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## Finance and Performance Committee

### AGENDA

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#### Notice of Meeting:

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

**Date:** Wednesday 28 February 2024  
**Time:** 9.30 am  
**Venue:** Council Chambers, Civic Offices,  
53 Hereford Street, Christchurch

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#### Membership

Chairperson	Councillor Sam MacDonald
Deputy Chairperson	Councillor Melanie Coker
Members	Mayor Phil Mauger
	Deputy Mayor Pauline Cotter
	Councillor Kelly Barber
	Councillor Celeste Donovan
	Councillor Tyrone Fields
	Councillor James Gough
	Councillor Tyla Harrison-Hunt
	Councillor Victoria Henstock
	Councillor Yani Johanson
	Councillor Aaron Keown
	Councillor Jake McLellan
	Councillor Andrei Moore
	Councillor Mark Peters
	Councillor Tim Scandrett
	Councillor Sara Templeton

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**22 February 2024**

**Principal Advisor**

Russell Holden

Acting General Manager - Resources / CFO

Tel: 941 8999

David Corlett

Democratic Services Advisor

941 5421

david.corlett@ccc.govt.nz

[www.ccc.govt.nz](http://www.ccc.govt.nz)

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

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<https://www.ccc.govt.nz/the-council/meetings-agendas-and-minutes/>



# What is important to us?

Our Strategic Framework is a big picture view of what the Council is aiming to achieve for our community

## Our focus this Council term 2022–2025

### Strategic Priorities



Be an inclusive and equitable city which puts people at the centre of developing our city and district, prioritising wellbeing, accessibility and connection.



Champion Ōtautahi-Christchurch and collaborate to build our role as a leading New Zealand city.



Build trust and confidence in the Council through meaningful partnerships and communication, listening to and working with residents.

Adopted by the Council on 5 April 2023



Reduce emissions as a Council and as a city, and invest in adaptation and resilience, leading a city-wide response to climate change while protecting our indigenous biodiversity, water bodies and tree canopy.



Manage ratepayers' money wisely, delivering quality core services to the whole community and addressing the issues that are important to our residents.



Actively balance the needs of today's residents with the needs of future generations, with the aim of leaving no one behind.

## Our goals for this Long Term Plan 2024–2034

### Draft Community Outcomes



#### Collaborative and confident

Our residents have the opportunity to actively participate in community and city life, have a strong sense of belonging and identity, and feel safe.



#### Green and liveable

Our neighbourhoods and communities are accessible and well connected, supporting our goals to reduce emissions, build climate resilience and protect and regenerate the environment, especially our biodiversity, water bodies and tree canopy.

To be adopted by the Council as part of the Long Term Plan 2024–2034



#### A cultural powerhouse

Our diverse communities are supported to understand and protect their heritage, pursue their arts, cultural and sporting interests, and contribute to making our city a creative, cultural and events 'powerhouse'.



#### Thriving and prosperous

Our city is a great place for people, business and investment where we can all grow our potential, where enterprises are innovative and smart, and where together we raise productivity and reduce emissions.

## Our intergenerational vision

A place of opportunity for all.

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



Ngāi Tahu has rangatiratanga over its takiwā – the Council is committed to partnering with Ngāi Tahu to achieve meaningful outcomes that benefit the whole community



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

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

### ***Delegations***

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

#### Capital Programme and operational expenditure

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

#### Non-financial performance

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

#### Council Controlled Organisations

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

### Development Contributions

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

### Property

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

### Loans and debt write-offs

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

### Insurance

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

### Annual Plan and Long Term Plan

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

### Submissions

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

### ***Limitations***

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

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

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

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

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

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

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

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

In order to exercise this authority:

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

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

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

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Karakia Whakamutunga



## Karakia Tīmatanga

Whakataka te hau ki te uru

Whakataka Te hau ki te tonga

Kia makinakina ki uta

Kia mataratara ki tai

E hi ake ana te atakura

He tio, he huka, he hau hu

Tihei mauri ora

### 1. Apologies Ngā Whakapāha

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

### 2. Declarations of Interest Ngā Whakapuaki Aronga

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

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

That the minutes of the Finance and Performance Committee meeting held on [Wednesday, 31 January 2024](#) be confirmed (refer page 8).

### 4. Public Forum Te Huinga Whānui

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

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

### 5. Deputations by Appointment Ngā Huinga Whakaritenga

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

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

### 6. Presentation of Petitions Ngā Pākikitanga

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

## Finance and Performance Committee OPEN MINUTES

**Date:** Wednesday 31 January 2024  
**Time:** 9.31 am  
**Venue:** Council Chambers, Civic Offices,  
53 Hereford Street, Christchurch

### Present

Chairperson Councillor Sam MacDonald  
Deputy Chairperson Councillor Melanie Coker  
Members Mayor Phil Mauger  
Deputy Mayor Pauline Cotter  
Councillor Kelly Barber  
Councillor Celeste Donovan  
Councillor Tyrone Fields  
Councillor James Gough – via audio/visual link  
Councillor Tyla Harrison-Hunt  
Councillor Victoria Henstock  
Councillor Yani Johanson  
Councillor Aaron Keown  
Councillor Jake McLellan  
Councillor Andrei Moore  
Councillor Mark Peters  
Councillor Tim Scandrett  
Councillor Sara Templeton

### Principal Advisor

Russell Holden  
Acting General Manager - Resources / CFO  
Tel: 941 8999

David Corlett  
Democratic Services Advisor  
941 5421  
david.corlett@ccc.govt.nz  
[www.ccc.govt.nz](http://www.ccc.govt.nz)

Unconfirmed

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

**Karakia Timatanga:** Given by all Councillors

The agenda was dealt with in the following order.

**1. Apologies Ngā Whakapāha**

**Part C**

**Committee Resolved FPCO/2024/00001**

That the apology received from Councillor McLellan for lateness be accepted.

Councillor MacDonald/Deputy Mayor

Carried

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

**Part B**

Councillors MacDonald and Templeton declared an interest in Public Excluded Item 14 – Christchurch City Holdings Ltd – Appointment of Director to Orion New Zealand Ltd.

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

**Part C**

**Committee Resolved FPCO/2024/00002**

That the minutes of the Finance and Performance Committee meeting held on Wednesday, 13 December 2023 be confirmed.

Councillor Coker/Mayor

Carried

**4. Public Forum Te Huinga Whānui**

**Part B**

There were no public forum presentations.

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

**Part B**

There were no deputations by appointment.

**6. Presentation of Petitions Ngā Pākikitanga**

**Part B**

There was no presentation of petitions.



Councillor Donovan joined the meeting at 9.34am during consideration of Item 7.

The Mayor left the meeting at 9.41am and returned at 9.43am during consideration of Item 7.

Councillor Harrison-Hunt joined the start of the meeting via audio/visual link and arrived in the Council Chambers at 9.42am during consideration of Item 7.

## **7. Key Organisational Performance Results - December 2023**

**Committee Resolved FPCO/2024/00003**

**Officer Recommendations accepted without change**

### **Part C**

That the Finance and Performance Committee:

1. Receive the information in the Key Organisational Performance Results – December 2023 report.

Mayor/Councillor Coker

**Carried**

## **8. Financial Performance Report - December 2023**

**Committee Resolved FPCO/2024/00004**

**Officer Recommendations accepted without change**

### **Part C**

That the Finance and Performance Committee:

1. Receive the information in the Financial Performance Report for December 2023.

Councillor Henstock/Councillor Scandrett

**Carried**

Councillor Gough left the meeting at 10.14am during consideration of Item 9.

Councillor McLellan joined the meeting at 10.37am during consideration of Item 9.

Councillor Henstock left the meeting at 10.42am and returned at 10.44am during consideration of Item 9.

## **9. Capital Programme Performance Report December 2023**

**Committee Resolved FPCO/2024/00005**

**Officer Recommendations accepted without change**

### **Part C**

That the Finance and Performance Committee:

1. Receive the information in the Capital Programme Performance Report December 2023.

Councillor Keown/Councillor Barber

**Carried**

## **10. Council-controlled organisations - Appointment of new non-trading shelf company director and removal of former director**

**Committee Resolved FPCO/2024/00006**

**Officer Recommendations accepted without change**

### **Part C**

That the Finance and Performance Committee:

1. Approves the removal of the former Chief Executive as a director of the Council's non-trading shelf companies – CCC One Ltd, CCC Five Ltd, CCC Seven Ltd and Ellerslie International Flower Show Ltd; and
2. Approves the appointment of the Interim Chief Executive, Ms Mary Richardson as a director of the Council's non-trading shelf companies – CCC One Ltd, CCC Five Ltd, CCC Seven Ltd and Ellerslie International Flower Show Ltd.

Mayor/Councillor Coker

**Carried**

## **11. Te Kaha Project - Elected Members Update**

**Committee Resolved FPCO/2024/00007**

**Officer Recommendations accepted without change**

### **Part C**

That the Finance and Performance Committee:

1. Receive the information in the Te Kaha Project Report.

Councillor MacDonald/Councillor Harrison-Hunt

**Carried**

## **12. Resolution to Exclude the Public Te whakataunga kaupare hunga tūmatanui**

**Committee Resolved FPCO/2024/00008**

### **Part C**

That Abby Foote (Chair) and Kelly Hyde (Head of Impact and Performance – via audio/visual link) of Christchurch City Holdings Ltd remains after the public have been excluded for Item 14 of the public excluded agenda as they have knowledge that is relevant to that item and will assist the Council.

**AND**

That at 11.00am the resolution to exclude the public set out on pages 92 to 93 of the agenda be adopted.

Councillor MacDonald/Councillor Coker

**Carried**

**The public were re-admitted to the meeting at 11.10am.**

**Karakia Whakamutunga:** Given by all Councillors.

**Meeting concluded at 11.10am.**

**CONFIRMED THIS 28TH DAY OF FEBRUARY 2024**

**COUNCILLOR SAM MACDONALD**  
**CHAIRPERSON**





## 7. Key Organisational Performance Results - January 2024

Reference / Te Tohutoro: 24/138331

Report of / Te Pou: Peter Ryan, Head of Corporate Planning & Performance  
Matua: Peter.Ryan@ccc.govt.nz  
General Manager / Pouwhakarae: Lynn McClelland, Assistant Chief Executive Strategic Policy and Performance (lynn.mcclelland@ccc.govt.nz)

### 1. Nature of Information Update and Report Origin

- 1.1 The purpose of this report is to provide Council with an overview of service, project and budget performance, as adopted through the 2021-31 Long Term Plan (and Annual Plan 2023/24.)
- 1.2 This is a long-standing report focused on performance against agreed organisational performance targets.

### 2. Officer Recommendations Ngā Tūtohu

That the Finance and Performance Committee:

1. Receive the information in the Key Organisational Performance Results – January 2024 report.

### 3. Brief Summary (briefly include any relevant background details or context)

- 3.1 The key organisational performance targets include:
  - 1.1.1 Service delivery
  - 1.1.2 Capital projects (both planning and delivery)
  - 1.1.3 Finance
- 3.2 Organisational performance forecasts, January 2024, for the third year of the LTP 2021-31 (financial year to June 2024).

Organisational Performance Summary	Target	Forecast / change	Result against Target
<b>Service Delivery</b>			
Deliver Community Levels of Service to target	≥ 85%	83.6% ▲	✗
<b>Capital projects (planning and delivery)</b>			
<b>Delivery complete' milestones (whole of life)</b>			
Deliver Key projects	≥ 85%	83% ▼	✗
Deliver Non-Key projects	≥ 85%	79% ▼	✗
<b>Capital programme planning</b>			
FY25 funding budgets allocated by 1 <sup>st</sup> March 2024	≥ 90%	90% ↔	✓
FY26 & 27 funding budgets drawn down by 1 <sup>st</sup> May 2024	≥ 90%	84% ↔	✗
<b>Finance</b>			
Operational budgets are actively managed within approved opex budget	100%	100% ↔	✓
Deliver overall capital programme to approved budget	=/-10%	-4.1% ▲	✓

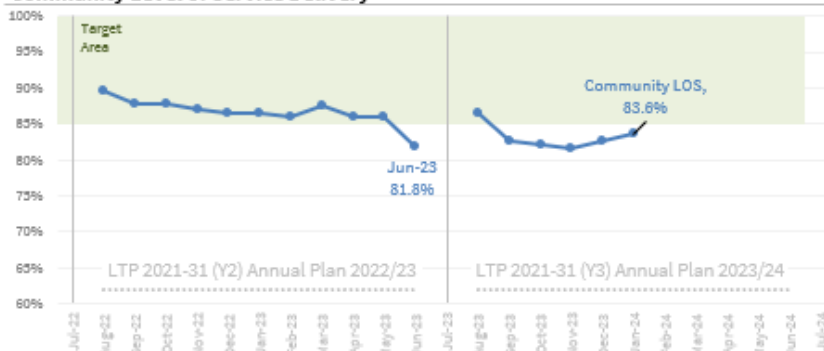
- 3.3 **Community level of service delivery** is forecast at **83.6%**, against ELT's target of 85%.

- 3.4 **Key project milestone delivery** is forecast at **83%**, moving below ELT's target of 85%, while **Non-Key project delivery** remains forecast below ELTs target at **79%** (target also 85%). For project-specific information refer to the Capital Programme Performance Report.
- 3.5 **Capital planning performance** shows funding programme budgets allocated for **FY2025 by 1<sup>st</sup> March 2024** is reported at **90%**, forecasting to achieve ELTs target. Budget drawdowns for **FY2026 and 2027 by 1<sup>st</sup> May 2024** is reported at **84%**. Both forecasts show no change from December. There is time remaining for the FY2026 and 2027 drawdowns target to be met.
- 3.6 **Operational budget** is forecast as having a **surplus of \$2.0m** (after carry-forwards). For more information refer to the Financial Performance Report.
- 3.7 The **overall capital programme** is forecast to deliver at **-4.1%** of budget (against a target of between 0% and -10%), an improvement of 4.0% from the September to December forecasts. More information is available in the Capital Programme Performance Report. This forecast result includes core and externally funded work but excludes Te Kaha. (Parakiore, formerly excluded with Te Kaha, is now included in core capital, at the direction of the Project Management Office.)

## 4. Service delivery

### ELT Goal: Deliver 85% Community Levels of Service to target

Community Level of Service Delivery

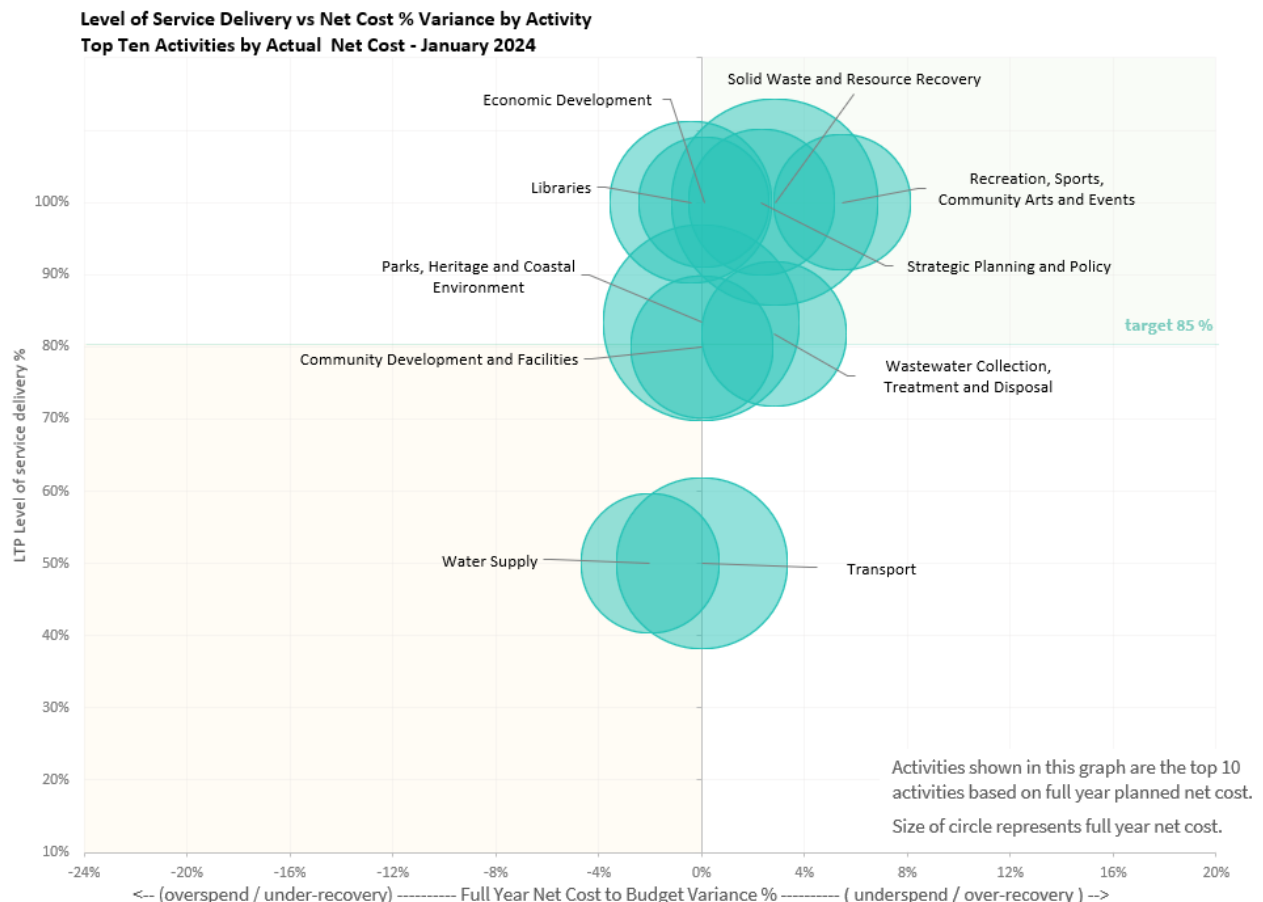


2023/24	# LOS	R/A/G/B
<span style="color: red;">x</span> 83.6%	213	5/30/178/0
<span style="color: green;">▲</span> 1.0%		

R - Red: Will not meet target  
A - Amber: Requires remedial action  
G - Green: Will meet target  
B - Black: Not reported

- 4.1 Community levels of service (LOS) is forecast at **83.6%** delivery against the performance target of **85%**, an improvement of 1% from December and showing steady improvement from November.
- 4.2 The following recommendations (proposed with the June 2023 performance report) are in the process of being implemented, towards continued improvement of forecasting of LOS and other ELTs performance priorities for the year ahead:
- 4.2.1 ELT members to work closely with Heads of Service and teams to encourage and support regular monthly status report updates to bring areas of concern to light;
- 4.2.2 Ensure Performance Reports remain as regular monthly agenda items, determine remedial actions for identified exceptions and set action items in minutes to bring exceptions back on track before year-end;
- 4.2.3 Continue with the standing Audit and Risk Management Committee (ARMC) directive – all LOS that were not met the previous year must continue to be reported as an exception until evidence is provided that the target will or has been met.
- 4.3 Forecast actuals, comments, and remedial actions from managers for LOS exceptions are available in **Attachment A**.
- 4.4 In summary, forecast LOS exceptions for January relate to:

- 4.4.1 Transport activity has nine exceptions related to road and footpath condition, resurfacing, including resident satisfaction, deaths or serious injury crashes, and transport mode-share.
- 4.4.2 Three Waters activities have ten exceptions related to water supply compliance, wastewater and water supply reliability, responsiveness to faults and call outs, including resident satisfaction, and water loss and average water consumption.
- 4.4.3 Building Consenting activity has two exceptions related to building consents and code of compliance certificates processing timeframes.
- 4.4.4 Planning & Consents activity has two exceptions related to resource management applications processed within statutory timeframes.
- 4.4.5 Regulatory Compliance and Licencing activity has three exceptions related to response to inappropriate noise levels, food control plan verification visits, and investigation of dangerous building reports.
- 4.4.6 Corporate Planning & Performance has one exception related to the implementation of the Long-term Plan programme.
- 4.4.7 Citizens and Community activities have eight exceptions: (Art Gallery (1); Community Support & Partnerships (1); Citizen & Customer Services (2); Parks (4), which mostly relate to annual Resident Satisfaction Survey results (survey results due April-May 2024).
- 4.5 The scatter diagram below is an overview of the performance of the top-ten activities (in terms of budget size).
- The vertical y-axis shows service delivery (LOS) performance.
  - The horizontal x-axis shows budget over/underspend.



Performance by Activity Table - January 2024

Activities	Net Cost * (Opex)					Community Levels of Service	
	Full Year Forecast \$000	Full Year Plan \$000	Carry Fwd \$000	**Variance after C/Fwd	% Variance after C/Fwd	% Delivery	Total #
Water Supply	20,613	20,208	0	-405	-2%	50%	16
Wastewater Collection, Treatment and Disposal	22,460	23,108	0	648	3%	82%	11
Stormwater Drainage	10,677	11,016	0	339	3%	100%	10
Flood Protection and Control Works	6,338	5,757	0	-581	-10%	100%	5
Strategic Planning and Policy	22,766	23,306	0	540	2%	100%	16
Economic Development	18,103	18,122	0	19	0%	100%	15
Transport	31,408	31,408	0	0	0%	50%	18
Solid Waste and Resource Recovery	45,375	46,701	0	1,326	3%	100%	8
Regulatory and Compliance	-5,238	-5,238	0	0	0%	75%	28
Parks, Heritage and Coastal Environment	41,049	41,049	0	0	0%	83%	24
Housing	-9,477	-9,375	0	102	1%	100%	5
Governance	12,044	12,085	0	40	0%	100%	5
Citizens and Customer Services	6,624	6,639	0	15	0%	75%	8
Civil Defence Emergency Management	1,323	1,323	0	-0	-0%	100%	4
Community Development and Facilities	21,517	21,517	0	0	0%	80%	5
Christchurch Art Gallery	6,825	6,913	95	-7	-0%	83%	6
Canterbury and Akaroa Museums	9,095	9,067	0	-28	-0%	100%	5
Libraries	27,646	27,532	0	-114	-0%	100%	10
Recreation, Sports, Community Arts and Events	19,733	20,872	0	1,139	5%	100%	9
Performance Management and Reporting	0	0	0	0	0%	80%	5
<b>Net Cost</b>	<b>308,882</b>	<b>312,009</b>	<b>95</b>	<b>3,033</b>	<b>1%</b>	<b>83.6%</b>	<b>213</b>

\*Net Cost - excludes depreciation, corporate overheads and interest.

\*\* Negative variance means overspend or under-recovery

## 5. Capital projects - delivery and planning

**ELT Goal: Deliver 85% Key capital projects to 'delivery complete' milestones**

**ELT Goal: Deliver 85% non-Key capital projects to 'delivery complete' milestones**

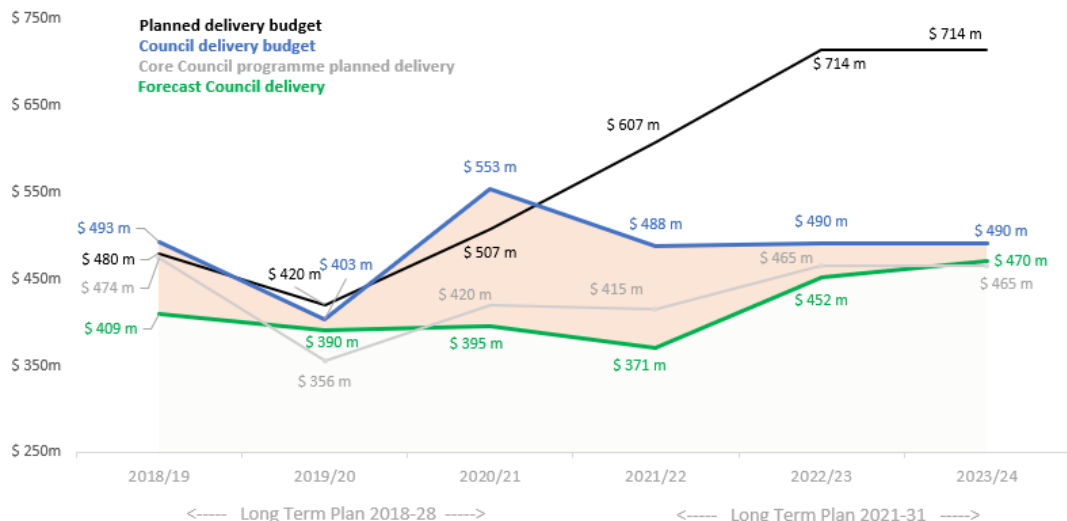
- 5.1 **Key project milestone delivery** is forecast at **83%** delivery, declining a further 5% from December, and moving below ELT's target of **85%**.
- 5.2 **Non-Key project milestone delivery** is forecast at **79%** delivery (against the target of **85%**), a small decline (1%) from December.
- 5.3 For further information and underlying project detail, refer to the Capital Programme Performance Report.

Key Capital projects	2023/24	# PRJ	R/A/G/B	2022/23	2021/22	2020/21	TARGET	Trend: 2023 / 2024
	✗ <b>83.0%</b> ▼ 5.0%	24	3/1/20/0	<b>100.0%</b>	73.5%	76.7%	≥85%	
Non-Key Capital projects	2023/24	# PRJ	R/A/G/B	2022/23	2021/22	2020/21	TARGET	Trend: 2023 / 2024
	✗ <b>79.0%</b> ▼ 1.0%	792	159/6/627/0	<b>84.0%</b>	84.5%	64.7%	≥85%	

- 5.4 Below is a forward view of capital delivery performance (financial) for the first three years of the LTP 2021-31, with an overview of capital delivery in recent years against plan. This view takes into account a revised year-end budget delivery figure for 2022/23, and the adopted capital programme from the Annual Plan 2023/24 (adopted by Council 27 June 2023) – noting there has been an increase in the overall FY24 capex budget since the August report which relates to late FY23 financial adjustments on Te Kaha, and a budget increase within the Parks programme.
- 5.5 After March 2024, once the draft Long-term Plan 2024-34 is adopted, this forward view will be adjusted to include planned budgets for the future three-year period (2024/25 to 2026/27).



- 5.6 For the year 3 of the LTP 2021 (through the Annual Plan 2023/24), the revised total programme budget set for CCC to deliver is **\$490m** (blue line). To the end of January 2024, the total forecast capital delivery has been increased to **\$470m** (green line), which equates to 95.9% delivery.
- 5.7 This forecast delivery value is an increase from the previous year forecasts (2022/23) of between \$390m to \$405m (year-end actual \$452m), includes both core and externally funded works, but excludes Te Kaha. (Please note that Parakiore was formerly excluded along with Te Kaha but has now been included in core capital calculations.)
- 5.8 Council delivery for 2022/23 and delivery forecast for 2023/24 show a distinctive lift from that seen the previous four years. This historic level of delivery (approx. \$450m per annum) is informing the development of the draft LTP 2024-34. Prior to 2023/24 there has been stability of delivery year-on-year for projects CCC is responsible for (green line – total spend/forecast spend), ranging in a band between \$371m to \$409m spend per annum over the previous four years.
- 5.9 The ELT performance goal for capital delivery is based on all delivery CCC is accountable for, regardless of funding source.



5.10

**Planned delivery budget :** Total amount finalised in each Annual Plan (as at Annual Plan 2023/24) or Long Term Plan. Includes Core Council programme, external funded programme, and Te Kaha.

**Council delivery budget :** Core Council and external funded programmes, excluding Te Kaha.

**Core Council programme planned delivery :** Planned Council-only delivery (excluding externally funded programme, and Te Kaha).

**Forecast Council delivery :** Amount spent or forecast to spend on Council delivery in a given year (Core and external funded programmes, excluding Te Kaha).

\*The gap between the grey line and black line consists of the planned spend for Te Kaha.

Figures align with the Financial and Capital Programme Performance reports.

**ELT Goal: Ensure capital planning for FY25 funding programme budgets allocated, 90% by 1 March 2024.**

**ELT Goal: Ensure capital planning for FY26 & FY27 funding programme budgets drawn down, 90% by 1 May 2024.**


- 5.11 Capital planning targets are intended to monitor the draw-down and allocation of future capital funding programme budgets. This helps the business plan and prepare for future capital project delivery, to effectively implement the LTP and subsequent Annual Plans.
- 5.12 **Capital planning** performance shows improvement for both targets, with funding programme budgets allocated for FY2025 by 1<sup>st</sup> March 2024 reported at **90%**. This means the target is forecast to meet ELTs performance priority target. Budget drawdowns for FY2026 and 2027 by

1<sup>st</sup> May 2024 is reported at **84%**, remaining below ELTs target of **90%** for now. It is not unusual for forecasts to be below target at this time of the cycle. Ongoing collaboration between PMO and service units is expected to see this ELT goal being met for May, as has been in the case in previous years.

## 6. Finance

- 6.1 For January, the organisation reports a forecast operational **surplus of \$2.0m** (after carry-forwards). For more information refer to the Financial Performance Report.
- 6.2 **Overall capital programme budget expenditure** forecast is at **-4.1%**. This remains on track to meet ELTs target (between 0% to -10%). This is a 4.0% improvement from the September to December forecasts. More information is available in the Capital Programme Performance Report. This result includes core and externally funded work but excludes Te Kaha. (Parakiore, formerly excluded with Te Kaha, is now included in core capital.)

## Attachments / Ngā Tāpirihanga

No.	Title	Reference	Page
A 	LOS Exceptions Commentary	24/201776	21

In addition to the attached documents, the following background information is available:

Document Name – Location / File Link
Not applicable

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

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

(a) This report contains:

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

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

## Signatories / Ngā Kaiwaitohu

<b>Authors</b>	Amber Tait - Performance Analyst Boyd Kedzlie - Senior Corporate Planning & Performance Analyst
<b>Approved By</b>	Peter Ryan - Head of Corporate Planning & Performance Lynn McClelland - Assistant Chief Executive Strategic Policy and Performance

## Level of Service Exceptions

### Deliver 'Community' Levels of Service to target

- ✗ Levels of service which will fail to meet target.
- Levels of service for which intervention is required to meet target.
- Levels of service which have not been reported

## Communities and Citizens

### Christchurch Art Gallery

- **Measure:** LTP/AP23: 3.0.9.1 Deliver a diverse range of Public and school-specific programmes to promote and educate the importance of the visual arts
- Target:** Average of at least 11,000 attend school specific programmes per annum
- Remedial Action:**
  - 1.New programme of Artist talks planned and scheuled
  - 2.Programme of outreach to be implemented in the new year alongside the in-gallery offer
  - 3.Increased promotion, with emphasis of a strong push to our networks of teachers
  - 4.Seek funding to assist schools where travel costs are prohibitive to visitation

Education Specialist now back in substantive role and expecting an uplift in January

### Citizens and Customer Services

- **Measure:** LTP/AP23: 2.6.4.1 Citizen and Customer expectations for service response are delivered in a timely manner
- Target:** Telephone enquiries have an average speed to answer of no more than 120 seconds
- Actual:** January average speed to answer 102 seconds  
YTD: 154 seconds
- Comments:** A total of 72947 interactions were presented this month. Identifiable events that impacted performance in January were:  
A P1 outage with the Spatial Self-Service portal on the 19th of January  
The continued impact of ongoing long-term unplanned leave ASA Breakdown - January 2024  
% calls answered in less than 2 minutes = 74.4%  
%calls answered between 2 - 5 minutes = 13.7%  
%calls answered above 5 minutes = 11.9%
- Remedial Action:** As part of our two-pronged approach to recruitment, 8 agency staff were onboarded on the 22/1/24, in conjunction with the completion of external recruitment, resulting in 6 offers of employment presented to preferred candidates. Their expected onboarding date is 4/3/24
- **Measure:** LTP/AP23: 2.6.7.2 Citizen and Customer expectations for service response are delivered in a timely manner
- Target:** At least 80% of citizens and customers are satisfied or very satisfied by the quality of the service received at the first point of contact via email
- Actual:** 74% satisfaction (email) (Resident Survey May 2023)
- Comments:** Dissatisfaction rating commentary from residents predominantly reference the untimely completion of service requests and email responses. As first point of contact, Citizen and Customer Services are responsible for the initial creation of a service request or for responding to emails within the Citizen and Customer Services remit. Timely response of emails received in Customer Services is measured by LOS 2.6.4.2 with the 2022/2023 year to date actual of 25.77 hours achieved
- Remedial Action:** Detailed analysis of service streams where response times are not met has been completed. This has been shared with the relevant Business Units. Agreed actions include:
  - Reinforcement of Council Customer Service Principles and Standards
  - Proactive customer communication in cases where SLA's cannot be met
  - Tailored enhanced reporting for individual business units is underway.In addition, a review of the Resident survey questions has been completed

## Community Development and Facilities

● Measure:	LTP/AP23: 4.1.27.1 Customers are satisfied with community development and capacity building initiatives.
Target:	80% customer satisfaction with the delivery of community development and recreational events, programmes and initiatives
Actual:	Culture Galore is on this month. A customer/community survey will be run and feedback will be used for future planning
Comments:	Surveys have been undertaken at various events including Culture Galore, Skate Jam and the Pool Party. The annual residents survey is conducted annually
Remedial Action:	Use the feedback from the survey to inform the planning and delivery of community development and recreational initiatives in FY 2024. Review written and other material for clarity, ease of use and accuracy. Communicate to the funding recipients key messages on the availability of funds and the difficult choices Council has to make

## Internal Activities

### Performance Management and Reporting

● Measure:	LTP/AP23: 13.1.1 Implement the Long Term Plan and Annual Plan programme plan
Target:	Critical path milestone due dates in programme plans are met.
Actual:	An extensive Audit NZ team has been reviewing the draft LTP since mid-January, after preliminary reviews of specific documents (IS etc) in December. All draft LTP documents have been supplied.
Comments:	There are some unusual factors at play in this final stage of adopting a draft LTP. CCC has accepted an offer (presented to all councils) by the new Minister to not have the Consultation Document formally audited. (This is to avoid complexity associated with the legislation around Three Waters, which was to be excluded from LTPs by the previous central government, a position the current government aims to reverse - but has yet to do so.) CCC has yet to receive a Letter of Engagement from Audit NZ, so phasing and cost of the audit review is unclear. Audit NZ has indicated that it is unlikely to be able to provide its opinion (on non-CD content) by the adoption date of 14 February. All of these issues create complexity around the adoption process.
Remedial Action:	Discussions are underway with Audit NZ. At this stage there is a view within CCC that we follow the precedent set by a recent Annual Plan - that Council provisionally adopts the draft LTP on 14 Feb, subject to receipt of a (non-CD) audit opinion, prior to consultation commencing 1 March. This is very much a work in progress and may change subject to discussions yet to occur at ARMC.

## Parks, Heritage and Coastal Environment

### Otakaro Avon River Corridor

● Measure:	LTP/AP23: 6.8.12.2 Operational Co-governance entity for the Otakaro Avon River Corridor
Target:	Co Governance Group operational
Actual:	On going
Comments:	Plan to be presented to establishment committee in late Jan/early Feb

### Parks and Foreshore

● Measure:	LTP/AP23: 6.4.4 Overall customer satisfaction with the presentation of the City's Cemeteries.
Target:	Cemeteries presentation: resident satisfaction >=85 %.
Actual:	Measure is annual resident survey, yet to be completed, last year was below goal by 1% [Update from Nov 23]
Comments:	Maintenance plans for cemeteries have been prioritised and additional resources shifted to their maintenance during peak times. [Update from Nov 23]
● Measure:	LTP/AP23: 6.8.1.6 Overall Regional Sports Organisation satisfaction with the standard of the city's Council provided sports surfaces
Target:	Satisfaction >=75%
Actual:	December Actuals Below target last year, due to narrow scope of RSO survey, particularly limited responses. [Update from Nov 23]
Comments:	Working closely with our Rec and Sport partners regarding communications with sporting organisations, Sports network planning presented earlier in the year to all codes to communicate future capital spend to support sporting needs

- **Measure:** LTP/AP23: 6.8.4.2 Overall customer satisfaction with the presentation of the City's Parks
- Target:** Inner City presentation: resident satisfaction >=80%
- Actual:** On Track
- Comments:** Should have full staff on board by end of Feb

## Regulatory and Compliance

### Building Regulation

- **Measure:** LTP/AP23: 9.1.1 Grant Building Consents within 20 working days
  - Target:** The minimum is to issue 95% of building consents within 19 working days from the date of acceptance
  - Actual:** 71.7% of consents have been issued within 19 days for the month of January  
58.6% of consents have been issued within 19 days Financial YTD
  - Comments:** We continue to experience high building consent application volumes, however our processing times are continuing to improve. This is mainly due to the continued use of external contractor support, and overtime arrangements for staff being extended to 20 June 2024
  - Remedial Action:** Continued use of external contractors and overtime arrangements for staff
- **Measure:** LTP/AP23: 9.1.7 Grant Code Compliance Certificates within 20 working days
  - Target:** Issue minimum 95% of Code Compliance Certificates within 19 working days from the date of acceptance
  - Actual:** 87.6% of Code Compliance Certificates were issued within 19 days for the month of January  
59.2% of Code Compliance Certificates were issued within 19 days for the YTD
  - Comments:** We observed a notable increase in code compliance processing to 87.6% in January, up from 73% in December. This improvement is primarily attributed to the effectiveness of newly implemented centralisation of processes and enhanced online services  
Continue to utilise the improved processes that have seen the increase in code compliance processing

### Resource Consenting

- ⊗ **Measure:** LTP/AP23: 9.2.18 % of notified resource management applications processed within statutory timeframes.
  - Target:** 99% within statutory timeframes.
  - Actual:** 100% of notified applications were processed within the timeframe for January. 83% have been processed within the statutory timeframe year to date
  - Comments:** 100% was achieved for January. 83% have been processed within the statutory timeframe year to date. It will be too difficult to achieve 99% compliance by the end of the financial year given the number of applications likely to be received
  - Remedial Action:** No remedial actions are proposed given the result for January
- **Measure:** LTP/AP23: 9.2.1 % of non-notified resource management applications processed within statutory timeframes.
  - Target:** 99% within statutory timeframes
  - Actual:** 98% of applications were processed within the statutory timeframe. 94% have been processed within the statutory timeframe year to date. 99% is the target
  - Comments:** High compliance was achieved for January. Although below the target of 99%, only 3 out of 150 applications went over time
  - Remedial Action:** Some recruitment is being undertaken as well consultants are being used for overflow processing

### Regulatory Compliance and Licensing

- ⊗ **Measure:** LTP/AP23: 9.0.3.1 Protect community safety through the timely and effective response to complaints about public safety
- Target:** 100% of all investigations of dangerous building reports are initiated, and identified hazards secured, within 24 hours, 7 days a week
- Actual:** 97.95% of the 49 dangerous building reports were reported, 48 were responded to within the required timeframe. 15 of the jobs reported met the threshold of Dangerous
- Comments:** Additional training has been provided to prevent this re-occurring

- ❌ **Measure:** LTP/AP23: 9.0.8 The community is not subjected to inappropriate noise levels
- Target:** 90% of complaints in relation to excessive noise are responded to within one hour
- Actual:** 82.4% of the 1071 complaints received were attended to within the one hour level of service. (YTD 85%)

**Remedial Action:** Engagement with the afterhours contractor will be ongoing in an attempt to improve percentage of complaints responded to within 60 minutes.

- **Measure:** LTP/AP23: 9.0.5 Food premises are safe and healthy for the public
- Target:** 98% of scheduled Food Control Plan verification visits are conducted
- Actual:** 41% of verifications have been completed
- Comments:** Cross skilling and recruitment of team members is ongoing, ensuring additional staff are available to assist with verification inspections

## Transport

### Transport

- **Measure:** LTP/AP23: 16.0.10 Maintain the perception that Christchurch is a walking friendly city
  - Target:** >=85% resident satisfaction
  - Actual:** 71% satisfaction (Resident Survey May 2023)
  - Comments:** This KPI is measured on an annual basis taken from the Resident Survey 2024
  - Remedial Action:** Retain original 2024 deadline to deliver the walking-related CERF projects where WK funding applies. Work in partnership with the development industry through the use of Private Developer Agreements and LTP funding to deliver a range of walking infrastructure to support new residential growth areas. Develop team skills and expertise in understanding funding partner expectations for Business Cases and to enhance evaluation and project briefing skills when Business Cases are procured
- 
- **Measure:** LTP/AP23: 16.0.8 Maintain the condition of footpaths
  - Target:** >=82% footpaths rated 1,2 or 3
  - Actual:** 92.72% of assessed footpath network was rated 1-3, based on a 40% representative assessment of our total footpath network. Although the balance 60% footpath stock is still under assessment this financial year, the 40% completed to date is a good representation and indication of our total footpath stock. Note: This goal in the Annual Report FY22/23 was assessed as 'achieved'
  - Comments:** We are developing technology and processes to collect consistent condition data for the remaining 60% of our footpaths over the coming financial year
  - Remedial Action:** Continue to work alongside HEBS and University Canterbury in the development of a robust and automated footpath condition assessment tool. Rapid Response Footpath Crews (RRFC) have been formed to deliver improvements to footpath conditions wherever spotted
- 
- **Measure:** LTP/AP23: 16.0.9 Improve resident satisfaction with footpath condition
  - Target:** >=42% resident satisfaction
  - Actual:** I have no way to measure this as there have been no satisfaction surveys, so I cannot provide an accurate response
  - Comments:** Resident Satisfaction survey results for this year have not yet been received
  - Remedial Action:** We have changed the way we deliver footpath repairs/renewals, as the lack of operational funding is significantly impacting our ability to maintain our existing network. We have however turned asset management on its head and reprioritised how and what we maintain, resulting in more sites becoming capital resurfacing jobs, rather than sitting in an ever growing list of jobs we are unable to fix using operational maintenance budgets. We have also increased the number of inspections conducted on footpaths, as well as utilising Artificial Intelligence to help identify and prioritise failures, resulting in more targeted intervention strategies being implemented. We have introduced new products that allow us to reduce the amount of footpaths that are ripped up and replaced. We now have the ability to extend the life of existing footpaths that are in good shape, and just old and covered in lichen. This is not only more environmentally sustainable, but also cheaper, so we can in turn complete more work around Christchurch and the peninsula, ultimately improving customer satisfaction

- **Measure:** LTP/AP23: 10.5.3 More people are choosing to travel by cycling  
**Target:** >=13,500 average daily cyclist detections  
**Actual:** Avg Count for January = 11,062  
The rolling 12-month average from 1 Feb 2023 to 31 Jan 2024 = 11,791  
**Comments:** January typically shows a lower amount of cycle activity. The rolling 12-month average of 11,791 exceeds Jan 2023 by some 660 cycle movements  
**Remedial Action:** Retain original 2024 deadline to deliver the cycle-related CERF projects. Work in partnership with the development industry through the use of Private Developer Agreements and LTP funding to deliver a range of cycling infrastructure to support new residential growth areas. Develop team skills and expertise in presenting successful business cases for cycling projects to increase prospect of funding assistance. Review the business case requirements for the city-wide major cycle routes (MCR) programme, and specifically the Wheels to Wings (W2W) major cycle route to enhance the potential for Transport Agency Funding Assistance
- **Measure:** LTP/AP23: 16.0.1 Maintain roadway condition to an appropriate national standard  
**Target:** >=5% of the sealed local road network is resurfaced per year  
**Actual:** The reseal works for FY23/24 are firmly underway in the four road maintenance contract areas. The various road maintenance contractors for CCC's entire roading network have programmed and confirmed capacity and capability to complete the original FY23/24 programme, as well as the additional \$8.128M budgeted works before the end of this year's reseal season. The total works will achieve a minimum deliverable of 7% of the sealed local road network for FY23/24  
**Comments:** A communications plan has been developed for informing the road users at large of the potential for travel interruption in the delivery of this huge reseal programme. The contractors have confirmed that the availability of bitumen and aggregate required to complete this programme will not be an issue  
**Remedial Action:** All sites to be resealed using asphalt will be tested for residual strengths of the supporting structural layers for assurance of achieved design life and end-user satisfaction. These tests have been undertaken in January 2024 and the results used as a basis for confirmed reseal sites to continue. Quantities will be tracked against actual for this reseal season and "Remedial action required" amended to "Will meet target" once the 5% KPI have been met and exceeded
- **Measure:** LTP/AP23: 16.0.3 Improve resident satisfaction with road condition  
**Target:** >=30% resident satisfaction  
**Actual:** I have no way to measure this as there have been no satisfaction surveys, so I cannot provide an accurate response  
**Comments:** Resident Satisfaction survey results for this year have not yet been received  
**Remedial Action:** Although there have been no survey information provided for some time, there is a workshop planned for early February to go through the latest 'Life in Christchurch' survey information. With regards to the last 'Life in Christchurch' survey information, we used this as well as workshops with Community Boards to help prioritise where we program future maintenance and resurfacing/rehabs. We have also changed the way we deliver road repairs, as the age of the roading network and lack of funding is significantly impacting our ability to maintain our existing network. This has led to us turning asset management on its head and reprioritising how and what we maintain, resulting in more sites becoming capital jobs, rather than sitting in an ever growing list of jobs we are unable to fix using operational budgets. We have recently received more funding for capital asphalt resurfacing, which will see the work completed this financial year and will go far to improving resident satisfaction going forward



<p>● <b>Measure:</b> <b>Target:</b> <b>Actual:</b> <b>Comments:</b></p>	<p>LTP/AP23: 10.0.2 Increase the share of non-car modes in daily trips            &gt;=37% of trips undertaken by non-car modes            30.2% of trips undertaken by non-car mode            These numbers are gathered through the Life in Christchurch survey, which gathers self-reported data on travel patterns on an annual basis. The result is lower in comparison to 2019-2021. Ongoing delivery of shovel ready projects, local cycle connections, focus on public transport, walkability options, and a review of the method of measurement are planned in the current financial year</p>
<p><b>Remedial Action:</b></p>	<p>Previously to 2021, the data had been trending higher, with the highest non-car share seen in 2020 at 34.9%. The drop in 2021 had therefore been assumed to be a COVID effect which would reverse in the 2022 resident survey, but on the face of it the 2022 figures do not support this hypothesis. There are questions over whether this is product of genuine change, or due to changes in the make up of respondents to the survey. The makeup of the survey responders is very different from previous years: for example, the total numbers who responders is ~4800 in 2022, as compared to ~3300 in 2021. The increase in numbers is reflective of substantial growth in the Life in Christchurch panel used to conduct the survey, so the survey may not be fully comparable to previous years. Work is ongoing to look at this, and if it is due to changes in the survey respondents, if the survey should be weighted to ensure more representative results. At a delivery level, remedial actions to increase non-car mode share are:</p> <ul style="list-style-type: none"> <li>- Completion of the "Shovel Ready" projects will add significantly to the MCR network, which would be expected to improve cycling numbers. The first of these (Rapanui-Shag Rock) was formally completed and opened in December 22, the Heathcote Expressway and Coastal Pathway were completed in December 2023. Sections of the remaining three are in construction.</li> <li>- Focus on public transport: Council have a rolling programme of bus infrastructure upgrades, which was further supported by design and infrastructure purchase through the Transport Choices programme. Staff are working to complete the PT Futures detailed business case which will inform the scope, timing and delivery method for investment in the PT Futures programme in the next LTP.</li> <li>- Completion of bus lane projects (eg the recently completed Lincoln Road Stage 1 peak hour bus lanes, and Stage 2 is expected to move to construction in FY24)</li> <li>- Continued construction of local cycleway connections and other key active transport links - Continued work on increasing the walkability level of service, particularly around new developments</li> </ul>
<p>● <b>Measure:</b> <b>Target:</b> <b>Actual:</b> <b>Comments:</b></p>	<p>LTP/AP23: 10.5.41 Increase access within 15 minutes to key destination types by walking            &gt;=49% of residential land holdings with a 15- minute walking access            45% within 15-minute walking access of key destinations            The model is complex and time-consuming to run, and is unlikely to show significant changes month-to-month, so will be run once a year towards the end of the FY. Therefore this currently shows no change from the end of the previous FY. Within 15 minutes walking time (1km), the following percentage of households have access to services:</p> <ul style="list-style-type: none"> <li>- Parks and open spaces: 98%</li> <li>- Education: 74%</li> <li>- Healthcare: 63%</li> <li>- Employment hubs: 46%</li> <li>- Supermarkets: 34%</li> </ul>
<p><b>Remedial Action:</b></p>	<p>Staff understand that there are plans to open supermarkets in at least one area without strong access, which should improve this number in future years. Staff plan to review the model outputs in advance of the LTP, to identify gaps that can be resolved through transport, and share data with other parts of Council so more focused planning decisions can be made. Expected changes to planning rules are expected to cluster people closer to critical services, which would be expected to improve this measure. Transport can also share this data more widely. This would be unlikely to change the measure in the short term, but longer term would raise awareness, and allow people to make more informed decisions about where they live</p>



<b>Measure:</b>	LTP/AP23: 10.0.6.1 Reduce the number of death and serious injury crashes on the local road network
<b>Target:</b>	<=96 crashes
<b>Actual:</b>	86 crashes 6 deaths 80 serious injuries
<b>Comments:</b>	All measures are on CCC controlled roads, based on Waka Kotahi Crash Analysis System (CAS) report (for period 1 April 2023 to 31 December 2023) At current rate, we would expect 115 DSIs in the Financial Year, which means we will be some way off the target, although improving from the second quarter figures. Staff continue to develop and deliver intervention programmes to increase safety outcomes on the network, with a particular focus on vulnerable users. Some of these interventions appear to be showing promising results: in November 2023 the Lincoln/Barrington/Whiteleigh intersection achieved a year without a single reportable accident
<b>Remedial Action:</b>	Remedial actions would be required to bring the crash numbers down regardless of target. Staff continue to develop and deliver intervention programmes to increase safety outcomes on the network, with a particular focus on vulnerable users. These include projects like the Speed Management programme, the School Safety programme, Road safety education, Minor Safety interventions, and the Major Cycleway Routes and connections projects

## Wastewater Collection, Treatment and Disposal

### Wastewater Collection, Treatment and Disposal

<b>Measure:</b>	LTP/AP23: 11.0.1.1 Median time (in hours) from notification to arrival on-site for urgent faults on rural wastewater networks
<b>Target:</b>	<= 2
<b>Actual:</b>	Jan 1 hour 15 minutes
<b>Remedial Action:</b>	Ongoing management via maintenance contract
<b>Measure:</b>	LTP/AP23: 11.0.1.16 Proportion of residents satisfied with the reliability and responsiveness of wastewater services
<b>Target:</b>	>= 65%
<b>Actual:</b>	59% satisfaction (Resident Survey May 2023) New results will be available 2024
<b>Remedial Action:</b>	To meet our consent obligations, we continue with prioritisation of inspections and repairs to wastewater laterals to reduce wastewater overflows due to inflow and infiltration

## Water Supply

### Water Supply

<b>Measure:</b>	LTP/AP23: 12.0.2.10 Water supplied is compliant with the DWQA Rules in the Treatment System (Protozoal compliance)
<b>Target:</b>	Compliant
<b>Actual:</b>	Water supplied is not protozoal compliant with the DWQA Rules in the treatment system for Christchurch City
<b>Comments:</b>	The Council is currently undertaking Class 1 sampling in source water, but the timeline to cover the whole city goes beyond the financial year, hence it won't be possible to demonstrate Class 1 in this and next financial years
<b>Remedial Action:</b>	Class 1 sampling is underway. Other treatment options are under consideration and will be part of the discussions to be held under the LTP
<b>Measure:</b>	LTP/AP23: 12.0.7 Average consumption of drinking water in litres per resident per day
<b>Target:</b>	<= 210
<b>Actual:</b>	283 litres per resident per day average use for the month of November, with the year to date of 277
<b>Comments:</b>	YTD average exceeds the target limit. Please note: Population data use the Census population figures (2018 URP). A requested to BI team was sent to provide a common data set. Please note: consumption also contains industrial/Commercial take-off which is only read and charged every 6 months. Estimated Leaks are excluded
<b>Remedial Action:</b>	Operations will work with the Service Excellence Team to support initiatives around reducing water consumption

- **Measure:** LTP/AP23: 12.0.2.9 Water supplied is compliant with the DWQA Rules in the Distribution System (Bacteria compliance)

**Target:** Compliant

**Remedial Action:** The system needs to be compliant across the 12 months and was not compliant during FY22/23. Currently, 100% of Christchurch distribution zones are chlorinated
- **Measure:** LTP/AP23: 12.0.6 Percentage of real water loss from Council's water supply reticulated network

**Target:** <= 25%

**Remedial Action:** Leak detection is undertaken during winter and last year the target was not achieved. Final results will be available at the end of the financial year 23/24. A plan to repair delayed leaks is underway so next winter we will be able to undertake the second round of Minimum Night Flow tests to update leakage rates
- **Measure:** LTP/AP23: 12.0.1.13 Proportion of residents satisfied with reliability of water supplies.

**Target:** >= 80%

**Comments:** 79% satisfaction (Resident Survey May 2023) New results will be available 2024

**Remedial Action:** Continuing to work closely with our contractor to further improve response times. Water supply renewals will also support improvements for this measure along with other projects such as "Smart Water"
- **Measure:** LTP/AP23: 12.0.2.20 Proportion of Medium Hazard commercial connections >38mm diameter with compliant backflow prevention device tested within the last year

**Target:** >=100%

**Actual:** No way of reporting on this currently

**Remedial Action:** The Backflow register is not functioning as it should as yet. In the 3W IT bundle. Bug fixes have been scheduled to start. Once the Backflow Register is working as it should, our Water Supply Security Specialist will be able to report accurately from the register
- **Measure:** LTP/AP23: 12.0.1.14 The proportion of residents satisfied with Council responsiveness to water supply problems

**Target:** >= 65%

**Actual:** 59% satisfaction (Resident Survey May 2023) New results will be available 2024

**Remedial Action:** Continuing to work closely with our contractor to further improve response times. Water supply renewals will also support improvements for this measure along with other projects such as "Smart Water"
- **Measure:** LTP/AP23: 12.0.2.2 Proportion of High Hazard commercial connections with compliant backflow prevention device tested within the last year

**Target:** >=100%

**Actual:** No way of reporting on this currently

**Remedial Action:** The Backflow register is not functioning as it should as yet. In the 3W IT bundle. Bug fixes have been scheduled to start. Once the Backflow Register is working as it should, our Water Supply Security Specialist will be able to report accurately from the register

## 8. Financial Performance Report - January 2024

Reference / Te Tohutoro: 24/189820

Report of / Te Pou Matua:	Russell Holden, Acting General Manager Resources/Chief Financial Officer (russell.holden@ccc.govt.nz)
General Manager / Pouwhakarae:	Russell Holden, Acting General Manager Resources/Chief Financial Officer (russell.holden@ccc.govt.nz)

### 1. Nature of Information Update and Report Origin

- 1.1 The purpose of this report is for the Finance and Performance Committee to be updated on financial performance to January 2024, including the current year forecast, and receive current treasury, debt and insurance claim information.
- 1.2 This is a regular monthly report that goes to the Committee.

### 2. Officer Recommendations Ngā Tūtohu

That the Finance and Performance Committee:

1. Receive the information in the Financial Performance Report for January 2024.

### 3. Brief Summary

- 3.1 The financial result for January reports a year to date operational surplus of \$22.4m, which is \$7.6 million lower than budgeted. This is due to the \$20 million interim CCHL dividend budgeted in December, now expected in February. A surplus of \$2.0 million is forecast for year-end, after accounting for proposed carry forwards.
- 3.2 The total capital programme, before signalled carry forwards, is forecast to be under spent by \$28.7 million. This comprises a forecast under spend of \$20.2 million on the core/external funded programme and forecast under spend of \$8.5 million on Te Kaha.
- 3.3 All treasury risk positions are within policy limits.

### 4. Operating Forecast

- 4.1 The current forecast surplus of \$5.4 million before carry forwards is driven by; rates income, pool revenues, Water Reform additional funding and savings in personnel costs, partially offset by reductions in staff capitalisation in the Digital unit.
- 4.2 The forecast is updated monthly and alters as new information and events come to light.
- 4.3 Expenditure carry forwards signalled at this point are:
  - 4.3.1 Water Reform \$3.3 million – The water reform project is anticipated to receive the full revenue entitlement under the works agreement by the end of the current financial year, those revenues are required to cover any water reform expenditure out to the end of FY-25, any unspent fund must be returned to the Government.
  - 4.3.2 Art Gallery Grants Revenue \$0.1 million – The Art Gallery has received two grants in relation to funding for publications and applications, which were budgeted to be received and spent in FY-25, a carry forward is therefore required.

