope Instability Management Area,
- Rockfall Management Areas 1 and 2.

Of the above the 160 metre contour line rules and the Slope Instability Management Area are not relevant to the proposal, and the Nga Turanga Tupuna overlay will only become a relevant matter should a consent be required, and the matters of assessment and discretion require a consideration of effects on Ngai Tahu cultural values.

The location of the Rockfall Management Areas can be seen in the image below at **Figure 2**. The yellow hatched area is Rockfall Management Area 2, and as I understand matters the proposed track will run through that area.



Figure 2: Rockfall Management Area 2 shown as yellow hatched.

Turning to the zone provisions, Recreation Facilities are provided for as a permitted activity, and I am satisfied that the proposed track is such a facility, given that the definition of the same includes the use of land for recreation activities. However, district wide rules also apply to the zone, including the standards for earthworks. Having said that, rules for earthworks under Rule 8.9.3 (Exemptions) at clause xii. specifies that "*Earthworks undertaken by Council or Canterbury Regional Council to maintain or upgrade their own parks and reserves.*" are exempt from the standards in Rule 8.9.2.1 P1 and P2. Those rules, and specifically P1, contain the maximum volume, maximum depth and gradients (amongst other things) applicable to permitted earthworks. That being the case I do not anticipate consent being required for earthworks under these rules.

That leaves a consideration of the Rockfall Management Area provisions. Relevantly at Table 5.6.1.1a clause l. the following is specified as a permitted activity (P25):

- "Recreation activities within parks and reserves and associated park management activities, including grazing and track repair."

Given that the proposed track is a Recreation activity I am satisfied that it is a permitted activity. In this regard I am also satisfied that the specific reference to track repair does not exclude track construction as a Recreation activity, as the clause is written to be inclusive and not exclusive, in so far as Recreation activities can include grazing and track repair, and other things that fall within the definition of the same.

Conclusion

Given the above it is my opinion, based on the description of the works you gave over the phone that it is likely that no consent will be required.


NORTH
AVAILABLE PARKING AREA
Lot 2
DP 300679
RT 3425
PAWSONS VALLEY ROAD
Lot 1
DP 300679
KEEP CLEAR
ALL TIMES
A
173m²
TOILET
6093
6095
AVAILABLE PARKING AREA
CHRISTCHURCH AKAROA ROAD (SH75)
Areas and Dimensions Subject to Survey
Boundary Locations Subject to Cadastral Survey
A
ISSUE
AMENDMENT
SIGNED
DATE
AKAROA MENS SHED LEASE AREA
Christchurch City Council
TECHNICAL SERVICES & DESIGN
SURVEYED
DRAWN JA
DATE 02/2020
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AERIAL PHOTOGRAPHY CREATIVE COMMONS ATTRIBUTION 3.0 NEW ZEALAND LICENSE
DRAWING NUMBER RPS3008-01
WBS 353/223/5
ORIGINAL SHEET SIZE A4
SCALES 1:500
PROJECT NUMBER RPS3008
SHEET 1 OF 1

From: Emma Crew <generalmanager@akaroahealth.nz>
Sent: Wednesday, June 21, 2023 9:47 AM
To: Dawson, Felix <Felix.R.Dawson@ccc.govt.nz>
Subject: Akaroa MENZSHED proposed lease

Good Morning Felix,
I am writing to express our support for the Akaroa MENZSHED to continue the lease of 6095 Christchurch Akaroa Road.

Our small and aging community is becoming increasingly isolated from Christchurch and we are working hard as a town to be as self sufficient and resilient as possible. Over the last couple of years we have seen an steep decrease in the mental well being of our community members, in particular the men. The current case load of our Brief Intervention Counsellor is 89% male.

The Akaroa MENZSHED provides a much-needed weekly safe space where our local men can work on local projects and seek support from each other. They have regular information sessions, like a recent focus on MENZSHED and help raise awareness on key topics. Being a member also provides valuable networking, discounts and benefits which all contribute to a healthy community. Studies have shown that men are less likely to ask for help, and the informal MENZSHED setting helps get conversations and friendships started.

The MENZSHED is vital to the wellbeing of our community and we would very much like them to stay in their current location which meets their needs and is accessible to all attendees.
Thank you for considering this, I do not need to appear before the hearings panel.

Warm Regards
Emma Crew
General manager
Akaroa Health Centre
Ph. 027 304 7005

Akaroa Men's Shed Newsletter

Your Update on How We Do It

June 2023 Issue No. 006

Men's Health Week 2023

Coordinator: John Petrie
This year's Men's Health Week will be from 12th to 18th of June.

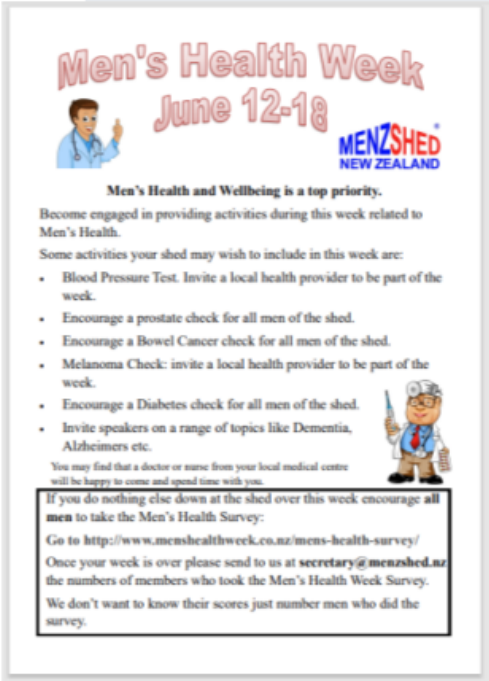
If you do nothing else down at the shed over that week we encourage all men to take the Men's Health Survey: Go to

http://www.menshealthweek.co.nz/mens-health-survey/

Once you have done the survey please let JP know so that we can send in the number of Akaroa members who responded. The National menzshed.nz would like know the numbers of members at each Shed that took the Men's Health Week Survey.

Our resident Doctor/Chairperson, Howard Wilson has offered to give a talk, Wednesday 14th, afternoon 2:00 - 3:00pm at our Shed, on some of the issues being highlighted during the week.

You should get an email invite to this session shortly.



AMST AGM 2023

Reporter: Rich Sales
Well another year has come and gone. That's year 10 for the AMST! Same age as the National Menzshed organization by the way.

The AGM held on Sat. 20th May was a little thin on membership. The past year Trust board meeting was held earlier from 9:30 to 11:00, and carried on with an extra half a dozen regular members as the official AGM. Draft Minutes of the AGM will be available shortly.

Big item on the Agenda was the resignation of our long time Secretary, John Oliver. A big motion of thankyou was fully accepted by all present. Yes well done JO. We do have a new Secretary: John Petrie. Thank you JP for stepping up. The other officers remain.

Big disappointment is that negotiations with the CCC to renew our Terms of Lease are still dragging on. Hence it was agreed that no further action be taken on progressing a Dust Extraction system until things are sorted.

IN THIS ISSUE

MEN'S HEALTH WEEK
Do the Survey.

BOARD Q4 + AGM 2023
We have a new Secretary.

COMMUNITY PROJECTS
New bench seat to be built.

MEMBER'S CORNER
A look at what a member gets up to at home in his own shed.

Community Projects

John Dunlop has decided to finish making our spare macrocarpa slabs into a 2-Seater bench for sale.
This time round we are going to record all the manufacturing pieces on CAD thanks to Rich's expertise.

It will be similar to this 3-Seater we made in July last year. Initially we will put it up for Auction at the "Ngaio Point Estate" annual Mid Winter Xmas function.



Member's Corner

Guest contributor this time is Rich Sales who writes...
I love old planes so when I saw an old block plane on the shelf under the AMST woodwork bench I was keen to refurbish it. Made by Union Manufacturing Co. USA, it had a missing front knob so I turned and fitted a new one plus cleaned all the metal work and sharpened the blade. All good for another 50 years of use ! Image shows an original Stanley No.110 above . Cheers Rich



Shed Equipment:

The Shed has been making so many rodent traps that our old staple gun has worn out. The staple failed about every third try so it was time for a new one. Many thanks to John Dunlop for sourcing this RYOBI Airwave replacement.



Let's hope it lasts a bit longer, we have more trap orders pending. Wood is on site drying, just waiting for the go ahead.

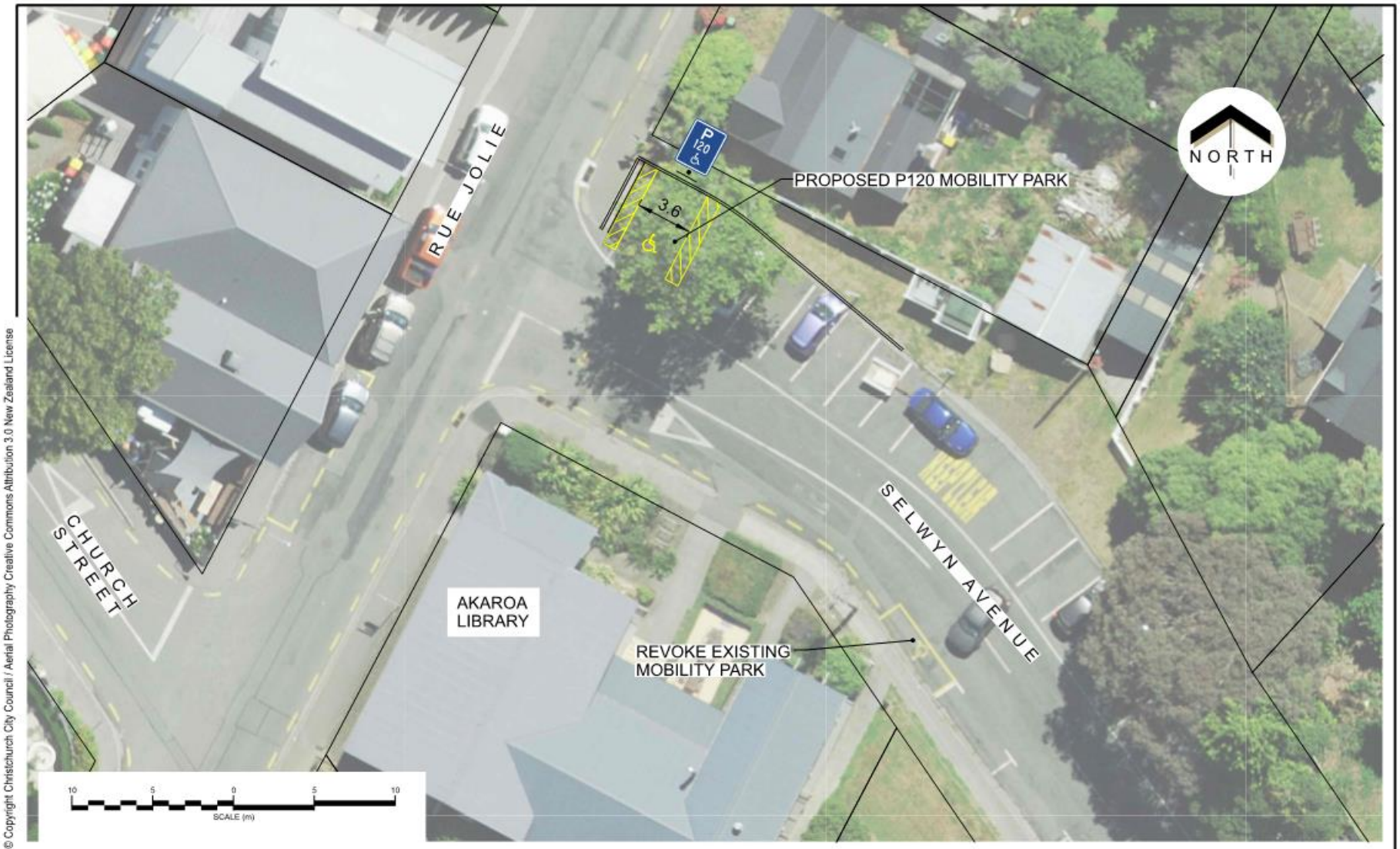
HEALTH & SAFETY

Shed Attendance... Sign IN & OUT

Please when attending the AMST Shed sign IN with date and time of arrival, and when you leave add the time and initial.

If you have not used a particular piece of equipment or not familiar with a brand of equipment please ask for user instructions from someone who is familiar with it.

The Akaroa Men's Shed Trust is a Chariable Trust and a member of the New Zealand National MENZSHED.



Christchurch City Council

Selwyn Avenue - Akaroa
Proposed P120 Mobility Park
For Board Approval

Original Plan Size: A4
ISSUE. 27/06/2023
TG146804 MJR

2023/24 SCF BANKS PENINSULA DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
00065469	Akaroa Resource Collective Trust	**Social Services Provision and ANZAC Day Services** The Akaroa Resource Collective Trust (ARCT) provides a safe, confidential drop in space for advice/training/referrals and facilitation of social related services in a holistic way for residents of Akaroa and the surrounding Bays (ensuring direct access to city-based staff who travel and work out of the ARCT office). The organisation runs a range of community events serving all ages, gender, ethnic and cultural groups. ARCT also serves as an umbrella organisation for ANZAC Services in Little River and Akaroa.	2022/23 - $25,000 (Social Services) SCF 2022/23 - $3,000 (ANZAC Day Services - Akaroa, Little River) SCF 2021/22 - $25,000 (Social Services) SCF 2021/22 - $1,500 (ANZAC Services Event Coordinator) DRF 2021/22 - $1,500 (ANZAC Day Services - Akaroa, Little River) SCF 2020/21 - $24,000 (Social Services) SCF **Other Sources of Funding** Other - MSD (providing Heartland Services)	**Total Cost** $55,070 **Requested Amount** $35,070 **64% percentage requested.** **Contribution Sought Towards:** Wages - $30,000 ANZAC Day Services Little River and Akaroa - $3,000 Staff hot desk hire - $2,070	**$32,000** That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant from its Strengthening Communities Fund for 2023/24 of $32,000 2024/25 of $32,000, 2025/26 of $32,000 to Akaroa Resource Collective Trust, with each year made up of $ 29,000 towards Social Service Provision on Banks Peninsula for wages and $3,000 towards ANZAC Day Services.	1

Organisation Details:

Service Base:	39 Rue Lavaud, Akaroa 7520
Legal Status:	Charitable Trust
Established:	9/05/1997
Staff – Paid:	1
Volunteers:	30
Annual Volunteer Hours:	300
Participants:	1,000
Target Groups:	Social Services

Networks:
Links into all the local organisations, and with larger regional and national social service providers, WINZ, Child Youth and Family etc

Organisation Description/Objectives:

Akaroa Resource Collective Trust provides, promotes, and supports charitable services that benefit the Akaroa community and surrounding areas.

The Trust provides a safe, confidential central drop-in space, and facilitates social related services in a holistic way across the community.

It also plans and runs community events which respond to a social need in the community. E.g., School holiday programmes, aged social events, youth events.

Alignment with Council Strategies and Policies

- Strengthening Communities Together Strategy
- Multicultural Strategy
- Ōtautahi Christchurch Climate Resilience Strategy
- Physical Recreation and Sport Strategy
- Community Board Priority - Good social and physical connections for our communities

Alignment with Council Funding Outcomes

- Support, develop and promote capacity,
- Community participation and awareness,
- Increase community engagement,
- Foster collaborative responses,

Outcomes that will be achieved through this project:

- This service is open five days a week, six hours each day.
- Improving community communications (Akaroa and Bays Forum).
- Strengthening community relationships and building resilience.
- Providing intervention support services.

How Will Participants Be Better Off?

- Employment initiatives
- Aged people welfare
- JP services
- Youth activities and initiatives with emphasis on the needs of youth who are at risk.
- Artistic and cultural education
- Environmental concerns
- Social related services
- Holistic work with regional and national social service
- Providers to ensure efficient and effective services for the local area
- A central, confidential, free, and inclusive drop in/meeting space in Akaroa

Staff Assessment

This project is recommended as a Priority One due to its reach and value for money. Akaroa Resource Collective Trust (ARCT) plays a key role in the delivery and co-ordination of social services and community projects which address the long-term safety, health, wellbeing, and quality of life for local residents. Established in 1997, ARCT provides charitable services through a central drop-in centre, information, advice and referral services for Akaroa and the surrounding bays. ARCT has requested multi-year funding for this project. Staff are recommending funding for three years.

ARCT is seeking a contribution towards wages for a Coordinator for the Akaroa and Bays Forum, an assistant to the ARCT Manager and an in-house Counsellor, room hire and towards ANZAC Day commemorations in Little River and Akaroa.

ARCT works as liaison between government agencies and the local community and addresses community needs as they are identified across the age and gender spectrum. Support is provided for areas of deprivation; socially and socio-economically disadvantaged; and areas of concern as expressed by groups or individuals. ARCT participates in identifying trends, needs and changes in the community, implementing new projects and engaging with individuals and groups as required. The Akaroa and Bays Forum was created recently with the support of Christchurch City Council staff. The Forum gathers groups with different points of view. It creates a space where those groups can discuss issues and concerns in their community, as well as provide a coordinated group to which government agencies can send information effectively.

The local Returned Services Association (RSA) will organise ANZAC Day commemorations in Little River and Akaroa and funding will be used towards co-ordination (overall event planning, liaison and administration) and for operational expenses (including a piper, sound system, printing and catering). ANZAC Day services are held across Banks Peninsula on 25 April each year and include parades, speeches and laying of wreaths. They differ to reflect the communities within which they are set, and conclude with cup of tea functions.

Rationale for Staff Recommendation:

- The project aligns strongly with all four pillars of the Strengthening Communities Together Strategy in particular objectives 1.4: Harnessing the strengths of diverse communities and addressing issues of social exclusion; 2.1: Encouraging communities to create and sustain a sense of local identity and ownership; 3.1: Empowering and equipping residents and groups to participate in decisions affecting their communities and neighbourhoods, 4.2: Supporting the capacity of the community and voluntary sector to plan, adapt and respond to risk, disruption and change.
- It aligns with the Board priority 'Good social and physical connections for our communities'.
- The Akaroa and Bays Forum is critical in identifying the needs of the community.
- The breadth of connection and trust the Manager/Coordinator has established within the local community that enables a wide range of 'by community, for community' initiatives to be successful.

2023/24 SCF BANKS PENINSULA DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

00065588	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	Lyttelton Community House Trust	**Wages and operational costs** Lyttelton Community House is the sole social services provider based in Lyttelton. They are seeking funding to enable them to continue the provision of current support services and respond to any new identified needs. Contribution is sought towards the cost of the meals produced, the administration costs and the wages of the Social Worker and the Cook.	2022/23 - $25,000 (Wages & Operational Costs) SCF 2021/22 - $25,000 (Wages & Operational Costs) SCF 2020/21 - $24,000 (Wages & Operational Costs) SCF **Other Sources of Funding** Meal donations - $25,000 Rata Foundation - $15,000 COGS - $10,000 (Pending) Manchester Unity - $2,000 (Pending) Lotteries - $3,500 (Pending for FY 2024/25)	**Total Cost** $124,880 **Requested Amount** $30,000 **24% percentage requested.** **Contribution Sought Towards:** Wages for Social Worker and Cook - $20,000 Cost of meals - $5,000 Administration - $5,000	**$29,000** That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant to Lyttelton Community House Trust from its Strengthening Communities Fund for 2023/24 of $29,000, 2024/25 of $29,000, and 2025/26 of $29,000 towards wages and operational costs.	**1**

Organisation Details:

Service Base:	7 Dublin Street, Lyttelton
Legal Status:	Charitable Trust
Established:	25/02/2009
Staff – Paid:	2
Volunteers:	30
Annual Volunteer Hours:	6,000
Participants:	1,100
Target Groups:	Social Services

Networks:
Lyttelton Health Centre, Police, Lyttelton Primary School, Churches, Te Hapu o Ngāti Wheke, Lyttelton Recreation Centre

Organisation Description/Objectives:
LCH is the only social services provider in Lyttelton; we provide services that are inclusive, which support and uplift our community. At Community House, our social worker, staff, and volunteers work with a core group of vulnerable people who live in substandard shared homes, many are direct from prison, and may be suffering addiction or severe mental health issues. We collaborate with Lyttelton Recreation Centre to run local Youth Groups for young people in the Lyttelton Harbour basin area.