## 5. Operational Expenditure and Revenue

- 5.1 This covers day to day spend on staffing, operations and maintenance, and revenues to fund it.
- 5.2 Operational revenue exceeds expenditure as it includes rates revenue for capital renewals and debt repayments. This revenue is referred to below as 'Funds not available for Opex' and is removed to show the year to date and forecast operational cash surplus or deficit.

	Year to Date Results			Forecast Year End Results			After Carry Forwards	
\$m	Actual	Budget	Var	Forecast	Budget	Var	Carry Fwd	Var
Revenues	(651.3)	(666.1)	(14.8)	(997.7)	(993.8)	3.9	(0.1)	4.0
Expenditure	449.3	458.4	9.1	758.8	760.5	1.7	3.5	(1.8)
Funds not available for Opex	179.6	177.7	(1.9)	233.5	233.3	(0.2)	-	(0.2)
<b>Operating (Surplus)/Deficit</b>	<b>(22.4)</b>	<b>(30.0)</b>	<b>(7.6)</b>	<b>(5.4)</b>	<b>-</b>	<b>5.4</b>	<b>3.4</b>	<b>2.0</b>

- 5.3 Brief summaries of revenue and expenditure variances are highlighted below.
- 5.4 Revenues are \$14.8 million behind budget year to date primarily driven by a delay in the payment on the CCHL interim dividend to council and are forecast to be \$4.0 million higher at year end. Key drivers of actual and forecast variances to budget include:

Variance	YTD	Forecast (after c/f)
Recreation & Sports Centres increased participation	2.1m	1.1m
Rating base growth	1.2m	1.2m
Waste operations (primarily Burwood landfill & Ecocentral Rebate)	3.2m	2.2m
Rates penalties	1.6m	0.5m
Rates valuation objections	(0.3m)	(0.3m)
Transwaste dividends	(0.5m)	(0.6m)
Better Off Funding grants	(1.9m)	-
CCHL Interim Dividend delay in payment	(20.0m)	-

- 5.5 Expenditure is \$9.1 million lower than budget year to date, and forecast to be \$1.8 million over budget at year end. The year-to-date variance is primarily driven by lower personnel costs due to higher than budgeted vacancies.

Key drivers of actual and forecast variances to budget include:

Variance	YTD	Forecast (after c/f)
Staff Costs (Units carrying vacancies, forecast under review after recent remuneration settlements)	6.8m	5.5m
Waste operating costs (lower recycling processing fees, lower residual waste disposal fees and lower organics processing costs)	1.5m	(0.8m)
Grant Payments (delays in projects and timing)	2.4m	0.7m
Transport Operating and Maintenance Costs (timing of works being undertaken)	1.1m	-
Citizens & Community operating and maintenance costs	1.1m	(0.7m)
Goods receipting delays resulting in FY-23 costs being incurred this year	(1.9m)	(1.9m)
Digital capitalisation budget overstatement (see 5.6)	(2.6m)	(3.8m)

Total

8.4m (1.0m)

- 5.6 In the 23/24 Annual Plan process, a change in structure had an unintended consequence of additional Digital costs being incorrectly capitalised in the budget and therefore not rated for. This has been corrected in the LTP, however it leaves a funding gap in the current year.
- 5.7 Funds not available for opex - items included in this category contributing to the variance are Housing and Dogs (both non-rates funded), Capital Endowment funded projects, and Capital grants (borrowed).

## 6. Capital Expenditure and Revenue

- 6.1 This section covers the capital programme spend and funding relating to it.

\$m	Year to Date Results				Forecast Year End Results				After Carry Forwards	
	Actual	Budget	Var		Forecast	Budget	Var		Carry Fwd	Var
Core Programme	206.7	264.6	57.9		462.8	464.6	1.8		-21.6	23.4
External Funded Programme	27.3	15.9	-11.4		49.2	25.7	-23.6		-21.4	-2.1
Less unidentified Carry Forwards	0.0	0.0	0.0		-42.1	0.0	42.1		63.1	-21.0
<b>Core/External Funded Programme</b>	<b>234.0</b>	<b>280.5</b>	<b>46.5</b>	●	<b>470.0</b>	<b>490.2</b>	<b>20.2</b>	●	<b>20.2</b>	<b>0.0</b>
Te Kaha	103.5	122.2	18.7		215.7	224.2	8.5		8.5	0.0
<b>Total Capital Programme</b>	<b>337.5</b>	<b>402.7</b>	<b>65.2</b>	●	<b>685.7</b>	<b>714.4</b>	<b>28.7</b>	●	<b>28.7</b>	<b>0.0</b>
Revenues and Funding	(217.1)	(218.9)	(1.8)		(298.2)	(311.2)	(13.0)		(15.1)	2.1
<b>Borrowing required</b>	<b>120.4</b>	<b>183.9</b>	<b>63.4</b>	●	<b>387.5</b>	<b>403.2</b>	<b>15.7</b>	●	<b>13.6</b>	<b>2.1</b>

### Capital Expenditure

- 6.2 Gross capital expenditure of \$337.5 million has been incurred year to date against a budget of \$402.7 million.
- 6.3 Overall, total capital expenditure of \$685.7 million is forecast (based on the PMO forecast of \$470 million for CCC Capital-Core/External Funded) to be spent against the annual budget of \$714.4 million. Of the \$28.7 million variance, the majority is forecast to be carried forward at year end.
- 6.4 For further information on capital expenditure, please refer to the Capital Programme Performance Report contained in this agenda.

### Capital Revenues and Funding

- 6.5 Capital revenues and funding are a net \$1.8 million lower than budget year to date, and forecast to be \$13.0 million lower before carry forwards comprising:
- 6.5.1 Timing delays in NZTA capital subsidies, partially offset by higher development contributions and higher miscellaneous capital revenues.
- 6.5.2 A review of expenditure qualifying for development contributions has been completed. This has resulted in a higher funding drawdown this year than budgeted.

## 7. Special Funds

- 7.1 The balance of funds available for allocation from the Capital Endowment Fund at 31 January 2024 was \$1,731,935

## 8. Treasury

### Policy Compliance

8.1 All Treasury risks are within Policy limits, with no breaches projected over the coming year:

Risk Area	Compliance	Plain-language meaning
Liquidity Risk	Yes	(cash availability)
Funding Risk	Yes	(spread of debt maturities)
Interest Rate Risk	Yes	(managing interest costs)
Counterparty Credit Risk	Yes	(not all eggs in one basket)

### Borrowing & Advances to Related Parties

8.2 Council's actual and forecast borrowing and Advances are shown below (\$ million):

	Jun-23 Actual	Current	Jun-24 Projected	Full Year Change
Gross Borrowing	2,242.5	2,432.2	2,601.5	359.0
Advances to Related Parties	805.5	794.8	838.4	32.9
<b>Net Debt (excl. Cash)</b>	<b>1,437.0</b>	<b>1,637.4</b>	<b>1,763.1</b>	<b>326.2</b>

8.3 Advances are primarily to Christchurch City Holdings Ltd (currently \$641.2 million).

8.4 Net Debt by Jun-24 is estimated to be \$326.2 million higher than at Jun-23, driven by capital expenditure, around half of which is for Te Kaha.

### Funding & Interest Rates

8.5 Council's projected **funding** requirements, per financial year, are shown below. These are split between existing debt maturities (green) and expected new borrowing requirements (grey).



8.6 Council's **interest rate risk** is managed to reduce the volatility of interest costs from year to year. Most existing Council debt has been fixed for at least the next three years, which will limit the impact of current higher interest rates on Council's future borrowing costs.

	Jun-24	Jun-25	Jun-26
Rates-Funded Debt	5.1%	5.1%	4.9%

Average for 2022/23 was 4.9%; pre-Covid, in 2018/19, it was 5.2%.

## Attachments / Ngā Tāpirihanga

There are no attachments for this report.

In addition to the attached documents, the following background information is available:

Document Name – Location / File Link
Not applicable

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

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

(a) This report contains:

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

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

## Signatories / Ngā Kaiwaitohu

<b>Authors</b>	Mitchell Shaw - Reporting Accountant Steve Ballard - Group Treasurer Karthik MG - Reporting Accountant Bruce Moher - Manager Corporate Reporting
<b>Approved By</b>	Russell Holden - Acting General Manager Resources/Chief Financial Officer





## 9. Capital Programme Performance Report January 2024

Reference / Te Tohutoro: 24/2189

Report of / Te Pou	Andrew Robinson, Head of Programme Management Office
Matua:	(andrew.robinson@ccc.govt.nz)
General Manager /	Lynn McClelland, Assistant Chief Executive Strategic Policy and
Pouwhakarae:	Performance (lynn.mcclelland@ccc.govt.nz)

### 1. Nature of Information Update and Report Origin

- 1.1 The purpose of this report is to present to the Council meeting the monthly Capital Programme Performance Report January 2024.
- 1.2 This report provides Elected Members with oversight on the performance of the Capital Programme.

### 2. Officer Recommendations Ngā Tūtohu

That the Finance and Performance Committee:


1. Receive the information in the Capital Programme Performance Report January 2024.

### 3. Brief Summary

- 3.1 The consolidated FY24 forecast for the CCC Capital component of the programme (excl. Te Kaha) as reported by Project Managers is **\$500.2m** against a Budget of \$492.0m. This has reduced by -\$20m from prior month.
- 3.2 The PMO forecast for the CCC Capital component has been revised to **\$470m** for year-end (an increase from the prior forecast of \$450m). The increase reflects cost pressures that are evident across the programme and the wider construction sector and is also supported by good progress and a solid level of programme achievements in the year to date.
- 3.3 The main budget exception is in the Digital portfolio where forecasts show significant departures from the current year budget. This has been reported in prior months and the proposed LTP addresses this capital phasing issue with a better year-year balance across longer term programme provisions.
- 3.4 The FY24 Watchlist is included in Attachment A – Appendix 1.
- 3.5 CRAF and CERF Programme quarterly updates are included in Attachment A - Appendix 2. With the Government's change in position on funding CERF, there has been considerable disruption to the CERF programme and further commentary is provided on those projects that are able to continue and those that are suspended. The Transport Team is readjusting its overall programme and reviewing previously deferred works that were made to accommodate CERF. They are now reassigning resources into the CRAF programme and other works. Transport will be reporting further on CERF funding adjustment impacts.
- 3.6 The Monthly Change Report is included in the public excluded section due to contract commercial sensitivity.



Attachments / Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Capital Programme Performance Report - January 2024 - Final	24/239169	37

In addition to the attached documents, the following background information is available:

Document Name – Location / File Link
Not applicable

Confirmation of Statutory Compliance / Te Whakatūturutanga ā-Ture

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).
(a) This report contains:
(i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
(ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.
(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

Signatories / Ngā Kaiwaitohu

Authors	Lauren Barry - Senior PMO Analyst Andrew Robinson - Head of Programme Management Office Greer Hill - Administrator Officer
Approved By	Lynn McClelland - Assistant Chief Executive Strategic Policy and Performance

# Capital Programme Performance Report

January 2024

## Introduction

This report provides a monthly status update on capital programme performance in the current Financial Year (FY24), including:

- The overall capital programme
- CCC Capital, which excludes the Te Kaha Canterbury Multi Use Arena
- Each major area of capital delivery.

All forecasts in this report are project management forecasts, with the exception of the Programme Management Office (PMO) forecast in the CCC Capital section.

The report also contains status updates on key Watchlist projects (Appendix 1). Projects are selected for the Watchlist based on scale and significance, strategic importance, profile, cost, immediacy, and delivery risk.

This month's report also includes the quarterly update on the Transport Choices programme and the Christchurch Regeneration Acceleration Facility (CRAF) programme (Appendix 2).

*Data refreshed Tuesday 13th February 2024*

Overall

CCC Capital

Three Waters

Transport

Parks, Heritage &  
Foreshore

Recreation, Sports &  
Events

Ōtākaro Avon River  
Corridor

Digital

Waste Management

Other

Watchlist

Capital Programme Overview

Month Summary

At the end of January, the year-end forecast result for the overall capital programme is 100% based on consolidated project management forecasts. Forecast reductions this month have largely been within the Transport and Three Waters programmes. January expenditure was lower than the month-start forecast; this was anticipated with the holiday season and high December result.

Month Highlight

The new **Christchurch Netball Centre, Pūtahi Poitarawhiti ki Ōtautahi**, at **Ngā Puna Wai** is now fully operational, following the recent completion of an additional 450 car parks that will provide parking facilities for the Netball Centre, as well as adding additional parking for the long-term needs of the wider Ngā Puna Wai complex. The car parks have been designed specifically using a sustainable drainage system that captures and treats all of the stormwater from the new building and carparks and treats it within rain gardens before release to ground, avoiding direct discharge to the Ōpāwaho River. Works have also included improvements to the internal road connecting to Wigram Road. There is significant landscape planting around and through the car parks that integrates with the surrounding natural environment. Construction took approximately 19 months and the project is currently on track to complete within the approved budget of \$9.4m, which included the ground improvements, service provision, carparks, stormwater system, internal road improvements and landscaping.



Year Budget

\$716.2M

Year Forecast

\$715.8M

Forecast Result

100%

Year Actuals

\$345.3M

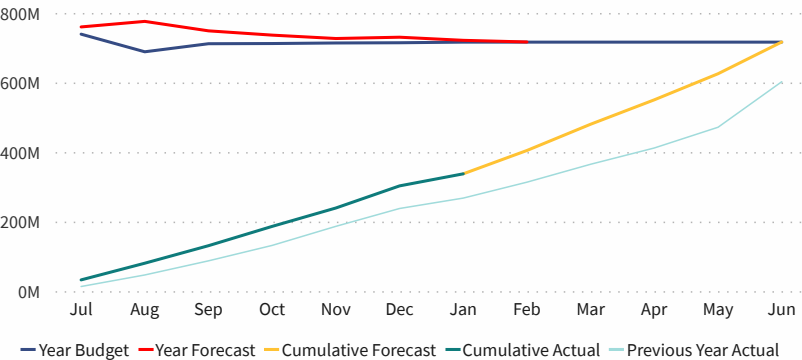
% Budget Spent

48.2%

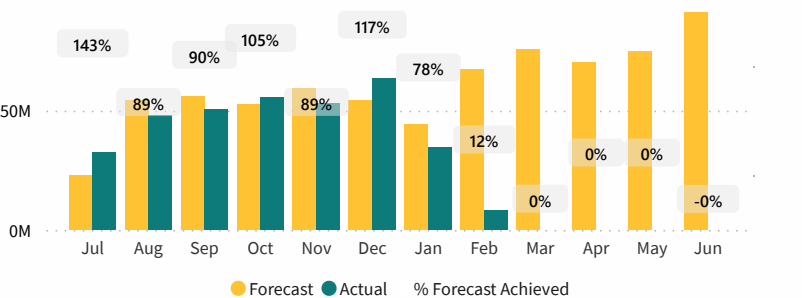
% Forecast Spent

48.2%

Monthly Financial Time Line



Monthly Cashflow Actuals vs. Forecast



Year Budget by Reporting Area



Overall

CCC Capital

Three Waters

Transport

Parks, Heritage &  
Foreshore

Recreation, Sports &  
Events

Ōtākaro Avon River  
Corridor

Digital

Waste Management

Other

Watchlist

CCC Capital

Excludes Te Kaha Canterbury Multi Use Arena

PMO Forecast - CCC Capital

Each month the Project Management Office (PMO) provides an FY24 year-end forecast for CCC Capital based on programme analysis, including year to date actuals, historical trends, and the current outlook. The PMO forecast has increased from \$450m to **\$470m** in January. This is now within 6% of consolidated Project Management forecasts. The increase in PMO forecast reflects the cost pressures that are evident across the programme and the sector in general. A number of major projects have also made good progress in construction in FY24 to date, as highlighted in previous reports. These factors are contributing to a higher rate of expenditure in FY24 than at the same period in FY23.

Programme Risk Review

Significant risks common to the capital programme are outlined below. Risks that are specific to a single reporting area or individual project are included in subsequent sections.

**Cost pressures:** Some projects are requiring significant additional budget to meet revised cost estimates, due to high inflation and cost escalation.

**Mitigation:** Via contract management, change control, contingencies and the Long Term Plan Process.

**Current impact:** **High**

**Forecasting accuracy:** There has been some improvement in forecasting in recent months. Year-end forecasts are stable and close to budget for most areas.

**Mitigation:** Continued review and scrutiny of all forecasts to improve accuracy and predictability.

**Current impact:** **Moderate**

Year Budget

\$492.0M

Year Forecast

\$500.2M

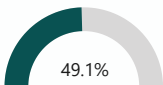
Forecast Result

102%

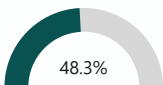
Year Actuals

\$241.6M

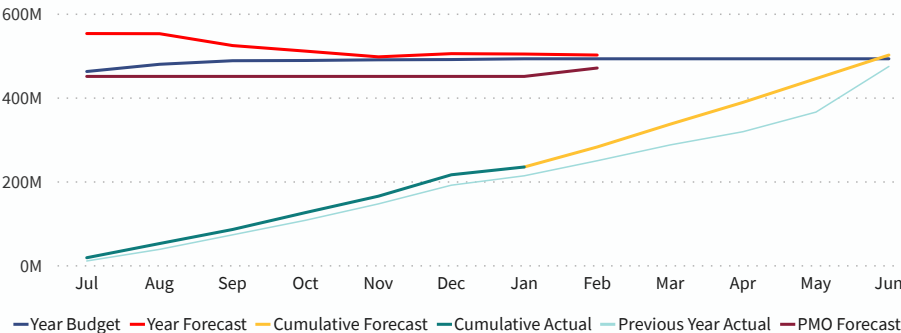
% Budget Spent



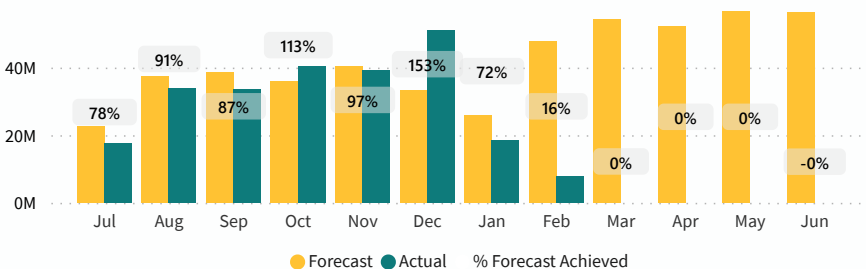
% Forecast Spent



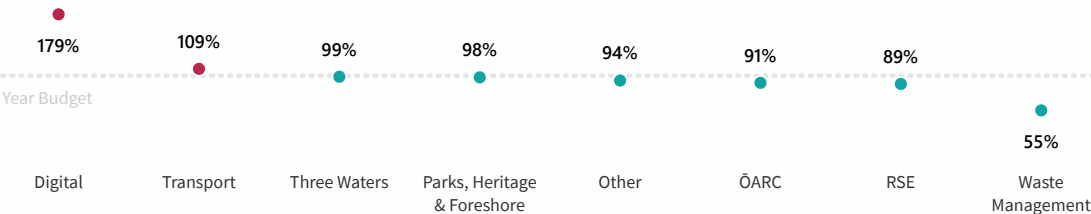
Monthly Financial Time Line

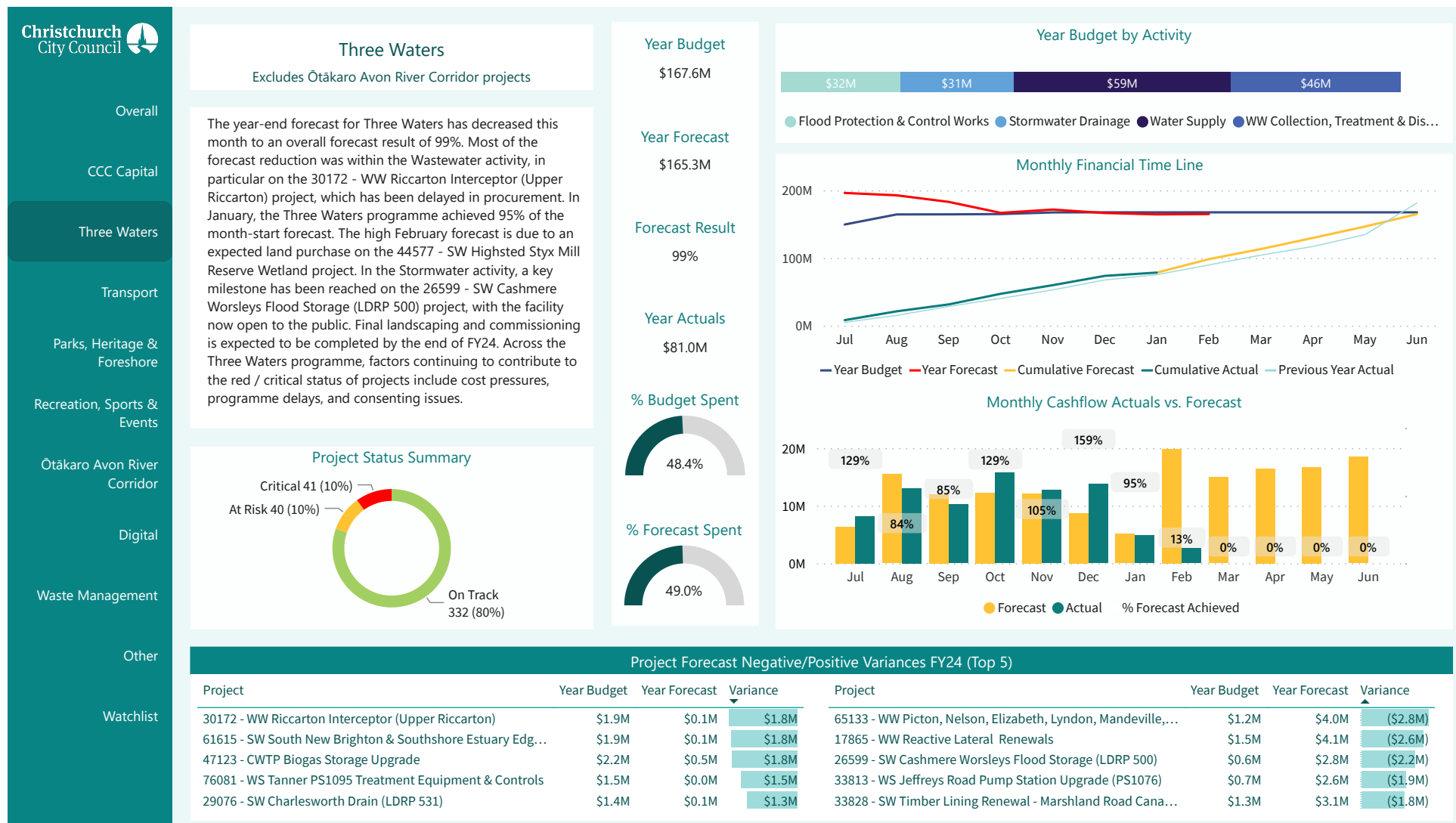


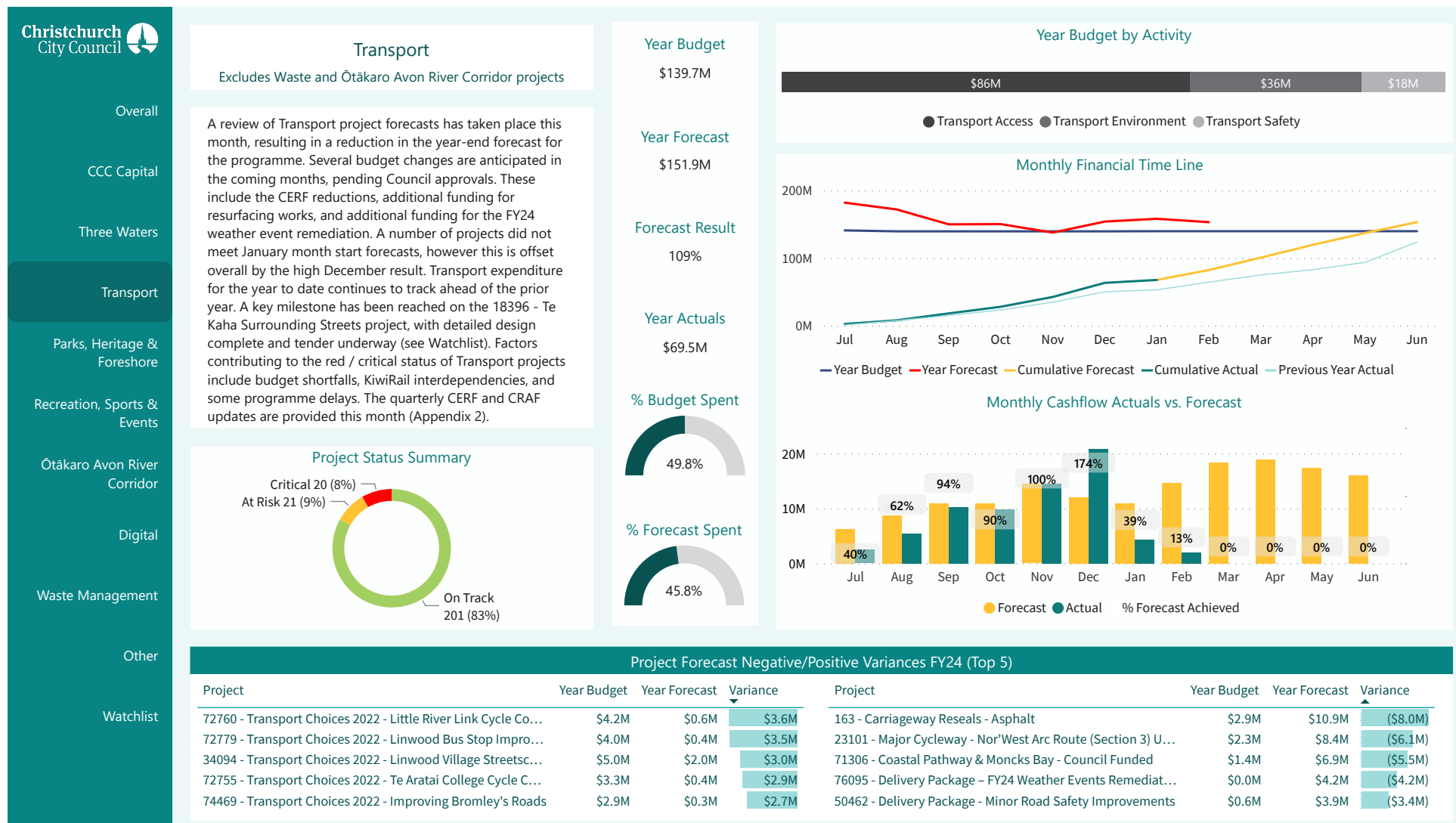
Monthly Cashflow Actuals vs. Forecast

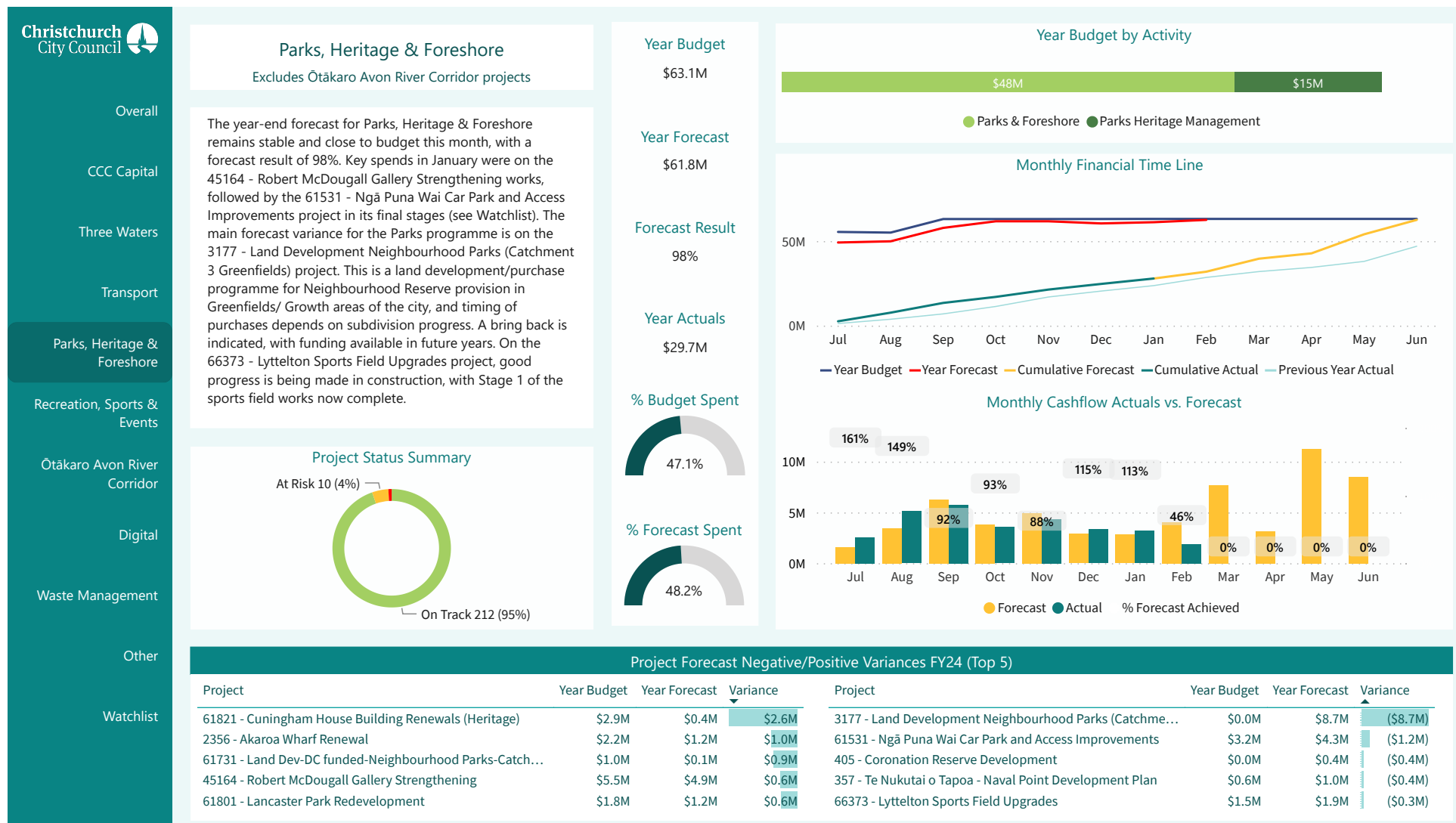


Forecast Result by Area

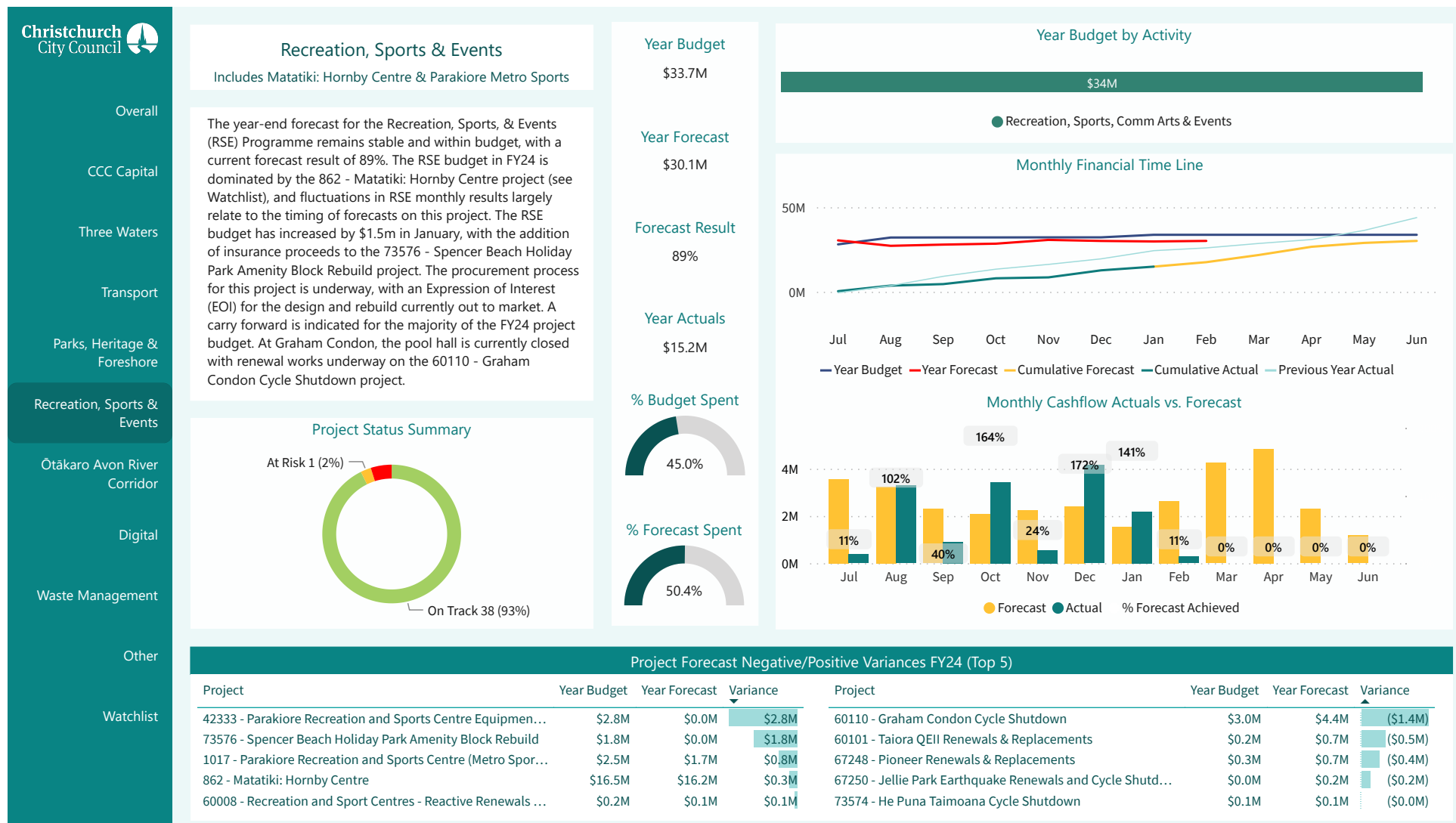


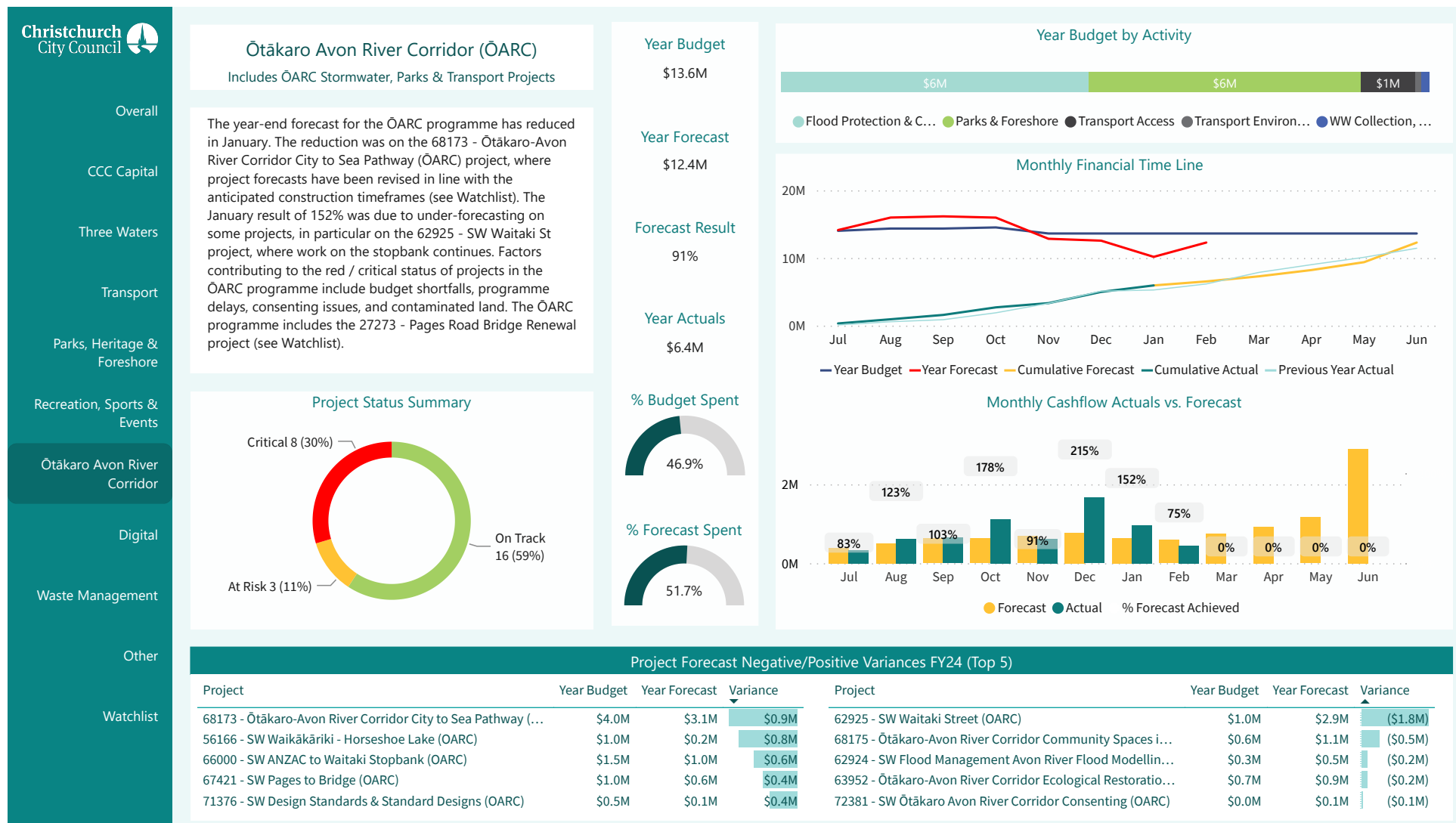


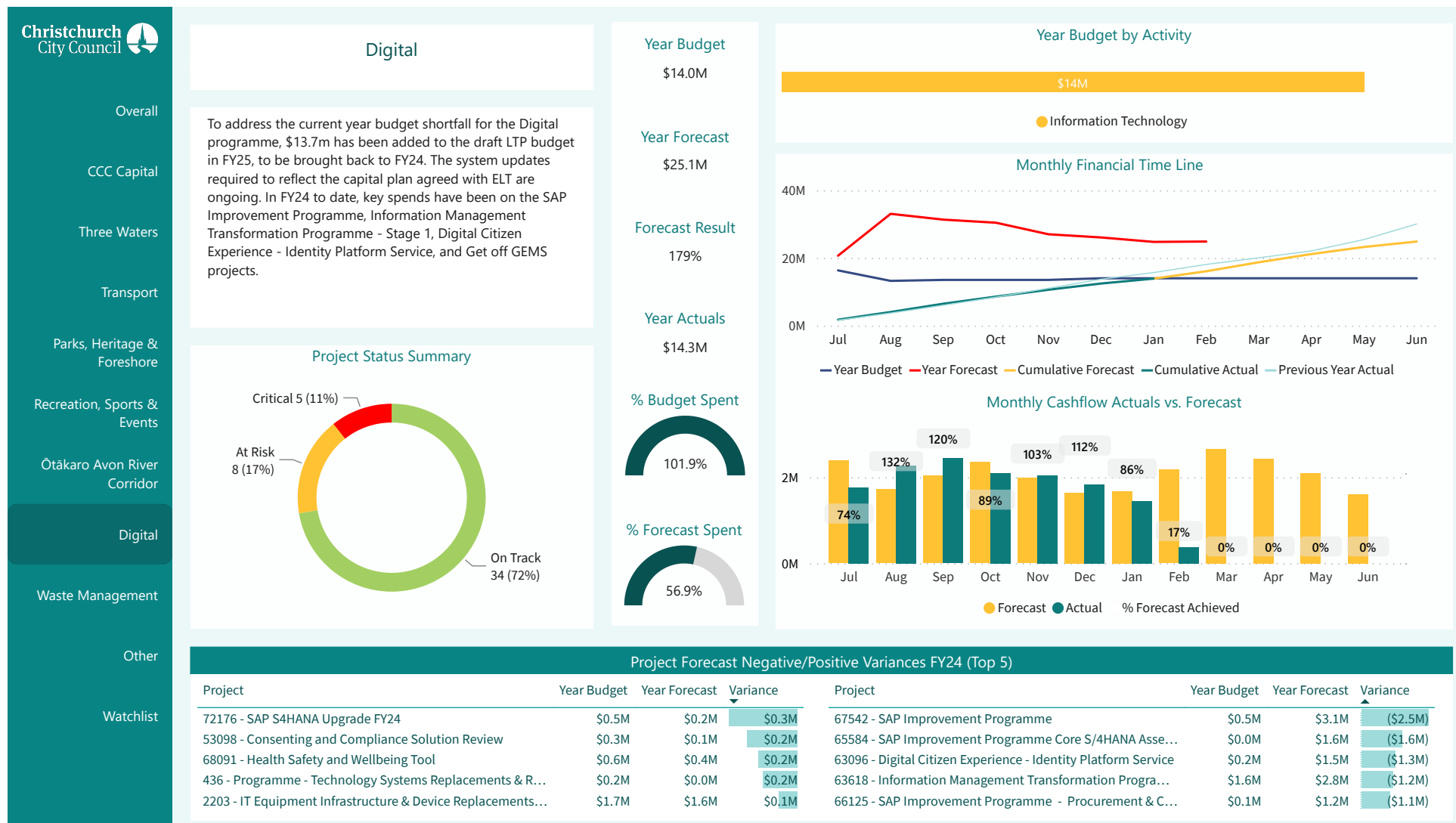


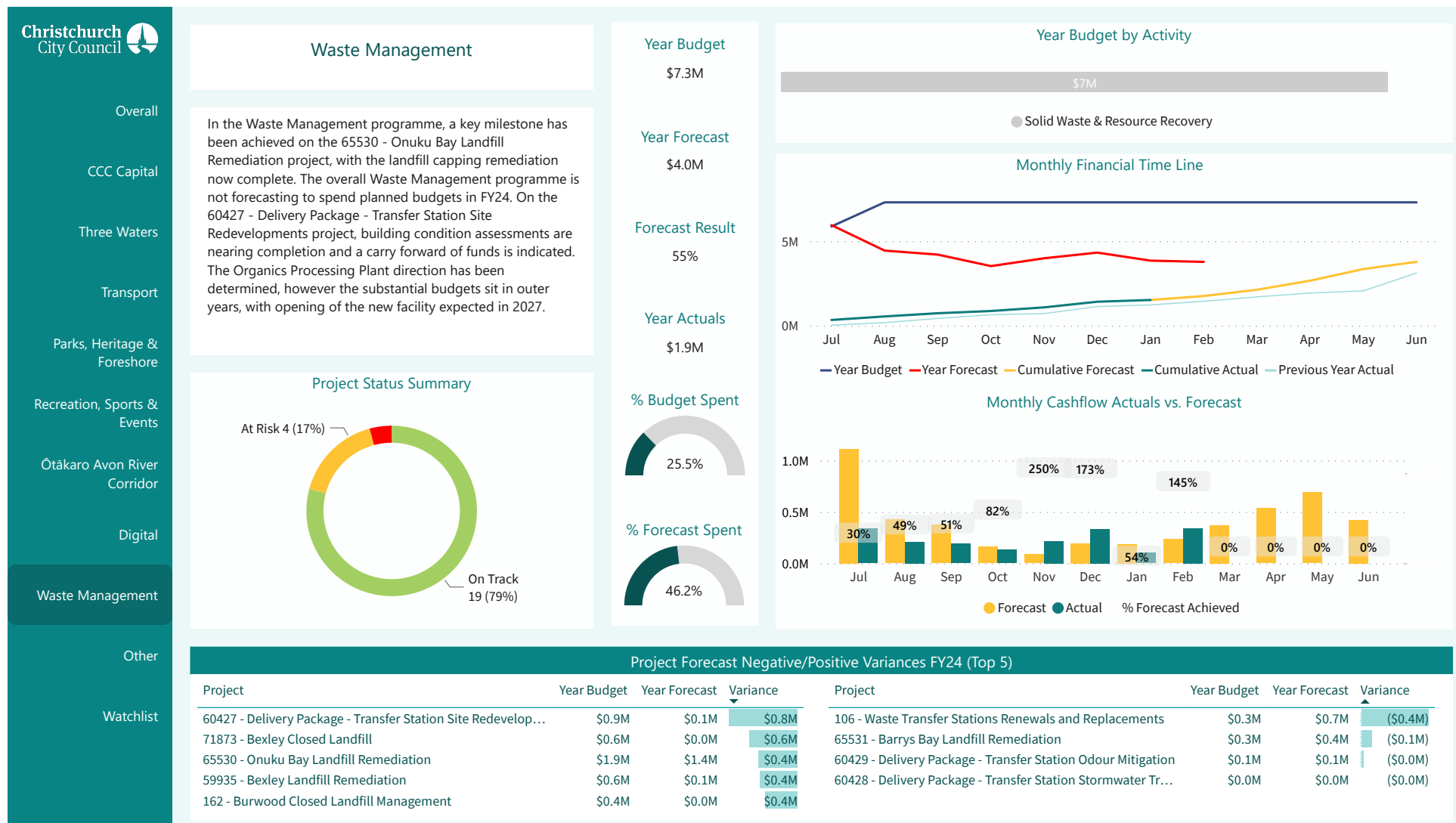


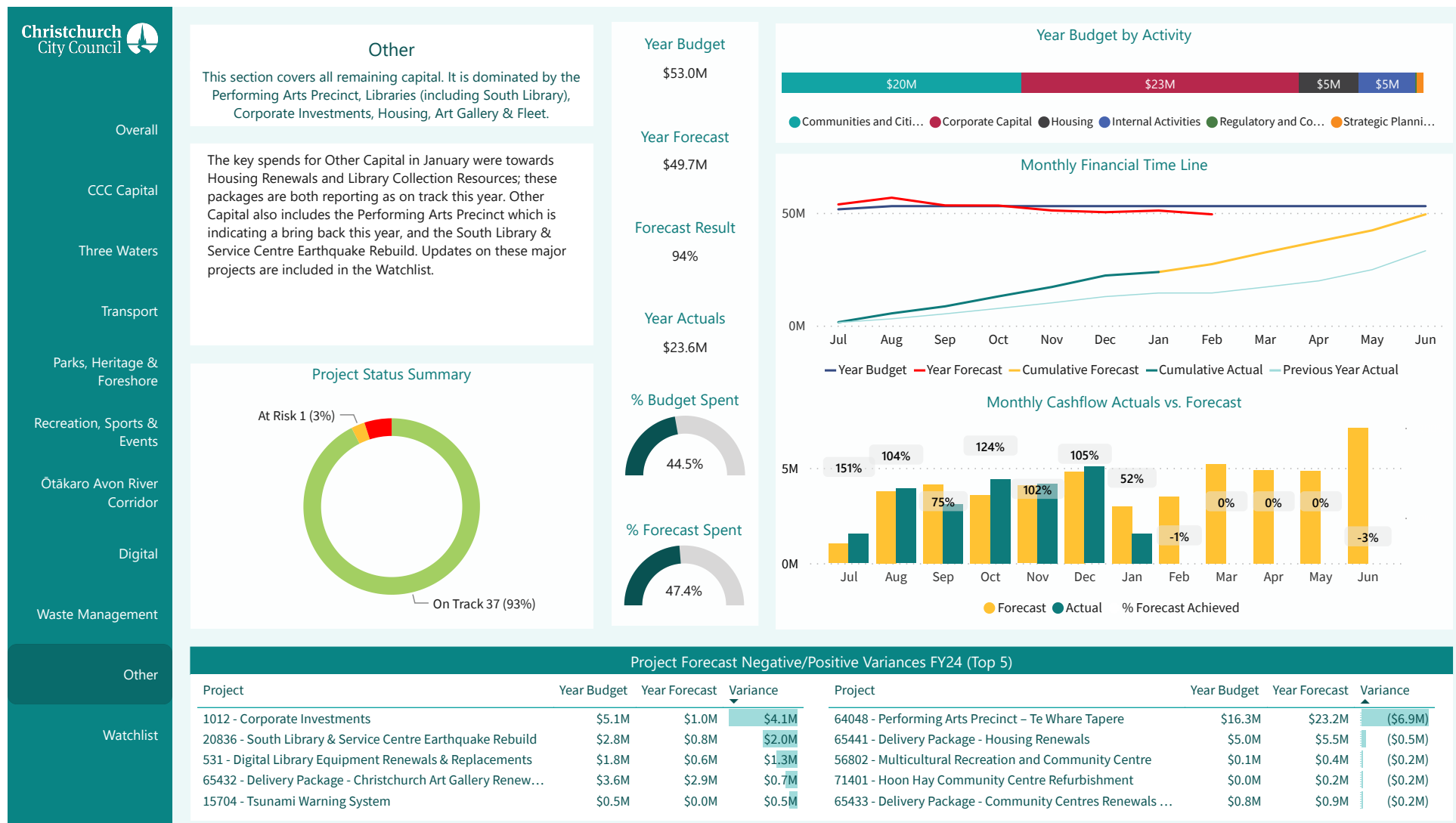












# Appendix 1 Watchlist Project Updates


## Watchlist Projects

Project	Overall Status
1026 - Te Kaha Canterbury Multi Use Arena (CMUA)	On Track
1017 - Parakiore Recreation and Sports Centre (Metro Sport Facility)	Critical
862 - Matatiki: Hornby Centre	On Track
64048 - Performing Arts Precinct – Te Whare Tapere	On Track
32243 - SW Eastman Sutherland and Hoon Hay Wetlands	On Track
61615 - SW South New Brighton & Southshore Estuary Edge Flood Mitigation	At Risk
71306 - Coastal Pathway & Moncks Bay - Council Funded	On Track
924 - Halswell Junction Road Extension	Critical
917 - Lincoln Road Passenger Transport Improvements (Between Curletts & Wrights)	Critical
47023 - Major Cycleway - Northern Line Route (Section 2) Tuckers to Barnes & Main North Road	On Track
23101 - Major Cycleway - Nor'West Arc Route (Section 3) University to Harewood	Critical
26608 - Major Cycleway - South Express Route (Section 1) Hei Hei to Jones	Critical
26611 - Major Cycleway - Wheels to Wings Route (Section 1) Harewood to Greers	On Track
18396 - Te Kaha Surrounding Streets	On Track
2356 - Akaroa Wharf Renewal	At Risk
61821 - Cuninghame House Building Renewals (Heritage)	On Track
61531 - Ngā Puna Wai Car Park and Access Improvements	On Track
62549 - Red Zone Regeneration-Southshore and South New Brighton Estuary Edge Erosion Management	At Risk
68173 - Ōtākaro-Avon River Corridor City to Sea Pathway (OARC)	On Track
26601 - Major Cycleway - Ōtākaro-Avon Route (Section 1) Fitzgerald to Swanns Road Bridge (OARC)	On Track
27273 - Pages Road Bridge Renewal (OARC)	Critical
66000 - SW ANZAC to Waitaki Stopbank (OARC)	On Track
67421 - SW Pages to Bridge (OARC)	At Risk
20836 - South Library & Service Centre Earthquake Rebuild	Critical

## Watchlist Key

Overall Status	Financial Status (All Years)	Time Status
Green - On Track	Forecast within budget	< 30 days delay
Amber - At Risk	Forecast overspend < 5%	31 – 60 days delay
Red - Critical	Forecast overspend > 5%	> 61 days delay
<i>Set by Project Manager</i>	<i>All Years Forecast vs. Budget</i>	<i>Project Delivery Complete Milestone Forecast (or Actual) vs. Baseline</i>

Christchurch  
City Council



1026 - Te Kaha Canterbury Multi Use Arena (CMUA)

Overall Status  
On Track

Project Description

A major community facility as an anchor project under the Central Christchurch Recovery Plan. The arena is a replacement for the previous stadium at Lancaster Park, destroyed in the earthquake. It will have a seating capacity of 30,000 for sports events and will hold a minimum 36,000 spectators for large music events. Note: The budget of \$671.1m excludes site decontamination and project governance allocations. The total approved project budget is \$683.2m.

Primary Ward

Central

Group of Activities

Corporate Capital

Year Budget

Previous FYs

Current FY

2025

2026

2027

160.5M

224.2M

172.8M

95.6M

18.1M

Project Phase

Concept

Initiate

Plan

(Execute)  
Investigate

(Execute)  
Design

(Execute)  
Procure


(Execute)  
Construction

(Execute)  
Handover

Close

Overall Status Commentary

Work is progressing very well on site and is on programme for the Contract Completion Date of 20 April 2026. The installation of "Double Tee" precast concrete floors and reinforced concrete toppings to Level 2 of the West Stand and Level 1 of the South and East Stands continues. Structural steel erection is progressing well to the West, South and East Stands, and the first radial truss column to support the roof was lifted on 21 December. Detailed Design has almost been completed.



Financials - All Years

Budget	Forecast	Actuals	Financial Status
\$671.1M	\$671.1M	\$264.2M	

% Budget Spent (All Years)

39%

Financials - Current Year (FY24)

Budget	Forecast	Actuals	Variance
\$224.2M	\$215.7M	\$103.7M	\$8.5M

Project Delivery Complete Milestone

Baseline	Forecast	Time Status
April 2026	April 2026	

Back to Main Report

Watchlist Project: 1026 - Te Kaha Canterbury Multi Use Arena (CMUA)

CPMS

Item No.: 9

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## 1017 - Parakiore Recreation and Sports Centre (Metro Sport Facility)

Overall Status  
Critical

### Project Description

The Parakiore Recreation and Sport Centre will be the largest aquatic and indoor recreation and leisure venue of its kind in New Zealand, accessible to people of all ages and abilities. This outstanding sports facility will cater for the recreational community of the Canterbury region, as well as educational and high-performance communities. Construction is being managed by Rau Paenga Ltd (formerly Ōtākaro Ltd), and is jointly funded along with the Crown, with the Council being the operator of the facility after completion.

### Primary Ward

Central

### Group of Activities

Communities and Citizens

Year Budget	Previous FYs	148.9M
	Current FY	2.5M
	2025	0.1M

### Project Phase



### Overall Status Commentary

Construction continues on Parakiore with façade installation, wall framing, mechanical services, electrical services, wall & ceiling linings and internal fit-out continuing across multiple zones. The construction of the car park civil works is also progressing well. On 27 October 2023, Rau Paenga announced that had received a substantial claim from CPB Contractors, their Main Works contractor, with a revised construction completion date of May 2025. This would be followed by fit-out which would take the estimated opening date to August 2025.



### Financials - All Years

Budget	Forecast	Actuals	Financial Status
\$151.5M	\$151.5M	\$150.1M	

### Financials - Current Year (FY24)

Budget	Forecast	Actuals	Variance
\$2.5M	\$1.7M	\$1.2M	\$0.8M

### % Budget Spent (All Years)



### Project Delivery Complete Milestone

Baseline	Forecast	Time Status
March 2025	August 2025	

CPMS

Back to Main Report

Watchlist Project: 1017 - Parakiore Recreation and Sports Centre (Metro Sport Facility)



Christchurch  
City Council

Project Description

Construction of an integrated library, service centre, and swimming pool complex on Kyle Park, including associated parking.

Primary Ward

Hornby

Group of Activities

Communities and Citizens


Year Budget

Previous FYs

Current FY

2025

2026



862 - Matatiki: Hornby Centre

Overall Status  
On Track

Project Phase

Concept

Initiate

Plan

(Execute)  
Investigate

(Execute)  
Design

(Execute)  
Procure

(Execute)  
Construction

(Execute)  
Handover

Close

Overall Status Commentary

The library wing is nearing completion with the remaining service outlets being completed. Library shelving is onsite and its installation is underway with the remaining Furniture and IT Equipment to follow after Waitangi weekend. A large package of work is underway for the pool water services mechanical system construction, which remains on critical path. The pool liners are now all complete, with the final services being completed in the pool hall prior to commissioning. The external works are being finished on three work fronts along with the final plantings. Marketing and opening plans are nearing completion. A public opening date will be confirmed once the commissioning programme is finalised.