Alignment with Council Strategies and Policies
- Te Haumako Te Whitingia Strengthening Communities Together Strategy
- Community Board priority - Good social and physical connections for our communities

Alignment with Council Funding Outcomes
- Support, develop and promote capacity.
- Community participation and awareness.
- Enhance community and neighbourhood safety.
- Provide community-based programmes.
- Reduce or overcome barriers.
- Foster collaborative responses

Outcomes that will be achieved through this project:
The following services will be provided over the coming year:
- Provision of outreach as well as in-house services.
- Meals for older adults and vulnerable members of the Lyttelton and Diamond Harbour community are prepared, cooked, and delivered (approximately 4,000 per annum).
- Lyttelton Community House (LCH) is open four days a week with a welcoming drop-in space providing tea, coffee, internet access, newspapers, books, puzzles, and DVD afternoons in the winter.
- Assistance with advocacy, health and disability needs as well as general support, support and education around devices/technology, company, and conversation.
- Free weekly community lunch, open to all, but primarily intended for older adults and vulnerable members of the community.
- Regular checks on the vulnerable. If they do not attend LCH they are visited to check on their safety and wellbeing.
- Provision of a foodbank.
- Provision of Lyttelton Youth Group weekly, during term times.
- Ongoing liaison and collaboration with local community organisations, e.g., medical centre, local police, school, church, Te Hapu o Ngāti Wheke, to ensure that Lyttelton Community House is reaching those most at need.
- Opportunities for volunteers to contribute to their community.

How Will Participants Be Better Off?
- Those using Lyttelton Community House Trust services will be better off by:
  - remaining in their own homes and having hot meals delivered
  - being less socially isolated/having connections and friendships at LCH
  - receiving help in accessing appropriate services
  - having access to support services to help them manage their lives.
  - receiving assistance with job hunting
  - joining outings
  - increased communication between LCH users and service providers
  - volunteers gain enjoyment and satisfaction from being productive and contributing to their community.
- Those attending Lyttelton Youth Group will be better off by:
  - Having opportunities to maintain friendships from primary school and stay connected within their community (children leave primary school and attend a variety of different secondary schools in Christchurch)
  - Accessing low-cost opportunities on their doorstep (the lack of public transport leaves Lyttelton Harbour children isolated from Christchurch and the many opportunities on offer unless they have families who can transport them there)
  - Accessing physical activity opportunities and workshops which are beneficial to young people's physical and mental well-being.

Staff Assessment
This request is recommended as a Priority One due to the impact Lyttelton Community House (LCH) Trust has on the community. If this project were not sufficiently funded and the organisation were no longer able to provide the current level of service, this would leave a gap in service provision.

LCH is the sole provider of social services in Lyttelton. Established in 2009 it has a good track record of providing services which meet the needs of older adults and vulnerable members of the community. As the only social services provider based in Lyttelton it is relied upon by many.

LCH has a strong emphasis on connecting people, especially the disadvantaged, vulnerable and older adults, with each other and with appropriate services. They provide support in the form of meals, conversation, transport, advocacy, links to health and government agencies and participation in group activities that improve health and well-being. LCH has built strong relationships with local service providers and groups which helps them to reach those most in need.

LCH is open for people to drop-in between the hours of 10am and 2pm every weekday except Thursday.

Many of the users of LCH suffer addiction and/or mental health issues and some are recently released from prison. Most of this group attend daily and when they do not attend the Social Worker visits them to check on their safety and wellbeing.

LCH prepares and cooks meals which are delivered to elderly and vulnerable members who cannot easily provide their own meals. The group asks for a small donation towards the meal ($8.50 for those that can afford this). Some people receive a regular five meals per week. Others are occasional users through temporary ill-health, surgery, etc. They deliver around 4,000 meals per year, including to Diamond Harbour. Black Cat Ferries transport the meals over to Diamond Harbour where volunteers deliver them. In addition, the food bank at LCH continues to be an important local service, and LCH also deliver firewood parcels (kindling and pinecones) for a small fee.

In the past year LCH has also established a youth group who use the facilities at the Lyttelton Recreation Centre. This enables young people to participate in activities that enhance their physical and mental well-being close to home.

To maintain the services they provide to the community, LCH are seeking a contribution towards wages for their Social Worker and cook. In addition, they are seeking a contribution towards the cost of the meals and administration costs. The rent is being sponsored by a separate business. Funding received from Rata Foundation is $5,000 less than they usually receive due to a change in their funding criteria. LCH draws on a core and consistent group of around 30 local volunteers who are committed to helping the service.

Multi-year funding is being recommended for LCH because they are a key local organisation within Banks Peninsula that provides a critical social service. They hold professional knowledge of the sector, have a proven track record, sound operational and governance policies and practices and a history of providing good reporting to Council. Their application for funding is for the same thing each year - operational costs and wages.

Rationale for Staff Recommendation:
- Their services connect people, enhancing life, health, and well-being, thereby strongly aligning with the funding outcomes and priorities of the Te Haumako Te Whitingia Strengthening Communities Together Strategy, especially Objective 1.7 - Work with others to reduce loneliness and social isolation, as well as the Community Board priority - Good social and physical connections for our communities.

2023/24 SCF BANKS PENINSULA DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

00065527	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	Project Lyttelton Incorporated	**Project Lyttelton** Project Lyttelton (PL) operates a foundation of projects that strengthen the Lyttelton community and build knowledge and resources for the community's shared future. PL provides connections across the community, where it supports other groups by using its legal entity to umbrella projects, provides opportunities for fundraising whilst undertaking its own projects which include: Lyttelton Farmers Market, Garage Sale, Lyttel Sew N Sews, Lyttelton Community Garden, Affordable 'Fruit and Veg' delivery, 40 Winchester (Hub). Contribution is sought towards wages for two roles (General Manager and Social Enterprise Administration Lead).	2022/23 - $26,500 (Community Action on Climate Change - Carbon Reduction) Sustainability Fund Rd 1 2022/23 - $18,000 (Project Development and Co-ordination Yr. 3/3) SCF 2021/22 - $4,500 (Lyttelton Farmers Market - TMO training) SYPF/DRF 2021/22 - $18,000 (Project Development and Co-ordination Yr. 2/3) SCF 2020/21 - $20,000 (Climate Friendly Lyttelton) - Sustainability Fund Rd 2 2020/21 - $18,000 (Project Development and Co-ordination Yr. 1/3) SCF 2020/21 - $10,000 (Lyttelton Recreation Centre Activation) SCF **Other Sources of Funding** Grants (Rata, COGS, Lotteries, and other gaming trusts) - $59,000 Income (Social Enterprises) - $172,000 Rata Foundation - $30,000 (to be lodged)	**Total Cost** $323,910 **Requested Amount** $20,000 **6% percentage requested.** **Contribution Sought Towards:** Wages (two roles - Manager and Social Enterprise Administration Lead, each 30 hours/week) - $20,000	**$19,000** That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant to Project Lyttelton Incorporated from its Strengthening Communities Fund for 2023/24 of $19,000, 2024/25 of $19,000, 2025/26 of $19,000 towards wages for the General Manager and Social Enterprise Administration Lead.	1

Organisation Details:

Service Base:	54A Oxford Street, Lyttelton
Legal Status:	Incorporated Society
Established:	20/06/2008
Staff – Paid:	18
Volunteers:	12
Annual Volunteer Hours:	10,000
Participants:	110,000
Target Groups:	Community Development

Networks:
Lyttelton Community House, Orton Bradley Park, Club 328, Whakaraupō Carving Centre, Lyttelton Primary School and Volcano Radio.

Organisation Description/Objectives:

To enable connection and activities for the community of Lyttelton and to work towards a climate friendly Lyttelton.

Alignment with Council Strategies and Policies

- Strengthening Communities Together
- Ōtautahi Christchurch Climate Resiliency
- Events
- Community Board Priorities - Good social and physical connections for our communities, and Proactive planning for climate change.

Alignment with Council Funding Outcomes

- Support, develop and promote capacity.
- Community participation and awareness.
- Enhance community and neighbourhood safety.
- Provide community based programmes.
- Reduce or overcome barriers.
- Foster collaborative responses.

Outcomes that will be achieved through this project:

- Operate Tuesday to Saturday 50 weeks of the year. The two roles provide internal structure and external networking and relationship building required by a community organisation.
- We will develop the concept of the Resilience Hub - this project is not only looking at the emergency aspect but at bringing together the work of PL into a cohesive force for preparation, mitigation and community.
- Support other groups in our community through utilising our incorporation and capacity (last year Matariki, Festival of Action, Biodiversity); and community donations achieved through community use of the Garage Sale each Saturday.

How Will Participants Be Better Off?

- The foundation of projects currently offered by Project Lyttelton provides a complex and multiple opportunity environment for people to connect as well as activities and services from the Lyttelton Farmers Market to spaces to run small groups at 40 Winchester (Union Chapel).
- PL provides opportunities for individuals to live more lightly on the planet through purchase of locally grown food, waste and recycling, up-cycling, information, and events as well as the new concept of the Resilience Hub - looking at ways we can all plan, prepare and learn to ensure our community is ready for whatever the future may hold.

Staff Assessment

This request is recommended as a Priority One due to Project Lyttelton's (PL) reach, depth, best practice, demonstrated leadership and innovation, strong alignment, and significant contribution to Christchurch City Council (Council) outcomes and priorities and towards the Board Plan priority regarding good social and physical connections. This project is recommended for multiyear funding.

Since 2004, PL has built a track record of collaboration and leadership in development and implementation of its varied projects (some have been handed on to other groups), and in sharing expertise and resources. The PL vision aims for a vibrant, sustainable community by helping people to make a difference; and building capacity by providing employment, education, networks and support for volunteering and training. PL projects enable people to participate, contribute, learn, and get to know others - reducing isolation and vulnerability and contributing to community safety.

The Lyttelton Farmers Market runs Saturdays, focusing on local food production. The Lyttelton Garage Sale - a community 'op' shop - provides everyday resources for the community highlighting the potential of the circular economy, degrowth as well as recycling, up-cycling and waste management. (Community groups can host the sale receiving income from the sales for that session.) The Lyttel Sew N Sews grew out of the Lyttelton Garage Sale, mending and repurposing unsaleable donations. The Lyttelton Community Garden and the developing Children's Garden is a space for hands-on skills-based education, and in-depth discussions around sustainability issues. Affordable Fruit and Veg deliveries provide fresh food weekly at low prices utilising the cooperative buying ability. The Lift Library (books, magazines, films) is a resource of information on political, environmental, and economic subjects. 40 Winchester provides a space for social connection and support to small groups working locally. PL is also working on the development and establishment of a focused community resilience hub in Lyttelton.

This application is to support wages for:

The General Manager brings together PL's people, resources, projects, and energy to take forward the vision of 'Climate Friendly Lyttelton', by networking within and beyond the Lyttelton community, co-ordinating resources and providing management support for the projects. This role is responsible for the day-to day management of PL and staff, the communications strategy and financial management.

The Social Enterprise Administration Lead (SEAL) manages and develops the farmers market and garage sale to increase potential income; develops relationships and ensures the social enterprises are well positioned to meet the strategic aims of PL. They will lead the enterprise teams strategically, managing day-to-day operations, keeping up to date with best practice and advice. The role includes managing contractors, work experience students and volunteers; developing administration systems and procedures; and providing customer service and office functions etc.

Rationale for Staff Recommendation:

- PL projects strongly align to all four pillars of the Strengthening Communities Together Strategy, providing myriad opportunities and ways for people to connect, to learn, to build a sense of belonging, providing opportunities for volunteering and preparing for emergencies, building climate resilience and neighbourliness. It aligns with the Board priorities 'Good social and physical connections for our communities' and 'Proactive planning for climate change'.
- PL has a track record in developing and delivering innovative projects - now all with the 'Climate Friendly Lyttelton' focus. Wage support for the Manager and SEAL, two critical positions, will ensure PL is well managed and positioned to continue to provide leadership, best practice and capacity.

2023/24 SCF BANKS PENINSULA DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

00065562	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	The Little River Wairewa Community Trust	**Staff Wages/Communications, Little River Big Ideas, and Banks Peninsula Walking Festival** The Little River Wairewa Community Trust (LRWCT) contracts a manager for administrative services and projects and events coordination, and a communications Manager for disseminating community information throughout the Wairewa area. The annual Banks Peninsula Walking Festival offers guided walks all over the Peninsula. The LRWCT provides an annual financial contribution and support in organising the festival. Contribution is sought towards Manager and Communications Manager wages, operational and project costs, and The Banks Peninsula Walking Festival contribution.	2022/23 - $17,000 (Staff Wages & BP Walking Festival) SCF 2021/22 - $8,267 (Kick-starting ridesharing and community transport in Horomaka Banks Peninsula) Sustainability Fund Round 1 2020/21-$18,000 (Co-ordination and operational costs, BP Walking Festival) SCF BP **Other Sources of Funding** Funds on hand - $23,153	**Total Cost** $57,450 **Requested Amount** $37,650 **66% percentage requested.** **Contribution Sought Towards:** Wages (Manager, Communications Manager) - $25,000 Stationery, printing, technology - $2,650 Review of Little River Big Ideas and updates - $6,000 Walking Festival - $4,000	**$18,000** That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of $18,000 from its 2023/24 Strengthening Communities Fund to the Little River Wairewa Community Trust made up of $15,000 for wages and operational costs; and $3,000 towards the Banks Peninsula Walking Festival.	1

Organisation Details:

Service Base:	Wairewa Little River
Legal Status:	Charitable Trust
Established:	28/04/2009
Staff – Paid:	0
Volunteers:	70
Annual Volunteer Hours:	1,500
Participants:	2,000
Target Groups:	Community Development
Networks:	N/A

Organisation Description/Objectives:

Enable groups and sectors to work together to bring about positive change in their communities.

The Trust will provide a focus conduit for applications for funding of community projects. These will be in the context of Trust purposes as defined in the Trust Deed and the Little River Big Ideas document.

Alignment with Council Strategies and Policies

- Strengthening Communities Together
- Physical Recreation and Sport Strategy
- Alignment with Board Priorities

Alignment with Council Funding Outcomes

- Support, develop and promote capacity.
- Community participation and awareness.
- Provide community-based programmes.
- Reduce or overcome barriers.
- Foster collaborative responses.

Outcomes that will be achieved through this project.

- Facilitating the engagement of members of the community who have knowledge and skills.
- Encouraging community self-reliance.
- Providing facilities which are resilient and well-designed and enhance the community environment and community wellbeing.
- Continue to provide an event encouraging locals and the wider community to get involved with the community and learn about the environment.

How Will Participants Be Better Off?

- Community programmes, events, facilities/amenities, and infrastructure are available for people of all ages which will:
- Enhance the overall wellbeing and sustainability of the local community.
- Benefit the visitors to Bank Peninsula and its surrounds which includes the increasing number of overseas visitors especially those expected through the summer season.

Staff Assessment

This project is recommended as Priority One due to strong alignment with Christchurch City Council's (Council's) funding priorities and outcomes and the wide reach of community projects undertaken by the Little River Wairewa Community Trust (LRWCT).

LRWCT supports groups and sectors to work together. It collaborates with a wide range of community, educational and environmental groups, and agencies, including Council, Environment Canterbury (ECan) and the Wairewa Rūnanga, to support community development in the Wairewa area. Projects undertaken are identified in the Little River Big Ideas document, which the Trust plans to review and update. These projects are diverse and provide activities/events/projects that support the whole of the community, and also specifically for young people and older adults, providing skills development and wellness by reducing isolation and assisting with building new relationships.

Funding is sought towards two projects:

1. The Little River Big Ideas (LRBI) wages for Manager and Communications Manager and operating costs:

The Manager supports LRWCT in all administrative and correspondence matters, co-ordinates Little River Big Ideas (LRBI) projects and organises large and small events as well as developing collaborative relationships with individuals and organisations. This role is for up to 20 hours/week. The Trust team has successfully completed projects such as the footpath from Christchurch-Akaroa Road to Little River School, a new playground, and a dog park which while still under review, is already regularly used by locals and travellers alike. Projects planned for the coming year include the Coronation Library renovation, community garden, and skate park. The Communications Manager ensures that information related to Trust activities, community residents/businesses, and events such as the Bank Peninsula Walking Festival is readily accessible to the community through the Trust website and other communication channels.

Operational funding will be used to update communication devices and to print local newsletters allowing easy access to information. The Coronation Library will serve as a central meeting point for the community, allowing for gatherings and collaborative workspaces.

2. The Banks Peninsula Walking Festival (The Festival)

This annual Festival is a partnership between the LRWCT and the Rod Donald Trust. The Trust contributes to operating costs and one LRWCT Trustee contributes time on the organising committee. The festival creates opportunities to enhance knowledge and appreciation of the geological and ecological uniqueness of the Banks Peninsula environment whilst promoting healthy outdoor activities. Knowledgeable volunteer guides host the co-ordinated walks which provide access to tracks, reserves, and private land. The Peninsula walks have a small entry fee (last year $17/$13.50 for shorter walks) and are of varying difficulty and length with some quite challenging tramps offered. Last year their programme offered 29 walks - eight were cancelled due to bad weather.

Rationale for Staff Recommendation:

- Strong alignment with all four Strengthening Communities Together Strategy pillars - People, Place, Participation and Preparedness. The festival contributes to the Physical Recreation and Sport Strategy Goal 1 Facilities and Environment by providing a safe environment that encourages participation, and Goal 2 Availability and Accessibility, by providing walks of varying difficulties and pricing. It also contributes to the Board Priorities of Proactive planning for climate change, Protecting and enhancing biodiversity on Banks Peninsula, and Good social and physical connections for our communities.
- LRWCT has a proven track record engaging and facilitating community-led local projects and events across the Wairewa area.
- LRWCT ensures that the LRBI Community Plan is implemented in partnership with Council.
- The Banks Peninsula Walking Festival enables a wide range of people to explore and learn about the local environment.

2023/24 SCF BANKS PENINSULA DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

00065708	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	The Loons Club Incorporated	**ANZAC Day Celebration in Lyttelton** The Loons Club will host an event to follow the official ANZAC ceremony held in Lyttelton each year (2024,2025,2026). The morning tea will be for those who attend the commemorations, with the aim of bringing the community together on this important day. Contribution is sought towards printing costs, food, entertainment and heritage 'prop' hire.	2022/23 - $500 (ANZAC Day Commemoration Celebration in Lyttelton) - DRF 2021/22 - $1,000 (Audio Equipment) DRF 2021/22 - $7,000 (Funding for operational costs) SCF 2020/21 - $1,000 (Operational costs and wages) SCF **Other Sources of Funding** Sponsorship - $1,800	**Total Cost** $ 3,500 **Requested Amount** $500 **14% percentage requested.** **Contribution Sought Towards:** Printing Costs - $100 Catering - $200 Entertainment - $100 Heritage Prop Hire - $100	**$500** That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant to The Loons Club Incorporated from its Strengthening Communities Fund for 2023/24 of $500, 2024/25 of $500, 2025/26 of $500 towards the ANZAC Celebration event in Lyttelton.	**1**

Organisation Details:

Service Base:	16 Canterbury Street, Lyttelton
Legal Status:	Incorporated Society
Established:	1/01/1959
Staff – Paid:	0
Volunteers:	50
Annual Volunteer Hours:	300
Participants:	300
Target Groups:	Community Development
Networks:	RSA

Organisation Description/Objectives:

To provide a facility for members and the wider Lyttelton community, for social, cultural, sporting, recreational and artistic activities beneficial to the people of Lyttelton and the wider Canterbury area.

To provide facilities and support for theatre, arts and music to promote appreciation of performing arts and theatre craft by supporting ongoing training of young, amateur and professional performers.

Alignment with Council Strategies and Policies

- Strengthening Communities Together
- Heritage
- Community Board Priority: Good social and physical connections for our communities.

Alignment with Council Funding Outcomes:

- Community participation and awareness.
- Reduce or overcome barriers.
- Foster collaborative responses.

Outcomes that will be achieved through this project:

- Community connectivity - providing a space for the community to gather.
- Pave the way for future generations to understand the day's significance in a local setting.
- Provide 'sing along' to remember the significant songs that help to embrace this day.

How Will Participants Be Better Off?

- The community will have a local annual event that they can look forward to and feel part of.

Staff Assessment

This project is being recommended as a Priority One due to the reach, impact, value for money and wider history of ANZAC commemorations held on 25 April in the four Banks Peninsula communities and the morning tea events which follow. The Loons Club Incorporated (Club) multiyear funding is recommended.

The Club's objectives include providing and supporting the wider Lyttelton community by promoting a sense of community connection and wellbeing. The Club's building has been part of the history of Lyttelton for over a century but was damaged in the Christchurch earthquakes. After significant refurbishment, the Club reopened as a purpose-built space in 2020 - the first ANZAC morning tea was held the following year, and this has been hosted annually since.

The Club is planning to host annual ANZAC Day celebrations at their venue following the official ceremony held at the cenotaph in Lyttelton a block away. April 25 2024 will be the fourth year they will provide morning tea and family entertainment for the community members who attend the commemoration service. A band has been hired in previous years to support and add to the occasion, and the Club plans to continue to do this. This event brings the community together - the Club expects it to grow year on year and anticipates continued support from community sponsorship.

Historically, morning tea events held in Lyttelton had been supported by the community board of the day until local service groups took over this responsibility some years ago. More recently, this was no longer possible, and The Club undertook to fill this need in 2021. (Over the intervening years, subsequent community boards have continued to support events in Little River, Akaroa, and Diamond Harbour).

Rationale for Staff Recommendation:

- Strong alignment with the Strengthening Communities Together Strategy especially the pillars of People and Place supporting access to heritage, reducing loneliness and isolation, intergenerational approaches, sustaining a sense of local identity and ownership.
- Strong support for the observance of ANZAC Day in the Lyttelton community, with local service groups participating actively in the service and attendance by a diverse range of community members - young and older.
- This is the only such event for the Lyttelton community. These 'cup of tea' functions provide immeasurable social benefit as community members interact with each other and their elected members. In a small community this day is a true example of people meeting together with a common focus.
- The historic relationship and role Banks Peninsula-based community boards have provided in supporting this event and funding provision would put this event on a similar footing to those held in the three other Banks Peninsula Ward subdivisions.

2023/24 SCF BANKS PENINSULA DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

00065857	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	Akaroa Community Arts Council	**Operational Costs 2023/24** Akaroa Community Arts Council (ACAC) promotes creative activity in Akaroa and the Bays Community through local arts exhibitions, performances, workshops, and creative events. ACAC plans and delivers a year-long varied arts programme for local residents of all ages to participate in.	2022/23 - $5,000 (Lesley Burkes-Harding) CC2 2022/23 - $5,500 (Operational costs) SCF 2021/22 - $5,300 (Pantomime Script) CC2 2021/22 - $5,200 (ACAC Workshop tutor) Creative Communities Fund 2021/22 - $4,500 (Akaroa Community Arts Council Op costs) SCF BP 2020/21 - $8,000 (Landings at Akaroa French Festival) Creative Communities Fund 2020/21 - $3,350 (ACAC Workshop tutor) Creative Communities Fund 2020/21 - $4,000 (Workshops - coordination/operations) SCF **Other Sources of Funding** Nil (for operational and marketing costs)	**Total Cost** $ 7,667 **Requested Amount** $ 7,667 **100% percentage requested.** **Contribution Sought Towards:** Administration: Performance report - $460 Accounts review - $287 Treasurer fee - $1,300 Web hosting - $69 Marketing - $2,522 Programme design - $2,990 Consumables (paper) - $39	**$ 5,000** That Te Pātaka o Rākaihautū Banks Peninsula Board approves a grant of $5,000 from its 2023/24 Strengthening Communities Fund to Akaroa Community Arts Council towards operational costs.	**2**

Organisation Details:

Service Base:	Akaroa and the Bays
Legal Status:	Charitable Trust
Established:	21/04/2008
Staff – Paid:	0
Volunteers:	12
Annual Volunteer Hours:	1,000
Participants:	1,500
Target Groups:	Arts
Networks:	None identified.

Organisation Description/Objectives:

To provide subsidised opportunities for all ages and abilities to engage and participate in a wide range of arts activities on Banks Peninsula.

Alignment with Council Strategies and Policies

- Strengthening Communities Together Strategy
- Toi Ōtautahi - Arts and Creativity Strategy
- Community Board Priority - Good social and physical connections for our communities

Alignment with Council Funding Outcomes

- Support, develop and promote capacity.
- Community participation and awareness.
- Provide community based programmes.
- Reduce or overcome barriers.

Outcomes that will be achieved through this project:

- To run approximately 25-30 subsidised creative arts workshops and activities throughout the year
- We will continue to hold workshops for children and young people and encourage them to attend.
- We will continue to build upon our scholarships for children's arts program with local schools.
- We will continue to build our membership base to broaden our visibility within the community and encourage more members to 'give something a try - art isn't scary!

How Will Participants Be Better Off?

- We are a not-for-profit organisation and as such re-invest any funds that we raise back into our community in the form of scholarships and subsidies for the workshops. These are for anyone - young or old - who would like to participate in a workshop but just can't afford to.
- We run five workshops specifically for children and young adults, providing the opportunity to practice their art in a much more specialised way than they get to do at school.
- Approximately 40 per cent of our workshops are tutored by (wherever possible) greatly experienced, local tutors, providing employment and a great sharing of skills.
- We pay going rates for contract teachers. Local people would not normally have access to these wonderful teachers.

Staff Assessment

Akaroa Community Arts Council (ACAC) is a 'not for profit' organisation that promotes creative activity in Akaroa and the Bays area through local arts exhibitions, performances, workshops, and creative events. ACAC is managed by volunteers and the focus of the organisation is to enable residents of all ages who live in Akaroa and the bays to engage and participate in as many locally delivered arts initiatives as possible, providing affordable workshops with sponsored spaces so arts are accessible.

ACAC is planning an annual programme of varied activities including workshops for young artists beyond the school environment. Participant artists are enabled to engage in a wide variety of art disciplines. ACAC provides employment opportunities for local teachers and models, as well as offering social and artistic interactions through 'Art for all Ages'. ACAC intends to offer inclusive activities and promote a safe and non-intimidating arena for local community members to learn, be creative and practice their art. It is the only organisation to do this in this community.

The Co-ordinator supports the volunteers providing contracted services to deliver the following: oversee co-ordination of ACAC programme design; source funding; market and advertise workshops; support delivery of ACAC workshops with committee help. Hours worked will fluctuate throughout the year dependent on the scale of events and programmes being delivered. ACAC continue to expand the breadth and depth of programmes it delivers, which has required levels of involvement too great to be sustained by volunteers alone. Volunteers are committed to support and provide input, and the Co-ordinator role provides coordination to maintain its volunteer base, provide initiatives which meet local need, spark enthusiasm, and help to ensure the group remains sustainable. Marketing of the activities and website hosting ensures residents know about the initiatives, can participate and support through their user fees making the programme more viable and sustainable. Accounting support ensures the organisation's finances are in good order and the treasurer oversees the financial administration, review procedures and financial reporting and advise the bard on financial strategy.

Rationale for Staff Recommendation:

- Strong alignment to the Strengthening Communities Together Strategy Pillars People and Place, and to Preparedness objective - initiatives aimed at increasing a sense of neighbourliness.
- The Programme Design and Funding Coordinator having a proven track record for delivering a diverse and well attended programme of workshops, events, and exhibitions.
- The provision of inclusive and intergenerational opportunities to build confidence and social connectedness, including scholarships for those who may otherwise not attend.
- Strong alignment to the Community Board Priority 'Good social and physical connections for our communities'

2023/24 SCF BANKS PENINSULA DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

00065739	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	Akaroa Heritage Festival Society Inc.	**Akaroa French Festival 2023** Akaroa French Festival is a three-day family friendly biennial event and is the largest event held in Akaroa. It celebrates the arrival of the French ship Comte de Paris on the shores of Akaroa in 1840 and acknowledges the influence of the French, local Māori, and others.	2022/23 - $7,500 (Festival Manager) SCF 2022/23 - $30,000 (Akaroa French Festival 2023) Events & Festivals Sponsorship Fund 2021/22 - $4,500 (Akaroa French Festival Contractors) SCF 2021/22 - $40,000 (Akaroa French Festival 2023) Events & Festivals Sponsorship Fund 2020/21 - $4,000 (FrenchFest 2021) SCF **Other Sources of Funding** Funds on hand - $25,000 Strengthening Communities Fund 2022/23 (Festival Manager) - $7,500 Events & Festivals Sponsorship Fund (Festival expenses) - $70,000 Rata Foundation (Festival expenses) - $10,000 Local philanthropist - $35,000 Sponsorship - $38,420 Strengthening Communities Fund 2021/22 (Production/Stage Manager, Master of Ceremonies) - $4,500 The Southern Trust - $1,500 (Pending) Waste Minimization Grant - $4,000 (Pending) Pub Charity - $15,000 (Pending)	**Total Cost** $ 7,395 **Requested Amount** $ 7,395 **100% percentage requested.** **Contribution Sought Towards:** Contractor fees: Stage managers (2) - $1,200 Site manager - $2,100 Site manager assistants (6) - $4,095	**$ 2,300** That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of $2,300 from its 2023/24 Strengthening Community Fund to Akaroa Heritage Festival Society Inc. for contracting experienced crew to organise Akaroa French Festival.	**2**

Organisation Details:

Service Base:	Akaroa and the Bays
Legal Status:	Incorporated Society
Established:	1/08/1990
Staff – Paid:	0
Volunteers:	11
Annual Volunteer Hours:	2,000
Participants:	8,000
Target Groups:	Community Development
Networks:	N/A

Organisation Description/Objectives:

Undertake the organisation and production of festivals with the emphasis on the heritage of Akaroa and including the wider area and to promote Akaroa and the Bays in a cultural sense, to enhance the area's unique heritage.

Alignment with Council Strategies and Policies

- Strengthening Communities Together Strategy
- Heritage Strategy
- Toi Ōtautahi - Arts and Creativity Strategy
- Community Board Priorities 'Tourism opportunities are balanced with social, cultural, economic and environmental values' and 'Good social and physical connections for our communities'.

Alignment with Council Funding Outcomes

- Community participation and awareness
- Reduce or overcome barriers.

Outcomes that will be achieved through this project:

- Successful run of the Akaroa French Festival over a three-day weekend (for the first time) by engaging key experienced crew to ensure the safe and professional operation of the festival and train volunteers.
- Local community and visitors celebrate and learn about the heritage and unique culture of Akaroa through activities and events both prior to and at the festival.
- Local business community is involved with the festival taking full advantage of opportunities to maximise earning potential.
- Banks Peninsula food and beverage producers showcase and trade their products.

How Will Participants Be Better Off?

- Akaroa French Festival brings communities together from the wider Christchurch and throughout New Zealand to visit Akaroa.
- There is a strong heritage and conservation component - visitors can learn about the diverse and unique natural flora and fauna of Banks Peninsula.
- We educate about the diverse histories of our Māori and European peoples who came to live and work here, from the whalers and sailors to the farmers and learn how those first settlers got by in Horomaka.
- We have a large and engaged group of volunteers to help run the festival in all sorts of areas., from administration to bar staff and parking wardens. Our community is engaged to showcase Akaroa to our visitors, there is a strong sense of village pride.

Staff Assessment

French Festival is a family friendly biennial event celebrating the arrival of the French ship Comte de Paris on the shores of Akaroa in 1840 and the French influence on the area. It acknowledges local Māori and European connections. A flagship event in the Akaroa calendar, 5,000 people attended the event in 2019 boosting the local economy during the tourist shoulder season. This event provides a unique intergenerational opportunity for the local community to connect, get involved, learn new skills, and meet new people through a broad range of volunteer opportunities. Its builds local connectivity and pride whilst celebrating local history.

French Festival 2021/22 was postponed due to COVID-19 and has been rescheduled for October 2023 and will go ahead rain or shine. The three-day event aims to be 'more French' than ever before, via customised and improved food and beverage experiences, curated live performances, French inspired markets, an antiques fair plus Troubadour style roving entertainment and a carnival with circus for the children, giving visitors an opportunity to learn and engage. The festival is free to attend, and families are provided for with child-friendly, free activities. A real focal point is 'The Landing', a theatrical performance recreating and celebrating the arrival of the first French, German and Belgian settlers.

French Festival was first staged by the local community in 1992. Christchurch City Council (Council) took over management and funding from 2008 until 2015. Akaroa Heritage Festival Society (AHFS) remained involved, assisting with running it from a community perspective with some fundraising and have exclusively organised it since 2015 with reducing staff support from the Council. With a desire to raise the profile, increase professionalism, leverage volunteer hours, and reliably deliver key event components, AHFS decided to contract an experienced crew to run the festival.

Rationale for Staff Recommendation:

- Strong alignment to the Strengthening Communities Together especially the objectives for People and Place pillars - Developing and enhancing relationships with tangata whenua via mana whenua and Te Hononga; Support groups involved in providing access to arts, culture, heritage, recreation, and those who care for the environment; and Encouraging communities to create and sustain a sense of local identity and ownership.
- Alignment with the Board priorities 'Tourism opportunities are balanced with social, cultural, economic and environmental values' and 'Good social and physical connections for our communities'.
- Factoring that AHFS received funding for French Fest 2021 which was cancelled because of COVID-19
- Community and economic benefits being maximised, and local ownership maintained through local event management.
- The roles are critical to the success of running a large-scale professional event that meets financial and legal requirements.
- The event is strongly supported by the local community through sponsorship, donations, and volunteering.

2023/24 SCF BANKS PENINSULA DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
00065642	Diamond Harbour Events Incorporated	**Live at the Point 2024** Live at the Point is a series of free music concerts held on the former Godley House grounds in Diamond Harbour over the summer. Contribution is sought towards the cost of the PA system.	2020/21 - $3,000 (Live at the Point 2022) Creative Communities Round 2 2020/21 - $2,000 (Live at the Point) DRF 2020/21 - $4,500 (Live at the Point 2021) SCF **Other Sources of Funding** Funds on hand - $3,000 Based on last year's income Diamond Harbour Events anticipate: Sponsorship - $17,000 Food and beverage sales - $9,000 Other grants - $3,000 Koha - $2,000	**Total Cost** $ 8,597 **Requested Amount** $ 8,597 **100% percentage requested.** **Contribution Sought Towards:** 2 x 2100W PA Speaker with 3" horn - $3,998 1 x 18" Active Subwoofer 110w - $3,477	**$ 3,900** That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of $3,900 from its 2023/24 Strengthening Communities Fund to Diamond Harbour Events Incorporated towards PA equipment.	**2**

Organisation Details:

Service Base:	Diamond Harbour
Legal Status:	Incorporated Society
Established:	11/03/2020
Staff – Paid:	0
Volunteers:	12
Annual Volunteer Hours:	500
Participants:	1,000
Target Groups:	Arts
Networks:	None identified

Organisation Description/Objectives:

To run events in Diamond Harbour that enhance the social, cultural, and economic health of our community.

Alignment with Council Strategies and Policies

- Strengthening Communities Together Strategy
- Toi Ōtautahi - Arts and Creativity Strategy
- Community Board Priority - Good social and physical connections for our communities

Alignment with Council Funding Outcomes

- Support, develop and promote capacity.
- Community participation and awareness.
- Reduce or overcome barriers.

Outcomes that will be achieved through this project:

- Provide eight free music sessions over January/February 2024 for the Canterbury community and beyond.
- Paid work for musicians, both local and beyond.
- Bring vibrancy to the local community.
- Create a successful and enjoyable event for audience, volunteers, musicians, and local business.

How Will Participants Be Better Off?

The concerts will provide:

- A unique enjoyable community music event.
- An opportunity for local musicians, whether starting out in their careers or more established, to play locally and receive an income.
- An opportunity for Diamond Harbour and Lyttelton/Christchurch residents to connect.
- Increased foot traffic for our local businesses.
- Exposure to a wide variety of different musical genres.

Staff Assessment

The 'Live at the Point' events bring the community together through a series of open-air concerts and encourages visitors to Diamond Harbour.

The series of eight free concerts will take place on consecutive Sunday afternoons early 2024. Food and beverages will be available onsite to complement local businesses.

Numbers attending the concerts vary according to the weather but averaged 350 at each event this year. Whilst it is anticipated that 1,000 people in total will benefit, many of these will attend several of the concerts, with the overall number of attendees predicted to be around 2,800.

Local businesses and Black Cat Ferries enjoy increased patronage helping to maintain business viability for the area. The concerts also maintain a community presence at Godley House, provide a metropolitan destination point and by bringing local people together promote enhanced relationships and community safety as locals get to know each other.

The Sunday afternoon events were first initiated after the earthquakes to help foster community well-being, encourage cultural events and economic rejuvenation. These aims continue to be relevant.

Diamond Harbour Events established in 2020 to organise and provide the 'Live at the Point' series of summer concerts on the old Godley House site. However, the people who established the Trust have been organising these concerts since 2012 and therefore have a track record of providing successful events.

Diamond Harbour Events are requesting funding to purchase the PA system which is used for this event. They will seek funding to cover all other elements of running this event from other sources. The group have stated that if they own their own equipment this could be loaned to other groups in the community when not in use. The group hopes to hold other events throughout the year where these speakers could be used. Quotes for rental of the equipment were requested and showed that no saving could be made by hiring the equipment. It is recommended that a grant of $3,900 is made towards the PA system. This would provide significant funding towards the purchase of equipment. The group would be encouraged to apply to other funders to purchase or hire the remaining equipment.

Rationale for Staff Recommendation:

- The project contributes to the Te Haumako Te Whitingia Strengthening Communities Together Strategy as well as the Community Board priority - Good social and physical connections for our communities by providing access to the arts, supporting the activation of public places, and connecting the community.

2023/24 SCF BANKS PENINSULA DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

00065836	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	Diamond Harbour School	**Robotic Pool Cleaner** The Diamond Harbour School is seeking funding for a robotic pool cleaner to assist the caretaker during community use, after school and during holiday periods.	2022/23 - $4,000 (Basketball Courts Upgrade) SCF 2019/20 $1,550 - (Diamond Harbour Swimming Pool - Holiday Hours) DRF 2012/13 - $2,400 (Diamond Harbour Kapa Haka) DRF **Other Sources of Funding** Funds on Hand - $200	**Total Cost** $ 4,000 **Requested Amount** $ 3,800 **95% percentage requested.** **Contribution Sought Towards:** Robotic Pool Cleaner - $3,800	**$ 2,800** That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of $2,800 from its 2023/24 Strengthening Communities Fund to The Diamond Harbour School towards a robotic pool cleaner.	**2**

Organisation Details:

Service Base:	13 Hunters Road, Diamond Harbour
Legal Status:	Other
Established:	1/01/1945
Staff – Paid:	20
Volunteers:	20
Annual Volunteer Hours:	60
Participants:	500
Target Groups:	Sports/Recreation

Networks:
Education providers, Diamond Harbour community members

Organisation Description/Objectives:
Educational

Alignment with Council Strategies and Policies
- Physical Recreation and Sports Strategy.
- Strengthening Communities Together Strategy.
- Community Board Priority - Good social and physical connections for our communities

Alignment with Council Funding Outcomes
- Community participation and awareness.
- Enhance community and neighbourhood safety.
- Provide community-based programmes.

Outcomes that will be achieved through this project:

- We will be able to keep our school pool open to the community for extended hours during the school term - until 8pm and at the weekends.
- We will be able to keep our school pool open during the school holidays.
- Swimming lessons will be available locally and at an affordable cost for members of the community. This is essential in a water-based community and long term can help to reduce New Zealand's drowning statistics.
- Members of our wider community, including elderly people who prefer not to swim in the sea will report increased fitness levels.

How Will Participants Be Better Off?

- Diamond Harbour School will be better off in that it will be able to maintain its swimming pool and keep it open for the local community. This benefits the school as well as the community as one of the goals of the school is to be an important hub for community education and connection.
- We will be able to continue to pay the school caretaker to keep the pool clean. While volunteers open and close the pool in the morning and evening, the pool cleanliness is the responsibility of the caretaker who has completed the necessary NZQA standards for this.