*Note: Detailed financial information is currently withheld due to commercial sensitivity.*

Financials - All Years

Budget	Forecast	Actuals	Financial Status

% Budget Spent (All Years)

86%

Financials - Current Year (FY24)

Budget	Forecast	Actuals	Variance

Project Delivery Complete Milestone

Baseline	Forecast	Time Status
February 2024	April 2024	

Back to Main Report

Watchlist Project: 862 - Matatiki: Hornby Centre

CPMS

Item No.: 9

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## 64048 - Performing Arts Precinct – Te Whare Tapere

Overall Status  
On Track

### Project Description

The Performing Arts Precinct is the city's outlet for creative performance, offering first-rate facilities for music, drama, dance and other performing arts. One of the anchor projects in the Christchurch Central Recovery Plan, the Performing Arts Precinct is being built in the block bounded by Armagh, Gloucester, Colombo and New Regent streets.

### Primary Ward

Metropolitan

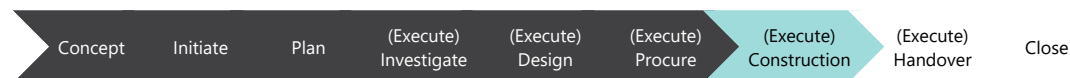
### Group of Activities

Corporate Capital

Year Budget

Previous FYs	12.9M
Current FY	16.3M
2025	23.9M

### Project Phase



### Overall Status Commentary

Construction is ongoing with the focus turning from structure to weather-tightness (roofing, façade). This will enable critical internal work to commence in the new year. Stage 2 building consent has yet to be obtained due a delay in the contractor-supplied façade design. This issue is being closely monitored by the Project Steering Group. Fit out & establishment activities are in planning and include items such as seating, kitchen & bar, IT, office and artwork. A bringback is currently forecasted based on contractor forecasts and actuals seen to date. Completion of the project remains as programmed - practical completion December 2024 with first show being held at a date TBC in 2025.



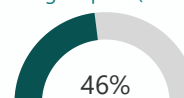
### Financials - All Years

Budget	Forecast	Actuals	Financial Status
\$53.0M	\$53.1M	\$24.4M	

### Financials - Current Year (FY24)

Budget	Forecast	Actuals	Variance
\$16.3M	\$23.2M	\$11.5M	(\$6.9M)

### % Budget Spent (All Years)



### Project Delivery Complete Milestone

Baseline	Forecast	Time Status
March 2025	March 2025	

CPMS



Back to Main Report

Watchlist Project: 64048 - Performing Arts Precinct – Te Whare Tapere



### 32243 - SW Eastman Sutherland and Hoon Hay Wetlands

Overall Status

On Track

#### Project Description

Provision of stormwater treatment basins to manage stormwater from 190 hectares of greenfield land proposed for residential development. The wider project includes the naturalisation of 1km of Cashmere Stream and the provision of public pathways for walking and biking.

#### Project Phase

```

graph LR
    Concept --> Initiate
    Initiate --> Plan
    Plan --> Investigate["(Execute) Investigate"]
    Investigate --> Design["(Execute) Design"]
    Design --> Procure["(Execute) Procure"]
    Procure --> Construction["(Execute) Construction"]
    Construction --> Handover["(Execute) Handover"]
    Handover --> Close
            
```

#### Primary Ward

Halswell

#### Group of Activities

Flood Protection & Control Works

#### Year Budget

Year	Budget
Previous FYs	24.8M
Current FY	4.6M
2025	3.5M
2026	2.1M

#### Overall Status Commentary

Construction works are underway and construction completion of the northern area is scheduled by the end of June 2024, with some planting to follow. Some path sections at the northern part of the facility are now open to the public and the remaining sections will be opened later in the year.

#### Financials - All Years

Budget	Forecast	Actuals	Financial Status
\$35.0M	\$35.0M	\$27.0M	On Track

#### Financials - Current Year (FY24)

Budget	Forecast	Actuals	Variance
\$4.6M	\$4.2M	\$2.2M	\$0.4M

#### % Budget Spent (All Years)

#### Project Delivery Complete Milestone

Baseline	Forecast	Time Status
May 2025	May 2025	On Track

Back to Main Report

Watchlist Project:

32243 - SW Eastman Sutherland and Hoon Hay Wetlands

CPMS



## 61615 - SW South New Brighton & Southshore Estuary Edge Flood Mitigation

Overall Status  
At Risk

### Project Description

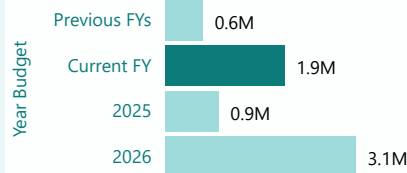
This project addresses two separate but geographically connected issues in South New Brighton and on the Southshore peninsula: 1) estuary edge erosion issues and; 2) construction of a new bund to tackle local inundation.

### Primary Ward

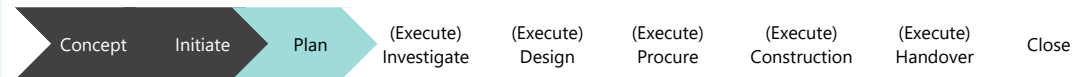
Coastal

### Group of Activities

Flood Protection & Control Works



### Project Phase



### Overall Status Commentary

Consent drawings and Assessment of Environmental Effects (AEE) completed, and resource consent lodged on 12 December. ECan accepted the consent on 17 January and the notification extent and processing timing is not yet confirmed. Status is amber due to current uncertainty in consent timeframes, combined with the possible impact of recent inflation increases on the construction price.



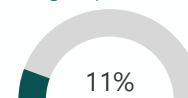
### Financials - All Years

Budget	Forecast	Actuals	Financial Status
\$6.5M	\$5.5M	\$0.7M	

### Financials - Current Year (FY24)

Budget	Forecast	Actuals	Variance
\$1.9M	\$0.1M	\$0.1M	\$1.8M

### % Budget Spent (All Years)



### Project Delivery Complete Milestone

Baseline	Forecast	Time Status
June 2026	June 2026	

CPMS



Back to Main Report

Watchlist Project:

61615 - SW South New Brighton & Southshore Estuary Edge Flood Mitigation



## 71306 - Coastal Pathway & Moncks Bay - Council Funded

Overall Status

On Track

### Project Description

To deliver a shared cycle/pedestrian pathway in Moncks Bay. Note: Shovel Ready funding of \$16.2m for the Coastal Pathway & Moncks Bay has been largely expended, with the remaining \$300,000 expected to be expended in the next few months. The remaining works on this project are Council funded (project ID 71306).

### Project Phase

### Primary Ward

Heathcote

### Group of Activities

Transport

### Year Budget

Previous FYs	0.5M
Current FY	1.4M
2025	5.6M

### Overall Status Commentary

Upgrades to Mulgans car park and bus stop are in the final stages and expected to be completed in February. Redcliffs Village safety improvements are expected to be completed late March / early April. Bring back required as project is in construction and forecast completion in FY24.

### Financials - All Years

Budget	Forecast	Actuals	Financial Status
\$7.6M	\$7.4M	\$6.4M	

### Financials - Current Year (FY24)

Budget	Forecast	Actuals	Variance
\$1.4M	\$6.9M	\$5.9M	(\$5.5M)

### % Budget Spent (All Years)

### Project Delivery Complete Milestone

Baseline	Forecast	Time Status
July 2024	April 2024	

Back to Main Report

Watchlist Project:

71306 - Coastal Pathway & Moncks Bay - Council Funded

CPMS

## 924 - Halswell Junction Road Extension

Overall Status  
Critical

### Project Description

This project is for an extension of Halswell Junction Road from Foremans Road to Waterloo Business Park, installing a new level crossing at Waterloo Road. The existing level crossing and intersection of Halswell Junction Road with Waterloo Road will be closed off with a cul-de-sac. The project team are working closely with KiwiRail who are undertaking the design for the new level crossing and related rail signal changes required.

### Primary Ward

Hornby

### Group of Activities

Transport

### Year Budget

Previous FYs	11.0M
Current FY	3.6M
2025	5.7M
2026	3.1M
2027	2.0M

### Project Phase

### Overall Status Commentary

Bulk of roading project now completed. All traffic management has been removed apart from some fencing ensuring traffic continues to use Halswell Junction Road and not the new link road. Work is now progressing on the section of South Express MCR on Waterloo Road which should take approximately two months of work- project update shown in CPMS 26608. Collaboration with KiwiRail on the level crossing is ongoing and the completion date is at risk due to possible delays with the KiwiRail programme. Project completion expected December 2024.

### Financials - All Years

Budget	Forecast	Actuals	Financial Status
\$25.3M	\$25.1M	\$16.9M	

### Financials - Current Year (FY24)

Budget	Forecast	Actuals	Variance
\$3.6M	\$6.7M	\$6.0M	(\$3.1M)

### % Budget Spent (All Years)

### Project Delivery Complete Milestone

Baseline	Forecast	Time Status
July 2024	December 2024	

Back to Main Report

Watchlist Project: 924 - Halswell Junction Road Extension

CPMS



## 917 - Lincoln Road Passenger Transport Improvements (Between Curletts & Wrights)

Overall Status  
Critical

### Project Description

Road assets renewals and improvements of the section of Lincoln Road (Curletts to Wrights) to accommodate the core south-west public transport route on this corridor.

### Primary Ward

Spreydon

### Group of Activities

Transport

### Year Budget

Previous FYs	1.9M
Current FY	1.3M
2025	5.4M
2026	1.5M

### Project Phase

Concept

Initiate

Plan

(Execute) Investigate

(Execute) Design

(Execute) Procure

(Execute) Construction

(Execute) Handover

Close

### Overall Status Commentary

Current cost forecast shows a budget shortfall for this project which will be updated when at the end of the detailed design phase. Current provisions in the LTP are considered sufficient at this stage. The Three Waters Unit are renewing the brick barrel in this section which will extend the completion date for the roading works.

### Financials - All Years

Budget	Forecast	Actuals	Financial Status
\$10.1M	\$12.5M	\$2.2M	

### Financials - Current Year (FY24)

Budget	Forecast	Actuals	Variance
\$1.3M	\$0.3M	\$0.2M	\$0.9M

### % Budget Spent (All Years)

21%

### Project Delivery Complete Milestone

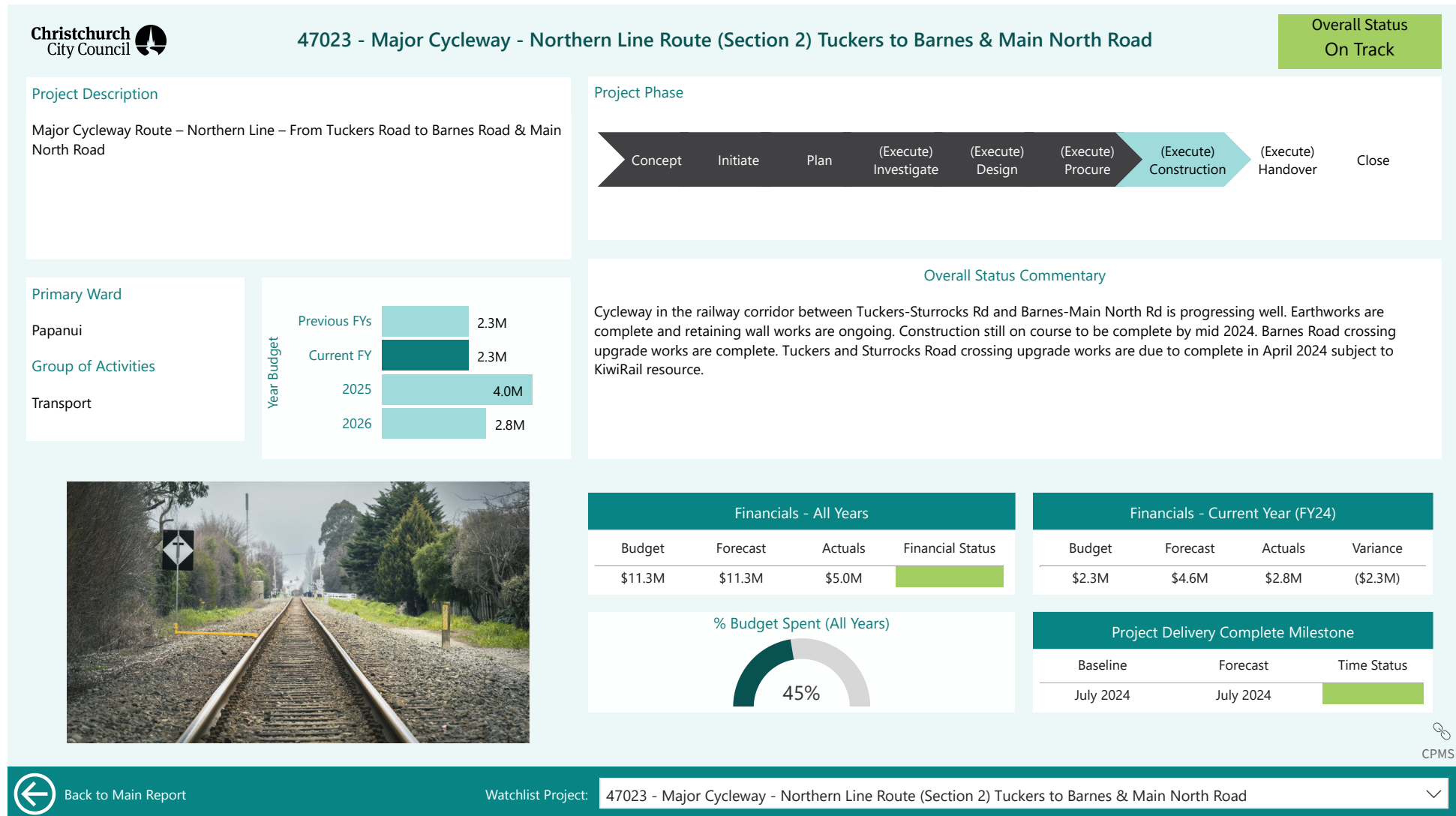
Baseline	Forecast	Time Status
September 2024	August 2025	

Back to Main Report

Watchlist Project:

917 - Lincoln Road Passenger Transport Improvements (Between Curletts & Wrights)

CPMS







## 23101 - Major Cycleway - Nor'West Arc Route (Section 3) University to Harewood

Overall Status  
Critical

### Project Description

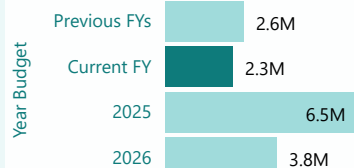
This Major Cycleway Route connects Papanui to Cashmere via an orbital route.

### Primary Ward

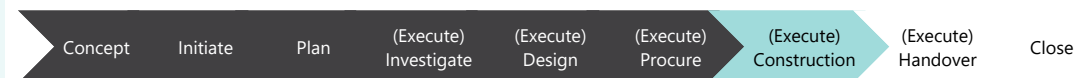
Fendalton

### Group of Activities

Transport



### Project Phase



### Overall Status Commentary

Detailed Design for sections not already in construction is complete. Final technical reviews and approvals being sought. Section 3A (University to Aorangi Road) started construction 11 September 2023, due to be complete June 2024. Section 3B (Aorangi Road to Wairakei Rd) is on hold due to Notice of Motion tabled at Council on 6 September 2024 and is subject to additional funding being approved in the LTP and forecast to commence construction in Q4 2024. Section 3C (Wairakei Rd to Harewood Rd) is subject to additional funding being approved in the LTP and forecast to commence construction in Q4 2024. The estimates indicating a project shortfall are being reviewed. The increased cost forecasts are driven by drainage issues and contaminated ground. A report addressing the Notice of Motion relating to Aorangi Road is planned to be presented to Council in February 2024.

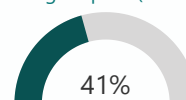
### Financials - All Years

Budget	Forecast	Actuals	Financial Status
\$15.1M	\$32.7M	\$6.3M	

### Financials - Current Year (FY24)

Budget	Forecast	Actuals	Variance
\$2.3M	\$8.4M	\$3.6M	(\$6.1M)

### % Budget Spent (All Years)



### Project Delivery Complete Milestone

Baseline	Forecast	Time Status
May 2025	April 2025	

CPMS

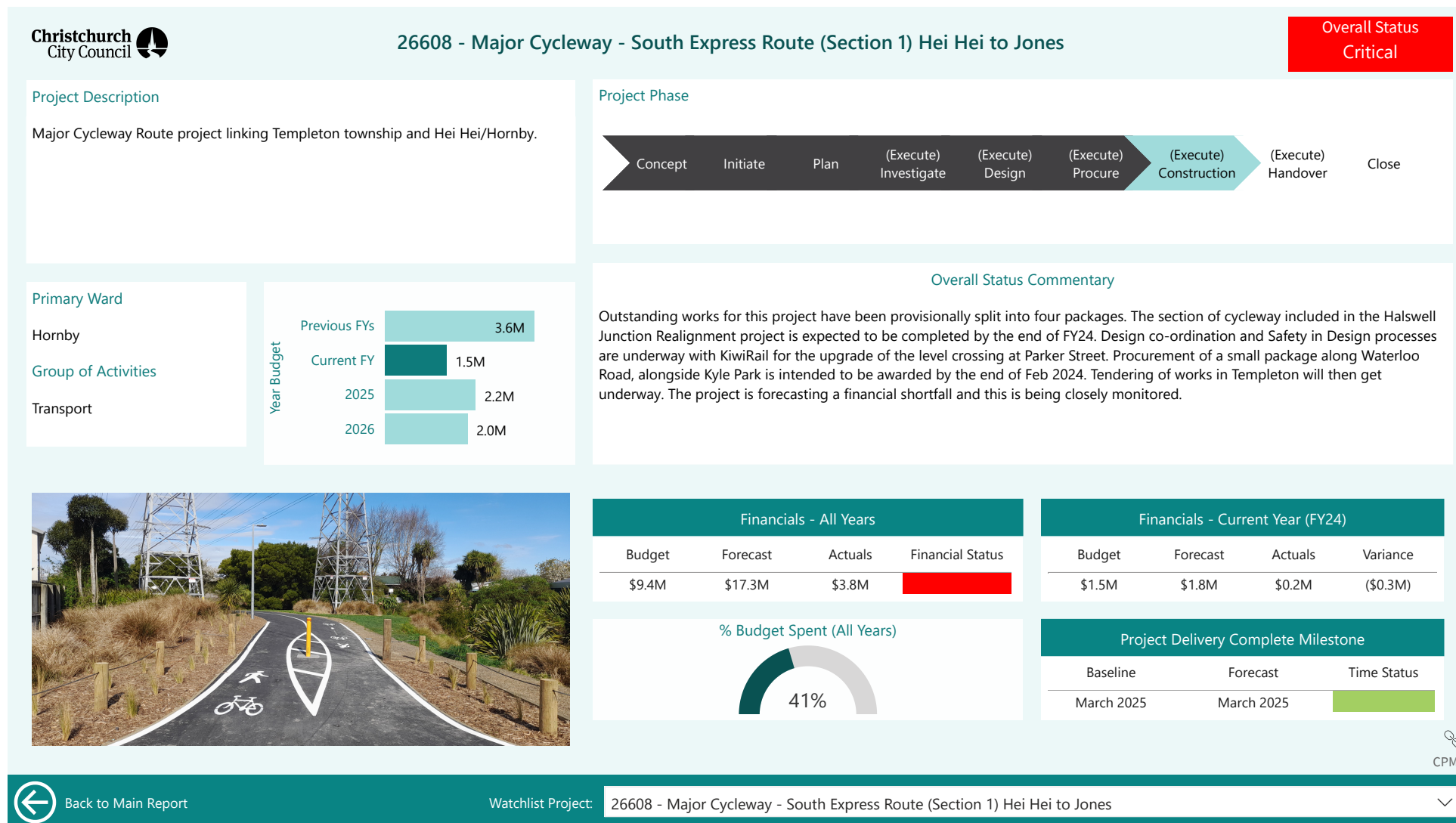


Back to Main Report

Watchlist Project:

23101 - Major Cycleway - Nor'West Arc Route (Section 3) University to Harewood





CPMS



## 18396 - Te Kaha Surrounding Streets

Overall Status  
On Track

### Project Description

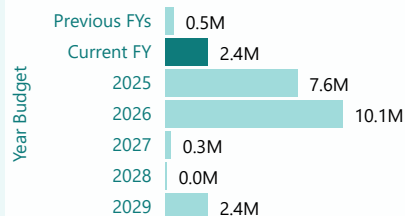
This project is for a suite of upgrades to the streets surrounding Te Kaha, in preparation for increased activity once the arena opens. Upgrades include widening of footpaths, slower speed limits, landscaping, pedestrian crossings, parking changes and changing the travel direction of some streets. The project includes significant upgrades to Lichfield St between Manchester St and Madras St, to provide safe pedestrian connectivity to the bus interchange and central city, activation of the area, and support with traffic management during larger events.

### Primary Ward

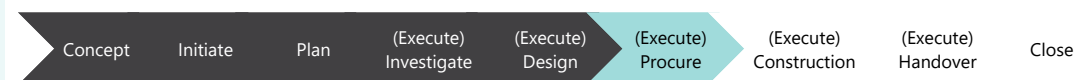
Central

### Group of Activities

Transport



### Project Phase



### Overall Status Commentary

Delivery is on track, with detailed design complete and the package of work being placed for tender to the market. The project is on track for construction and delivery in line with the opening of Te Kaha.

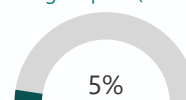
### Financials - All Years

Budget	Forecast	Actuals	Financial Status
\$23.4M	\$23.6M	\$1.1M	

### Financials - Current Year (FY24)

Budget	Forecast	Actuals	Variance
\$2.4M	\$0.9M	\$0.6M	\$1.5M

### % Budget Spent (All Years)



### Project Delivery Complete Milestone

Baseline	Forecast	Time Status
March 2026	March 2026	

CPMS



Back to Main Report

Watchlist Project: 18396 - Te Kaha Surrounding Streets





## 2356 - Akaroa Wharf Renewal

Overall Status  
At Risk

### Project Description

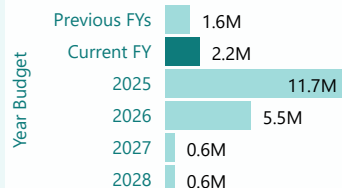
The iconic Akaroa Wharf, originally built in 1887, is being replaced as it is nearing the end of its usable life. The new wharf will not be a replica of the existing one but be its own structure – using the best materials available for the conditions, which complement the local environment and take into consideration the longer-term maintenance costs. Working with commercial operators regarding temporary access and operation during the construction period is also part of the scope of works.

### Primary Ward

Banks Peninsula

### Group of Activities

Parks, Heritage and Coastal Environment



### Project Phase



### Overall Status Commentary

Lead Designer appointed and geotechnical investigations underway to inform the preliminary design of the Wharf. To support the rebuild of the wharf, preliminary work is underway to rebuild Drummonds Wharf and repair Daly's Wharf to allow these to be used by the community while Akaroa Wharf is being rebuilt. Detailed design and Resource consent is being worked through for Drummonds & Daly's. The future of the privately-owned buildings adjoining the wharf is an issue currently being worked through. Current estimates indicate that additional budget will be required for the project, and provision for this has been made within the draft LTP.



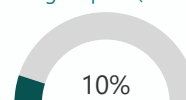
### Financials - All Years

Budget	Forecast	Actuals	Financial Status
\$22.2M	\$27.1M	\$2.2M	

### Financials - Current Year (FY24)

Budget	Forecast	Actuals	Variance
\$2.2M	\$1.2M	\$0.6M	\$1.0M

### % Budget Spent (All Years)



### Project Delivery Complete Milestone

Baseline	Forecast	Time Status
December 2026	December 2026	

CPMS

Back to Main Report

Watchlist Project: 2356 - Akaroa Wharf Renewal



CPMS





## 61531 - Ngā Puna Wai Car Park and Access Improvements

Overall Status  
On Track

### Project Description

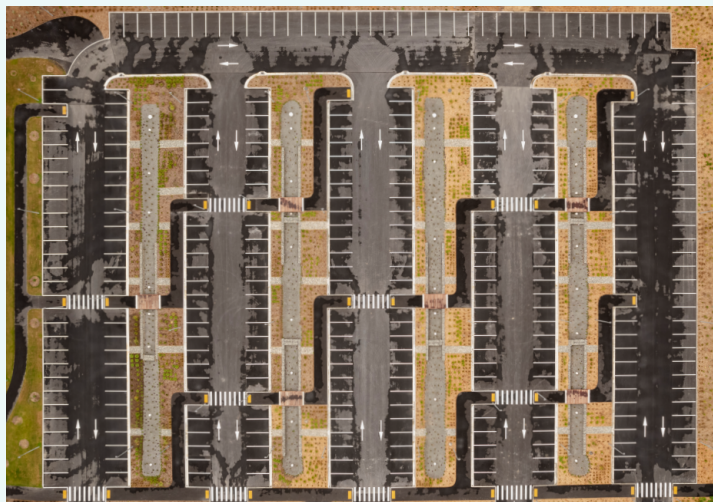
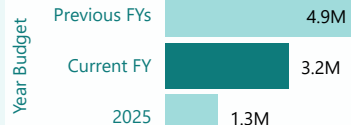
To create a new entranceway from Wigram Road to the Ngā Puna Wai Sports complex and additional shared carparking spaces.

### Primary Ward

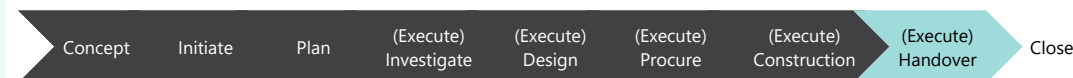
Halswell

### Group of Activities

Parks, Heritage and Coastal  
Environment



### Project Phase



### Overall Status Commentary

This project is being run in conjunction with the design and build of the new Netsal Sports Centre. The project involved designing and building a carpark that integrates into the natural environment with a 'park-like' feel, involving the design of over 440 new car parks for Ngā Puna Wai and additional bus parking and eventually the road from Wigram Road or McMahon Drive. Civil engineering, carpark and landscaping works are now complete and a Certificate of Practical Completion has been issued. The target date for the certificate of public use for building occupation was achieved on 18 October 2023 and the new building has been showcased on the media. The project is now in the defects liability period.

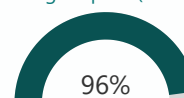
### Financials - All Years

Budget	Forecast	Actuals	Financial Status
\$9.4M	\$9.3M	\$9.0M	

### Financials - Current Year (FY24)

Budget	Forecast	Actuals	Variance
\$3.2M	\$4.3M	\$4.1M	(\$1.2M)

### % Budget Spent (All Years)



### Project Delivery Complete Milestone

Baseline	Forecast	Time Status
June 2024	June 2024	

CPMS



Back to Main Report

Watchlist Project: 61531 - Ngā Puna Wai Car Park and Access Improvements





## 62549 - Red Zone Regeneration-Southshore and South New Brighton Estuary Edge Erosion Management

Overall Status  
At Risk

### Project Description

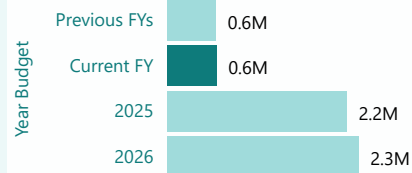
This project addresses two separate but geographically connected issues in South New Brighton and on the Southshore peninsula: 1) estuary edge erosion issues and; 2) construction of a new bund to tackle local inundation.

### Primary Ward

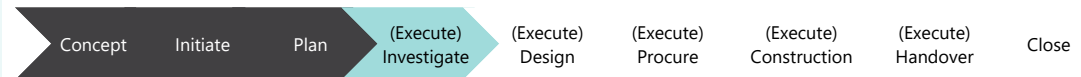
Coastal

### Group of Activities

Parks, Heritage and Coastal  
Environment



### Project Phase



### Overall Status Commentary

Consent drawings and Assessment of Environmental Effects (AEE) completed, and resource consent lodged on 12 December. ECan accepted the consent on 17 January and the notification extent and processing timing is not yet confirmed. Status is amber due to current uncertainty in consent timeframes, combined with the possible impact of recent inflation increases on the construction price.



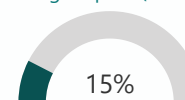
### Financials - All Years

Budget	Forecast	Actuals	Financial Status
\$5.7M	\$4.8M	\$0.9M	

### Financials - Current Year (FY24)

Budget	Forecast	Actuals	Variance
\$0.6M	\$0.3M	\$0.3M	\$0.3M

### % Budget Spent (All Years)



### Project Delivery Complete Milestone

Baseline	Forecast	Time Status
June 2026	June 2026	

CPMS



Back to Main Report

Watchlist Project:

62549 - Red Zone Regeneration-Southshore and South New Brighton Estuary Edge Erosion Management





Christchurch  
City Council

68173 - Ōtākaro-Avon River Corridor City to Sea Pathway (OARC)

Overall Status  
On Track

Project Description

Development of the City to Sea Pathway, an 11km path connecting New Brighton and adjacent communities with the city and providing recreational opportunities for walking and cycling.

Primary Ward

Metropolitan

Group of Activities

Parks, Heritage and Coastal Environment

Year Budget

Previous FYs

1.2M

Current FY

4.0M

2025

6.2M

2026

5.9M

2027

6.7M

2028

4.0M

Project Phase

Concept

Initiate

Plan

(Execute)  
Investigate

(Execute)  
Design

(Execute)  
Procure


(Execute)  
Construction

(Execute)  
Handover

Close

Overall Status Commentary

100% detailed design complete for City to Sea West. Consultants finalising for tender drawings and schedule of quantities. Project going out to market for contractor mid February 2024. CCC consent including Mahaanui Kurataiao consent conditions being finalised. CCC and ECan consents have also been lodged for the eastern portion. The eastern portion is moving more slowly due to ECan consent processing times, but we anticipate construction commencing late 2024. Detailed design is also 95% complete on the fourth bridge, which sits within the western portion. The fourth bridge is intended to go out to tender mid April.



Financials - All Years

Budget	Forecast	Actuals	Financial Status
\$28.0M	\$27.1M	\$2.2M	

% Budget Spent (All Years)

8%

Financials - Current Year (FY24)

Budget	Forecast	Actuals	Variance
\$4.0M	\$3.1M	\$1.0M	\$0.9M

Project Delivery Complete Milestone

Baseline	Forecast	Time Status
June 2027	June 2027	

Back to Main Report

Watchlist Project: 68173 - Ōtākaro-Avon River Corridor City to Sea Pathway (OARC)

CPMS

Item No.: 9

Page 67

## 26601 - Major Cycleway - Ōtākaro-Avon Route (Section 1) Fitzgerald to Swanns Road Bridge (OARC)

Overall Status  
On Track

### Project Description

Major Cycleway Route along Ōtākaro/Avon River from Fitzgerald Ave to Swanns Road Bridge

### Project Phase

### Primary Ward

Central

### Group of Activities

Transport

### Year Budget

Year	Budget
Previous FYs	0.4M
Current FY	0.1M
2025	0.1M
2026	1.3M
2027	4.2M
2028	2.0M

### Overall Status Commentary

Preliminary route assessment has been undertaken to consider where possible routes could go. This was undertaken early so that decisions around the red zone and the Pages Road Bridge renewal could be further informed. Funding has been allocated in FY24 and the project is now in the planning phase.

### Financials - All Years

Budget	Forecast	Actuals	Financial Status
\$8.1M	\$8.1M	\$0.3M	

### % Budget Spent (All Years)

3%

### Financials - Current Year (FY24)

Budget	Forecast	Actuals	Variance
\$0.1M	\$0.1M	\$0.0M	\$0.0M

### Project Delivery Complete Milestone

Baseline	Forecast	Time Status
June 2028	June 2028	

Back to Main Report

Watchlist Project: 26601 - Major Cycleway - Ōtākaro-Avon Route (Section 1) Fitzgerald to Swanns Road Bridge (OARC)



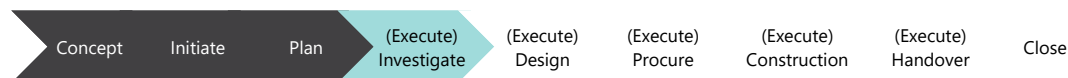
## 27273 - Pages Road Bridge Renewal (OARC)

Overall Status  
Critical

### Project Description

To construct a resilient replacement of the Pages Road bridge in New Brighton, including improvements to the approach roads. The design is being developed with an awareness of its potential as an important emergency evacuation route.

### Project Phase

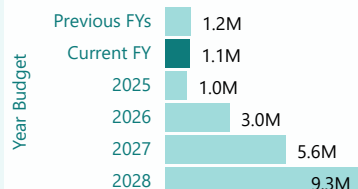


### Primary Ward

Coastal

### Group of Activities

Transport



### Overall Status Commentary

Overall status is critical, due to significant additional budget required to meet the proposed scope to be able to meet the project objectives. The indicative high-level cost estimate of \$65m includes roading renewals of the surrounding streets, in accordance with evacuation traffic modelling and to address the bridge approaches. These roading renewals are additional to the original scope, which was for a bridge renewal only. Costs will continue to be refined as the project progresses. Additional funding for the project will have to be sought through the Long Term Plan Process. Public consultation closed on 28 August. Scheme design work continues including update road and landscape layout taking in account consultation feedback. The hearings panel on 26th February 2024 is to be delayed and a project briefing presentation is planned to inform elected members on the latest status of the project.



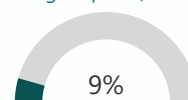
### Financials - All Years

Budget	Forecast	Actuals	Financial Status
\$21.2M	\$65.0M	\$1.9M	

### Financials - Current Year (FY24)

Budget	Forecast	Actuals	Variance
\$1.1M	\$0.9M	\$0.7M	\$0.2M

### % Budget Spent (All Years)



### Project Delivery Complete Milestone

Baseline	Forecast	Time Status
June 2028	December 2027	

Project data refreshed Wednesday 14th February 2024

CPMS



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Watchlist Project:

27273 - Pages Road Bridge Renewal (OARC)





## 66000 - SW ANZAC to Waitaki Stopbank (OARC)

Overall Status  
On Track

### Project Description

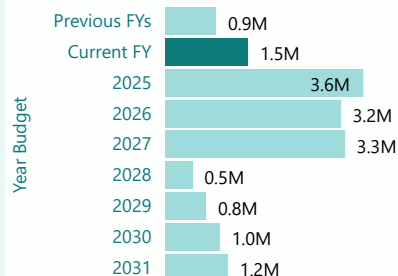
The project aims to design and construct a stopbank between Wainoni Bridge and Waitaki Street Stopbank Realignment Project. Priority has been given to the replacement of the temporary stopbank with a new long-term stopbank.

### Primary Ward

Coastal

### Group of Activities

Flood Protection & Control  
Works



### Project Phase



### Overall Status Commentary

The revised concept design and cost estimate is due at end of March with a smaller pump station confirmed. Currently working through optimisation of the bioscape layout which will affect stopbank location. The project team have been advised that stopbank requirements have changed from those agreed for the concept design. The implications of this change on the concept design are currently being assessed.

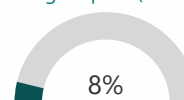
### Financials - All Years

Budget	Forecast	Actuals	Financial Status
\$16.0M	\$15.4M	\$1.2M	

### Financials - Current Year (FY24)

Budget	Forecast	Actuals	Variance
\$1.5M	\$1.0M	\$0.3M	\$0.6M

### % Budget Spent (All Years)



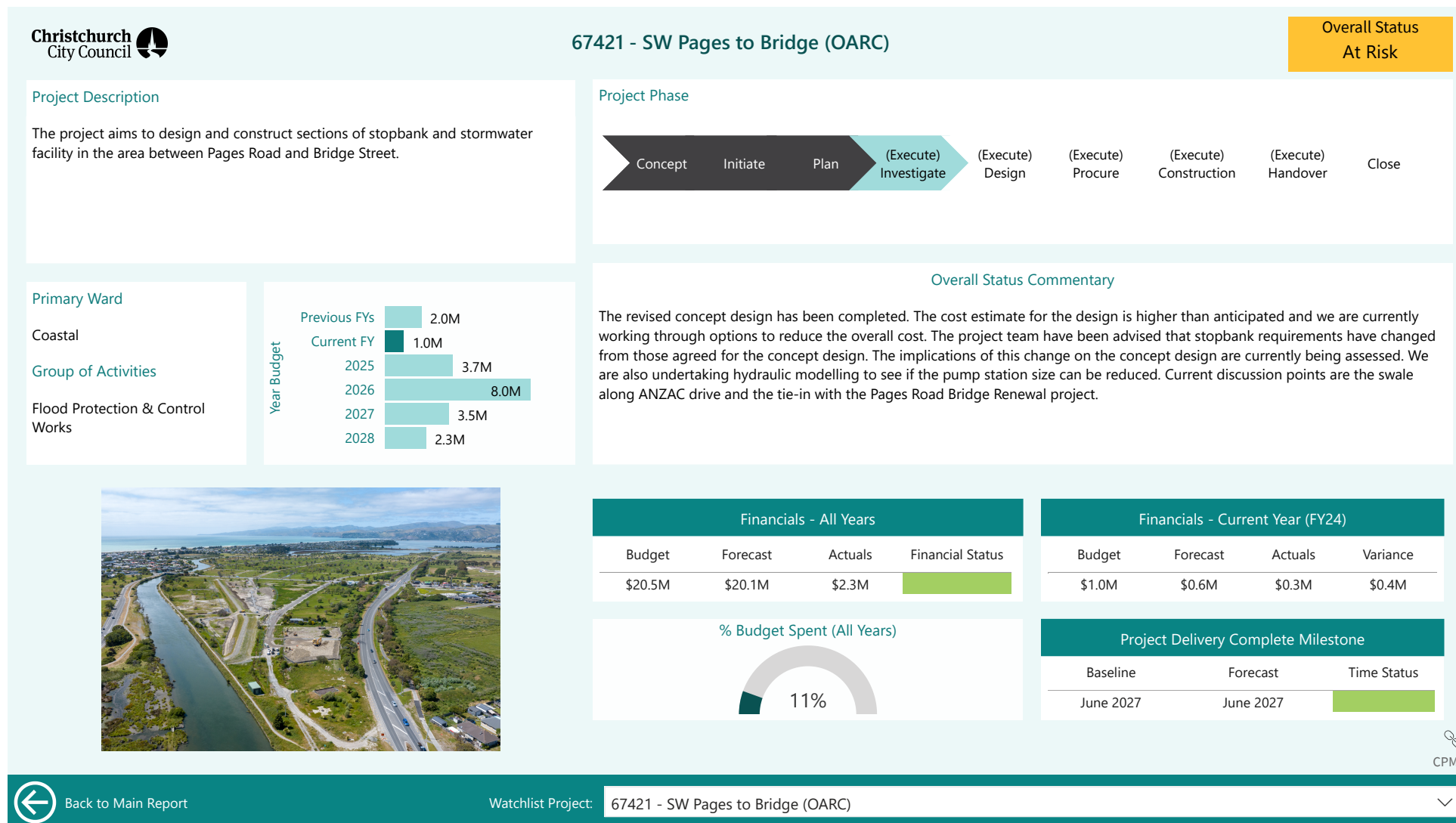
### Project Delivery Complete Milestone

Baseline	Forecast	Time Status
June 2027	June 2027	

CPMS

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Watchlist Project: 66000 - SW ANZAC to Waitaki Stopbank (OARC)





## 20836 - South Library & Service Centre Earthquake Rebuild

Overall Status  
Critical

### Project Description

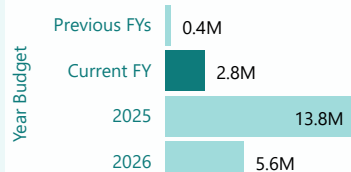
The South Library and Service Centre building was badly damaged in the 2010/2011 earthquakes. Temporary strengthening has made the facility safe to occupy, but a rebuild is planned to future-proof the facility. The new building will remain on the same site, and have approximately the same floor area as the existing building. The concept design focuses on reconnecting the building with the landscape, and improves how the space can be used, providing greater flexibility for the future.

### Primary Ward

Cashmere

### Group of Activities

Communities and Citizens



### Project Phase



### Overall Status Commentary

On 01 June 2022 the Sustainability and Community Resilience Committee endorsed the development of a concept design for a rebuild for consideration by Council. A staff report was tabled at the 14 September 2023 Waihoru Cashmere Spreydon Heathcote Community Board meeting. A report was then drafted to the 04 October 2023 Council meeting. Council resolved to advance the design of a rebuild noting that additional funds would need to be confirmed in the 2024/34 Long Term Plan. Project is now in the Preliminary Design phase, with engagement of a main contractor scheduled for late 2024.



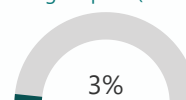
### Financials - All Years

Budget	Forecast	Actuals	Financial Status
\$22.6M	\$32.0M	\$0.7M	

### Financials - Current Year (FY24)

Budget	Forecast	Actuals	Variance
\$2.8M	\$0.8M	\$0.4M	\$2.0M

### % Budget Spent (All Years)



### Project Delivery Complete Milestone

Baseline	Forecast	Time Status
January 2027	January 2027	

CPMS



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Watchlist Project: 20836 - South Library & Service Centre Earthquake Rebuild







Appendix 2  
 Quarterly Transport Reports

Overall Status	Forecast (All Years)	Project Delivery Forecast
Green - On Track	Forecast within budget	< 30 days delay
Amber - At Risk	Forecast overspend < 5%	31 – 60 days delay
Red - Critical	Forecast overspend > 5%	> 61 days delay
<i>Set by Project Manager</i>	<i>All Years Forecast vs. Budget</i>	<i>Project Delivery Complete Milestone Forecast (or Actual) vs. Baseline</i>

Data refreshed Wednesday 13th February 2024

## Transport Choices Report - January 2024



Transport Choices is a package of funding under the Climate Emergency Response Fund (CERF), to improve travel around schools and neighbourhoods, and improve access by walking, cycling and public transport.

### Quarterly Update

Council received a letter from the Minister for Transport in late December 2023 discontinuing work on all Transport Choices projects without a funding agreement for construction in place. For Council, this means that School Safety Linwood and Ngā Puna Wai (part of Little River Link Cycle Connections) can progress to construction, and that bus stop infrastructure can be purchased which would then be delivered as part of Council's rolling programme of bus stop improvements and renewals. Furthermore, on 6 December 2023 Council agreed to construct the Linwood Village Streetscape project, so this is progressing to construction, although without funding from the Transport Choices programme. All other projects have completed design and work has stopped.

The work on Ngā Puna Wai is almost complete. School Safety Linwood is comprised of a number of small works which have started installation, and are expected to be complete by the end of the Financial Year. Bus stop infrastructure is being procured, with orders expected to be placed in the current financial year. Linwood Village Streetscape will start construction in early February 2024, and is expected to be complete by June 2024. Final costs for the design phase of all the projects are being collated, and claims made with Waka Kotahi NZ Transport Agency, so costs can be recovered and the projects formally closed.

A paper is being brought to the F&P Committee in February 2024 to demonstrate the impacts of the changes to funding, and options for how Council can progress.

### Financial Overview

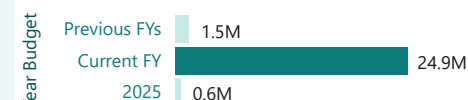
#### Total Budget

27.0M

#### % Total Budget Spent



#### Total Budget by Year



### Projects Continuing / Partially Continuing

ID	Project	Phase	% Budget Spent (All Years)	Overall Status	Budget (All Years)	Forecast (All Years)	Actuals (All Years)	Construction Start Forecast	Project Delivery Baseline	Project Delivery Forecast
72779	Transport Choices 2022 - Linwood Bus Stop Improvements	(Execute) Investigate	15%		4.1M	3.4M	0.6M	Feb-24	Jun-24	Jun-24
72760	Transport Choices 2022 - Little River Link Cycle Connections (incl Simeon Street)	(Execute) Investigate	15%		4.3M	1.4M	0.6M	Sep-23	Jun-24	Mar-24
34094	Transport Choices 2022 - Linwood Village Streetscape Enhancements (S1)	(Execute) Construction	15%		6.4M	4.1M	1.0M	Jan-24	Jun-24	Jun-24
72777	Transport Choices 2022 - School Safety Linwood	(Execute) Construction	54%		0.8M	0.7M	0.4M	Nov-23	Jun-24	Jun-24
<b>Total</b>			<b>17%</b>		<b>15.5M</b>	<b>9.7M</b>	<b>2.6M</b>			

### Projects Stopped

ID	Project	% Budget Spent (All Years)	Budget (All Years)	Actuals (All Years)
72776	Transport Choices 2022 - Slow Speed Neighbourhoods Linwood	7%	1.5M	0.1M
72755	Transport Choices 2022 - Te Aratai College Cycle Connection	11%	3.3M	0.4M
74469	Transport Choices 2022 - Improving Bromley's Roads	12%	3.0M	0.4M
72764	Transport Choices 2022 - Linwood and Woolston Roading and Transport Improvements	16%	1.5M	0.2M
72758	Transport Choices 2022 - Richmond Neighbourhood Greenway	18%	0.9M	0.2M
72759	Transport Choices 2022 - Westmorland Cycle Connection	31%	1.3M	0.4M
<b>Total</b>		<b>14%</b>	<b>11.5M</b>	<b>1.6M</b>



Christchurch Regeneration Acceleration Facility (CRAF) Transport Report - January 2024



The Christchurch Regeneration Acceleration Facility (CRAF) was announced in 2017, as part of the 'Plan for Canterbury' to accelerate Christchurch's recovery after the earthquakes. Council worked with the Treasury on an Investment Case to secure \$40m of CRAF funding for transport projects. This funding is now allocated across seven programmes for delivery.

Quarterly Update

**Linwood and Woolston** - The Linwood Ave School slip lane upgrade and the Linwood and Woolston speed restriction have been approved. The Board will be briefed on the programme progress and impact of the Transport Choices funding update in February.

**New Brighton** - The Marine Parade street renewal project is in the scheme stage. The Board will be briefed on the project in February.

**Riccarton** - The Bradshaw Terrace street renewal has been approved and construction is starting in March. The package of tactile pavers is almost complete. The two Boards have been briefed and sent an update memo in October.

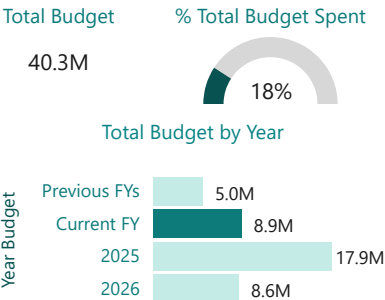
**Richmond** - The speed restriction is complete. Consultation for the remaining projects will be in early 2024. The Board will be briefed on the programme progress in March.

**Spreydon, Somerfield, Waltham, Beckenham** - The majority of the projects in this programme have been part of a tender for the scheme and detailed design services, and the scheming for these projects is underway. The speed restriction has been approved and construction is underway. The Board will be briefed on the programme progress in February.

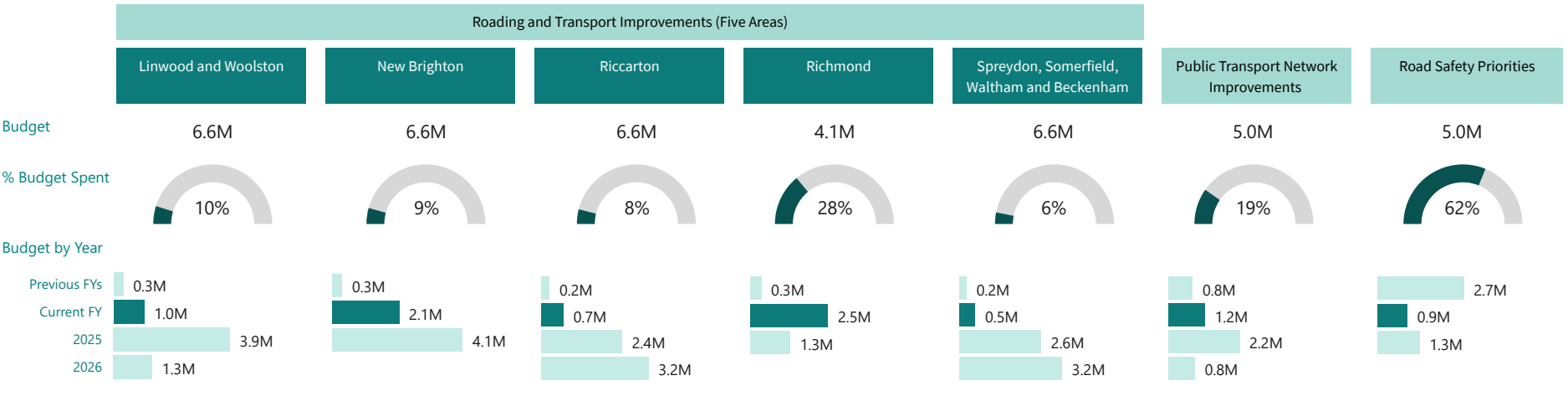
**Public Transport Network Improvements** - The delivery of the majority of the projects in this programme is dependent on funding from PT Futures. The construction on the Lincoln Road bus priority project is expected to start in mid-2024.

**Road Safety Priorities** - Seventeen projects in the programme have been completed. There are two projects in construction, and two in design that are due to be constructed by the end of June 2024.

Financial Overview



Programme Budgets (All Years)



Project Status Summaries - Five Area Programmes - Roading & Transport Improvements

ID	Linwood and Woolston	Phase	% Budget Spent (All Years)	Overall Status	Budget (All Years)	Forecast (All Years)	Actuals (All Years)	Construction Start Forecast	Project Delivery Baseline	Project Delivery Forecast
71638	Linwood Woolston CRAF - Smith Street Cycle & Pedestrian Improvements	Concept			0.0M	0.0M	0.0M		Jun-24	Jun-24
71639	Linwood Woolston CRAF - Speed Restriction	Concept			0.0M	0.0M	0.0M		Jun-24	Jun-24
72241	Linwood Woolston CRAF - Te Aratai College Pedestrian and Cycle Access	Concept			0.0M	0.0M	0.0M		Jun-25	Jun-25
71636	Linwood Woolston CRAF - Chelsea Street Renewal	(Execute) Investigate	2%		0.8M	0.8M	0.0M	Jan-25	Jun-25	Jun-25
72239	Linwood Woolston CRAF - Butterfield and Worcester Street Renewal	(Execute) Investigate	5%		0.8M	0.8M	0.0M	Nov-24	Jun-25	Jun-25
71640	Linwood Woolston CRAF - Wyon Street and Hulbert Street Renewal	(Execute) Investigate	6%		2.4M	2.3M	0.1M	Jan-25	Jun-25	Jun-25
72240	Linwood Woolston CRAF - Tilford Street Pedestrian Improvements	(Execute) Investigate	11%		0.3M	0.1M	0.0M	Feb-24	Jun-24	Jun-24
61020	Linwood Woolston CRAF - Area Project Planning & Funding	(Execute) Investigate	11%		2.0M	1.9M	0.2M		Jun-26	Jun-26
71637	Linwood Woolston CRAF - Linwood Avenue School Slip Lane Upgrade	(Execute) Design	59%		0.3M	0.5M	0.2M	Apr-24	Jun-24	Jun-24
<b>Total</b>			<b>10%</b>		<b>6.6M</b>	<b>6.6M</b>	<b>0.6M</b>			

ID	New Brighton	Phase	% Budget Spent (All Years)	Overall Status	Budget (All Years)	Forecast (All Years)	Actuals (All Years)	Construction Start Forecast	Project Delivery Baseline	Project Delivery Forecast
72242	New Brighton CRAF - Marine Parade (Hawke to Bowhill) Street Renewal	(Execute) Investigate	7%		4.0M	4.0M	0.3M	Jan-25	Jun-25	Jun-25
61030	New Brighton CRAF - Area Project Planning & Funding	(Execute) Investigate	11%		2.6M	2.6M	0.3M		Jun-26	Jun-26
<b>Total</b>			<b>9%</b>		<b>6.6M</b>	<b>6.6M</b>	<b>0.6M</b>			

ID	Riccarton	Phase	% Budget Spent (All Years)	Overall Status	Budget (All Years)	Forecast (All Years)	Actuals (All Years)	Construction Start Forecast	Project Delivery Baseline	Project Delivery Forecast
73567	Riccarton CRAF - Package of 17 pedestrian improvements	(Execute) Investigate	4%		0.6M	0.6M	0.0M	Feb-25	Dec-24	Jun-25
73673	Riccarton CRAF - Package of minor cycle, footpath and traffic calming improvements	(Execute) Investigate	5%		0.3M	0.3M	0.0M	Jun-24	Sep-24	Sep-24
73573	Riccarton CRAF - Brockworth Place Street Renewal - Deans Avenue to #23/cul-de-sac	(Execute) Investigate	6%		0.8M	0.8M	0.0M	Sep-24	Apr-25	Apr-25
73676	Riccarton CRAF - Waimairi Road pedestrian improvements	(Execute) Investigate	6%		0.8M	0.8M	0.1M	Jun-24	Dec-24	Dec-24
73572	Riccarton CRAF - Bradshaw Terrace Street Renewal	(Execute) Design	7%		1.6M	1.6M	0.1M	Mar-24	Apr-25	Apr-25
61031	Riccarton CRAF - Area Project Planning & Funding	(Execute) Investigate	11%		2.2M	2.3M	0.2M		Jun-26	Jun-26
73677	Riccarton CRAF - Package of tactile pavers	(Execute) Procure	19%		0.2M	0.2M	0.0M	Feb-24	Apr-24	Apr-24
<b>Total</b>			<b>8%</b>		<b>6.6M</b>	<b>6.7M</b>	<b>0.5M</b>			

Project Status Summaries - Five Area Programmes - Roading & Transport Improvements

ID	Richmond	Phase	% Budget Spent (All Years)	Overall Status	Budget (All Years)	Forecast (All Years)	Actuals (All Years)	Construction Start Forecast	Project Delivery Baseline	Project Delivery Forecast
71497	Richmond CRAF - Slater Street renewal	(Execute) Investigate	6%		2.0M	2.4M	0.1M	Aug-24	Jun-25	Jun-25
71496	Richmond CRAF - Neighbourhood greenway cycleway	(Execute) Design	12%		0.1M	0.0M	0.0M	May-24	Jun-24	Dec-24
71495	Richmond CRAF - Intersection upgrades	(Execute) Investigate	44%		1.4M	1.2M	0.6M	Jul-24	Jun-24	Jun-25
71498	Richmond CRAF - Speed Restriction	(Execute) Handover	74%		0.1M	0.1M	0.1M	Aug-23	Dec-23	Dec-23
61036	Richmond CRAF - Area Project Planning & Funding	(Execute) Investigate	79%		0.4M	0.5M	0.3M		Jun-26	Jun-26
<b>Total</b>			<b>28%</b>		<b>4.1M</b>	<b>4.1M</b>	<b>1.1M</b>			

ID	Spreydon, Somerfield, Waltham and Beckenham	Phase	% Budget Spent (All Years)	Overall Status	Budget (All Years)	Forecast (All Years)	Actuals (All Years)	Construction Start Forecast	Project Delivery Baseline	Project Delivery Forecast
73821	Spreydon, Somerfield, Waltham, Beckenham CRAF - package of pedestrian, cycle, minor intersection imp	(Execute) Investigate	0%		0.9M	0.8M	0.0M	Oct-24	Dec-24	Mar-25
73697	Spreydon, Somerfield, Waltham, Beckenham CRAF - Dominion Ave (Milton St to ChCh Sth) street renewal	(Execute) Investigate	2%		0.6M	0.5M	0.0M	Feb-25	Apr-25	Jul-25
73812	Spreydon, Somerfield, Waltham, Beckenham CRAF - Cecil Place street renewal	(Execute) Investigate	2%		0.5M	0.5M	0.0M	Nov-24	Apr-25	Apr-25
73679	Spreydon, Somerfield, Waltham, Beckenham CRAF - Sefton Place street renewal	(Execute) Investigate	2%		0.5M	0.5M	0.0M	Oct-24	Apr-25	Apr-25
73699	Spreydon, Somerfield, Waltham, Beckenham CRAF - package of footpath resurfacing improvements	(Execute) Investigate	4%		0.3M	0.2M	0.0M	Feb-24	Mar-24	Jun-24
73818	Spreydon, Somerfield, Waltham, Beckenham CRAF - Colombo St, Somerfield St, Selwyn St improvements	(Execute) Investigate	4%		1.5M	1.5M	0.1M	Nov-24	Dec-24	Dec-24
73678	Spreydon, Somerfield, Waltham, Beckenham CRAF - speed restrictions	(Execute) Construction	4%		0.7M	0.7M	0.0M	Dec-23	Jun-25	Jun-24
73836	Spreydon, Somerfield, Waltham, Beckenham CRAF - Barrington St, Milton St, Lyttelton St Improvements	(Execute) Investigate	10%		0.7M	0.7M	0.1M	Feb-25	Dec-24	Dec-24
61037	Spreydon, Somerfield, Waltham, Beckenham CRAF - Area Project Planning & Funding	(Execute) Investigate	21%		1.0M	1.1M	0.2M		Jun-26	Jun-26
<b>Total</b>			<b>6%</b>		<b>6.6M</b>	<b>6.6M</b>	<b>0.4M</b>			

Project Status Summaries - Public Transport Network Improvements

ID	Public Transport Network Improvements	Phase	% Budget Spent (All Years)	Overall Status	Budget (All Years)	Forecast (All Years)	Actuals (All Years)	Construction Start Forecast	Project Delivery Baseline	Project Delivery Forecast
66294	PT CRAF - Bus Priority, Lincoln Road from Whiteleigh Avenue to Wrights Road	(Execute) Design	6%		2.1M	2.5M	0.1M	Apr-24	Sep-24	Jul-24
66289	PT CRAF - Advance Bus Detection	(Execute) Design	11%		0.6M	0.4M	0.1M	Mar-24	Jun-24	Jun-24
66288	PT CRAF - Bus Priority Scheme Design, Riccarton Road from Matipo Street to Waimairi Road	Concept	19%		1.3M	0.3M	0.3M	Jan-25	May-25	May-25
66290	PT CRAF - Intersection Improvements, Bus Transfers	(Execute) Investigate	23%		0.1M	0.0M	0.0M		Jun-24	Jun-24
66291	PT CRAF - Bus Priority Scheme Design, Gloucester Street	(Execute) Investigate	31%		0.4M	0.1M	0.1M		Jun-24	Jun-24
66292	PT CRAF - Bus Priority Scheme Design, Shirley Road	(Execute) Investigate	44%		0.2M	0.2M	0.1M		Jun-24	Jun-24
66296	PT CRAF - Bus Priority Scheme Design, Ferry Road	(Execute) Investigate	72%		0.2M	0.2M	0.2M		Jun-24	Jun-24
66295	PT CRAF - Bus Priority Scheme Design, Cashmere Road	(Execute) Investigate	100%		0.1M	0.1M	0.1M		Dec-24	Dec-24
Total			19%		5.0M	3.8M	1.0M			

Project Status Summaries - Road Safety Priorities

ID	Road Safety Priorities	Phase	% Budget Spent (All Years)	Overall Status	Budget (All Years)	Forecast (All Years)	Actuals (All Years)	Construction Start Forecast	Project Delivery Baseline	Project Delivery Forecast
62329	Road Safety Priorities Delivery Package (CRAF)	(Execute) Construction	62%		5.0M	5.0M	3.1M	Feb-23	Jun-24	Jun-24
Total			62%		5.0M	5.0M	3.1M			

## 10. CWTP Insurance Update

Reference / Te Tohutoro: 24/11122

Report of / Te Pou  
Matua:

Adrian Seagar, Manager Insurance and Asset Management  
(adrian.seagar@ccc.govt.nz)

Senior Manager /  
Pouwhakarae:

Sophie Meares, Senior Legal Counsel (sophie.meares@ccc.govt.nz)  
Russell Holden, Acting General Manager Resources/Chief Financial  
Officer (russell.holden@ccc.govt.nz)

### 1. Purpose and Origin of Report Te Pūtake Pūrongo

- 1.1 The purpose of this report is to update the Finance and Performance Committee regarding progress with the CWTP Trickling Filter fire insurance claim.
- 1.2 This report is staff-generated following resolution FPCO/2023/00081 dated 22 November 2023 which noted that updates on the insurance claim will be provided to the Finance and Performance Committee quarterly or as required.
- 1.3 The information in this report is provided in order for the Committee and public to understand the current status of Council's insurance claim. The content of this report is the only information that can be released at this time without prejudicing the claim.