Staff Assessment

Diamond Harbour School is a town-and-country school. It serves a community from Port Levy to Teddington, including all the southern bays of Lyttelton Harbour. It is a state, co-educational primary school catering for 120 students from new entrants to Year 8. The school provides education for primary age children and learning programmes for them to grow educationally, socially, and physically. The school supports a strong sense of community by acting as a hub for community connection and education, and the provision of this facility during out-of-school hours enables this to happen.

The school has a pool - there is no other swimming pool facility in Diamond Harbour. The pool is a safe and convenient place to learn to swim, particularly for those who prefer not to swim in the sea. It also plays a social role as people often connect at their first visit to the pool thus reducing social isolation and enhancing personal wellbeing. The school offers swimming lessons for the community, an essential component in a water-based environment which helps to reduce the risk of drowning (in New Zealand there were 93 deaths in 2022, 30 percent of those caused whilst swimming). Approximately 50 pool keys are distributed for pool volunteers, school families and community members per season. Key sales did reduce when prices were increased, but they are slowly starting to rise. Community members are able to access the pool from mid-November through till Easter.

The school employs its Caretaker to clean the pool and depending on the conditions, can take one to two hours to do a full clean. This can often put pressure on the Caretaker's regular holiday caretaking jobs and comes at an extra cost to the school. To overcome this barrier the school is wanting to purchase a robotic cleaner. Robotic pool cleaners are small, wheeled machines that crawl along the pool and automatically clean it. They are comprised of a small electric motor and a catchment device for the debris. The motor creates suction to remove the dirt and debris, as well as allowing the machine to crawl up the walls. The cleaner comes with a container making it easy for transportation and storage and costs as little as 20 cents to run a three-hour cycle. The Caretaker will oversee the cleaner and any maintenance requirements will be included as part of the pool's on-going costs.

Rationale for Staff Recommendation:

- This project aligns strongly with the Physical Recreation and Sports Strategy specifically by supporting Goal 1: Facilities and Environment, and Goal 2: Availability & Accessibility
- This project aligns strongly with the Strengthening Communities Together pillars of People, Place and Participation.
- Providing funding will allow the school to continue with community access, remain affordable and assist with continued participation.
- Safety to swimmers by providing a clean, safe environment is paramount to the school.
- Strongly aligns with the Te Pātaka o Rākaihautū Banks Peninsula Community Board Plan: Good social and physical connections for our communities by providing safe water environment for community members to meet and connect.

2023/24 SCF BANKS PENINSULA DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

00065872	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	Diamond Harbour Youth and Community Trust	**Connecting Youth and Community in Te Waipapa** Programmes are provided in the Diamond Harbour area to enhance well-being and encourage a sense of belonging. The focus of this application is to support the young people in the area and provide programmes for them to connect - these include youth group, weekend and holiday activities, camps and family-focussed community events. Contribution is sought towards wages for two part-time roles (Youth Worker, Community Worker/Trust Manager), and programme costs including venue hire and consumables.	2022/23 - $9,000 (Youth and Community Development Project) SCF 2021/22 - $9,000 (Youth and Community Project) SCF 2020/21 - $9,000 (Youth Project) SCF **Other Sources of Funding** Lottery Commission Community Grants - $16,700 Lyttelton Port Company - $12,000 Rata Foundation - $10,000 (Pending) Community Organisation Grants Scheme (COGS) - $5,000 (Pending) Cressy Trust - $2,000 (Pending; for costs limited to older adult sector only) (Grants total $45,700) Community sponsorship/support - $5,230 24/7 Partners - $13,050	**Total Cost** $79,480 **Requested Amount** $14,700 **18% percentage requested.** **Contribution Sought Towards:** Wages - $10,000 Training/upskilling - $400 Venue Hire - $300 ($30/session) Programme Costs (24/7 Youthwork, Breakfast Club, 1:1 mentoring, camps, community events, Youth group, Youth Development) - $4,000	**$ 8,800** That Te Pātaka o Rākaihautū Banks Peninsula Board approves a grant of $8,800 from its 2023/24 Strengthening Communities Fund to the Diamond Harbour Youth and Community Trust towards Connecting Youth and Community in Te Waipapa for wages and operational costs not incurred for in-school and school-based activities.	**2**

Organisation Details:

Service Base:	85 Marine Drive, Diamond Harbour
Legal Status:	Charitable Trust
Established:	7/04/2008
Staff – Paid:	5
Volunteers:	30
Annual Volunteer Hours:	1,312
Participants:	250
Target Groups:	Children/Youth; Older adults Diamond Harbour community

Networks:
Rerenga Awa | Canterbury Youth Workers Collective, 24-7 Youth Work, Canterbury Youth Services

Organisation Description/Objectives:

The charitable purpose of the Diamond Harbour Youth and Community association is to enhance the hauora (well-being) of young people and the wider community, strengthen social connections and encourage a sense of belonging.

Alignment with Council Strategies and Policies

- Strengthening Communities Together Strategy.
- Community Board Priority - Good social and physical connections for our communities

Alignment with Council Funding Outcomes

- Community participation and awareness.
- Provide community-based programmes.
- Reduce or overcome barriers.
- Foster collaborative responses.

Outcomes that will be achieved through this project:

- We will run two - three weekly youth groups for school Years 5-11 (11-15 year olds) during term-time.
- We will run two to four Youth Camps throughout the year.
- We will run two to six Holiday Activities throughout the year.
- We will provide two to three family-focused community-wide events per year.

How Will Participants Be Better Off?

- Participants will feel connected to each other, the wider community, and the land around Banks Peninsula.
- They will have a sense of belonging within our community and be encouraged to make connections and lasting relationships with their peers.
- They will have the opportunity to express themselves and have their suggestions for activities listened to.
- They will be encouraged to build leadership skills and develop an appreciation for differing world views.
- They will get outdoors and engage in activities within their local community.

Staff Assessment

Diamond Harbour Youth and Community Trust (DHYCT/Trust) programmes focus on youth, families, older adults, and more vulnerable people in the Diamond Harbour area. The Trust employs five people covering six part-time roles for this work, and harnesses volunteers to support it. The need for a youth programme was initially identified in 2007, was set up and issues of the time were largely mitigated through the next years, but the programme went into hiatus due to difficulties in securing a youth worker. In 2018, local young people, parents, the local school and church assessed that there was a need in the community which included a youth programme, wider community outreach and support for older people.

This application is for the Youth and Community/family portion of the Trust's work only, and funding sought is to support this secular work. This project involves youth group meetings, holiday activities, and youth camps and aims to help rangatahi (young people) build connection with peers, develop intergenerational relationships, and foster connections with the wider community and the location - enhancing their sense of belonging. The community events are family-focused which establish these broader social connections.

The trained Youth Worker (10 hours/week - 24/7 youthwork in the school; 5-10 hours/week - after school youth groups, 1:1 mentoring, camps etc.), coordinates the youth initiatives and leads delivery of the programmes with help from adult volunteers. Key tasks include budgeting, planning and evaluation. The Community Worker/Manager (10-15 hours/week) oversees the daily management and operations of the Trust. Key tasks include building/maintaining relationships, facilitating community events, and supporting the volunteers.

Diamond Harbour is a rural community with a primary school catchment extending from Teddington to Port Levy. The Trust reported their projects reached well over one hundred 5-15 year olds last year. There is no local secondary school helping connect the young people living in the area with each other and their community. This project provides the informal, social, inclusive forum for this to happen. Other local groups catering for this age group all have a specific focus (sea scouts, rugby club). Earlier last year the Trust partnered with 24/7 YouthWork which runs the Breakfast Club in the Diamond Harbour School.

Rationale for Staff Recommendation:

- Strong alignment with all Strengthening Communities Together Strategy Pillars, in particular the objectives 1.7 regarding loneliness/isolation and intergenerational approaches, and 2.2 building a sense of belonging (People and Place respectively).
- Alignment with the Board priority 'Good social and physical connections for our communities'.
- Demonstrated need for this service in the area over time, which has evolved to changing needs and opportunities, increasing the level of service, and the multi-generational nature of the programme.
- There is no local secondary school as a forum for connection, and the distance from other such programmes.
- Funding allocation is to exclude worker time and costs incurred for in-school and school-based contact time.

2023/24 SCF BANKS PENINSULA DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

00065877	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	Hickory Bay Surfing Institute	**Community Connection - Hickory Bay** Hickory Bay Surfing Institute on Banks Peninsula runs surfing nights for children, after school 'Surf Club', and for farmers 'Surfing for Farmers'. Their programme engages children, families, and farmers who are most isolated or disconnected from the rest of the community. Contribution is sought towards wages.	N/A **Other Sources of Funding** Lotteries - $10,000 Pub Charity (surf boards and wetsuits) - $5,000 COGS - $5,000 (Pending) Rata Foundation - $30,000 (Pending) Aotearoa Trust - $5,000 (Pending) The David Ellison Charitable Trust - $8,000 (Pending)	**Total Cost** $40,000 **Requested Amount** $20,000 **50% percentage requested.** **Contribution Sought Towards:** Wages - $20,000	**$ 1,900** That Te Pātaka o Rākaihautū Banks Peninsula Board approves a grant of $1,900 from its 2023/24 Strengthening Communities Fund to Hickory Bay Surfing Institute towards wages for a coordinator.	**2**

Organisation Details:

Service Base:	Hickory Bay
Legal Status:	Charitable Trust
Established:	20/01/2019
Staff – Paid:	1
Volunteers:	1
Annual Volunteer Hours:	430
Participants:	200
Target Groups:	Community Development
Networks:	None identified

Organisation Description/Objectives:

Allow the use of the space at Hickory Bay to be educational (Surf school, water safety and environmental) in its pursuit of fostering and enhancing the positive and restorative effect of nature [through the pursuit of surfing] in young people in Aotearoa.

In particular the Trust will: harness the ability of 'Surf Therapy' to regulate emotion, to reduce stress and anxiety and to harness community resources to assist in responding to the mental health crisis in Aotearoa.

Alignment with Council Strategies and Policies

- Strengthening Communities Together Strategy
- Physical Recreation and Sport Strategy
- Community Board priority - Good social and physical connections for our communities

Alignment with Council Funding Outcomes

- Support, develop and promote capacity.
- Community participation and awareness.
- Provide community-based programmes.

Outcomes that will be achieved through this project:

- Positive Relationships - connect students and their parents to bring these relationships closer.
- Building Water Safety Skills and Resilience - through goal setting and achievement to encourage self-esteem and confidence to be able to ride waves.
- Community Integration - using our local Kaupapa we integrate young people into spaces that help them engage socially and connect with their local neighbourhoods.
- Building on the Māori concept of Tuakana Teina, the 'older sibling, younger sibling' culture of the institute, whereby all participants, young and old, integrate with each other in a positive way without embarrassment.

How Will Participants Be Better Off?

- Enhanced self-regulation, through the pursuit of surfing, with its proven therapeutic benefits.
- The benefits of being outside - and with no device.
- Setting and achieving a surfing goal.
- Engaged in mindful focus, given the dynamic nature of the pursuit of surfing.

Staff Assessment

Hickory Bay Surfing Institute Charitable Trust was created in November 2021. They offer two events per week (Surf Club and Surfing for Farmers) from November through to March/April. In 2023, the Surf Club gathered up to 30 children per night, with their parents mostly staying for the session. The Surfing for Farmers events gathered between eight and 18 surfers/farmers.

The coordinator of the programme has a teaching background, is a surf coach and a farmer in Hickory Bay. He has been organising these types of events for the past four years and has been relying on volunteers, koha and a contribution of $75 each for surf club members.

Hickory Bay Surfing Institute are looking to offer a safe environment for farmers, young people and families from rural isolated communities to gather and enjoy the outdoors with no access to an internet connection or devices. The organisation contributes to educate regarding water-safety and to enhance well-being of people within isolated communities.

Rationale for Staff Recommendation:

- This project contributes to the Strengthening Communities Strategy pillars of People and Place specifically by supporting groups involved in providing access to arts, culture, heritage, recreation, and those who care for the environment; facilitating and promoting lifelong learning opportunities for all; work with others to reduce loneliness and social isolation, with particular focus on intergenerational approaches; work with new and changing communities in both rural and urban areas to build a sense of belonging; and by supporting the community activation and kaitiakitanga of public places and spaces.
- The project contributes to the Physical Recreation Sports Strategy, in particular Goal 1, by providing a safe physical environment that encourages participation. It strongly aligns with the Board Priority: Good social and physical connections for our communities by providing a place for people to meet and learn together.
- The programmes relied mainly on volunteers until now. Grants funding is now necessary to keep them going into the future.
- With the lack of recreation facilities in the Eastern Bays, this project gives an opportunity to learn to surf, as well as providing a sense of belonging for members of the rural community.

2023/24 SCF BANKS PENINSULA DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
00065752	Kaituna Golf Club	**Volunteer expenses - Power and Maintenance** Kaituna Golf Club is a rural nine-hole golf course, maintained by volunteer labour for local and wider enjoyment. Contribution is sought towards volunteer expenses, electricity, and insurance costs.	2022/23 - $4,000 (Volunteer Expenses - Power and Maintenance) SCF **Other Sources of Funding** Nil	**Total Cost** $13,000 **Requested Amount** $13,000 **100% percentage requested.** **Contribution Sought Towards:** Power - $3,000 Volunteer expenses - $7,500 Insurance - $2,500	**$ 4,000** That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of $4,000 from its 2023/24 Strengthening Communities Fund to the Kaituna Golf Club towards volunteer expenses and electricity costs.	**2**

Organisation Details:

Service Base:	Johns Road, Birdlings Flat
Legal Status:	Incorporated Society
Established:	15/07/1997
Staff – Paid:	0
Volunteers:	15
Annual Volunteer Hours:	1,868
Participants:	450
Target Groups:	Sports/Recreation

Networks:
Canterbury Golf, Sports Canterbury

Organisation Description/Objectives:

The operation and maintenance of a nine-hole golf course and club house for the enjoyment of local Banks Peninsula and Christchurch residents and the general public.

Alignment with Council Strategies and Policies

- Sport and Recreation Strategy
- Strengthening Communities Together Strategy
- Community Board priorities - Good social and physical connections for our communities

Alignment with Council Funding Outcomes

- Support, develop and promote capacity.
- Reduce or overcome barriers.

Outcomes that will be achieved through this project:

- Maintain our membership and subscriptions at affordable levels for the community.
- Increase our membership through improvements to the course.
- Maintain the voluntary inputs from members who currently maintain the course.
- Increase our green fee revenue through improving the course condition and attracting more visitors.

How Will Participants Be Better Off?

- Having on-going access to an affordable and well-maintained golf course and club house

Staff Assessment

The Kaituna Golf Club (Club) is a small, nine-hole, volunteer run course on Kaitorete Spit in Wairewa. It has 67 members and associated members, and its maintenance and upkeep are done entirely by the voluntary labour of this membership. An honorarium is paid to one member to cover his travel expenses and equipment hire. He spends up to three days per week mowing fairways and greenkeeping. Other members assist as required and mow the green surrounds and run the irrigation system. The upkeep and maintenance of the clubrooms and equipment is also undertaken by volunteers. Payment for any other maintenance costs is made out of the greenkeeping budget. Power charges are incurred for running the irrigation system and the club house.

The Club is a valuable asset as it is the only golf course available in the Wairewa area. It attracts members and casual players from Kaituna Valley, Birdlings Flat, Little River, Pigeon Bay, Akaroa, and Christchurch City. A focus of the Club has been to encourage more youth and female players. (They initiated the woman's 666 programme - six holes for $6 at 6pm on a Friday). The Club also attracts local farmers and provides an important source of company and support for people working in largely isolated, rural environments. Green fees are kept deliberately affordable to provide an inclusive and accessible club.

This application is for the full cost of the volunteer honorarium, electricity costs and insurances. The Club reports that to maintain the grounds at their current level their costs (including power costs) have increased - but their focus is for continual improvement.

Rationale for Staff Recommendation:

- This project aligns strongly with the Strengthening Communities Together Strategy, especially Pillars 1 and 2 - People and Place, and the Participation objective 3.4, increasing volunteering opportunities. It aligns with the Physical Recreation and Sports Strategy Goal 1 - Facilities and Environment and Goal 2 - Availability and Accessibility.
- It aligns with the Board Priority 'Good social and physical connections for our communities'.
- The Club has a focus on keeping costs low and encouraging the inclusion of more women and young people to golf.
- The high number of volunteer hours required to run the Club.
- The importance of the Club to local people living in isolated rural areas.

2023/24 SCF BANKS PENINSULA DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

00065555	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	Little River Craft Station Incorporated	**Information Station** The Little River Information Station provides information for local residents and visitors to Little River and the wider Peninsula. Contribution is sought towards wages, volunteer recognition and operational costs.	2022/23 - $2,500 (Wages - Information Station) DRF 2022/23 - $4,000 (Wages & Operation Costs) SCF BP 2021/22 - $4,000 (Wages & Operation Costs) SCF BP 2020/21 - $6,500 (Wages & Operation Costs) SCF BP 2019/21 - $8,500 (Wages & Operation Costs) SCF BP **Other Sources of Funding** Funds from income (sale of advertising space, website) - $960	**Total Cost** $11,975 **Requested Amount** $11,975 **100% percentage requested.** **Contribution Sought Towards:** Wages/Training - $10,320 Volunteer - $300 Administration overheads - $1,355	**$ 5,000** That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of $5,000 from its 2023/24 Strengthening Communities Fund to Little River Craft Station Incorporated towards Little River Information Station for wages and operational costs.	**2**

Organisation Details:

Service Base:	Main Road, Little River
Legal Status:	Incorporated Society
Established:	1/01/1984
Staff – Paid:	6
Volunteers:	27
Annual Volunteer Hours:	0
Participants:	140,000
Target Groups:	Community Development
Networks:	N/A

Organisation Description/Objectives:

A service which is provided by the Craft Station is the Information Station. The service is provided all year round, seven days a week during normal business hours. Members give information to travellers and overseas travellers when they come through our doors.

During peak season from October through to April the demand is higher, and we require an additional person to give out information on the Peninsula.

Alignment with Council Strategies and Policies

- Strengthening Communities Together Strategy
- Heritage Strategy 2019-2029
- Community Board Plan Priorities - Tourism opportunities are balanced with social, cultural, economic, and environmental values, and Good social and physical connections for our communities.

Alignment with Council Funding Outcomes

- Community participation and awareness
- Reduce or overcome barriers.

Outcomes that will be achieved through this project:

- Open seven days per week apart from Christmas Day and ANZAC Day morning
- We promote the recreation and business facilities on Banks Peninsula
- We provide information on the walking, cycle trail, and swimming areas and beaches to ensure they suit the needs of the visitor.
- We assist visitors on historical information and family histories where possible.

How Will Participants Be Better Off?

- Those who participant in running the project and visitors alike will benefit by developing a heightened awareness of the history, heritage, and cultural aspects of the area.

Staff Assessment

The Little River Information Station (LRIS) was established by the Little River Craft Station (LRCS) to offer information to international and national visitors about all destinations on Banks Peninsula and surrounding areas during the busy summer months.

The LRIS is affiliated with i-site and operates during business hours seven days per week. It offers information to all visitors to the premises, including those who are interested in the history of the Little River Railway and the sights and attractions of Banks Peninsula and surrounding areas. LRIS is integral in providing informative, accurate, timely information on accommodation, camping, walks, places of interest, tours, wildlife, road and weather conditions, tides for boating and fishing, surfing. During peak times when demand is high, it is staffed by what are called 'Conductors'. Members who provide their time during these peak periods are paid to do so and rely on funding to continue that service. Training and resources are provided for volunteers and paid conductors. Funding is sought towards wages, training, and other operational costs for this service.

Last year the summer surge resulted in the service applying for additional funding to provide extra staffing to cover the unexpected level of influx of visitors to the area after the nation's borders were opened. LRIS does have capacity to seek business sponsorship for their activities which are more focussed on promoting activities and business than community development and connection activities. The recommendation reflects this likely continuing additional staffing requirement during this coming summer, whilst acknowledging the group's potential for business support.

Rationale for Staff Recommendation:

- This project aligns with objectives in all Strengthening Communities Together Strategy Pillars, but most strongly the People Pillar objective 1.5 Supporting groups involved in providing access to arts, culture heritage, recreation and those who care for the environment and aligns with the Heritage Strategy by connecting Little River residents and visitors with the history of the Little River Railway Station.
- It aligns with the Board Priorities 'Tourism opportunities are balanced with social, cultural, economic and environmental values' and 'good social and physical connections for our communities'.
- The LRIS dispenses timely, accurate information for visitors on the many sights and attractions in Little River and throughout Banks Peninsula and provides a welcome to the district for all visitors.

2023/24 SCF BANKS PENINSULA DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

00065847	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	Lyttelton Historical Museum Society Incorporated	**Administrative Support and Community Engagement** This project is to provide administrative support to ensure the Museum collection is easily accessible until the new Museum has been rebuilt. Staff will provide programmes and activities on-line and on-location in the cabin located on the new Lyttelton Museum site. Contribution is sought towards wages.	2022/23 - $5,000 (Lyttelton Museum) LTP Non-Contestable Grants 2021/22 - $5,000 (Lyttelton Museum) LTP Non-Contestable Grants 2021/22 - $6,000 (Enlivening London Street) SCF 2020/21 - $5,000 (Lyttelton Museum) LTP Non-Contestable Grants 2020/21 - $6,500 (Lyttelton Museum Project) SCF **Other Sources of Funding** Funds in hand (six hours/week) - $6,000	**Total Cost** $18,720 **Requested Amount** $ 9,360 **50% percentage requested.** **Contribution Sought Towards:** Wages for administration support - $9,360 (six hrs/week)	**$ 4,500** That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of $4,500 from its 2023/24 Strengthening Communities Fund to The Lyttelton Historical Museum Society Incorporated towards Administrative Support and Community Engagement for wages.	**2**

Organisation Details:

Service Base:	35 London Street, Lyttelton
Legal Status:	Incorporated Society
Established:	1/04/1969
Staff – Paid:	1
Volunteers:	25
Annual Volunteer Hours:	934
Participants:	4,000
Target Groups:	Heritage
Networks:	Museums Aotearoa

Organisation Description/Objectives:

Te Ūaka The Lyttelton Museum is the keeping place for the history and taonga of Whakaraupō Lyttelton Harbour. We have worked for over 50 years to collect objects and tell stories that reflect what is unique about our community, for us and for our visitors.

Alignment with Council Strategies and Policies

- Strengthening Communities Together Strategy
- Our Heritage, Our Taonga - Heritage Strategy
- Christchurch Visitor Strategy
- Community Board Priorities - Good social and physical connections for our communities

Alignment with Council Funding Outcomes

- Support, develop and promote capacity.
- Community participation and awareness.
- Provide community-based programmes.
- Reduce or overcome barriers.
- Foster collaborative responses.

Outcomes that will be achieved through this project:

- Local Eyes Exhibitions - quarterly
- Social Media Posts - fortnightly
- Newsletters - every four to six months
- Museum Cabin at 35 London Street open two days per week

How Will Participants Be Better Off?

- Lyttelton wants its museum back. This has been evidenced by community feedback and confirmed by a feasibility study.
- Provision of this position in the centrally located cabin will enable volunteers and community members and visitors to meet, connect and contribute; and learn about local history through the online resources and physical exhibitions.
- Society members will be supported as administration tasks will be efficiently undertaken whilst their energies are focussed on the rebuild project.

Staff Assessment

The Lyttelton Historical Museum Society (LHMS) is working towards a new museum for Lyttelton - the central Lyttelton site was gifted by Christchurch City Council (Council) after the previous building was lost during the earthquakes. The group's collection has been curated, digitised, and is in temporary storage. For some years this new site has been occupied by the Museum Cabin, opening for a few days per week, providing a physical presence - this is the aim until the rebuild begins.

Funds are sought towards the role of Museum Administration Support (MAS) which will be located at the Cabin, providing a physical presence there. This position will manage events onsite that bring the community together - school children, travellers - including seafarers in port, families, and individuals of all ages. These events will offer opportunities for the community to participate in and lead their own events. The position will seek to grow the museum's physical and online audience and manage a contact database.

Historically, images were an important part of the Museum's exhibitions and are a visual record of an era of this town that has largely been destroyed. LHMS has found social media to be an effective channel to engage with the community, along with their website and the "Local Eyes" exhibitions. They see this paid role as essential as these initiatives are resource intensive. They wish to build on these activities and involve more volunteers which will require a level of support beyond the capacity of the Committee, at a time they are finding volunteers hard to find and keep.

LHMS will fund some MAS hours and is not seeking other costs for this project, however its investments are generating interest which they would wish to put towards the new Museum. LHMS receives a non-contestable annual grant of $5,000 from the Council.

No other group provides the range and depth of the heritage resource relevant to Lyttelton held in the Museum collection. The group has had longstanding support from the Council, the Canterbury Museum and the spectrum of organisations and individuals - local and wider afield.

Rationale for Staff Recommendation:

- Strong alignment with the Strengthening Communities Together Strategy, in particular objectives for the People pillar - 1.1 regarding developing and enhancing relationships with tangata whenua; 1.5 regarding access to arts, culture, heritage etc.; 1.6 promoting lifelong learning; 1.7 reducing loneliness and social isolation. It aligns to the Place and Participation pillar objectives 2.1 regarding a sense of local identity and 3.4 increasing volunteering.
- Aligns with the Board priority 'Good social and physical connections for our communities'.
- LHMS activities at this location will draw attention to the Museum, its collection and its rebuild plans. It will bring visitors to the area and support local business; and its location next to the Lyttelton Library enables complementary activities.

2023/24 SCF BANKS PENINSULA DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
00065756	Okuti Valley Recreation and Sports Club Incorporated	**Okuti Valley Strengthening Communities Project** The Okuti Valley Recreation and Sports Club (Club) has been working to reinvigorate the Club's community connection. It has recently developed its strategic plan, widely consulting with the community. This application seeks assistance to implement the strategic and activities plans. Contribution is sought towards operational and event costs.	2022/23 - $2,000 (Air conditioning unit) DRF 2021/22 - $1,000 (Community Defibrillator) DRF **Other Sources of Funding** Funds in hand	**Total Cost** $ 6,450 **Requested Amount** $ 4,550 **71% percentage requested.** **Contribution Sought Towards:** Power - $850 Insurance - $400 Cleaning/kitchen consumables - $1,200 Stationery consumables - $200 Maintenance - $375 Volunteer recognition - $275 Event costs ($) - $1,000 Contingency - $250	**$ 2,000** That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of $2,000 from its 2023/24 Strengthening Communities Fund to the Okuti Valley Recreation and Sports Club Incorporated towards operational and event costs	**2**

Organisation Details:

Service Base:	Okuti Valley
Legal Status:	Incorporated Society
Established:	19/02/2009
Staff – Paid:	0
Volunteers:	88
Annual Volunteer Hours:	350
Participants:	450
Target Groups:	Community Development

Organisation Description/Objectives:

To support the well-being of the members and wider community by providing a community space for use by residents, members, and hall hirers.

Alignment with Council Strategies and Policies

- Physical Recreation and Sport Strategy.
- Strengthening Communities Together Strategy
- Community Board priority - Good social and physical connections for our communities

Alignment with Council Funding Outcomes

- Support, develop and promote capacity.
- Reduce or overcome barriers.

Outcomes that will be achieved through this project:

- Community connections are strengthened, and new connections made.
- Four well-supported, planned community events per year as well as with the hall being used by local groups and clubs.
- New community members are welcomed and personally invited to events. People in Okuti Valley know and look out for one another.
- A well-maintained hall visually appealing and welcoming grounds.

How Will Participants Be Better Off?

- Our vision of this project is to have a connected community in this Banks Peninsula valley.
- Given we have existing infrastructure of the hall and grounds (albeit in need of upgrading and care), we believe our energy needs to go into connecting the immediate community, so we are a real community - we know and look out for one another.
- Providing a useable, well-maintained hall will ensure the facility is retained into the future and may be used to ensure our community members and hall users are well connected.
- We firmly believe the purpose of the hall is to provide a social hub that embraces our Okuti community and may be used as a venue for events, celebrations, and activities. For this to happen, the aim is to continue to maintain and improve the facility.

  Our community participants will be better off as a result of living in a proactive and embracing community with values of friendliness, acting with kindness, empathy, and respect, where we are supportive and caring for our heritage and natural environment.

Staff Assessment

The Okuti Recreation and Sports Club (Club), located in the Okuti Valley Community Hall, was founded in 2009 and is based in Okuti Valley, 10km from Little River. The Club has over 100 local community members. The hall provides an important community hub, used on most days of the week. The Okuti rural valley is home to over 100 residents and the hall is used by various groups including community meetings, a youth music club, yoga classes, table tennis, special events, music concerts, working bees and training sessions. As it is centrally located, it functions as a gathering place when needed in an emergency. The hall is also used as a venue by Little River residents and community organisations for events and functions.

Over the past year the Club's new hall committee has been working with Christchurch City Council staff to reinvigorate the group's community connection, widely consulted with the community in developing its strategic plan which has as its goal "to provide a social hub to embrace our Okuti Valley community with events, celebrations and activities whilst utilising a well maintained and special facility". The Club has recently surveyed the community to establish current and future needs and this has provided input to the activities plan. Assistance is sought for operational costs including insurance, and event costs in order for them to implement the plans.

The six goals identified are to:

1. Provide a hub for social connection, community education and wellbeing
2. Provide opportunities for community members to connect and participate in a range of activities
3. Welcome new people to the community
4. Ongoing financial viability
5. Keep the hall and grounds well maintained, welcoming and continue to enhance them
6. To support and encourage new community activities

Rationale for Staff Recommendation:

- Close alignment the Physical Recreation and Sport Strategy, Goal 1 - Facilities and Environment and Goal 3 - Motivation and Awareness.
- The Strengthening Communities Together Strategy, all four Pillars, but especially those regarding People and Place namely:
  - Support groups involved in providing access to arts, culture, heritage, recreation, and those who care for the environment.
  - Facilitate and promote lifelong learning opportunities for all.
  - Work with others to reduce loneliness and social isolation, with particular focus on intergenerational approaches.
  - Encourage communities to create and sustain a sense of local identity and ownership.,
  - Work with new and changing communities in both rural and urban areas to build a sense of belonging.
  - Support the community activation and kaitiakitanga of public places and spaces.
  - Empower and equip residents and groups to participate in decisions affecting their communities and neighbourhoods.
- Alignment with the Board Priority "Good social and physical connections for our communities' by providing a space for community members to meet and recreate.
- Leadership role the Club has within the community, level of consultation and collaboration in developing the group's strategic and activity plans addressing identified need.
- Distance from other communities - providing access to amenities and connection within the community

2023/24 SCF BANKS PENINSULA DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
00065458	Royal New Zealand Plunket Trust	**Lyttel Tumblers Programme** Lyttel Tumblers is a casual preschool gymnastics programme held weekly, during term time at the Lyttelton Recreation Centre. Contribution is sought towards multiyear funding for wages and venue hire for delivery of the programme.	2022/23 - $1,000 (Lyttel Tumblers) SCF 2021/22 - $1,000 (Lyttel Tumblers) SCF 2020/21 - $1,000 (Lyttel Tumblers) SCF 2020/21 - $1,000 (Opawa/St Martin's Plunket Toy Library) SCF SC **Other Sources of Funding** User fees - $1,200 (Pending)	**Total Cost** $ 6,066 **Requested Amount** $ 5,000 **82% percentage requested.** **Contribution Sought Towards:** Wages (Programme Facilitator) - $3,416 Hall Hire - $1,584	**$ 4,000** That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant from its 2023/24 Strengthening Communities Fund for 2023/24 of $4,000, 2024/25 of $4,000, 2025/26 of $4,000 to The Royal New Zealand Plunket Trust for venue hire and wages for the Lyttel Tumblers Programme facilitator.	**2**

Organisation Details:

Service Base: Christchurch	Twigger Street, Addington,
Legal Status:	Charitable Trust
Established:	1/05/1908
Staff – Paid:	1,130
Volunteers:	1,705
Annual Volunteer Hours:	160
Participants:	1,111
Target Groups:	Children/Youth

Networks:
Volunteering Canterbury and Volunteering NZ Ltd. FINZ (Fundraising Institute NZ)

Organisation Description/Objectives:

Whānau Āwhina Plunket is committed to giving every New Zealand child the best possible start.

Our vision

In the first 1,000 days we make the difference of a lifetime.

Evidence shows getting things right in the first 1000 days of a child's life will set them up for better outcomes later in life. We're proud to visit over 85% of all newborn babies in Aotearoa and support whānau and their tamariki.

Our three goals are:

1. Healthy tamariki
2. Confident whānau
3. Connected Communities

Alignment with Council Strategies and Policies

- Strengthening Communities Together Strategy
- Physical Recreation and Sports Strategy
- Community Board Priority - Good social and physical connections for our communities

Alignment with Council Funding Outcomes

- Community participation and awareness.
- Provide community based programmes.
- Reduce or overcome barriers.

Outcomes that will be achieved through this project:

- Christchurch families with children ages 0-5 will be supported by offering the Lyttel Tumblers programme weekly during school terms.
- Christchurch families with children ages 0 -5 will be connected to community through the weekly Lyttel Tumblers programme during school terms.
- Reduce isolation for Lyttelton area families with children ages 0 -5 by offering the Lyttel Tumblers programme weekly during school terms.

How Will Participants Be Better Off?

- Parents and children attending Plunket's Lyttel Tumblers programme will benefit in the following ways:
- Parents and caregivers will be connected to other participants and the community.
- The community will be strengthened by offering support to parents and young children for socialisation opportunities.
- The Lyttel Tumblers programme is inclusive - all are welcome. While we ask for a $4.00 per family contribution, the programme is free of charge for families with financial difficulties.
- The programme provides opportunities for safe play for young children.
- The programme teaches parents about safe play. The programme is coordinated and run by a trained play facilitator.

Staff Assessment

The Royal New Zealand Plunket Trust (Plunket) is a national not-for-profit organisation, community owned and governed since 1907. Plunket provides a professional child and family/whānau service and receive government funding for their Well Child/Tamariki Ora Nurses. The Plunket nurses run drop-in centres, clinics and provide home visits for new families. Plunket also provides community services that are completely locally self-funded and reliant on volunteers. The Lyttel Tumblers programme is one of these programmes. This programme is recommended for multiyear funding.

Lyttel Tumblers was initiated in 2016 due to the strong indication from the Lyttelton community that post-earthquake there was nothing available locally for families with children aged 0-5 years. In the early stages of planning the Christchurch City Council's Recreation and Sports Unit assisted with equipment to get the Lyttel Tumblers programme underway. Lyttel Tumblers is a casual pre-school gymnastics activity with a parent/or support person accompanying the pre-schooler. There is an average of 25 families who attend each Thursday from 9:30 - 11:30am at the Lyttelton Recreation Centre. Participants contribute $4 per family, if they are able. The venue hire costs are $39.60 per week (excluding GST) during school terms. Lyttel Tumblers gives the community an opportunity to do something local, let children discover valuable skills both physical and social, and allows parents to meet and make new friends.

The focus of Lyttel Tumblers is on play, designed for toddlers allowing the chance to explore their surroundings by using fundamental movement skills such as rolling, balancing, sliding, leaping, jumping, and climbing. A wide range of equipment is available for use and a skilled tutor runs the programme and is assisted by volunteer parents. The programme is based on fundamental skills which helps to build confidence and offers a child-centred approach that provides movement experiences which children can explore and discover for themselves. The skills gained by young children increases the understanding of movement and helps develop competence and confidence in a broad spectrum of fundamental movement skills.

Rationale for Staff Recommendation:

- Three-year funding will enable Lyttel Tumblers to be sustainable and provide certainty for this programme. Lyttel Tumblers was initiated in response to a community need, this community service strengthens the connectedness in the community providing a supporting base for pre-schoolers.
- The project aligns to the Physical Recreation Sports Strategy, Goal 1; Facilities and Environment - A physical environment that encourages participation in recreation and sport. Goal 2; Availability and Accessibility - a wide range of physical recreation and sport activities that are made available to all citizens of Christchurch and beyond.
- The project aligns to the People, Place and Pillars of the Strengthening Communities Together Strategy, particularly the objective of promoting lifelong learning opportunities for all.
- The project strongly aligns with the Te Pātaka o Rākaihautū Banks Peninsula Community Board priority: 'Good social and physical connections for our communities' especially for this age-group and their families.

2023/24 SCF BANKS PENINSULA DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
00065702	Te Whare Tapere O Te Mata Hapuku Society Incorporated	**Community Hall and Newsletter Costs** Te Whare Tapere O Te Mata Hapuku Society Incorporated in Birdlings Flat aims to bring the community together at the Community Hall, with weekly, monthly and annual activities. Contribution is sought towards operational costs including insurance, interior maintenance, consumables, printing and cleaning.	2022/23 - Pending decision (Art on the Fence) - PPF 2021/22 - $700 (Tiki Tuna Mural) Place Partnership Fund 2020/21 - $1,200 (Te Whare O Te Mata Hapuku Community Centre Activation) SCF **Other Sources of Funding** Funds on hand - $500 Fundraisers - held throughout the year.	**Total Cost** $ 5,600 **Requested Amount** $ 3,610 **64% percentage requested.** **Contribution Sought Towards:** Cleaner - $600 Equipment (Dictaphone, Vacuum) - $550 Consumables - $500 Community newsletter - $1,200 Printing (flyers) - $150 Insurance - $310 Indoor maintenance - $300	**$ 2,000** That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of $2,000 from the 2023/24 Strengthening Communities Fund to Te Whare Tapere O Te Mata Hapuku Society Incorporated towards operational costs, dictaphone and vacuum cleaner purchases, indoor maintenance, and newsletter and printing costs.	**2**

Organisation Details:

Service Base:	157 Poronui Beach Road, Little River
Legal Status:	Incorporated Society
Established:	13/11/2019
Staff – Paid:	1
Volunteers:	28
Annual Volunteer Hours:	300
Participants:	200
Target Groups:	Community Development
Networks:	None

Organisation Description/Objectives:

To look after the hall maintenance, managing the hall for community events, and promoting for hire to private and commercial users.

Alignment with Council Strategies and Policies

- Strengthening Communities Together Strategy
- Physical Recreation and Sport Strategy
- Community Board Priorities - Proactive planning for climate change, and Good social and physical connections for our communities.

Alignment with Council Funding Outcomes

- Support, develop and promote capacity.
- Community participation and awareness.
- Enhance community and neighbourhood safety.
- Provide community-based programmes.
- Reduce or overcome barriers.

Outcomes that will be achieved through this project:

- Providing a hub for the community to meet and socialise.
- Supporting the health and wellbeing of our community with events and activities
- Ensuring the hall is available daily for non-chargeable residents' activities and for hire for functions for private events for the wider community.
- Upskilling and educating our community in first aid, emergency response, talks by guest speakers etc.

How Will Participants Be Better Off?

- Enjoyment of social and educational activities with neighbours.
- Reduced social isolation and loneliness.
- A sense of belonging to our community.

Staff Assessment

Te Whare Tapere O Te Mata Hapuku Society Incorporated (the Society) was formed in 2019 to formally take over the management of the Christchurch City Council owned facility in Birdlings Flat, something it had been doing under the umbrella of the Little River Wairewa Community Trust since the building opened in 2017. The group hosts community events and activities throughout the year, including regular community barbecues, family days, Sea Week activities and seasonal celebrations. The facility is also hired out as a venue for community exercise classes, a local book group and private functions. The Society is also seeking a contribution towards cleaning the facility, other operational costs, and purchase of equipment.

The bi-monthly newsletter is used to inform residents about local activities and events, and to encourage participation and volunteering in Birdlings Flat. Printed copies are delivered by volunteers to every letterbox in the community (120 households). Printing costs are requested.

As this is the only community facility in Birdlings Flat. It has been welcomed by the local community and events are well supported by locals and people from Little River and other parts of the Wairewa area. In particular, the 2020 Sea Week event was well attended by families and community members from around the area. As more community members attend the events and activities at the facility, the group is hoping to encourage and support more community engagement, and eventually establish a Birdlings Flat Residents' group to act as a point of contact and advocacy for local residents. The current application is seen as a step towards a longer-term goal of increased connection, engagement, and strength within the community as a whole.