### 2. Officer Recommendations Ngā Tūtohu

That the Finance and Performance Committee:

1. Receive the information in this report
2. Notes that updates will be provided to the Committee on a quarterly basis or as required

### 3. Summary

#### Current position

- 3.1 As reported in the previous update, Council is proceeding with the concept design for the restoration of the trickling filters. In line with our insurance entitlement, the intention is to restore the trickling filters to a condition substantially the same as, but not better or more extensive than, their condition when new, and including any alterations that may be necessary to comply with any law.
- 3.2 This design work is progressing well and is due to be complete within the next two months and will be reported and overseen by the Insurance Subcommittee. As part of the design process an estimated cost of restoration will be calculated, as well as a forecast of cost escalation over the life of the project.
- 3.3 If potential improvements beyond the Council's insurance entitlement are considered, these will be allowed for in the Long-Term Plan.



### Updated adaptive recovery plan and communications plan

- 3.4 At the Finance and Performance Committee meeting on 22 November 2023, councillors requested staff to consider:
- whether an updated adaptive recovery plan could be put onto the Council's website with timelines on what will happen in the next 2 to 3 years, and
  - whether a communications plan for the updating of the Council's website on this project could be developed.
- 3.5 The updated adaptive recovery plan is **Attachment A**. The timeline included in this plan extends only to mid-2024, rather than 2-3 years as requested. We do not yet have an estimate of the timing for completion of detailed design or construction.
- 3.6 This will be reported to the Insurance Subcommittee as soon as possible and included in subsequent Finance and Performance Committee updates. The updated adaptive recovery plan will be uploaded to the Council's website at the same time that the agenda for this meeting is published.
- 3.7 The communications plan is **Attachment B**.

### Plant operations

- 3.8 Our team has been focused on operating the CWTP and oxidation pond system as effectively as possible. However, the seasonal variation in flow and load at this time of year has caused some odour issues recently.
- 3.9 Staff are undertaking a range of both process and odour monitoring at the CWTP and responding as appropriate with a range of measures. The odour monitoring is being undertaken by both staff and an external contractor.
- 3.10 The temporary activated sludge plant is continuing to operate at maximum capacity with no redundancy. The system is continuing to operate well most of the time, however, as mentioned, the seasonal variation in flow and load at this time of the year has caused some issues.
- 3.11 Council staff are working closely with the contractor on the pond aerators to resolve the outstanding issues and to ensure all aerators are available for the winter period.

## Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Updated Adaptive Recovery Plan	24/218346	82
B 	Communications Plan	24/150461	88

In addition to the attached documents, the following background information is available:

Document Name – Location / File Link
Not applicable

## Confirmation of Statutory Compliance Te Whakatūturutanga ā-Ture

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

(a) This report contains:

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

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

## Signatories Ngā Kaiwaitohu

<b>Authors</b>	Adrian Seagar - Manager Insurance & Asset Management Sophie Meares - Senior Legal Counsel
<b>Approved By</b>	Helen White - Head of Legal & Democratic Services Russell Holden - Acting General Manager Resources/Chief Financial Officer

## CCC CWTP Fire Adaptive Recovery Action Plan

### 1 Background

The fire of 1 November 2021 started on the roof of one of the trickling filters and quickly spread to the second trickling filter where it continued to burn until 25 November, when Fire and Emergency New Zealand (FENZ) deemed the fire extinguished.

Damage immediately visible following the fire indicated:

- Roofs destroyed and filter media damaged
- Mechanical equipment including effluent distributor arms and odour control pipework damaged
- Further assessment required to determine the extent of structural damage to the reinforced concrete housing structure.

The trickling filters were a key component of the secondary treatment process at the Christchurch Wastewater Treatment Plant (CWTP), responsible for removing around 60% of the organic matter through the treatment process. The trickling filters are covered media filled structures with distribution arms, air handling and drainage systems. Supernatant wastewater from the primary sedimentation tanks was pumped to the top of the structures and trickled through the media where biofilm on the media consumes nutrients. Air was pumped up from the bottom, to maintain aerobic conditions, and then withdrawn to be passed through biofilters to mitigate the odour.

The trickling filters have been isolated since the fire. This has imposed significantly higher organic loads onto the downstream treatment processes particularly the oxidation ponds. The plant has implemented an interim recovery plan that comprises polymer dosing to improve the efficiency of sedimentation tanks, the conversion of two clarifiers to suspended growth aeration basins (activated sludge plant), hydrogen peroxide dosing to the oxidation ponds and increased mechanical aeration of the oxidation ponds. This plan will improve wastewater treatment effectiveness and allow the plant to operate within its consent conditions while Council restores the trickling filters. The interim recovery plan process will have a lower capacity, higher operating costs, and higher operating risks than the treatment plant operation prior to the fire.

Council is managing its insurance claim for the fire. The Council and its insurers carried out damage assessments and determined that the trickling filters can be restored. The restoration process is underway.



## 2 CCC Objectives

The key objectives, which are driving the overall response and the workstreams underway, are:

- Recover Treatment Capacity – Interim operational changes to the plant to increase treatment capacity and improve treatment performance to maintain healthy oxidation ponds and discharge wastewater effluent within consent requirements.
- Mitigate the effects on the Community - Local residents are impacted by the ongoing odour from the treatment plant and measures are required to support community wellbeing.
- Mitigate the effects on the Environment – The impact on the environment including immediate impacts of sewage discharge into the ponds located in a wildlife reserve includes working with tangata whenua to identify ways to reduce any detrimental effects.
- Insurance Claim – Liaising with insurers to provide funding for restoration works.

## 3 Workstreams

Workstream	Projects	Status	Timeframe
Emergency Response	Trickling Filter removal from treatment process	Complete.	Complete.
	Improve solids removal	Polymer dosing of primary sedimentation tanks completed in November and continued through to May. Additional sedimentation tanks now operating and polymer dosing on stand-by.	Ongoing, dosing requirements reviewed regularly as interim solution implemented.
	Maintain dissolved oxygen in the oxidation ponds	Peroxide dosing of wastewater entering the ponds established in November and ongoing.	Ongoing.
Insurance	Visual and Structural Assessment including concrete testing	Visual inspection by insurer and Council consultants complete. Structural assessment by Council consultants ongoing pending results of concrete testing. Testing of cores undertaken in the UK complete.	Complete.
	Repair and Rebuild Cost Estimates	Initial cost estimates completed.	Complete.
	Design of restoration and update of costs estimates	Underway.	Ongoing.

| Workstreams |

Workstream	Projects	Status	Timeframe
Health, Safety and Environment	Fire Investigation Report	Cause and Origin Report by External Investigators and Insurer complete.	Complete.
	Health and Safety Management Plans, Inductions, and Inspections	Initial planning complete, inspections and audits ongoing	Ongoing
	Environmental Monitoring	Working alongside Community and Public Health (a unit of Te Whatu Ora Health NZ) and Environment Canterbury with update meetings held on a weekly basis during filter media removal.	Complete.
		Six-week grab sample programme to identify gases contributing to the odour with sampling undertaken in consultation with Community and Public Health and Environment Canterbury. Data shared with stakeholders and published on Council's website.	Complete. Hydrogen sulphide identified as key indicator.
		Six 24/7 hydrogen sulphide monitoring stations established around the plant and neighbouring residential area. Additional monitoring to respond to incidents and reports of odour using two mobile meters. Data shared with stakeholders and published on Council's website.	Until restoration is complete.
		External odour, air quality and noise specialists engaged by Council to provide independent sampling, analysis, and reporting.	Complete.
Community Response Recovery Plan	Community Support Package	Financial support of up to \$1,180,000.00 made available to 5,380 in zone households, 30 plus schools and early childhood learning centres and out of zone residents (on medical grounds) working with community providers Nga Hau E Wha, He Waka Tapu, The Loft, and the Bromley Community Centre.	Complete.
	Business Support	Targeted communication sent to businesses in areas likely to have been impacted by odours from the treatment plant.	Complete.
Interim Recovery Plan	Communications and Engagement	Communication and Engagement Plans in place to support both the operational response and the community response recovery plan, with a focus on frequent updates across multiple channels.	Complete.
		Joint communications plan developed with Transwaste, Hurunui and Waimakariri District Councils in relation to the carting and disposal of trickling filter media at Kate Valley Landfill.	Complete.
	Trickling Filter Bypass	Piped bypass of trickling filters complete.	Complete.

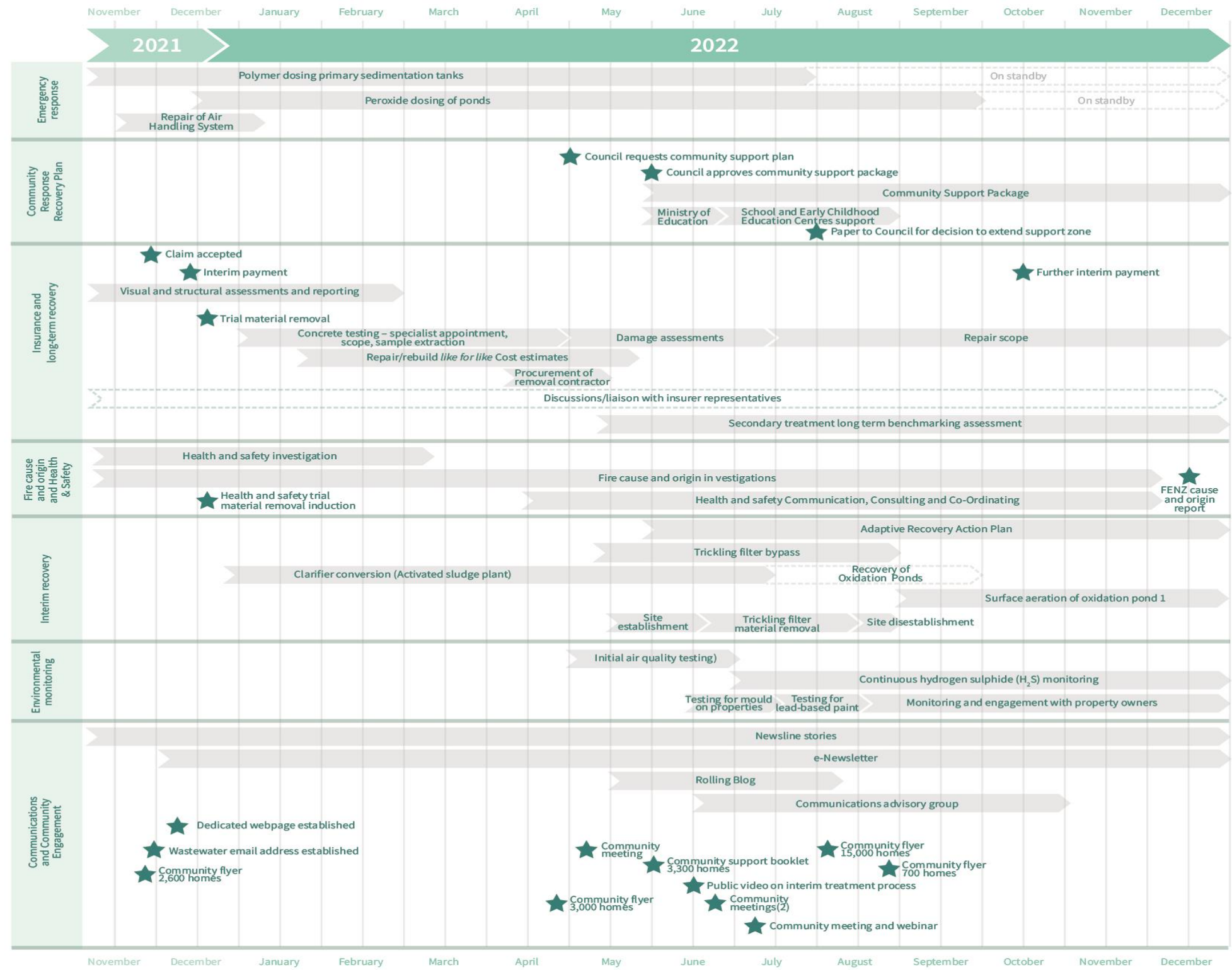
CCC CWTP Fire Adaptive Recovery Action Plan | 13/02/2024 | 3

| Workstreams |

Workstream	Projects	Status	Timeframe
	Activated Sludge Plant/Aeration basins	New aerators are operational in two of the clarifiers, converting them into aeration basins. Pumps to recirculate the sludge installed to improve treatment effectiveness.	Complete.
	Odour management for oxidation ponds	Effluent discharged to the ponds is being dosed with hydrogen peroxide. Mechanical aerators on Oxidation Pond 1 installed.	Dosing ongoing if required. Aerator installation complete.
	Trickling Filter Media Removal	Contractor engaged and work commenced 12 May with a programme duration of four months (target of 7 September completion).	Complete

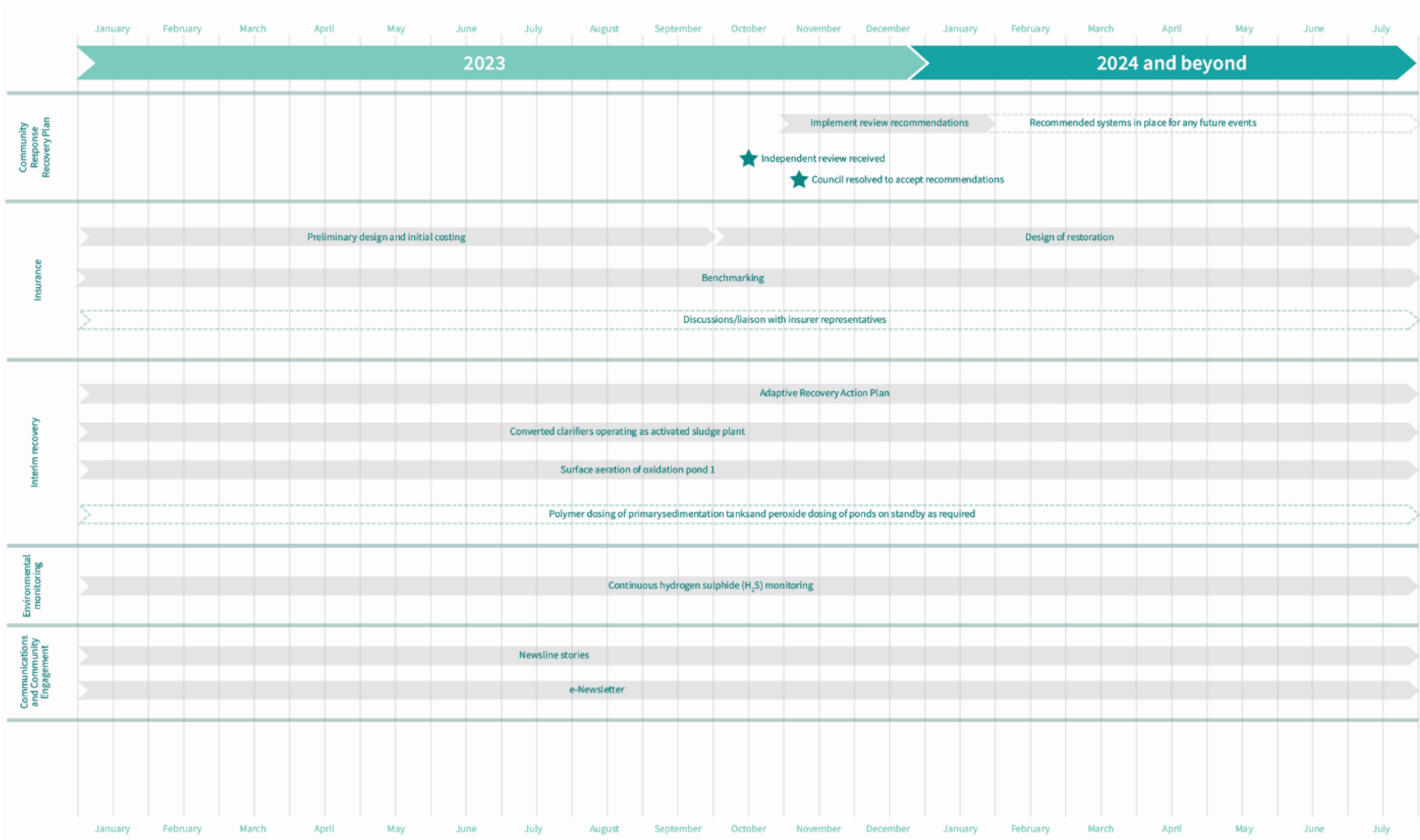
4 Programme and Next Steps

The timeline below outlines the fire recovery activities for the Christchurch Wastewater Treatment Plant completed in 2021 and 2022:



Programme and Next Steps (cont'd)

The timeline below outlines the fire recovery activities for the Christchurch Wastewater Treatment Plant for 2023 and anticipated activities up to July 2024. The timeline goes until only July 2024 due to the uncertainties around detailed design timeframe.



## Christchurch Wastewater Treatment Plant fire – Insurance Claim Communications plan

### Background

On 1 November 2021, a large fire destroyed both of the trickling filters at Christchurch Wastewater Treatment Plant at Bromley.

With such a critical piece of the sewerage treatment process out of operation the treatment process is considerably less effective. An interim solution for plant is in place but at times it produces odour.

In terms of the long-term recovery, the Council is restoring the trickling filters and has commissioned the next stage of design for the restoration. The Council is insured for the cost of restoring the trickling filters.

Council continues to work productively with its insurers. It is therefore not anticipated the insurance claim will affect progressing the restoration of the trickling filters.

### Communication objectives

- Provide information and regular updates on the progress of the insurance claim.
- Ensure key stakeholders have information and are kept updated.
- Build trust and confidence that we're working hard to find a solution to a very challenging and complex situation.
- Ensure [web content](#) is up-to-date, factual, easy to understand and informative.
- Manage any media interest.
- Monitor and respond to social media.

### Audience and tactics

Audience	Channel/contact
<b>INTERNAL</b>	
Customer services	Briefing with FAQs
Local community board and governance manager	Memos
Mayor and councillors	Reports and memos
Council staff	The Hub and ELT weekly email

EXTERNAL	
Local residents	Newsline, targeted social media groups, social media, website, e-newsletters and emails to communications reference group
Media	Newsline
Christchurch residents	Newsline, social media, website and e-newsletter
Key stakeholders	Email

### Key messages

- An update report regarding the insurance process will be considered at Finance and Performance Committee meeting on Wednesday 28 February.
- This report contains all the information that can be released at this stage to keep the public informed without prejudicing our ongoing insurance claim or disclosing confidential commercial arrangements.
- The Council has sufficient insurance to cover the costs of restoring the trickling filters and further insurance to cover the additional costs of operating the Plant.
- The Council has received \$25 million from insurers as an interim payment towards costs incurred to date.
- The design for the restoration of the trickling filters is underway.
- Council continues to work productively with its insurers. It is therefore not anticipated the insurance claim will affect progressing the restoration of the trickling filters.

### Tactics

Date	Tactic
<b>22 Feb</b> F&P agenda goes live	Newsline story
	Social media post
	Post in targeted social media groups
	E-newsletter
	Customer services brief
	Website updates
	Email to CRG
	Memo to local community board
<b>23 Feb</b>	ELT weekly email
	The Hub post





## 11. Reprogramming of Transport Choices Projects

Reference / Te Tohutoro: 23/1871908

Report of / Te Pou	Jacob Bradbury, Manager Planning & Delivery Transport
Matua:	Lynette Ellis, Head of Transport and Waste
Senior Manager / Pouwhakarae:	Jane Parfitt, Interim General Manager Infrastructure, Planning and Regulatory Services (Jane.Parfitt@ccc.govt.nz)

### 1. Purpose and Origin of Report Te Pūtake Pūrongo

- 1.1 The purpose of this report is to recommend how Council address the removal of Transport Choices funding in a way that ensures that projects are either funded from a different source, retimed, or considered through a future Annual Plan.
- 1.2 The report is staff generated in response to Government changes to the Transport Choices programme.
- 1.3 The decisions in this report are of high significance in relation to the Christchurch City Council's Significance and Engagement Policy. The Transport Choices projects are of Metropolitan Significance, and the level of significance was determined by looking across the entirety of the programme: the numbers of people affected, the current community interest as evidenced by the hearings and press coverage, and the potential costs and benefits to Council and residents.

### 2. Officer Recommendations Ngā Tūtohu

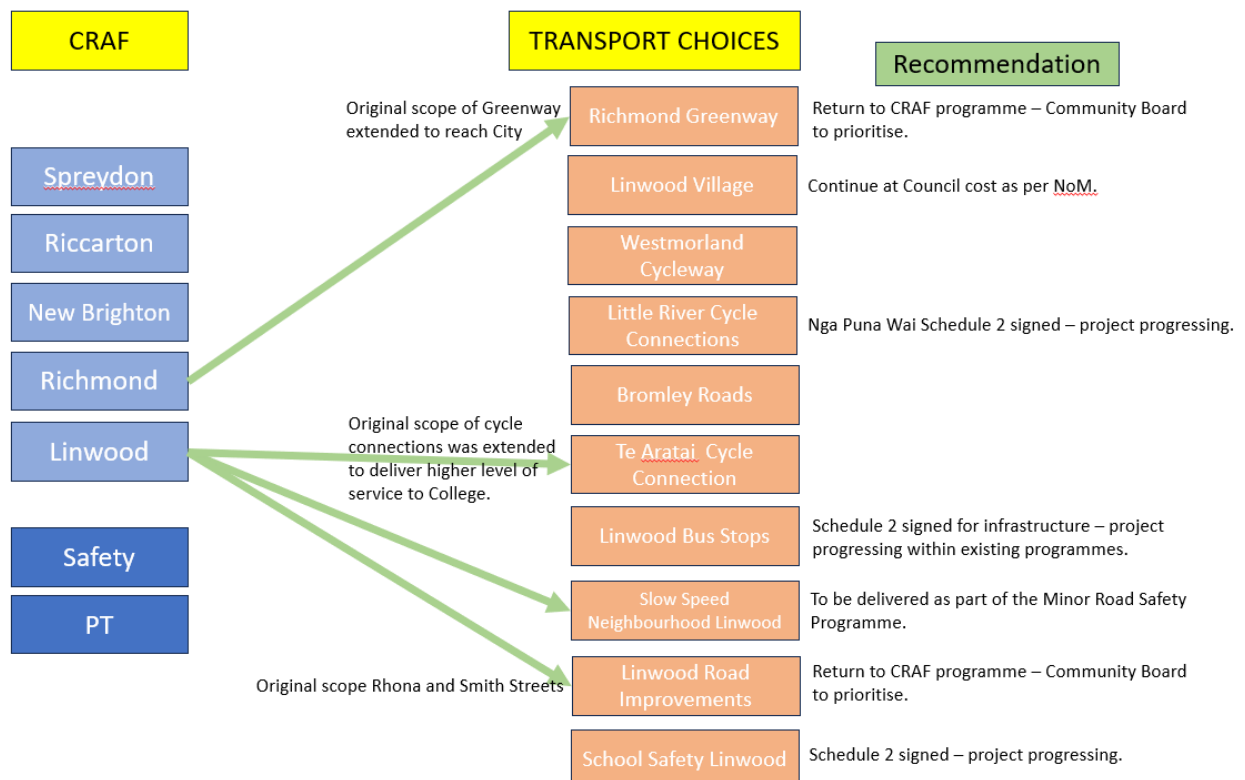
That the Finance and Performance Committee:

1. Receives the information contained in this report
2. Resolves that work will stop on the following Transport Choices projects and they will be assessed for inclusion in a future Annual Plan:
  - a. #72759 Westmorland Cycle Connections
  - b. #72755 Te Aratai Cycle Connections
  - c. #72760 Little River Link Cycle Connections – Simeon and Nash
  - d. #74469 Improving Bromley Roads
3. Resolves that #72758 Richmond Greenway and #72764 Linwood Roading Improvement will be returned to the Community Board to be prioritised as part of the Christchurch Regeneration Acceleration Facility (CRAF) programme.
4. Notes that work will continue for projects that have a signed Schedule 2 or are able to be accommodated within existing programmes, including:
  - a. #72777 School Safety Linwood
  - b. #72760 Little River Cycle Connections – Nga Puna Wai
  - c. #72779 Linwood Bus Stops
  - d. #72776 Slow Speed Neighbourhood - Linwood
5. Notes that work will continue for #34094 Linwood Village Streetscape Enhancements.
6. Notes that there is no impact on rates that were struck for the 2023/24 Financial Year.

7. Instructs staff to restart work on seven projects that were previously deferred:
  - a. #68430 Ferry Road – Active Transport Improvements
  - b. #68389 Condell Ave Street Renewals
  - c. #66406 Glandovey Road West and Idris Road – Active Transport Improvements
  - d. #2034 Burwood & Mairehau Intersection Improvement
  - e. #17060 Cycle Connections – Uni-Cycle
  - f. #26601 Major Cycleway - Ōtākaro-Avon Route (Section 1) Fitzgerald to Swanns Road Bridge (OARC)
  - g. #65986 Gardiners Road Shared Path - Wilkinsons to Styx Mill - Stage One

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

- 3.1 On 20 December 2023, Council received a letter from Hon Simeon Brown, Minister of Transport stating that any Transport Choices projects that did not have a signed Schedule 2 would not be funded.
- 3.2 The following diagram outlines the changes that were made to the Christchurch Regeneration Acceleration Facility (CRAF) work programme to generate the Transport Choices work programme. The diagram also talks to the proposed recommendations for this report.



- 3.3 The following projects will continue because they have a signed schedule 2 or are able to be delivered through existing programmes that are funded within the 2021/31 Long Term Plan:
  - 3.3.1 School Safety Linwood

- 3.3.2 Linwood Bus Stops
- 3.3.3 Nga Puna Wai section of Little River Link Cycle Connections
- 3.3.4 Slow Speed Neighbourhood Linwood
- 3.4 Linwood Village Streetscape Improvements will continue as per the direction following the Notice of Motion at the 6 December 2023 meeting. This project is under contract and able to be completed this construction season. The remaining amount to be spent this year (\$1,779,066) is less than the assumed local share for the overall Transport Choices programme (\$4.2m). Therefore, the rates impact is nil.
- 3.5 The Richmond Greenway and Linwood Road Improvements projects are returned to the relevant Community Boards to be delivered through the CRAF programme. The projects may require reprioritisation of CRAF projects, which may delay some progress. Staff will liaise with Community Board staff to assist with the prioritisation process for these two projects.
- 3.6 The remaining projects will be considered as projects in a future Annual Plan (likely to be 2025/26) or Long-Term Plan processes. The projects that will be delayed are:
  - 3.6.1 Westmorland Cycle Connections
  - 3.6.2 Te Aratai Cycle Connections
  - 3.6.3 Little River Link Cycle Connections – Simeon and Aidenfield
  - 3.6.4 Improving Bromley Roads
- 3.7 Advantages of the recommended proposal:
  - 3.7.1 There are no rates impacts to the proposed changes for the current financial year or the first year of the 2024/34 Long Term Plan
  - 3.7.2 The designs for all projects have been completed at little cost to Council.
  - 3.7.3 Allows time for alternative funding opportunities (e.g. NZTA) to be investigated.
- 3.8 Disadvantages of the recommended proposal:
  - 3.8.1 Community expectations have been raised, regarding the delivery of these project.
  - 3.8.2 Delaying project will mean that they could be impacted by escalation of costs due to inflation.
  - 3.8.3 Future potential changes to the local environment may lead to additional costs for re-design and/or additional consultation.
- 3.9 Seven projects that were deferred to resource the Transport Choices programme can be re-started. They have been prioritised as projects that:
  - 3.9.1 Can be progressed within current staffing levels.
  - 3.9.2 Likely to be low spend in this financial year.
  - 3.9.3 Generally, have an agreed subsidy method from the NZ Transport Agency.
  - 3.9.4 Are included in the draft 2024/34 Long Term Plan.

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

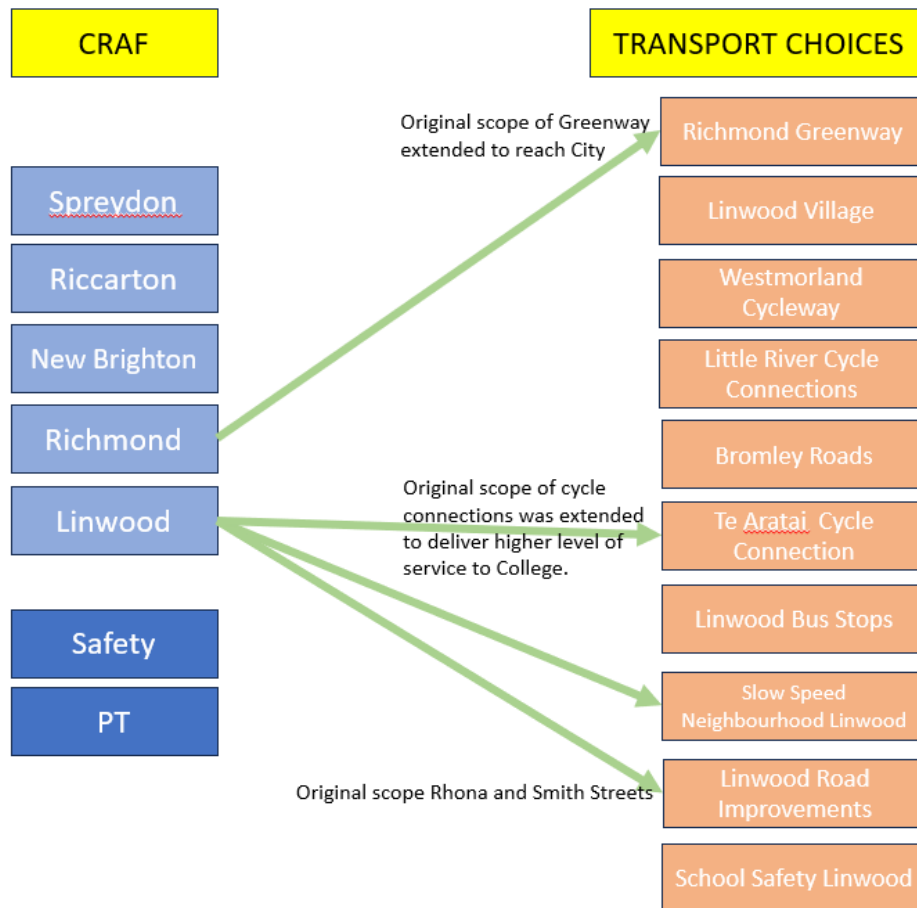
- 4.1 **Continue Transport Choices projects at Council cost:** This has not been recommended due to the financial impact on Council.

- 4.1.1 Advantages: Would continue momentum gained during design and consultation; deliver on community expectations; reduce the chance of scope/cost creep; reduce further delay on CRAF projects
- 4.1.2 Disadvantages: Significant financial impact on Council (Approx \$20m of capital expenditure ~0.2% on rates); unknown level of National Land Transport Funding (NTLF) subsidy; removes resource availability to restart deferred projects
- 4.2 **Do not restart deferred projects:** This is not recommended, as resources are available to start projects, which have agreed NLTf funding and community support.
  - 4.2.1 Advantages: Limit financial impact to Council and limit the risk of continuing with projects that may not be continued in the 2024/34 Long Term Plan.
  - 4.2.2 Disadvantages: Projects that the community are expecting to be delivered are not progressed.

## 5. Detail Te Whakamahuki

### Background

- 5.1 The Transport Choices programme aims to aid the transition towards a low emission and climate resilient future, by funding projects that make it easier to travel in ways that are good for the environment.
  - 5.1.1 Christchurch City Council was initially successful in attracting funding for 14 projects.
  - 5.1.2 At the Finance and Performance Committee meeting of 22 February 2023, staff were instructed to progress with 11 of these projects.
  - 5.1.3 Due to issues with deliverability, one further project was halted by mutual consent between Council and NZTA (Gloucester Street Central City East-West Connection). Staff informed Councillors of this via Memo on 1 June 2023.
- 5.2 The Transport Choices programme of 10 projects was developed from a range of different sources. The aim was to deliver more, at lower cost to ratepayers:
  - 5.2.1 Some of the projects came from projects that were not programmed until much later in the current LTP. This includes the Westmorland Cycle Connection; and the Simeon Street and Aidenfield sections of Little River Link Cycle Connections.
  - 5.2.2 In some cases, the work forms part of a rolling programme of work where staff have delegated authority to prioritise the specific projects undertaken within the programme. This includes: Slow Speed Neighbourhoods; and Bus Stop Improvements.
  - 5.2.3 In the case of Improving Bromley's Roads, the potential for additional funding allowed work packages that were identified but unfunded to be accelerated.
  - 5.2.4 In the case of projects originally part of the Christchurch Regeneration Acceleration Fund (CRAF) scope (diagram below), the potential additional funding allowed more projects to be delivered. This includes: Te Aratai College Cycle Connection; Richmond Neighbourhood Greenway; and Linwood and Woolston Roading and Transport Improvements.



5.3 The final list of projects being progressed was:

- 5.3.1 Richmond Greenway
- 5.3.2 Linwood Village Streetscape Enhancements
- 5.3.3 Westmorland Cycle Connections
- 5.3.4 Little River Link Cycle Connections
- 5.3.5 Improving Bromley Roads
- 5.3.6 Te Aratai College Cycle Connection
- 5.3.7 Linwood Bus Stops
- 5.3.8 Slow Speed Neighbourhood Linwood
- 5.3.9 Linwood Road Improvements
- 5.3.10 School Safety Linwood

5.4 Council developed designs for these projects through an iterative process involving NZTA's design team, and then conducted an extensive consultation process through the "Way Safer Streets" campaign.

5.4.1 Of the 10 projects, 9 had designs and detailed traffic resolutions approved at a special Council meeting held over the 21st and 22nd September.

5.4.2 The designs and detailed traffic resolutions for the remaining project (Linwood Bus Stop Improvements) have been split into tranches. The first batch of sites was approved at Council on 1st November 2023; the remaining sites had been expected to be presented to Council in early-2024.

- 5.5 On 27th October 2023, NZTA informed Councils that no further funding agreements would be signed until they “receive clear direction from the incoming government”.
- 5.6 At the Council meeting of 6th December 2023, through a Notice of Motion Council decided to start construction on the Linwood Village Streetscape project, despite the risk that this may not receive funding through the Transport Choices programme.

#### **Cancellation of the Transport Choices programme**

- 5.7 On 20 December 2023, Council received a letter from Hon Simeon Brown, Minister of Transport (see Attachment A). The letter advised that funding for Transport Choices projects that do not have agreed construction funding (Schedule 2) will not be funded moving forward.
  - 5.7.1 It is noted that in an informal discussion with Elected Members on 14 November 2023, staff were asked to compile a priority list for the Transport Choices programme, to allow staff to react swiftly in the event of further changes in Transport Choices funding without having to return to Council. However, in light of this letter from the Minister this is no longer required so has not been enacted.

#### **Current status of Transport Choices projects**

- 5.8 The current status of Council’s Transport Choices programme is shown in Attachment B.
  - 5.8.1 All projects with a tick in the Detailed Design column are at a stage where construction could be started quickly.

#### **Next steps – Projects that will continue**

- 5.9 The following projects have a Schedule 2 signed and will therefore continue.
  - 5.9.1 School Safety Linwood
  - 5.9.2 Nga Puna Wai section of Little River Link Cycle Connections
  - 5.9.3 Infrastructure purchase for Linwood Bus Stops.
- 5.10 The installation of the Linwood Bus Stop infrastructure will be completed through the delivery of existing projects that are included within either the PT Futures programme and the Delivery Package – Public Transport Stops, Shelters and Seating Installations.
- 5.11 The Slow Speed Neighbourhood Linwood project will continue as it can be delivered through the Delivery Package – Minor Road Safety Improvements and will be eligible for NZTA subsidy through the NZTA Low-Cost-Low-Risk funding category. This was advised to Councillors via memo on 20 December 2023.
- 5.12 Following the Council meeting of 6 December 2023, staff have progressed the construction of Linwood Village Streetscape Enhancements. This project was ready for construction and able to be completed in this construction season. The remaining cost of this project is \$3,155,718.

#### **Next Steps – Projects to return to the CRAF**

- 5.13 It is proposed the following projects are delivered by the CRAF programme and re-prioritised by the Community Board if appropriate:
  - 5.13.1 Linwood Road Improvements
  - 5.13.2 Richmond Greenway
- 5.14 Community Boards may need to review and reprioritise CRAF projects following this decision. This may have an impact on the progress of some other CRAF projects in the affected areas. Staff will liaise closely with Community Board staff to assist with the prioritisation process for these two projects.

**Next Steps – Projects to be considered through a future planning process**

- 5.15 It is proposed that the following projects are considered for inclusion in a future Annual Plan process:
- 5.15.1 Te Aratai Cycle Connections – over the course of Transport Choices the scope of this project developed to deliver a higher level of service to the local community, particularly Te Aratai College. This project was well supported by the school community and the team have managed to work through the majority of concerns some of the local businesses had.
  - 5.15.2 Improving Bromley Roads – this project was developed to deliver road safety measures in and around the Bromley streets. The team worked hard to engage with a community that had little trust in Council delivering on the promises made. As such, not continuing with the project could lead to further community cynicism and disengagement. This project could be delivered early in the LTP through the NZTA Low-Cost-Low-Risk funding category.
  - 5.15.3 Both of these projects would have to progress through NZTA funding and business case processes before any potential subsidy could be assured.
- 5.16 It is proposed that the following projects are delivered when programme level funding is available. Likely as part of the 2027/37 Long Term Plan:
- 5.16.1 Simeon and Aidenfield sections of the Little River Link Cycle Connections - These projects would be delivered through Cycle Connections – Little River Link.
  - 5.16.2 Westmorland Cycleway – this project would be re-scoped and started when the budget is available through Cycle Connections – Nor’West Arc.

**Previously Deferred Projects**

- 5.17 On 22 February 2023 the Finance & Performance Committee made the decision to put the Transport Choices projects on to the capital programme. To manage resource constraints a number of ongoing projects were also deferred. There is now an opportunity to restart some of these projects.
- 5.17.1 The deferred projects have been included in Attachment C, sorted by staff’s assessment of the benefit of restarting these. The sorting takes into account the availability of subsidy through the NLTF, the likelihood of this remaining on Council’s programme in the next LTP period, time-pressure (including interfaces with other projects), and community support.
  - 5.17.2 Staff recommendation is to restart the top 7 ranked projects (Ferry Road to Gardiners Road) for the following reasons:
    - Can be progressed within current staffing levels.
    - Likely to be low spend in this financial year (<\$0.5m overall) but enable delivery of some of these projects early in the next financial year.
    - Mostly these have agreed subsidy methods from the NZ Transport Agency.
    - Are included in the draft 2024/34 Long Term Plan.

**Affected Areas**

- 5.18 The decisions in this report affect the following wards/Community Board areas:
- 5.18.1 Waitai Coastal-Burwood-Linwood Community Board
  - 5.18.2 Waipapa Papanui-Innes-Central Community Board

- 5.18.3 Waihoru Spreydon-Cashmere-Heathcote Community Board
- 5.18.4 Waipuna Halswell-Hornby-Riccarton Community Board
- 5.18.5 Waimāero Fendalton-Waimairi-Harewood Community Board

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

### Strategic Alignment Te Rautaki Tīaroaro

- 6.1 This is aligned with Council's stated strategies, specifically:
  - 6.1.1 Financial Strategy: "Provide cost-effective infrastructure and facilities"
  - 6.1.2 Infrastructure Strategy: "Reducing greenhouse gas emissions" and "Delivering within financial constraints"
- 6.2 This report supports the [Council's Long Term Plan \(2021 - 2031\)](#):
- 6.3 Transport
  - 6.3.1 Activity: Transport
    - Level of Service: 10.0.2 Increase the share of non-car modes in daily trips - >=37% of trips undertaken by non-car modes
    - Level of Service: 10.0.41 Reduce emissions and greenhouse gases related to transport - <=1.08 million tonnes of CO2 equivalents
    - Level of Service: 10.4.4 Improve user satisfaction of public transport facilities (number and quality of shelters and quality of bus stop) - >=73% resident satisfaction
    - Level of Service: 10.5.2 Improve the perception that Christchurch is a cycling friendly city - >=67% resident satisfaction
    - Level of Service: 10.5.42 Increase the infrastructure provision for active and public modes - >= 600 kilometres (total combined length)
    - Level of Service: 16.0.10 Maintain the perception that Christchurch is a walking friendly city - >=85% resident satisfaction

### Policy Consistency Te Whai Kaupapa here

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

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

- 6.5 The decision does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does not specifically impact Mana Whenua, their culture and traditions.
- 6.6 The decision does not involve a matter of interest to Mana Whenua and will not impact on our agreed partnership priorities with Ngā Papatipu Rūnanga

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

- 6.7 The decisions in this report are likely to:
  - 6.7.1 Have little impact to adaptation to the impacts of climate change.
  - 6.7.2 Contribute negatively to emissions reductions.
- 6.8 The Transport Choices projects were about encouraging and supporting mode shift towards cycling, micro-mobility, walking, and public transport, with their inherently lower carbon



footprint. The selection of Linwood as the focal point of the programme was an acknowledgement that the area suffers from “transport poverty”, so the potential for use of new facilities was considered high. Therefore, the removal of these projects mean these benefits will not be realised in the short term.

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

- 6.9 While many of the projects referred to in this report support improved accessibility, the report is about funding for projects, and the accessibility considerations are better dealt with in the design detail of the individual projects.

## 7. Resource Implications Ngā Hiraunga Rauemi

### Capex/Opex Ngā Utu Whakahaere

- 7.1 At the time of the 2023/24 Annual Plan the Council local share of the Transport Choices programme was calculated as \$4,205,379.
- 7.2 The financial implications of the proposed budget changes as a result of the changes to the Transport Choices programme are outlined in the following table.

#	Project	Spend to date	Remaining Spend *	Estimated Council Local Share (Remaining)	Rates impact
		\$	\$	\$	
72758	Richmond Greenway	153,905	5,000	500	No rates impact - the scope is planned for within CRAF projects. CRAF budget has been allowed for in the current (21/31) LTP.
34094	Linwood Village Streetscape Enhancements †	965,374	3,155,718	2,840,146	No rates impact as total spend (minus NZTA subsidy 10%) is less than total rated for as local share of Transport Choices projects (~ \$3.9m).
72759	Westmorland Cycle Connections	419,795	500	50	No rates impact, any spend will be determined as part of a future AP or LTP process.
72760	Little River Link Cycle Connections	637,837	53,000	5,300	No rates impact, spend for Nga Puna Wai is Schedule 2 spend. Remaining spend will be determined as part of a future AP or LTP process.
74469	Improving Bromley Roads	354,972	500	50	No rates impact, any spend will be determined as part of a future AP or LTP process.
72755	Te Aratai Cycle Connections	367,450	63,000	6,300	No rates impact, any spend will be determined as part of a future AP or LTP process.
72779	Linwood Bus Stops	596,886	1,350,000	135,000	No rates impact as Schedule 2 spend and delivering through existing FY24 programmes.
72776	Safe Speed Neighbourhood Linwood	101,933	500	50	No rates impact as delivering through existing FY24 programmes.
72764	Linwood Road Improvements	243,978	9,700	970	No rates impact - the scope is planned for within CRAF projects. CRAF budget has been allowed for in the current (21/31) LTP.
72777	School Safety Linwood	408,755	264,000	26,400	No rates impact as Schedule 2 spend.
<b>TOTAL</b>		<b>4,250,885</b>	<b>4,901,918</b>	<b>3,014,766</b>	
<b>COUNCIL LOCAL SHARE</b>		<b>386,088</b>		<b>3,400,855</b>	

\*Remaining Spend includes remaining Transport Choices Schedule 1 costs (90% subsidy).

† Linwood Village includes around \$390k of actual spend incurred before Transport Choices

- 7.3 The Council local share spend to date on the Transport Choices programme plus the estimated remaining spend is \$3,400,855 (\$386,088 + \$3,014,766). This is less than was rated for as per 7.1)

## 8. Legal Implications Ngā Hiraunga ā-Ture

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

- 8.1 Council have the delegation to make changes to the capital programme

### Other Legal Implications Ētahi atu Hiraunga-ā-Ture

- 8.2 There is no legal context, issue, or implication relevant to this decision




## 9. Risk Management Implications Ngā Hīraunga Tūraru

- 9.1 Given the recent change of government and lack of a published Government Policy Statement on transport, there is little clarity on the availability of NLTF subsidy

## 10. Next Steps Ngā Mahinga ā-muri

- 10.1 Staff will implement the outcome of any Council decision.

## Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Letter from Minister of Transport regarding Transport Choices.	23/2136057	101
B 	Status of Christchurch City Council Transport Choices programme	23/2136058	102
C 	Deferred projects - consideration for re-starting	23/2138874	103

In addition to the attached documents, the following background information is available:

Document Name – Location / File Link
Not applicable

## Confirmation of Statutory Compliance Te Whakatūturutanga ā-Ture

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).
(a) This report contains:
(i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
(ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.
(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

## Signatories Ngā Kaiwaitohu

<b>Authors</b>	Jacob Bradbury - Manager Planning & Delivery Transport Lynette Ellis - Head of Transport & Waste Management
<b>Approved By</b>	Lynette Ellis - Head of Transport & Waste Management Jane Parfitt - Interim General Manager Infrastructure, Planning and Regulatory Services

**Hon Simeon Brown**

MP for Pakuranga

Minister for Energy

Minister of Local Government

Minister of Transport

Minister for Auckland

Deputy Leader of the House



**20 DEC 2023**

Dear Mayor and Chief Executive

A number of local authorities have been working with New Zealand Transport Agency Waka Kotahi (NZTA) on projects funded through the Climate Emergency Response Fund (CERF) under the Transport Choices programme. NZTA paused funding commitments for these projects at the end of October 2023.

I am writing to inform you of my decisions regarding the Transport Choices programme:

- All projects that were put on hold at the end of October 2023 will not receive any further funding, and therefore will not proceed to implementation/construction as part of the Transport Choices programme.
- The Transport Choices projects that already have a signed Schedule 2 (implementation/construction) funding agreement with NZTA are not impacted, and can continue to progress to delivery.
- All councils proceeding in the programme with a signed Schedule 2 funding agreement are to complete their Transport Choices projects by June 2025.

NZTA will be in communication with your teams early in the New Year to discuss implications for your project(s) specifically.

Thank you for your understanding as we work through these changes.

Yours sincerely,

Hon Simeon Brown  
**Minister of Transport**

Status of Christchurch City Council Transport Choices projects							
Project	Scheme Design	Schedule 1 <sup>5</sup>	Consultation	Detailed Design	Procurement	Schedule 2 <sup>5</sup>	Construction
PT Bus Priority - Gloucester Street <sup>1</sup>		x					
Southeast Orbital Cycle Connection <sup>1</sup>		x					
Healthy Streets Linwood <sup>1</sup>		x					
Gloucester Street Central City East-West Connections <sup>2</sup>	✓	\$217,447					
Te Aratai College Cycle Connection	✓	\$810,847	✓	✓	✓		
Westmorland Cycle Connection	✓	\$358,454	✓	✓	✓		
Richmond Neighbourhood Greenway	✓	\$218,682	✓	✓	✓		
Little River Link Cycle Connections		\$1,043,003					
- Nga Puna Wai	✓		✓	✓	✓	\$330,315	✓
- Aidenfield	✓		✓	✓	✓		
- Simeon Street	✓		✓	✓	✓		
Improving Bromley's Roads	✓	\$744,990	✓	✓	✓		
Linwood Village Streetscape Enhancements <sup>34</sup>	✓	\$511,920	✓	✓	✓		✓
Linwood and Woolston Improvements	✓	\$401,026	✓	✓	✓		
School Safety Linwood	✓	\$184,984	✓	✓	✓	\$563,704	✓
Slow Speed Neighbourhoods Linwood	✓	\$358,450	✓	✓	✓		
Linwood Bus Stop Improvements		\$948,456					
- Priority 1	✓		✓	✓	✓	\$1,464,535	
- Priority 2	✓		✓				
- Priority 3 & 4	✓						
- Priority 5 & 6							
Complementary Project - Bikes in Schools (OPEX)	✓	x	N/A	✓	✓		

<sup>1</sup> Projects not progressed by Council

<sup>2</sup> Project stopped during Scheme Design by mutual consent

<sup>3</sup> Council had spent approximately \$390,000 to complete Scheme Design and Consultation of this project prior to Transport Choices

<sup>4</sup> Project progressed to construction without Schedule 2 funding agreement

<sup>5</sup> Schedule 1 & 2 sums show agreed external funding (ie. does not include local share)

ID	Project Title	Deferred FY24 Budget	In Draft FY24-34 LTP	NZTA funding agreed	Stage	Notes
68430	Ferry Road - Active Transport Improvements	\$49,500	✓	Funded under LCLR	Scheme Design	Has strong local support Next step is to brief the board and then consultation
68389	Condell Ave Street Renewals	\$490,000	✓	Maintenance	Scheme Design	Given delays with NorWest Arc, it may be possible to develop a design that can be delivered alongside the MCR works. However, the high level of contaminated material and drainage issues mean this would likely cost more than the current budget. Next step would be to complete the scheme design
66406	Glandovey Road West and Idris Road - Active Transport Improvements	\$264,766	✓	Funded under LCLR	Consultation	Has strong local support and consultation has been carried out. Next step is scheme design approval, then detailed design
2034	Burwood & Mairehau Intersection Improvement	\$101,882	✓	Funded under LCLR	Concept	Ranked in top 400 intersections for safety, but is seen by community (including Waitākiri school) as a major block to pedestrian movements in the area Little design work done to date Next step is concept design
17060	Cycle Connections - Uni-Cycle	\$138,277	✓	Funded under LCLR	Concept	Key objectives to provide better links from MCR to Riccarton Mall, Avonhead shopping centre, Central City East-West links, and to various schools
26601	Major Cycleway - Ōtākaro-Avon Route (Section 1) Fitzgerald to Swanns Road Bridge (OARC)	\$104,755	✓	Not yet approved	Concept	Route selection to be undertaken as next stage. Would then allow Business Case for subsidy to be progressed
65986	Gardiners Road Shared Path - Wilkinsons to Styx Mill - Stage One	\$60,000	✓	Not yet approved	Concept	Is a link between new developments. Next step would be scheme design
60421	Pound & Ryans Road Corridor Improvements	\$100,000	✓	Not yet approved	Concept	Ongoing issues with road condition due to the high number of heavy vehicles and drainage issues, causing a higher than expected OPEX cost. Developing a permanent fix would reduce this, although minimal design work done to date
1969	Central City Projects - Wayfinding	\$62,136	✓	Not yet approved	Execute	Low cost with large benefits. Is rolled out continually to tie in with changing needs in the city, rather than as a single project
18371	Central City Projects - Gloucester Street (Manchester to Colombo)	\$361,551	✓	Not yet approved	Scheme Design	Works programmed to tie into Court Theatre opening. By advancing it would provide continuity with current temporary Streets for People layout. However, there is still some uncertainty around future land use in this area Next step would be scheme design
52228	Cycle Facilities & Connection Improvements	\$150,000	✓	Not yet approved	Detailed Design	This is made up of a number low cost interventions to improve cycle facilities in the Central City, mostly on the western side. Many are ready for tender and then construction
18341	Central City Projects - Ferry Road (St Asaph to Fitzgerald)	\$105,163	✓	Not yet approved	Concept	Current "temporary" layout could be extended, but current OPEX impact would not be resolved Next step would be scheme design
26605	Major Cycleway - Ōpāwaho River Route (Section 3) Waltham to Ferrymead Bridge	\$104,750	✓	Not yet approved	Concept	Route selection to be undertaken as next stage. Would then allow Business Case for subsidy to be progressed
59181	Central City Projects - Antigua Street Cycle Network (Tuam-Moorhouse)	\$1,119,580	✓	Not yet approved	Detailed Design	Design complete. Planned for completion to tie in with the opening of Parakiore, meaning there would be little benefit in progressing this at this stage
914	Core Public Transport Corridor & Facilities - South (Colombo St)	\$132,432	✓	Not yet approved	Concept	Forms part of PT Futures and is included in the Detailed Business Case and programme level funding in the next LTP
60115	Radcliffe Road Corridor Improvement	\$1,685	✓	Not yet approved	Concept	Difficult to progress at this time due to Kiwirail interface and need to design crossing in conjunction with Thompsons Road crossing. Little design work carried out beyond the crossing
243	Greers, Northcote & Sawyers Arms Intersection Improvement	\$49,000	×	Approved	Scheme Design	Little benefit in progressing as not currently funded in next LTP Outline Scheme Design complete - next steps would be safety audit, design tweaks, and consultation
17199	Main North, Marshland & Chaney's Corner Intersection Improvement	\$202,294	×	Funded under LCLR	Scheme Design	Little benefit in progressing as not currently funded in next LTP Scheme Design and Safety Audit complete - next step would be consultation
60097	Marshlands Road Corridor Improvement (Prestons Road to Old Waimakariri Bridge)	\$227,731	×	Funded under LCLR	Scheme Design	Little benefit in progressing as not currently funded in next LTP Scheme Design and Safety Audit complete - next step would be consultation
930	Sockburn Roundabout Intersection Improvement	\$83,804	×	Funded under LCLR	Concept	Potential MRT impact, so little value in proceeding at this time
60236	Central City Projects - Worcester Street (Fitzgerald Ave to Madras Street)	\$157,133	×	Next LTP	Concept	Little benefit in progressing as not currently funded in next LTP Temporary solution currently in place to link MCR to Central City via Latimer Square: little design work completed to date on a permanent solution
41686	Moorhouse & Stewart Intersection Improvements	\$157,133	×	Not yet approved	Concept	Little benefit in progressing as not currently funded in next LTP No design work carried out to date
66701	Delivery Package - EV Charging At CCC Off Street Parking Buildings & Facilities	\$120,000	×	Not Eligible	Plan	Little benefit in progressing as not currently funded in next LTP



## 12. Riccarton Bush Trust - Financial performance

Reference / Te Tohutoro: 24/33543

Report of / Te Pou Linda Gibb, Performance Advisor, Resources Group  
Matua: (linda.gibb@ccc.govt.nz)  
Senior Manager / Russell Holden, Acting General Manager Resources/Chief Financial  
Pouwhakarae: Officer (russell.holden@ccc.govt.nz)

### 1. Purpose and Origin of Report Te Pūtake Pūrongo

- 1.1 This report presents the Riccarton Bush Trust's (RBT's) half year performance report for the period 1 July-31 December 2023 and annual reports for 2021/22 and 2022/23.
- 1.2 This report has been written following receiving RBT's half year report for 2023/24 in January 2024 and annual reports for 2021/22 and 2022/23 in November 2023.
- 1.3 Audit New Zealand signed off RBT's financial statements for both 2022 and 2023 on 22 November 2023. Its audit report in the 2022 annual report advises that the audit is late due to an auditor shortage in New Zealand and the consequential effects of COVID-19, including lockdowns. The audit of the 2023 annual report was unable to be signed off until the 2022 had been. Therefore, it was received late as well.