Rationale for Staff Recommendation

- Strong alignment with the Strengthening Communities Together Strategies. In particular, objectives in Pillars 1, 2 and 4 - People and Place and Preparedness and also, objective 3.1 - Participation, empowering and equipping residents, and groups to participate in decisions affecting their lives.
- It aligns with the Physical Recreation and Sport Strategy Goal 1 - Facilities and Environment, and Goal 2 - Availability and Accessibility.
- It contributes to the Board Priorities of 'Proactive planning for climate change', and 'Good social and physical connections for our communities.
- Role the Society and facility have in building community through regular activities, events, newsletters etc.
- Distance from other communities - distance to travel, access to affordable activities

2023/24 SCF BANKS PENINSULA DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

00065814	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	The Lyttelton Arts Factory Trust	**Lyttelton Arts Festival 2024** The Lyttelton Arts Festival will be held over two weeks in mid-winter 2024 and will bring live theatre, workshops, a parade, music, and visual arts to people of all ages in Lyttelton and surrounding areas, allowing them to engage in learning and creative stimuli. Contribution is sought towards wages, contractors' fees, equipment, venue hire and volunteer costs.	2022/23 - $ 2,000 (Lyttelton Arts Festival) DRF 2022/23 - $5,000 (Lyttelton Arts Festival) Creative Communities Round 2 2021/22 - $1,000 (Lyttelton Arts Festival) DRF **Other Sources of Funding** None to date. Potential ticket earnings - $15,078 (based on 60% houses) NB - for Lyttelton Arts Festival 2023: Creative Communities Scheme - $5,000 (pending) Funds in Hand - $2,500	**Total Cost** $29,308 **Requested Amount -** $10,838 **37% percentage requested.** **Contribution Sought Towards:** Tech sound gear - $879 Director Role - $5,000 Sound Tech - $1,000 Lighting Tech - $600 Volunteer costs - $400 Marquee - $400 Tech Projector - $2,095 Venues (workshops) - $464	**$ 4,000** That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of $4,000 from its 2023/24 Strengthening Communities Fund to the Lyttelton Arts Factory Trust towards Lyttelton Arts Festival 2024 costs.	**2**

Organisation Details:

Service Base:	26 Oxford Street, Lyttelton
Legal Status:	Charitable Trust
Established:	26/01/2010
Staff – Paid:	13
Volunteers:	13
Annual Volunteer Hours:	40
Participants:	1,000
Target Groups:	Arts
Networks:	No

Organisation Description/Objectives:

Create and present new New Zealand works.

Provide performers, directors and writers with devising and rehearsal space and performance opportunities.

Teach diverse theatre and performing arts disciplines.

Provide Christchurch audiences with a diverse range of opportunities to see high quality local and touring shows.

Support the Circus and physical theatre community.

Provide the community, organisations and businesses a venue for events, exhibitions, presentations and workshops.

Alignment with Council Strategies and Policies

- Strengthening Communities Together
- Toi Ōtautahi - Arts and Creativity Strategy
- Community Board Priority - Good social and physical connections for our communities

Alignment with Council Funding Outcomes

- Support, develop and promote capacity.
- Community participation and awareness.
- Provide community-based programmes.
- Reduce or overcome barriers.
- Foster collaborative responses.

Outcomes that will be achieved through this project:

- Increase in attendance by young people (12–18-year-olds): Our series of four targeted workshops aims to increase engagement with the arts by providing them with desirable and relevant creative experiences.
- Provision of series of three 'Art Heals' workshops. More opportunities for healing through art will be provided and explored via workshops. Outcome will be that vulnerable people will feel lifted, connected, and supported by our community.
- Connection of community via a creative garment making 'Wearable Arts' event. Sections will include youth, post-apocalyptic, future-wear and open.
- Progressive increase in new works of art produced within the community for the festival. In 2022 one new theatre piece was produced. In 2023, there were three, plus an animated visual display by a collective of new young artists and existing artists onto the LAF theatre for 2023.

How Will Participants Be Better Off?

- Increased ability to communicate via artistic means for the purposes of healing, expression, and personal development.
- Access to learning opportunities within the arts.
- Access to theatre events that are both passive and interactive:
- This year we'll be including 'Stars in their Eyes', an interactive dress-up theatre/stage show.
- The Wearable Arts component and exhibitions will also give people opportunities to shine in differing ways.
- A parade will give school-age children opportunities to create costumes and masks to display to their community in a fun way.

Staff Assessment

The Lyttelton Arts Factory Trust (LAF) aims to 'encourage the growth of the local arts scene by supporting artists, promoting businesses that support the arts, nurturing local talent and ensuring art is accessible to everyone in a sustainable fashion'. For well over a decade, the group has offered arts education to ages five to adult. The Trust's black box performance venue, is used for performance and rehearsal space, providing a venue for local artists, original works and for community and corporates to hire.

Lyttelton Arts Festival will run over two weeks this year (three days in its inaugural year, and ten last year). Opening with a parade, the festival will include workshops, theatre shows, bands/concerts, and performance arts will be held for various/all ages. Some activities will be free. LAF plans to include a self-guided arts tour, and a projection installation on the Oxford Street wall, running evenings throughout the festival. LAF is requesting a contribution towards hiring a stronger projector to carry out this project. Volunteers are needed for the Parade and throughout the festival. In recognition of their contribution, LAF plans to provide free entry to events that haven't sold out, and snacks and drinks while they are volunteering.

The Lyttelton Arts Festival aims to address a gap in the social calendar of the Lyttelton community by providing a programme of events that bring people together during the dark winter months - providing an opportunity for people to connect with others and be inspired by creative works and with the aim of helping improve the wellbeing and social connectedness of the local community. Attendees will have the chance to engage with a diverse range of artistic practices and experiences. The festival will also celebrate the success of former and existing art practitioners, while providing learning and exhibiting opportunities for upcoming artists.

There are no projects like this locally which provide a multiday festival and this range of activities. Based on the Festival plan for 2023, it is envisaged LAF will be working with over 20 artists/groups/galleries/businesses - including Te Hapū o Ngāti Wheke Project Lyttelton, Lyttelton Primary School, Te Ūaka The Lyttelton Museum, Whakaraupō Carving Centre Trust, Rei Gallery, 15 Oxford St Gallery.

Rationale for Staff Recommendation:

- Close alignment to the Strengthening Communities Together Strategy Pillars 'People' especially objectives 1.5 Supporting groups involved in providing access to arts, culture, heritage, recreation and those who care for the environment, 1.6 Facilitating and promoting lifelong learning opportunities for all; 2.1 Encouraging communities to create and sustain a sense of identity and ownership, and Participation Pillar objective 3.4 Increasing volunteering opportunities across the Council and wider community and support the organisations providing such opportunities.
- Alignment with the Board priority 'Good social and physical connections for our communities'
- Contribution/collaboration of the local creative sector providing celebration of, for and with the whole community, during school holidays.
- The range of free and priced activities for all ages - performances, workshops, arts trail, projected images; using inside/outside spaces.
- The platform this annual mid-winter Lyttelton festival provides in celebrating and showcasing local and creative talent, the connections, and collaborations it forges and the opportunities it provides for community members to hone skills and celebrate.

2023/24 SCF BANKS PENINSULA DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
00065375	The Lyttelton Recreation Centre Trust	**Wages for the Facility Manager** The Lyttelton Recreation Centre Trust (LRCT) is seeking funding for wages for the Centre Manager to provide leadership, capacity building and wellbeing for the Whakaraupō community to come together; a local hub that encourages participation for all ages, abilities and different interests.	2022/23 - $20,000 (Facility Manager Wages) SCF BP 2021/22 - $15,000 (Facility Manager Wages) SCF BP 2020/21 - $2,200 (CCTV Cameras at Lyttelton Recreation Centre) DRF BP **Other Sources of Funding** Facility income - $24,000 Rata Foundation - $10,000 (Pending) NZCT - $10,000 (Pending) Lottery Community Fund - $15,000 (Pending) Donations - $30,000	**Total Cost** $108,050 **Requested Amount** $25,000 **23% percentage requested.** **Contribution Sought Towards:** Wages for the Lyttelton Recreation Centre Manager - $25,000	**$20,000** That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of $20,000 from its 2023/24 Strengthening Communities Fund to The Lyttelton Recreation Centre Trust towards wages for the Lyttelton Recreation Centre Manager.	**2**

Organisation Details:

Service Base:	25 Winchester Street, Lyttelton
Legal Status:	Charitable Trust
Established:	18/11/2020
Staff – Paid:	2
Volunteers:	15
Annual Volunteer Hours:	1,500
Participants:	2,000

Target Groups: Health & Wellbeing, local and bay residents, including other suburbs from Christchurch City, Recreation and Sport, Older adults, Children and Youth.

Networks:

Lyttelton Port Company, WEA, Lyttelton Primary School, sports and recreation groups, Pay2Play, Sport Canterbury

Organisation Description/Objectives:

The kaupapa/purpose of the Trust is to create a space for the wider community of Whakaraupō to come together. A space where the whole community is invited to engage, participate, and actively contribute.

- To promote wellbeing - to learn, be active, give, take notice, and connect in a vibrant, dynamic, complementary, and supportive space for all.
- Hold and manage property for community benefit.
- To achieve these objectives by being socially inclusive and environmentally sustainable.

Alignment with Council Strategies and Policies

- Strengthening Communities Together Strategy
- Physical Recreation and Sports Strategy
- Community Board priority - Good social and physical connections for our communities.

Alignment with Council Funding Outcomes

- Support, develop and promote capacity,
- Community participation and awareness,

Provide community-based programmes,

Outcomes that will be achieved through this project:

- Reducing Social Isolation - Social connections strengthen our community and help to reduce social isolation. The activities and services support our community, including families and whānau, youth, and the quality of life of older people. We promote wellbeing and social connectedness within Lyttelton and enhance the lives of residents.
- Building Community - The Facility Manager is at the heart of the Centre to ensure all participants benefit. As a team, we work together with a common purpose; our kaupapa is to create a space for the wider community of Whakaraupō to come together. A space where the whole community is invited to engage, participate, and actively contribute.
- Supporting Community Participation - the Centre supports groups involved in providing access to arts, culture, heritage, and recreation in the Lyttelton Harbour Basin area. The Centre is non-denominational; we work with people of all ages, genders, ethnicities, and abilities within our community. We promote wellbeing by encouraging residents to learn, be active, and connect in a vibrant, dynamic, supportive space for all. Whakaraupō residents are an eclectic mix, including families with young children, older people and retirees, port workers, and artists and musicians. We work with our community and adapt to the changing needs and requirement of that community. Being responsive to the community, the LRCT embraced the opportunity for the space to be used for te reo classes, and the uptake of these classes was very popular (60+ attendees).
- Supporting Young People - The LRCT will continue to support younger residents, by collaborating with rangatahi in Whakaraupō. Most local children attend Lyttelton Primary School and are then split between different high schools. The Lyttelton Youth Group provides a means of maintaining those connections, and helps our young people build their sense of belonging to our community. The Lyttelton Youth Group also supports rangatahi to become more physically active, and includes talks on healthy relationships, mental health, and nutrition to support mental wellbeing as well as physical wellbeing.

How Will Participants Be Better Off?

- The (Lyttelton Recreation) Centre Manager works with people in the community to develop diverse programmes, events, and tenants to utilise the Centre. This is so the community can encourage and support more connection and participation.
- The Centre provides an inclusive space for everyone - supporting a small community like Whakaraupō is important in building a sense of community and encouraging physical and mental wellbeing. Participants who attend a specific group can see the vast array of other groups and sports they could attend; this participation can help to support and encourage. The Lyttelton Youth Group encourages young people to 'have a go' and can be an important stepping-stone to encouraging a lifetime of healthy activity and community involvement.

Staff Assessment

The Lyttelton Recreation Centre (Centre) is situated at 25 Winchester Street. It has the Trinity Hall, two squash courts, a small room to hire on the mezzanine floor and a sports hall. Spaces are available for functions, activities, meetings, and events creating a hub for the community. The Centre creates a space where residents are invited to engage, participate, and actively contribute. This assists to build a sense of community encouraging recreation, play, connections, teaching, and learning. A range of groups use the facility - these include Mother4Mother Breastfeeding, Lyttelton Toy Library, te reo classes, football, squash, Lyttel Tumblers, ballet, yoga, Dance Fitness and Strength and Balance classes, a wide variety of activities, educational experiences and events for all ages and abilities. In the past year the Centre's outputs have included 18 private events, 52 non-sporting activities,144 community sport activities, 359 courses and/or classes alongside 1,842 Pay2Play casual bookings (1 count equals 15 minutes).

The Centre is overseen by the Lyttelton Recreation Centre Trust (LRCT) which drives the activation of the Centre. This framework came into place as a need identified by the Christchurch City Council (Council) to encourage and grow community participation. In partnership, the Council and the LRCT uphold the kaupapa of the Centre.

The Centre Manager is at the heart of the facility, liaising with many groups alongside developing and supporting the community. The Manager reports to the Trust on day-to-day operations, finances, health and safety and other issues that might arise. The role includes management and maintenance of the building, networking, collaboration with community organisations and government agencies, and liaising with tenants and hirers. The role has responsibility for the health and safety components of the facility alongside understanding and responding to needs within the local community. In collaboration with Lyttelton Community House, the LRCT now oversees the Lyttelton Youth Group. The youth group offers recreation and team sports like basketball; it also includes talks on healthy relationships, mental health, and nutrition, workshops, martial arts and boxing training sessions for girls.

Rationale for Staff Recommendation:

- This project aligns strongly with the Physical Recreation and Sports Strategy specifically by: Goal 1: Facilities and Environment, Goal 2: Availability and Accessibility, Goal 3: Motivation and Awareness
- This project aligns strongly with the Strengthening Communities Together pillars of People, Place and Participation specifically by:
  - Actively promoting a culture of equity by valuing diversity and fostering inclusion across communities and generations
  - Encouraging communities to create and sustain a sense of local identity and ownership.
  - Having the wider community socially and actively engaged.
- It strongly aligns with the Te Pātaka o Rākaihautū Banks Peninsula Community Board Priority: Good social and physical connections for our communities.
- The Centre is a valuable asset for Whakaraupō. The Manager's role is essential to activate and contribute to the on-going development of activities and programmes to support personal and community wellbeing.
- Funding this position demonstrates Council's on-going commitment to encourage and grow community participation, activation, and use of Council-owned community buildings.

2023/24 SCF BANKS PENINSULA DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
00065433	The Naval Point Club Lyttelton Incorporated	**Lifejackets for Children's Programmes** The Naval Point Club Lyttelton Incorporated runs various water-based training programmes, which for children include the Learn to Sail and Yachting New Zealand programmes, encouraging newcomers to the sport. Contribution is sought towards purchase of lifejackets for children's programmes.	2022/23 - $3,390 (Funding for Volunteer Equipment) SCF Metropolitan 2020/21 - $1,954 (Safety Equipment) DRF BP 2020/21 - $2,000 (Facilitating Sailing Participation - equipment) SCF BP **Other Sources of Funding** Nil for this project	**Total Cost** $ 2,474 **Requested Amount** $ 2,474 **100% percentage requested.** **Contribution Sought Towards:** Purchase of lifejackets for children's programmes - $2,474	**$ 1,500** That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of $1,500 from its 2023/24 Strengthening Communities Fund to The Naval Point Club Lyttelton Incorporated towards lifejackets for children's programmes; the Learn to Sail and Yachting New Zealand's RŪNĀ programmes.	**2**

Organisation Details:

Service Base:	16 Marina Accessway, Magazine Bay, Lyttelton
Legal Status:	Incorporated Society
Established:	14/05/2001
Staff – Paid:	8
Volunteers:	30
Annual Volunteer Hours:	3,000
Participants:	2,000
Target Groups:	Sports/Recreation
Networks:	Yachting New Zealand

Organisation Description/Objectives:

Naval Point Club Lyttelton (NPC) was established in 2000, with the unification of Banks Peninsula Cruising Club and Canterbury Yacht and Motorboat Club.

For over 20 years we have been facilitating the ongoing and increasing participation in sport and recreational activities in Lyttelton for our members, aged from eight to 90 (we currently have more than 800 members).

We draw people from our local community, Christchurch, and as far afield as Rangiora and Ashburton.

Alignment with Council Strategies and Policies

- Strengthening Communities Together Strategy
- Physical Recreation and Sports Strategy
- Community Board priority - Good social and physical connections for our communities

Alignment with Council Funding Outcomes

- Community participation and awareness.
- Provide community-based programmes.
- Reduce or overcome barriers.

Outcomes that will be achieved through this project:

- On-water safety is a major priority for us; all water-based activities require a great deal of care. We provide safety kits, life jackets, and rescue boat services for our members. We are seeking funding to purchase additional life jackets for the YNZ RŪNĀ Programme for schools, and for NPC's weekend Learn to Sail Programme (an eight-week course). Having life jackets available ensures children's safety on-water (with the correct safety equipment) and means they can sign up to the programme with no financial commitment to personal equipment.
- We work collaboratively with YNZ to support the development of sailing across all ages, genders, and abilities. We have adopted the YNZ Women and Girls in Sailing Strategy to encourage and support women to remain in sailing. We are also part of the YNZ RŪNĀ Program for schools, helping to educate children about the power of wind, and the impact of pollution, climate change and overfishing on marine ecosystems.
- We support participation by providing facilities, safety equipment, sailing equipment, staff, and a team of volunteers. Our club hosts many national and local regattas throughout the sailing season and has an excellent race management team, well equipped with technology and specialist knowledge. We have a team of volunteers who support our activities, 15+ regular volunteers and 40+ volunteers, including those who volunteer a few times per year.
- We provide young people with the opportunity to participate in sailing and do as much as we can to retain current members and encourage others to take up the sport, benefiting the development of sailing in Canterbury. We have our Learn to Sail Programme, YNZ Women and Girls in Sailing Strategy and RŪNĀ Programme for schools. We also have a Youth Squad to offer more opportunities for the youth of Christchurch to access the water and experience life on the water.

How Will Participants Be Better Off?

- The availability of safety equipment (including life jackets) for young sailors is paramount and necessary to support increasing participation. We do not require families to provide a lifejacket for their children who are participating in our Learn to Sail Programmes or RŪNĀ; having stock on hand for use by children ensures we can monitor the suitability and condition of the lifejackets. This also means we reduce barriers to participation, as families are not required to purchase expensive equipment for their child to attend.
- NPC's ability to provide facilities and services that meet the needs of the sailing community and promotes sailing in Christchurch underpins our current operations. Our unique location provides opportunities for a wide range of users to experience and explore the beauty of our local environment whether it be a sporting, social or recreational activity. The health and well-being of our local community increases as more people engage in physical and social activity.

Staff Assessment

Naval Point Club (NPC) was established in 2000 following amalgamation of the Banks Peninsula Cruising Club, established 1932 and the Canterbury Yacht and Motorboat Club, established 1921. Based at Magazine Bay NPC has approximately 820 members, combined with the general public means a widespread local community participation. NPC facilitates ongoing participation in sport and recreational activities by offering a range of services including sailing, Waka Ama, power boating, wind-sports, stand-up paddling, surf paddling, swimmers, retired sailors and more. The clubrooms offer a community hub for water-based activities, sporting, and recreation groups.

NPC focuses on increasing long-term participation in sport and runs subsidised Learn to Sail Programmes alongside Yachting New Zealand's (YNZ) programme RŪNĀ, supporting Kiwi Kids to learn from the past to 'steer' toward a sustainable future. Schools partner with a local yacht club which facilitates a day's sailing experience for the Kōkōkaha module, harnessing the power of wind. Another RŪNĀ module Moanamana connects schools and kura with their local sailing club and supports ākonga to become citizen scientists to research the impact of pollution, climate change and overfishing on marine ecosystems. NPC is opening the programme to older primary school students for Term 4, 2023 and have already secured five classes of up to 30 students per class as a direct result from the International SailGP event.

NPC is wanting to purchase 30 lifejackets, critical to running the YNZ RŪNĀ Programme for schools, and for NPC's weekend Learn to Sail Programmes, an eight-week course that runs twice a year for up to 24 sailors. The cost to attend the course is $165 which assists to cover coach wages and boat maintenance. Purchasing life jackets that are durable and adjustable will support children's safety and preparation on-water, at all times. Providing this equipment reduces barriers to participation.

Rationale for Staff Recommendation:

- Safety equipment is vital to support on water participation in a safe and controlled environment.
- The project significantly contributes to the Physical Recreation Sports Strategy specifically by:
  - Goal 1; Facilities and Environment - A physical environment that encourages participation in recreation and sport.
  - Goal 2; Availability and Accessibility - a wide range of physical recreation and sport activities that are made available to all citizens of Christchurch and beyond.
- The project contributes to the Strengthening Communities Strategy pillar of People by:
  - Promoting lifelong learning opportunities for all.
- The project strongly aligns with the Te Pātaka o Rākaihautū Banks Peninsula Community Board Plan: Good social and physical connections for our communities, by providing safe water programmes for families.

STRENGTHENING COMMUNITIES FUND CRITERIA

Purpose
The purpose of this fund is to support community focused organisations whose projects contribute to the strengthening of community wellbeing in the Christchurch City area.

Successful organisations will be those who can demonstrate that they are sustainable, strategic, community focused groups who have a significant presence within their community of benefit. Successful projects will also clearly demonstrate their contribution to the Council funding outcomes and priorities.

Organisations must be able to demonstrate their ability to contribute towards their project(s) and not rely on Council funding as their sole source of funding.

Eligibility
Applications are invited from eligible not-for-profit groups whose activities provide opportunities in the areas of community, social, recreation, sports, arts, environment or heritage to the wider community or to specifically defined communities of interest.

The following criteria must be met by all applicants:
- A community based not-for-profit community, recreation, sporting, arts, social service, environment or heritage organisation.
- All groups applying for more than $2,000 must be incorporated under the Incorporated Societies Act 1908 or the Charitable Trusts Act 1957 or be a legal entity that is registered for charitable purposes.
- Be based in the Christchurch City Council area with funded programmes or services being provided primarily for Christchurch City Council residents.
- Must have provided accountability reports for all previous Council funding and have no unresolved or outstanding accountability issues including outstanding debt to Council.
- Must have had the funding application approved at a properly convened committee meeting and in writing. Must provide evidence of the need for the project.
- Have appropriate financial management, accounting, monitoring and reporting practices.
- Have sound governance and appropriate operational capability and capacity to deliver to the level as agreed.
- Be able to commit to collaboration and partnering, where appropriate.
- Groups receiving Council funding at a metropolitan level may only apply for local funding if the project is specifically local and no portion of it has been funded at the metropolitan level.

Note: Recreation and sporting clubs/organisations do not have to be affiliated to a national sporting organisation to be eligible to apply however in alignment with the Physical Recreation and Sport Strategy we would encourage you to affiliate.

What this fund covers
- Operational or project costs, incurred in the provision and delivery of the agreed initiative - for the twelve month period starting 1 September and ending 31 August.
- Small equipment purchases that will enable your organisation to take advantage of efficiency gains (Note: All equipment or capital purchases must be noted in a schedule of equipment / capital purchases for accountability purposes)
- Costs that support the recognition, contribution and retention of volunteers

What this fund will not cover
- Debt servicing or re-financing costs
- Stock or capital market investment
- Gambling or prize money
- Payment of any legal expenditure, including costs or expenditures related to mediation disputes or ACC, Employment Tribunal, Small Claims Tribunal, professional or disciplinary body hearings

- Activities or initiatives where the primary purpose is to promote religious ministry, political objectives,
- commercial or profit-oriented interests
- Medical or healthcare costs – including treatment and insurance fees
- Money which will be re-distributed as grant funding, sponsorship, donations, bequests, aid funding or aid to other recipients
- Payment of fines, court costs, IRD penalties or retrospective tax payment

What this fund will not usually cover

- Retrospective costs or project or purchase costs incurred or settled before the agreed commencement date of the funding agreement
- Entertainment costs except for costs directly linked to volunteer recognition
- Funding of individuals
- Purchase of land and buildings
- Building maintenance or facility design, development and renovation costs
- Fundraising or general income growth purposes
- Costs to remedy, rectify, upgrade, retrofit or replace equipment, vehicles or premises as a result of action by central or local government departments or other agencies who hold regulatory or enforcement powers
- Purchase of vehicles and any related ongoing maintenance repair, overhead costs or road user charges
  Air travel, accommodation hotel or motel expenses

COMMUNITY FUNDING OUTCOMES AND PRIORITIES

Council does not have the necessary resources to meet the needs and expectations of all not-for-profit and voluntary groups. Therefore, it focuses assistance toward those key activities and initiatives that contribute to and align with the community outcomes in the Long Term Plan (LTP) and with other Council strategies.

The following funding outcomes will be used to evaluate and assess applications:

- Support, develop and promote the capacity and sustainability of community, recreation, sports, arts, heritage and environment groups
- Increase participation in and awareness of community, recreation, sports, arts, heritage and environment groups, programmes and local events
- Increase community engagement in local decision making
- Enhance community and neighbourhood safety
- Provide community based programmes which enhance basic life skills
- Reduce or overcome barriers to participation
- Foster collaborative responses to areas of identified need

Community Grants Funding Priorities

The following priorities will be used to assist with the allocation of funding:

- Older adults
- Children and youth
- People with disabilities
- Ethnic and culturally diverse groups
- Disadvantage and/or social exclusion
- The capacity of community organisations
- Civic engagement

In addition, Community Boards have their own objectives in their Board Plans that will be used to assist in the prioritisation of local projects.

2023/24 DRF BANKS PENINSULA DECISION MATRIX

Priority Rating	
One	Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

66253	Organisation Name	Name and Description	Total Cost	Contribution Sought Towards	Staff Recommendation	Priority
	Bank Peninsula Community Board	**Summer with your Neighbours 2023-24** Summer with your Neighbours (SWYN, formerly Neighbourhood Week), is celebrated annually over the summer months. Individuals and community groups hold small neighbourhood events in their local areas, helping neighbours and communities to get to know each other enhancing community and neighbourhood safety as a result.	$ 3,000 **Requested** $ 3,000 (100% requested)	Summer with your Neighbours Grants (food, venues, resources) - $2,800 Publicity Promotion - $200	**$ 3,000** That the Te Pātaka o Rākaihautū Banks Peninsula Community Board allocate $3,000 from its 2023-24 Discretionary Response Fund towards Summer with your Neighbours 2023-24.	1

Organisation Details
Service Base: 25 Winchester Street, Lyttelton
Legal Status: NA
Target Groups: Community Development
Participants: 1,000

Alignment with Council Strategies
- Strengthening Communities Together
- Events

Board Priorities
- Good social and physical connections for our communities: Events provide opportunities for people to connect with each other, strengthen and forge new links.
- Proactive planning for climate change: Neighbourhood connectedness helps ensure community members are aware of and can access help during adverse events.

CCC Funding History
2022/23 - $3,000 (Summer with your Neighbours) DRF BP
2021/22 - $3,892 (Summer with your Neighbours) DRF BP
2020/21 - $3,000 (Summer with your Neighbours) DRF BP

Other Sources of Funding
None - however participants may contribute to their own events.

Staff Assessment
This project is being recommended as a Priority One due to the reach and depth of this project into all communities and its value for money.

The timeframe for the Summer with your Neighbours (SWYN) project encompasses the summer season so that communities can choose when is best for their community events to take place. Applications are sought in July/August. Decisions are made by the Board September/October for events to be held from Neighbourhood Week (end of October) until the end of March the following year. Many of the applicants/communities apply for this funding on an annual basis.

Over the last few years the uptake of this funding has been inconsistent, but last year 21 applications were received, three events were recorded as being cancelled with nine events reimbursed. The previous year 26 applications were received and additional funding was allocated (using the approved formula). A record will be kept of the number of events funded compared to the number of applications received to hold events. This will provide information on the number of applicants who are successful in receiving funding for their events. The number of events held in the ward compared to the number of events funded will also be measured. This will provide information on the number of successful applicants who proceed with their event. Staff have the capacity to deliver this project on behalf of the Board.

SWYN contributes to a safer and friendlier community. It supports the process of individuals and households connecting with others in the neighbourhood so that they feel they are a part of something that is familiar and a source of assistance in time of need. The events themselves also provide fun and enjoyment - an important part of a healthy lifestyle. Activities and events for the small, local communities are encouraged by the provision of a small contribution towards event costs.

Rationale for the staff recommendation:
- Assessment as a Priority One status, and the alignment with the Strengthening Communities Together Strategy Pillar of Place supporting social connectedness - renewing older acquaintances and forging new links.
- Value for money - communities choose the form of the events they wish to hold ensuring good support from participants, with participants providing contributions as necessary.
- Connections made during these events provide an important step for people to feel comfortable approaching neighbours in times of need.

2023/24 DRF BANKS PENINSULA DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

66252	Organisation Name	Name and Description	Total Cost	Contribution Sought Towards	Staff Recommendation	Priority
	Bank Peninsula Community Board	**ANZAC Day 2024 - Wreaths and Diamond Harbour grant** ANZAC Day services held in the Lyttelton, Diamond Harbour, Akaroa and Little River communities are supported by the Board as a whole and Board members individually through attendance and laying of wreaths at these ceremonies. Allocation is sought towards the purchase/delivery of wreaths and a grant towards commemorations in Diamond Harbour.	$ 1,000 **Requested** $ 1,000 (100% requested)	Purchase and delivery of wreaths - $750 Diamond Harbour event - $250	**$ 1,000** That the Te Pātaka o Rākaihautū Banks Peninsula Community Board allocate $1,000 from its 2023-24 Discretionary Response Fund towards the cost of wreaths for the 2024 ANZAC ceremonies held in Banks Peninsula, and grant towards the Diamond Harbour commemorations.	1

Organisation Details
Service Base: 25 Winchester Street, Lyttelton
Legal Status: NA
Target Groups: Heritage
Participants: 500

Alignment with Council Strategies
- Strengthening Communities Together

Community Board Priority
- Good social and physical connections for our communities: These events honour the sacrifice of previous generations who have served in the armed forces, provide an opportunity for those within the local communities to participate in the events (fire brigades, scouting etc.) and bring the wider communities together with a common focus, connecting those within a community and reducing isolation.

CCC Funding History
2022/23 - $1,000 (Wreaths, Diamond Harbour grant) DRF
2021/22 - $500 (Wreaths) DRF
2021/22 - $1,750 (ANZAC 2022 Event costs - Little River and Akaroa, Diamond Harbour grant) SCF
2021/22 - $1,500 (ANZAC 2022 Event Co-ordinator, Little River and Akaroa) DRF
2020/21 - $2,000 (ANZAC Day Services, included an allocation for wreaths) DRF
(NB: Historically an annual Board Project)

Other Sources of Funding - Nil
(The Board will consider multi-year Strengthening Communities funding towards event costs in Akaroa, Little River, Lyttelton)

Staff Assessment
This project is being recommended as a Priority One due to the reach, impact and longevity of the project.
ANZAC Day services across Banks Peninsula are held annually on 25 April in Lyttelton, Diamond Harbour, Little River and Akaroa. These ceremonies typically include a parade of local service groups, speeches and the requisite laying of wreaths. The ceremonies differ to reflect the communities within which they are set (e.g. Diamond Harbour typically features a lone piper). All events conclude with a cup of tea function. At each ceremony, a board member lays a wreath on behalf of the Banks Peninsula Community Board (Board). This funding is for wreaths to each event and a grant towards Diamond Harbour commemorations. There is strong support for the observance of ANZAC Day in these communities with many local service groups participating actively in the service. A large number of people from the local communities attend and include people ranging in age from the very young to the elderly and local war veterans. The 'cup of tea' functions afterwards are also well patronised by local people. The social benefits are immeasurable as community members interact with each other and their elected members. In a small community this day is a true example of people meeting together with a common focus. Historically, the Board has supported local commemorations - Diamond Harbour received a small grant and the events in Akaroa and Little River received support for co-ordination and event costs. Since early last year, Akaroa Resource Collective Trust (ARCT) has agreed to be fund holder for the commemorations in Akaroa and Little River and has received Board funding for this purpose. The Loons Club Inc. has undertaken the 'cup of tea' function in Lyttelton and received funding for this event in 2023. Both these organisations are being considered for multiyear funding through the Board's Strengthening Communities Fund this year.

Rationale for the staff recommendation:

- Strong alignment with the Strengthening Communities Together Strategy especially the Pillar of Place - fostering a sense of local identity shared experience and stewardship; and assessment as Priority One status due to its reach, impact and longevity; and Board support historically.
- The level of support of the events by wide range of community groups and residents across Banks Peninsula. Events provide an opportunity for participation and connection and community remembrance of those who sacrificed much.
- Alignment with the Board Priority and support by the Boards of the day, and Board members annually at the events.

2023/24 DRF BANKS PENINSULA DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

66254	Organisation Name	Name and Description	Total Cost	Contribution Sought Towards	Staff Recommendation	Priority
	Bank Peninsula Community Board	**Community Service Awards 2024** Community Service Awards are awarded to individuals and/or groups in recognition of significant voluntary service. These are held triennially at a single event in the Banks Peninsula Ward. Contribution is sought towards venue hire, catering, certificates, photography, advertising and production of associated materials.	$ 3,000 **Requested** $ 3,000 (100% requested)	Advertising, certificates and framing, catering, venue hire, photography and postage - $3,000	**$ 3,000** That the Te Pātaka o Rākaihautū Banks Peninsula Community Board allocate $3,000 from its 2023-24 Discretionary Response Fund towards the Banks Peninsula Community Service Awards 2024.	1

Organisation Details
Service Base: 25 Winchester Street, Lytt.
Legal Status: NA
Target Groups: Volunteers
Annual Volunteer Hours: NA
Participants: 80

Alignment with Council Strategies
Strengthening Communities Together, Events

Community Board Priority
Good social and physical connections for our communities: These ceremonies bring communities together by providing a forum to acknowledge individuals and/or groups that have significantly contributed to the fabric of their community. These ceremonies have taken place many times and are now regular events. Public acknowledgement of service shows the value placed on such service.

CCC Funding History
2020/21 - $3,000 (Community Service Awards) DRF
2017/18 - $3,000 (Community Service Awards) DRF

Other Sources of Funding - Nil

Staff Assessment
This project is recommended as a Priority One due to its reach; longevity of these triennially held events; and impact of the recipients within their communities and value their volunteering has made.
In Banks Peninsula, the Community Service Awards have been awarded to individuals and/or groups triennially at the one event. Civic Awards recognise community efforts, foster community involvement, and support an enhanced sense of community. Volunteers are essential to a community's social, cultural and economic framework. Having been held for a number of years, these ceremonies are now regular events. Supporters can acknowledge and indicate how they value the contribution made by recipients to their community. This contribution covers a variety of sectors and often acknowledges service over many years.
Advertising for Community Service Award nominations takes place in February. The Awards are advertised city-wide, and the Board receives all complying nominations and makes decisions on whom should be invited to receive an award. Decisions are made by the Board in April/May with events taking place in May/June. Certificates of recognition are presented by Community Board members at a presentation event followed by refreshments. The networking that takes place at the supper part of the ceremony also allows positive relationship building. The success of this project and event will be measured by the number of nominations received, providing an indication of promotion and appeal of the scheme and attendance at the event. At the 2021 Awards, 14 recipients from across the ward were honoured and a total of 66 attended the event - these included recipients, nominators and/or guests, community board members and community governance staff. In the past, events have alternated between the Lyttelton/Mt Herbert and Akaroa/Wairewa areas – the last were held in Governors Bay. If this pattern is to be adopted the 2024 event would be within the Akaroa or Wairewa subdivisions. Staff have the capacity to deliver this project on behalf of the Board.

Rationale for the staff recommendation:

- The assessment as a Priority One status, and the strong alignment with the Strengthening Communities Together Strategy pillars of Place and Participation, as service fosters a sense of local identity, shared experience and stewardship; and volunteering over time demonstrates active contribution towards local values and outcomes.
- Alignment with the Board priority 'Good social and physical connections for our communities' as these ceremonies bring communities together by providing a forum to acknowledge individuals and/or groups that have significantly contributed to the fabric of their community.
- Board support of these regular, triennial events which publicly acknowledges service and demonstrates the value placed on such service. These events provide opportunities for participation and connection within and between communities.

BUDGET		
Transfer of unallocated 2022/23 Strengthening Communities funds to the 2022/23 Discretionary Response Fund	$45,401.00	15/08/2022
Shape Your Place Toolkit	$0.00	
Carry Forward from 2021/22	$11,005.00	
Unused DRF/YDF Funds Returned		
Total BUDGET	$56,406.00	
ALLOCATIONS MADE:		
Discretionary Response Fund		
Community Board - ANZAC Day 2023 Wreaths & Diamond Harbour Grant	$ 1,000.00	15/08/2022
Community Board - Summer with your Neighbours 2022/23	$ 3,000.00	15/08/2022
Okains Bay School Board of Trustees – 150th Celebrations	$ 2,000.00	12/09/2022
Little River Farmers Market Inc. - Little River Farmers Market 2022/23	$ 1,800.00	7/11/2022
Little River Craft Station Inc. - Information Station	$ 2,500.00	11/04/2023
Diamond Harbour & Districts Health Support Group - Health Centre Upgrade consent costs	$ 8,250.00	11/04/2023
The Loons Club Incorporated, Lyttelton - ANZAC Day Commemoration Celebration	$ 500.00	8/05/2023
The Living Streams Community Nursery Trust - Automatic Irrigation System	$ 4,000.00	8/05/2023
Akaroa District Promotions - Contingency Funding	$ 4,000.00	8/05/2023
The Lyttelton Arts Factory Trust - Lyttelton Arts Festival 2023	$ 2,000.00	12/06/2023
The Lyttelton Recreation Centre Trust - Installation of wall mural	$ 1,500.00	12/06/2023
Okuti Valley Rec and Sports Club Inc - Heat Pump Replacement	$ 2,000.00	12/06/2023
Lyttelton Community House Trust - Funding for a commercial oven	$ 2,413.00	10/07/2023
Discretionary Response Fund Allocated	$34,963.00	
Youth Development Fund		
Nishad Kant - Basketball (Invercargill)	$150.00	18/08/2022
Lucy Luxford - Optimist Sailing (New Caledonia)	$200.00	20/09/2022
Abby Laird - basketball tournament	$150.00	30/09/2022
Edward Lopas - Rowing Championships (Bulgaria)	$300.00	11/04/2023
Charlie Bridger - Sailing Championships (Spain)	$500.00	8/05/2023
Youth Development Fund Allocated	$1,300.00	
Shape Your Place Toolkit	$ -	
Shape Your Place Toolkit Allocated	$ -	
TOTAL: Shape Your Place Toolkit Unallocated	$ -	
TOTAL: Discretionary Response Fund Unallocated	$20,143.00	
Pending Board Approval		
Pending Board Approval Balance		
TOTAL: Discretionary Response Fund Remaining if Pending approved	$20,143.00	
Funds reserved:		
Allandale Truck Yard Lease Allocation	$30,030.00	

SUBMISSION TO: Ministry of Business, Innovation and Employment (MBIE)

ON: Draft Tourism Environment Action Plan 2023

BY: Te Pātaka o Rākaihautū Banks Peninsula Community Board

ADDRESS: Lyttelton Recreation Centre

25 Winchester Street

CHRISTCHURCH 8154

Email: Natasha.McDonnell@ccc.govt.nz

DATE: 18 July 2023

1. INTRODUCTION

Te Pātaka o Rākaihautū Banks Peninsula Community Board ("the Board") appreciates the opportunity to provide a submission on the Draft Tourism Environment Action Plan 2023.

For the draft tourism Environment Action Plan 2023 to accurately capture the vision and future of tourism and the environment in Aotearoa New Zealand, de-carbonisation schemes including those already in existent within Te Pātaka o Rākaihautū Banks Peninsula, and the 'net zero greenhouse emissions (excluding methane) by 2045' strategies adopted by Christchurch City Council, must be supported. Moreover, strong Mana Whenua partnership must be encouraged and utilised to reach environmental and tourism goals.

2. SUBMISSION

The Boards overarching focus is regenerative tourism and biodiversity. This means proactive planning for climate change by way of protecting the natural world and biodiversity.