The Council has had a line of sight to RBT's performance from staff reporting on its half year reports in both 2022 and 2023. Half year reports do not require audited financial statements.

### 2. Officer Recommendations Ngā Tūtohu

That the Finance and Performance Committee:

1. Receives the Riccarton Bush Trust's Half Year Report for the period 1 July- 31 December 2023;
2. Receives the Riccarton Bush Trust's Annual Report for 2022/23; and
3. Receives the Riccarton Bush Trust's Annual Report for 2021/22.

### 3. Summary

#### Half year 2023/24 performance

- 3.1 RBT's half year report for 2023/24 is at **Attachment A**. Financial performance is shown in the table below:

	6 months Actual 2023/24 \$000	6 months SOI target 2023/24 \$000	Variance \$000	6 months Actual 2022/23 \$000	Variance \$000
Revenue	322	310	+12	465	-143
Expenses	(502)	(310)	-192	(631)	+129
Surplus/(deficit)	(180)	0	-180	(166)	-14

- 3.2 **Against the SOI target**, the deficit was higher by \$180,000 made up of increased revenue of \$12,000 (3.8%) and higher costs of \$192,000 (62%). The variance in costs includes depreciation of \$151,000 not included in the SOI forecast and \$29,000 made up of a combination of unplanned legal expenditure to support a submission on the Christchurch District Plan of around \$10,000, additional insurance costs of \$7,000 following the increase in value of

Riccarton House in 2022/23 and greater than expected inflationary pressure, technology costs to address issues following the Trust's website being compromised of \$3,600 and remuneration costs of around \$10,000 (14%). Remuneration increased partly due to wage inflation, a significant increase in the living wage and additional bush and house tours.

- 3.3 **Against the six months last year**, the deficit is higher by \$14,000, made up of lower revenue of \$143,000 offset by lower costs of \$129,000. For the most part this reflects a mismatch in timing between funding received from the Council and expenditure incurred for house painting.
- 3.4 **Non-financial performance targets** - performance achieved shows increases in overall participation in activities including the on-site café, independent tours and bush walks compared to the same period in the previous year.
- 3.5 All targets are on track to be met by year end other than the Bush Enhancement Project. The Project is discussed in the Annex to this report.

#### Annex

- 3.6 An account of RBT's financial performance over the past six years is annexed to this report.

#### Annual Report 2022/23

- 3.7 RBT's annual report for 2022/23 is at **Attachment B**. The following table summarises financial performance in 2022/23 compared with SOI targets and with 2021/22.

	Actual 2022/23 \$000	SOI target 2022/23 \$000	Variance \$000	Actual 2021/22 \$000	Variance \$000
Revenue	934	567	+367	688	+246
Expenses	1,103	567	+536	872	+231
<b>Surplus/(deficit)</b>	<b>(170)</b>	<b>0</b>	<b>-170</b>	<b>(184)</b>	<b>-14</b>




- 3.8 **Against the SOI target**, the deficit is higher by \$170,000 largely due to depreciation expense of \$304,000 offset by the Council's capital grant of \$123,500. Neither of these items are forecast in the SOI.
- 3.9 In general, an increase in visitors following COVID-19 led to operating revenue gains (including commissions from the on-site restaurant and bush and house tour revenues) lead to higher revenue of \$24,000 and interest income of \$8,500. A recovery was made of \$18,000 for additional insurance premium incurred in the prior year (as a result of an uplift in value of Riccarton House).
- 3.10 Reflecting the increase in demand for tours as well as inflation (including living wage adjustment) remuneration expenses increased by \$23,000 and general expenses (including asset maintenance) by around \$20,000.
- 3.11 **Against the prior year (2021/22)** the deficit is lower by \$14,000. More visitors than expected post COVID-19 restrictions led to higher donations of \$55,000, grants by \$17,000, commissions from the on-site restaurant of \$23,000 and income from house and bush tours of \$24,000. Offsetting these gains were increased depreciation of \$33,000 as a result of an uplift in value of Riccarton House and historic house expenses of \$50,000 due to unexpected repair works (funded from RBT's reserves), a higher insurance levy due to the Riccarton House value appreciation and inflation and higher remuneration costs of \$16,000.



### Non-financial performance

- 3.12 Reasons for the delay in implementing the Bush Enhancement Project are discussed in the Annex.
- 3.13 Predator control has led to numbers remaining in line with the prior year. This does not meet the target of an observable decrease in activity. This is probably a one-off anomaly as it has been met in prior years.
- 3.14 In the latter half of calendar year 2023, the RBT and Council staff commenced engagement on the Council's 2030 net neutral emissions target.

### Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Riccarton Bush Trust - Half year report 2023/24	24/128622	110
B 	Riccarton Bush Trust - Annual Report 2022/23	24/15984	124
C 	Riccarton Bush Trust - Annual Report 2021/22	23/2125951	171

In addition to the attached documents, the following background information is available:

Document Name – Location / File Link
Not applicable

### Confirmation of Statutory Compliance Te Whakatūtutanga ā-Ture

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).
(a) This report contains: <ul style="list-style-type: none"> <li>(i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and</li> <li>(ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.</li> </ul>
(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

### Signatories Ngā Kaiwaitohu

<b>Author</b>	Linda Gibb - Performance Monitoring Advisor CCO
<b>Approved By</b>	Russell Holden - Acting General Manager Resources/Chief Financial Officer

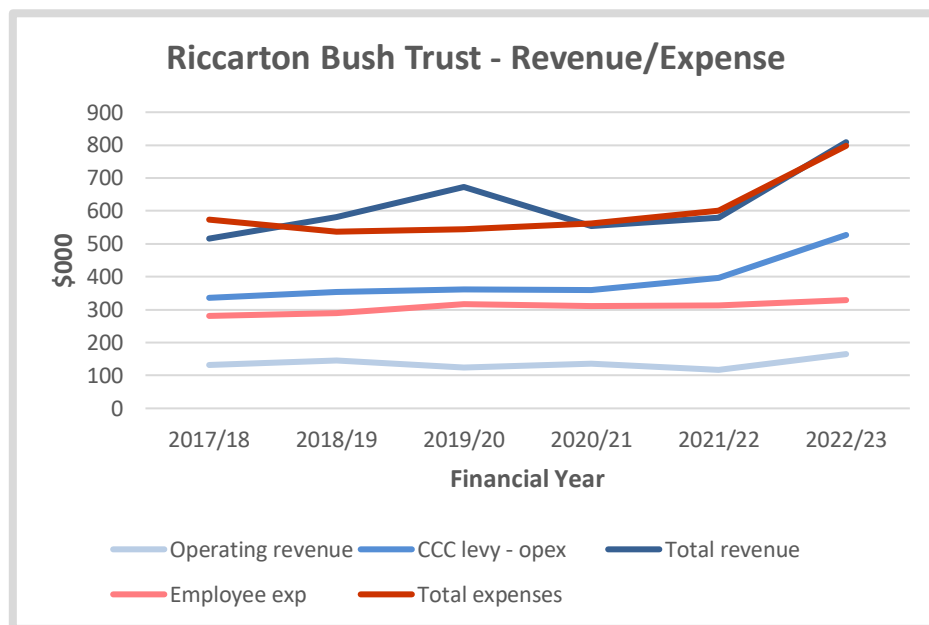
### Riccarton Bush Trust – Financial Performance

RBT is a charitable trust, incorporated under an Act of Parliament in 1914. The Riccarton Bush Amendment Act 2012 requires that the RBT must provide a financial plan to the Council annually for approval. The Trust administers 7.8 hectares of native bush and Riccarton (historic) House.

The Trust supplements the Council’s funding with its own revenue generating initiatives such as rent and commissions from the on-site café (The Quarters) and Saturday market. The Trust has been particularly successful over the years in securing grants that support the historic nature of the House, but not so much on business as usual repairs and maintenance.

#### Performance against prior years

The following graph shows trends of revenues and costs over the past five years. The first year, 2018/19 was the last full financial year before COVID-19. With a relatively small operation and budget, RBT is very sensitive to reduced visitor numbers at the on-site café (which accounts for around 15% of its total revenue in rent and commissions) as well as the Saturday market, visitor and school tours and donations.



The graph shows that upward trajectory of costs and revenues as COVID-19 restrictions were removed late in the 2021/22 financial year.

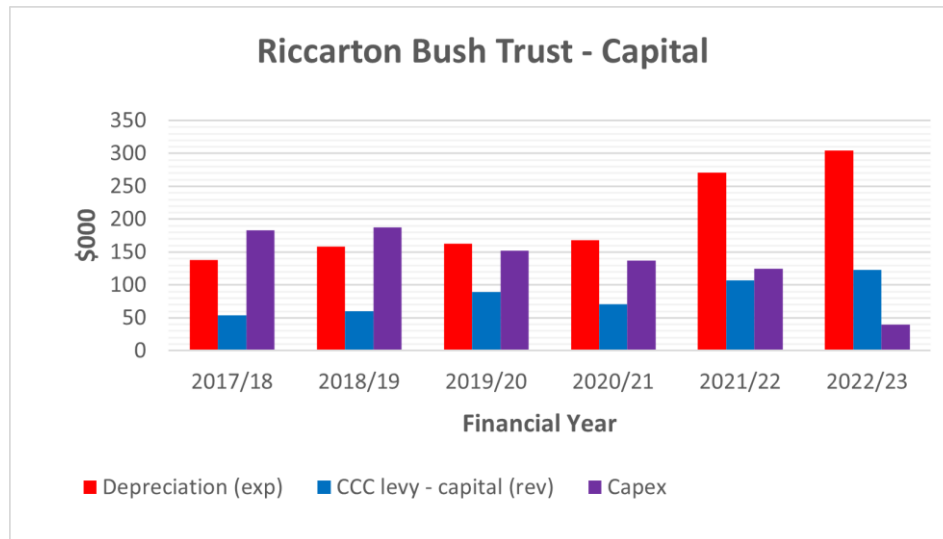
The chart reflects relatively stable in and out-flows with the following key variances:

- total revenue in 2019/20 was enhanced with the securing of grants of \$117,000 compared with an average of \$46,000 over the other five years; all were for capital projects (not shown in the graph);
- sharp increase in the Council’s operating levy of \$167,000 in 2022/23 largely to meet the costs of painting Riccarton House; and
- increase in operating revenue reflects the return of visitors to the café, independent tours and Saturday market following the lifting of COVID-19 restrictions. In 2022/23 there were 26,000 more visitors (+25%) to the grounds, house and bush than in the prior year.

#### Assets

Total assets mostly Riccarton House and land/bush have a value of \$17 million in 2023, compared with \$14 million in 2020/21 (the last year with COVID-19 restrictions). This has pushed up the annual (non-cash) depreciation charge from circa \$170,000 to \$304,000.

Capital re-investment in the assets (including both repairs and maintenance of the property and heritage investment) relative to the depreciation charge is shown in the chart below. It also shows the contribution to the capital expenditure programme made by the Council:



The RBT contributes to the capital re-investment from actively seeking grants and from its own income earning activities. Most grants received are to support the maintenance of the historic attributes of Riccarton House, rather than for repairs and maintenance.

Note that the capital funding provided by the Council in 2022/23 is greater than expenditure due to the slower progress being made on the Bush Enhancement project than expected (discussed below). There is a risk that the RBT will need to seek additional capital funding from the Council to, at a minimum ensure health and safety and maintain value in the historical site if the availability of third party grants continues to be constrained.

### Bush Enhancement project

The Council's capital grant to the Trust was \$123,000 in 2022/23. This is part of the funding requirements for the almost \$2.5 million Bush Enhancement Project. The project includes upgrade of the boardwalk and path system throughout the Bush which is old and poses a health and safety risk, as well as being inaccessible for many as a result of uneven surfaces due to wear and tear.

The RBT has expected to raise 50% of the funding for this project. However, its ability to raise the funding is at risk due to greater community demand for charitable funding. This is exacerbated by Rata Foundation's advice to the Trust that the project needs to have mana whenua input/endorsement to be eligible for grant consideration.

The RBT considers it essential to work in partnership with Ngāi Tūāhuriri throughout the project. RBT engaged Matapopore (established and given delegation by Ngāi Tūāhuriri) to develop a cultural design strategy that informed the concept and design of the project. Matapopore is no longer operational and funders are now requiring that RBT show evidence that Ngāi Tūāhuriri Runanga endorses Matapopore's work. This has not been forthcoming from the Runanga for reasons that are not clear to the RBT.

The Trust has advised that it will not proceed with those parts of the project that are to integrate Ngāi Tūāhuriri narratives, values and association with the Bush through design, art, entrance experience and interpretation. It will however need to complete those parts of the project that are driven by health and safety requirements which includes upgrading the tracks and supporting infrastructure, developing areas for larger groups and providing interpretation to educate, engage and encourage participation.

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RICCARTON HOUSE & BUSH  
PŪTARINGAMOTU



Unaudited half year report to 31 December 2023

RICCARTON HOUSE & BUSH  
PŪTARINGAMOTU 

## RICCARTON BUSH TRUST

### Background

These are the unaudited interim financial statements of the Riccarton Bush Trust ("the Trust"). The financial statements of the Trust are for the six months ended 31 December 2023. The financial statements were authorised for issue by the Trust Board on 24 January 2024.

The Trust was formed by an Act of Parliament and operates and manages Riccarton House and grounds together with Riccarton Bush. The key objectives of the Trust are to:

- protect and enhance the indigenous flora, fauna and ecology of Riccarton Bush;
- conserve Deans Cottage, Riccarton House and their grounds with Riccarton Bush and the Deans family history; and
- encourage public use and participation of the reserve and to inform visitors about the natural, Maori and colonial heritage of Christchurch.

### Trustees

The persons holding office as Trustees for the year to date and at 31 December 2023 were:

Bob Shearing (Chairman)  
Bob Lineham (Deputy Chair)  
Tim Deans  
Pippa Ensor  
Nigel Harris  
Justin Morgenroth  
Shirish Paranjape  
Mark Peters  
Marie Pollisco

### State of Affairs

For the six months ended 31 December 2023 Trust recorded a net loss before depreciation of \$28,633 compared to net loss before depreciation of \$14,044 for the same period last year.

Total income (including interest) was \$322,007 which is \$11,565 higher than the target of \$310,442 but was lower than last year's income of \$464,663.

Revenue from operations fell slightly short of the target due to lower commissions received from The Quarters (18% lower than target) and reduced revenue from door sales (5% lower than target). On a positive note, income received from independent tours exceeded the budget by 39%.

Revenue from operations showed a slight increase compared to last year. There is a significant increase in school visits (77% higher than last year) and independent tours (22% higher than last year) during this period compared to last year. However, revenue from door sales experienced a 22% decline compared to last year.

Other revenue, which includes donations, interest and levy from Christchurch City Council, was 6% higher than the target, driven by the revenue received from the Heritage Festival, venue hires for photoshoots, advertisement for the Bush Telegraph and interest received. Also, the Trust received donations for project that were not budgeted due to their unpredictability.

RICCARTON HOUSE & BUSH  
PŪTARINGAMOTU



## RICCARTON BUSH TRUST

However, other revenue was 36% lower than last year, mainly due to the recognition of \$161,416 income related to the exterior painting of the house initially recognised at revenue in advance last year.

Operating expenses (excluding depreciation and project cost) were \$349,549 which was \$39,107 higher than the budget of \$310,442 and \$128,433 lower than last year.

Operating expenses were higher than the budget mainly due to unanticipated solicitor's fee for submission on change to Christchurch District plan and unexpected increase on insurance revaluation of the house resulting to significantly increasing the insurance cost during the year.

Other expenses that contributed to expenses to be higher than the budget was website fixes due to the website being hacked last year and improving the online booking system, promotional activities, and tree works, including oak tree removal and remedial pruning of oak trees.

Operating expenses were significantly lower than last year primarily due to expenditures related to the exterior painting of the house, which amounted to \$166,958 and were incurred last year.

Item 12

Attachment A

## RICCARTON BUSH TRUST

### Operational Highlights and Challenges

In July we introduced “Storytime” for “littlies” on a Friday Morning. The last story time of the year had over 50 caregivers and children with a special guest appearance from “Ranger Santa”. These sessions, although fun and informal, increase visitor knowledge about Riccarton House and Bush and create ongoing interest and engagement for a younger audience and their families.

The Heritage Festival in October saw a collaboration with Kate Sheppard House in organising shared Tours. The Settler and a Suffragist Tour package included a guided tour of Riccarton House, a self-guided tour of Kate Sheppard House and Devonshire tea. In addition we provided discount tours during the festival. Both events were extremely well attended, and we received consistent feedback that our guides are “excellent, informative and had highly enjoyable tours”. Also, as part of the Heritage Festival we hosted No Productions Theatre Company’s “Dear Jane”. We had 4 sessions over two weeks and these were fully booked. The show tells the story of Jane and John’s journey – love and tragedy and survival and resilience. It is an extremely professional production and the audience were most impressed.

The Christchurch City Council Housing and Business Choice Plan Change has taken a lot of time, energy and cost to the Trust. The Trust’s submissions on the proposed changes covered:

Support for the proposed Riccarton Bush Interface, the imposition of an 8m height limit within the interface and retention of the 35% site coverage rule within the interface area.

Reinsertion of the 10m buffer, measured from the predator proof fence.

Provision for the notification to the Board of resource consents for non-compliance.

Christchurch City Council Staff had commissioned reports on the cultural significance and landscape significance of Putaringamotu Riccarton Bush, the results of which supported the proposal to create a Riccarton Bush Interface. Both reports, however, were silent on the ecological significance of the Bush. Professor David Norton acted as an expert witness for the Trust and his evidence was submitted to the Hearings Panel. The Trust’s submissions were heard in November.

Our major focus has been on fundraising for the Pūtarīngamotu Riccarton Bush Enhancement Project. The Trust is struggling to engage with Ngāi Tūāhuriri and funding for the cultural aspects of the Enhancement Project is dependent on support from the Runanga. Because of this difficulty it was decided to split the project into two distinct stages:

Stage 1 is the infrastructure upgrade that will include irrigation, firefighting, electrical supply, entrance gate improvement and the boardwalk and pathway upgrade. The total cost for Stage 1 will be approximately \$1 – 1.3 M. Nothing in stage 1 will compromise stage 2 and we will continue to have discussions with the Ngai Tahu artists. It is proposed that Stage 1 will commence, as planned, in autumn 2024.

Stage 2 will include the Waharoa, installations, artwork and interpretation and signage. This will only proceed with the endorsement of Ngāi Tūāhuriri.

The Ranger has spoken at a number of Rotary Clubs and the Manager, and the Board Chair presented at both the Halswell-Hornby-Riccarton Community Board Waimāero Fendalton-Waimairi-Harewood Community Boards outlining the project.

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PŪTARINGAMOTU



## RICCARTON BUSH TRUST

The Trust was fortunate to receive funding from the Lotteries Environment and Heritage Fund to be put towards the irrigation system and also a contribution from Christchurch Airport. The contribution from CCC through the LTP is greatly appreciated. We have received letters of support from Heritage New Zealand, the Primary School Principals' Association, Home and Family Support and Adventure Therapy Support and also DOC and this enhance our applications.

Item 12

Attachment A

RICCARTON HOUSE & BUSH  
PŪTARINGAMOTU





## RICCARTON BUSH TRUST

### Statement of comprehensive revenue and expense

For the six months ended 31 December 2023

	Six months ended	
	31 December 2023	31 December 2022
	\$	\$
Revenue from operations	76,618	76,082
Other revenue	245,389	388,581
	<u>322,007</u>	<u>464,663</u>
Employee benefits expense	183,683	171,642
Depreciation and impairment	151,053	151,946
Projects cost	1,121	725
Other expenses	165,866	306,340
	<u>501,723</u>	<u>630,653</u>
Net deficit for the period	<u>(179,716)</u>	<u>(165,990)</u>

The accompanying notes form part of and are to be read in conjunction with these financial statements.

RICCARTON HOUSE & BUSH  
PŪTARINGAMOTU



## RICCARTON BUSH TRUST

### Statement of changes in equity

For the six months ended 31 December 2023

	Trust Funds \$	ACR&E* \$	Total equity \$
Balance as at 1 July 2022	16,074,168	904,920	16,979,088
Total comprehensive expense for the six months to 31 December 2022	-	(165,990)	(165,990)
Balance as at 31 December 2022	16,074,168	738,930	16,813,098
Total comprehensive expense for the six months to 30 June 2023	-	(4,131)	(4,131)
Balance as at 30 June 2023	16,074,168	734,799	16,808,967
Total comprehensive expense for the six months to 31 December 2022	-	(179,716)	(179,716)
Balance as at 31 December 2023	16,074,168	555,083	16,629,251

The accompanying notes form part of and are to be read in conjunction with these financial statements.

RICCARTON HOUSE & BUSH  
PŪTARINGAMOTU



## RICCARTON BUSH TRUST

### Statement of financial position

As at 31 December 2023

	31 December 2023 \$	30 June 2023 \$
<b>Current assets</b>		
Cash and cash equivalents	230,683	306,338
Receivables from exchange transactions	74,400	2,150
Inventories	1,232	1,968
GST receivable	9,306	
<b>Total current assets</b>	<b>315,621</b>	<b>350,127</b>
<b>Non-current assets</b>		
Property, plant and equipment	16,388,699	16,533,090
<b>Total non-current assets</b>	<b>16,388,699</b>	<b>16,533,090</b>
<b>Total assets</b>	<b>16,704,320</b>	<b>16,883,217</b>
<b>Current liabilities</b>		
Taxes and transfers payable	-	2,655
Payables under exchange transactions	32,806	37,347
Provisions	36,393	27,098
Finance lease liability	2,201	2,201
Income in advance	-	181
<b>Total current liabilities</b>	<b>71,400</b>	<b>69,482</b>
<b>Non-current liabilities</b>		
Finance lease liability	3,669	4,769
<b>Total long term liabilities</b>	<b>3,669</b>	<b>4,769</b>
<b>Total liabilities</b>	<b>75,069</b>	<b>74,251</b>
<b>Net assets</b>	<b>16,629,251</b>	<b>16,808,966</b>
<b>Equity</b>		
Trust funds	16,074,168	16,074,167
Accumulated comprehensive revenue and expense	555,083	734,799
<b>Total equity</b>	<b>16,629,251</b>	<b>16,808,966</b>

The accompanying notes form part of and are to be read in conjunction with these financial statements.

For and on behalf of the Board of Trustees, which authorised the issue of the financial report on:


Date

24 January 2024

Chairman (Bob Shearing)



Manager (Shona Willis)



RICCARTON HOUSE & BUSH  
PŪTARINGAMOTU



## RICCARTON BUSH TRUST

### Statement of cashflows

For the six months ended 31 December 2023

	Six months ended	
	31 December 2023	31 December 2022
	\$	\$
<b>Cash flows from operating activities</b>		
Receipts from customers and donations	121,995	96,218
Contributions from Christchurch City Council	204,426	182,500
Interest income	8,250	4,051
Payments to employees and suppliers	(388,490)	(476,746)
Net GST movement	(13,534)	(3,156)
<b>Net cash flow from operating activities</b>	<b>(67,353)</b>	<b>(197,133)</b>
<b>Cash flows from investing activities</b>		
Purchase of property, plant and equipment	(6,661)	(29,013)
<b>Net cash flow from investing activities</b>	<b>(6,661)</b>	<b>(29,013)</b>
<b>Cash flows from financing activities</b>		
Establishment/(Payment) of finance lease	(1,641)	(1,641)
<b>Net cash flow from financing activities</b>	<b>(1,641)</b>	<b>(1,641)</b>
<b>Net (decrease)/increase in cash and cash equivalent</b>	<b>(75,655)</b>	<b>(227,787)</b>
Opening cash and cash equivalents	306,338	364,785
<b>Represented by:</b>		
Cash and cash equivalents	230,683	136,998

The accompanying notes form part of and are to be read in conjunction with these financial statements.

RICCARTON BUSH TRUST

Statement of Objectives and Performance

For the six months ended 31 December 2023

The following lists the financial and operating performance targets set by the Trust in its Statement of Intent for the year to 30 June 2024 and summarises the Trust's performance against the objectives for the period to date.

Financial Performance Targets

	2023 Actual \$	Six months ended 31 December 2023 Target \$	2023 Variance \$	2024 FY Target \$
Operating Revenue	322,007	310,442	11,565	620,884
Less Operating Expenses	349,549	310,442	(39,107)	620,884
Operating surplus (deficit) before depreciation	(27,542)	-	(27,542)	-

The above revenue target relates to operating revenue and does not include capital grant of \$115,000. Target operating expense, on the other hand, do not include depreciation and project costs of \$135,434.

Performance Targets

The Statement of Intent initially had a target to *Identify the contribution the Riccarton Bush Trust makes to the Council's community outcomes through the delivery of its activities and services*. This is no longer seen as a separate target but rather each target contributes to identified community outcomes.

1. Monitor Health and Safety practices in accordance with adopted policy to meet the requirements of the Health and Safety at Work Act 2015	
Community Outcomes	Community facilities and public places are safe, healthy, and welcoming
Performance Measure	<ul style="list-style-type: none"><li>Report to each Board meeting</li><li>Target results for all Trust activities, of:<ul style="list-style-type: none"><li>Serious Harm incidents = 0</li><li>Accident = 1</li><li>Near Misses = 3</li></ul></li></ul>
Performance	<b>Target Met</b> Report to each Board meeting <ul style="list-style-type: none"><li>Serious Harm incidents = 0</li><li>Accident = 0</li><li>Near Misses = 0</li></ul>
2. Monitoring and management of rodent activity in Pūtaringamotu Riccarton Bush	
Community Outcomes	Unique landscapes and indigenous biodiversity are valued and stewardship exercised.
Performance Measure	Effective management resulting in observable decrease in activity.

RICCARTON HOUSE & BUSH  
PŪTARINGAMOTU



## RICCARTON BUSH TRUST

Performance	<p><b>Target Partially Met</b></p> <p>Minimal Activity noted in Bush but increased activity in Grounds – additional trapping to be installed</p> <p>6-monthly assessment of rodent activity completed showing minimal activity.</p>
3. Bush Enhancements – Replace Board Walk and Improved Interpretation	
Community Outcomes	<ul style="list-style-type: none"> <li>Our heritage is a taonga and should be collectively valued and protected, celebrated and shared.</li> <li>Sites and places of cultural significance are respected and preserved.</li> <li>Arts, cultural, sporting and recreational opportunities are available to all our communities.</li> <li>People have equitable access to open and green spaces across the city and district.</li> <li>Unique landscapes and indigenous biodiversity are valued, and stewardship exercised.</li> </ul>
Performance Measure	Works completed by June 2024
Performance	<p><b>Target Not Met</b></p> <p>Insufficient funds raised.</p>
4. Encourage public interest, use and participation and promote the natural and cultural heritage value of the site	
Community Outcomes	<ul style="list-style-type: none"> <li>Our heritage is a taonga and should be collectively valued and protected, celebrated and shared.</li> <li>Sites and places of cultural significance are respected and preserved.</li> <li>Arts, cultural, sporting and recreational opportunities are available to all our communities.</li> <li>People have equitable access to open and green spaces across the city and district.</li> <li>Unique landscapes and indigenous biodiversity are valued and stewardship exercised.</li> <li>Celebration of our identity through arts, culture, heritage, sport and recreation.</li> </ul>
Performance Measure	<p>Inform the public and relevant interest groups about on-going activities of the Trust.</p> <p>Provide a quarterly report to the Board that detail the number of visitors that come to Pūtaringamotu Riccarton Bush and Grounds. The reports will include marketing and social media summaries as well as year to date comparisons.</p> <p>Include in the 6-monthly and annual reporting to Council information on numbers of participants across the variety of Riccarton House and Bush offerings and provide comparisons over time as that information is compiled.</p>



## RICCARTON BUSH TRUST

Item 12

Attachment A

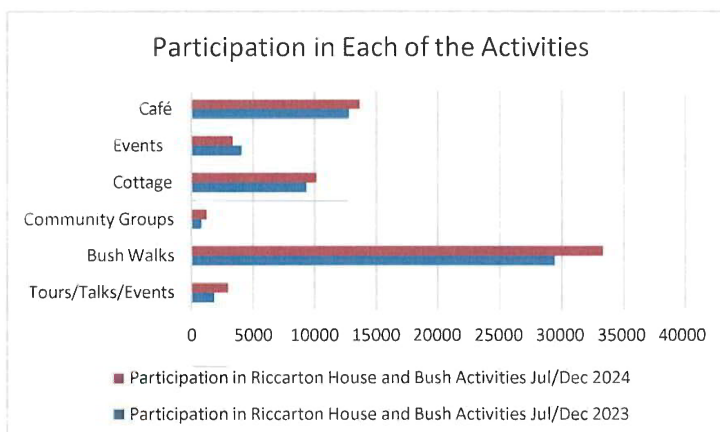
Performance

### Target Met

1. The public and relevant groups obtain information on the Trust activities via the Bush Telegraph. It was delivered to over 700 residents with a further 100 emails to family members, Board and Council members and interested supporters in both July and December. Regular postings on Facebook and our website also provides up to date information. In addition, we have brochures and posters on site and with our other business partners.
2. The first Quarter Visitor Report was presented to the Board at the September meeting with the second report scheduled for the January Board Meeting

### Number of Participants Across the Variety of Riccarton House Offerings:

This report provides details on the visitors that had visited Riccarton House & Bush from July to December. It captures the visitors that take tours or attend events. It also captures the recorded numbers of casual visitors that use the café or grounds, who walk around the Bush and visit the Cottage.



Tours of the house can differ from full tours to talks or mini tours attached to events. During this reporting period there were new House events established by the RBT team such as Storytime for our younger audience and the Settler/Suffragette package established for the Heritage Festival. These initiatives along with our summer tourists provided the increase of 47% seen for this activity.

Various community groups use the grounds, this data is not a full representation as it depends on the groups being sighted and approached. These groups include, educational, health, community and film. An increase of 42% from the previous year. Self-guided educational groups were the highest type of community groups visiting.

The increase in visitors participating in the various tours/talks supported the café with an increase for them of 7%.

RICCARTON HOUSE & BUSH  
PŪTARINGAMOTU



## RICCARTON BUSH TRUST

	<div><p><b>Total Participating in Activities</b></p><table><thead><tr><th>Period</th><th>Activity Totals 2023/2024</th><th>Activity Totals 2022/2023</th></tr></thead><tbody><tr><td>YTD</td><td>~65,000</td><td>~58,000</td></tr><tr><td>2nd Quarter</td><td>~35,000</td><td>~32,000</td></tr><tr><td>1st Quarter</td><td>~28,000</td><td>~25,000</td></tr></tbody></table></div> <p>The YTD increase in the total participation of the various activities is 11% compared to the same period in 2023</p>	Period	Activity Totals 2023/2024	Activity Totals 2022/2023	YTD	~65,000	~58,000	2nd Quarter	~35,000	~32,000	1st Quarter	~28,000	~25,000
Period	Activity Totals 2023/2024	Activity Totals 2022/2023											
YTD	~65,000	~58,000											
2nd Quarter	~35,000	~32,000											
1st Quarter	~28,000	~25,000											
5. Commit to meeting the goal of becoming net carbon neutral by 2030.													
Community Outcome	Each person and organisation acts to reduce their impacts on the environment and minimise greenhouse gas emissions and waste.												
Performance Measure	Work with Council staff to identify what is required to enable this outcome.												
Performance	<b>Target Partially Met</b> Discussions with CCC have commenced.												

### Notes to the interim financial statements for the six months ended 31 December 2023

#### Basis for preparation and Statement of Compliance

These are the unaudited interim financial statements of the Trust. The Trust operates under the Riccarton Bush Act 1914 and is a Council Controlled Organisation under the Local Government Act 2002. The Trust manages property in Riccarton. The property consists of Riccarton historic house, cottage and grounds, a residential house and conservation bush.

The major source of income is from an operating levy and an additional grant received annually from the Council and from grants and donations and rents from use of the properties.

The primary purpose of the Trust is to:

- protect and enhance the indigenous flora, fauna and ecology of Riccarton Bush;
- conserve Deans Cottage, Riccarton House and their grounds with Riccarton Bush and the Deans family history; and
- encourage public use and participation of the reserve and to inform visitors about the natural, Maori and colonial heritage of Christchurch.

On this basis, the Trust is considered a public benefit entity for purposes of financial reporting.

The interim financial statements for the six months ended 31 December 2023 have been prepared in accordance with PBE IAS 34 Interim Financial Reporting and New Zealand generally accepted accounting practice. They comply with the Tier 2 PBE standards.

RICCARTON HOUSE & BUSH  
PŪTARINGAMOTU





## RICCARTON BUSH TRUST

As the Trust has elected to report under Tier 2 PBE standards, it has applied disclosure concessions, where available. The criteria under which the Trust is eligible to report under Tier 2 PBE Standards are as follows:

- (a) the Trust is not publicly accountable; and
- (b) the Trust's total expenses for the period being reported are below the \$30 million threshold for Tier 1 reporting.

The interim financial statements do not include all the information and disclosures required in the annual financial statements. As such, these should be read in conjunction with the Trust's annual financial statements as at 30 June 2023.

### Significant Accounting policies

#### Changes in Accounting Policies and Disclosures

There have been no significant changes in accounting policy since 30 June 2023.

#### Significant related party transactions

The Trust requires the Council to contribute a significant amount of funds towards its operating costs to deliver its objectives as specified in the Riccarton Bush Act.

During the six months to 31 December 2023, the Trust received \$204,607 (2022: \$182,693) in operational grants and levies from the Council.

The Trust owes Council \$nil as at 31 December 2023 (2022: \$nil).

The Council owes the Trust \$nil as at 31 December 2023 (2022: \$nil).

### Contingencies

The Trust has no contingent assets or liabilities as at 31 December 2023.

### Events subsequent to balance date

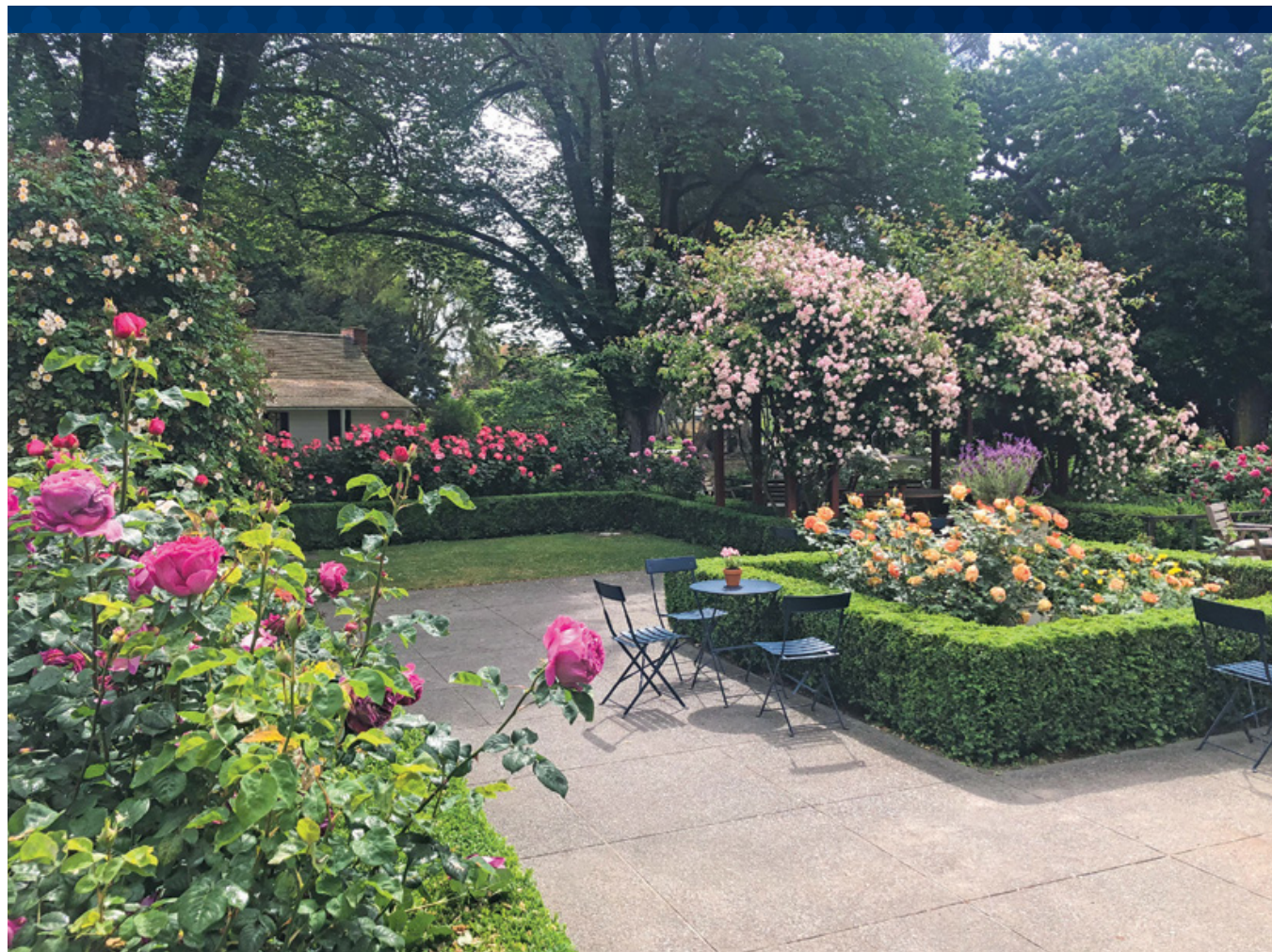
There were no significant events subsequent to balance date requiring disclosure or that would materially affect these financial statements.

RICCARTON HOUSE & BUSH  
PŪTARINGAMOTU





RICCARTON HOUSE & BUSH  
PŪTARINGAMOTU



## RICCARTON BUSH TRUST ANNUAL REPORT 2023

FOR THE YEAR ENDED 30 JUNE 2023

Item 12

Attachment B



OUR VISION

Riccarton Bush / Pūtarangamotu, Riccarton House, Deans Cottage and the Grounds are collectively recognized as the premier natural and cultural heritage site in Christchurch / Ōtautahi and Canterbury / Waitaha.

VALUE STATEMENT

Heritage conservation of the Riccarton Bush property / Pūtarangamotu is the primary consideration

MANAGEMENT GOALS	
Goal 1	Protect and enhance the indigenous flora and fauna of Riccarton Bush / Pūtarangamotu indigenous forest, including mahinga kai and taonga species.
Goal 2	Protect and conserve Riccarton House, Deans Cottage and their Grounds.
Goal 3	Encourage public interest, use and participation and promote the natural and cultural heritage values of the site.

Design & Printed by Wilson Print - October 2023

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ANNUAL REPORT 2023

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## CHAIR'S REPORT

### REPORT FROM THE CHAIRMAN AND MANAGER

To start this year's report, we wish to recognise several significant changes to the Riccarton Bush Trust. At our Christmas function we farewelled long time Deputy Chair, Mike Mora, who had been the appointee from the Waipuna Halswell-Hornby-Riccarton Community Board. Mike was a member of our Board for twenty-four years. We recognised that service by presenting him with a carved Kereru which Paul Deans had carved from a piece of Kōwhai from Pūtaringamotu Riccarton Bush. We wish Mike all the very best in his retirement.

Also retiring from the Trust Board was Jimmy Chen who had been the City Council representative and who had retired at the October Council elections. Jimmy had served on the Trust from 2011 until October 2023 and we acknowledge and appreciate his contribution.

Professor David Norton advised the Board in March that he was regrettably resigning as the Royal Society's (Canterbury Branch) representative on the Trust Board. Since his retirement David had moved to Hāwea and getting to Working Party and Board meetings was proving difficult. David was first appointed in May 2016 and had been Chair of the Bush and Grounds Working Party. David made a very significant contribution to the Board during his tenure and he will be missed.

The Royal Society (Canterbury Branch) subsequently appointed Justin Morgenroth to the Board for a period of 5 years. Justin works as an Associate Professor at the University of Canterbury's School of Forestry. He is passionate about urban forestry, understanding the challenges faced by trees in cities as well as the benefits they provide. He is a co-leader of the New Zealand Urban Forest Initiative and advises councils around New Zealand on matters related to urban trees and greenspaces.

Tim Deans was re-elected to the Board by Deans Family descendants to represent the Family's interests.

Following the 2022 Local Government Elections Marie Pollisco and Mark Peters were appointed to the Board. Mark is a first term Christchurch City Councillor and was previously a Community Board Member for Hornby Ward on the Waipuna Halswell-Hornby-Riccarton Community Board. Marie Pollisco is an elected member for Halswell and is currently the Deputy Chairperson of the Waipuna Halswell-Hornby-Riccarton Community Board.

When the Riccarton Bush Management Plan was developed in 2015, Mahaanui Kurataiao (MKT) provided cultural advice



to the Trust. One of the recommendations made by MKT was that Ngāi Tūāhuriri had a voice on the Board. For a number of years, the Manager has had ongoing discussions with Ngāi Tūāhuriri to recommend an appointee. To date the Ngāi Tūāhuriri Runanga has not been in a position to make that appointment.

In April of 2022 the Board appointed Nigel Harris for an interim period of 12 months. Although Nigel's appointment does not represent an appointment by Ngāi Tūāhuriri, he brings a broad cultural, heritage, and environment skillset and this has served the Board well over the last 12 months. The Trust reappointed Nigel Harris to the Board in April 2023 for a further twelve months.

This past year has also seen the retirement of our Visitor Experience Coordinator, Anita Faulkner, who started in the role four years ago. Anita was instrumental in developing a new reporting format for recording visitor numbers to the House and Bush which has proved very interesting and useful for the Board. We very much appreciate the work Anita has undertaken in developing the role and wish her all the best in her retirement.

Taking over the role of Visitor Experience Coordinator is Tracey Kitchingman who brings expertise in social media management which is already paying dividends in our social media presence. The Board welcomes Tracey and looks forward to her further developing the role.

As Board Chairman I again take this opportunity to thank all other staff for their continued commitment and contribution to the running of the Riccarton House and Bush property. Particular thanks to our Manager Shona Willis who has again used her considerable skills to shepherd the Board through another very successful year.

To my fellow Board Members, thank you for your continued support, Shona and I look forward to working with you for another year.

**Bob Shearing**  
Chairman

**Shona Willis**  
Manager

## BRIAN MOLLOY

Dr Brian Molloy was appointed to the Riccarton Bush Trust by the Royal Society (Canterbury Branch) in 1973 and held that position until he retired from the Board in 2016. Brian passed away on 31 July 2022.

The family asked the Trust to speak at Brian's funeral and Emeritus Professor David Norton spoke on the Trust's behalf. David's comments (abridged) on Brian's contribution to Pūtaringamotu Riccarton Bush follow:

### Pūtaringamotu Riccarton Bush

*"Brian was the driving force behind the reinvigoration of the bush. When he joined the Trust Board in the 1970s, Riccarton Bush was in a terrible state through decades of mismanagement. He often talked about the old Gravely mower that was used to keep the understorey open and the burning of windthrow. He was clearly shocked by the state of the bush and quickly recognised that unless some pretty drastic action was taken, we would lose it, and that wasn't going to happen under his watch as a Trustee.*

*He understood that Riccarton Bush could never be a natural forest in the sense that a West Coast kahikatea forest is, but he also recognised that through careful management the bush could be nurtured and returned to a healthy state. His passion and drive, with support from some committed rangers, saw the bush restored to the amazing condition it is today. An immediate cessation of mowing and burning, installation of irrigation, removal of exotic trees, native plantings, removal of unnecessary paths, and more recently the erection of the predator proof fence all came from his efforts.*

*Brian had a really good relationship with the rangers, especially John Moore. Brian knew John from Peel Forest and convinced John to move to Riccarton Bush when the*



*ranger's position became vacant. He knew John's skills, especially his nursery experience, would be invaluable, which they were. I think the partnership between Brian and John was critical for the success in restoring Riccarton Bush.*

*Brian's 1995 book on Riccarton Bush is an incredible testament to his commitment to the place and it was a privilege for me to have contributed a chapter to that book. I honestly believe that if it was not for Brian, we would not have this treasure or taonga here right in the middle of Christchurch. And it's incredibly humbling for me to be able to follow in Brian's very deep footsteps as the Royal Society's representative on the Riccarton Bush Trust Board."*

## INTRODUCTION

## THE YEAR IN REVIEW

### Housing Intensification

The draft Housing and Business Choice Plan Change was released by the Christchurch City Council in April 2022.

The Trust was very concerned that the significance and importance of Pūtarīngamotu Riccarton Bush were not being sufficiently protected under the proposed plan change. The Riccarton Bush Act 1914 details that the Mayor of Christchurch accepted the gift of Riccarton Bush with, inter alia, the condition that the said property shall be used and kept for all time for the preservation and cultivation of trees and plants indigenous to New Zealand. This Act is extant and there is no statute of limitations on the Mayor's obligations.

The Trust requested that prior to any decision being made on housing intensification that the Council provides evidence that the increased intensification proposed would have no detrimental impact on Riccarton Bush. Pūtarīngamotu is a taonga for the people of Canterbury and is simply too unique and fragile to authorise adjacent intensification without robust evidence.

The Trust's key concerns around intensification were:

- Ground disturbance associated with building 3-6 story buildings adjacent to Pūtarīngamotu.
- Loss of greenspace adjacent to Pūtarīngamotu through increasing site coverage and reducing the minimum site size.
- Erection of large buildings adjacent to Pūtarīngamotu altering local microclimates.
- Reverse sensitivity effects towards Pūtarīngamotu.

An amended proposal was released by CCC which proposed a Riccarton Bush Interface, an 8m height limit within the interface and retention of the 35% site coverage rule within the interface area.

The Board made a submission on the plan that detailed:

- Support for the proposed Riccarton Bush Interface, the imposition of an 8m height limit within the interface and retention of the 35% site coverage rule within the interface area.
- Reinsertion of the 10m buffer, measured from the predator proof fence.
- Provision for the notification to the Board of resource consents for non-compliance.



Bush enhancement promotional signage

The process is ongoing with Hearings scheduled for November 2023.

### Bush Enhancements

The Resource Consent for the Bush Enhancement Project was approved in September 2022. There have been slight delays in securing funding so the Trust decided to split the project into two.

Stage 1 of the Project is the infrastructure upgrade and includes:

- Upgrading the boardwalk, pathways and entranceway.
- Upgrading the ageing and under-performing irrigation system. The aim is to design a new system that accommodates for the spatial variations in soil composition, hydrological properties and vegetation types to improve our groundwater consumption.
- Improve fire system to ensure ease of use for firefighters to ensure our best chance of protection.

This stage of the project is costed at \$1.2 M and work is proposed to commence in May 2024.

We have entered into an agreement with Metropolis magazine for 7 editorials over the next year to raise money for the Project. We continue to work closely with Kamo Marsh on the project plan and Christchurch Foundation in supporting our funding.

### Riccarton Bush Bylaw

The Riccarton Bush Bylaw 1955 regulates access and activities within the Bush and Grounds. The Bylaw is still extant but required updating to address changes to the use and management of the Bush and Grounds since 1955. The Board has approved the new bylaw and it is awaiting gazetting.



## GOVERNANCE



L-R: Marie Pollisco; Justin Morgenroth; Pippa Ensor, Bob Lineham (Deputy Chair); Bob Shearing (Chair), Shirish Paranjape  
Insert: Tim Deans; Nigel Harris; Mark Peters; Professor David Norton

Board Constitution (as prescribed by Riccarton Bush Amendment Act 2012)			
APPOINTED BY	NUMBER	TERM	CURRENT APPOINTEES
Christchurch City Council (CCC)	3	3 years	Bob Lineham (Since 2016 - reappointed June 2022) Bob Shearing (Since 2010 - reappointed June 2021) Mark Peters (Appointed 2022) Jimmy Chen (until October 2022)
Christchurch City Council - Community Board Members	2	3 years	Shirish Paranjape (Since 2016 - reappointed Dec 2019 - Dec 2022) Marie Pollisco (Appointed 2022) Mike Mora (Until October 2022)
Family of John Deans II	2	5 years	Pippa Ensor (Since March 2017 - reappointed April 2022) Tim Deans (Since 2013 - reappointed May 2018 and 2023)
Royal Society of New Zealand Canterbury Branch	1	5 years	Prof. Justin Morgenroth (Since June 2023) Prof. David Norton (Until March 2023)
Riccarton Bush Trust	1	By resolution	Nigel Harris (appointed April 2022 - reappointed June 2023)

### Board Working Parties

The Board has three working parties; Finance Working Party; House and Promotions Working Party and Bush and Grounds Working Party. These working parties meet on an "as needed" basis.

All working parties have terms of reference which are reviewed biennially.

The Finance Working Party comprised Bob Lineham (Chair), Mark Peters, Tim Deans, and Bob Shearing. The role of this working party is to ensure compliance with statutory reporting responsibilities; assess the adequacy of accounting, financial and operating controls; that the organisation's financial statements and reports are accurate; use fair and reasonable estimates and to assess the effectiveness of the management of business risk and reliability of management reporting.

The House and Promotions Working Party comprised Tim Deans (Chair), Bob Lineham, Shirish Paranjape, and Bob Shearing. The role of this working party is to take an overview of all activities related to the House.

The Bush and Grounds Working Party comprised David Norton (Chair until March 2023), Pippa Ensor (Chair from April 2023), Marie Pollisco, Justin Morgenroth, Nigel Harris and Bob Shearing. Its role is to take an overview of all activities in the Bush and Grounds; to facilitate the achievement of the management goals and to make recommendations to the Finance Working Party on both operational and project budgets. The working party met three times this year with the focus being on the Bush Enhancement Project. As the Bush Enhancement Project is of such significance, discussions and decisions have been made at Board rather than working party level.



## VISITORS



## VISITORS TO THE GROUNDS, HOUSE & BUSH

Visitor Summary							
	Number of People: Using and/or Participating in						Total
	Restaurant	The Quarters Events	Guided Tours House/Bush & Grounds	Bush Walks	Community Group Visit Bush/Grounds	Cottage	
2021 / 2022	22762	9663	1872	57139	1104	9388	101,928
2022 / 2023	27211	6772	6554	64641	1442	21514	128,134

We continue to measure our visitor numbers by capturing all those that participate in the various activities that Riccarton House and Bush has to offer. This year we have a full comparison to the previous year, an increase of 36% in the total participation numbers. A great annual result and bounce back from the covid restricted previous year.

Quarter 2 of the year we saw the full return of our overseas visitors with guided tours once again being included in tour packages. Over 60 tour groups with 1200 participants enjoyed visits this year that included guided tours of the House and Bush followed by dinner packages or for the Saturday visitors a wander through the market.

Over 300 individual overseas travellers search of "What to do in Christchurch" enabled them to locate us and book

"A very enjoyable tour, the guides did a great job sharing the amazing history of the house, and what a stunning property it is with some very unique features."

Tanzit Tours June 2023

their own tours. Our current Trip Advisor standing is: #5 of 233 things to do in Christchurch

### Trip Advisor Feb 2023

*I'll be honest - I had low expectations when I signed up for this tour. How exciting could walking round an old house be? (especially since I'm from the UK where old houses are everywhere). But our tour guide was John - and he was brilliant. He made the place come alive - he talked about the inhabitants as if they were still alive - and he made the time to listen to you as well. The gardens and native bush surrounding the house are well worth a visit as well.*

*Turned up for a tour, and was very kindly allowed to join a pre-booked private tour, rather than wait 3 hours for the next publicly available 2pm tour. Diane the guide was hugely knowledgeable, and gave great insight into the Dean family, and how the house and environs came into being. (Would happily spend more time drooling over the wonderfully crafted furniture and furnishings). Had a delicious (impromptu Valentine's Day meal) lunch at the cafe, prior to the fascinating trip into the remnants of the native swamp and Bush reserve. Wonderful day trip and many thanks to all the staff who could not have been more kind and helpful.*

We also saw the return of our local community groups who participated in many of the various activities; talks for those less mobile, tours of the house, grounds and/or bush or simply a stroll through the grounds. It was wonderful to see them back and to also see the variety of the group types from religious, aged care, sporting, corporate, health, gardening to fun and friendship.

**“Thank you very much for looking after our walking group yesterday. Those who took the tour of the house really enjoyed it. Interesting that so many of us “locals” have not gotten around to doing it before! The knowledge of your guides and the clear presentation of the information was great.”**

Port Hills Walking Group - June 2023



Productions, “a comedic romp through the incomparable Riccarton House following these misfortunate lovebirds on their wedding day and see where their journeys take them in this delightful interactive show”.