Te Pātaka o Rākaihautū Banks Peninsula currently has a variety of initiatives for tourism and biodiversity restoration. The peninsula has a vast amount of available land which provides a wide range of biodiversity opportunities and initiatives, such as the carbon sequestration presently occurring. This must be supported prior to the implementation of forthcoming and contemporary schemes. As an example, the Board wishes to note that Te Pātaka o Rākaihautū Banks Peninsula have an ongoing issue with maintaining the rubbish management systems during heightened tourist activity. As such, tourism basics throughout the Peninsula are defective and thus require inherent support before future environmental infrastructure may be endorsed.

To accurately capture the vision for the future of tourism and the environment within Aotearoa New Zealand, de-carbonisation schemes such as the encouragement of slow tourism, the development and implementation of electric vehicle supporting infrastructure, and the regulation of cruise ships must be prioritised within Te Pātaka o Rākaihautū Banks Peninsula and throughout the metro Christchurch area.

Visitors should be encouraged to spend weekends away, rather than fast paced day trips. Longer stays can be envisaged with slower movement and slower consumerism, therefore contributing to the de-carbonisation of journeys too, from and within Aotearoa.

Additionally, the development and implementation of electric vehicle supporting infrastructure is integral to the de-carbonisation proposals discussed within the draft Tourism Environment Action Plan 2023. The Board is encouraged to see an increase in electric cars and electric boats, although such increase requires corresponding infrastructure. A push towards journey de-carbonisation by way of lowering emissions is ineffective if our goal is unable to be physically supported and maintained by the correct infrastructure.

The Board wishes to place the regulation of cruise ships at the highest priority of the draft Tourism Environment Action Plan 2023. Innumerable sources have stated the carbon intensity created by cruise ships is substantially worse per mile, per person, when compared to airplanes. To empower tourism operators to adopt more sustainable and innovative practices, the critical regulation of cruise ships is paramount. Furthermore, de-carbonisation of journeys to, from and within Aotearoa begins with the regulation of cruise ships. This regulation is a critical action which must be implemented within the draft Tourism Environment Action Plan 2023.

The Board believes it is pertinent to outline that Christchurch City Council declared a climate and ecological emergency in 2019, and since declaration, have adopted strategies that action the Council target of net zero emissions by 2045. Christchurch City Council, alongside Mana Whenua as a partnership, have worked with communities and businesses to develop and implement action programmes that build resiliency and restore biodiversity. The Board wishes for this partnership to be supported to reach joint organisational - Christchurch City Council and MBIE - environmental goals. To do this, each and every single facet of the economy must be pulled towards this joint vision.

The Board thanks the Ministry of business, Innovation and Employment (MBIE) for the opportunity to submit on the draft Tourism Environment Action plan 2023 and welcomes any further discussion.

Yours sincerely,

Lyn Leslie

Chairperson

Te Pātaka o Rākaihatū Banks Peninsula



Memos

Christchurch City Council

Memo

Date: 11/07/2023
From: Andrew Cameron - Transport PM
To: Te Pātaka o Rākaihautū Banks Peninsula Community Board
Cc: Liz Beavan- Board advisor
Reference: 23/1093466

Birdlings Flat Street lighting - midnight to 6am switch off

1. Purpose of this Memo

1.1 This memo is to update the Board on progress of the street lighting at Birdlings Flat in relation to Council resolution CNCL/2023/00008 following the Board recommendation BKCB/2022/00091 as below:

Te Pātaka o Rākaihautū Banks Peninsula Community Board recommends that the Council agree:

1. To the removal of 12 of the existing 19 Street lights at Birdlings Flat as shown in Attachment G of the meeting agenda report.

2. To the turning off the seven retained streetlights as shown on Attachment G of the meeting agenda report at midnight until 6am every night. Tyrone Fields/Luana Swindells Carried.

1.2 The information in this memo is not confidential and can be made public.

2. Update

2.1 The removal and install of the streetlights at Birdlings Flat was carried out on 5 July. Setting the lights to turn off between midnight and 6 am has not taken place for the following reasons.

- Due to the lights being in an isolated location they are not connected to the (CMS)central management system that allows for real time control of the lights.
- The intention to set the on/off times of each light individually in the field is not going to be feasible as first thought as the lights will reset each day as the mains power is turned off to the lights.

The solution for this will be to convert the power supply to 24/7 as an interim solution while the long-term solution will be to connect the lights to the CMS network.

The time frame to implement the solution and have the lights turning off at midnight to 6am is envisaged to be between one and two months.

3. Conclusion

3.1 The streetlights at Birdlings Flat will not be turning off between midnight and 6am for at least the next month.

Attachments Ngā Tāpirihanga

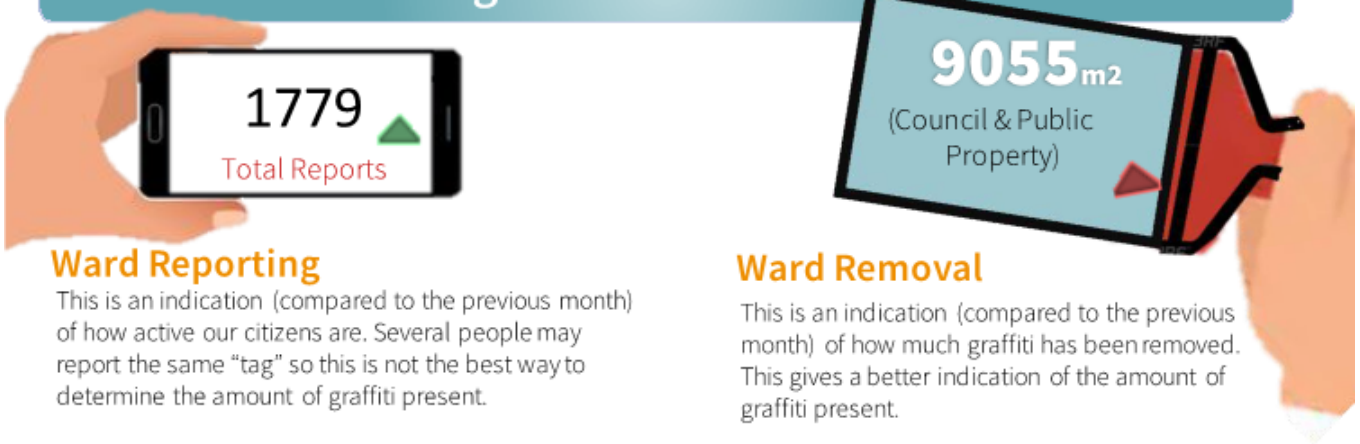
There are no attachments to this memo.

Signatories Ngā Kaiwaitohu

Author	Andrew Cameron - Project Manager
Approved By	Oscar Larson - Team Leader Transport Project Management

GRAFFITI SNAPSHOT June 2023

Ward & Suburb Insights



Ward Reporting

This is an indication (compared to the previous month) of how active our citizens are. Several people may report the same "tag" so this is not the best way to determine the amount of graffiti present.

Ward	# of Tickets - Latest Month	# of Tickets - Previous Month	% Monthly Change
Banks Peninsula	15	40	-63%
Burwood	50	86	-42%
Cashmere	36	112	-68%
Central	772	1,111	-31%
Coastal	127	120	6%
Fendalton	54	81	-33%
Halswell	61	115	-47%
Harewood	30	35	-14%
Heathcote	192	268	-28%
Hornby	48	74	-35%
Innes	36	74	-51%
Linwood	99	77	29%
Papanui	64	66	-3%
Riccarton	71	108	-34%
Spreydon	93	163	-43%
Unknown	1		
Waimairi	30	39	-23%
Total	**1,779**	**2,569**	**-31%**

Ward Removal

This is an indication (compared to the previous month) of how much graffiti has been removed. This gives a better indication of the amount of graffiti present.

Ward	Cleaned Graffiti latest month - mtrs2	Cleaned Graffiti previous month - mtrs2
Banks Peninsula	104	80
Burwood	86	122
Cashmere	59	70
Central	3787	2949
Coastal	487	258
Fendalton	211	161
Halswell	45	142
Harewood	64	231
Heathcote	2251	1505
Hornby	403	115
Innes	120	76
Linwood	519	183
Papanui	81	136
Riccarton	130	155
Spreydon	534	255
Waimairi	121	97
Total	**8999**	**6534**

Reporting Hot Spots

Streets/Locations with the most reported graffiti

Street	# of Tickets - Latest Month	# of Tickets - Previous Month	# of Tickets
Victoria Square	18	11	18
Gloucester Street	17	14	17
Colombo Street	16	32	16
Cathedral Square, Worcester to Colombo	14	23	14
Washington Way Reserve, Sydenham	12	14	12
Manchester Street	11	8	11
Avon Riverbank Central City	10	13	10
Southwark Street, Manchester to Madras	10	2	10
Ferry Road	9	6	9
Manchester Street, Hereford to Worcester	9	1	9
Oxford Terrace	9	11	9
Cass Street, Orbell to Colombo	8	2	8
Fitzgerald Avenue, Alexandra to Bealey	8		8
Oxford Terrace, Colombo to Manchester	8	2	8
Rawhiti Domain	8	3	8
St Asaph Street	8	20	8
Worcester Street	8	5	8

Removal Hot Spots

Locations with the most graffiti removed (m2)

Street	Cleaned Graffiti Square Metres
Lismore Street \ Falsgrave Street, Waltham	457
Washington Way Reserve, Sydenham	439
Club Lane \ Oxford Terrace, Central City	413
Thomson Park	220
Falsgrave Street \ Lismore Street, Waltham	203
Colombo Street \ Bath Street, Central City	160
Lawson Street \ Colombo Street, Sydenham	153
Shands Road \ Halswell Junction Road, Hornby	144
St Asaph Street, Duke to Fitzgerald	144
Fitzgerald Avenue \ Elm Grove, Linwood	120
Maces Road \ Dyers Road, Bromley	120
Waltham Road, Wordsworth to Mowbray	120
Margaret Mahy Family Playground, Central City	111
Flay Crescent, Wayside to Wayside	110
Bath Street \ Colombo Street, Central City	108
Christchurch Southern Motorway, Christchurch Southern to Christchurch Southern	100
Colombo Street, Carlyle to Moorhouse	100
Marylands Place, Birmingham to End	100
Thomson Park, New Brighton	94
Wordsworth Street, Gasson to Brisbane	90
Waltham Road \ Barbadoes Street, Sydenham	86
Deans Avenue, Lester to Mayfair	85
Manchester Street, Hereford to Worcester	84

GRAFFITI SNAPSHOT June 2023

Further Insights

Reporting Activity

Reporter Type	202306
Non Volunteer	691
Individual Volunteer	493
Friend Volunteer	379
Group Volunteer	216
Total	1,779

% of Reports made by Volunteers



Top 5 Volunteer Reporters

Peter (194 reports)
Jo
Graeme
Denise
Marie-Therese

Monthly Draw Winner: Gayle

Recent Volunteer Service Milestones (years)

5: Brodie, Kees

10: Darryl, Neil, Susan, Bruce, Nigel; Gayle, Margaret, Bill, Lee, Steve

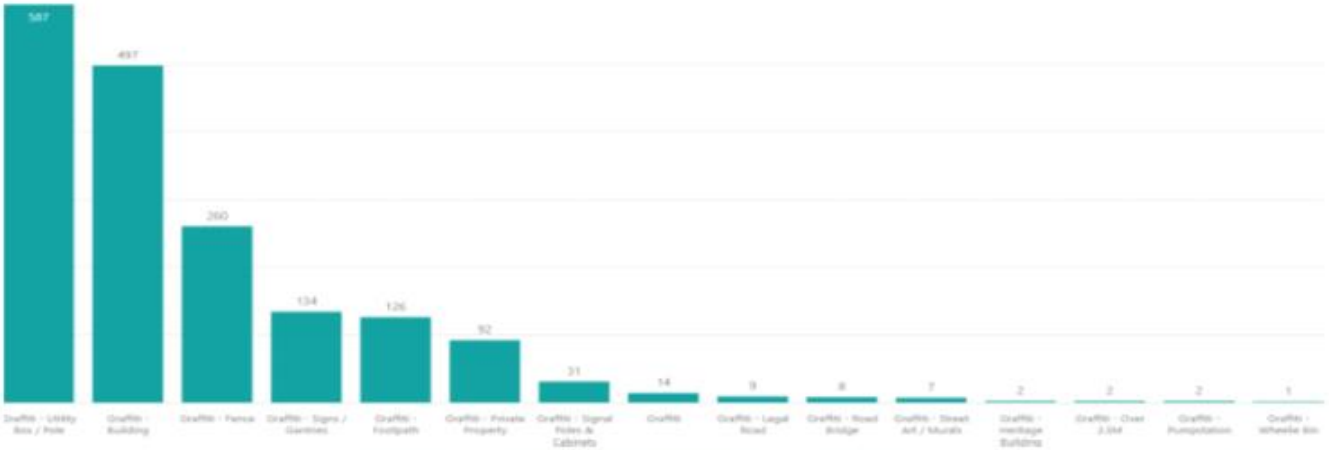
15: Karen, Fiona; Tony, Warren

Most reported TAG



Locations and details of these TAGS are forward to the Police each month.

Reports by Asset Type



New Murals

A few artists have come together to submit their design for Chorus and One NZ cabinets, This is one cabinet currently being completed by Rowley School with Year 8 student named Bella



Christchurch City Council

Ticket Report

01 06 2023 - 30 06 2023

Banks Peninsula

Tickets Reported in June 2023

401

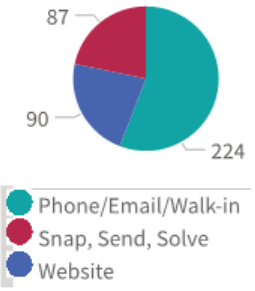
Reported Tickets last …

Status as of Report Date

Open
157

Closed/Resolved
244

Channels



Currently Open Tickets*

1044
Open Tickets all

15
avg open ticket age (days)

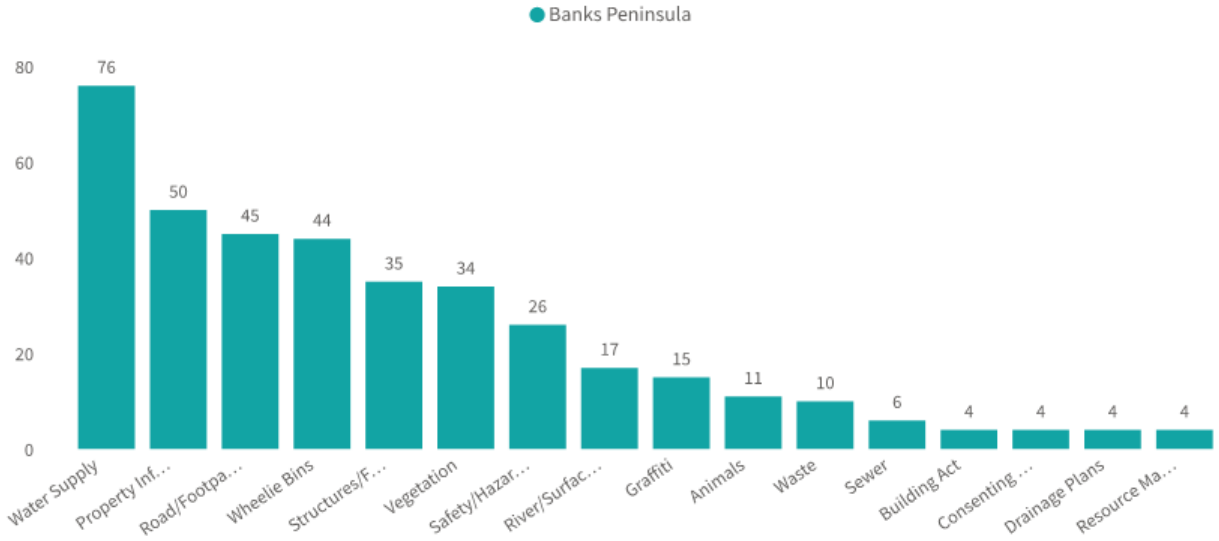
25% of open tickets are less than 43 days old

50% of open tickets are less than 139 days old

75% of open tickets are less than 354 days old

*Open as of report date, reported all time

Top 15 Incident Categories



Top 10 Object Categories

# Tickets	ObjectCategory
29	Water Leak
28	Water Supply
25	Residential Property Files
23	Damaged Bin
21	Road/Hard Surface
20	Building Maintenance
19	Trees
15	Graffiti
14	Blockage/Water Not Draining
12	Garden/Landscaped Area

Report date:
03 Jul 2023

Christchurch City Council

SUBMISSION TO: Christchurch City Council

ON: Cruising and Prohibited Times on Road Bylaw

BY: Te Pātaka o Rākaihautū Banks Peninsula Community Board

ADDRESS: Lyttelton Recreation Centre
25 Winchester Street
CHRISTCHURCH 8154
Email: Natasha.McDonnell@ccc.govt.nz

DATE: 21 July 2023

1. INTRODUCTION

Te Pātaka o Rākaihautū Banks Peninsula Community Board ("the Board") appreciates the opportunity to provide a submission on the Council's Cruising and Prohibited Times on Roads Bylaw review.

The Board wish to highlight the importance of including Te Pātaka o Rākaihautū Banks Peninsula within this bylaw review and are disappointed the issues experienced within Banks Peninsula, specifically Lyttelton Harbour basin including the Bays of Cass, Corsair and Rāpaki, have not been fully recognised.

The Board wish to see Te Pātaka o Rākaihautū Banks Peninsula roads incorporated into the Cruising and Prohibited Times on Road Bylaw review. Additionally, the Board encourage Council to allocate a portion of the Safety Budget to tackling the issues experienced within Banks Peninsula caused by anti-social road users. The Board further requests the Council to engage with the Canterbury Police and the community to collaboratively find solutions for these issues.

2. SUBMISSION

A priority of the Board is to assist the community to tackle the issues caused by anti-social road users. Te Pātaka o Rākaihautū Banks Peninsula community have witnessed an increase of anti-social road users in recent years. This has resulted in negative impacts on community wellbeing owing to speed, noise, and dangerous driving. Reckless and irresponsible manoeuvres such as over-taking on blind corners, accelerating on gravel roads and vehicles leaving the road entirely, have unfortunately become a common occurrence within Banks Peninsula.

For change to be achieved, it is fundamental for areas within Te Pātaka o Rākaihautū Banks Peninsula to be incorporated into the Cruising and Prohibited Times on Road Bylaw review. The Board requests the incorporation of areas within Banks Peninsula into the bylaw review, namely, Lyttelton Harbour including the Bays of Cass, Corsair and Rāpaki, Gebbies Valley,

McQueen's Valley and Motukarara. Moreover, the Board requests the closing of Summit Road, from Gebbies Pass to Dyers Pass, at times that are in line with the current proposed bylaw amendments, i.e., 10.00pm to 5.00am, 7 days a week. The incorporation of Te Pātaka o Rākaihautū Banks Peninsula roads into the Cruising and Prohibited Times on Road Bylaw review is an integral step in recognising the problems caused by anti-social road users within Te Pātaka o Rākaihautū Banks Peninsula.

The Board would like to use this submission as an opportunity to encourage the Council to allocate a portion of their safety budget to addressing the anti-social road users' issues. By allocating a portion of this budget, residents will feel safer and Peninsula roads will be able to be maintained to a higher standard.

The Board would like to see Council engage with Canterbury Police and the community to collaboratively tackle anti-social road users within Te Pātaka o Rākaihautū Banks Peninsula. The level of resourcing for the Lyttelton Police has been brought to the Board's attention, and accordingly, the Board requests Council to encourage Canterbury Police to increase resources at the Lyttelton Police Station.

The demand for both formal and informal police intervention on anti-social road user issues around the Peninsula exceeds the supply of resources available. By incorporating Banks Peninsula areas into the Cruising and Prohibited Times on Roads Bylaw Review, utilising a portion of the Council's Safety Budget, and encouraging the Canterbury Police to greater resource the Lyttelton Police Station, the quality of life for Banks Peninsula residents can be improved.

Yours sincerely,



Lyn Leslie

Chairperson

Te Pātaka o Rākaihautū Banks Peninsula Community Board