**“Our Probus club group of 20 were given a wonderful tour of Riccarton House. Their very knowledgeable hostess told us of the history of the Deans family and their house in great detail. This was enjoyed by all in the visit.”**

Probus Club Visit - April 2023

Events at the House included weddings, corporate, private and community events run by The Quarters’ team. There were 63 more events this year than the previous year and of special note several memorial services were held for locals with a special affinity and connection to the House, Grounds or Bush. A special highlight event for the team was the hosting of My Nightmare Wedding by Playspace

## HIGHLIGHTS OF THE YEAR

Schools continued to recognise our historical and cultural significance to support the new Aotearoa New Zealand Histories Curriculum. They visited via the educational programmes offered by the Canterbury Museum or through our own direct links to the schools. Through the year we hosted 28 different schools, with 2850 school children and 600 parents and teachers visiting. This increase in educational visits by the schools is a special highlight and we wish to thank the Museum Educators, our own guides and the schools themselves for the work they do to provide our future generations with the knowledge of the value of this historical site while promoting its heritage, protection and conservation.

“We truly had a fantastic time and look forward to next year’s visit!”

We have hosted many weddings over the years in the House and in marquees located on the Grounds. This year we hosted a wedding in The Grove – in the heart of the Bush, a small group surrounded by a majestic tree canopy. We also had a request from a hopeful suitor to set a picnic up under the Linden Lime tree. While a duo was playing romantic music from the east veranda he proposed - she said yes. Love was in the air!

Heritage Festival House tours ran from 9 to 23 October with 63 participants. A great uptake with the reduced pricing, the tours including many school children choosing a visit to the house as a school holiday activity.





## RICCARTON HOUSE



## RICCARTON HOUSE AND DEANS COTTAGE

Last year was maintenance and more maintenance. While the exterior painting was happening we took the opportunity to get Kevin Whitelaw, our builder for the past 30 years, to carry out the following repairs.

- Replace rotten weatherboards and framing.
- Repair fascia boards.
- Reattach broken downpipes.
- Replace decayed scotia mouldings.
- Refix roof flashings.
- Repair decayed windowsills.
- Veranda Repairs
  - Replace sub frame timbers beneath west area of front veranda.
  - Remove rotten boards and splice where necessary.
  - Fasten threshold board to concrete frame and install new boundary board.
- Replace borer riddled weather board below Morning Room window.
- Remove rotten scotia mould to East Veranda.
- Cut out rotten portion of laundry door frame and reinstate.

Most of these issues had been identified in the Condition Report that the Board commissioned in 2021.

Repairs to Deans Cottage included replacing a rotten verandah post and upgrading the lighting on the storyboard. Borer control is carried out twice yearly.

Andy McTavish and his Team finished the exterior painting in early November, on time and on budget. They did a wonderful job and the House looks pristine. He returned to carry out further work which included sanding down and resurfacing the window frames and sills in two of the upstairs bedrooms.

Early in May alterations were carried out to make the commercial kitchen more workable. This involved removing some shelving and extending the stainless-steel bench.

An old walnut table has been in the Fine Dining Room for a number of years and unfortunately, we had no records of its provenance. Pippa Deans, a Board Member, informed us that it had originally been in the House. This has been refurbished, now has a glass top on it and the windows in the fine dining room have now been filmed for UV protection.

Internet access has been an issue and some years ago the Board considered installing fibre onto the property. Despite numerous attempts the conduit that was installed as part of the cycleway was not fit for purpose. An alternative shallow route across the grass was agreed and the cable was installed in early May. The installation was very professional, and we now have a considerably more efficient connection.



Kitchen alteration



Verandah repairs



## HOUSE GROUNDS



## HOUSE GROUNDS

Last year we were approached by Kapatohe Community Orchard, owned by CCC, seeking cuttings of our heritage pear trees. We agreed provided we could get one or two of the propagated trees. We now have saplings of all our 4 heritage pear trees, beurre diel, jargonelle, durondeau, soldat laboureur. The jargonelle and beurre diel have been planted and are doing really well.

We have been in discussions with our Arborist regarding the fragility of the old pear tree and the catalpa adjacent to the Bush fence. It is likely that we will need to cordon this area off and replace the grass with mulch in order to preserve these trees.

A walnut tree and a princess tree have been donated from two separate families to remember their deceased family members. Whilst no plaques are permitted the Trust's records will show who they were donated by and for whom.

Alan has planted 5 additional flowering cherries adjacent to the cycleway heading towards Ngahere Street. We are



Jargonelle Pear Tree



Alan in the garden

continuing to add native flaxes and grasses to the riverbank planting.

The 5-year tree survey was completed. Findings are that 4 trees are compromised and will need attention. Asplundh continue to help us with pruning and end weighting as well as donating three loads of mulch and two truckloads of firewood. Of note is that since 2017 over 40 trees have been planted in the House Grounds.



## PŪTARINGAMOTU



## PŪTARINGAMOTU RICCARTON BUSH

This year's focus for Pūtaringamotu Riccarton Bush was all about community outreach, integration and improving scientific knowledge and practices within the Bush. It was a transitional year where we continued the journey with the enhancement project, looking at all possibilities to include improved infrastructure and management practices that will protect and enhance Pūtaringamotu Riccarton Bush today and in the future.

### Pigeons

Feral Rock pigeons are an ever-increasing threat to the Pūtaringamotu Riccarton Bush ecosystem. Ever since the 2011 earthquakes their numbers have increased. This is due to loss of typical habitat and the sudden availability of abandoned buildings in the city immediately after the quakes. The city dwelling pigeons have then taken a real liking to the bush largely due to its predator free nature, in fact they are nesting on the ground which is unique in the world.

Their success in the bush is creating a huge imbalance in the native ecosystem of Pūtaringamotu Riccarton Bush. They are causing crown damage in the large 600-year-old Kahikatea trees. Their excrement is so thick in places that it is causing the humus soil layers to become more acidic, the repercussions of this are yet unknown. They are also directly competing with native birds for space within the bush.

Efforts to control the number within the bush are extensive but ultimately futile as the population continues to grow throughout the Canterbury region. Until feral rock pigeons

“Riccarton Bush stands as a resilient remnant of native forest within the Canterbury region of New Zealand. It serves as a sanctuary for a diverse range of plant and animal species, some of which are rare or endangered. By protecting this ecosystem, Pūtaringamotu Riccarton Bush plays a vital role in preserving the native biodiversity of the region, providing a haven for native birds, insects, and plants.”  
(DOC) Department of Conservation



Piwakawaka Fantail





Pump and bore replacement



Kahikatea

are recognised as a pest and control is coordinated, their effects will continue to place pressure on the fragile ecosystem we have here at Pūtarīngamotu Riccarton Bush. Current collaboration between the Ranger, staff and students from the University of Canterbury is providing valuable insight into the pigeon's effects, behaviours, and movements which should help to improve regional level control.

#### Nursery News

Due to the urban environment surrounding Pūtarīngamotu Riccarton Bush and its sharp unnatural edge, Pūtarīngamotu Riccarton Bush is more prone to be subjected to 'bush-edge' effects when compared to natural forest settings. Wind and temperature fluctuations can penetrate Pūtarīngamotu Riccarton Bush much easier due to its exposed periphery causing the bush to become drier and warmer than it naturally should be. To lessen these effects, the goal of the on-site nursery is to grow plants that can be planted within the bush edge to act as a shield and stabilise the climate within the bush. Seeds collected from the bush, from plants such as grasses, flaxes, and thick under growth types will aid this cause. The seedlings should be ready for planting out over the next couple of years.

The removal of weeds is a large part of the operational work done within Pūtarīngamotu Riccarton Bush. All exotic weeds are now completely removed from the bush to prevent further spread. Areas within the bush where large volumes of weeds have been removed are also planted out with complementary natives in the hope that the weeds do not come back with such severity. Again, preference is placed on plants such as native grasses to shade areas out to block any future weed infestations.

#### Irrigation

The pump and bore that supplies the fire and irrigation system was replaced in July 2022 thanks to funding from both the Hornby-Halswell-Riccarton and the Fendalton-Waimairi-Harewood Community Boards. This type of maintenance is vital to ensure the bush is cool and damp particularly through the summer months ensuring growth in the lower forest strata. Irrigating is also the most effective way to prevent any form of fire within the bush.

With the entire fire/irrigation system ageing, this year's focus was to think of ways of how to redesign the system. Currently the system is designed in a spatially practical format and watering levels are based on observations and staff experience. The Ranger is looking to identify whether it could be feasible for the irrigation system to reflect the variations within the soils based on their hydrological properties and the water needs of the plants themselves. An updated system should look to be as efficient as possible so the water application methods and saturation levels should be accounted for in the design.

## THE QUARTERS AT RICCARTON HOUSE & CHRISTCHURCH FARMERS MARKET



Sam and Amanda Marchant

## THE QUARTERS AT RICCARTON HOUSE & CHRISTCHURCH FARMERS MARKET

As I write this report on the review of last 12 months, I am looking out the window at the daffodils and the beautiful new magnolia tree Alan has planted. As always this is just a stunning time of the year and makes the hard slog of winter all worthwhile.

Over the last 12 months we have seen all the regulars come back to the House, and the tours groups starting again. They provide good regular revenue for us as well as The Trust with the guiding component. We look to reach out to new companies continually to get more people through the house. We were happy with November and December 2022 trade - always very busy and the key months for us to build the revenue.

Cafe revenue is up a good amount on the previous 3 years. We created a new part time role of People Operations Manager, so we could ensure more focus was put on the support and the development of the team and this has proven to be a great success with the staff really responding well to the increase focus and time on them. We will be looking to continue this role in the future. (when the current People Operations Manager is back from maternity leave)

Wedding and private events revenue has been consistent, but we are looking to build on this and drive the wedding revenue higher over this coming 12 months.

The Christchurch Farmers Market (CFM) has been consistent over the last 12 months. We have offered a bit of flexibility to the stall holders in terms of attendance but are looking to revise this now to ensure a more consistent revenue stream each week. The main aim for the team is to ensure a minimal impact as always on the grounds and to ensure it remains as neat and tidy as it can be each Saturday. The stall holders are well communicated to and are kept up to date with all changes and requests to ensure a smooth running. The market will reach its 20-year anniversary in 2024. This is an incredible number and we are so proud of what impact the market has had on Canterbury by creating community, business growth and opportunities. As always, we and everyone to do with the market thank The Trust for this continual support of the CFM.



The Christchurch Farmers Market

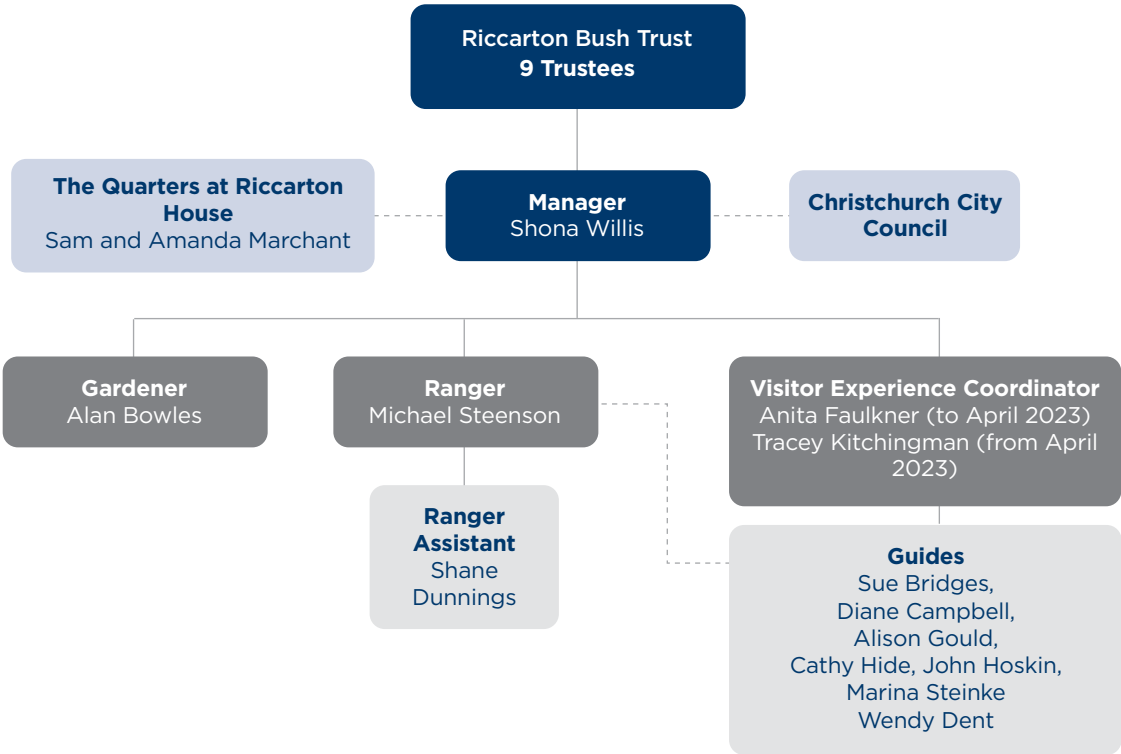
These next 12 months we look again to capitalise on the regular customers and corporate clients in their continual return patronage (which we take with pride in knowing that we are succeeding). Personally, we will continue to support the team we have with us to achieve and be successful and we think about how we can celebrate 20 years of the CFM!

We thank the Trust always for its support in our work here.



OUR PEOPLE

Riccarton Bush Trust - Organisation Chart



The Trust's accounting is contracted to the Christchurch City Council and Faye Trinidad provided the support to the Trust and Shona.



Staff L-R: Tracey, Mike, Alan, Shona



Shane



Anita

## OUR COMMUNITY



## OUR COMMUNITY

One of the Trust's goals is to encourage public interest, use and participation and promote the natural and cultural values of the site.

In August 2022, a group of All Blacks and some students from Riccarton High School planted juvenile Tōtara within Pūtarīngamotu Riccarton Bush as part of their community outreach. The highlight was seeing how much it meant to the students. They quickly got used to being in the presence of All Black superstars and turned the planting into a challenge of who could plant the most. The trees planted will exist for centuries to come and symbolise a legacy of how communities can get together and improve our environment.

The Trust is constantly looking at ways to include the community in the preservation and enhancement of the site and in outreach through education, sharing of knowledge and resources. Examples of this include fostering student research from the University of Canterbury, providing a seed source for local conservation entities such as Trees for Canterbury, Wai Ora Trust, and the Christchurch City Council and providing a field space for New Zealand Conservation Volunteers.

One of our largest successes this year is the partnership with Predator Free Riccarton. Predator Free Riccarton has received \$5,000 in funding from Predator Free NZ and boasts over 300 traps within the Riccarton area. The Trust has provided support through hosting and storage of traps made. The Ranger acts as one of the group's coordinators, assisting at trap distribution days and teaching school groups how to be involved. With more rodents being caught

Pūtarīngamotu Riccarton Bush sits in the heart of our Riccarton Bush – Kilmarnock Residents Association area, and is of huge significance to residents in this area. Many of the community members whom we serve use the bush daily for fitness, mindfulness and enjoyment: it is hugely valued.

(Residents Assoc.)

in the urban areas surrounding the Bush, the pressures placed on the predator fence is minimised.

We are deeply embedded in both our local, and the wider community. Our relationship with our local Resident's Association continues to be strong:

Our newsletter "The Bush Telegraph" is delivered to 1200 neighbours and to the Riccarton Bush Kilmarnock Residents' Association, who circulate it to their membership. Another 100 copies are emailed to Deans Family Members and Trust supporters. These updates outline what is happening at the House, Grounds and Bush and generates a lot of contact, support and also sales of our books.

Throughout the year we hosted 28 different schools from across Christchurch and from as far away as Southland. 2850 school children and 600 parents and teachers visited.

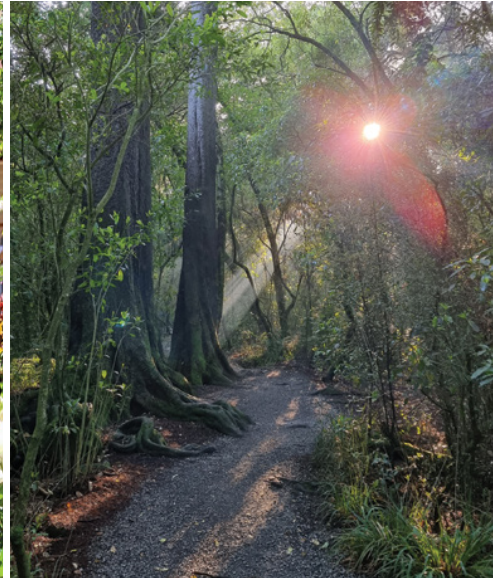


“We know that for many of our tamariki, for whom transport, parental time and cost barriers are at play, Pūtaringamotu is their only experience of the New Zealand bush: Riccarton Bush is a treasure which we wholeheartedly want to see preserved for future generations.”

Primary School Principals of Canterbury



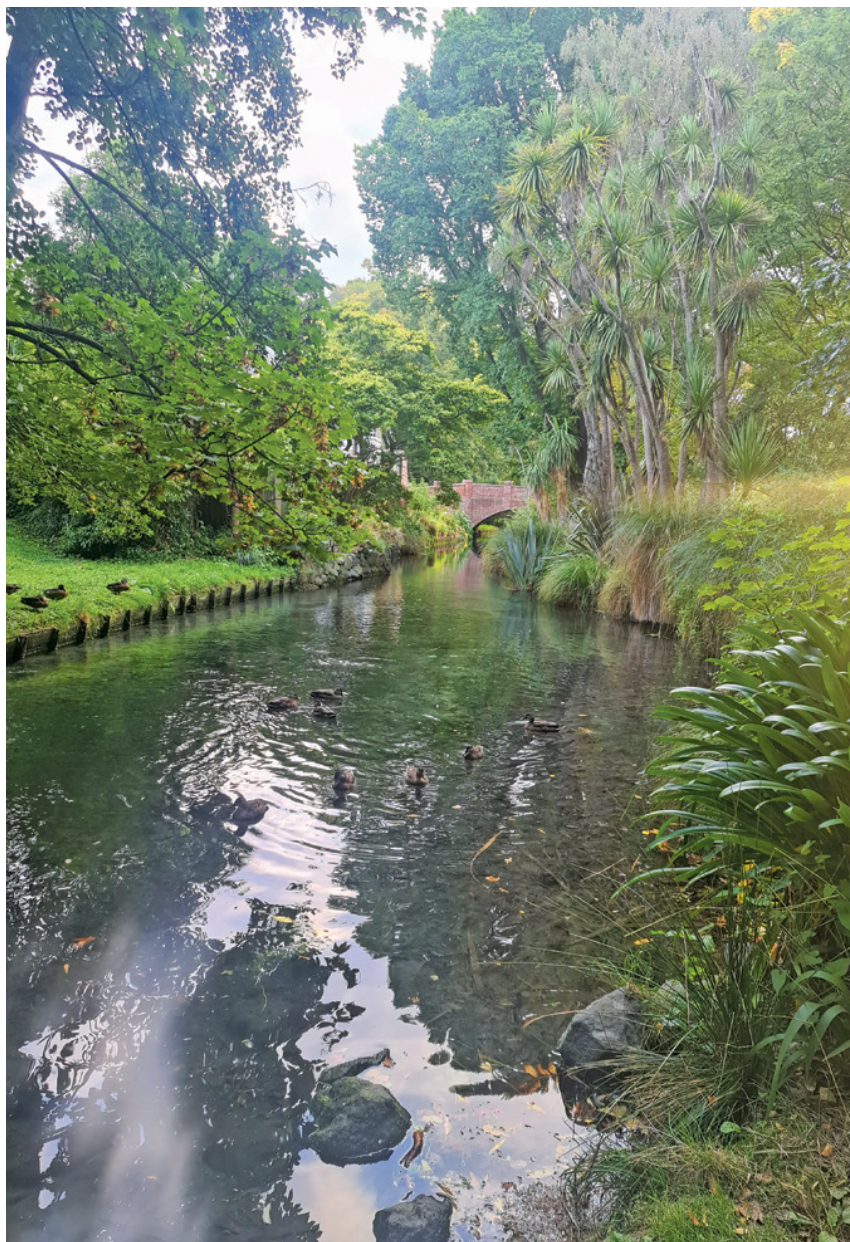














OUR SUPPORTERS



WE ACKNOWLEDGE AND THANK  
THE FOLLOWING INDIVIDUALS AND  
ORGANISATIONS FOR THEIR SUPPORT

Christchurch City Council

Christchurch Foundation

Canterbury Museum

Robyn Lambie

Hornby - Halswell - Riccarton Community Board

Fendalton - Waimairi - Harewood Community Board



In addition we have a group of craftsmen who keep the place safe and sound. Our thanks go to Kevin Whitelaw, our builder/handyman extraordinaire; Andy Mc Tavish and his Team at Mc Tavish Painters; Ricky Pye and his team at Pye Electrical; Glen Fifield and his team at Plumbfast; Ash from Christchurch Pest Control and Gareth Painter (Asplundh). Thanks also to Neil MacBeth for his very talented photography, Craig Taylor for his tree expertise, Fraser Maddigan for his pest control knowledge and Jan Sherwood for her agenda and web support.



PART TWO  
FINANCIAL STATEMENTS

RICCARTON BUSH TRUST  
ANNUAL FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2023

## RICCARTON BUSH TRUST

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## RICCARTON BUSH TRUST

### Directory

#### ADDRESS

The Riccarton Bush Trustees  
16 Kahu Road  
PO Box 8276  
Christchurch

#### TRUSTEES

Bob Shearing (Chairman)  
Bob Lineham (Deputy chair)  
Tim Deans  
Pippa Ensor  
Nigel Harris  
Justin Morgenroth  
Shirish Paranjape  
Mark Peters  
Marie Pollisco

#### BANKER

Bank of New Zealand  
Christchurch

#### SOLICITOR

Parry Field Lawyers  
Christchurch

#### AUDITOR

Audit New Zealand on behalf of the Auditor-General

## RICCARTON BUSH TRUST

### Statement of comprehensive revenue and expense

For the year ended 30 June 2023

	Note	2023 \$	2022 \$
Revenue from operations	1	164,564	116,628
Other revenue	1	<u>768,372</u>	<u>571,207</u>
		<u>932,936</u>	<u>687,835</u>
Employee benefits expense	2	329,031	312,883
Depreciation and impairment	2	304,497	270,869
Other expenses	2	<u>469,529</u>	<u>287,936</u>
		<u>1,103,057</u>	<u>871,688</u>
<b>Net profit (deficit) for period</b>		<u><b>(170,121)</b></u>	<u><b>(183,853)</b></u>
<b>Other comprehensive revenue and expense</b>			
Property, plant and equipment revaluation gain/(loss)	7	-	2,805,153
<b>Total comprehensive revenue and expense</b>		<u><b>(170,121)</b></u>	<u><b>2,621,300</b></u>

The accompanying accounting policies and notes form part of these financial statements.

## RICCARTON BUSH TRUST

### Statement of changes in net assets/equity

For the year ended 30 June 2023

	Retained earnings \$	Other reserves \$	Total equity \$
<b>Balance at 30 June 2021</b>	<b>1,088,773</b>	<b>13,269,015</b>	<b>14,357,788</b>
Profit for the period	(183,853)		(183,853)
Gain/(loss) on property revaluation		2,805,153	2,805,153
<b>Balance at 30 June 2022</b>	<b>904,920</b>	<b>16,074,167</b>	<b>16,979,088</b>
Profit for the period	(170,121)		(170,121)
<b>Balance at 30 June 2023</b>	<b>734,799</b>	<b>16,074,167</b>	<b>16,808,966</b>

The accompanying accounting policies and notes form part of these financial statements.



## RICCARTON BUSH TRUST

### Statement of financial position

As at 30 June 2023

	Note	2023 \$	2022 \$
<b>Current assets</b>			
Cash and cash equivalents	4	306,338	364,785
Receivables from non-exchange transactions	6	2,150	8,335
Receivables from exchange transactions	6	39,671	24,225
Inventories	5	1,968	1,667
<b>Total current assets</b>		<b>350,127</b>	<b>399,012</b>
<b>Non-current assets</b>			
Property, plant and equipment	7	16,533,090	16,799,523
<b>Total non-current assets</b>		<b>16,533,090</b>	<b>16,799,523</b>
<b>Total assets</b>		<b>16,883,217</b>	<b>17,198,535</b>
<b>Current liabilities</b>			
Taxes and transfers payable	8	2,655	-
Payables under exchange transactions	8	37,347	23,496
Finance lease liability	11	2,201	2,201
Income in advance	12	181	161,609
Provisions	9	27,098	25,172
<b>Total current liabilities</b>		<b>69,482</b>	<b>212,478</b>
<b>Non-current liabilities</b>			
Finance lease liability	11	4,769	6,970
<b>Total non-current liabilities</b>		<b>4,769</b>	<b>6,970</b>
<b>Total liabilities</b>		<b>74,251</b>	<b>219,448</b>
<b>Net assets</b>		<b>16,808,966</b>	<b>16,979,088</b>
<b>Equity</b>			
Reserves	10	16,074,167	16,074,167
Accumulated comprehensive revenue and expense		734,799	904,920
<b>Total equity</b>		<b>16,808,966</b>	<b>16,979,088</b>

The accompanying accounting policies and notes form part of these financial statements.

For and on behalf of the Board of Trustees, which authorised the issue of the financial report on:

Date 22 November 2023

Chairman 

Trustee 

## RICCARTON BUSH TRUST

### Statement of cashflows

For the year ended 30 June 2023

	Note	2023 \$	2022 \$
<b>Cash flows from operating activities</b>			
Receipts from customers		625,280	223,966
Donations and sundry revenue		-	10,000
Contributions from Christchurch City Council		123,500	503,242
Interest revenue		9,293	2,837
Payments to employees and suppliers		(784,403)	(603,892)
GST (Payable / Receivable)		11,605	(8,729)
Net cash inflow from operating activities	13	(14,725)	127,424
<b>Cash flows from investing activities</b>			
Sale of Assets			4,909
Purchase of fixed assets		(40,439)	(130,265)
Net cash outflow from investing activities		(40,439)	(125,356)
<b>Cash flows from financing activities</b>			
Repayment of loans		(3,283)	3,111
Net cash outflow from financing activities		(3,283)	3,111
Net inflow (outflow) of cash		(58,447)	5,179
Opening bank and short term investments		364,785	359,607
Represented by:			
Bank and short-term deposits		306,338	364,786

The accompanying accounting policies and notes form part of these financial statements.

## RICCARTON BUSH TRUST

### Statement of Objectives and Performance

For the year ended 30 June 2023

The following summarises the Trust's performance against the objectives for the year.

#### Financial Performance Targets

	Jun 23 Plan \$	Jun 23 Actual \$	Jun 23 Variance \$
Revenue	567,000	800,143	233,143
Operating Expenses	567,000	798,560	(231,560)
Operating surplus before depreciation	-	1,583	1,583

The revenue above does not include the following grant, donation and interest income:

Capital grants - Christchurch City Council	123,500
Interest income	9,293
	<u>132,793</u>

The expenses above do not include depreciation of \$304,497.

#### Operating revenue:

Revenue from operations was higher than the target.

Revenue from operations was significantly higher than the target. This revenue includes commissions received from The Quarters café, independent and educational tours, and door sales. The increase in the number of visitors taking the tours, school visits and overseas visitors in both the Riccarton house and bush as well as the café dramatically improved following the ease of Covid-19 restrictions and as New Zealand opened its borders with the international visitors. The museum closure and increased presence in marketing as well contributed to the increased revenue from operations of the Trust.

Operational levy from Christchurch City Council was higher than the target because of the timing of the recognition of income from the income in advance relating to the exterior painting of the Riccarton house. The project was completed in April 2023.

Unbudgeted revenues such as donations and contributions on projects and contribution received from Christchurch City Council were also received during the year which contributed to the increased revenue of the Trust. These incomes were unbudgeted due to their uncertainty.

#### Operating expenses:

Operating expenses were higher than the target.

The Trust effectively managed their administration and bush and ground expenses as a result there were savings on these expenses against the target.

Historic houses expense was significantly higher than the target because of the timing of expenditures related to exterior painting of the Riccarton house. The budget for this expenditure was set in the previous years. Moreover, the Trust incurred building repairs as the preparation for the exterior painting was carried out and increased maintenance of various equipment incurred during the year.

Insurance costs increased significantly during the year brought about by the insurance revaluation of Riccarton house. The unexpected increase in value was not budgeted for however, Christchurch City Council covered the increase in insurance cost.

Unbudgeted project expenses were incurred during the year. These expenses were unbudgeted as the costs can either be recovered by reimbursements and/or donations/grants.

## RICCARTON BUSH TRUST

### Project Performance Targets

Target	Performance Measure 2022/23	Actual
Monitor Health and Safety practices in accordance with adopted policy to meet the requirements of the Health and Safety at Work Act 2015	<ul style="list-style-type: none"> <li>Report to each Board meeting</li> <li>Target results for all Trust activities, of: <ul style="list-style-type: none"> <li>Serious Harm incidents = 0</li> <li>Accident = 1</li> <li>Near Misses = 3</li> </ul> </li> </ul>	<p><b>Target Met</b></p> <p>Health and Safety Committee operational. Monthly reporting on all Health and Safety matters to the Board.</p> <p>Serious Harm Incidents =0 Accident =0 Near misses=2</p>
Monitoring and management of rodent activity in Riccarton Bush	<p>Effective management resulting in observable decrease in activity.</p> <p>6-monthly assessment of rodent activity completed</p>	<p><b>Target Not Met</b></p> <p>The 6-monthly assessment confirms that the rodent activities remain similar as last year.</p> <p>The bait stations are effectively managed, keeping rodent numbers under control, but occasional breaches may still occur.</p> <p>The Trust is actively supporting Predator Free Riccarton.</p>
Bush Enhancements - Replace Board Walk and Improved Interpretation	<p>Full Working drawings completed by October 2022</p> <p>Complete fundraising by December 2022</p> <p>Works Commence by June 2023</p>	<p><b>Target Not Met</b></p> <p>Unforeseen delays have delayed project. Commencing Autumn 2024.</p>
Encourage public interest, use and participation and promote the natural and cultural heritage values of the site.	<p>Inform the public and relevant interest groups about on-going activities of the Trust.</p> <p>Provide a quarterly report to the Board that detail the number of visitors that come to Riccarton Bush and Grounds. The reports will include marketing and social media summaries as well as year to date comparisons.</p> <p>Include in the 6-monthly and annual reporting to Council information on numbers of participants across the variety of Riccarton House and Bush offerings and provide comparisons over time as that information is compiled.</p>	<p><b>Target Met</b></p> <p>The Bush Telegraph was distributed four times during the year, delivered to all household within the Riccarton area.</p> <p>Additionally, copies are posted on the Trust's website making them easily accessible to visitors further expanding the reach of the information.</p> <p>Quarterly reports, including marketing, social media summaries as well as year to date comparisons have been submitted to the Board.</p> <p>Overall increase of visitor numbers has been reported.</p>

## RICCARTON BUSH TRUST

Target	Performance Measure 2022/23	Actual
Identify the contribution the Riccarton Bush Trust makes to the Council's community outcomes through the delivery of its activities and services.	Include in the 6-monthly and annual reporting to Council details on how the Riccarton Bush Trust contributes to the Council's community outcomes through the delivery of its activities and services.	<b>Target Met</b>  Detailed in both 6 monthly and annual report to CCC.
Commit to meeting the goal of becoming net carbon neutral by 2030.	Work with Council staff to identify what is required to enable this outcome.	<b>Target Not Met</b>  Unforeseen delays with CCC have delayed the process.

Item 12

Attachment B



## RICCARTON BUSH TRUST

### 1. Revenue

	2023 \$	2022 \$
<b>Revenue from operations</b>		
Rents and commission - Riccarton House	128,027	105,271
Heritage income - Riccarton House	34,362	9,951
Book sales	2,175	1,406
	<u>164,564</u>	<u>116,628</u>
<b>Other revenue</b>		
Rents - dwelling	23,464	23,464
Donations and sundry income	85,314	30,190
Levy - Christchurch City Council	526,801	396,017
Grant - Christchurch City Council	123,500	107,225
Grant - Others	-	10,000
Interest received	9,293	2,837
Gain on sales of assets	-	1,474
	<u>768,372</u>	<u>571,207</u>
<b>Total revenue</b>	<u><u>932,936</u></u>	<u><u>687,835</u></u>

### 2. Expenses

	2023 \$	2022 \$
Employee benefits expenses	329,031	312,883
Depreciation	304,497	270,869
Administration expenses	90,216	89,387
Historic Houses expenses	302,336	118,617
Bush and Ground expenses	55,111	61,761
Ranger's House expenses	496	343
Project and other expenses	20,288	16,842
Finance lease interest	1,082	986
	<u>1,103,057</u>	<u>871,688</u>

### 3. Remuneration of auditors

The auditor of Riccarton Bush Trust is the Auditor-General. The Auditor-General has appointed Audit New Zealand to undertake the audit.

	2023 \$	2022 \$
Audit of financial statements	15,694	13,709
	<u>15,694</u>	<u>13,709</u>

## RICCARTON BUSH TRUST

### 4. Cash and cash equivalents

	2023 \$	2022 \$
Cash at bank and on hand	306,338	364,785
	<u>306,338</u>	<u>364,785</u>

### 5. Inventories

	2023 \$	2022 \$
Book stock on hand - at net realisable value	1,968	1,667
	<u>1,968</u>	<u>1,667</u>

### 6. Receivables

	2023 Actual \$	2022 Actual \$
Recoveries from non-exchange transactions	2,150	8,335
Receivables from exchange transactions	39,671	24,225
	<u>41,821</u>	<u>32,560</u>
<b>Comprising of:</b>		
Debtors and accruals	41,821	24,356
GST receivable	-	8,203
	<u>41,821</u>	<u>32,560</u>

#### Trade and other receivables

Trade and other receivables are initially measured at fair value and subsequently measured at amortised cost less the recognition of any expected credit loss (ECL) over the life of the asset. The ECL is based on its historical credit loss experience adjusted for forward looking factors specific to debtors and the prevailing economic environment.

## RICCARTON BUSH TRUST

### 7. Property, plant and equipment

	Opening balances			Current year	Closing balances		
	Cost/ valuation	Accumulated depreciation/ impairment	Carrying amount		Cost/ valuation	Accumulated depreciation/ impairment	Carrying amount
<b>2023</b>							
Land	5,250,000	-	5,250,000	-	5,250,000	-	5,250,000
Land improvements	346,197	(81,366)	264,831	(7,382)	347,893	(90,444)	257,449
Buildings	10,723,044	(205)	10,722,839	(258,663)	10,724,516	(260,340)	10,464,176
Commercial kitchen	166,930	(73,623)	93,307	(5,763)	170,370	(82,826)	87,544
Furniture and fittings	64,603	(62,421)	2,183	236	65,203	(62,785)	2,418
Plant & equipment	635,258	(458,129)	177,129	(15,957)	645,018	(483,846)	161,172
Antique furniture	216,968	-	216,968	-	216,968	-	216,968
Work in progress/AUC	72,266	-	72,266	21,097	93,363	-	93,363
<b>Total</b>	<b>17,475,267</b>	<b>(675,745)</b>	<b>16,799,523</b>	<b>(266,432)</b>	<b>17,513,331</b>	<b>(980,241)</b>	<b>16,533,090</b>

Current year movements						
	Additions	Net disposals/ Transfers	Acc. Depr. On disposals	Net movement in WIP	Depreciation	Revaluation movement
<b>2023</b>						
Land						-
Land improvements	1,696				(9,078)	(7,382)
Buildings	1,472				(260,135)	(258,663)
Commercial kitchen	3,440				(9,203)	(5,763)
Furniture and fittings	600				(364)	236
Plant & equipment	9,760				(25,717)	(15,957)
Antique furniture						-
Work in progress/AUC				21,097		21,097
<b>Total</b>	<b>16,968</b>	<b>-</b>	<b>-</b>	<b>21,097</b>	<b>(304,497)</b>	<b>(266,432)</b>

## RICCARTON BUSH TRUST

	Opening balances			Current year	Closing balances		
	Cost/ valuation	Accumulated depreciation/ impairment	Carrying amount	Net movements	Cost/ valuation	Accumulated depreciation/ impairment	Carrying amount
<b>2022</b>							
Land	3,775,000		3,775,000	1,475,000	5,250,000	-	5,250,000
Land improvements	334,629	(72,375)	262,254	2,577	346,197	(81,366)	264,831
Buildings	9,549,016	(8)	9,549,008	1,173,831	10,723,044	(205)	10,722,839
Commercial kitchen	166,930	(64,420)	102,510	(9,203)	166,930	(73,623)	93,307
Furniture and fittings	64,603	(62,152)	2,451	(268)	64,603	(62,421)	2,183
Plant & equipment	617,875	(440,211)	177,664	(535)	635,258	(458,129)	177,129
Antique furniture	215,791		215,791	1,177	216,968	-	216,968
Work in progress/AUC	61,081		61,081	11,185	72,266	-	72,266
<b>Total</b>	<b>14,784,924</b>	<b>(639,166)</b>	<b>14,145,758</b>	<b>2,653,764</b>	<b>17,475,267</b>	<b>(675,745)</b>	<b>16,799,523</b>

	Current year movements					
	Additions	Net disposals/ Transfers	Acc. Depr. On disposals	Net movement in WIP	Depreciation	Revaluation movement
<b>2022</b>						
Land						1,475,000
Land improvements	11,569				(8,991)	2,577
Buildings	72,215				(228,537)	1,173,831
Commercial kitchen					(9,203)	(9,203)
Furniture and fittings					(268)	(268)
Plant & equipment	26,769	(9,386)	5,951		(23,869)	(535)
Antique furniture	1,177					1,177
Work in progress/AUC				11,185		11,185
<b>Total</b>	<b>111,730</b>	<b>(9,386)</b>	<b>5,951</b>	<b>11,185</b>	<b>(270,869)</b>	<b>2,805,153</b>

### Revaluation

#### Land improvements and buildings

The Trust's land improvements and buildings were last revalued at 30 June 2022 by Bayleys, an independent registered valuer. The fair value of the land and buildings was calculated in accordance with PBE IPSAS 17.

#### *Land Improvement*

Land improvements have not been included in the valuation. There were no land improvements during the 2023 financial year.

#### *Buildings*

Buildings were last valued at 30 June 2022 by Bayleys. Riccarton House and Deans Cottage are classified as specialised buildings. These are valued at fair value using depreciated replacement cost because no reliable market data is available for such buildings.

Ranger's House is valued at fair value using market based evidence.

#### Land

Land was last valued at 30 June 2022 by Bayleys. The land value is based on land zoning. The land is zoned as *Open Space Natural* and it has an *Outstanding Natural Landscape / Feature* designation since the new District Plan has become operative.

#### **Insurance**

Insurances are current and the policy covers the replacement value of buildings but natural disaster cover for demolition costs only.

## RICCARTON BUSH TRUST

### 8. Current trade and other payables

	2023 \$	2022 \$
Taxes and transfers payable	2,655	-
Payables under exchange transactions	37,347	23,496
	<u>40,002</u>	<u>23,496</u>
Comprising of:		
GST	2,655	-
Trade payables	7,944	9,787
Audit fee	29,403	13,709
	<u>40,002</u>	<u>23,496</u>

### 9. Current provisions

	2023 \$	2022 \$
Employee benefits	27,098	25,172
	<u>27,098</u>	<u>25,172</u>

### 10. Reserves

	Special funds \$	Asset revaluation \$	Capital reserve \$	Total \$
Balance at 1 July 2021	-	12,187,849	1,081,166	13,269,015
Gain/(loss) on property revaluation		2,805,153	-	2,805,153
Balance at 30 June 2022	-	14,993,001	1,081,166	16,074,167
Gain/(loss) on property revaluation				
Balance at 30 June 2023	-	14,993,001	1,081,166	16,074,167

### 11. Finance lease liability

	2023 \$	2022 \$
Current finance lease liability	2,201	2,201
Long term finance lease liability	4,769	6,970
	<u>6,970</u>	<u>9,171</u>

The finance lease liability relates to the lease of a digital photocopier/printer. The lease is until August 2026.

## RICCARTON BUSH TRUST

	2023 \$	2022 \$
Minimum lease payments payable		
Not later than one year	3,283	3,283
Later than one year and not later than five years	7,113	9,849
More than five years		547
	<u>10,396</u>	<u>13,679</u>
Future finance charges	3,426	4,508
Present value of minimum lease payments	6,970	9,171

### 12. Income in Advance

Income in advance related to the exterior painting of the Riccarton house reduced to Nil balance as of June 2023 (2022: \$161,609). The income in advance was fully recognised as part of the levies from Council in April 2023 at the time that the exterior painting of the Riccarton house was completed. In addition, \$129 (2022: \$192) is for the Ranger's House rent received in advance.

### 13. Reconciliation of surplus for the year to net cash flows from operating activities

	2023 \$	2022 \$
Operating surplus/(deficit)	170,121	183,853
<b>Add non cash items</b>		
Depreciation	(304,497)	(270,869)
<b>Add/(less) items classified as investing or financing</b>		
(Gain) on Sale of assets	-	1,474
Interest on finance lease	(1,082)	(986)
<b>Add/(less) movements in working capital items</b>		
Accounts receivable	9,259	10,577
Accounts payable & income in advance	140,622	(51,654)
Inventory	301	181
Net cash outflow from operating activities	<u>14,725</u>	<u>(127,424)</u>

### 14. Contingencies

There are no contingent assets and liabilities as at 30 June 2023. (2022: Nil.)

### 15. Related party transactions

Related party disclosures have not been made for transactions with related parties that are within a normal supplier or client/recipient relationship on terms and conditions no more or less favourable than those that it is reasonable to expect the Trust would have adopted in dealing with the party at arm's length in the same circumstances.

#### The Council

The Trust requires the Council to contribute a significant amount of funds towards its operating costs to deliver its objectives as specified in the Riccarton Bush Act.

During the year, the Trust received in levies and grants of \$488,885 (2022: \$503,242) from the Council. This includes one off grant from Council \$123,500 (2022: \$96,500) for funding the capital projects.

In 2022, the Trust received \$5,400 from Riccarton-Wigram Community Board and \$3,600 from Fendalton-Waimari-Harewood. These were included in the accounts as Grants received from Council but are not part of the annual capital grant.

\$161,609 reported as income in advance in financial year 2022 for exterior painting of the Riccarton house was fully recognised as part of the levies from Council. The exterior painting of the Riccarton house was completed in April 2023.



## RICCARTON BUSH TRUST

The Trust also received from Council a contribution of \$35,000 for insurance cost recovery and \$1,556 towards fibre cable installation in cycleway. In 2022, \$1,725 towards remedial works on Lime Tree project.

The Council also provided accounting services to the Trust at a total cost of \$33,423 (2022: \$33,423).

Although these services were provided at market value, the transactions are not considered to be at arm's length as the Council does not usually provide accounting services to outside parties and have provided these services to the Trust only as a result of the Council/Council controlled organisation relationship.

As at 30 June 2023, the Trust had a balance owing to Council of \$ Nil (2022: \$ Nil).

As at 30 June 2023, the Council had a balance owing to the Trust of \$ 1,789 (2022: \$ Nil).

### 16. Key management personnel

#### Remuneration of key management personnel

	2023 \$	2022 \$
Salaries and other short-term benefits	81,561	85,915

Key management personnel include the Trustees and manager.

### 17. Post balance date events

There are no post balance date events as at 30 June 2023 (2022: Nil).

### 18. Capital management

The Trust's capital is its equity, which comprises Trust capital and retained surpluses. Equity is represented by net assets.

The Riccarton Bush Act requires the Board of Trustees to manage its revenues, expenses, assets, liabilities, investments, and general financial dealings prudently. The Trust's equity is largely managed as a by-product of managing revenues, expenses, assets, liabilities, investments, and general financial dealings.

### 19. Disclosure

The Riccarton Bush Trust was required under section 67(5) of the Local Government Act 2002 to complete its 2023 audited financial statements and service performance information by 31 October 2023. This timeframe was not met.

### 20. Statement of Accounting Policies

#### Reporting entity

The Trust operates under the Riccarton Bush Act 1914 and is a Council Controlled Organisation under the Local Government Act 2002. The Trust manages property in Riccarton. The property consists of Riccarton House and grounds, Deans Cottage, a residential house and Riccarton Bush.

The major source of revenue is from an operating levy and an additional grant received annually from the Council, and from grants, donations and rents & commission from use of the properties.

The primary purpose of the Trust is to:

- protect and enhance the indigenous flora, fauna and ecology of Riccarton Bush;
- conserve Deans Cottage, Riccarton House and their grounds with Riccarton Bush and the Deans family history;
- and encourage public use and participation of the reserve and to inform visitors about the natural, Maori and colonial heritage of Christchurch

On this basis, the Trust is considered a public benefit entity for purposes of financial reporting.

The financial statements of the Trust are for the year ended 30 June 2023. The financial statements were approved for issue by the Board of Trustees on 22 November 2023.

## RICCARTON BUSH TRUST

### (a) Basis of preparation

The financial statements for the year ended 30 June 2023 have been prepared in accordance with New Zealand generally accepted accounting practice. They comply with the Tier 2 PBE standards.

As the Trust has elected to report under Tier 2 PBE standards, it has applied disclosure concessions, where available. The criteria under which the Trust is eligible to report under Tier 2 PBE Standards are as follows:

- (a) the Trust is not publicly accountable; and
- (b) the Trust's total expenses for the period being reported are below the \$30 million threshold for Tier 1 reporting.

Where disclosure concessions have been applied by the Trust, these are discussed in the accounting policies affected.

The financial statements presented in New Zealand dollars and all values are rounded to the nearest dollar (\$).

### (b) Revenue

#### *Grants/Levies*

Grants received from the Council are the primary source of funding to the Trust and are restricted for the purpose of the Trust meeting its objectives as specified in the Riccarton Bush Act. The Trust also receives Government assistance for specific purposes, and these grants usually contain restrictions on their use.

Council, Government and non-government grants are recognised as revenue when they become receivable unless there is an obligation to return the funds if conditions of the grant are not met. If there is such an obligation, the grants are initially recorded as grant received in advance, and recognised as revenue when conditions of the grant are satisfied.

#### *Other Revenue*

Revenue is measured at the fair value of consideration received.

Interest revenue is recognised using the effective interest method.

Revenue may be derived from either exchange or non-exchange transactions.

### (c) Property, plant and equipment

Land, site improvements and buildings are shown at fair value, based on periodic valuations by an external independent valuer less subsequent depreciation and impairment.

All other property, plant and equipment are shown at cost, less accumulated depreciation and impairment losses.

#### *Additions*

The cost of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that future economic benefits or service potential associated with the item will flow to the Trust and the cost of the item can be measured reliably.

In most instances, an item of property, plant and equipment is recognised at its cost. Where an asset is acquired at no cost, or for a nominal cost, it is recognised at fair value when control over the asset is obtained.

#### *Work in progress*

The cost of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that future economic benefits or service potential associated with the item will flow to the Trust and the cost of the item can be measured reliably.

Work in progress is recognised at cost less impairment and is not depreciated.

#### *Disposals*

Gains and losses on disposals are determined by comparing proceeds with carrying amount. These are included in the surplus or deficit. When revalued assets are sold, the amounts included in other reserves in respect of those assets are transferred to retained earnings.

#### *Subsequent costs*

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Trust and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the surplus or deficit during the financial period in which they are incurred.

#### *Depreciation*

Land and antique furniture are not depreciated. Depreciation on other assets is calculated using the straight line method to allocate their cost or revalued amounts, net of their residual values, over their estimated useful lives.

The useful lives of major classes of assets are as follows:

## RICCARTON BUSH TRUST

• Buildings	5-100 yrs
• Furniture and fittings	10 yrs
• Plant and equipment	3-30 yrs
• Land improvements	5-100 yrs

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each balance sheet date. An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

### *Revaluations*

Land and buildings are revalued with sufficient regularity to ensure that their carrying amount does not differ materially from fair value. All other asset classes are carried at depreciated historical cost less accumulated impairment.

The carrying values of revalued assets are assessed annually to ensure that they do not differ materially from the assets' fair values. If there is a material difference, then the off-cycle asset classes are revalued.

Revaluations of property, plant, and equipment are accounted for on a class-of-asset basis.

The net revaluation results are credited or debited to other comprehensive revenue and are accumulated to an asset revaluation reserve in equity for that class of asset. Where this would result in a debit balance in the asset revaluation reserve, this balance is not recognised in other comprehensive revenue, but is recognised in the surplus or deficit. Any subsequent increase on revaluation that reverses a previous decrease in value recognised in the surplus or deficit will be recognised first in the surplus or deficit up to the amount previously expensed, and then recognised in other comprehensive revenue.

### **(d) Trade and other receivables**

Trade and other receivables are stated at their expected realised value after writing off of any known bad debts and making an expected credit loss allowance which may prove irrecoverable in subsequent accounting periods.

### **(e) Inventories**

Inventories are stated at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business, less the estimated costs of completion and selling expenses.

The cost of other inventories is based on the first-in first-out principle and includes expenditure incurred in acquiring the inventories and bringing them to their existing location and condition.

### **(f) Leases**

#### *Finance leases*

A finance lease is a lease that transfers to the lessee substantially all the risks and rewards incidental to the ownership of an asset, whether or not title is eventually transferred.

At the commencement of the lease term, finance leases are recognised as assets and liabilities in the statement of financial position at the lower of the fair value of the leased item or the present value of the minimum lease payments.

The finance charge is charged to the surplus or deficit over the lease period so as to produce a constant periodic rate of interest on the remaining balance of the liability.

The amount recognised as an asset is depreciated over its useful life. If there is no certainty as to whether the Trust will obtain ownership at the end of the lease term, the asset is fully depreciated over the shorter of the lease term and its useful life.

### **(g) Cash and cash equivalents**

Cash and cash equivalents comprise cash balances, call deposits and other short-term deposits with original maturities of 3 months or less.

### **(h) Impairment**

Assets are reviewed for impairment whenever events or changes in circumstance indicate that the carrying amount may not be recoverable. Land and buildings are also reviewed for impairment at least every three years as part of the revaluation process.

An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

## RICCARTON BUSH TRUST

### *Non-cash generating assets*

Non-cash generating assets are those assets that are not held with the primary objective of generating a commercial return.

For non-cash generating assets, value in use is determined on a depreciated replacement cost basis.

### *Cash generating assets*

Cash generating assets are those assets that are held with the primary objective of generating a commercial return. These assets are adjusted based on age profile calculations of expected credit losses.

### **(i) Creditors and other payables**

Short-term creditors and other payables are recorded at their face value which represents amortised cost.

### **(j) Provisions**

A provision is recognised in the balance sheet when the Trust has a present legal or constructive obligation as a result of a past event, and it is probable that an outflow of economic benefits, the amount of which can be reliably estimated, will be required to settle the obligation. If the effect is material, provisions are determined by discounting the expected future cash flows at a pre-tax rate that reflects current market assessments of the time value of money and, where appropriate, the risks specific to the obligation.

### **(k) Employee entitlements**

Provision is made in respect of the Trust's liability for the short-term employee entitlements.

Liabilities for annual leave and time off in lieu are accrued at the full amount owing at the pay period ending immediately prior to the balance sheet date.

Provisions made in respect of employee benefits which are not expected to be settled within 12 month are measured as the present value of the estimated future cash outflows to be made by the Trust in respect of services provided up to balance date.

### **(l) Income tax**

Charities Services (formerly Charities Commission) Department has confirmed that the Riccarton Bush Trust has charitable status for tax purposes therefore the Trust is not liable for income tax.

### **(m) Goods and Services Tax**

The financial statements are prepared exclusive of GST with the exception of receivables and payables that are shown inclusive of GST. Where GST is not recoverable as an input tax it is recognised as part of the related asset or expense.

### **(n) Critical accounting estimates and assumptions**

In preparing these financial statements the Trust has made estimates and assumptions concerning the future. These estimates and assumptions may differ from the subsequent actual results. Estimates and assumptions are continually evaluated and are based on historical experience and other factors, including expectations or future events that are believed to be reasonable under the circumstances. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below:

#### *Property, plant and equipment useful lives and residual values*

At each balance date the Trust reviews the useful lives and residual values of its property, plant and equipment. Assessing the appropriateness of useful life and residual value estimates of property, plant and equipment requires the Trust to consider a number of factors such as the physical condition of the asset, expected period of use of the asset by the Trust, and expected disposal proceeds from the future sale of the asset.

An incorrect estimate of the useful life or residual value will impact on the depreciable amount of an asset, therefore impacting on the depreciation expense recognised in the surplus or deficit, and the carrying amount of the asset in the statement of financial position. The Trust minimises the risk of this estimation uncertainty by:

- Physical inspection of assets;
- Asset replacement programmes;
- Review of second hand market prices for similar assets;
- Analysis of prior asset sales; and
- Regular independent valuations of land and buildings.

## RICCARTON BUSH TRUST

The Trust has not made significant changes to the past assumptions concerning useful lives and residual values. The carrying amounts of property, plant and equipment are disclosed in note 7.

### (o) Critical judgement in applying the Trust's accounting policies

The Trustees must exercise their judgement when recognising grant revenue to determine if conditions of the grant contract have been satisfied. This judgement will be based on the facts and circumstances that are evident for each grant contract.

### (p) Accounting standards and interpretations issued but not yet effective

The following new standard has been issued but not yet effective as at 30 June 2023. Riccarton Bush Trust has not early adopted this standard.

#### PBE IPSAS19 Provisions, Contingent Liabilities and Contingent Assets

The standard requires an entity to consider the unavoidable costs which is the lower of the costs of fulfilling a contract and any compensation and penalties arising from failure to fulfil a contract. The amendments added a description on the "costs of fulfilling a contract" when determining the unavoidable costs under the onerous contracts.

PBE IPSAS19 does not have any material impact on the Trust's annual report.

### (q) COVID-19

#### The coronavirus (COVID-19) – Accounting Implications

Travel restrictions and worsening local economic conditions have reduced the number of visitors to Riccarton Bush and House in the past couple of years. The Trust is slowly recovering from the Covid-19 impacts. We have looked at the impact of COVID-19 on the financial statements in the following areas:

#### Liquidity risk management

Riccarton Bush Trust currently holds \$306,338 in cash as at 30 June 2023. With a guaranteed operating levy from Christchurch City Council for the indefinite future liquidity risk is low.

#### Going Concern

With a current ratio of 5.31 Riccarton Bush can comfortably cover its obligations in the foreseeable future. The risk of Riccarton Bush not being able to operate into future is very low.

#### Revenue

The ease of Covid-19 restrictions has improved the Trust's revenue. The significant increase in visitors and tours leads to substantial increase in the Trust's revenue from operations with \$47,936 or 41% increase compared to financial year 2022.



## Independent Auditor's Report

### To the readers of Riccarton Bush Trust's financial statements and performance information for the year ended 30 June 2023

The Auditor-General is the auditor of Riccarton Bush Trust (the Trust). The Auditor-General has appointed me, Chantelle Gernetzky, using the staff and resources of Audit New Zealand, to carry out the audit of the financial statements and performance information of the Trust on his behalf.

### Opinion

We have audited:

- the financial statements of the the Trust on pages 4 to 7 and 11 to 21, that comprise the statement of financial position as at 30 June 2023, the statement of comprehensive revenue and expense, statement of changes in net assets/equity and statement of cashflows for the year ended on that date and the notes to the financial statements that include accounting policies and other explanatory information; and
- the performance information of the Trust on pages 8 to 10.

In our opinion:

- the financial statements of the Trust on pages 4 to 7 and 11 to 21:
  - present fairly, in all material respects:
    - its financial position as at 30 June 2023; and
    - its financial performance and cash flows for the year then ended; and
  - comply with generally accepted accounting practice in New Zealand in accordance with Public Benefit Entity Reporting Standards Reduced Disclosure Regime; and
- the performance information of the Trust on pages 8 to 10 presents fairly, in all material respects, the Trust's actual performance compared against the performance targets and other measures by which performance was judged in relation to the Trust's objectives for the year ended 30 June 2023.

Our audit was completed on 22 November 2023. This is the date at which our opinion is expressed.

The basis for our opinion is explained below. In addition, we outline the responsibilities of the Trustees and our responsibilities relating to the financial statements and the performance information, we comment on other information, and we explain our independence.



### **Other matter – Comparison of forecast financial statements with historical financial statements**

Without modifying our opinion, we draw attention to the fact that the Trust did not include forecast financial statements in its 2023 statement of intent, as required by the Local Government Act 2002. As a result, no comparison of the forecast financial statements with the historical financial statements was presented in the annual report.

### **Basis for our opinion**

We carried out our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the Professional and Ethical Standards and the International Standards on Auditing (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board. Our responsibilities under those standards are further described in the Responsibilities of the auditor section of our report.

We have fulfilled our responsibilities in accordance with the Auditor-General's Auditing Standards.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Responsibilities of the Trustees for the financial statements and the performance information**

The Trustees are responsible on behalf of the Trust for preparing financial statements that are fairly presented and that comply with generally accepted accounting practice in New Zealand. The Trustees are also responsible for preparing the performance information for the Trust.

The Trustees are responsible for such internal control as they determine is necessary to enable it to prepare financial statements and performance information that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements and the performance information, the Trustees are responsible on behalf of the Trust for assessing the Trust's ability to continue as a going concern. The Trustees are also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless the Trustees intends to liquidate the Trust or to cease operations, or have no realistic alternative but to do so.

The Trustees' responsibilities arise from the Local Government Act 2002 and Trust Deed.

### **Responsibilities of the auditor for the audit of the financial statements and the performance information**

Our objectives are to obtain reasonable assurance about whether the financial statements and the performance information, as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance but is not a guarantee that an audit carried out in accordance with the Auditor-General's Auditing Standards will always detect a material misstatement when it exists. Misstatements are differences or omissions of amounts or disclosures and can arise from fraud or error. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of readers, taken on the basis of these financial statements and the performance information.

For the performance targets reporting in the performance information, our procedures were limited to checking that the information agreed to the Trust's statement of intent.

We did not evaluate the security and controls over the electronic publication of the financial statements and the performance information.

As part of an audit in accordance with the Auditor-General's Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. Also:

- We identify and assess the risks of material misstatement of the financial statements and the performance information, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- We obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Trust's internal control.
- We evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Trustees.
- We evaluate the appropriateness of the reported performance information within the Trustees' framework for reporting its performance.
- We conclude on the appropriateness of the use of the going concern basis of accounting by the Trustees and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Trust's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements and the performance information or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Trust to cease to continue as a going concern.
- We evaluate the overall presentation, structure and content of the financial statements and the performance information, including the disclosures, and whether the financial statements and the performance information represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Trustees regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Our responsibilities arise from the Public Audit Act 2001.

### Other Information

The Trustees are responsible for the other information. The other information comprises the information included on page 3, but does not include the financial statements and the performance information, and our auditor's report thereon.

Our opinion on the financial statements and the performance information does not cover the other information and we do not express any form of audit opinion or assurance conclusion thereon.

In connection with our audit of the financial statements and the performance information, our responsibility is to read the other information. In doing so, we consider whether the other information is materially inconsistent with the financial statements and the performance information, or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on our work, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

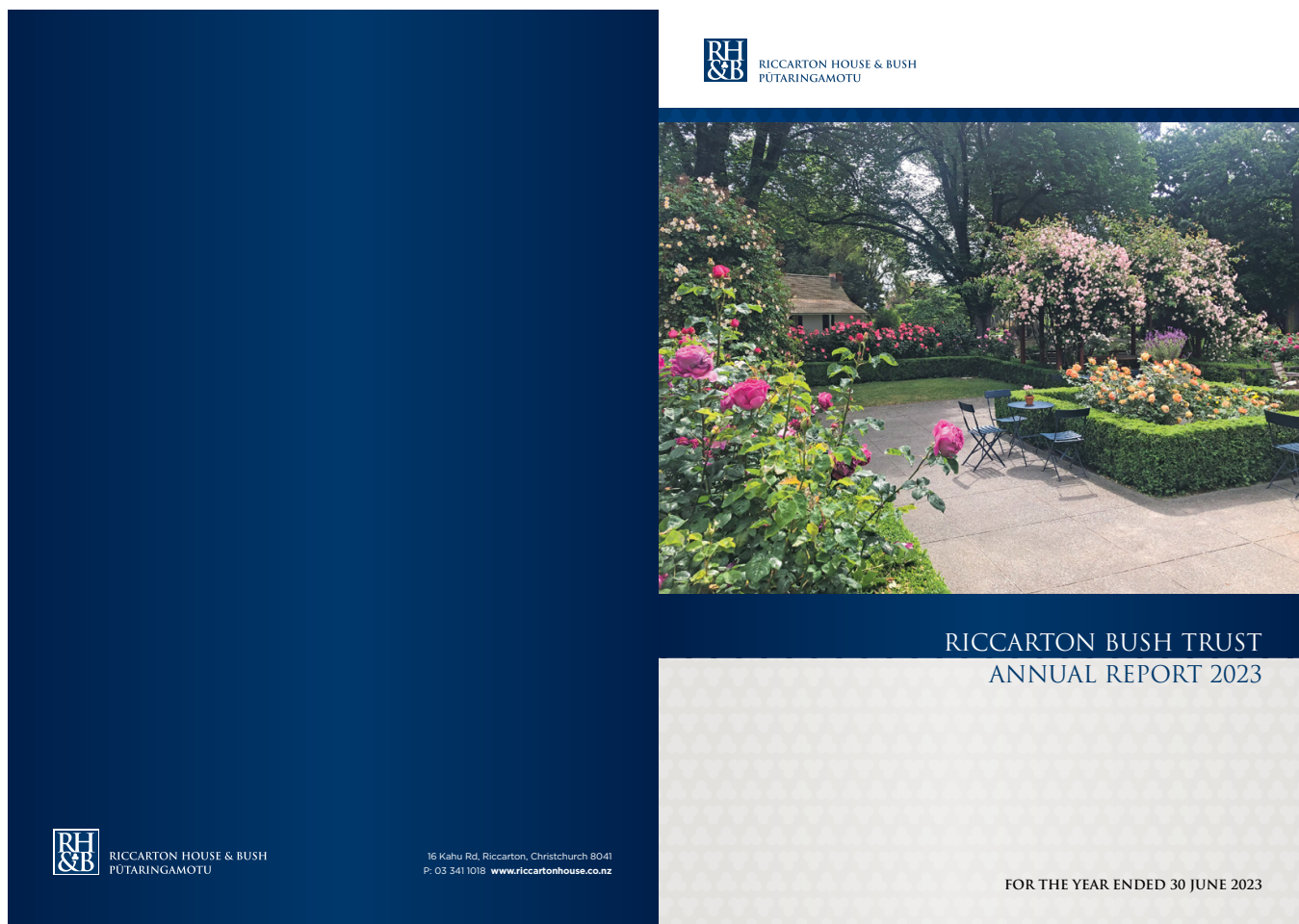
### Independence

We are independent of the Trust in accordance with the independence requirements of the Auditor-General's Auditing Standards, which incorporate the independence requirements of Professional and Ethical Standard 1: *International Code of Ethics for Assurance Practitioners*, issued by the New Zealand Auditing and Assurance Standards Board.

Other than the audit, we have no relationship with, or interests in, the Trust.



Chantelle Gernetzky  
Audit New Zealand  
On behalf of the Auditor-General  
Christchurch, New Zealand







RICCARTON HOUSE & BUSH  
PŪTARINGAMOTU



## RICCARTON BUSH TRUST ANNUAL REPORT 2022

FOR THE YEAR ENDED 30 JUNE 2022

Item 12

Attachment C

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## CHAIR'S REPORT

### REPORT FROM THE CHAIRMAN AND MANAGER

Like so many other places it has been a rough ride over the last couple of years. Despite this by the end of 2021 we were very optimistic. The borders were open and some of our major overseas clients have indicated they will be returning. The café visitor numbers are increasing, and our visitor numbers are creeping back up.

Financially the Trust is in a sound position through judicious spending to reflect the reduction in income. It is noted that the accounts included with this report have not yet been audited. Audit NZ has advised that the audit will not be completed until the first quarter of 2023. The Trust has determined that rather than delay the release of the Annual Report it will follow its usual scheduling.

The Trust welcomes Nigel Harris to the Board. Nigel joined the Board as a Riccarton Bush Trust appointee in March 2022. Nigel is passionate about cultural integrity, the natural environment and Māori resource management (Kaitiakitanga). He has engaged considerably with the public and private sectors, and indigenous

**This special place, this link to our past, with its unique sights, sounds, smells, culture and history must be protected and conserved for the people, not only of Waitaha Canterbury but all of Aotearoa.**

communities where environmental, social, cultural and economic issues need to be addressed in a sustainable manner. Nigel is the Māori Heritage Advisor for Heritage New Zealand Pouhere Taonga and was previously with DOC and the University of Canterbury.

Pippa Ensor was re-elected to the Board by Deans Family descendants to represent the family's interests. Bob Lineham was reappointed to the Board as a Christchurch City Council (CCC) appointee.



The main focus for the year was the planning and preparation for the Bush Enhancement Project. The Trust is working with Ngāi Tūāhuriri to integrate their narratives, values and associations with the site through this project. The proposed work will also provide better accessibility for the site and to support the promotion Pūtarangamotu/Riccarton Bush to a wider audience with better opportunities to educate, engage and participate in the site and its history. The estimate to complete the work is in the vicinity of \$2.4m with a start date of late summer 2023.

The Chair of the Finance Working Party, Bob Lineham; the Manager and Chairman had the opportunity to make a presentation to the Finance and Performance Committee of the CCC. It was a good opportunity to inform the Committee of the Bush enhancement Project and to also thank Councillors for the on-going support the Trust receives.

**Pūtarangamotu is a place of living history, a gift to future generations and it must be protected.**

**Bob Shearing**  
Chairman

**Shona Willis**  
Manager

## INTRODUCTION

## THE YEAR IN REVIEW

The review of the year is based on our performance targets and how these have been met.

### Bush Enhancements

Due to the complexity of the site the Resource Consent application did take a lot longer than planned. The Trust is grateful to the work carried out by PLANZ, Kamo Marsh and Craig Taylor to develop the application. Initial discussions with the Christchurch City Council indicate that the application will be successful with some conditions.

Formal applications for funding required the Resource Consent to be granted prior to any funding decisions being made. These will commence later in 2022. The Trust established a strong relationship with The Christchurch Foundation who are providing funding support and guidance. To date approx \$10,000 has been donated via the Foundation. In addition, the Foundation helped the Trust to develop a promotional video and managed the Fundraising launch.

### Health and Safety

A Health and Safety Committee comprising Trust Staff and Café Staff met and reported monthly to the Board. In addition, several improvements have been made to our Health and Safety programme:

- The evacuation process has been updated and a practice held.
- Each month items on the Hazard Register are reviewed and updated. The whole of the Register is reviewed over the 12-month period.

### Monitoring and Management of Rodent Activity

External reporting on animal pest monitoring has increased to a six-monthly cycle to capture seasonal fluctuations in pest numbers. Seasonal variation was evident with rodent numbers being higher in autumn presumably taking advantage of the higher volumes of seed and fruit in preparation for winter. As a result, trapping and baiting efforts were increased with positive results. The predator fence remains intact and completely functional. The continual breaches are most likely to come from the following sources: vegetation creating bridges at a high level over the fence; decaying roots under the fence creating unseen tunnels; and members of the public bringing in pests species thinking the bush is the best refuge for them. Because of the urban environment the bush is situated in, the pressure from pests is a constant threat and as such trapping and baiting within the predator fence remains a



Rat traps

vital part of management practice.

The Trust is actively supporting Predator Free Riccarton.

### Encouraging public interest, use and participation and promoting the natural and cultural heritage values of the site.

It was important for the Trust to get the views, interest and participation of the public and interest groups before proceeding with the Bush Enhancement Project. This was achieved through a public consultation process where good feedback and comments were received. The overall support for this project is extremely high.

Promotion of the Trust's activities and projects continues through the local Bush Telegraph that is delivered to over 800 residents. In addition to this and to extend our local reach this year we have advertised in Metropolis, Canterbury Today and Plus Living magazines.

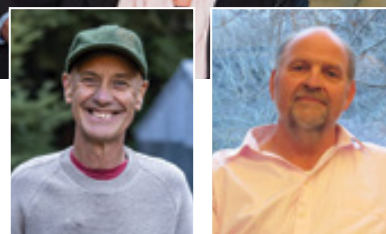
Our social media pages ensure awareness of all that may be happening for users of our activities and promotes special events and times of the year. Our success in marketing, social media and number of visitors is reported to the Board quarterly. The report analyses trends, compares previous years, and helps to ensure performance targets are being met. If there are decreases in any one of the activities, it enables reviews to establish the reasons for this.



## GOVERNANCE



Back Row L-R: Nigel Harris; Bob Lineham; Jimmy Chen; Shirish Paranjape; Pippa Ensor  
Front Row L-R: Mike Mora (Deputy Chair); Bob Shearing (Chair); Shona Willis (Manager);  
Inset L: Professor David Norton; R: Tim Deans



### Board Constitution (as prescribed by Riccarton Bush Amendment Act 2012)

APPOINTED BY	NUMBER	TERM	CURRENT APPOINTEES
<b>Christchurch City Council</b>	3	3 years	Bob Lineham (Since 2016 - reappointed June 2022) Jimmy Chen (Since 2010 - reappointed Dec 2019) Bob Shearing (Since 2010 - reappointed June 2021)
<b>Christchurch City Council - Community Board Members</b>	2	3 years	Mike Mora (Since 2007 - reappointed Dec 2019) Shirish Paranjape (Since 2016 - reappointed Dec 2019)
<b>Family of John Deans II</b>	2	5 years	Pippa Ensor (Since 2017 - reappointed April 2022) Tim Deans (Since 2013 - reappointed May 2018)
<b>Royal Society of New Zealand Canterbury Branch</b>	1	5 years	Prof. David Norton (Since May 2016 - reappointed May 2021)
<b>Riccarton Bush Trust</b>	1	By resolution	Nigel Harris (appointed April 2022)

### Board Working Parties

The Board has three working parties; Finance Working Party; House and Promotions Working Party and Bush and Grounds Working Party.

All working parties have terms of reference which are reviewed biennially.

The Finance Working Party comprises Bob Lineham (Chair), Jimmy Chen, Tim Deans, and Bob Shearing. The role of this working party is to ensure compliance with statutory reporting responsibilities; assess the adequacy of accounting, financial and operating controls, that the organisation's financial statements and reports are accurate, use fair and reasonable estimates and to assess the effectiveness of the management of business risk and reliability of management reporting.

The House and Promotions Working Party comprises Tim Deans (Chair), Bob Lineham, Shirish Paranjape, and Bob Shearing. The role of this working party is to take an overview of all activities related to the House. The working party met once this year with the focus being on increased marketing and promotions.

The Bush and Grounds Working Party comprises David Norton (Chair), Pippa Ensor, Mike Mora, Nigel Harris and Bob Shearing. Its role is to take an overview of all activities in the Bush and Grounds; to facilitate the achievement of the management goals and to make recommendations to the Finance Working Party on both operational and project budgets. The working party met once this year with the focus being on the Bush Enhancement Project. As the Bush Enhancement Project is of such significance, discussions and decisions have been made at Board rather than working party level.



## VISITORS



## VISITORS TO THE GROUNDS, HOUSE & BUSH

Visitor Summary							
	Number of People: Using and/or Participating in						Total
	Restaurant	The Quarters Events	Guided Tours House/Bush & Grounds	Bush Walks	Community Group Visit Bush/Grounds	Cottage	
2020 / 2021	24867	6377	2965	76928	913	not measured	112,050
2021 / 2022	22762	9663	1872	57139	1104	9388	101,928

Introduced last year, the measure of our visitor numbers is captured by all those that participate in the various activities that Riccarton House and Bush has to offer. Deans Cottage is another activity for our visitors, and this was added to this year's results.

The various Covid restrictions that included lockdowns, restricting numbers and of greater impact the border closures resulted in an overall decrease of 9% in the

activities from the previous year. There were large variations in the quarters depending on these restrictions, however once these were reduced and removed, the immediate return of our visitors was pleasing to see. The continuation of local support assisted the overall results.

Guided tours were the individual activity most

affected with a 36% decrease from the previous year and attributed to the loss of visits from tour operators and from our international visitors. When able, retirement villages, friendship groups, garden clubs and other community groups took tours of the house followed by refreshments.

We participated in the Annual Heritage Festival; this year the theme "People and Place our Stories Revealed" was a perfect match for our House Tours. One week of the school holidays was included in the festival so several family groups took the opportunity to celebrate our heritage. *"I really enjoyed the tour and thought the guide did an excellent*

**"What a delightful surprise awaited us at Riccarton House! Our tour guide was very experienced and knowledgeable, and time slipped by so quickly - many thanks!! We were all impressed at the Deans adjustment to a new colony and their subsequent vast achievements. Once again, on behalf of our group, many thanks for a most enjoyable tour."**  
(North Canterbury Budget Services)



Guided bush walks

"Great tour of the history of the Deans family & the house. Entertained, informed & enjoyed the commentary, the rooms & the memorabilia. Beautifully restored after the ChCh earthquakes, retaining its splendour & quirks, oozing with classic style but also practical features. The fridge chiller room, the children's playroom attic & amazing detail all kept us interested & charmed. Thank you, AFG."

*job of showing our group around and telling us about the history of the house. I only wish I'd done it sooner!"*

We also participated in Kidsfest another council run event

by lighting up the Bush "Darkness transforms the natural world into a different place, it feels different, smells different, looks different and sounds different.

*Many of our special wildlife (and pests!) only come out at night. Learn all about them on this lantern lit walk through Putaringamotu/Riccarton Bush!"* This attracted over 800 visitors for the two weeks it ran.

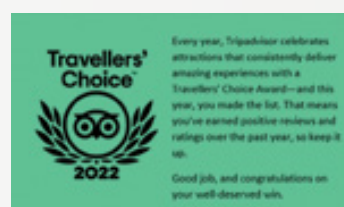
Events at the House included weddings, corporate, private and community events run by The Quarters team. The introduction of picnics, a new option for the restaurant had a great uptake with many enjoying their picnics within the grounds. The Murder Mystery Events which ran over eight nights with 322 people attending, another feature for the year.

## HIGHLIGHTS OF THE YEAR

We received the following from Trip Advisor: **You're a 2022 Travellers' Choice Award Winner**

"Amazing tour of such a beautiful old homestead. Wonderful tour guide, amazing history. Highly recommend." - **Trip Advisor April 2022**

What a highlight this was! This should be your number 1 thing to do in Christchurch. The tour was fascinating and much more than a simple tour of a beautiful historic home. The founding family were incredibly interesting and the New Zealand history of the area we learnt was amazing." - **Trip Advisor May 2022**



Increased educational groups were amongst this year's visitors. The new Aotearoa New Zealand' Histories Curriculum requires learning of national history through local contexts. Thirteen local schools visited during the year using our historical and cultural significance to support the curriculum's learning requirements.

Also visits from tertiary education providers included Canterbury University, Lincoln University, Ara, Nelson Marlborough Institute of Technology and a group of trainee primary school teachers. These visiting groups took tours from our Ranger or used the bush and grounds for their self-guided field trips. These trips enhanced Land Journeys and Ethics, Sustainability, and Agroforestry courses. The experience "would give students insight into what the Canterbury plains once looked like, and how (back in the day) the Deans managed to preserve the forestry block while being part of the farm."



Various film crews that included school students and broadcasting school students used the house for the many backdrops needed for their films or photo shots.

One of these crews Enchanting Productions that produced "A Little Night Music" was of special significance. The cast in full Victorian costumes broke into song, to the pleasure of other visitors, giving the House a wonderful feeling of days gone by.





## RICCARTON HOUSE



## RICCARTON HOUSE AND DEANS COTTAGE

Some years ago, the Trust decided to manage the repainting of the House as well as the yearly washdown. For the past 20 years it had been managed by an external provider.

In mid-2021 a tender process was carried out and McTavish Decorators were successful. Andrew McTavish and his team, and prior to that Mr McTavish senior, have been an integral part of painting at Riccarton House. The work commenced in April 2022 and will be completed by 31 October 2022. At the same time our builder Kevin Whitelaw has been carrying out maintenance to the weatherboards and special mouldings prior to painting.

The upgrading of the outside toilets is complete. They are modernised and easier to clean.

The original first floor bathrooms had not been renovated after the earthquake. Rather than reinstating a room that had already been altered considerably it was decided to turn this room into an acquisition room. We will install appropriate storage and filing facilities. Collection items awaiting classification or not on display can be safely stored. The Canterbury Museum received resilience funding and distributed this in a targeted manner to local museums. The Trust were the recipient of a Collection Care report being carried out. The recommendations of this report will enable us to ensure that items in the Trust's collection are stored safely and securely.



The fire bricks in the entranceway hallway fireplace had collapsed and these have been replaced. In addition, annual scheduled maintenance, inspections on central heating, chimneys, fire and security have all been completed. The Building Warrant of Fitness was renewed without any issues.

There was a change in the security provider to Platform Security in partnership with Triton. This contract is working well and has recently been renewed.



Acquisition Room



## HOUSE GROUNDS



Flowers from the gardens by nickykerrphotography.com

## HOUSE GROUNDS

One of the more significant changes this year was the removal of the Scout Den from the property. The wooden building was erected in 1957 with the building being owned by Scouting NZ and the site leased from the Riccarton Bush Trust. The 2015 Management Plan determined that the location of a Scout Den on the property did not meet with the Trust's future plans and Scouting NZ was advised that the site was to be cleared by 2023. In the meantime, with the decline in scouting numbers and limited use of the facility Scouting NZ decided to vacate the building and demolish it. This work was completed in July/August 2021. The site was reinstated and a number of magnolias, a

replacement copper beech and a kowhai have been planted in the area. Additional riparian planting has also been carried out to support and enhance the riverbank.

In order to have more control over the timing and quality of the grass mowing it was decided to terminate the mowing contract. The timing coincided with the need to purchase a new commercial mower. The mowing work is shared between 2 of our team and the quality of the cut and the condition of the lawns, tree roots and trunks is testimony to the wisdom of the decision.

The health of two of the listed lime trees located in the driveway had been declining. Considerable tree work has been carried out and more clear space around the trees has been provided. This resulted in the loss of 4 carparks. Subsequent to this work the carparking area has been marked out and the lost parks have been regained by clearly marking out the spaces. This is working well with people parking more considerably.

In respect to replacement trees we have had 3 of the original pear trees successfully grafted.



Scout Den demolition



Alan on mower

## RICCARTON BUSH



Photograph by Chris Brooks

## PŪTARINGAMOTU / RICCARTON BUSH

The focus for this financial year for the Ranger was twofold:

- Improve systems, research and reporting to gain real insight into how the bush functions and how best to focus management efforts.
- Improve on existing relationships and create new relationships within our wider community with complementary organisations such as – education providers, community groups, and conservation-based entities.

An external report on invasive weeds was also commissioned to get a true understanding of the species of weeds present, their proliferation and advice on how to prioritise their removal based on their impacts on the native vegetation. This was a worthwhile exercise as it located a previously unknown patch of Old Man's Beard (*Clematis Vitalba*) which was dealt with immediately. The report has initiated change in how weeds are dealt with within Riccarton Bush. Ultimately it is a very labour-intensive job where the use of herbicides is very restricted. The report outlined the real need to remove as much of the weed material from the bush as possible to prevent inadvertently spreading more seed during the weeding process itself. Native groundcover plants are now a focus of the nursery, they will be planted in areas that have been recently weeded to block out an area and prevent regrowth of those weed species.

Improving community involvement both inside the bush and reaching out where possible has continued to be a focus.

The Ranger is an alumnus of the University of Canterbury so has approached existing contacts to encourage the science departments, to utilise the bush for research endeavours with the aim of improving the knowledge about the bush and providing a unique learning experience for the students. School tours have increased with the relaxing of COVID-19 regulations. Interest from high schools has increased with a tailored approach to biology and conservation being requested.

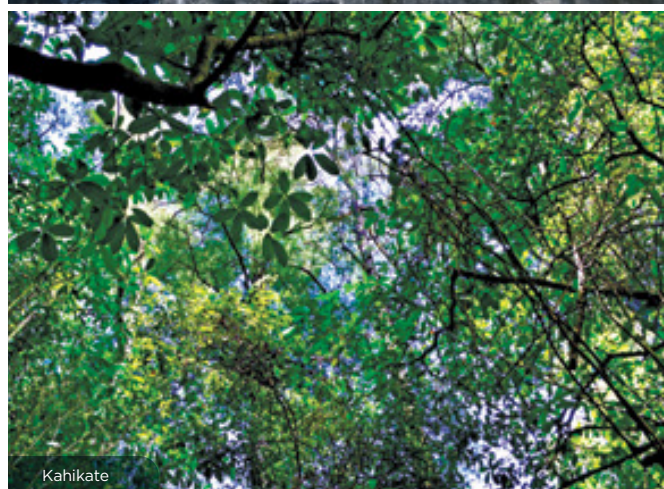
Riccarton Bush has partnered with Predator Free Riccarton (PFR) to facilitate the local actions of the Predator Free 2050 movement. PFR was granted \$5000 towards the making and supply of rat trap boxes for use in the backyards of Riccarton residents. If more rats and mice are removed from the suburb of Riccarton, there will undoubtedly be a reduction in the pressure placed on Riccarton Bush by pests. Riccarton Bush Trust has provided the facility, tools, and storage for the trap building working-bees.

Riccarton Bush has been included into the Conservation Works Skills programme run by Conservation Volunteers New Zealand. A programme in which participants are provided a paid 12-week work programme in which they learn various conservation-based skills and obtain certifications relevant to the industry. Riccarton Bush provides the location for a day-long field trip in which the students experience a tour of the bush and learn about the history and significance of the place and get an insight into the type of work that is done here to ensure the bush flourishes. Dependant on the season, they then get shown





The nursery



Kahikate

how to do a variety of conservation-based tasks such as: seed collection, seed propagation, weeding, planting, and pest management.

General maintenance continues. Vine removal has been an ongoing task this year with large areas being controlled to ensure slower growing trees are given the chance to grow. The ageing irrigation system has provided numerous challenges this year with breakdowns and leaks common place. The addition of the digital water metering installed at the end of the last financial year has also provided challenges with the current consent of a 6L/s take being inadequate for some of the irrigation sectors to run effectively. This has required the need for additional sectors to be added and the rejigging of sprinkler numbers within each sector to get the pressures required whilst being below consenting maximums.

This year, a new type of people counter has been installed in the bush. The previous counter provided a single number for the total number of visitors per month. The new counter provides a data set for every visitor. This allows us to identify visitor patterns throughout the day, week, month, and isolate individual events such as the annual Kidsfest Nightlife Lantern Walk.

## CAFE & EVENTS



## THE QUARTERS AT RICCARTON HOUSE & CHRISTCHURCH FARMERS MARKET



The Christchurch Farmers Market is the 'go to' place on a Saturday morning.

The daytime café is going from strength to strength and is now above pre-covid numbers. Innovations include out catering and picnic packages. The support of Christchurch locals during the difficult times was much appreciated.

"We had a lovely coffee, fluffy and scone in their dining room. The coffee was perfect and the scone was actually amazing. The service was really friendly and professional. So welcoming and enjoyable that we will return for sure."



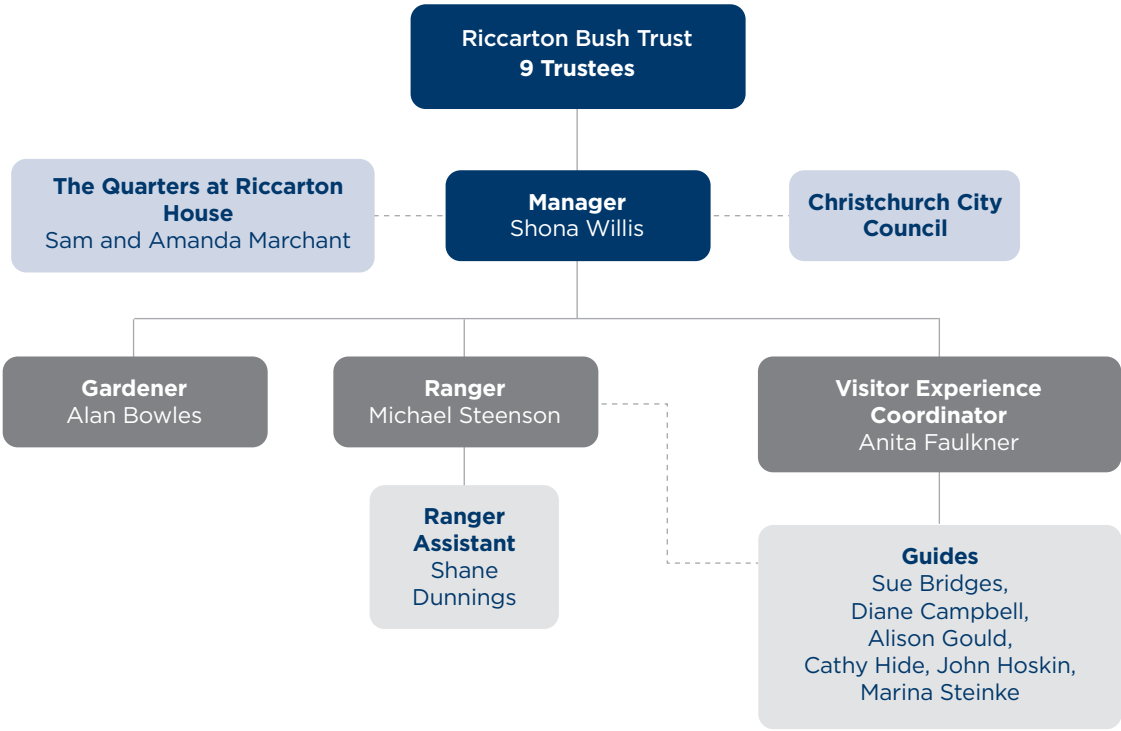
"As far as location goes this would have to be one of the nicest cafes in Christchurch. Sitting on the verandah or under the umbrellas on a nice day is a pleasant experience. The coffee is pretty good too and the staff are attentive and efficient. The scones with jam and cream are fantastic and reasonably priced. Recommended."

"Fresh produce, free range eggs, free range meat, cured meat, loads of breads, pickles, oils, honey, coffee, snack foods and the list goes on, and a little river with some bird life to make the market a worthwhile visit and last but not least don't forget to walk in the bush situated right next to the market."



OUR PEOPLE

Riccarton Bush Trust - Organisation Chart



The Trust's accounting is contracted to the Christchurch City Council and Lucy Miranda provides the support to the Trust and Shona.



Mike Steenson, Shane Dunnings and Alan Bowles



Anita Faulkner and Shona Willis



## OUR COMMUNITY



## OUR COMMUNITY

Our newsletter “The Bush Telegraph” is delivered to 800 neighbours and to the Riccarton Bush Kilmarnock Residents’ Association, who circulate it to their membership. Another 100 copies are emailed to Deans Family Members and Trust supporters. These updates outline what is happening at the House, Grounds and Bush and generates a lot of contact, support and sales of our books.

The Manager attends the Riccarton Liaison Group meetings. This group was established by the Hornby-Halswell-Riccarton Community Board and is a good way to keep in touch with other community groups.

Networking has also been of priority for the Ranger, improving connections between the community, education providers, councils and other governing bodies is an important part of managing Riccarton Bush efficiently.

The Community groups recorded in our visitor numbers use the grounds and the Bush to meet, to wander for health reasons, to take part in their own arranged activities either educational or fun, or to use the scenery for films or backdrops. Many of the groups that visit have set up regular weekly, monthly or annual visits. The use by the many and varied local community groups is a highlight for the Riccarton Trust Board.



## OUR SUPPORTERS



### WE ACKNOWLEDGE AND THANK THE FOLLOWING INDIVIDUALS AND ORGANISATIONS FOR THEIR SUPPORT

Christchurch City Council

Christchurch Foundation

Hornby-Halswell-Riccarton Community Board

Fendalton-Waimairi-Harewood Community Board

National Services Te Paerangi – Helping Hands Grant

Canterbury Museum

Robyn Lambie

Shirley and Kevin McDonnell

Rory Christie



In addition we have a group of craftsmen who keep the place safe and sound. Our thanks go to Kevin Whitelaw, our builder/handyman extraordinaire; Andy McTavish and his Team at McTavish Decorators; Ricky Pye and his team at Pye Electrical; Glen Fifield and his team at Plumbfast; Ash from Christchurch Pest Control and Gareth Painter (Asplundh). A special thanks also to Neil MacBeth for his very talented photography and Andrew Schulte (Principal, Cavell Leitch) for his resource management advice.

FINANCIAL STATEMENTS

RICCARTON BUSH TRUST  
ANNUAL FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2022

## RICCARTON BUSH TRUST

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## RICCARTON BUSH TRUST

### Directory

#### ADDRESS

The Riccarton Bush Trustees  
16 Kahu Road  
PO Box 8276  
Christchurch

#### TRUSTEES

Bob Shearing (Chairman)  
Mike Mora (Deputy Chairman)  
Prof. David Norton  
Tim Deans  
Jimmy Chen  
Bob Lineham  
Shirish Paranjape  
Pippa Ensor  
Nigel Harris

#### BANKER

Bank of New Zealand  
Christchurch

#### SOLICITOR

Parry Field Lawyers  
Christchurch

#### AUDITOR

Audit New Zealand on behalf of the Auditor-General



## RICCARTON BUSH TRUST

### Statement of comprehensive revenue and expense

For the year ended 30 June 2022

		2022 \$	2021 \$
Revenue from operations	1	116,628	134,850
Other revenue	1	571,207	484,457
		<u>687,835</u>	<u>619,307</u>
Employee benefits expense	2	312,883	310,886
Depreciation and impairment	2	270,869	167,907
Other expenses	2	287,936	250,624
		<u>871,688</u>	<u>729,417</u>
Net profit (deficit) for period		<u>(183,853)</u>	<u>(110,110)</u>
Other comprehensive revenue and expense			
Property, plant and equipment revaluation gain/(loss)	7	2,805,153	(1,805,387)
Total comprehensive revenue and expense		<u>2,621,300</u>	<u>(1,915,497)</u>

The accompanying accounting policies and notes form part of these financial statements.

## RICCARTON BUSH TRUST

### Statement of changes in net assets/equity

For the year ended 30 June 2022

	Retained earnings \$	Other reserves \$	Total equity \$
Balance at 30 June 2020	1,198,883	15,074,400	16,273,283
Profit for the period	(110,110)		(110,110)
Gain/(loss) on property revaluation		(1,805,386)	(1,805,386)
Balance at 30 June 2021	1,088,773	13,269,014	14,357,787
Profit for the period	(183,853)		(183,853)
Gain/(loss) on property revaluation		2,805,153	2,805,153
Balance at 30 June 2022	904,920	16,074,167	16,979,088

The accompanying accounting policies and notes form part of these financial statements.

## RICCARTON BUSH TRUST

### Statement of financial position

As at 30 June 2022

	Note	2022 \$	2021 \$
<b>Current assets</b>			
Cash and cash equivalents	4	364,785	359,607
Receivables from non-exchange transactions	6	8,335	1,361
Receivables from exchange transactions	6	24,225	20,622
Inventories	5	1,667	1,486
Total current assets		<u>399,012</u>	<u>383,076</u>
<b>Non-current assets</b>			
Property, plant and equipment	7	<u>16,799,523</u>	<u>14,145,758</u>
Total non-current assets		<u>16,799,523</u>	<u>14,145,758</u>
<b>Total assets</b>		<b>17,198,535</b>	<b>14,528,834</b>
<b>Current liabilities</b>			
Payables under exchange transactions	8	23,496	31,975
Finance lease liability	11	2,201	2,175
Income in advance	12	161,609	104,924
Provisions	9	25,172	29,073
Total current liabilities		<u>212,478</u>	<u>168,147</u>
<b>Non-current liabilities</b>			
Finance lease liability	11	<u>6,970</u>	<u>2,899</u>
Total non-current liabilities		<u>6,970</u>	<u>2,899</u>
<b>Total liabilities</b>		<b>219,448</b>	<b>171,046</b>
<b>Net assets</b>		<u><b>16,979,088</b></u>	<u><b>14,357,788</b></u>
<b>Equity</b>			
Reserves	10	16,074,167	13,269,015
Accumulated comprehensive revenue and expense		904,920	1,088,773
<b>Total equity</b>		<u><b>16,979,088</b></u>	<u><b>14,357,788</b></u>

The accompanying accounting policies and notes form part of these financial statements.

For and on behalf of the Board of Trustees, which authorised the issue of the financial report on:

Date

22 NOVEMBER 2023.

Chairman



Trustee



## RICCARTON BUSH TRUST

### Statement of cashflows

For the year ended 30 June 2022

	2022 \$	2021 \$
Cash flows from operating activities		
<b>Receipts from customers</b>	223,966	286,871
Donations and sundry revenue	10,000	6,739
Contributions from Christchurch City Council	503,242	431,899
Interest revenue	2,837	729
Payments to employees and suppliers	(603,892)	(553,655)
GST (Payable / Receivable)	(8,729)	5,025
Net cash inflow from operating activities	13 127,424	177,609
Cash flows from investing activities		
<b>Sale of Assets</b>	4,909	28
Purchase of fixed assets	(130,265)	(137,190)
Net cash outflow from investing activities	(125,356)	(137,162)
Cash flows from financing activities		
Repayment of loans	3,111	(3,270)
Net cash outflow from financing activities	3,111	(3,270)
Net inflow (outflow) of cash	5,179	37,176
Opening bank and short term investments	359,607	322,431
Represented by:		
Bank and short-term deposits	364,785	359,607

The accompanying accounting policies and notes form part of these financial statements.

## RICCARTON BUSH TRUST

### Statement of Objectives and Performance

For the year ended 30 June 2022

The following summarises the Trust's performance against the objectives for the year.

#### Financial Performance Targets

	Jun 22 Target \$	Jun 22 Actual \$	Jun 22 Variance \$
Revenue	654,000	567,773	(86,227)
Operating Expenses	654,000	600,819	53,181
Operating surplus before depreciation	-	(33,046)	(33,046)

Revenue above does not include the following grant, donation and interest income:

Capital grant – Christchurch City Council & others	\$117,225
Interest Income	\$2,837

Operating expenses above do not include depreciation (\$270,869).

#### Operating revenue:

Operating revenue was lower than the target.

Operational levy received from Christchurch City Council was lower than the budget due to the recognition of income in advance for the exterior painting of the house, which started in June 2022.

As a result of border closure due to Covid-19 measures, the level of visitors to both the House and the Bush as well as the Café decreased. Commission from The Quarters Café as well as Independent Tours, Education tours and Door Sales were significantly lower than budget.

#### Operating expenses:

Operating expenses were lower than target.

Historic houses expenses were significantly lower than budget due to timing as the budget includes \$100,000 for exterior painting of the house. There were also significant savings in wages, due to the low number of tours.



## RICCARTON BUSH TRUST

### Project Performance Targets

Target	Performance Measure 2021/22	Actual
Monitor Health and Safety practices in accordance with adopted policy to meet the requirements of the Health and Safety at Work Act 2015	<ul style="list-style-type: none"> <li>Report to each Board meeting</li> <li>Target results for all Trust activities, of: <ul style="list-style-type: none"> <li>Serious Harm incidents = 0</li> <li>Accident = 1</li> <li>Near Misses = 3</li> </ul> </li> </ul>	<b>Target met</b> Health and Safety Committee operational. Monthly reporting on all Health and safety matters to the Board. <ul style="list-style-type: none"> <li>Serious Harm incidents = 0</li> <li>Accident = 1</li> <li>Near Misses = 0</li> </ul>
Monitoring and management of rodent activity in Riccarton Bush	Effective management of bait stations resulting in observable decrease in activity	<b>Target Met</b> External reporting on pest monitoring has increased to a six-monthly cycle to capture seasonal fluctuation.  The Trust is actively supporting Predator Free Riccarton.
Bush Enhancements - Replace Board Walk and Improved Interpretation	<ul style="list-style-type: none"> <li>Resource Consent Application by September 2021</li> <li>Preliminary work commenced February 2022</li> <li>Fundraising completed by June 2022</li> </ul>	<b>Target Not Met</b> Resource Consent Application submitted June 2022.  Fundraising has commenced with full launch in May 2022
Encourage public interest, use and participation and promote the natural and cultural heritage values of the site.	<p>Inform the public and relevant interest groups about on-going activities of the Trust.</p> <p>Provide quarterly report to the Board that detail the number of visitors that come to Riccarton Bush and Grounds. The reports will include marketing and social media summaries.</p>	<b>Target Met</b>  Public Consultation on Bush Enhancements resulted in good feedback and comments.  Bush Telegraph continues to be popular with residents.  Quarterly reports, including marketing and social media summaries have been submitted to the Board.

## RICCARTON BUSH TRUST

### 1. Revenue

	2022 \$	2021 \$
<b>Revenue from operations</b>		
Rents and commission - Riccarton House	105,271	116,272
Heritage income - Riccarton House	9,951	15,815
Sale of plants	-	-
Book sales	1,406	2,764
	<u>116,628</u>	<u>134,851</u>
<b>Other revenue</b>		
Rents - dwelling	23,464	18,079
Donations and sundry income	30,190	26,982
Levy - Christchurch City Council	396,017	360,399
Grant - Christchurch City Council	107,225	71,500
Grant - Others	10,000	6,739
Interest received	2,837	729
Gain on sales of assets	1,474	28
	<u>571,207</u>	<u>484,456</u>
<b>Total revenue (excluding insurance recoveries)</b>	<u>687,835</u>	<u>619,307</u>

### 2. Expenses

	2022 \$	2021 \$
Employee benefits expenses	312,883	310,886
Depreciation	270,869	167,907
Administration expenses	89,387	86,019
Historic Houses expenses	118,617	90,393
Bush and Ground expenses	61,761	41,500
Ranger's House expenses	343	489
Project and other expenses	16,842	30,735
Finance lease interest	986	1,488
	<u>871,688</u>	<u>729,417</u>

The increase in depreciation was due to revaluation of land and building.

### 3. Remuneration of auditors

The auditor of Riccarton Bush Trust is the Auditor-General. The Auditor-General has appointed Audit New Zealand to undertake the audit.

	2022 \$	2021 \$
Audit of financial statements	13,709	13,276
	<u>13,709</u>	<u>13,276</u>

## RICCARTON BUSH TRUST

### 4. Cash and cash equivalents

	2022 \$	2021 \$
Cash at bank and on hand	364,785	359,607
	<u>364,785</u>	<u>359,607</u>

### 5. Inventories

	2022 \$	2021 \$
Book stock on hand - at net realisable value	1,667	1,486
	<u>1,667</u>	<u>1,486</u>

### 6. Receivables

	2022 \$	2021 \$
Recoveries from non-exchange transactions	8,335	1,361
Receivables from exchange transactions	24,225	20,622
	<u>32,560</u>	<u>21,983</u>
<b>Comprising of:</b>		
Debtors and accruals	24,356	20,706
GST receivable	8,203	1,277.00
	<u>32,560</u>	<u>21,983</u>

#### Trade and other receivables

Trade and other receivables are initially measured at fair value and subsequently measured at amortised cost less the recognition of any expected credit loss (ECL) over the life of the asset. The ECL is based on its historical credit loss experience adjusted for forward looking factors specific to debtors and the prevailing economic environment.

## RICCARTON BUSH TRUST

### 7. Property, plant and equipment

	Opening balances			Current year Net movements	Closing balances		
	Cost/ valuation	Accumulated depreciation/ impairment	Carrying amount		Cost/ valuation	Accumulated depreciation/ impairment	Carrying amount
<b>2022</b>							
Land	3,775,000		3,775,000	1,475,000	5,250,000	-	5,250,000
Land improvements	334,629	(72,375)	262,254	2,577	346,197	(81,366)	264,831
Buildings	9,549,016	(8)	9,549,008	1,173,831	10,723,044	(205)	10,722,839
Commercial kitchen	166,930	(64,420)	102,510	(9,203)	166,930	(73,623)	93,307
Furniture and fittings	64,603	(62,152)	2,451	(268)	64,603	(62,421)	2,183
Plant & equipment	617,875	(440,211)	177,664	(535)	635,258	(458,129)	177,129
Antique furniture	215,791		215,791	1,177	216,968	-	216,968
Work in progress/AUC	61,081		61,081	11,185	72,266	-	72,266
<b>Total</b>	<b>14,784,924</b>	<b>(639,166)</b>	<b>14,145,758</b>	<b>2,653,764</b>	<b>17,475,267</b>	<b>(675,745)</b>	<b>16,799,523</b>

	Current year movements					
	Additions	Net disposals/ Transfers	Acc. Depr. On disposals	Net movement in WIP	Depreciation	Revaluation movement
<b>2022</b>						
Land						1,475,000
Land improvements	11,569				(8,991)	2,577
Buildings	72,215				(228,537)	1,173,831
Commercial kitchen					(9,203)	(9,203)
Furniture and fittings	-				(268)	(268)
Plant & equipment	26,769	(9,386)	5,951		(23,869)	(535)
Antique furniture	1,177				-	1,177
Work in progress/AUC				11,185	-	11,185
<b>Total</b>	<b>111,730</b>	<b>(9,386)</b>	<b>5,951</b>	<b>11,185</b>	<b>(270,869)</b>	<b>2,805,153</b>

## RICCARTON BUSH TRUST

	Opening balances			Current year	Closing balances		
	Cost/ valuation	Accumulated depreciation/ impairment	Carrying amount	Net movements	Cost/ valuation	Accumulated depreciation/ impairment	Carrying amount
<b>2021</b>							
Land	7,000,000		7,000,000	(3,225,000)	3,775,000		3,775,000
Land improvements	308,340	(63,587)	244,753	17,502	334,629	(72,375)	262,254
Buildings	8,431,627	(255,801)	8,175,827	1,373,181	9,549,016	(8)	9,549,008
Commercial kitchen	166,930	(55,218)	111,712	(9,203)	166,930	(64,420)	102,510
Furniture and fittings	63,643	(61,836)	1,807	645	64,604	(62,153)	2,451
Plant & equipment	606,125	(417,833)	188,292	(10,627)	617,876	(440,212)	177,664
Antique furniture	214,691		214,691	1,100	215,791		215,791
Work in progress/AUC	44,778		44,778	16,303	61,081		61,081
<b>Total</b>	<b>16,836,135</b>	<b>(854,275)</b>	<b>15,981,860</b>	<b>(1,836,099)</b>	<b>14,784,927</b>	<b>(639,169)</b>	<b>14,145,759</b>

Current year movements						
	Additions	Net disposals/ Transfers	Acc. Depr. On disposals	Net movement in WIP	Depreciation	Revaluation movement
<b>2021</b>						
Land						(3,225,000)
Land improvements	26,289				(8,787)	17,502
Buildings	80,791				(127,223)	1,419,613
Commercial kitchen					(9,203)	(9,203)
Furniture and fittings	961				(316)	645
Plant & equipment	11,751				(22,378)	(10,627)
Antique furniture	1,100					1,100
Work in progress/AUC				16,303		16,303
<b>Total</b>	<b>120,892</b>	<b>-</b>	<b>-</b>	<b>16,303</b>	<b>(167,907)</b>	<b>(1,805,387)</b>

### Revaluation

#### Land improvements and buildings

The Trust's land improvements and buildings were last revalued at 30 June 2022 by Bayleys, an independent registered valuer. The fair value of the land and buildings was calculated in accordance with PBE IPSAS 17.

#### Land Improvement

Land improvements have not been included in the valuation. Additions to Land Improvements were Trees.

#### Buildings

Buildings were last valued at 30 June 2022 by Bayleys. Riccarton House and Deans Cottage are classified as specialised buildings. These are valued at fair value using depreciated replacement cost because no reliable market data is available for such buildings.

Ranger's House is valued at fair value using market based evidence.

Buildings had a positive valuation movement of \$1,330,153.

#### Land

Land was last valued at 30 June 2022 by Bayleys. The land value is based on land zoning. The land is zoned as *Open Space Natural* and it has an *Outstanding Natural Landscape / Feature* designation since the new District Plan has become operative.

Land had a positive valuation movement of \$1,475,000.



## RICCARTON BUSH TRUST

### Insurance

Insurances are current and the policy covers the replacement value of buildings but natural disaster cover for demolition costs only.

#### 8. Current trade and other payables

	2022 \$	2021 \$
Taxes and transfers payable	-	-
Payables under exchange transactions	23,496	31,975
	<u>23,496</u>	<u>31,975</u>
Comprising of:		
GST		
Trade payables	9,787	18,550
Audit fee	13,709	13,425
	<u>23,496</u>	<u>31,975</u>

#### 9. Current provisions

	2022 \$	2021 \$
Employee benefits	25,172	29,073
	<u>25,172</u>	<u>29,073</u>

#### 10. Reserves

	Special funds \$	Asset revaluation \$	Capital reserve \$	Total \$
Balance at 1 July 2020	-	13,993,234	1,081,166	15,074,400
Balance at 30 June 2021	-	12,187,849	1,081,166	13,269,015
Gain on property revaluation	-	2,805,153	-	2,805,153
Balance at 30 June 2022	-	14,993,001	1,081,166	16,074,167

#### 11. Finance lease liability

	2022 \$	2021 \$
Current finance lease liability	2,201	2,175
Long term finance lease liability	6,970	2,899
	<u>9,171</u>	<u>5,074</u>

The finance lease liability relates to the lease of a digital photocopier/printer. The lease has been renewed in September 2021 and runs to August 2026.

## RICCARTON BUSH TRUST

	2022 \$	2021 \$
<b>Minimum lease payments payable</b>		
Not later than one year	3,283	2,175
Later than one year and not later than five years	9,849	2,899
More than five years	547	
	<u>13,679</u>	<u>5,074</u>
<b>Future finance charges</b>	<u>4,508</u>	<u>-</u>
<b>Present value of minimum lease payments</b>	<u>9,171</u>	<u>5,074</u>

### 12. Income in Advance

Income in advance is increased to \$161,609 (2021: 100,000). \$200,000 were received from the Council to use towards the exterior painting of the Riccarton House. The project commenced in June 2022 and spent \$38,584, leaving the remaining balance as income in advance for \$161,416. In addition \$192 (2021: \$257) is for the Ranger's House rent received in advance.

### 13. Reconciliation of surplus for the year to net cash flows from operating activities

	2022 \$	2021 \$
Operating surplus/(deficit)	183,853	(110,110)
<b>Add non cash items</b>		
Depreciation	(270,869)	167,907
<b>Add/(less) items classified as investing or financing</b>		
(Gain) on Sale of assets	1,474	(28)
Interest on finance lease	(986)	1,488
<b>Add/(less) movements in working capital items</b>		
Accounts receivable	10,577	1,618
Accounts payable & income in advance	(51,654)	116,510
Inventory	181	223
<b>Net cash outflow from operating activities</b>	<u>(127,424)</u>	<u>177,608</u>

### 14. Contingencies

There are no contingent assets and liabilities as at 30 June 2022. (2021: Nil.)

### 15. Related party transactions

Related party disclosures have not been made for transactions with related parties that are within a normal supplier or client/recipient relationship on terms and conditions no more or less favourable than those that it is reasonable to expect the Trust would have adopted in dealing with the party at arm's length in the same circumstances.

#### The Council

The Trust requires the Council to contribute a significant amount of funds towards its operating costs to deliver its objectives as specified in the Riccarton Bush Act.

During the year, the Trust received in levies and grants \$503,242 (2021: \$460,399) from the Council. This includes one off grant from Council \$96,500 (2021: \$65,100) for funding the capital projects and a contribution of \$1,725 towards remedial works on Lime Tree project.

## RICCARTON BUSH TRUST

The trust received \$5,400 from Riccarton-Wigram Community Board and \$3,600 from Fendalton-Waimairi-Harewood Community Board. These were included in the accounts as Grants received from Council but are not part of the annual capital grant.

The Council also provided accounting services to the Trust at a total cost of \$33,423 (2021: \$33,423) for accounting.

Although these services were provided at market value, the transactions are not considered to be at arm's length as the Council does not usually provide accounting services to outside parties and have provided these services to the Trust only as a result of the Council/Council controlled organisation relationship.

As at 30 June 2022, the Trust had a balance owing to Council of \$ Nil (2021: \$ Nil).

As at 30 June 2022, the Council had a balance owing to the Trust of \$ Nil (2021: \$ Nil).

### 16. Key management personnel

#### Remuneration of key management personnel

	2022 \$	2021 \$
Salaries and other short-term benefits	85,915	86,895

Key management personnel includes the Trustees and manager.

### 17. Post balance date events

There are no post balance date events as at 30 June 2022 (2021: Nil).

### 18. Capital management

The Trust's capital is its equity, which comprises Trust capital and retained surpluses. Equity is represented by net assets.

The Riccarton Bush Act requires the Board of Trustees to manage its revenues, expenses, assets, liabilities, investments, and general financial dealings prudently. The Trust's equity is largely managed as a by-product of managing revenues, expenses, assets, liabilities, investments, and general financial dealings.

### 19. Disclosure

The Riccarton Bush Trust was required under section 67(5) of the Local Government Act 2002 to complete its 2021 and 2022 audited financial statements and service performance information by 30 November 2021 and 30 November 2022 respectively.

This timeframe was not met because Audit New Zealand was unable to complete the audit within this timeframe due to an auditor shortage and the consequential effects of Covid-19, including lockdowns.

### 20. Statement of Accounting Policies

#### Reporting entity

The Trust operates under the Riccarton Bush Act 1914 and is a Council Controlled Organisation under the Local Government Act 2002. The Trust manages property in Riccarton. The property consists of Riccarton House and grounds, Deans Cottage, a residential house and Riccarton Bush.

The major source of revenue is from an operating levy and an additional grant received annually from the Council, and from grants, donations and rents & commission from use of the properties.

The primary purpose of the Trust is to:

- protect and enhance the indigenous flora, fauna and ecology of Riccarton Bush;
- conserve Deans Cottage, Riccarton House and their grounds with Riccarton Bush and the Deans family history;
- and encourage public use and participation of the reserve and to inform visitors about the natural, Maori and colonial heritage of Christchurch

## RICCARTON BUSH TRUST

On this basis, the Trust is considered a public benefit entity for purposes of financial reporting.

The financial statements of the Trust are for the year ended 30 June 2022. The financial statements were approved for issue by the Board of Trustees on 22 November 2023.

### (a) Basis of preparation

The financial statements for the year ended 30 June 2022 have been prepared in accordance with New Zealand generally accepted accounting practice. They comply with the Tier 2 PBE standards.

As the Trust has elected to report under Tier 2 PBE standards, it has applied disclosure concessions, where available. The criteria under which the Trust is eligible to report under Tier 2 PBE Standards are as follows:

- (a) the Trust is not publicly accountable; and
- (b) the Trust's total expenses for the period being reported are below the \$30 million threshold for Tier 1 reporting.

Where disclosure concessions have been applied by the Trust, these are discussed in the accounting policies affected.

The financial statements presented in New Zealand dollars and all values are rounded to the nearest dollar (\$).

### (b) Revenue

#### *Grants/Levies*

Grants received from the Council are the primary source of funding to the Trust and are restricted for the purpose of the Trust meeting its objectives as specified in the Riccarton Bush Act. The Trust also receives Government assistance for specific purposes, and these grants usually contain restrictions on their use.

Council, Government and non-government grants are recognised as revenue when they become receivable unless there is an obligation to return the funds if conditions of the grant are not met. If there is such an obligation, the grants are initially recorded as grant received in advance, and recognised as revenue when conditions of the grant are satisfied.

#### *Other Revenue*

Revenue is measured at the fair value of consideration received.

Interest revenue is recognised using the effective interest method.

Revenue may be derived from either exchange or non-exchange transactions.

### (c) Property, plant and equipment

Land, site improvements and buildings are shown at fair value, based on periodic valuations by an external independent valuer less subsequent depreciation and impairment.

All other property, plant and equipment are shown at cost, less accumulated depreciation and impairment losses.

#### *Additions*

The cost of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that future economic benefits or service potential associated with the item will flow to the Trust and the cost of the item can be measured reliably.

In most instances, an item of property, plant and equipment is recognised at its cost. Where an asset is acquired at no cost, or for a nominal cost, it is recognised at fair value when control over the asset is obtained.

#### *Work in progress*

The cost of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that future economic benefits or service potential associated with the item will flow to the Trust and the cost of the item can be measured reliably.

Work in progress is recognised at cost less impairment and is not depreciated.

#### *Disposals*

Gains and losses on disposals are determined by comparing proceeds with carrying amount. These are included in the surplus or deficit. When revalued assets are sold, the amounts included in other reserves in respect of those assets are transferred to retained earnings.

#### *Subsequent costs*

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Trust and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the surplus or deficit during the financial period in which they are incurred.

RICCARTON BUSH TRUST

**Depreciation**  
Land and antique furniture are not depreciated. Depreciation on other assets is calculated using the straight line method to allocate their cost or revalued amounts, net of their residual values, over their estimated useful lives.

The useful lives of major classes of assets are as follows:

• Buildings	5-100 yrs
• Furniture and fittings	10 yrs
• Plant and equipment	3-30 yrs
• Land improvements	5-100 yrs

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each balance sheet date. An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

**Revaluations**  
Land and buildings are revalued with sufficient regularity to ensure that their carrying amount does not differ materially from fair value. All other asset classes are carried at depreciated historical cost less accumulated impairment.

The carrying values of revalued assets are assessed annually to ensure that they do not differ materially from the assets' fair values. If there is a material difference, then the off-cycle asset classes are revalued.

Revaluations of property, plant, and equipment are accounted for on a class-of-asset basis.

The net revaluation results are credited or debited to other comprehensive revenue and are accumulated to an asset revaluation reserve in equity for that class of asset. Where this would result in a debit balance in the asset revaluation reserve, this balance is not recognised in other comprehensive revenue, but is recognised in the surplus or deficit. Any subsequent increase on revaluation that reverses a previous decrease in value recognised in the surplus or deficit will be recognised first in the surplus or deficit up to the amount previously expensed, and then recognised in other comprehensive revenue.

**(d) Trade and other receivables**

Trade and other receivables are stated at their expected realised value after writing off of any known bad debts and making an expected credit loss allowance which may prove irrecoverable in subsequent accounting periods.

**(e) Inventories**

Inventories are stated at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business, less the estimated costs of completion and selling expenses.

The cost of other inventories is based on the first-in first-out principle and includes expenditure incurred in acquiring the inventories and bringing them to their existing location and condition.

**(f) Leases**

*Finance leases*

A finance lease is a lease that transfers to the lessee substantially all the risks and rewards incidental to the ownership of an asset, whether or not title is eventually transferred.

At the commencement of the lease term, finance leases are recognised as assets and liabilities in the statement of financial position at the lower of the fair value of the leased item or the present value of the minimum lease payments.

The finance charge is charged to the surplus or deficit over the lease period so as to produce a constant periodic rate of interest on the remaining balance of the liability.

The amount recognised as an asset is depreciated over its useful life. If there is no certainty as to whether the Trust will obtain ownership at the end of the lease term, the asset is fully depreciated over the shorter of the lease term and its useful life.

**(g) Cash and cash equivalents**

Cash and cash equivalents comprise cash balances, call deposits and other short-term deposits with original maturities of 3 months or less.



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### (h) Impairment

Assets are reviewed for impairment whenever events or changes in circumstance indicate that the carrying amount may not be recoverable. Land and buildings are also reviewed for impairment at least every three years as part of the revaluation process.

An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

#### *Non-cash generating assets*

Non-cash generating assets are those assets that are not held with the primary objective of generating a commercial return.

For non-cash generating assets, value in use is determined on a depreciated replacement cost basis.

#### *Cash generating assets*

Cash generating assets are those assets that are held with the primary objective of generating a commercial return. These assets are adjusted based on age profile calculations of expected credit losses.

### (i) Creditors and other payables

Short-term creditors and other payables are recorded at their face value which represents amortised cost.

### (j) Provisions

A provision is recognised in the balance sheet when the Trust has a present legal or constructive obligation as a result of a past event, and it is probable that an outflow of economic benefits, the amount of which can be reliably estimated, will be required to settle the obligation. If the effect is material, provisions are determined by discounting the expected future cash flows at a pre-tax rate that reflects current market assessments of the time value of money and, where appropriate, the risks specific to the obligation.

### (k) Employee entitlements

Provision is made in respect of the Trust's liability for the short-term employee entitlements.

Liabilities for annual leave and time off in lieu are accrued at the full amount owing at the pay period ending immediately prior to the balance sheet date.

Provisions made in respect of employee benefits which are not expected to be settled within 12 month are measured as the present value of the estimated future cash outflows to be made by the Trust in respect of services provided up to balance date.

### (l) Income tax

Charities Services (formerly Charities Commission) Department has confirmed that the Riccarton Bush Trust has charitable status for tax purposes therefore the Trust is not liable for income tax.

### (m) Goods and Services Tax

The financial statements are prepared exclusive of GST with the exception of receivables and payables that are shown inclusive of GST. Where GST is not recoverable as an input tax it is recognised as part of the related asset or expense.

### (n) Critical accounting estimates and assumptions

In preparing these financial statements the Trust has made estimates and assumptions concerning the future. These estimates and assumptions may differ from the subsequent actual results. Estimates and assumptions are continually evaluated and are based on historical experience and other factors, including expectations or future events that are believed to be reasonable under the circumstances. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below:

#### *Property, plant and equipment useful lives and residual values*

At each balance date the Trust reviews the useful lives and residual values of its property, plant and equipment. Assessing the appropriateness of useful life and residual value estimates of property, plant and equipment requires the Trust to consider a number of factors such as the physical condition of the asset, expected period of use of the asset by the Trust, and expected disposal proceeds from the future sale of the asset.

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An incorrect estimate of the useful life or residual value will impact on the depreciable amount of an asset, therefore impacting on the depreciation expense recognised in the surplus or deficit, and the carrying amount of the asset in the statement of financial position. The Trust minimises the risk of this estimation uncertainty by:

- Physical inspection of assets;
- Asset replacement programmes;
- Review of second hand market prices for similar assets;
- Analysis of prior asset sales; and
- Regular independent valuations of land and buildings.

The Trust has not made significant changes to the past assumptions concerning useful lives and residual values. The carrying amounts of property, plant and equipment are disclosed in note 7.

### (o) Critical judgement in applying the Trust's accounting policies

The Trustees must exercise their judgement when recognising grant revenue to determine if conditions of the grant contract have been satisfied. This judgement will be based on the facts and circumstances that are evident for each grant contract.

### (p) Accounting standards and interpretations issued but not yet effective

The following new standard has been issued but not yet effective as at 30 June 2022. Riccarton Bush Trust has not early adopted this standard.

- *PBE FRS 48 Service Performance Reporting*

This standard establishes requirements to PBEs to select and present service performance information. This standard is effective from the year ending 30 June 2023, and does not have any material impact on the Trust.

### (q) COVID-19

The coronavirus (COVID-19) – Accounting Implications

Travel restrictions and worsening local economic conditions have reduced the number of visitors to Riccarton Bush and House. We have looked at the impact of COVID-19 on the financial statements in the following areas:

#### Liquidity risk management

Riccarton Bush Trust currently holds \$364,785 in cash as at 30 June 2022. With a guaranteed operating levy from Christchurch City Council for the indefinite future liquidity risk is low.

#### Going Concern

With a current ratio of 1.88 Riccarton Bush can comfortably cover its obligations in the foreseeable future. The risk of Riccarton Bush not being able to operate into future is very low.

## Independent Auditor's Report

### To the readers of Riccarton Bush Trust's financial statements and performance information for the year ended 30 June 2022

The Auditor-General is the auditor of Riccarton Bush Trust (the Trust). The Auditor-General has appointed me, Chantelle Gernetzky, using the staff and resources of Audit New Zealand, to carry out the audit of the financial statements and performance information of the Trust on his behalf.

#### Opinion

We have audited:

- the financial statements of the the Trust on pages 4 to 7 and 10 to 20, that comprise the statement of financial position as at 30 June 2022, the statement of comprehensive revenue and expense, statement of changes in net assets/equity and statement of cashflows for the year ended on that date and the notes to the financial statements that include accounting policies and other explanatory information; and
- the performance information of the Trust on pages 8 to 9.

In our opinion:

- the financial statements of the Trust on pages 4 to 7 and 10 to 20:
  - present fairly, in all material respects:
    - its financial position as at 30 June 2022; and
    - its financial performance and cash flows for the year then ended; and
  - comply with generally accepted accounting practice in New Zealand in accordance with Public Benefit Entity Reporting Standards Reduced Disclosure Regime; and
- the performance information of the Trust on pages 8 to 9 presents fairly, in all material respects, the Trust's actual performance compared against the performance targets and other measures by which performance was judged in relation to the Trust's objectives for the year ended 30 June 2022.

Our audit was completed on 22 November 2023. This is the date at which our opinion is expressed.

#### ***Our audit was completed late***

Our audit was completed on 22 November 2023. This is the date at which our opinion is expressed. We acknowledge that our audit was completed later than required by section 67(5) of the Local Government Act 2002. This was due to an auditor shortage in New Zealand and the consequential effects of Covid-19, including lockdowns.

The basis for our opinion is explained below and we draw attention to the fact that no forecast financial statements were presented for comparison with historic financial statements. In addition, we outline the responsibilities of the Trustees and our responsibilities relating to the financial statements and the performance information, we comment on other information, and we explain our independence.

***Other matter – Comparison of forecast financial statements with historical financial statements***

Without modifying our opinion, we draw attention to the fact that the Trust did not include forecast financial statements in its 2022 statement of intent, as required by the Local Government Act 2002. As a result, no comparison of the forecast financial statements with the historical financial statements was presented in the annual report.

**Basis for our opinion**

We carried out our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the Professional and Ethical Standards and the International Standards on Auditing (New Zealand), issued by the New Zealand Auditing and Assurance Standards Board. Our responsibilities under those standards are further described in the Responsibilities of the auditor section of our report.

We have fulfilled our responsibilities in accordance with the Auditor-General's Auditing Standards.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Responsibilities of the Trustees for the financial statements and the performance information**

The Trustees are responsible on behalf of the Trust for preparing financial statements that are fairly presented and that comply with generally accepted accounting practice in New Zealand. The Trustees are also responsible for preparing the performance information for the Trust.

The Trustees are responsible for such internal control as they determine is necessary to enable it to prepare financial statements and performance information that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements and the performance information, the Trustees are responsible on behalf of the Trust for assessing the Trust's ability to continue as a going concern. The Trustees are also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless the Trustees intends to liquidate the Trust or to cease operations, or have no realistic alternative but to do so.

The Trustees' responsibilities arise from the Local Government Act 2002 and Trust Deed.

### **Responsibilities of the auditor for the audit of the financial statements and the performance information**

Our objectives are to obtain reasonable assurance about whether the financial statements and the performance information, as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance but is not a guarantee that an audit carried out in accordance with the Auditor-General's Auditing Standards will always detect a material misstatement when it exists. Misstatements are differences or omissions of amounts or disclosures and can arise from fraud or error. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of readers, taken on the basis of these financial statements and the performance information.

For the performance targets reporting in the performance information, our procedures were limited to checking that the information agreed to the Trust's statement of intent.

We did not evaluate the security and controls over the electronic publication of the financial statements and the performance information.

As part of an audit in accordance with the Auditor-General's Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. Also:

- We identify and assess the risks of material misstatement of the financial statements and the performance information, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- We obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Trust's internal control.
- We evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Trustees.
- We evaluate the appropriateness of the reported performance information within the Trustees' framework for reporting its performance.
- We conclude on the appropriateness of the use of the going concern basis of accounting by the Trustees and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Trust's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements and the performance information or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Trust to cease to continue as a going concern.



- We evaluate the overall presentation, structure and content of the financial statements and the performance information, including the disclosures, and whether the financial statements and the performance information represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Trustees regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Our responsibilities arise from the Public Audit Act 2001.

### Other Information

The Trustees are responsible for the other information. The other information comprises the information included on page 3, but does not include the financial statements and the performance information, and our auditor's report thereon.

Our opinion on the financial statements and the performance information does not cover the other information and we do not express any form of audit opinion or assurance conclusion thereon.

In connection with our audit of the financial statements and the performance information, our responsibility is to read the other information. In doing so, we consider whether the other information is materially inconsistent with the financial statements and the performance information, or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on our work, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### Independence

We are independent of the Trust in accordance with the independence requirements of the Auditor-General's Auditing Standards, which incorporate the independence requirements of Professional and Ethical Standard 1: *International Code of Ethics for Assurance Practitioners*, issued by the New Zealand Auditing and Assurance Standards Board.

Other than the audit, we have no relationship with, or interests in, the Trust.



Chantelle Gernetzky  
Audit New Zealand  
On behalf of the Auditor-General  
Christchurch, New Zealand











OUR VISION

Riccarton Bush / Pūtarangamotu, Riccarton House, Deans Cottage and the Grounds are collectively recognized as the premier natural and cultural heritage site in Christchurch / Ōtautahi and Canterbury / Waitaha.

VALUE STATEMENT

Heritage conservation of the Riccarton Bush property / Pūtarangamotu is the primary consideration

MANAGEMENT GOALS	
Goal 1	Protect and enhance the indigenous flora and fauna of Riccarton Bush / Pūtarangamotu indigenous forest, including mahinga kai and taonga species.
Goal 2	Protect and conserve Riccarton House, Deans Cottage and their Grounds.
Goal 3	Encourage public interest, use and participation and promote the natural and cultural heritage values of the site.

Design & Printed by Wilson Print - December 2022







## 13. ChristchurchNZ Holdings Ltd - Draft Letter of Expectations for 2024/25

Reference / Te Tohutoro: 23/1887909

Report of / Te Pou  
Matua: Linda Gibb, Performance Advisor, Resources  
(linda.gibb@ccc.govt.nz)

Senior Manager /  
Pouwhakarae: Russell Holden, Acting General Manager Resources/Chief Financial Officer (russell.holden@ccc.govt.nz)

### 1. Purpose and Origin of Report Te Pūtake Pūrongo

- 1.1 The purpose of this report is for the Council to consider the draft Letter of Expectations (LOE) for ChristchurchNZ Holdings Ltd (CNZHL) for 2024/25.
- 1.2 The report has been written in line with the annual Council-controlled organisations' (CCOs') governance and accountability cycle - to provide the LOE in time for it to inform business planning and the draft Statement of Intent (SOI) in early 2024.
- 1.3 The LOE is an administrative tool that the Council, as a shareholder uses to influence the strategic direction of a CCO. How the expectations are operationalised is a matter for the CCO and its board. Under section 131(1) of the Companies Act 1993 the board has an obligation to act in the best interests of the company.
- 1.4 The draft LOE for CNZHL for 2024/25 is in **Attachment A**. It is intended to inform the company's business planning which underpins its SOI, a draft of which is due to the Council on 1 March 2024.
- 1.5 The LOE sits alongside the Enduring Statement of Expectations (SOE) which was issued to all CCOs on 18 December 2023. The key difference is that the SOE is a stocktake of the Council's governance expectations of all CCOs whereas the attached LOE is tailored to CNZHL's specific circumstances.
- 1.6 The draft LOE for 2024/25 for CNZHL was workshopped on 30 January 2024. As requested by councillors, it has been amended to include a clarifying statement (shown in track changes in the draft letter) that the expectations do not reflect any changes to funding and deliverables that may be made in the Long Term Plan process and an expectation that CNZHL will look for opportunities to share services within the wider Council group.
- 1.7 The draft LOE has been socialised with CNZHL which has indicated that it is comfortable with the expectations.
- 1.8 The decisions in this report are of low significance in relation to the Christchurch City Council's Significance and Engagement Policy. The level of significance was determined by estimating the extent to which the community may be impacted by the content of the draft LOE.

### 2. Officer Recommendations Ngā Tūtohu

That the Finance and Performance Committee:

1. Approves the draft Letter of Expectations for ChristchurchNZ Holdings Ltd for 2024/25.

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

- 3.1 To allow the Council as CNZHL's shareholder to influence the CCO's direction.

### 4. Alternative Options Considered Ētahi atu Kōwhiringa

- 4.1 The only alternative option is to not issue a LOE to CNZHL in which case the Council would need to communicate any expectations it may have as part of feedback on the draft SOI. This lacks transparency and is unlikely to provide enough time for CNZHL to address the expectations by 30 June when its final SOI is due.

### 5. Policy Framework Implications Ngā Hīraunga ā- Kaupapa here

#### Strategic Alignment Te Rautaki Tīaroaro

- 5.1 LOEs are strongly aligned to the strategic objectives of the Council and to its Long Term Plan.

#### Policy Consistency Te Whai Kaupapa here

- 5.2 The decision is consistent with Council's Plans and Policies – in particular a LOE is part of the governance and accountability framework for CCOs.

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

- 5.3 The decision does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does not specifically impact Mana Whenua, their culture and traditions.
- 5.4 The decision may have matters of interest to Mana Whenua but is unlikely to impact on our agreed partnership priorities with Ngā Papatipu Rūnanga. This is because the mana whenua section of the LOE is the same as it was in last year's LOE. It was reviewed again for the current draft LOE by the Council's Treaty Relationships Team which advised it continues to be an appropriate expression of expectations in relation to mana whenua.

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

- 5.5 The draft LOE is unlikely to contribute significantly to adaptation to the impacts of climate change or emissions' reductions, as the expectations are governance-oriented not operational.
- 5.6 It contains climate change expectations which have been reviewed and endorsed by the Council's Climate Resilience Team.

### 6. Resource Implications Ngā Hīraunga Rauemi

#### Capex/Opex Ngā Utu Whakahaere

- 6.1 Cost to Implement – there are no identifiable costs of implementation. CNZHL will need to manage any that may arise in the ordinary course of its business.
- 6.2 Funding Source - CNZHL may need to re-prioritise within its work programmes to meet any material additional costs arising in responding to the Council's expectations.

### 7. Legal Implications Ngā Hīraunga ā-Ture

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

- 7.1 Local Government Act 2002.

Other Legal Implications Ētahi atu Hīraunga-ā-Ture

7.2 There is no legal context, issue, or implication relevant to this decision. Note that the LOE is an administrative accountability and governance tool and is therefore non-mandatory.


8. Risk Management Implications Ngā Hīraunga Tūraru

8.1 The CNZHL board can raise issues of concern with the content of the LOE. However, Council staff have socialised the draft LOE with CNZHL and therefore material risks if any would probably have been raised at that point.

9. Next Steps Ngā Mahinga ā-muri

9.1 The LOE’s expectations will be considered fully by the CNZHL board in the ordinary course of business planning in the first quarter of the 2024 calendar year. They will inform the draft SOI due to the Council by 1 March 2024.

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	ChristchurchNZ Holdings Ltd - draft Letter of Expectations 2024/25	24/175932	218

In addition to the attached documents, the following background information is available:

Document Name – Location / File Link
Not applicable

Confirmation of Statutory Compliance Te Whakatūturutanga ā-Ture

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

(a) This report contains:

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

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

Signatories Ngā Kaiwaitohu

Author	Linda Gibb - Performance Monitoring Advisor CCO
Approved By	Russell Holden - Acting General Manager Resources/Chief Financial Officer

[date]

Dr Therese Arseneau  
Chair  
ChristchurchNZ Holdings Ltd  
By email: [therese.arseneau@canterbury.ac.nz](mailto:therese.arseneau@canterbury.ac.nz)

Dear Therese

**Christchurch City Council's expectations for 2024/25**

This letter sets out the Christchurch City Council's expectations of the ChristchurchNZ Holdings Ltd (CNZHL) board for the 2024/25 financial year. Please consider this letter and reflect the expectations as appropriate in CNZHL's Statement of Intent (SOI) for 2024/25.




The 2024 calendar year is set to be a challenging time for the Council and its organisations in terms of budgeting amid ongoing economic and geo-political uncertainty. The possibility that inflation and interest rates remain at higher levels than expected is a key risk for the Council and its organisations.

The Council is very pleased to have endorsed the Christchurch Economic Ambition, City Narrative and Destination Management Plans in 2023. Acknowledging that at the heart of achieving the strategies is collaboration between the private and public sector, the Council has asked all of its organisations to align their activities to these documents.




The Council would like CNZHL to take the lead in engaging with the organisations within the Council family to ensure they are aware of, and understand the applicability of the Christchurch Economic Ambition's, City Narrative's and Destination Management Plans' objectives and ways in which they might respond to them.

**Strategic Framework**

The Council's priorities in the new draft Strategic Framework which underpins the LTP are:

	Be an inclusive and equitable city which puts people at the centre of developing our city and district, prioritising wellbeing, accessibility and connection.
	Champion Ōtautahi–Christchurch and collaborate to build our role as a leading New Zealand city.
	Build trust and confidence in the Council through meaningful communication, listening to and working with residents.



	Reduce emissions as a Council and as a city, and invest in adaptation and resilience, leading a city-wide response to climate change while protecting our indigenous biodiversity, waterbodies and tree canopy.
	Manage ratepayers' money wisely, delivering quality core services to the whole community and addressing the issues that are important to our residents.
	Actively balance the needs of today's residents with the needs of future generations, with the aim of leaving no one behind.

The Council expects CNZHL's SOI to clearly depict the organisation's alignment with the new strategic framework. The new framework (draft until approved following community consultation in the LTP) is attached to the SOE.

The Mayor and councillors have asked that the Council (and its organisations) intensify work on the priorities, align skills and resources according to the priorities and collaborate across the group on the priorities.

#### Statement of Intent

We are pleased with the response CNZHL has made to the Council's request for information about returns on Council investment. We are aware, and acknowledge that there is more to the returns' story than those which can be monetised. It is important to us that returns that cannot be quantified are included in the narrative of returns to Christchurch from CNZHL's activities and services.

The Council would like to see the number of performance targets/levels of service CNZHL reports against reduced to fewer meaningful ones which are outcomes-focussed. The Council is most interested in how you are progressing to achieve, or contribute to, economic benefits for the city.

Greater emphasis is sought on the narrative associated with reporting performance where there is complexity in attributing responsibility and accountability for outcomes.

The use of benchmarking to demonstrate value for money is strongly encouraged. The Council acknowledges it can sometimes be difficult to find like-for-like examples but allowances can be made for this.

The Council requests that CNZ (and the Council's wider group) actively considers and pursues options that might be available to share services with other members of the group.

#### Climate Change and Emissions Reduction

While the Council's expectations are set out in the SOE, we take this opportunity to reiterate our expectations made last year and which continue to be highly relevant – that is, considering how to attract investment and businesses that are innovators and frontrunners in emissions reduction technologies and practice.

In the coming months, the Council would like to build on the founding work of the Destination Management Plans, by beginning a conversation with you about the principles of sustainable tourism and in particular the trade-offs between economic benefits and environmental risks and risk management strategies. The Council would like to be in a position to shape and inform the conversation at the national level.

The Council requests that CNZHL (as well as all other CCOs) provides a more detailed discussion about progress towards achieving the 2030 net carbon neutral (excluding methane) target at least once during the financial year.

A broader expression of the Council's climate change and emissions reduction expectations is in the Statement of Expectations.

#### **Mana whenua**

Mana whenua are a recognised strategic partner of the Council. CCOs are expected to foster the working and strategic relationships between the Council and the six Papatipu Rūnanga who hold mana whenua status in their respective rohe in Canterbury by maintaining high levels of engagement in areas of mutual interest. In particular, the Council would like CNZHL to consider ways to support the growth of Māori business and Māori economic excellence including removing barriers to accessing business support and opportunities. Performance targets to demonstrate progress in achieving these outcomes should be developed.

A broader expression of the Council's mana whenua expectations is in the Statement of Expectations.

#### **Collaboration**

The Council expects CNZHL to work with all Christchurch city stakeholders to ensure events attracted complement each other with a view to maximising the economic, social, cultural and environmental net benefits for the city.

The Council is keen to ensure that a high level of collaboration and co-operation exists between VŌ and CNZ to achieve strategic and legacy economic and social outcomes for Ōtautahi. We would like CNZ (and VŌ) to make this a priority especially in the lead up to Te Kaha's opening.

The Council expects CNZHL to continue to:

- focus on the delivery of Council or CNZHL-initiated urban development projects that exemplify the Council's broader strategic direction and achieve outcomes from its surplus properties or from CNZHL's property portfolio; and
- engage with the Council's City Growth and Property Team to coordinate programmes, provide project updates, share information and learnings, and ensure the effective use of resources.

Building on its success over the pre-COVID-19 years, CNZHL should look for opportunities to partner with central government and other third parties.

At an officer level, continued engagement on matters of importance is critical given CNZHL's many and varied roles across various council groups.

#### **Governance**

The Council expects CNZHL to continue its commitment to:

- strong and transparent governance at all levels including the board and executive;
- the Council's living wage policy;
- best practice human resource and organisational culture management;
- exercise restraint in the level of senior executive total remuneration and ensure that it is appropriately linked to performance; and
- show leadership in innovative practices.

**Timetable for 2024/25**

Deliverable	Due to Council staff	Council/F&P meeting
Annual report 2023/24 / Quarter 4 performance report	30 September	November
Letter of Expectations 2025/26	N/A	December
Quarter 1 (July-September) performance report	30 November	December
Half year (interim) report / Quarter 2 performance report	28 February	March/April
Draft Statement of Intent	1 March	April/May
Final Statement of Intent	30 June	July/August
Quarter 3 (January-March) performance report	31 May	June/July

**Long Term Plan 2024-34**

Although technically outside the term of this LOE, we nevertheless take the opportunity to note your engagement with the Council on CNZHL's funding levels for the future. As you are aware, the Council has some very difficult decisions to make taking into account the pressure that the high inflation environment has had on our funding flexibility.

For clarity, this LOE does not address or otherwise reflect any changes to future funding levels or deliverables as a result of any decisions that may be made through the LTP process.

**No surprises**

The Council expects CNZHL to keep it informed of any material or significant events and issues relating to the company which would materially impact the Council's financial position or attract public interest.

If you would like to discuss the content of this letter, please contact Russell Holden, Acting General Manager/CFO, Resources Group on 941 6495 or Linda Gibb, Performance Advisor on 941 6762.

Ngā mihi nui

Phil Mauger  
Mayor of Christchurch City

c.c. Alison Adams, Chief Executive, CNZHL ([alison.adams@ChristchurchNZ.com](mailto:alison.adams@ChristchurchNZ.com)).



## 14. Venues Ōtautahi - Draft Letter of Expectations 2024/25

Reference / Te Tohutoro: 23/1887986

Report of / Te Pou	Linda Gibb, Performance Advisor, Resources
Matua:	(linda.gibb@ccc.govt.nz)
Senior Manager /	Russell Holden, Acting General Manager Resources/Chief Financial
Pouwhakarae:	Officer (russell.holden@ccc.govt.nz)

### 1. Purpose and Origin of Report Te Pūtake Pūrongo

- 1.1 The purpose of this report is for Council to consider the draft Letter of Expectations (LOE) to Venues Ōtautahi (VŌ) for 2024/25.
- 1.2 The report has been written in line with the annual Council-controlled organisations' (CCOs)' governance and accountability cycle.
- 1.3 The LOE is an administrative tool that the Council, as shareholder uses to influence the strategic direction of a CCO. The LOE provides direction at a governance level. How the expectations are operationalised is a matter for the CCO board. Under section 131(1) of the Companies Act 1993 the board has an obligation to act in the best interests of the company.
- 1.4 The draft LOE for VŌ for 2024/25 is at **Attachment A**. It is intended to inform the company's business planning which underpins its SOI, a draft of which is due on 1 March 2024.
- 1.5 The LOE sits alongside the Enduring Statement of Expectations (SOE) issued by the Council in December 2023. The key difference is that the SOE is a general expression of the Council's expectations of all CCOs whereas the LOE is tailored to VŌ's specific circumstances.
- 1.6 The draft LOE for 2024/25 for VŌ was workshopped on 30 January 2024. It includes expectations that VŌ will engage with the Council on the proposed recipient of naming rights to Te Kaha, with explanation of how the bid met the selection criteria and that VŌ will look for opportunities to share services within the wider Council group.
- 1.7 The draft LOE for 2024/25 has been socialised with VŌ.
- 1.8 The decisions in this report are of low significance in relation to the Christchurch City Council's Significance and Engagement Policy. The level of significance was determined by estimating the extent to which the community may be impacted by the content of the draft LOE.

### 2. Officer Recommendations Ngā Tūtohu

That the Finance and Performance Committee:

1. Approves the draft Letter of Expectations for Venues Ōtautahi Ltd for 2024/25.

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

- 3.1 To allow the Council as VŌ's shareholder to influence the CCO's direction.

### 4. Alternative Options Considered Ētahi atu Kōwhiringa

- 4.1 The only alternative option is to not issue a LOE to VŌ in which case the Council would need to communicate any expectations it may have as part of feedback on the draft SOI. This would be a less efficient way of engaging with the company on the shareholder's expectations.



## 5. Policy Framework Implications Ngā Hīraunga ā- Kaupapa here

### Strategic Alignment Te Rautaki Tīaroaro

- 5.1 LOEs are strongly aligned to the strategic objectives of the Council and to its Long Term Plan.

### Policy Consistency Te Whai Kaupapa here

- 5.2 The decision is consistent with Council's Plans and Policies – in particular a LOE is part of the governance and accountability framework for CCOs.

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

- 5.3 The decision does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does not specifically impact Mana Whenua, their culture and traditions.
- 5.4 The decision does not involve a matter of interest to Mana Whenua and will not impact on our agreed partnership priorities with Ngā Papatipu Rūnanga.
- 5.5 The LOE contains mana whenua expectations that have been reviewed and endorsed by the Council's Treaty Relationships Team as being appropriate.

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

- 5.6 The draft LOE is unlikely to contribute significantly to adaptation to the impacts of climate change or emissions reductions since they are governance rather than operational expectations.
- 5.7 It contains climate change expectations which have been reviewed and endorsed by the Council's Climate Resilience Team in the Strategic Policy and Performance group.

## 6. Resource Implications Ngā Hīraunga Rauemi

### Capex/Opex Ngā Utu Whakahaere

- 6.1 Cost to Implement – there are no identifiable costs of implementation.

## 7. Legal Implications Ngā Hīraunga ā-Ture

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

- 7.1 Local Government Act 2002.

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

- 7.2 There is no legal context, issue or implication relevant to this decision. Note that the LOE is an administrative accountability and governance tool and is therefore non-mandatory.

## 8. Risk Management Implications Ngā Hīraunga Tūraru



- 8.1 The VŌ board is able to raise issues of concern with the content of the LOE. However, Council staff have socialised the draft LOE with VŌ and therefore risks are likely to have been raised at that point.

## 9. Next Steps Ngā Mahinga ā-muri

- 9.1 The LOE's expectations will be considered fully by the VŌ board in the ordinary course of business planning in the first half of the 2024 calendar year. They will inform the draft SOI due to the Council by 1 March 2024.



Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A  	Venues Otautahi - draft Letter of Expectations 2024/25	24/175999	226

In addition to the attached documents, the following background information is available:

Document Name – Location / File Link
Not applicable

Confirmation of Statutory Compliance Te Whakatūturutanga ā-Ture

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).
(a) This report contains:
(i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
(ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.
(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

Signatories Ngā Kaiwaitohu

Author	Linda Gibb - Performance Monitoring Advisor CCO
Approved By	Russell Holden - Acting General Manager Resources/Chief Financial Officer

[date]

Mr Gill Cox  
Chair  
Venues Ōtautahi  
By email: gill.cox@snap.net.nz

Dear Gill

**Christchurch City Council's expectations for 2024/25**

This letter sets out the Christchurch City Council's expectations of the Venues Ōtautahi (VŌ) board for the 2024/25 financial year. Please consider this letter and reflect the expectations as appropriate in VŌ's Statement of Intent (SOI) for 2024/25.

The 2024 calendar year is set to be a challenging time for the Council and its organisations in terms of budgeting amid ongoing economic and geo-political uncertainty. The possibility that inflation and interest rates remain at higher levels than expected is a key risk for the Council and its organisations. The Council expects VŌ to exercise financial restraint with a view to minimising its call on ratepayer funding at all times.

The Council was very pleased to note VŌ's strong performance in 2022/23. The Council acknowledges the importance of events to the city's economic outcomes and to the wellbeing of local residents, as well as to VŌ's and the Council's financial positions.







The Council expects VŌ to focus on attracting major ticketed entertainment and sporting events to the city, prioritising those that contribute the most significant direct and indirect economic impact to the region. We encourage VŌ to continue to look for other revenue streams, taking into account risk and return imperatives.

In 2023, the Council endorsed the Christchurch Economic Ambition, City Narrative and Destination Management Plans. Collaboration between the private and public sector is at the heart of achieving the strategy. The Council expects all of its CCOs to align their activities to these documents.

The Council has asked CNZ to take the lead in engaging with the organisations within the Council family to ensure they are aware of, and understand the applicability of the Christchurch Economic Ambition's and City Narrative's objectives and ways in which they might respond to them.

### Strategic Framework

The Council's priorities in the new draft Strategic framework which underpins the LTP are:

	Be an inclusive and equitable city which puts people at the centre of developing our city and district, prioritising wellbeing, accessibility and connection.
	Champion Ōtautahi–Christchurch and collaborate to build our role as a leading New Zealand city.
	Build trust and confidence in the Council through meaningful communication, listening to and working with residents.
	Reduce emissions as a Council and as a city, and invest in adaptation and resilience, leading a city-wide response to climate change while protecting our indigenous biodiversity, waterbodies and tree canopy.
	Manage ratepayers' money wisely, delivering quality core services to the whole community and addressing the issues that are important to our residents.
	Actively balance the needs of today's residents with the needs of future generations, with the aim of leaving no one behind.

The Council expects VŌ's SOI to clearly depict the organisation's alignment with the new strategic framework. The new framework (draft until approved following community consultation) is attached to the SOE.

The Mayor and councillors have asked that the Council (and its organisations) intensify work on the priorities, align skills and resources according to the priorities and collaborate across the group on the priorities.

### Statement of Intent

The Council would like VŌ to review its performance targets to ensure they provide a meaningful assessment of VŌ's progress in achieving its strategic objectives. For example, you should consider targets (both expected and stretch) relating to economic benefits to Christchurch from VŌ-hosted events, utilisation rates of owned venues, value for money measures such as variable overhead expenses relative to revenue and efficiency measures such as operating margin and revenue growth.

The use of benchmarking to demonstrate value for money is strongly encouraged. The Council acknowledges it can sometimes be difficult to find like-for-like examples but this can be addressed in qualitative analysis and narrative accompanying the benchmarking.

The Council requests that VŌ (and the Council's wider group) actively considers and pursues options that might be available to share services with other members of the group.

### Climate Change and Emissions Reduction

The Council's expectations for carbon emission reductions are in the SOE. The Council requests that VŌ (as well as all other CCOs) provides a more detailed discussion about progress towards achieving the 2030 net carbon neutral (excluding methane) target at least once during the financial year.

A broader expression of the Council's climate change and emissions reduction expectations is in the Statement of Expectations.

### Mana whenua

Mana whenua are a recognised strategic partner of the Council. CCOs are expected to foster the working and strategic relationships between the Council and the six Papatipu Rūnanga who hold mana whenua status in their respective rohe in Canterbury by maintaining high levels of engagement in areas of mutual interest.

A broader expression of the Council's mana whenua expectations is in the Statement of Expectations.

### Collaboration

The Council expects VŌ to work with all Christchurch city stakeholders to ensure events attracted complement each other with a view to maximising the economic, social, cultural and environmental net benefits for the city.

The Council is keen to ensure that a high level of collaboration and co-operation exists between VŌ and CNZ to achieve strategic and legacy economic and social outcomes for Ōtautahi. We would like VŌ (and CNZ) to make this a priority especially in the lead up to Te Kaha's opening.

At an officer level, continue to engage on matters of importance and keep the dialogue open, informative and productive.

### Te Kaha

The Council expects VŌ to continue implementation of the commercial strategy for Te Kaha. In particular VŌ should actively seek opportunities to grow and diversify revenue streams to offset the funding of the venue's operating costs. The Council expects VŌ to do all that it can to minimise the call on the Council's operating and capital budgets and the project's funding, ultimately minimising the call on ratepayers.

The Council understands that the process for awarding naming rights for Te Kaha is underway. Before the contract is awarded, we expect that VŌ will engage with the Council's Chief Executive on VŌ's preferred applicant and how that party met the decision criteria.

### Governance

The Council expects VŌ to continue its commitment to:

- strong and transparent governance at all levels including the board and executive;
- the Council's living wage policy;
- best practice human resource and organisational culture management;
- exercise restraint in the level of senior executive total remuneration and ensure that it is appropriately linked to performance; and
- show leadership in innovative practices.



**Timetable for 2024/25**

Deliverable	Due to Council staff	Council/F&P meeting
Annual report 2023/24 / Quarter 4 performance report	30 September	November
Letter of Expectations 2025/26	N/A	December
Quarter 1 (July-September) performance report	30 November	December
Half year (interim) report	28 February	March/April
Draft Statement of Intent	1 March	April/May
Final Statement of Intent	30 June	July/August
Quarter 3 (January-March) performance report	31 May	June/July

**Long Term Plan 2024-34**

Although technically outside the term of this LOE, we nevertheless take the opportunity to note your engagement with the Council on VŌ's funding levels for the future. As you are aware, the Council has some very difficult decisions to make taking into account the pressure that the high inflation environment has had on our funding flexibility.

It is important that the Council receives robust value for money advice to support its decision-making. One aspect of that is presenting low, medium and high cost scenarios for your operations in which the counter-factual at the various levels of funding is clear.

**No surprises**

The Council expects VŌ to keep it informed of any material or significant events and issues relating to the company which would materially impact the Council's financial position or attract public interest.

If you would like to discuss the content of this letter, please contact Russell Holden, Acting General Manager/CFO, Resources Group on 941 6495 or Linda Gibb, Performance Advisor on 941 6762.

Ngā mihi nui

Phil Mauger  
Mayor of Christchurch City

c.c. Caroline Harvie-Teare, Chief Executive, VŌ ([caroline.harvie-teare@venuesotautahi.co.nz](mailto:caroline.harvie-teare@venuesotautahi.co.nz)).



## 15. Christchurch City Holdings Ltd - Draft Letter of Expectations 2024/25

Reference / Te Tohutoro: 24/22803

Report of / Te Pou Linda Gibb, Performance Advisor, Resources Group  
Matua: (linda.gibb@ccc.govt.nz)

Senior Manager / Russell Holden, Acting General Manager Resources/Chief Financial  
Pouwhakarae: Officer (russell.holden@ccc.govt.nz)

### 1. Purpose and Origin of Report Te Pūtake Pūrongo

- 1.1 This report seeks the Council's approval of the draft Letter of Expectations to Christchurch City Holdings Ltd (CCHL) for 2024/25.
- 1.2 The report has been written in line with the annual Council-controlled organisations' (CCOs) governance and accountability cycle, and follows a workshop on 30 January 2024.
- 1.3 The LOE is an administrative tool that the Council, as a shareholder uses to influence the strategic direction of a CCO, pursuant to section 64(2) of the Local Government Act 2002 as follows:

*The purpose of a statement of intent is to —*

  - a) *state publicly the activities and intentions of the council-controlled organisation for the year and the objectives to which those activities will contribute; and*
  - b) *provide an opportunity for shareholders to influence the direction of the organisation; and*
  - c) *provide a basis for the accountability of the directors to their shareholders for the performance of the organisation.*
- 1.4 How the expectations are operationalised is a matter for the CCO and its board. Under section 131(1) of the Companies Act 1993 the board has an obligation to act in the best interests of the company.
- 1.5 The draft LOE for CCHL for 2024/25 is at **Attachment A**. It is intended to inform the group's business planning which underpins its SOIs, drafts of which are due to the Council on 1 March 2024.
- 1.6 The LOE sits alongside the Enduring Statement of Expectations (SOE) which was issued to all Council-controlled organisations on 18 December 2023. The key difference is that the SOE is a stocktake of the Council's general governance expectations that change little from year to year and is applicable to all CCOs whereas the LOE is tailored to a specific CCO and includes current issues.
- 1.7 The draft LOE for 2024/25 for CCHL has been informally socialised with the company prior to a workshop between staff and councillors on 30 January 2024. CCHL has indicated that it is broadly comfortable with the expectations. It was presented to elected members at a workshop on 23 January 2024.
- 1.8 The decisions in this report are of low significance in relation to the Christchurch City Council's Significance and Engagement Policy. The level of significance was determined by estimating the extent to which the community may be impacted by the content of the draft LOE.

## 2. Officer Recommendations Ngā Tūtohu

That the Finance and Performance Committee:

1. Approves the draft Letter of Expectations for Christchurch City Holdings Ltd for 2024/25.

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

- 3.1 To allow the Council as CCHL's shareholder to influence the group's direction.

## 4. Alternative Options Considered Ētahi atu Kōwhiringa

- 4.1 The only alternative option is to not issue a LOE to CCHL in which case the Council would need to communicate any expectations it may have as part of feedback on the draft SOI. This lacks transparency and is unlikely to provide enough time for CCHL to address the expectations by 30 June when final SOIs are due.

## 5. Detail Te Whakamahuki

- 5.1 The key issues in the CCHL draft LOE are:
  - implementing strategic review Option 2: Enhanced Status Quo with a view to lifting returns over time through stronger oversight of capital management and operational improvements;
  - setting a dividend policy in consultation with the Council;
  - consultation for any future Central Otago Airport project proposals; and
  - deliver a workshop in early 2024/25 with progress on the group's achieving the 2030 net carbon neutral (excluding methane) target.

## 6. Policy Framework Implications Ngā Hiraunga ā- Kaupapa here

### Strategic Alignment Te Rautaki Tīaroaro

- 6.1 LOEs are strongly aligned to the strategic objectives of the Council and to its Long Term Plan.

### Policy Consistency Te Whai Kaupapa here

- 6.2 The decision is consistent with Council's Plans and Policies – in particular LOEs are part of the governance and accountability framework for CCOs.

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

- 6.3 The decision does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does not specifically impact Mana Whenua, their culture and traditions.
- 6.4 The decision may have matters of interest to Mana Whenua but is unlikely to impact on our agreed partnership priorities with Ngā Papatipu Rūnanga. This is because the mana whenua section of the LOE is the same as it was in last year's LOE. It was reviewed again for the current draft LOE by the Council's Treaty Relationships Team which advised it continues to be an appropriate expression of expectations in relation to mana whenua.

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

- 6.5 The proposals in this report are unlikely to contribute significantly to adaptation to the impacts of climate change or emissions reductions. The LOE's expectations are of a governance and accountability nature, not operational.

## 7. Resource Implications Ngā Hīraunga Rauemi

### Capex/Opex Ngā Utu Whakahaere

- 7.1 Cost to Implement – there are no identifiable costs of implementation.
- 7.2 Funding Source – should there be any costs arising from the content of the LOE, they would need to be absorbed by within the CCHL group.

## 8. Legal Implications Ngā Hīraunga ā-Ture

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

- 8.1 Local Government Act 2002.

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

- 8.2 There is no legal context, issue, or implication relevant to this decision. Note that the LOE is an administrative accountability and governance tool and is therefore non-mandatory.


## 9. Risk Management Implications Ngā Hīraunga Tūraru

- 9.1 The CCHL board can raise issues of concern with the content of the LOE. However, Council staff have socialised the draft LOE with CCHL and therefore material risks if any would probably have been raised at that point.

## 10. Next Steps Ngā Mahinga ā-muri

- 10.1 The LOE's expectations will be considered fully by the CCHL board in the ordinary course of business planning in the first half of the 2024 calendar year. They will inform the draft SOI due to the Council by 1 March 2024.

## Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Christchurch City Holdings Ltd - Draft Letter of Expectations 2024/25	24/247837	235

In addition to the attached documents, the following background information is available:

Document Name – Location / File Link
Not applicable

## Confirmation of Statutory Compliance Te Whakatūturutanga ā-Ture

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

(a) This report contains:

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



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

Signatories Ngā Kaiwaitohu

Author	Linda Gibb - Performance Monitoring Advisor CCO
Approved By	Russell Holden - Acting General Manager Resources/Chief Financial Officer

[Date]

Ms Abby Foote  
Chair  
Christchurch City Holdings Ltd

Email: Abby@foote.co.nz

Dear Abby

### Shareholder expectations

The purpose of this Letter of Expectations (LOE) is to set out the Council's expectations of Christchurch City Holdings Ltd (CCHL) and its group of companies for the next three financial years commencing 1 July 2024. Please consider this letter and reflect the expectations as appropriate in CCHL's Statement of Intent (SOI) for 2024/25. Please also advise the Council's expectations of the group to the CCHL subsidiaries as you consider appropriate.

This LOE complements the Enduring Statement of Expectations issued by the Council to all of its Council-controlled organisations on 18 December 2023.

The 2024/25 financial year is set to be a challenging time for the Council and its organisations in terms of funding activities and services amid ongoing economic and geo-political uncertainty. The possibility that inflation and interest rates remain at higher levels than expected is a key risk for the Council and its organisations.

As a priority the Council would like to work with CCHL to establish a broader basis for reporting and engagement, based on the mutual needs of both parties. This would be underpinned by ensuring that collaboration between us remains a key focus for us both.

We would like to acknowledge the work that CCHL undertook on the Strategic Review in 2023, at the Council's request. The work you undertook to explore the opportunities available for governing the CCHL group asset portfolio is recognised. Further conversation for clarifying purposes may still be required, and we ask that you raise these with us as the need arises. Reflecting on the Finance and Performance Committee's meeting on 13 December 2023, the Council confirms its key expectation of CCHL going forward is to continue to implement *Option 2 - Enhanced Status Quo* as expediently as possible.

The Council expects CCHL to continue to operate within its existing mandate and existing assets, while seeking to lift returns over time through stronger oversight of capital management and operational improvements. For clarity, the Council expects CCHL to continue to actively manage the Council's investment in the group's subsidiaries.

The Council requests that CCHL (and the Council's wider group) considers and pursues options that might be available to share services with other members of the group.

The Council has recently endorsed the Christchurch Economic Ambition, City Narrative and Destination Management Plans. At the heart of achieving the strategies is collaboration between the private and public sectors. The Council expects CCHL (and all of its CCOs) to align their activities to these documents, to the extent that is commercially viable.

The Council has asked ChristchurchNZ to engage with the organisations within the Council family to ensure they are aware of, and understand the applicability of these strategic documents and ways in which they might respond to them.

### Strategic Framework

The Council's priorities in its new draft Strategic Framework which underpins the LTP are:



Be an inclusive and equitable city which puts people at the centre of developing our city and district, prioritising wellbeing, accessibility and connection.



Champion Ōtautahi-Christchurch and collaborate to build our role as a leading New Zealand city.



Build trust and confidence in the Council through meaningful communication, listening to and working with residents.



Reduce emissions as a Council and as a city, and invest in adaptation and resilience, leading a city-wide response to climate change while protecting our indigenous biodiversity, waterbodies and tree canopy.



Manage ratepayers' money wisely, delivering quality core services to the whole community and addressing the issues that are important to our residents.



Actively balance the needs of today's residents with the needs of future generations, with the aim of leaving no one behind.

The Council expects CCHL's SOI to clearly depict the organisation's alignment with the new strategic framework. The new framework (draft until approved following community consultation) is attached to the Enduring Statement of Expectations provided to you in December 2023.

The Mayor and councillors have asked that the Council (and its organisations) intensify work on the priorities, align skills and resources according to the priorities and collaborate across the Council group on the priorities.

With this in mind, the Council would like CCHL to include in its draft SOI the investment objectives developed as part of the Council's Value Strategy as measures against which CCHL's performance will be assessed.

### Capital and dividends

The Council requests that CCHL works with Council staff to maximise dividends over the SOI period, and to agree timing of the distributions. We expect CCHL to set a policy that takes into account the Council's current preference for income over capital growth over the SOI period. The policy should reflect the flexibility that CCHL needs to meet its debt covenants, and maintain value in the core infrastructure owned by the group.

The Council expects to be kept fully apprised of the potential capital demands on the CCHL group beyond preserving capital value and any other factors that could adversely impact future dividend distributions.

### **Risk and assurance**

The Council acknowledges that CCHL and its subsidiary companies have their own risk management and reporting frameworks. We are interested in exploring with you how we can achieve a balanced approach to risk reporting that is aligned with this and provides for a stronger engagement with the Council's Audit and Risk Management Committee (ARMC) on risk matters.

We would like CCHL to work with Council staff to develop a framework for a holistic approach to reporting that draws together [to the extent possible] a joined-up, clear picture of the performance and key issues facing CCHL and its subsidiaries.

With respect to particular issues, the following:

#### **Responsible investment**

CCHL to develop protocols for responsible investment as a key component of its group-wide governance policies, and to engage with the Council's ARMC as it is developed.

#### **Central Otago Airport development**

The Council is concerned that resources are being expended in developing this project which we estimate to have a very low chance of being implemented in the next decade or longer. Leaving aside other decision criteria, the simple fact is that the Council will not be able to provide equity or debt funding to the CCHL group as capital budgets over this time are over-subscribed and capital funding is constrained.

The Council would like to engage with CCHL on how it, as CIAL's shareholder is monitoring CIAL's performance in bringing this project to a decision point, the value proposition of continuing to commit resources to develop the project and where decision-making rights are held as to whether the project will be implemented.

In any event, the Council reiterates its expectations that it be fully consulted on progress that is being made on the Central Otago Airport project. To date, engagement has fallen short of our expectations.

#### **Climate Change and Emissions Reduction**

The Council requests that CCHL briefs the Council in the early part of 2024/25 updating progress in implementing its Emissions Reduction Plan (ERP). A broader expression of the Council's climate change and emissions reduction expectations is in the Enduring Statement of Expectations.

#### **Performance targets and reporting**

The Council does not need to receive parent company financial reporting in future, given the cost of doing so outweighs the minimal benefit of separate reporting. The Council will continue to monitor and report the financial performance of the parent company, and will expect CCHL to comment on this as appropriate in its reporting to the Council.

The Council would like CCHL to consider the way in which it presents its financial / commercial reporting, giving attention in particular to the following:

- trend analysis of profitability and key variances;
- graphical representation of performance; and
- outlook for performance, and notification of significant events in the next quarter.

Benchmarking is a useful way to assess performance relative to peers (for example, the Deloitte Annual Ports and Freight Yearbook). The Council expects CCHL's pre-COVID-19 programme of rolling benchmarking reinstated. Reporting on the results of benchmarking should include, but not be limited to clearly advising what CCHL or the company intends to do to bring the subsidiary into line with its competitors and the timing of such action.

Performance targets the CCHL parent reports against could be reduced to a smaller number of meaningful ones which are outcomes-focussed. This may equally apply to the subsidiaries. The targets should reflect the key drivers of the company's efforts towards achieving its strategic objectives and should be in line with the key indicators reported by industry peers.

The Council would like CCHL to work with Council staff to assess and provide recommendations to the Finance and Performance Committee on the desired frequency, purpose and content of reporting (including briefings) across the year. This would include, but not necessarily be limited to financial and climate change emissions reduction progress.

Health and safety is of utmost importance to the Council. At a minimum the Council expects all of its organisations to commit to a target of zero serious harm incidents and near zero other incidents. Each company board, together with CCHL is to account for any serious harm incidents at a public session of a Council meeting.

We expect CCHL and its subsidiaries to present (individually) at Council briefings twice per year. These briefings should include forecast profitability, opportunities, impediments, risks and risk management strategies and capital expenditure requirements. Council staff will advise any particular issues that should be included in the briefings.

The next set of presentations are scheduled for April and May 2024.

### **Mana whenua**

Mana whenua are a recognised strategic partner of the Council. CCOs are expected to foster the working and strategic relationships between the Council and the six Papatipu Rūnanga who hold mana whenua status in their respective rohe in Canterbury by maintaining high levels of engagement in areas of mutual interest.

A broader expression of the Council's mana whenua expectations is in the Enduring Statement of Expectations.

### **Governance**

The Council expects CCHL to continue its commitment to:

- strong and transparent governance at all levels including the board and executive;
- the Council's living wage policy;
- best practice human resource and organisational culture management;
- exercise restraint in the level of senior executive and directors' remuneration and ensure that it is appropriately linked to performance; and
- show leadership in innovative practices.



## Briefings

There are a number of issues that the Council would like CCHL to address in briefings over the coming year, as follows:

- CCHL's approach to holding CIAL accountable for the work being undertaken on developing the Central Otago Airport project, and the value proposition that entails;
- subsidiary company strategic updates, two times per year around March/April and September/October;
- progress on meeting the group's ERP goals, including implications for meeting the Council's 2030 target to be net carbon neutral;
- achievements and impediments to reducing the gap between the highest and lowest paid employees across the CCHL group; the group's approach to, and opportunities for community engagement; and
- responsible investment principles.

## Timetable for 2024/25

Deliverable	Due to Council staff	Council/F&P meeting
Annual report 2023/24 / Quarter 4 performance report	30 September	November
Letter of Expectations 2025/26	N/A	December
Quarter 1 (July-September) performance report	30 November	December
Half year (interim) report	28 February	March/April
Draft Statement of Intent	1 March	April/May
Final Statement of Intent	30 June	July/August
Quarter 3 (January-March) performance report	31 May	June/July

## No surprises

The Council expects CCHL to keep it informed of any material or significant events and issues relating to the company which would materially impact the Council's financial position or attract public interest.

We will also make it a priority to brief you on any material or significant events and issues relating to the Council that we feel you should be aware of.

If you would like to discuss the content of this letter, please contact Russell Holden, Acting General Manager/CFO, Resources Group on 941 6495 or Linda Gibb, Performance Advisor on 941 6762.

Ngā mihi nui

Phil Mauger  
Mayor of Christchurch City

c.c. Mr Paul Silk, Acting Chief Executive, Christchurch City Holdings Ltd



## 16. Resolution to Exclude the Public

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*Section 48, Local Government Official Information and Meetings Act 1987.*

I move that the public be excluded from the following parts of the proceedings of this meeting, namely items listed overleaf.

Reason for passing this resolution: good reason to withhold exists under section 7.

Specific grounds under section 48(1) for the passing of this resolution: Section 48(1)(a)

### **Note**

Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

- “(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof):
- (a) Shall be available to any member of the public who is present; and
  - (b) Shall form part of the minutes of the local authority.”

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

ITEM NO.	GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	SECTION	SUBCLAUSE AND REASON UNDER THE ACT	PLAIN ENGLISH REASON	WHEN REPORTS CAN BE REVIEWED FOR POTENTIAL RELEASE
17.	PUBLIC EXCLUDED FINANCE AND PERFORMANCE COMMITTEE MINUTES - 31 JANUARY 2024			REFER TO THE PREVIOUS PUBLIC EXCLUDED REASON IN THE AGENDAS FOR THESE MEETINGS.	
18.	RICCARTON BUSH TRUST - APPOINTMENT OF CHAIR OF THE TRUST BOARD	S7(2)(A)	PROTECTION OF PRIVACY OF NATURAL PERSONS	TO PROTECT THE CANDIDATE'S REPUTATION IN THE EVENT THE COUNCIL DECLINES THE APPOINTMENT.	AS SOON AS THE COUNCIL'S DECISION HAS BEEN MADE AND THE CANDIDATE IS NOTIFIED OF IT.
19.	VISIBILITY OF CAPITAL PROJECT BUDGET CHANGES: JANUARY 2024	S7(2)(H)	COMMERCIAL ACTIVITIES	A QUARTERLY SUMMARY OF CHANGE REQUESTS IS PROVIDED THIS MONTH IN AN ACCOMPANYING PUBLIC EXCLUDED REPORT AS IT CONTAINS INFORMATION ON SPECIFIC PROJECTS BEING TENDERED IN THE OPEN MARKET AND ACCORDINGLY IT MAY PUT COUNCIL IN A DISADVANTAGED POSITION.	THIS REPORT CAN BE RELEASED TO THE PUBLIC ONCE ALL COMMERCIAL NEGOTIATIONS AND CONTRACTS HAVE BEEN CONCLUDED, AND SUBJECT TO THE APPROVAL OF THE HEAD OF PROCUREMENT AND CONTRACTS

## **Karakia Whakamutunga**

Kia whakairia te tapu

Kia wātea ai te ara

Kia turuki whakataha ai

Kia turuki whakataha ai

Haumi e. Hui e. Tāiki e